



Minutes of Trust Board
Wednesday 13 June 2018@ 1.00pm in the Boardroom,NIAS HQ,
Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG

Present:

Mr P Archer	Chair
Mr W Abraham	Non-Executive Director
Mr A Cardwell	Non-Executive Director
Dr J Livingstone	Non-Executive Director
Mr D Ashford	Non-Executive Director
Mr M Bloomfield	Chief Executive
Mrs S McCue	Director of Finance & ICT
Mr B McNeill	Director of Operations
Ms R O'Hara	Director of HR & Corporate Services
Ms M Lemon	Assistant Director of HR & Corporate Services (Acting)
Dr N Ruddell	Interim Medical Director

In Attendance:

Mrs N Lappin	Incoming Chair (from 1 July 2018)
Ms H Coard	Senior Secretary
Mrs J McSwiggan	Senior Secretary

1.0 Apologies

An apology was received from Mr T Haslett, Non-Executive Director.

The Chairman welcomed everyone to the meeting giving special mentioned to Mr D Ashford who joined NIAS as a Non-Executive Director in June 2018 and Mrs N Lappin, who will take up the post of Trust Chair on 1 July 2018.

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

The Board was confirmed as quorate. The Chair declared a potential conflict of interest in relation to membership of St John Ambulance Service as a Trustee.

3.0 Minutes of the previous meeting of Trust Board held on 12 April 2018

The Minutes were approved on the proposal of Dr J Livingstone, seconded by Mr W Abraham.

4.0 Matters Arising

With regards Item 10.1 in the previous Minutes (Whistleblowing Policy) it was noted that the agreed amendment had now been made to the policy.

All other matters arising are covered within the Agenda.

5.0 Chairman's Business

5.1 Chairman's Update

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

- NICON conference.
- Royal Gun Salute for the Queen's Birthday.
- Chairman's Appraisal conducted by Deputy Secretary, DoH.
- Meeting with the Permanent Secretary re: IPC.
- Member of the Departmental interview panel for Chair and six Non-Executive Directors for the Patient Client Council.
- Shortlisting for NIAS Medical Director Post.
- CEMA Conference.
- One of 23 NIAS representatives who attended a Garden Party at Buckingham Palace for Prince Charles' birthday.
- HSC Chairs' Forum.
- NI Public Sector Chairs' Forum.
- First meeting with new NIAS Chair.
- NIAS Non-Executive Directors appraisals.

6.0 Chief Executive's Business

6.1 Chief Executive's Update

Mr M Bloomfield outlined his activities and meetings attended since the last Trust Board, highlighting the following:

- Priority has been given to visiting stations and meeting staff, and the quality of ideas and suggestions from staff has been very encouraging.
- Staff members' enthusiasm for developing skills was also noted, as was their care and compassion under challenging circumstances.
- The NIAS ratings in the recent Department of Health patient experience survey results were among the highest within the survey, reflecting the level of care provided by NIAS staff.
- The Board agreed that the level of assaults on NIAS staff is appalling, with over 400 within the past year, and recent attacks on staff in May led to the Trust issuing a media statement highlighting the detrimental impact this has on the Service. All staff involved in these assaults have been contacted and assured of the Trust's ongoing support. It was noted that the Management of Aggression Sub-Group of the NIAS Health & Safety Committee is looking at a fresh approach to dealing with these incidents. It was noted that a legal

case must be taken by the individual rather than by the Trust. The Trust will support those who do pursue in court. The Board discussed other approaches including awareness campaigns and body-worn cameras.

- Meetings with a number of elected representatives, relating in particular to response times over the winter period, and an opportunity to highlight the challenges faced by the Trust and the plans to address these.
- First 1:1 with the Permanent Secretary.
- Initial 1:1 meetings with NIAS Non-Executive Directors.
- Constructive engagement with Trade Unions.
- Regular meetings with other Trust Chief Executives.
- Regular teleconferences with the Association of Ambulance Chief Executives (AACE) nationally.
- Fortnightly meetings of the Department's Transformation and Implementation Group (TIG). NIAS will host the next meeting.
- A positive and constructive formal accountability review meeting with the Permanent Secretary and other Departmental staff re: IPC issues following the special measure introduced by RQIA, followed by additional capacity allocation for a replacement station at Craigavon.
- Congratulations to NIAS Paramedic Mr Richard Bendall who received the Queen's Ambulance Medal in the Queen's Birthday Honours.

7.0 Items for Approval

The three policies below were presented to the Trust Board for approval.

7.1 NIAS Corporate Plan 2018-2022

The Board thanked Mrs R O'Hara for leading on the production of this plan, which lays out the key priorities for the Trust, and four core values and six key themes around which the Trust's objectives are structured. Following approval by Trust Board, this will be shared with the Department.

