Agenda Item: 5.1 Paper No:

Purpose: For Approval

NHS Western Isles Board Meeting



Minutes of Meeting

29th August 2018 Lecture Room, Education Unit, Western Isles Hospital, Stornoway

Members Present:

Chris Anne Campbell	Nurse Director	Gillian McCannon	Non-Executive Director
Rosemary Bugler	Non-Executive Director	Angus McKellar	Medical Director
Ian Burgess	Non-Executive Director	Diane McPherson	Non-Executive Director

(Vice Chair)

Neil Galbraith Board Chair (Chair) Dana Murray Employee Director / Non-

Executive Director

Gordon Jamieson Chief Executive Uisdean Robertson CnES Representative / Non-

Executive Director

Murdo MacMillan 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

Mr. Galbraith took the Chair and welcomed those in attendance to the meeting. He specifically welcomed Ms. Whiteford to her first meeting of the Board.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Margaret MacKenzie, Chair of ACF / Non-Executive Director

Agenda Item: 5.1 Paper No:

Purpose: For Approval

3. INTRODUCTION

3.1 Chair's Report

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

- The Chair attended the NHS 70th Event in Edinburgh on 5th July where staff from all NHS Boards were invited to celebrate the event. HRH Prince William was in attendance.
- On 14th August a meeting of the St Brendan's Project Team took place where information from the Scottish Government was provided giving assurance that the capital requirement for the build will be available.
- An interview panel was convened to appoint the next Nurse Director / Chief Operating Officer when Mrs. Campbell retires at the end of December 2018. Mr. Jamieson advised Members that he is in the final stages of confirming the appointment of Mr. William Findlay who is currently working in Vancouver, Canada.
- The Chair attended the National Volunteers Group meeting on the 28th August at The State Hospital.

Decision: The verbal update was formally noted by Members.

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 27.06.18 - DA

The Minute of the meeting of the Board held on 27th June 2018 was approved as an accurate record of the meeting subject to the following amendments:

- Items 5.4 Action Point ~ 30.05.18 12.4.1 the sentence should read "Mrs. Murray provided Mrs. McCannon, out with the meeting, ...".
- Item 7.1 Mental Health Service Redesign Project ~ third paragraph last sentence should read "... into the community, staff resources from Clisham Ward will be released to into the community."

Decision: The Board formally approved the Minutes of 27th June 2018.

Agenda Item: 5.1 Paper No:

Purpose: For Approval

5.2 Matters arising from previous Minutes

Item 6.1 – Financial Year End Report 2017/18 ~ Ms. Bozkurt noted that as part of the risk sharing of PAC2 on orphan drugs is based on ENRAC share which means that the Scottish Government will be recouping £200k from NHS Western Isles, which is of great concern.

The Chair enquired as to the proposal with other NHS Board Directors of Finance to adopt a risk sharing basis on high cost drugs, similar to the CNORIS protocol. Ms. Bozkurt advised that there is no great interest in this given that there would only be a few drugs which could be attributed to the process and advised the Chair that the issue is no longer worth pursuing, which the Chair noted.

5.3 Action Points

The following updates were noted to the Action Points:

• 28.03.18 – 7.3 Patient Escort Approval Process – on the agenda item for discussion 29.08.18.

REMOVE.

- 30.05.18 7.1 Financial Year End Report Presentation from Dr. McKellar on Realistic Medicine this was presented at the September Development Session. REMOVE.
- 30.05.18 10.2 EASY Q4 Report It was noted that information had been provided to Mrs. Murray however there was no information comparison to provide a meaningful report. REMOVE.
- 27.06.18 6.1 Financial Year End Report 2017/18 Ms. Bozkurt provided information earlier in the discussion, under Matters Arising. REMOVE.
- 27.06.18 10.1 Corporate Risk Register Ms. Bozkurt will merge the financial risks and the information will be added onto the next register.

 UPDATE.

Decision: The Board formally noted the updates.

