

NHS Western Isles
Board Meeting



Minutes of Meeting

30 January 2019

The Balcony, Stornoway Town Hall, Stornoway

Members Present:

Rosemary Bugler	Non-Executive Director	Angus McKellar	Medical Director
Ian Burgess	Chair	Diane McPherson	Non-Executive Director
William Findlay	Nurse/AHP Director / Chief Operating Officer	Dana Murray	Employee Director / Non- Executive Director
Murdo MacMillan	Non-Executive Director	Uisdean Robertson	CnES Representative / Non- Executive Director
Gillian McCannon	Non-Executive Director	Maggie Watts	Director of Public Health / Caldicott Guardian

In Attendance:

Debbie Bozkurt	Head of Finance, Procurement and Chief Finance Officer of the IJB
Michelle McPhail	Business Manager
Eilidh Whiteford	Communications Manager

1. WELCOME

The Chair welcomed everyone to the meeting. He noted that this was his first meeting as Chair of the Board.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Gordon Jamieson	Chief Executive
Margaret MacKenzie,	Chair of ACF / Non-Executive Director

3. INTRODUCTION

3.1 Chair's Report

The Chair reflected on the previous events, highlighting:

- 14.01.19 ~ The Minister for Public Health, Joe FitzPatrick attending the Annual Review to discuss the Board's performance for 2017/18.
- 21.01.19 – National Chairs Meeting, where the Cabinet Secretary reiterated the need for integration via the IJB and the development of the National Corporate Governance review.
- 14.02.19 – The Deputy First Minister, Mr. John Swinney, attended the STaG event in the Sports Centre

Decision: The Board formally noted the Chair's update.

Action: No formal action required.

4. DECLARATION OF INTEREST

No declarations of interest were raised in relation to any items on the agenda.

5. MINUTES

5.1 Minutes of 19.12.18 - DA

The Minute of the meeting of the Board held on 19th December 2018 was approved. A number of amendments were requested and the Chair advised that the amendments would be made and the minute recirculated to Members. The Minute would be represented for homologation at the next meeting.

Decision: The Board requested that the Minutes is amendment and represented in March for homologation.

Action: Agenda item for March 2019.

5.2 Matters arising from previous Minutes

Item 9.1 – Human Resources Workforce Report November 2018 ~ Mrs. McPherson enquired if any work had taken place in relation to the EASY system, as the contract is due to end in April 2018. Ms. Bozkurt noted that the contract is a rolling contract and could be terminated, if required, at any point in time. Dr. McKellar advised that the Board is currently recruiting to the post of HR Director and this could be deemed as one aspect for them to review once appointed.

Action: No action required.

5.3 Action Points

The following updates were noted to the Action Points:

- 18.12.18 – Leverburgh Clinic ~ Mrs. McPhail noted that Mr. Douglas MacKenzie, Estates Manager, stated that retaining the property would be assessed as part of the Property Management Asset review. **UPDATE.**
- 18.12.18 – Human Resources ~ Mrs. Murray noted that no discussion with Mr. Jamieson had taken place but she would discuss this forward with Mr. Jamieson. **UPDATE.**

Decision: The Board formally noted the updates.

Action: The action points will be updated to reflect the above outcomes.

6. FINANCIAL PERFORMANCE

6.1 Financial Performance Monitoring Month 8

Issue: *The Board was asked to note for assurance purposes the Report presented by Ms. Debbie Bozkurt, Director of Finance and Procurement and Chief Finance Officer of the IJB.*

Discussion: Ms. Bozkurt advised that the month 8 report for the year up to 30th November 2018 noted that the Board is showing an in year overspend of £2,188k (October denoted overspend of £2,308k) and an out-turn overspend of £1,000k after the application of the contingency in full. The main areas of risk being:

- **SLA** ~ NHS Greater Glasgow is now seeking to recover the full cost of activity and the increase in SLA excluding inflation is £637k. Although high it is a reduction from 2011/12 when the Board was £976k from parity.
- **Mental Health placements** ~ the projected out-turn overspend is £704k (October £674k). This is due to high cost of private treatment units and each placement has been assessed for likely discharge and many of the placements will continue over the next 3 years.
- **High Cost Drugs** ~ the Board is showing a projected overspend of £500k. The Board only has data up to month 4 (July 2018) so further analysis will be undertaken once more information becomes available. The increasing elderly population (44% rise by 2027) will impact on the Board's ability to reduce this cost pressure.
- **Laboratories** ~ in-year overspend of £233k (October £213k), projected as an overspend of £406k (October £407k) at the year end. This is partly due to the Blood Transfusion Service however Ms. Bozkurt advised that the Board is expecting the overspend on Laboratories not to be as high as 2017/18 as the staffing will become more stable and the Board will need less input from Scottish National Blood Transfusion Service (SNBTS) in supporting the Board.
- **GP Prescribing** ~ in year is £36k and an overspend at the year-end of £167k (October £172k). It was noted that this cost could increase depending upon the winter pressures.