The leadership programme was welcomed, and it was confirmed that the definition of the target group was flexible.

It was noted that an annual Trust Delivery Plan must also be produced, but this will take place once the HSCB Commissioning Plan has been received.

The Board welcomed the Trust's plans for a staff awards event.

The Board approved the Corporate Plan on the proposal of Mr W Abraham, seconded by Mr D Ashford.

7.2 Strategic Business Continuity Management Plan

The Board acknowledged the significant work undertaken by Ms Heather Sharpe, Emergency Planning Officer for Business Continuity, in producing this comprehensive plan.

It was noted that a parallel work stream on cybersecurity is being undertaken.

The Board noted the Trust's emergency call-taking partnership with the Scottish Ambulance Service, and the Memo of Understanding between NIAS and the National Ambulance Service of Ireland (NAS) with regards to response to incidents in border areas. Dr N Ruddell represents the Trust at the Department of Health's Brexit planning meetings where future cross-border emergency response is an agenda item.

The Strategic Business Continuity Management Plan was approved on the proposal of Dr J Livingstone, seconded by Mr A Cardwell.

7.3 Mandatory Training Policy (Frank Orr)

The Board recognised the extensive work of Mr F Orr, Assistant Director of HR with responsibility for Education, Learning and Development in the production of this policy, and the following points were highlighted:

- Appendix 1 contains the matrix for mandatory training, drawn up after consultation with a wide range of subject experts.
- The matrix is fluid to reflect changes. Additions and removals are brought to SEMT.
- The Senior Learning & Development Officer maintains a log of mandatory training topics.
- Attendance at training is recorded using the HRPTS reporting system.
- Use of the HSC eLearning platform helps ensure training results in learning.
- Each directorate is responsible for compiling training data for directorate staff.
- Compliance is reported to SEMT and the Assurance Committee at least annually.

The Mandatory Training Policy was approved on the proposal of Dr J Livingstone, seconded by Mr D Ashford.

8.0 Items for Information/Noting

8.1 Paramedic Education Programme (Frank Orr)

Mr F Orr updated the Board on the development of the Paramedic Education Project, highlighting the following:

- Following a tender process, the University of Ulster was awarded a partnership with NIAS in October 2017, and a two-year Foundation Degree in Science and Paramedic Practice was developed.
- The HCPC / University of Ulster approvals visit took place in May 2018, and approval was granted subject to a number of approvals being met.
- It is anticipated that final approval will be granted within the next two months.
- A cohort of 48 is being sought from the existing EMT tier, with training due to commence later this year.
- This ongoing work has significant implications for the NIAS Training Team, and F Orr commended the entire team on the extensive work being done.
- The Department of Health are now commissioning a BSc programme and this will be the only route from 2021.

The Board wished the Trust well with the new programme and acknowledged the significant work undertaken by Ms L Rafferty initially and then Mr F Orr.

8.2 Infection Prevention and Control Update (Lynne Charlton)

Ms L Charlton updated the Board on the Trust's ongoing work in relation to IPC, and highlighted the following:

- The core principles for the Trust are that IPC is an integral part of safe healthcare, and it is the responsibility of everyone.
- Staff welcome the IPC improvements made to date, and with considerable work still required, IPC must remain a priority for the Trust.
- The Trust's Quality Improvement Plan outlines actions to be taken.
- While appropriate support mechanisms are highlighted by the RQIA Improvement Notice, NIAS is the only UK Ambulance Service without a dedicated IPC function.
- As an interim measure, NIAS is exploring the possibility of developing a Service Level Agreement between Divisions and corresponding Trusts for IPC support.
- With regards governance and assurance, NIAS has engaged an external provider for six months for online reporting of IPC audit information, which will allow the Trust to identify themes and trends.
- The estate strategy continues to develop in response to estate challenges.
- Vehicle cleaning has been benchmarked against the other UK Ambulance Stations and agency operatives have been engaged to carry out deep cleaning of vehicles.
- The introduction of DatixWeb by the Risk Manager has made a significant contribution to electronic reporting of incidents.
- With regards training, education and staff engagement, consideration is being given to the introduction of NIAS-specific training videos covering such key areas as hand hygiene, glove wearing, cannulation and ANTT.
- Learning and support from other Trusts and the Public Health Agency is of great value.
- Staff have been very engaged and personal efforts to improve IPC have been noted across the Trust.

The Board gave its full support for the ongoing work, thanked Ms L Charlton for the contribution she has made to IPC improvements, and agreed the importance in maintaining a dedicated focus on IPC.