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

Agenda Item: 5.1 Paper No:

Purpose: For Approval

6. FINANCIAL PERFORMANCE

6.1 Financial Performance Monitoring Month 3

6.2 Financial Performance Monitoring Month 4

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

Discussion: Ms. Bozkurt informed the Board of the position at month 3 and 4, but she would be concentrating on the month 4 report.

Ms. Bozkurt drew Members attention to the report highlighting the 3 new tables and the amended risk section within the 2018/19 Board report. She focussed the discussion, elaborating on the 3 sections, ~ vacancies (point 1.3) including workforce demographics, point 17 pertaining to bank staff use and costs and point 18 refers to temporary workforce.

The Board is showing an in-year overspend of £330k and noting a breakeven position for the year end. The areas of overspend were noted as:

- Increase in the use of consultant agency staff, projecting a year end overspend of £160k.
- Laboratories has an in-year overspend of £82k and projected as an overspend at the year-end of £185k. The overspend partially relates to the blood transfusion service.
- Mental health mainland placements is projected to overspend by £282k at the year-end, which is due to adult high cost private secure units and increased CAMHS placements.
- Hospital pharmacy is overspent by £89k to date and projecting a year-end overspend of £263k, of which £92k pertains to high cost agency staffing. Further review is being undertaken to assess the increase cost of chemotherapy drugs within the first 4 months, an increase of 127% on the same period of time in 2017.

The Chair thanked Ms. Bozkurt for the report and asked colleagues for questions.

Ms. Bugler raised her concern at the level of vacancies and the potential impact on unsafe working. Mrs. Campbell reassured her that the Board uses the Scottish Government workforce planning tool to ensure that the correct level of staffing is directly linked to the bed compliment. When the hospital has to use contingency beds this is above the agreed level of staffing and therefore bank staff are required to ensure safe levels of working is maintained. The need for bank staff is compounded by the level of sickness absence, annual leave and special leave.

Mrs. Campbell reiterated that the Board does not hold any vacancies associated with the clinical areas, delays may occur during the advertisement and appointment process but holding back clinical vacancies is not done.

Agenda Item: 5.1

Paper No:

Purpose: For Approval

Mrs. Campbell advised Members of the Board that within each department budget there is an allowance of 22.5% in the workforce planning calculation supporting cover for levels of sickness and annual leave. This year we are required to make a 3% saving across the Board and this impacts on the allowance level reducing it to 19.5%.

Mr. MacMillan thanked Ms. Bozkurt for the detailed and expanded report providing useful detail to enable expanded discussions. He noted his concern at the movement between month 3 and 4 and mindful of the need for frequent updates, both within the normal Board meetings and out with. He added that the movement on the financial position fluctuates weekly. Ms. Bozkurt advised that potential areas of risk are provided in more detail at section 22 of the report.

Mr. Jamieson provided Members with the assurance that the cost of agency staff will be reviewed to better understand the actual requirement of agency staff as well as scrutinise the costs and if there was other potential areas to explore before confirming the need for additional agency cover.

The Chair expressed his thanks to the Directors for their assurance that patient safety goes before financial performance. The priority for the Board is to ensure, where appropriate, the costs are reduced without compromising patient and staff safety.

Decision: The report was formally noted for assurance purposes.

Action: No formal action required.

6.3 Patient Escort Funding Process

6.3.1 SBAR Patient Escort Funding

6.3.2 Financial Analysis

Issue: The Board was asked to note for information the report presented by Dr. Angus McKellar, Medical Director.

Discussion: Dr. McKellar advised Members of the Patient Travel Policy and the criteria noted within pertaining to escort approval. The application of the Policy has not changed but the approval of escorts originally lay with the GP, applying additional pressure to the GPs if they had to turn down a request. The new process, in conjunction with GP Practices, will assist in reducing non-essential escorts who are not part of the applicable criteria. Requests for escorts are made by the patient and sent to the Medical Director directorate for approval. GPs are still involved and provide information in cases where the Medical Director needs to obtain further clarification, justification or clinical data.

