



***Minutes of Trust Board***

***Thursday 6 December 2018, 10:30am, Tyner Room, Downshire Hospital, 53  
Ardglass Road, Downpatrick, BT30 6JQ***

**Present:**

Mrs N Lappin	Chair
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
Mr B McNeill	Director of Operations
Dr N Ruddell	Medical Director

**In Attendance:**

Ms H Coard	Senior Secretary
Ms M Smith	Senior Secretary
Mr G O'Rourke	HEMs Paramedic (for Item 14 Only)
Ms S Loughran	Emergency Medical Technician (for Item 16 only)
Mr A Mac Giolla Bhrighde	Emergency Medical Technician (for Item 16 only)
Mr G Mercer	Station Officer Coleraine (for Item 16 only)

**1.0 Welcome and Introductions:**

The Chair welcomed everyone to Downshire Hospital, the Board was confirmed as quorate.

**2.0 Apologies:**

Apologies were received from Mr William Abraham, Non-Executive Director.

**3.0 Minutes of Trust Board Meeting on 4 October 2018**

The minutes were approved subject to some agreed minor amendments on the proposal of the Chair and seconded by Dr J Livingstone.

**4.0 Matters Arising:**

There were no matters arising.

**5.0 Chair's Business:**

The Chair outlined her activities and meetings attended since the last Trust Board meeting as follows:

- Two meetings of the Health Trust project groups, set up to implement the recommendations coming out of the O'Hara Report in relation to the Inquiry into Hyponatraemia related Deaths in Northern Ireland, have taken place since the last Trust Board.

- The Chair attended the opening of the new Enniskillen Ambulance Station. The Chair acknowledged the hard work that had gone into the project and offered thanks, on behalf of the Trust Board, to all those involved in the success of this project and of the official opening event.
- A number of meetings with MLAs have taking place in relation to promoting and encouraging responses to the ongoing consultation on proposals for the implementation of the new Clinical Response Model (CRM). The Chair noted that the majority of feedback received to date had been very positive and supportive of the proposal.
- A meeting of the 'Project Echo' group, in respect of good governance practices within the Health and Social Care Trusts took place. The Chair acknowledged the useful information presented by NIAS Risk Manager, Katrina Keating on the innovative approaches taken by NIAS in relation to good governance.
- Attended AACE meeting with Mr Bloomfield in November 2018. Points of note from this meeting including a matter in relation to the provision of Maternity uniforms for NIAS employees. The Chair proposed that a Board level discussion should take place on this subject.
- Internal Audit have been reviewing the Trust's current governance structures. The Chair proposed that a Trust Board Workshop is arranged in early 2019 to fully discuss this matter.
- Attended meeting with Sue Gray, Permanent Secretary of the Department for Finance, to discuss a range of issues in relation to NIAS including the approval process for high value capital projects.
- Internal Audit have requested a meeting with the Chair to discuss an upcoming Audit on Patient Flow, this meeting will take place next week following a discussion of this subject with the Director of Operations.

## **6.0 Chief Executive's Business:**

Mr Bloomfield outlined his activities and meetings attended since the last Trust Board as follows:

- CRM Consultation – A range of meetings and events have been taking place in relation to stakeholder engagement on the CRM Consultation. The Trust has attended meetings with all the Local Commissioning Groups (LCGs), District Councils, Patient Client Council and other related stakeholder groups. An 'easy read' version of the consultation paper has recently been produced and circulated. As a result of this, it has been decided to extend the closing date for responses to the consultation to Friday 18 January 2019. SEMT held a workshop to discuss the development of a plan to implement the CRM and to consider resource requirements.
- Infection Prevention Control (IPC) – the RQIA made unannounced inspections to Craigavon Ambulance Station and NIAS HQ on 28 November 2018 and to several other stations the following day. Feedback received from the RQIA since these inspections has been positive. The RQIA have recognised the improvements made by the Trust but noted that there are still some ongoing issues. The RQIA will meet with the Trust next week. The Board will be provided with an update following the meeting.
- Winter Plan – Winter pressures are expected to be considerable this year as increases in demand for services have continued over the summer months. Mr Bloomfield noted that he has recently attended several meetings in respect of Winter Pressures with the Permanent Secretary from the Department of Health and other Health Trust Chief Executives. Regional work is ongoing on tasks to improve hospital turnaround times. The Ulster Hospital recently piloted a new Ambulance Receiver role. Learning outcomes from the pilot were largely positive with statistics on turnaround times

showing a decrease during the period of the trial. It is expected that other Trusts will provide an Ambulance Receiver the large Emergency Departments during winter.