8.3 Community Resuscitation Programme (Stephanie Leckey)

Dr N Ruddell introduced Mrs S Leckey, Community Resuscitation Manager, and outlined the Community Resuscitation Strategy and the key issues that will improve the chances of survival of an Out of Hospital Cardiac Arrest (OHCA).

Mrs S Leckey highlighted the following aspects of the work of her team:

- NIAS Information Department are working on producing data for NI survival rates for OHCA.
- Working with Councils to ensure community resuscitation can be included within their community plans.
- Educating the public about the chain of survival.
- CPR education within schools and for the public (e.g. engaged with 3000 people at the Balmoral Show).
- Importance of registering all static defibs on the NIAS database.
- First Responder Schemes in NI and standardising these schemes.
- The GoodSAM app and its potential.
- It was suggested that NIAS Non-Clinical Staff be trained in CPR and the use of defibs, and the potential to link this to Restart a Heart Day on 16 October 2018 was discussed.

8.4 GDPR (Sharon McCue)

Mrs S McCue and Ms A Vitty (Corporate Manager) updated the Board and answered questions on the implementation of GDPR legislation on 25 May. The Board acknowledged the significant work across the Trust to ensure compliance. It was noted that the Trust has also contacted all its contractors/suppliers to ensure their compliance.

8.5 Assurance Committee Minutes 10 May 2018

Noted.

8.6 Audit Committee Minutes 16 March 2018

Noted.

8.7 NIAS – AANI Report (Marianne Johnston)

The Board noted the Spring Report for the first nine months of the HEMS service, presented by Mrs M Johnston, Business Manager, and the following areas were highlighted:

- The report is structured to meet the HEMS objectives / KPIs and the objectives of the charitable partner, Air Ambulance Northern Ireland (AANI), including clinical audit and financial performance.
- The HEMS doctors are currently working additional hours, and work to stabilise the rota is ongoing.
- NIAS will issue a joint press statement with AANI to make the public aware of this very positive report and the excellent work being undertaken by the HEMS team.

- The HEMS Clinical Lead and Operational Lead were invited to speak at a national conference due to the success of the project and the team's achievements in terms of patient care.
- Work on the helipad at the Royal Victoria Hospital continues, with testing due to take place within the coming weeks.
- With regards cleaning of the aircraft, this is the responsibility of the HEMS team, who follow a robust daily training and preparation schedule.
- The provision of peer support is under development across the Trust, and this will be of great value to the HEMS team.

9.0 Performance Reports as at 31 March 2018

9.1 Highlight Reports by Each Director

Medical

Dr N Ruddell, Interim Medical Director, highlighted the following:

- There has been progress along the route to tender for the REACH project.
- NIAS currently has limited access to the Electronic Care Record in use by hospitals, but the Trust's system will ultimately contribute to this.

Risk Register

- No issues to raise.

Human Resources & Corporate Services

Ms M Lemon, Director of HR & Corporate Services (Acting), highlighted the following:

- The Board noted the proposed template for presenting to Assurance Committee and Trust Board, with a rolling programme of presentations over the year.
- The Board noted the year end position with regards absence, with the target of a 5% reduction not having been met. This will be discussed in more detail by Assurance Committee.

Finance & ICT

Mrs S McCue, Director of Finance & ICT, highlighted the following:

- The Trust is compliant with capital resource level.
- There is substantial work ongoing in relation to cybersecurity across all Trusts.
- There has been an annual increase of 4.2% with regards the level of processing information requests.

Operations

B McNeill, Director of Operations, highlighted the following:

- It was noted that the cumulative NI Cat A performance target for 2017/18 had not been met and that the Trust has discussed the urgency of demand capacity issues with Commissioners.
- Turnaround times remain a major issue and require prioritisation by the Department.

- The pre-planning application for the replacement station at Craigavon has been submitted.

10.0 Application of Trust Seal

The Trust Seal was not applied.

11.0 Forum for Questions

No questions had been tabled.

12.0 Any Other Business

12.1 Signing of Accounts

Mr W Abraham has signed as Chair of Audit Committee, and Mr T Haslett will sign as Chair of Assurance Committee.

12.2 Thanks to the Chairman

The Chief Executive paid tribute to the outgoing Chair for his dedicated service to NIAS over many years, and noted there will be an opportunity for staff to wish the Chair well before his term ends,

The Chair thanked the Board for their good wishes, and acknowledged the passion and dedication of all NIAS Staff.

13 Summary & Forward Agenda

No items raised.

Date, Time and Venue of Next Meeting

The next scheduled Trust Board meeting will be held on **Thursday 16 August 2018, 2pm Board Room, NIAS HQ.**

Signed: Nicole Connors
(Chairman)

Dated: 16/8/18