Dr. McKellar informed Members that the total estimated savings since the new process was applied is £91k. Estimated annual reduction in cost from July 2018 is £111k.

Agenda Item: 5.1

Paper No:

Purpose: For Approval

He noted that the Board send too many people off island for treatment and we need to think about how to turn this around and provide the service closer to home. This aspect will form part of the discussion at the Board Development Session in September.

Dr. McKellar noted his recommendations in taking forward the implementation of the new process for handling the existing Policy. He explained the need for further development of the application process for funded escorts and that this should continue and expand to all GP Practices, providing a standardised approach for all patients. The role of the GPs in the process will minimum requirement. The repatriation of healthcare services to be provided as close to home as possible will be one of the main focusses in health delivery. This will be achieved in conjunction with the work of the Patient Centred Care Pathway Board which will result in less unnecessary travel for patients. Dr. McKellar informed Members of a recent pathway service which is the "Near Me" room. This is a room which had technical ability to video link to a clinician on the mainland enabling the patient to attend the "Near Me" room and have a clinical consultation without the unnecessary travel or personal disruption. He advised that he would provide a more formal presentation on this at a future meeting of the Board.

Dr. McKellar paid tribute to his PA, Ms. Anne McHale, in supporting the process of authorisation to date. However he advised that the system should not and could not be dependent upon one administrative support and this will form part of the review.

The Chair thanked Dr. McKellar for updating Members of the Boards on the process to date, opening the discussion to colleagues.

Mr. Jamieson supported the work being undertaken by Dr. McKellar and his team. The system has been rolled out well and the amount of work involved has been substantial. The application of the criteria has been challenged by condition groups, noting that patients with specific conditions should be exempt from the review process. However he had made it clear that the assessment will be conducted on a case by case basis, the fairest way of implementing the Policy. Mr. Jamieson advised that the process has been challenged several times by members of the public and has been reviewed by the Ombudsman who has not criticised our process.

The Chair again thanked all those involved in moving the process to a more standardised and fair review process.

Decision: The Board formally noted the report.

Action: Formal presentation of "Near Me" at a future Board meeting Angus McKellar

Agenda Item: 5.1

Paper No:

Purpose: For Approval

7. CORPORATE DEVELOPMENT

- 7.1 The European General Data Protection Directive update
- 7.1.1 Appendix 1 Patient Information Poster and
- 7.1.1.1 Appendix 6 Updated Patient Confidentiality Leaflet for Staff
- 7.1.2 Appendix 2 Staff Privacy Notice
- 7.1.2.1 Appendix 7 Staff Privacy Notice Leaflet
- 7.1.3 Appendix 3 Freedom of Information Policy
- 7.1.4 Appendix 4 Uptake summary of Nano Learning
- 7.1.5 Appendix 5 Summary of ISMS completion to date
- 7.1.6 Appendix 8 NHS WI Internal Audit Report 17/18 Information Governance

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

Director of Public Health / Caldicott Guardian.

Discussion:

Dr. Watts updated Members of the Board on the progress towards compliance with the General Data Protection Directive which came into full effect on the 25th May 2018. She wished to acknowledge and thank Ms. Carole MacDonald, Information Governance Manager, for her due diligence and effective implementation to ensure that the Board is compliant.

Dr. Watts advised of the myriad of training and awareness sessions and systems used to inform patients and staff as to how their data will be retained and used under the new legislation. It was also noted that following the recent internal audit report all recommendations have been actioned.

The Chair iterated that compliance is very important and that failure to do so results in not just a financial penalty but also puts the reputation of the Board into question.

Mr. Burgess enquired as to the staff training and the impact Learnpro and Nano Learning has had. Dr. Watts indicated that there had been a low uptake in using Nano Learning however information governance on Learnpro is one of the mandatory areas of training and this will be developed nationally to take cognisance of the new legislation. Learnpro on governance is mandatory and all staff must complete this when they start with the Board and every 3 years thereafter.

Mr. Jamieson expressed his support for the work being undertaken by Dr. Watts and her team. He reflected on the necessity of having one location where staff can obtain all their training needs and Learnpro should be that principle location.

