

NHS Western Isles Board Meeting



Minutes of Meeting

27th June 2018

Practical 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 (Vice Chair)	Diane McPherson	Non-Executive Director
Neil Galbraith	Board Chair (Chair)	Dana Murray	Employee Director / Non-Executive Director
Gordon Jamieson	Chief Executive	Uisdean Robertson	CnES Representative / 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
Michelle McPhail	Business Manager
Rebecca Campbell	Specialty Registrar Public Health, NHS Lanarkshire

1. WELCOME

Mr. Galbraith took the Chair and welcomed those in attendance to the meeting. He specifically welcomed Mrs. Rebecca Campbell, Specialty Registrar in Public Health who was seconded to NHS Western Isles from NHS Lanarkshire for one month.

2. APOLOGIES AND ACKNOWLEDGEMENTS

No apologies were recorded.

3. INTRODUCTION

3.1 Chair's Report

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

- On the 6th June 2018 the Chair attended a seminar in the Western Isles Hospital for Volunteers Week. He was asked to present to the audience the national perspective, as Chair of the National Volunteering Group and the Chief Executive provided a local view point.
- The IJB Audit Committee was held on the 12th June 2018 where the Chair and Mr. Murdo MacMillan attended.
- The IJB held a development session held on the 14th June, open to all Councilors and Board Members. Dr. Ron Culley presented a number of challenges currently facing the delivery of services, primarily the ability to recruit and retain a number of posts in Social Work. He also attended the IJB Board meeting on the 21st June.
- The annual appraisal process of Non-Executive Directors is underway with the process finishing at the end of June. The normal report will be sent to the Scottish Government.
- The Chair noted his attendance at the NHS National Event held at the SECC in Glasgow on the 18th June 2018.

Decision: The verbal update was formally noted by Members.

Action: No action required.

3.2 NHSScotland Board performance – escalation table

The Chair presented the NHSScotland escalation table, which he noted with colleagues at a previous meeting.

Decision: The report was formally noted by Members.

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 28.03.18 - DA

The Minute of the meeting of the Board held on 28th March 2018 was approved as an accurate record of the meeting subject to the following amendments:

- Items 12.3.1 – Healthcare Governance & Audit Committee Minutes of 13.12.17, replace the word “he” with “she”.
- Item 12.4.1 – Health & Safe Committee Minutes of 14.12.17, replace the word “he” with “she”.
- Item 12.5.1 – Patient Focus and Public Involvement Minutes of 25.01.18, replace the word “he” with “she”.

Decision: The Board formally approved the Minutes of 28th March 2018.

Action: No action required.

5.2 Minutes of 30.05.18 - DA

The Minute of the meeting of the Board held on 30th May 2018 was approved as an accurate record of the meeting subject to the following amendments:

- Item 4.2 Business Continuity Plan – Internal Audit Review – amend the first paragraph, last sentence to read “...any emergency issues as emergency planning documents are in place for all areas.”
- Item 9.3 Regional Working update – Remove the last sentence on the 2nd paragraph.
- Item 11.4 Director of Medical Education Annual Report – in the 4th bullet point replace the words “per month” with “at any time”.

Decision: The Board formally approved the Minutes of 30th May 2018.

Action: No action required.

5.3 Matters arising from previous Minutes

Item 10.2 EASY Q4 Full Report ~ Mrs. Murray indicated that she had no access to the staff survey compiled by and reviewed by the previous Employee Director, Mrs. Mairi Murray. Mrs. MacKenzie indicated that she had a copy of the outcome of the survey and would forward this to Mrs. Murray for information.

Action: Mrs. MacKenzie to provide a copy of the report to Mrs. Murray.

5.4 Action Points

The following updates were noted to the Action Points:

- 28.06.17 – 7.2 Safety and Protection of Patients, Staff and Volunteers in Scotland ~ the development session in April was cancelled and therefore the item will be moved to the next development session in September 2018. UPDATE
- 28.06.17 – 8.2 Dementia Strategy – the item was on the agenda for discussion on 27.06.18. REMOVE
- 30.05.18 – 4.1 Escalation Laboratory Service update – the outcome has been noted to the Lead Director and the Admin Support of the Healthcare Governance & Audit Committee. REMOVE
- 30.05.18 – 4.2 Escalation Business Continuity Plan - the outcome has been noted to the Lead Director and the Admin Support of the Healthcare Governance & Audit Committee. REMOVE
- 30.05.18 – 4.3 Escalation Mandatory Training - the outcome has been noted to the Lead Director and the Admin Support of the Healthcare Governance & Audit Committee. REMOVE
- 30.05.18 – 9.1 Mental Health Service Redesign – on the agenda for discussion 27.06.18. REMOVE
- 30.05.18 – 12.4.1 Health & Safety Committee Minutes of 23.02.18 – Mrs. Murray provided Mrs. MacKenzie, out with the meeting, with a response pertaining to tissue viability. 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 Year End Report 2017/18 Draft

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 that the pre-audited accounts show a small surplus of £12k, after all contingencies and Revenue Resource Limits had been applied. She advised that Audit Scotland, External Auditors, had been on site for three weeks undertaking the review of the Annual Accounts. It was formally noted that Ms. Bozkurt has no indication of anything of material value that could result in the Board not being able to report a breakeven position. As a level of assurance, Ms. Bozkurt confirmed that the Annual Accounts were prepared in accordance with the Financial Reporting Manual.

