



***Minutes of Trust Board
Thursday 4 October 2018, 10.30am
Western Divisional Headquarters, Altnagelvin Hospital, Gransha Road,
Londonderry, BT47 6GT***

Present:

Mrs N Lappin	Chair
Mr W Abraham	Non-Executive Director
Mr T Haslett	Non-Executive Director
Mr A Cardwell	Non-Executive Director
Mr D Ashford	Non-Executive Director
Dr J Livingstone	Non-Executive Director
Mr M Bloomfield	Chief Executive
Mrs S McCue	Director of Finance & ICT
Ms R O'Hara	Director of HR & Corporate Services
Dr N Ruddell	Medical Director
Mr B McNeill	Director of Operations

In Attendance:

Miss H Coard	Senior Secretary
Miss K Magee	Senior Secretary

1.0 Welcome

The Chair welcomed everyone to Altnagelvin.

UK Dispatcher of The Year Award 2018

The Chair welcomed Mr J McMullan, Control Training & Quality Assurance Officer along with three Emergency Medical Dispatchers, Nikki McAuley, Lorraine Welsh and Kelly Anne McKee to Trust Board in recognition of their significant achievement of being finalists UK Dispatcher of The Year 2018 Awards.

The Chair commended all three members of staff for this significant achievement, and in particular Nikki McAuley for winning the award. The Chair congratulated Kelly Anne McKee who had also won Ireland Dispatcher of the Year 2017.

Mr J McMullan explained the background to the awards and provided an overview of the three calls for which the staff were nominated, noting how expertly these had been handled. The Chair congratulated Mr McMullan on his recent invitation to join

the International Dispatch Training Team.

Board members congratulated the team for their remarkable achievements.

2.0 Apologies

No Apologies were noted.

3.0 Procedure: Declaration of potential Conflict of Interest / Pecuniary Interest / Quorum

The Board was confirmed as quorate.

4.0 Minutes of the previous meeting of Trust Board held on 7 December 2017

Some minor amendments were noted and minutes were approved on the proposal of The Chair and seconded by Mr D Ashford.

5.0 Matters Arising

All the matters arising will be covered on the agenda.

6.0 Chairman's Business

The Chair gave an outline of her activities and meetings attended since her last report, highlighting the following:

- A number of meetings with a wide range of stakeholders have taken place in relation to the proposed CRM, and these have been very positive.
- She had a useful visit to Altnagelvin station.
- Further meetings have taken place regarding Hyponatraemia and duty of quality
- A letter was sent to all Non-Executive Directors inviting them to participate in Project Echo which is a developing governance project.
- Invites have been issued for the opening of the new Enniskillen Station on 17th October 2018. The Chair encouraged Trust Board to give this event their full support.

7.0 Chief Executive's Business

CEO outlined his activities and meetings attended since the last Trust Board, highlighting the following:

- Extensive engagement with Trade Unions, elected representatives, staff and other stakeholders in advance of the formal consultation on the new Clinical Response Model (CRM). A media briefing had been held prior to the consultation which will run to 20 December 2018.
- There has been recent media coverage of reduced cover at weekends in the Northern Trust Area., CEO commended Mr B McNeill on his handling of media interviews on this matter.
- A large number of staff had expressed interest in participating in the Paramedic Education Degree. Interviews have taken place and the successful applicants will

commence training in the coming weeks. 30 qualified Paramedics are due to start with NIAS in November which will assist winter pressures

- CEO, Dr Ruddell and Stephanie Leckey (Community Resuscitation Lead) had met with the Chief Medical Officer to brief him on progress with the Community Resuscitation Strategy.
- Chief Medical Officer visited the HEMS base last week to mark the end of International Air Ambulance week.
- Glen O'Rourke from the HEMs team has been shortlisted for Air Ambulance of the Year award.
- CEO attended an event to mark The Freedom of the Borough Adds and North Down being awarded to Health and Social Care staff.
- CEO formally welcomed Ms R O'Hara back to Trust Board and noted thanks to Ms Michelle Lemon for her work as Acting Director of HR & CS.

8.0 Overview of NEAC Service – Mr M Stewart

The Chair welcomed Mr Malcom Stewart who gave an informative presentation on Non-Emergency Ambulance Control.

Board members thanked Mr Stewart and discussion took place around the criteria for use of the NEAC service and on Infection Prevention and Control Issues for voluntary and private Ambulance Services, and voluntary car drivers.