The Chair once again thanked Dr. Watts for the update.

Decision: The Board formally noted the report.

Agenda Item: 5.1 Paper No:

Purpose: For Approval

The Board took a break at 1130 until 1140.

7.2 Part 4 of the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 – the Provision of Communication Equipment

Issue: The Board was asked to note for assurance purposes the report presented by Mrs. Chris Anne

Campbell, Nurse Director.

Discussion:

Mrs. Campbell wished to make Board Members aware of the work being done in the background to fully implement the Act. Within the Act, the law was secured by the Motor Neurone Disease (MND) campaigner Gordon Aikman, who died last year. He campaigned to ensure that people who have MND and have issues in communicating, that the Board will provide equipment and support to meet all reasonable requirements to any person who has lost their voice or has difficulty in speaking.

Mrs. Campbell noted that this practice is already in place within NHS Western Isles and any patient requiring such support is assessed by the Speech & Language Therapy department and appropriate equipment provided.

The Chair thanked Mrs. Campbell for the report and wished the Boards thanks to be expressed to the therapists.

Decision: The Board formally noted the report.

Action: No formal action required.

7.3 Changes to smoking legislation – Smoking outside hospitals

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

Director of Public Health.

Discussion:

Dr. Watts indicated that under the same legislation as noted previously, Part 4 of the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016, there is an obligation which states that no smoking is permitted within a 15m exclusion zone around NHS hospital buildings and not extending beyond hospital grounds. Fixed penalty, £50, will be handed out for those who smoke or permit others to smoke within the exclusion zone with the potential to rise to a summary conviction of £1000.

The Chair enquired how this will be policed. Dr. Watts noted that it is the duty of all staff to approach a person smoking and advise them to move away from the hospital perimeter. If individuals refuse to move then staff need to contact the appropriate department within the Council, who are charged with the actual policing and application of the fixed penalty fee.

Agenda Item: 5.1 Paper No:

Purpose: For Approval

Dr. Watts advised that further guidance is due in relation to notices and any potential physical lines of demarcation required. Further updates will be provided as and when the government circulate.

Decision: The Board formally noted the report.

Action: No formal action required.

7.4 European Union – Withdrawal of the UK: Impact on NHS Scotland – Brexit

Issue: The Board was asked to discuss the impact of the report presented by Mr. Gordon Jamieson,

Chief Executive.

Discussion: The actions and recommendations have been established for NHS Boards to consider in relation to the withdrawal of the United Kingdom from the European Union (Brexit). Mr. Jamieson

advised that the issue needs to be discussed by the Board with the hope that by October 2018 the country will know if we are heading for a "soft" or "hard" Brexit option. He indicated that risks

for the Board in respect of Brexit will come forward on the Corporate Risk Register.

The Chair asked that formal reports are presented to the Board on a regular basis, which Mr.

Jamieson agreed to.

Dr. McKellar noted the membership of the NHS Western Isles Brexit Coordinating Group and advised that due to the potential for stock piling pharmaceuticals there should be representation from a GP dispensing practice. Mr. Jamieson agreed to review the Membership in relation to

this.

Members of the Board asked questions about the financial impact of purchasing items from within Europe and the potential increase expected. Ms. Bozkurt advised that these types of calculations are done centrally within Scottish Government.

Mr. MacMillan requested that Brexit is added to the agenda for the Healthcare Governance & Audit Committee to review and understand the potential impact and risks associated for the Board. The Chair agreed.

The Chair remarked upon the different levels of risk associated with Brexit which would be variable depending upon the type of Brexit the UK Government agree upon.

Decision: The Board formally noted the report

Action: Review the membership of the NHS WI Brexit Coordinating Group

Standing agenda item on the HG&AC

Regular updated to the Board

Gordon Jamieson Gordon Jamieson Gordon Jamieson

Agenda Item: 5.1

Paper No:

Purpose: For Approval

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 13th July 2018. The group's remit increased once again to

look at the impact on accommodation for homeless people.

