

NHS Western Isles
Board Meeting



Minutes of Meeting

27 March 2019

The Balcony, Stornoway Town Hall, Stornoway

Members Present:

Rosemary Bugler	Non-Executive Director	Gillian McCannon	Non-Executive Director
Ian Burgess	Chair	Angus McKellar	Medical Director
William Findlay	Nurse/AHP Director / Chief Operating Officer	Diane McPherson	Non-Executive Director
Gordon Jamieson	Chief Executive	Dana Murray	Employee Director / Non- Executive Director
Murdo MacMillan	Non-Executive Director	Uisdean Robertson	CnES Representative / Non- Executive Director
Margaret MacKenzie,	Chair of ACF / Non- Executive Director		

In Attendance:

Debbie Bozkurt	Head of Finance, Procurement and Chief Finance Officer of the IJB
Michelle McPhail	Business Manager
Eilidh Whiteford	Communications Manager
Catherine Chiang	Consultant in Public Health Medicine, NHS Greater Glasgow & Clyde

1. WELCOME

The Chair welcomed everyone to the meeting. He specifically welcomed Dr. Chiang to the Board meeting as she is standing in for Dr. Watts who is on annual leave.

The Chair acknowledged that this was the last meeting for Mr. MacMillan as he has taken the decision to stand down from the Board to enable him to spend more time with his family. He wished Mr. MacMillan well and thanked him for his valued contribution over the past 2 years of service.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Maggie Watts

Director of Public Health / Caldicott Guardian

3. INTRODUCTION

3.1 Chair's Report

The Chair reflected on the previous events, highlighting:

- 24/03/19 – Attended the National Chairs meeting with the Cabinet Secretary for Health and Sport. Aspects discussed including the need for Hospitals to review their processes following consideration of the Outcomes from the Queen Elizabeth Hospital infections.
Mr. Findlay advised that following a review of the recommendations following the infection review he was able to confirm that the Board is compliant with all recommendations, with one area requiring additional review was the use of bladeless fans.
- It was confirmed that Mr. MacMillan has taken the decision to leave the Board and the Chair thanked him for his time and commitment shown to the Board. Colleagues wished Mr. MacMillan well in his future endeavours.

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 - Revised

The Minute of the meeting of the Board held on 19th December 2018 was homologated following approval of the required amendments.

Decision: The Board formally homologated the Minute of 19th December 2018.

Action: No action required.

5.2 Minute of 30.01.18 – DA

The Minute of the meeting of the Board held on the 30th January 2019 was approved subject to the following amendments:

- Item 5.2 – first paragraph amend the third sentence by replacing the word “advised” to “noted”.
- Item 6.1 – page 4 third paragraph, remove this paragraph
- Item 11.1 – risk 14 – remove the last sentence.

Decision: The Board formally approved the Minute of 30th January 2019.

Action: No action required.

5.3 Matters arising from previous Minutes

No matters were raised.

5.4 Action Points

The following updates were noted to the Action Points:

- 18.12.18 – Human Resources ~ Mr. Jamieson advised that he would present an alternative report to members in June / July relating to age of staff and correlation with sickness absence

ACTION: 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 11

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 11 report for the year up to 29th February 2019 noted that the Board is showing an in-year overspend of £2,803k and an out-turn overspend of £500k after the application of the contingency in full. The main areas of risk remain as previously noted.

Board Members thanked Ms. Bozkurt and her team for the detailed report, discussing the need for mental health mainland placements, reduction in mainland activity directly linked to IT development in “Near Me”, and the establishment of the Goathill development to support home care.

Decision: The report was formally noted for assurance purposes.

Action: No action required.

6.2 Annual Operation Plan 2019/2020

6.2.1 Annual Operation Plan appendix 1 & 2

Issue: *The Board was asked to discuss the financial budget for 2019/20 presented by Ms. Debbie Bozkurt, Director of Finance and Procurement.*

Discussion: Ms. Bozkurt presented Members with the Annual Operating Plan financial aspect for 2019/20-201/22, discussing specific aspects of the report:

- **Settlement and expenditure budget 19/20**
- **Three year expenditure plan** ~ noting the governments will clear any deficit arising in 18/19 and thereafter permit a limited level of overspend with the intention that over the three years NHS Boards will return to a breakeven position.
- **Savings plan**
- **Risks**
- **Capital**

Board Members scrutinised and deliberated the report. Mrs. McCannon noted that the report is very informative and clear to understand. She referred to the unidentified savings, seeking clarity on staff residencies and staff charging catering.

Ms. Bozkurt advised that the Board is reviewing the residencies and looking at alternative ways to utilise this fully. Some of the rooms were allocated to the Local Authority, however this has not been taken up in 19/20. It was noted that the accommodation group will be re-established to review future potential.

Ms. Bozkurt noted that the Scottish Government require notification of the Boards status on the Plan. The Chair and Members formally approved the financial plan.

