

NHS Western Isles Board Meeting



Minutes of Meeting 24 June 2020 Via Teams

Members Present:

Debbie Bozkurt	Director of Finance and Procurement	Francis McAuley	Medical Director
Rosemary Bugler	Non-Executive Director	Gillian McCannon	Non-Executive Director / Vice-Chair (Meeting Chair)
William Findlay	Nurse/AHP Director and Chief Operating Officer	Dana Murray	Employee Director / Non-Executive Director
Gordon Jamieson	Chief Executive	Dave Rigby	Chair of ACF / Non-Executive Director
Georgina Marczak	Non-Executive Director		

In Attendance:

Michelle McPhail	Business Manager
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1. WELCOME

The Chair, Mrs. McCannon, welcomed everyone to the meeting.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Ian Burgess	Chair NHS Western Isles
Avril Keen	Director of Human Resources and Workforce Development
Uisdean Robertson	CnES Representative / Non-Executive Director
Maggie Watts	Director of Public Health / Caldicott Guardian

3. DECLARATION OF INTEREST

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

4. MINUTES

4.1 Minute of 29.05.20 - DA

The Minute of the meeting of the Board held on the 29th May 2020 was approved by Members, subject the following amendments:

Item 3.1 – Chair’s Report – 1st sentence replace the word “North” with “West”.

Item 9.2 – Cancer Screening Report – 3rd paragraph and 2nd sentence should read “Reassurance was obtained that patients were able to be seen, during this time, by other appropriate referral pathways.”

Decision: The Board formally approved the Minute of the meeting of 29th May 2020.

Action: No action required.

4.2 Matters arising from previous Minutes

There were no issues were raised.

4.3 Action Points

The following updates were noted to the Action Points:

- **29.01.20 – 7.2 Safe Staffing update-** Mr. Findlay advised that the Scottish Government have paused this work at a national level and the Board will participate in due course.

Action: Presentation of quarterly data in due course

- **29.05.20 – 10.2 Complaints Report** – Mr. Findlay advised that he has not reviewed the information but he is aware of weekly calls with national Mental Health group. He advised that more of an update and review of the complaint will be presented at the next meeting.

The Chair note the challenge pre-Covid in obtaining appropriate acute mainland beds for mental health patients. Mr. Findlay indicate that we do have the need at times to transfer patients to the mainland for treatment however if there is a delay in enabling the transfer patient receive appropriate and adequate support and care until the transfer has been completed.

Action: Presentation of the information at the August meeting – William Findlay

- **29.05.20 – 12 AOCB – Report on Care Homes** – On the agenda for discussion 24.06.20

Decision: The Board formally noted the updates.

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

5. INANCIAL PERFORMANCE

5.1 Annual Accounts 2019/20

Issue: *The Board was asked to discuss the position of the Annual Accounts presented by Ms. Debbie Bozkurt, Director of Finance and Procurement.*

Discussion: The Chair advised that the Annual Accounts were presented to the Healthcare Governance & Audit Committee (HG&AC) earlier in the day and all Board Members were able to hear the detail of the presentation from both Ms. Bozkurt as well as Mr. Brian Houston, Senior Auditor Audit Scotland. The HG&AC approved the Annual Accounts and the letter of representation from the HG&AC to the Board.

Decision: **Board Members formally approved the Annual Accounts.**

Action: **No action required.**

6. PUBLIC HEALTH

6.1 Covid 19 update

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

Discussion: Mr. Jamieson provided Members with an update on Covid19. Members discussed the following points:

- To date 1421 tests have been undertaken on members of the public. The 8th positive case being confirmed yesterday, however not by the provision of an NHS test. Contact tracing (Test & Protect) is underway.
Mr. Jamieson advised that the Board can only report on the number of tests completed by the NHS, however people may be undertaking testing via private companies as part of their employer's requirements.
- Testing – Social Care Portal is up and running but should be fully operational next week. Notified yesterday that tests on staff should be undertaken on a regular basis.
- Accuracy of national projections was discussed, however compliance with the guidelines is needed from the general public to reduce the impact of the virus throughout the islands.
- Test & Protect – those being asked to isolate need to have the right level of support to enable real compliance of isolation. There was a suggestion if Tesco/Co-Op could prioritise delivery times to those isolating this would enable them to obtain food provisions. Mr. Jamieson indicated that would require specific dialogue with both companies but could be addressed via the Pandemic Resilience Group.
- Quarantine of those coming back into the UK was discussed acknowledging the challenge in getting Clinical Professionals back to the islands from Europe.
- Face covering use in hospitals – Mr. Jamieson noted that the new guidance for using face covering for not just medical staff but also patients coming into hospital came out

recently. It was confirmed that office staff or non-clinical support workers do not need to wear a mask.

