

NHS Western Isles Board Meeting



Minutes of Meeting

24th January 2018

Lecture Room, Education Unit, Western Isles Hospital, Stornoway

Members Present:

Rosemary Bugler	Non-Executive Director	Gillian McCannon	Non-Executive Director
Ian Burgess	Non-Executive Director (Vice Chair)	Angus McKellar	Medical Director
Chris Anne Campbell	Nurse Director	Dana Murray	Employee Director
Neil Galbraith	Board Chair (Chair)	Jennifer Porteous	Director of Human Resources and Workforce Development
Gordon Jamieson	Chief Executive	Uisdean Robertson	Non-Executive Director
Margaret MacKenzie	Chair of ACF / Non- Executive Director	Maggie Watts	Director of Public Health / Caldicott Guardian
Murdo MacMillan	Non-Executive Director		

In Attendance:

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

1. WELCOME

Mr. Galbraith took the Chair and welcomed those in attendance to the meeting.

2. APOLOGIES AND ACKNOWLEDGEMENTS

The following apologies were noted:

Diane McPherson, Non-Executive Director.

The Chair welcomed Mrs. Michelle McPhail, Business Manager back to the Board following a short absence.

3. INTRODUCTION

3.1 Chair's Report

The Chair recalled some of the work he has undertaken since the last meeting, specifically noting:

- The Chair noted that he has written a forward for "Clear Pathway" which is guidance for NHS Boards on handling indirect volunteers in the Health Service and is a co-production of Voluntary Health Scotland and the National group for Volunteering in NHS Scotland.

Decision:

Action: No 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 20.12.17

The Minute of the meeting of the Board held on 20th December 2017 was approved as an accurate record of the meeting

Decision: The Board formally approved the Minutes of 20th December 2017.

Action: No action required.

5.2 Matters arising

The following points from the Minute of 20th December 2017 were discussed:

- **Item 7.1 – Development of the North of Scotland Regional Delivery Plan** ~ The Chair advised that Mr. Malcolm Wright, Implementation Lead for the North of Scotland Regional Delivery Plan will be attending the March 2018 Board meeting to update Members in person on the work being undertaken.
- **Item 7.4 – Winter Plan** ~ Mrs. Campbell circulated to Members the "flash report – Jan'18" providing an update on achievements and concerns enabling NHS Western Isles to successfully deliver on the Winter Plan. Members deliberated the points, including the number of fractures seen during the period as well as cancellation of elective theatre sessions as a result of emergency surgery for fractures due to falls on ice and snow.
- **Item 8.3.1 Proposed 2018 GM Service Contract** ~ Dr. McKellar updated Members on the progress being made. The draft Memorandum of Understanding needs to be signed by the NHS Board and the IJB in conjunction with the development of an implementation plan and all complete by June 2018. Discussions continue with the GP Sub Committee to ascertain which

aspect of current services they may wish to stop providing. Dr. Watts indicated that if the GPs stop providing vaccinations the Board would need to support this via the Public Health department. The Board will be kept up-to-date on progress.

- **Item 10.1 GDPR update** ~ Dr. Watts advised that work continues to ensure compliance with the new General Data Protection Regulations (replacement of the Data Protection (Scotland) Act 1998).
- **Item 11.5 Laboratory Service update** ~ Mrs. Campbell advised that a successful appointment to the post of “Point of Care Testing” has been made and will commence on the 03.04.18. The other outstanding post, this will go back out to advert.

Decision: The Board formally noted the information.

Action: No action required.

5.3 Action Points

- **30.08.17 - Bed Management Plan** ~ Mrs. Campbell advised Members that the information collected can be interpreted in various ways. However in reviewing one month of collective data she was unable to ascertain any direct comparison or link between bed occupancy rates and sickness absence. The Chair thanked Mrs. Campbell for her endeavours to provide the Board with relevant corroborated data. He stated that if the data does not provide sufficient information to act upon then the item is now closed. **REMOVE**
- **25.10.17 – Capital Programme 2016/17 + relocation of Patient Travel** ~ Ms. Bozkurt advised that following a number of attempts to contact council colleagues about identifying an alternative space for Patient Travel, all attempts have failed. The Chair indicated that the current location for Patient Travel and HBO reception area does not represent the bestimage of the Board nor does it provide sufficient space for patients and staff.

REMOVE

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 Report M8

Issue: *The Board was asked to note for assurance purposes the Financial Performance Monitoring report presented by Ms. Debbie Bozkurt, Head of Finance, Procurement and Chief Finance Officer of the IJB.*

Discussion: Ms. Bozkurt advised that at 30th November 2017 the Board was showing an overspend of £1,206k (Oct = £1,172k) and forecasting an overspend of £622k (Oct = £648k) at the year-end. This forecast requires the application of 100% of the £1,497k contingency funds and the delivery of the financial efficiency target in full. Ms. Bozkurt confirmed that in examining the Month 9 position, the first review denotes the forecast for year end is still £622k overspent.