- **Hospital Pharmacy** ~ is projected to overspend £365k (October £356k) at the year-end due mainly to Patient Assess Scheme (PAS) drugs for Haematology and Oncology. NHS Western Isles patients treated within Raigmore and for patients treated in the Western Isles but the drugs are purchased from NHS Highland. The cost of these drugs are much higher (there are rebates that do offset some of the cost of these drugs) than the previous prescribed treatment for Haematology and Oncology.

Ms. Bozkurt also advised that as part of the Scottish Government's Annual Operational Plan, the financial section for 2019/20 will be calculated for a 3 year projection, however Boards are awaiting confirmation from Scottish Government. A discussion in February would enable greater understanding of the financial position for the next 3 years.

Mr. Findlay assured the Board that the financial allocation from Scottish Government is spent on the service and care to patients is not compromised. Patients are treated where they obtain the right level of care, be that within the islands or more specific treatment required from a mainland provider.

The Chair enquired as to what type of changes are being proposed to ensure that the Board breaks even in future years. Dr. McKellar advised that work continues with the patient pathways, which has demonstrated that patients are able to be treated locally using technology without having to travel, so travel costs are being reduced and patients have a better experience.

Ms. Bozkurt updated Members on the workforce information discussing the link between age and sickness levels, noting a direct correlation between the two. It was noted that the age of the workforce is greater towards the 45-59 with 6.2% and the over 60 years is 7.7% of the total workforce. Dr. Watts reflected on work undertaken previously to review the long term conditions and the absence levels. This may be a piece of work to be reviewed again.

Mrs. McCannon reflected on the report noting the continuous underspend within Public Health. Dr. Watts advised that the underspend is as a result of changing the department structure but highlighted the need for consultancy post to take forward specific aspects of work within public health. Mrs. McCannon noted the only way to reduce the number of people requiring treatment is to advise them on ways of better health and sign post them to the screening to help prevent the need to acute treatment. Prevention is a very important aspect of the work for the Board.

The Chair thanked Ms. Bozkurt for the update and welcomed the more detail plan to discuss the projected 3 year financial planning.

Decision: The report was formally noted for assurance purposes.

Action: Development session to discuss the financial planning.

7. CORPORATE DEVELOPMENT

7.1 Freedom of Information Scotland Act / Environmental Regulations Staff Guide

Issue: *The Board was asked to note for information the report presented by Dr. Maggie Watts, Director of Public Health.*

Discussion: Dr. Watts presented the guidance for staff which sets out the practical application of NHS Western Isles Freedom of Information policy. It identifies staff responsibilities and processes to ensure that NHS Western Isles is able to comply with the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.

They commented upon the number of requests the Board receives in a year, increasing in both the number but also the complexity of requests and it is good to ensure that staff are fully guided as to their role and responsibility to ensure that where ever possible responses are given within the period of time.

Decision: **The Board fully noted the guidance.**

Action: **No action required.**

7.2 NHS Mail Acceptable Use Policy

Issue: *The Board was asked to note for information the report presented by Dr. Maggie Watts, Director of Public Health.*

Discussion: Dr. Watts wished to remind members of the existence of the NHS Mail Acceptable Use Policy, which applies to all staff, including Board Members and contractors who use NHS Mail and is intended to ensure safe, effective and efficient email use and forms part of the overall Information Security Policy for NHS Western Isles.

Members discussed the Policy noting that there is little abuse via emails as a filtering system is in place and any abusive aspects which are noted within a criteria list is triggered, results in the email either not being sent or designated as spam.

The Chair thanked Dr. Watts for reminding the Board of the policy and the revision within.