It was noted that the job descriptions are being assessed by NHS Highland and the majority of one-to-ones with staff have taken place, making them aware of the developments and an

opportunity for the staff to make suggestions of potential development areas.

Clisham ward have two patients, however following further discussion with professionals it was deemed more appropriate to retain the patients in the existing location rather than moving them to another room within an acute ward. The 2 patients are on the delayed discharge list and are located at the top of the list. The intention is to suspend all new admissions to Clisham which will enable the model to be tested in community as well as reducing the reliance of a contingency bed within Clisham for overnight boarders.

The Chair noted the report and welcomed the review of the 2 existing patients who will now remain in Clisham while formally testing the model within the community. This provides further assurance of a tested model before closure or reappointing existing areas and functions.

Mrs. McCannon asked if there was any correlation between the pressure and changes the staff have been under and the level of sickness? Mrs. Campbell assured Mrs. McCannon that the reason for sickness level is not recorded by the GPs as stress. Staff within Clisham have been used in other wards due to the low number of patients in the ward.

The Chair thanked Dr. Watts for the update, however he requested that the final conclusion to the work streams is report in December 2018.

Decision: The report was formally noted.

Action: Final conclusion report on all work streams to be presented in Dec'18 Maggie Watts

Agenda Item: 5.1 Paper No:

Purpose: For Approval

9. STAFF GOVERNANCE

9.1 Human Resources Workforce Report August 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 to colleagues advising that sickness level in July had

increased to 6.19% compared with 4.72% in June and higher than the same period in the

previous year.

The Chair noted that the calculations on sickness absence vary between the report and that of the Finance report. Ms. Bozkurt explained that she is in discussion with Directors and will be

discussing this with colleagues in HR.

Mr. Jamieson noted that the level of vacancies and turn-over had increased remarkably and

significant when looking at the age demographics.

Ms. Bozkurt advised that there is a similar change noted for the IJB and adult social care services, where a number of vacancies were filled in July which may have been a movement

between the two organisations. Further review of the data is required.

The Chair thanked Mr. Jamieson for the update.

Decision: The Board formally noted the report.

Action: No formal action required.

10. PUBLIC HEALTH

10.1 Health Promotion Department - Strategy and Operation Plan 2018-2021

Issue: The Board was asked to note for information the report presented by Dr. Maggie Watts,

Director of Public Health / Caldicott Guardian.

Discussion: Dr. Watts presented to Board Members the Health Promotion Strategy and Operational Plan for

the next three years, to support and improve the health of the residents of the Islands and reduce

inequalities.

The Chair thanked Dr. Watts for the information.

Decision: The Board formally noted the Report.

Agenda Item: 5.1 Paper No:

Purpose: For Approval

11. PERFORMANCE

11.1 Corporate Risk Register

11.1.1 Corporate Risk Register Electronic Version

11.1.2 Corporate Risk Register 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 discussed the report with Members stating that no new risks had been added to the Register, however a number of existing risks had been updated.

Mrs. Campbell explained that risk 1 and 13 pertaining to finance had been updated with a risk scoring of 16, however further work to merge the two risks into one will be presented at the next meeting.

In discussing risk 2A & 2B, Business Continuity, Mrs. Campbell advised that following the audit report from Scott-Moncrieff a meeting is scheduled to take place with Mr. Tom Laverty the Emergency Planning & Business Continuity Officer.

Dr. McKellar provided an update in relation to risk 6, laboratory professional direction, noting that while the North Region Laboratory Shared Services group has identified support for Island Boards as a priority, this work is still at an early state. Memorandum of Understanding has been established for microbiology with the intention of extending this to other areas within the lab.

Update on risk 11, non-compliance with blood safety and quality regulations noted that the Scottish National Blood Transfusion Service are testing the remote technology and once this is confirmed the hardware will be purchased.