Decision: **The Plan was formally approved**

Action: **Inform Scottish Government of the outcome.**

Debbie Bozkurt

7. CORPORATE DEVELOPMENT

7.1 St. Brendan's Project Hub

Issue: *The Board was asked to note for information the presentation made by Mr. Gordon Jamieson, Chief Executive.*

Discussion: Mr. Jamieson provided Members with a detailed presentation of the St. Brendan's project hub. He advised that the Outline Business Case has been completed with the next phase of the Full Business Case being drawn together in 2019/20. Stage 1 design is complete and closed.

The cost of the project has increased by £4.3m from the original cost noted with Scottish Government of £18.6m. This is 35% increase on location costs. Each item if cost increase has been fully explained and whilst unwelcomed, is understood.

Scottish Government Health Finance have been briefed.

The Chair thanked Mr. Jamieson for the detailed presentation.

Decision: **The Board fully noted**

Action: **No action required.**

7.2 Castlebay Integrated Community Study

Issue: *The Board was asked to note for information the presentation made by Mr. Gordon Jamieson, Chief Executive.*

Discussion: Mr. Jamieson updated colleagues on the alternative Castlebay community hub proposal, incorporating the original St. Brendan's Hub proposal to an integrated health and local authority facilities.

The cost of this project is unknown at present, with more detailed cost working being carried out by the Local Authority and Scottish Futures Trust. If this project goes ahead there are a number of questions for the Board ~ governance of the type of project, potential demolishing of the existing hospital but the need to retain the helipad.

Members discussed the information raising questions over the security of patients within a multi-functioning, largely public facing facility. Mr. Jamieson advised that the hospital would be secured locked facility.

Mr. Robertson commented upon the detail, which he found interesting as no aspect of the concerns had been raised by officers within the Council during briefings.

The Chair thanked Mr. Jamieson for his detailed overview of the integrated project. However he asked Mr. Jamieson to keep the Board updated on the progress of the initial proposed project. Mr. Jamieson agreed.

Decision: The Board formally noted the project proposal.

Action: No action required.

7.3 Appointment of Internal Auditors

Issue: *The Board was asked to approve the appointment of Internal Auditors, presented by Ms. Debbie Bozkurt, Director of Finance and Procurement.*

Discussion: Ms. Bozkurt advised Members of the process undertaken and led by NHS Highland on behalf of NHS Orkney, NHS Shetland and NHS Western Isles to appoint internal auditors for the period of 2019 to 2022. Following the procurement process the decision was taken to appoint Moore Stephens (operating in Scotland as Scott-Moncrieff).

The Chair enquired if the cost of the contract was higher than in previous years. Ms. Bozkurt confirmed that little change was noted however the slight increase reflects an aspect of inflation.

Mrs. McPherson noted that Scott-Moncrieff have provided short awareness sessions for the Non-Executive Directors, as part of their attendance at the Healthcare Governance & Audit Committee (HG&AC).

Mr. MacMillan enquired if the Chair of HG&AC would or could be involved in the appointing process. Ms. Bozkurt advised that the Non-Executive Director from NHS Highland was involved as they were leading on the process, however within the next round of appointments she would raise this with the other participating Boards.

The Chair thanked Ms. Bozkurt for addressing this and it was agreed by the Board to approve the appointment.

Decision: The Board formally approved the appointment of Scott-Moncrieff as internal auditors.

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. Catherine Chiang, Consultant in Public Health Medicine from NHS Greater Glasgow & Clyde.*

Discussion: Dr. Chiang presented the report for information on the current position of the redesign project, taking any questions.

Dr. Chiang noted that various meetings have been held in the communities to update them on the mental health service, however attendance at these meeting have varied ~ Uist & Barra has reasonable attendance, no attendees at the Harris session. Two meetings were held in rural Lewis but only one person turned up. Mrs. MacKenzie noted that GPs attend the Locality Planning Group meeting in Harris and advised that the advertising of other health meetings could be supported via the LPGs.

Dr. Chiang noted that work continues in developing the policy to address young people support for self-harm or suicide. The policy will provide staff with guidance and signposting to support young people. This will be presented to the Board once the policy is approved by the Local Authority and the NHS.

The Chair thanked Dr. Chiang for the report.

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

Action: **No formal action required.**

9. STAFF GOVERNANCE

9.1 Human Resources Workforce Report March 2019

Issue: *The Board was asked to note for assurance the report presented by Mr. Gordon Jamieson Chief Executive.*

Discussion: Mr. Jamieson reflected on previous Board discussions noting that the format of the report requires review and that the report presented is for information.

Members discussed the ongoing issue of concern about availability of local workforce to support both Health and Social Care. It was suggested that a development day is held to look at the long term planning, however it was noted that the OHCPP, which Dr. Watts is a Member, have been looking at this for some time in partnership with multi agencies. Dr. Watts will take the comment to the next OHCPP.

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

Action: **No action required.**

10. PERFORMANCE

10.1 Corporate Risk Register

10.1.1 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 advised Members that no updates were required for the March report. A number of the risks have been noted within the financial report and work continues to assess how to reduce the risk impact on the Board and its direct link to the financial position.