Decision: **The Board formally noted the policy.**

Action: **No action required.**

8. SERVICE DEVELOPMENT

8.1 Mental Health Service Redesign Project Report

Issue: *The Board was asked to note for assurance purposes the report presented by Dr. Maggie Watts, Director of Public Health.*

Discussion: Dr. Watts provide further update to Board Members on the work of the Mental Health Redesign Steering Group, which met on the 15th January 2019.

Dr. Watts highlighted the following:

- Two members of staff from Clisham have been redeployed to APU.
- The majority of staff from Clisham Ward have been redeployed into permanent positions in the Community Mental Health Team and Acute Wards within the Western Isles Hospital.
- The post of Mental Health Liaison Nurse within WIH has been appointed.
- Five members of staff from substantive posts deployed to temporary posts within the Acute Services.
- Three new Dementia CPNs, two Adult CPNs and one Support Worker are now working in the Community Team in Lewis and Harris.
- Post-diagnostic support services has been passed to the Community Mental Health Team as of 03.12.18.
- A new post of CPN for Uist and Barra has been approved and will be advertised shortly.
- Morse is available within Emergency Services and CPNs have access to the information.

Dr. Watts advised of further public engagement will be conducted to ensure that the public are aware of what the model will look like by the end of March 2019. Members were assured that support for the engagement will be with the Scottish Health Council, Carmen Morrison and within the organisation, Denise Symington.

The Chair thanked Dr. Watts for the report.

Decision: **The report was formally noted.**

Action: **No formal action required.**

9. STAFF GOVERNANCE

9.1 Human Resources Workforce Report January 2019

The report was withdrawn.

Decision: **No decision**

Action: **The revised and updated report will be presented at the next meeting.**

10. PUBLIC HEALTH

10.1 Healthcare Screening Annual Report 2015-16

10.2 Cancer Screening Annual Report 2015-16

10.3 Immunisation Annual Report 2015-16

Issue: *The Board was asked to note for information the report presented by Dr. Maggie Watts, Director of Public Health.*

Discussion: Dr. Watts presented the screening reports for 2015-16 noting that the next three items are historical but enables the Board to understand the screening available to the residents of the islands. The reports pertaining to 2016-17 are available however they need to be discussed at the next Public Health Group before coming forward to the Board for information.

Dr. Watts assured the Board that monitoring the current year's activity is achieved by using local data to ensure performance against targets are being maintained or exceeded.

Dr. Watts advised that in 2017/18 patients from Uist and Barra will be able to have access to the Glasgow cancer screening service rather than having to travel to Inverness, which patients commented on as being easier from a travel point of view.

The Chair thanked Dr. Watts and her team for continuous development of public protection and screening.

Decision: **The Board formally noted the reports**

Action: **No action required.**

11. PERFORMANCE

11.1 Corporate Risk Register

11.1.1 Corporate Risk Register Electronic Version

Issue: *The Board was asked to note for assurance the Corporate Risk Register report presented by Mr. William Findlay, Nurse/AHP Director / Chief Operating Officer.*

Discussion: Mr. Findlay briefed Members on the individual risks:

- **Risk 002 (A) & (B), Civil Contingencies** ~ no change to the scoring.
- **Risk 004, waiting times** ~ it was noted that the number of delayed discharges was increasing and the pressure on availability of medical beds resulted with a number of boarders staying in surgical ward.
- **Risk 006, clinical consultant report for lab services** ~ Dr. McKellar advised no change.
- **Risk 14, Scope washer** ~ Mr. Findlay advised that contactors are on site. Until the work to expand the CDU facility is completed the service will be closed from the end of March until May 2019. All reusable medical devices will be cleaned off island.
- **Risk 16, Broadband provision** ~ work is underway to provide Langabhat Surgery with 4G function. Work on testing connectivity in South Uist and Uig will be underway shortly. It is anticipated that the risk will be further mitigated by February 2019.
- **Risk 038, Delayed Discharges** ~ Emma MacSween, Head of Social and Partnership Services to produce an up to date list for delayed discharges. Numbers have been reduced since the last update for this risk assessment.
- **Risk 011, MHRA** ~ Dr. McKellar advised that SMBTS continue to support the Board to become compliant with the installation of the new refrigeration system and following a recent visit they are assisting the Board in closing a number of actions.
- **Risk 018, GP OOH** ~ Dr. McKellar clarified the risk noting that the Board is able to deliver on NHS24 OOH with GPs available after 6pm. A&E front door access and Children On Call Doctors. Recently 4 appointments have been made to support the service so hope the risk will be reduced over time.