Ms. Bozkurt provided the following update to those budget areas experiencing challenges:

- Acute nursing reporting in-year overspend of £116k, projected at the year-end £192k overspend. This was primarily due to the high bed occupancy, the opening of contingency beds and a higher than seasonal sickness level.
- Patient Travel is reported as £231k overspend and projecting an overspend of £382k by the year-end. The overspend is due in part to an increase in appointments; however Dr. McKellar advised that he is addressing this ensuring that tighter control process is applied to escort approval. Noted within the Financial Efficiency Plan were a number of ways to reduce Patient Travel, but a number of these projects are still in the development stages and the realisation of the savings should be achieved in 2018/19.

Mr. Jamieson questioned the increase from one month to another of £83k in the Patient Travel budget. Ms. Bozkurt indicated that this was a projected accountancy issue; however there has been an increase in the number of MRI's being requested which patients need to travel to the mainland. Mr. Jamieson asked for assurances and review that all off island treatments are appropriate. Dr. McKellar advised that he would assess whether an audit would provide the right level of scrutiny and assurance.

- High costs drugs, at month 8, is £378k overspent against the same period in 2016/17. Off Island Treatment (OITs) is overspent by £299k and projected to overspend by £366k.

Members reviewed the information commenting on the challenges the Board has faced in 2017/18, as well as the pressures facing the Board in 2018/19 associated with the Government's financial allocation to deliver services to a remote and rural population. Ms. Bozkurt pointed out that the some of the work listed in the Financial Efficiency Plan for 2017/18 has taken longer to come to fruition although should be realised in 2018/19.

The Chair thanked Ms. Bozkurt for the update.

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

Action: **Review the potential of conducting an audit on Patient Travel**

Angus McKellar

6.1 Paid As If At Work (PAIAW) - update

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

Discussion: Ms. Bozkurt drew colleagues' attention to the update. It was noted that since January 2017 all backlog of on-call payments across the Board have been paid, apart from ex staff members who have left the Board. To date the actual payments made equate to £699,068 and the process should be finalised by March 2018. Ms. Bozkurt noted that the majority of the work to identify eligible staff members was carried out by her PA, Mrs. Cheryl Martin.

The Chair thanked Mrs. Bozkurt for the report and wished the thanks of the Board to be passed onto Mrs. Martin.

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

Action: **No action.**

7. CORPORATE GOVERNANCE

7.1 Development of the North of Scotland Regional Delivery Plan

Issue: *The Board was asked to note for information the verbal update on the progress of the Regional Delivery Plan presented by Mr. Gordon Jamieson, Chief Executive.*

Discussion: Mr. Jamieson advised that Mr. Malcolm Wright, Regional Implementation Lead for the North of Scotland will be visiting Stornoway on the 28th March 2018, providing an update to the Board as well as to the Members of the IJB.

Mr. Jamieson noted that discussions continued in relation to single Human Resources system; however other areas under discussion relate to Mental Health, Laboratory services, elective care including joint working in respect of collective Capital allocations.

Ms. Porteous commented upon the first workforce meeting held by the regional group and indicated that a report would be provided, for information, at the next Board meeting.

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

Action: **Regional delivery update on workforce.**

Jennifer Porteous

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 updated Members on the work being taken forward. It was noted that due to the increase in bed demand the number of inpatients in Clisham had risen over the Christmas period to nine. The closure of the ward would not take place until either the patients are transferred to a more appropriate location or the number of inpatients decreases to three.

There was a lengthy discussion regarding all aspects of the Mental Health Redesign Project including that of the lack of a detailed timescale for completion of the project. Members reiterated their concern at the need to obtain a definitive location for Mental Health patients that require in-patient care on the mainland. They stated that the implementation of the new service should not start until a mainland location has been secured, failing which a local provision had to be identified.

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

Action: **No action required.**

1135 - Refreshment break

9. STAFF GOVERNANCE

9.1 Human Resources Workforce Report January 2018

Issue: *The Board was asked to note for assurance the report presented by Ms. Jennifer Porteous, Director of Human Resources and Workforce Development.*

Discussion: Ms. Porteous advised that the sickness absence rate in November was 5.44% improving slightly in December reporting the sickness absence rate of 5.18%. Ms. Porteous drew colleagues' attention to the section on Age Group, informing the Board that approximately 45% of the staff are aged 50 and over; 46% of staff are aged between 30 and 45 and only 9% are under the age of 20. This information reflects the working population of the islands.

The issue of Special Leave was discussed noting that if staff are required to escort a family member for elective surgery they should be taking annual leave, however Mr. Jamieson asked for clarification when dealing with children. Mrs. Campbell would discuss this with Mr. Jamieson.