Ms. Bozkurt drew colleagues' attention to the section of the Report noting the Highlands and Island Travel Scheme which is £347k overspent at the year end. It was noted that there was an expectation at the year end of an overspend of £500k, however due to the work conducted by Dr. McKellar savings have been realised by his work in applying stronger control measures to the existing policy on escorts. Other measures are being looked at to reduce the cost of travel and Ms. Bozkurt intimated that she will be discussing this with Loganair direct.

The Chair asked Ms. Bozkurt if there was any progress on the potential collective cost savings on high cost drugs in partnership with other NHS Boards. Ms. Bozkurt explained that as a number of the common high cost drugs do not fall into the risk sharing proposal, the amount of saving would not be as high as initially thought. She indicated that she had written to some Directors of Finance within other NHS Boards, seeking their views on a potential insurance against high cost drugs but this was not seen favourably of any great validity. The Chair asked Ms. Bozkurt to write to the Scottish Government Director of Health Finance, Christine McLaughlin seeking her views on the proposal.

The Capital allocation for 2017/18 had been fully utilised. Mr. Jamieson advised Members that the Boards property in Castlebay had been sold with the total proceeds going towards the St. Brendan's work, which has been confirmed by Mr. Mike Baxter within the Scottish Government.

Ms. Bozkurt advised that within the next financial report for Month 3 of 2018/19, the report will contain information pertaining to bank use and vacancies to ensure that Members are kept fully aware of the challenges in delivering the service in light of recruitment issues.

The Chair thanked Ms. Bozkurt for the report.

Decision: The report was formally noted for assurance purposes.

Action: Write to Christine McLaughlin on drug proposal

Debbie Bozkurt

7. SERVICE DEVELOPMENT

7.1 Mental Health Service Redesign Project Report

7.1.1 Summary to date report

7.1.2 Work Stream update

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

Discussion: Dr. Watts presented the reports to colleagues' drawing their attention to numerous aspects of the background report and to the decisions made by the Board to progress with Option 3 in the redesign of the Mental Health service.

Dr. Watts informed the Board that the care model for the Acute Psychiatric Unit within the Western Isles Hospital will explore further the focus on Team Led admissions and discharges. The work will see the existing APU as an extension of the wider Community Mental Health Team but with a multi-disciplinary led In-Patient facility. Work continues with mainland Boards to establish a contract for acute psychiatric beds, where residents can obtain necessary treatment.

Mrs. MacKenzie enquired about training in dementia skills for staff. Dr. Watts advised that discussions with staff are very positive and training has already been identified and an agreed plan will be taken forward. Mrs. Campbell indicated that dementia training is being considered within all wards and the training being added to all ward training skills. It was noted that when Clisham Ward closes a Mental Health Nurse (RMN) will follow each patient to the new location within the hospital until such time that a more appropriate location can be identified within a residential care home. Once the patient moves into the community, staffing resources will move with them.

Dr. McKellar advised that the key competencies of the second Psychiatrist position has been confirmed and the advert will be placed soon. Dr. Watts explained that contact had been made with NHS Shetland to explore further the potential to share an Out of Hours Consultant service across Island Boards.

The Chair asked Dr. Watts when the work streams will be finalised and the outcomes being fully implemented to deliver the redesign. Dr. Watts anticipated that the work streams will be complete by the end of summer 2018, however she was unable to stipulate a specific end date for completion of the redesign as this is about securing beds within a mainland hospital. Mrs. Campbell recalled that the original plan was to close Clisham in March 2018, however due to the additional pressures in the system, within both acute and community, the closure has not been possible. Dr. Watts advised that there is an overarching plan but with the pressures in community and no “step down” facility, which sits within the remit of the IJB, we can’t move forward as quickly.

Mr. Jamieson asked should the issues and model be looked at again in light of the demographic changes we are seeing, movement off island of younger people, increasing older people remaining on the islands, lack of employable-aged people. We need to continue with the existing plan but just take some time out to think about the challenges to get the people in post to deliver all of the services we require. He stated that within the social work service there is 10% vacancies which is proving challenging to deliver the services.

The Chair thanked Dr. Watts for the update. He thanked colleagues for their in-depth discussion but realised that there would be a need for some additional discussion on the challenges currently facing the delivery of services not just within acute and community but also within the wider context of health and social care.

Decision: The report was formally noted.