Mr. Findlay advised that work is ongoing to address the long stay patients who are classed as delayed discharge. Mrs. MacKenzie agreed that the assessment needs to be conducted as soon as possible to ensure that appropriate support in the community is available to enable a timely discharge. Dr. McKellar advised that within the daily 15 minute huddle, these issues are discussed.

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

Action: **No action required.**

10.2 Western Isles Performance Monitoring Report quarter 3

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 Board Members for assurance. He indicated that he would take any questions.

Members discussed aspects of performance which was not on trajectory, seeking further assurance as a number of areas did not have an improvement plan submitted by the Heads of Department.

Dr. McKellar indicated that work continues to review specific patient pathways which will both provide a sustainable service and potentially reduce any risk and financial overspend. He gave the example of using technology and VC links to support the continuation of a service but reduces the need for the patient to travel.

Ms. Bugler had been informed that there are long waiting times for patients to see an MS Consultant. It was noted that we have the MS Nurse who monitors and supports patients who have been diagnosed. However the delay is associated with the GP referring to the MS consultant, who is based within NHS Greater Glasgow & Clyde, and the time it takes to assess and provide the patient with their first appointment and to get a formal diagnosis. Dr. McKellar

advised that he is looking at the business case and assessing any potential alternative support/pathway.

Decision: The Report was formally noted.

Action: No action required.

10.3 Complaints Report October – December 2018

Issue: *The Board was asked to note for assurance the report presented by Mr. Gordon Jamieson, Chief Executive.*

Discussion: Mr. Jamieson presented the report which provides information on the number of complaints received and the timeliness of providing a full response. It was noted that within the quarterly period of October to December 2018:

- 17 complaints were received
 - 1 complaint was withdrawn
 - 7 were dealt with at a Stage 1 process
 - 9 were investigated as a Stage 2 complaint
- Within the 17 complaint received
 - 7 related to clinical treatment
 - 2 referred to competence; and
 - 6 pertained to staff communication – 3 oral & 3 written
- Outcomes, following investigation at Stage 1 & 2
 - 6 were not upheld
 - 7 were fully upheld
 - 3 partially upheld
 - 1 withdrawn

The Chair thanked Mr. Jamieson for providing the report, noting a better level of response within the timeframe.

No further questions were raised.

Decision: The Board formally noted the report.

Action: No action required.

10.4 Freedom of Information Quarterly Report October – December 2018.

Issue: *The Board was asked to note for assurance the report presented by Dr. Catherine Chiang, Consultant in Public Health Medicine, NHS Greater Glasgow & Clyde.*

Discussion: Dr. Chiang drew Members attention to the report for the quarterly requests made to obtain information under the Freedom of Information (Scotland) Act 2002. During the period of October to December 2018:

- 154 requests were submitted. 152 have been closed and 2 requests remain open.
- All were acknowledged within the 3 working day timescale
- 46 breaches were reports where no final response was provided within the 20 working day timescale.
- Of those 46 breaches:
 - 12 relate to individuals;
 - 18 pertain to media;
 - 10 refer to other organisations;
 - 5 concern political individuals or groups; and
 - 1 applies to a solicitor.

Dr. Chiang noted that the Scottish Government are reviewing how well the FOI process is being used and adhered to, which may result in further correspondence between the Board and Scottish Government.

The Chair thanked Dr. Chiang 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.**

10.5 Healthcare Associated Infection Report – December 2018 to January 2019

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:

- Four Staphylococcus aureus (known as Bacteraemias)
- Zero Clostridioides (formerly Clostridium difficile)
- Zero Surgical Site Infection Surveillance
- Hand Hygiene compliance remains high at 99%
- Cleaning compliance is noted as 97.7%
- Estates Monitoring Compliance is 99.7%
- The Infection Control Team are now fully staffed.

The Chair thanked Mr. Findlay for the Report. He indicated that the Cabinet Secretary requested that NHS Board Chairs are fully aware of the infection control process within their Board in light of the recent concerns pertaining to the Queen Elizabeth Hospital in Glasgow. The Chair advised that he had met with Mrs. Janice MacKay, Infection Control Manager and was briefed on local processes.

Ms. Bugler enquired as to the outcomes and updates relating to OPAC. Mr. Findlay agreed to provide an updated report to the Board on progress.

Decision: The Board formally noted the Report.

Action: OPAC report presented to the next public meeting of the Board.

William Findlay

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

No Minutes were presented.

Mrs. MacKenzie advised of the comments noted at the National Chairs meeting of the Area Clinical Forum (ACF) held on the 6th March 2019. The Cabinet Secretary expressed an interest in the National Forum being held quarterly to take account of how local ACF's take account of the Accountability Review. The Cabinet Secretary focussed on how the ACF links with the Board in relation to clinical services and whistleblowing.

12. ANY OTHER COMPETENT BUSINESS

No items raised.

13. 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?		✓	
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: 24.04.19 Time: All day

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

Public Board Meeting

Date: 29.05.19 Time: All day

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

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

END