The Chair thanked Dr. Findlay and Directors for an overview of the progress being made to mitigate, where possible, the risks to the Board.

Decision: **The Board formally noted the Report**

Action: **No action required.**

11.2 Freedom of Information Quarterly Report – August to October 2018.

Issue: *The Board was asked to note for assurance the report presented by Dr. Maggie Watts, Director of Public Health and Caldicott Guardian.*

Discussion: Dr. Watts updated Members on the level of requests made under the Freedom of Information (Scotland) Act 2002. During the period of August to October:

- 160 requests were submitted. Some of the requests submitted are multiple pages containing details requests
- All were acknowledged within the 3 working day timescale
- 48 breaches were reports where no final response was provided within the 20 working day timescale. Dr. Watts advised that the delays were attributed to delays from respondents or staff moved to other working areas.

The Chair enquired if, where appropriate, charging is noted the individual requesting the data. Dr. Watts advised that this is being done, however there is limit set on how much a person can be charged.

The Chair thanked Dr. Watts for the information and assurance that due process is being followed, however there is still a level of concern at the number of breaches.

Decision: **The Board formally noted the report.**

Action: **No formal action required.**

11.3 Healthcare Associated Infection Report – October to November 2018

Issue: *The Board was asked to note for assurance the Report presented by Mr. William Findlay, Nurse/AHP Director / Chief Operating Officer.*

Discussion: Mr. Findlay presented the report to Members highlighting the following:

- Zero Staphylococcus aureus (known as Bacteraemias)
- One Clostridioides (formerly Clostridium difficile)
- One Surgical Site Infection Surveillance – repair of neck of femur.
- Hand Hygiene compliance remains at 100%
- Cleaning compliance is noted as 97.3%
- Estates Monitoring Compliance is 99.3%

The Chair thanked Mr. Findlay for the Report. He reflected on the continuous good work being undertaken by staff and the credit for good care within a clean environment should be acknowledge.

Decision: **The Board formally noted the Report.**

Action: **No formal action required.**

12. REPORTS / APPROVED OR DRAFT AGREED MINUTES FROM BOARD SUB COMMITTEES FOR NOTING

12.1 Area Partnership Forum

12.1.1 Area Partnership Forum Minute of 28.09.18 – A

Mrs. Murray presented the Minute for information.

Members noted the discussion on Brexit and how the Board continues to support Staff from EU countries.

Within the minute members reflected on the North of Scotland Memorandum of Understanding noting that discussions are still underway by the Northern Regional Board.

Decision: The Board formally noted the Minute

Action: No formal action required.

12.2 Healthcare Governance & Audit Committee

12.2.1 Healthcare Governance & Audit Committee Minutes of 12.12.18– DA

Mrs. McPherson advised that the draft agreed Minute was presented for information, and she welcomed the opportunity for the Board to view the most recent minute.

Decision: The Board formally noted the Minutes

Action: No formal action required.

13. ANY OTHER COMPETENT BUSINESS

13.1 Board Members were advised of the status of the Patient Escort Petition.

14. EVALUATION

The Board considered their response to the following:

	YES	NO	COMMENTS
Were you satisfied that the agenda items presented covered the current significant areas?		✓	
<i>Mr. MacMillan commented that he would have expected the reports on the Hospital Inspection and the follow-up report for discussion. The Report had not been raised by the Director but had been discussed in the Healthcare Governance Committee.</i>			
Was there sufficient time to review the papers between receipt and the meeting date?	✓		
Was there sufficient time allocated to all agenda items?	✓		
Were the Executive Summaries an accurate reflection of the detailed paper?			
Were you able to reach a satisfactory conclusion from the information presented on each item?	✓		
Were you able to contribute to the discussions and have your views considered?	✓		
Did you consider that the Board discharged its duty in respect of • Proper scrutiny • Relevant questioning • Constructive challenging	✓ ✓ ✓		

15. DATE AND TIME OF NEXT MEETING

Board Development Meeting

Date: 27.02.19 Time: All day

Location: Lecture Theatre, Clinical Skills, Western Isles Hospital, Stornoway

Public Board Meeting

Date: 27.03.19 Time: All day

Location: Balcony, Town Hall, Stornoway

The Chair called the meeting to a close and thanked everyone for their contribution.

END