Mrs. McCannon discussed the risk pertaining to Out of Hours services, specifically in relation to Children's service. Dr. McKellar advised that two paediatricians have just taken up post and as part of the review work protocols are being discussed as to how we support the service, with a greater degree of resilience, with the small remaining cohort of children on call doctors (CODS). Mrs. McCannon asked if this would include the support of the paediatric nurses. Dr. McKellar fully endorsed the support of the specialist nursing group.

Mrs. Campbell updated Members of the position with CDU. It was highlighted that the tenders received were far above the estimated value of the contract and awaiting further review of the plans by the architect to identify possible areas where savings could be made.

Mrs. Campbell described the issues pertaining to a recent problem with the scope service. She advised that water samples had been taken and she was waiting on the results but until such time that the machines are passed as safe, urgent classified patients are being treated at the Nuffield

Agenda Item: 5.1

Paper No:

Purpose: For Approval

Hospital on the mainland. The remaining patients will be held on the waiting list but this results in the Boards performance not being compliant with the diagnostic targets.

Dr. McKellar noted the knock-on-effect with the Surgeons who are addressing the outpatient service, but once the service is back up and running there will be a need for more capacity to deal with the backlog.

The Chair thanked Mrs. Campbell for the update.

Decision: The Board formally noted report.

Action: No formal action required.

11.2 Freedom of Information Quarter 4 2017/18

Issue: The Board was asked to note for assurance the Report, presented by Dr. Maggie Watts, Director

of Public Health / Caldicott Guardian.

Discussion: Dr. Watts advised Members of the Board on the FOI requests received between the 1st January

and the 31st March 2018. She noted that of the 124 requests received, all were acknowledged within the 3 day timescale and 48 breaches occurred where a formal response was sent within the 20 working days. Dr. Watts explained that this was partially due to planned sick leave and

maternity leave occurring at the same point in time.

The Chair thanked Dr. Watts for the information reiterating the need to apply the correct

charging fee when appropriate to do so.

Decision: The Board formally noted the Report.

Action: No formal action required.

11.3 Healthcare Associated Infection Report April – May 2018

Issue: The Board was asked to note for assurance the Plan presented by Mrs. Chris Anne Campbell,

Nurse Director.

Discussion: Mrs. Campbell presented the report noting that during the period of April to May 2018 there

were zero Staphylococcus aureus bacteraemia, and zero Clostridium difficile. One Surgical Site Infection Surveillance was report, repair of neck of femur, and Mrs. Campbell advised that

following a critical incident review there was no reason identified.

Mrs. McCannon enquired as to the hand hygiene figure, reported in May 2018 at 75% compliance within the medical staffing. Mrs. Campbell advised that there was a change of

staffing and that this could be related to one individual, due to the small numbers involved.

Decision: The Board formally noted the report.

Agenda Item: 5.1

Paper No:

Purpose: For Approval

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

12.1 Healthcare Governance and Audit Committee

12.1.1 Healthcare Governance and Audit Committee Minutes of 23.05.18 - A

Mrs. McPherson presented the Minutes for information.

No questions were raised.

Decision: The minutes were formally noted.

Action: No formal action required.

12.2 Staff Governance Committee

12.2.1 Staff Governance Committee Minutes of 17.05.18 - A

Mr. Burgess advised that the Minutes were presented for information and he would answer any questions.

No questions were raised.

Decision: The minutes were formally noted.

Action: No formal action required.

13. ANY OTHER COMPETENT BUSINESS

No matters were raised.

Agenda Item: 5.1

Paper No:

Purpose: For Approval

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?	✓		No further comments.
Was there sufficient time to review the papers between receipt and the meeting date?		*	Mrs McPhail noted that some of the papers were not circulated until Friday and Monday and this would have provided limited time to read the papers. However Board Members did not raise any consequential impact of the late presentation.
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?	V		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.

15. DATE AND TIME OF NEXT MEETING

Board Development Meeting

Date: 26.09.18 Time: All day

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

Public Board Meeting

Time: All day Date: 24.10.18

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

The Chair called the meeting to a close at 12.30pm and thanked everyone for their contribution.

END