



PRIVATE & CONFIDENTIAL

***Minutes of Meeting of Trust Board held
Thursday, 6 October 2016 at 2:00pm in the Boardroom, Northern Ambulance
Division Area, Ballymena Ambulance Station, Antrim Road,
Ballymena BT42 2HD***

Present:

Mr P Archer	Chairman
Mrs R O'Hara	Chief Executive (Interim)
Mrs S McCue	Director of Finance & ICT
Mr B McNeill	Director of Operations
Dr D McManus	Medical Director
Mrs M Lemon	Director of Human Resources and Corporate Services (Interim)
Mr A Cardwell	Non-Executive Director
Mr W Abraham	Non-Executive Director
Mr N McKinley	Non-Executive Director
Dr J Livingstone	Non-Executive Director
Mr T Haslett	Non-Executive Director

In Attendance:

Ms Lindsey Watson	Complaints and Administrative Manager
Ms M McCaughey	Senior Secretary
Ms J Fleming	Senior Secretary

The Chairman opened the meeting and thanked members for their attendance.

1.0 Apologies

Mr N McKinley, Non-Executive Director.

2.0 Procedure:

Declaration of potential Conflict of Interest/Pecuniary Interest / Quorum

No potential conflicts of interest/pecuniary interest were declared. The Board was confirmed as quorate.

3.0 Patient Story

M Lemon presented a video of a patient story to the meeting advising this initiative had been progressed through the comments, compliments and complaints process. The story is to be used for induction and training demonstrating best practice in patient care delivered by NIAS staff

4.0 Minutes of the previous 'In Committee' meetings of Trust Board held on 4 August 2016.

Minutes dated 4 August 2016

Minutes were agreed on the proposal of Dr Livingstone and seconded by Mr Haslett.

Action: Approved

5.0 Matters Arising:

4.1 There were no matters arising.

4.2 Action Logs

There were no actions logged.

6.0 Chairman's Business

Ballymena Station

The Chair and Mr Abraham complimented and congratulated the Senior Management Team on the establishment of the new Ballymena Station stating it had been most impressive watching the station develop. Ms O'Hara noted the role played by the former Chief Executive Mr L Mclvor.

Mr Cardwell raised the possibility of locker room CCTV coverage. Mrs McCue advised that a CCTV policy for the Trust is planned to be developed which will consider such issues.

The Chair outlined key meetings and events attended since the last meeting of the Board including a Ministerial visit on 12 August 2016.

7.0 Chief Executive's Business

The Chief Executive outlined key meetings and events since the last meeting of the Board including

- Ms V Watts, Interim Chief Executive of the PHA regarding pressures and funding streams.
- Ministerial Visit.

- Senior Executive Management Team 2 Day Resilience Workshop.
- Heather Stevens, DHSSPS and Trade Unions regarding job evaluation.

Ms O'Hara further advised the engagement processes have started.

8.0 Performance Report as at 31 August 2016.

8.1 Operations

Mr McNeill tabled the Operations Report to the meeting. He advised the control team are engaged for longer with callers adding to complexity and stress of working in the control room. Future levels and pressure of cover are now on a downward trend. In preparation for winter, hours of cover have been revised for intermediate care and hours have been reallocated into evening hours Monday through Friday. A clinical support desk has also been put into operation. With regard to the Enniskillen Station, Estates have awarded a contract with a timescale of 18 months to complete.

Mrs McCue advised the Ballymena Station was developed as a template which could be considered for future station plans. A Facilities Management Contract is an important element which has yet to be completed. This should enable regulated access to the full range of services for NIAS buildings.

8.2 Finance

Mrs McCue tabled the Finance Report to the Meeting and advised the Trust is still on track to breakeven by the end of the year subject to a range of quoted assumptions. Systems are in place to give managers/budget holders greater access to spend within their own budget areas. NIAS continue to engage with DoH to progress the business case approval process and identify resources for the replacement of defibrillators/monitors.

8.3 Human Resources

M Lemon tabled the Human Resources and Corporate Services Report and confirmed the function is aware and committed to filling vacancies. By the year end HRPTS will have moved to Shared Services recruitment. With regard to the comments, compliments and complaints system, there is a new focus on early resolution and proportionate focus on investigation where that is warranted.

8.4 Medical

Dr McManus tabled the Medical Report. He advised the Board that the Assurance Committee has had an opportunity to review the Corporate Risk Register. From January 2017 it is hoped to re-establish the sequencing of Assurance Committee and Trust Board Meetings. A review of the incident reporting procedure should be completed by the end of the financial year.

The Community Resuscitation Strategy work is ongoing with the main focus at present being the nationwide *Restart a Heart Day* Initiative to train school children in CPR. It is hoped the Minister will attend the launch at one of the schools. CMO and PS have been trained and training is also available to Trust Board members if they are interested. It is hoped that several thousand children will be trained on the day.

Action: Email to be circulated to Trust Board members to ascertain availability.

The Trust has engaged with HSCB in respect of NIAS development of ePRF and the EHCR and have been asked to revise the outline business case allowing for consideration of procurement options and more detailed costings.

9.0 Items for Approval

- 9.1 I. Dr McManus introduced the newly updated Corporate Risk Management Strategy and Policy documents. He thanked the Risk Manager for her work in developing these documents.

Approval for submission to the Assurance Committee subject to minor amendments was proposed by Dr J Livingstone and seconded by Mr A Cardwell.

Action: Approved

- II. The Director of Finance highlighted the proposed change to banking arrangements whereby accounts could be combined, consolidated and off-set by Bank of Ireland. Two documents were approved
- (i) Letter of set-off, appropriation and combination
 - (ii) A resolution

Approval was proposed by Mr T Haslett and seconded by Dr J Livingstone.

Action: Approved

10.0 Items for Noting

- 10.1 There were no items for noting.

11.0 For Information

11.1 There were no items for information.

12.0 Application of Trust Seal

12.0 It was noted that the Trust Seal has been affixed to a Deed of Release of a parcel of land at John St, Newtownards transferred to the Council. NI Ambulance Service received a piece of land in exchange.

13.0 Forum for Questions

14.0 Any Other Business

14.1 None

15.0 Forward Agenda

No items

Date, Time and Venue of Next Meeting

The next scheduled In Committee of the Trust Board will be held on Thursday 1 December 2016 in South Eastern Division (venue to be confirmed).

Signed: 
Chairman

Dated: 01.12.16