Action: Circulation of the overarching plan

Maggie Watts

7.2 Western Isles Health and Social Care Partnership – Dementia Strategy 2017-2020

7.2.1 Dementia Strategy Operational Plan

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

Discussion: The documents were presented to Members by Mrs. Campbell for them to note the Strategy and the operational plan. She advised of the demand required by staff to ensure that the operational plan covered all aspects of the Strategy to deliver on all the required outcomes, including necessary training. It was noted that a number of outcomes are already being achieved or completed.

The Chair thanked Mrs. Campbell and colleagues for their work to deliver the Strategy and more importantly the operational plan which will have real impact on people's lives.

Decision: **The Strategy and Operation Plan were formally noted by the Board.**

Actions: **No actions required.**

8. STAFF GOVERNANCE

8.1 Human Resources Workforce Report June 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 noting the progress made with the reduction in the sickness absence level reduced to 4.42% confirmed for April 2018.

Ms. Bugler enquired as to the ability to report on the number of unfilled vacancies. Ms. Bozkurt explained that the same request had recently come from Members of the IJB and as a result she had indicated within the financial reporting, there would be information within the monthly financial performance monitoring report on this.

The Chair thanked Mr. Jamieson for the update.

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

Action: **No action required.**

9. PUBLIC HEALTH

9.1 Vaccination Transformation Programme

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 advised Members of the changes being made to the National provision of the vaccination schedule in light of the changes in service provision e.g. transformation of Primary Care and the New GP Contract.

Dr. Watts stated that the revision in the delivery of vaccinations will be provided either through the new GP Contract, or by teams already in place. Work needs to continue to ensure that the Boards performance does not diminish.

The Chair thanked Dr. Watts for the information.

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

Action: **No actions required**

9.2 Public Health Priorities in Scotland

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 updated Members on the Public Health Priorities which was discussed in May 2018. The final Scottish Government Report was provided for information. Dr. Watts advised that six priorities are being reviewed locally and further information will be presented in due course.

Mr. Burgess enquired as to life expectancy. Dr. Watts indicated that there is a west coast 'v' east coast difference, with the east coast having a higher life expectancy. She also noted the same aspect for male 'v' female.

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

Action: **No action required.**

10. PERFORMANCE

10.1 Corporate Risk Register

10.1.1 Corporate Risk Register Electronic Version

10.1.2 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 risk had been updated.

Mrs. Campbell explained that there was still concern in installing the CDU Washers given the challenges within the layout of the extension to the existing building.

Mrs. McPherson raised concern at the way risk 001 ~ financial performance is noted, stating that it is not clear as to which year it is referring to. Mrs. Campbell acknowledged that this would be reviewed by Ms. Bozkurt.

The Chair thanked Mrs. Campbell for the update.

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

Action: **Review risk 001 to clarify the year the risk pertains to.**

Debbie Bozkurt

10.2 Western Isles Performance Monitoring Report Quarter 4 2017/18

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

Discussion: Mrs. Campbell advised that performance had remained unchanged from the previous report, noting the same level of achievement against the standards not on trajectory. She specifically highlighted the 62day target against Cancer, stating that the Board is reliant on NHS Highland delivering on the Service Level Agreement to provide the service.

The Chair thanked Mrs. Campbell for the update, however he wanted to see an improvement in those targets not on trajectory given the details within the Improvement Plans.

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

Action: **No action required.**

10.3 NHS Western Isles Internal Audit Plan 2018/19

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

Discussion: Mr. Jamieson made Board Members aware of the Internal Audit Plan for the year, noting that the division of time on specific audits may change in-year as a result of other risks which may require prioritisation.

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

Action: **No action required.**

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

11.1 Area Partnership Forum

11.1.1 Area Partnership Forum Minutes of 26.04.18 - A

Mr. Jamieson presented the Minutes for information and indicated that he would answer any questions.

Mrs. MacKenzie asked Mrs. Campbell for an update on item 6 – Bank Staff and item 8 Bank administrator job description. Mrs. Campbell advised that she reviewed the job matching report and there was a need to revise the job description further. Mrs. MacKenzie raised concern at the amount of time being lost. Further update will be presented to a future Area Partnership Forum.

Decision: **The minutes were formally noted.**

Action: **No action required.**

11.2 Staff Governance Committee

11.2.1 Staff Governance Committee Minutes of 22.02.18 - A

Mr. Burgess advised that the Minutes were presented for information and he would answer any questions. He raised the benefits of the 15min lunchtime walk being promoted via the Health Promoting Health Service agenda.

No questions were raised.

Decision: **The minutes were formally noted.**

Action: **No action required.**

12. ANY OTHER COMPETENT BUSINESS

No matters were 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?	✓		No further comments.
Was there sufficient time to review the papers between receipt and the meeting date?	✓		No further comments.
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.

14. DATE AND TIME OF NEXT MEETING

Public Board Meeting

Date: 29.08.18 Time: All day

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

Board Development Meeting

Date: 26.09.18 Time: All day

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

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

END