9.0 NIAS 2018-19 Trust Delivery Plan – For Approval

CEO presented the Trust Delivery Plan for 2018/19 which is due to be submitted to the Health & Social Care Board for approval. Mrs McCue provided an update on the financial position, in particular on a number of savings proposals to achieve a break even position. The Trust Delivery Plan was approved.

10.0 IPC Update – Ms L Charlton

The Chair welcomed Ms L Charlton to Trust Board to give an update on Infection Prevention Control.

A briefing paper was presented detailing progress of the Improvement Plan which will be discussed with RQIA on 5th October 2018. Ms Charlton highlighted the main areas of progress, in particular in relation to assurance, however she stressed it will take some time to have all the improvements in place.

The Board thanked Ms Charlton for her work in supporting NIAS with this important issue.

11.0 Winter Plan – For Noting – Mr B McNeill

Mr McNeill provided an overview of the main elements of the plan to respond to increased pressures over the winter period. He advised that the plan had been approved by the HSCB who will be briefing the Department of Health on the resilience of the whole HSC for winter.

12.0 Assurance Committee Minutes 10/05/2018 – For Noting

Mr Haslett highlighted that a number of Assurance Committee action points have been discussed this morning.

13.0 Director's Highlight Reports as at June 2018 (by expectation)

13.1 Finance

Finance & ICT Directorate

Mrs McCue, Director of Finance provided an update to Trust Board, highlighting the following:

- Mrs McCue presented the Finance Report – NIAS are on track for a break even position for the end of year.
- Capital Spend Allocation of over 5 million is being spent mostly on Fleet – Finance and Operations working closely to manage this.
- Some difficulties highlighted in regards to Prompt Payment of Invoices which is unlikely to be rectified this financial year. Mr Haslett asked if queried invoices held up payment and Mrs McCue clarified that the invoice needs to be agreed before payment hence the delay in prompt payment.
- IT Report on System Availability and Interruptions with service – NIAS monitor BT arrangements and devise contingency plans for any disruption to service.
- There has been a 30% increase in FOI requests.

13.2 Operations Directorate

Mr McNeill, Director of Operations provided an update to Trust Board, highlighting the following:

- Call answering performance is being monitored. It is expected that this will improve.
- The Craigavon Station Replacement Programme has been put on hold due to it has not been possible to complete within the financial year.

13.3 Medical Directorate

Dr Ruddell, Interim Medical Director provided an update to Trust Board, highlighting the following:

- Issues relating to job evaluation and AFC banding leading to a delay in the recruitment of full-time HART Paramedics were discussed. However training for non-full-time staff has progressed allowing for a significant response to an MTFA incident.
- The management and review of SAI's remains a particular challenge due to the small governance team with NIAS compared to other Trusts, with no staff dedicated to this task.
- The GoodSam App used to alert Community Responders to out of hospital cardiac arrests will be integrated with control room software in November 2018 and following the testing and training of Control Staff is planned to "go live" in March 2019.
- International Restart a Heart Day is due to be held on 16th October 2018 and Dr Ruddell encouraged Board Members to attend the planned CPR training sessions.

13.4 Human Resources Directorate

Ms O'Hara, Director of HR&CS provided an update to Trust Board, highlighting the following:

- Ms O'Hara explained the backfill issue in relation to workforce plans. Due to Trust workforce trends of staff moving through ACA, EMT and Paramedic training and the impact of internal recruitments, e.g. Paramedic Student cohort 18/19, the Trust considers backfill arrangements in the associated plans. Accordingly activity can be higher than vacancy levels.
- Sickness Absence – 9.97% target has not been achieved and continues to be a priority. AACE are commencing a review of NIAS attendance management practice. The findings will be presented in Quarter Four 2018/19.

14.0 Any Other Business

Mrs McCue encouraged Board members to take up the HFMA training opportunities and The Chair reiterated this and said she would be availing of the opportunity for online training.

Mr Abraham queried dress uniforms for Senior staff and Mr Bloomfield said he has raised this issue and hopes to purchase uniforms.

15.0 Date, Time and Venue of Next Meeting

The next scheduled Trust Board meeting will be held on **Thursday 6 December 2018**, location at **10:30am** within our South Eastern Division the venue will be confirmed

Signed: Nicole Curran
(Chairman)

Dated: 13/12/18

12/15/18

1. Write down