- Mr Bloomfield proposed that a Trust Board Workshop is arranged to discuss long term strategic direction for NIAS. The Trust is being supported by AACE in this work.
- The Trust attended a meeting with NIFRS last week. NIAS were represented by Mr Bloomfield, Mr McNeill and Dr Ruddell.
- NIAS participated in a MFTA training exercise with NIFRS and PSNI last week. The exercise was designed and led by a member of the NIAS HART Team. Mr Bloomfield attended part of this exercise and commented on how impressed he was by the professionalism and dedication of everyone involved.
- NIAS hosted a national research event on behalf of the College of Paramedics in November 2018.

### **Items for Approval/Noting**

#### **7.0 Frequent and Vulnerable Caller Policy (for approval)**

Dr Ruddell presented an overview of the draft Policy on the Identification and Management of Frequent Callers and Vulnerable Service Users for approval by the Trust Board.

Dr Ruddell acknowledged the excellent work carried out by the project team on this policy which is led by Joanna Smylie. The policy outlines how NIAS will identify and manage frequent and vulnerable callers in a consistent and clinically appropriate manner.

The Board held a discussion on matters related to the policy. Mr McNeill highlighted that, if adequately resourced, the implementation of this policy and associated procedures would potentially provide an opportunity for NIAS to reduce demand on services.

The Trust Board approved the policy on the proposal of Dr Livingstone and seconded by Mr Cardwell.

#### **8.0 Learning from Incidents Policy (for approval)**

Dr Ruddell provided background information and an overview of the Learning from Incidents policy. The purpose of this policy is to raise the standard of incident management within NIAS. The policy document identifies and sets out the Trust's corporate commitment to the appropriate level of investigation of incidents. It aims to embed good governance practices by ensuring that all managers make adequate arrangement for the provision of suitable resources, calling upon employees to fully engage in, and be responsible for incident management.

A brief Q&A followed in which the Board sought clarification of certain aspects of the policy. It was noted that a NIAS specific procedures document was in the process of being prepared for issue to employees in the near future.

The Trust Board approved the Policy subject to some agreed wording amendments on the proposal of Dr J Livingstone and seconded by Mr D Ashford.

#### **9.0 Procurement Working Group Terms of Reference (for approval)**

Mrs McCue presented an overview of the Procurement Working Group Revised Terms of Reference. This document had previously been discussed and reviewed by the Audit Committee at their meeting on 11 October 2018.

A brief Q&A followed in which the Chair queried some of the function of the Procurement Working Group. Mrs McCue noted that the purpose of the Group was to scrutinise and provide advice and guidance on procurement matters and procedures within the Trust.

The Board approved the Revised Terms of Reference on the proposal of Mr A Cardwell, seconded by Mr T Haslett.

**10.0 Annual Equality Report (for noting)**

Ms O'Hara presented the Trust's Statutory Equality and Good Relations Duties Annual Progress Report 2017-18. This report was prepared using a template circulated by the Equality Commission. It presents the Trust's progress in fulfilling statutory equality and good relations duties and implementation of Equality Scheme commitments and Disability Action Plans, between April 2017 and March 2018.

The Trust Board noted the report.

**11.0 Audit Committee Minutes (13/06/2018) (for noting)**

The Trust Board reviewed and noted the minutes of the Audit Committee meeting on Wednesday 13 June 2018.

**12.0 Assurance Committee Minutes (05/09/2018) (for noting)**

The Trust Board reviewed and noted the minutes of the Assurance Committee meeting on Wednesday 5 September 2018.

**13.0 Marked Cars Verbal Update:**

Mr Bloomfield provided background information in respect of the development of a policy in relation to the allocation of marked cars to Ambulance Officers. The draft policy is in an advanced stage of development and has been reviewed by the Trust's Senior Executive Management Team. It was noted that the final policy would be submitted for approval by the Trust Board at their next meeting.