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

Action: **No action required.**

10. CLINICAL GOVERNANCE

10.1 Clinical and Care Governance Strategic Framework 2017-2019

Issue: *The Board was asked to note for information the Strategic Framework presented by Mrs. Chris Anne Campbell, Nurse Director.*

Discussion: Mrs. Campbell drew Members' attention to the Framework which details the plan over the next two years. The Framework also includes the Duty of Candour which comes into effect in April 2018.

The Board deliberated over the framework seeking confirmation of the necessary and relevant training available to staff. Mrs. Campbell reassured Members that training is available to all appropriate staff groups specifically in relation to risk management.

The Chair thanked Mrs. Campbell for the comprehensive report. It was noted that the date of the report should be amended to 2018-2020, which was agreed.

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

Action: **The date on the document should be amended to 2018-2020**

Chris Anne Campbell

11. PUBLIC HEALTH

11.1 Influenza impact on the Service

Issue: *The Board was asked to note for information the Influenza update presented by Dr. Maggie Watts, Director of Public Health/Caldicott Guardian.*

Discussion: Dr. Watts briefed Members of the impact of the Influenza virus (Influenza A H3N2) on the Service. It was noted that over the Christmas period the Hospitals saw a rapid increase in influenza or flu-like symptoms in primary care, almost doubled compared with the previous year. Both the Western Isles Hospital and Uist & Barra Hospital opened up contingency beds in the second week of January specifically related to influenza cases. Measures have been taken to reduce the potential spread of the virus within clinical areas by reducing visiting times, advising the public and staff if they have the cold or flu not to come into the hospital and general hygiene processes.

Dr. Watts indicated that the uptake from staff requesting and obtaining the vaccine was now at 41%. Staff are still encouraged to take up the offer of the vaccine.

The Chair expressed his thanks to Dr. Watts and all the staff for their vigilance in helping to reduce the potential spread of the virus.

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

Action: **No action required.**

12. PERFORMANCE

11.1 Corporate Risk Register

11.1.1 Corporate Risk Register Full Report

11.1.2 CRR Dashboard

Issue: *The Board was asked to note for assurance the Corporate Risk Register report presented by Mrs Chris Anne Campbell, Nurse Director.*

Discussion: Mrs. Campbell advised that there was no movement in the register since the previous meeting. However maintaining risk 004 pertaining to Treatment Times Guarantee is proving challenging. Additional contingency beds have been required for emergency admissions, which add pressure to maintaining the waiting time guarantee for elective surgery.

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

Action: **No action required.**

12.2 Complaints Quarterly Report July to September 2017

Issue: *The Board was asked to note for information the Complaints Quarterly Report, presented by Mr. Gordon Jamieson, Chief Executive.*

Discussion: Mr. Jamieson presented the Report to Members noting that for the quarter period between July to September 2017, 16 complaints were received, all of which were acknowledged within the three working days. Response rate was significantly lower at 62.5% in obtaining a full response within the 20 working days. This was primarily due to obtaining comments and formal responses from clinical staff that have left the Board.

The Chair thanked Mr. Jamieson for the update.

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

Action: **No action required.**

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

13.1 Area Partnership Forum

13.1.1 Area Partnership Forum Minutes of 23.11.17 - A

Mr. Jamieson noted that the minutes are presented for information and he would answer any questions. There were no questions raised.

Decision / The minutes were formally noted.

Action: No action required.

13.2 Staff Governance Committee

13.2.1 Staff Governance Committee Minutes of 30.11.17 – DA

Mr. Burgess advised that the minutes were presented for information and he would answer any questions. There were no questions raised.

Decision / The minutes were formally noted.

Action: No action required.

14. ANY OTHER COMPETENT BUSINESS

No matters were raised.

15. 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?	✓		No further comments.
Was there sufficient time to review the papers between receipt and the meeting date?	✓		The Winter Plan Flash Report was presented at the meeting and therefore unable to review ahead of the discussion but helpful to have at the time.
Was there sufficient time allocated to all agenda items?	✓		No further comments.
Were the Executive Summaries an accurate reflection of the detailed paper?	✓		No further comments.
Were you able to reach a satisfactory conclusion from the information presented on each item?	✓		No further comments.
Were you able to contribute to the discussions and have your views considered?	✓		No further comments.
Did you consider that the Board discharged its duty in respect of • Proper scrutiny • Relevant questioning • Constructive challenging	✓ ✓ ✓		No further comments.

16. DATE AND TIME OF NEXT MEETING

Board Development Meeting

Date: 28.02.18 Time: All day

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

Public Board Meeting

Date: 28.03.18 Time: All day

Location: Lecture Room, Education Unit, Western Isles Hospital, Stornoway

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

The meeting concluded at 12.15pm.