**14.0 HEMS Update**

The Chair welcomed Mr Glen O'Rourke and invited him to present an update on the of the work of the HEMS.

Points of note from Mr O'Rourke's presentation included:

- Definitions and differences between the Air Ambulance Service and the HEMS Service.
- HEMS service has been designated 580 times since it commenced operating, averaging 36 call per month.
- HEMS work closely with the Emergency Ambulance Control (EAC) Team to quickly identify emergency calls that require HEMS
- The stand down rate for HEMS is 30%
- NIAS Information Management, IT and EAC teams have worked collaboratively with the HEMS team to create a robust and inclusive statistical data system for the collection of information on all HEMS calls and call outs. Mr O'Rourke demonstrated the flexibility of this system throughout his presentation.

A brief Q&A session followed and the Chair thanked Mr O'Rourke for his informative and useful presentation.

#### **14.0 Directors Highlight Reports as at October 2018:**

##### **14.1 Human Resources & Corporate Services**

Ms O'Hara, Director of HR & Corporate Services, provided an update to the Trust Board. The following highlights were noted:

- The HR Report now includes details of UK Ambulance Services absence KPIs.

##### **14.2 Finance & ICT**

Mrs McCue, Director of Finance & ICT, provided an update to the Trust Board. The following highlights were noted:

- Financial Breakeven – At end October 2018 there was a small deficit of £7k; the Trust is predicting breakeven at year end.
- Capital expenditure is on track as per budget forecasts.
- By end of October 2018 there was an increase in the number of information requests received.
- The Chair queried methods of monitoring and reviewing ACP pathways as per bullet point 4 on page 115 of the report; Mrs McCue noted that these were reviewed by SEMT through a TIC Group.

##### **14.3 Operations**

Mr McNeill, Director of Operations, provided an update to the Trust Board. The following highlights were noted:

- The Trust is predicting a slight improvement in respect of CAT A Performance Improvement Trajectory as winter resilience plans commenced on 1 December 2018.
- The Trust Board was advised that performance levels may drop in the coming months as a result of 48 EMT staff being released from their duties for the commencement of the Diploma in Paramedic Practice in early January 2019. Delays in the recruitment process for trainee EMT's to backfill these posts will impact the number of staff available for rostered shifts on a short-term basis. This was duly noted by the Board.

##### **14.4 Medical**

Dr Ruddell, Medical Director, had no significant highlights to report.

#### **16.0 Staff Bravery Awards:**

The Chair welcomed Mr Glynn Mercer, Station Officer Antrim, Ms Shauna Loughran, Paramedic and Mr Aona Mac Giolla Bhrighde, Emergency Medical Technician (EMT) from North Division. Ms Loughran and Mr Mac Giolla Bhrighde were invited to share their experience of an incident they were recently involved in whilst on duty. They had just completed a callout and were returning to their base when they spotted smoke billowing from a house in Moneymore. They stopped, contacted control to inform them of the incident and then made their way to the house where they proceeded to lead an elderly gentleman from the house to safety, before going on to warn neighbours of the danger.

Their actions were above and beyond the call of duty and undoubtedly saved lives. The Chair, then awarded Ms Loughran and Mr Mac Giolla Bhrighde, NIAS first Bravery Award and offered sincere thanks on behalf of the Trust Board and the entire Service.

It was noted that the Trust are now planning to host an Annual Awards Ceremony to accommodate and acknowledge awards to staff.

**17.0 Forum for Questions:**

There were no questions asked under this agenda item.


**18.0 Any Other Business:**

The following items were discussed under AOB:

- Brexit – Dr Ruddell provided an update in respect of a meeting he recently attended regarding potential impact on the Health Service should the UK leave the EU with no deal. He noted that there are many planned contingencies in place already for the continued supply of fuel, pharmaceuticals etc.
- The Chair offered congratulations on behalf of herself and the Board to Mr Ashford on his recent appointment as Chair of the Probation Board for NI.

**Date of Next Meeting:**

The next meeting of the Trust Board will be held on Thursday 7 February 2019, location to be confirmed.

Signed:   
(Chairman)

Dated: 9/5/19