- Pandemic Resilience Group were informed of an increase in domestic abuse and child protection issues as a result of lockdown. There is a high level of people on the furlough scheme and a 50% increase in people accessing the foodbank. It was also noted that an additional 500 applications have been made to obtain Universal Credit.
- Work is progressing with the Recovery Plan, rather than Remobilisation Plan as we are unable to go back to a level of service before Covid19. It may take until March 2021 or beyond before we know what the services may look like given the shift position. The Board may be able to deliver on some service, up to as much as 50% of its pre-Covid19 capacity, and continuously review over the next 2 years.
- Realistic Medicine will provide the opportunity to deliver services in another way, making the shift towards the Realistic Medicine agenda. Dr. Rigby advised that in most of the GP practices on island 100% of all calls are triaged before making any decision to see a patient face-to-face.
- Staff support was noted by Mrs. Murray advising that the Board should prioritise staff welfare and be aware of staff burn out during the pandemic ensuring that staffing levels are appropriate for the demand on service delivery. Mr. Jamieson advised that as we move forward we have to continuously reassess the situation. He indicated that staff have risen to the challenges in meeting the new working arrangement of the pandemic, achieving so much in a very short space of time.

The Chair thanked colleagues for their input into the discussion.

Decision: The Board formally noted the verbal updated.

Action: Prioritise food delivery to those isolating – Mr. Jamieson to discuss this further in the PRG

6.2 Covid-19 and Adult Care Homes

Issue: *The Board was asked to note for information the report presented by Mr. William Findlay, Nurse/AHP Director and Chief Operating Officer, in the absence of Dr. Maggie Watts.*

Discussion: Mr. Findlay advised that a Home Care Clinical and Care Professional Oversight Team has been established in line with the Scottish Government requirements, specifically Cabinet Secretary varied the accountabilities to Executive roles (incorporating Dr. Watts, Dr. McAuley and Mr. Findlay).

Mr. Findlay advised that the two principles of work being undertaken by NHS Western Isles within Care Homes is testing for the presence of Covid19 and professional oversight of each Care Home.

As part of the testing, in the first full week, 228 members of staff out of 416 accepted the offer of testing (55%) and no tested showed the presence of the virus. On the 22nd June 2020, all Care Homes would have received their own combined throat and nose testing kits for self-sampling, which are issues from the Social Care Portal and kits are returned to the Lighthouse Laboratory in Paisley. If any of these tests are noted as positive the Care Home will be informed initially and they in turn should contact the Board.

The Chair asked Mr. Findlay as to the processes to enable visits to the Care Homes. He advised that to date virtual meetings have been undertaken daily, as part of the daily huddles, and where necessary physical visits will be done.

The Chair thanked Mr. Findlay for the presentation of the report, noting her thanks to both Dr. Watts and Dr. McAuley for their professional support in addressing this.

Decision: The Board formally noted the report.

Action: No actions required.

7. PERFORMANCE

7.1 Performance Monitoring Report Q4

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

Discussion: The Chair advised that, as part of the current process, the Q&A template provided pre knowledge of the questions being raised by Members along with the relevant Executive Director responses. Members were asked if they had any further questions seeking clarity on the responses provided. Members were assured with the relevant responses.

Q&A template provided as part of the circulated papers.

Decision: The Board formally noted the report.

Action: No actions required.

7.2 Corporate Risk Register

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

Discussion: Mr. Findlay presented the report. Members noted the dashboard and the position of the risks. The Chair advised that the Healthcare Governance & Audit Committee have asked for a review of the presentation of information, which Ellena MacDonald and Louise Sullivan are addressing.

Members noted the position of the risks.

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

Action: **Revised format to be presented in due course.**

8. DATE AND TIME OF NEXT MEETING

Scheduled Board Meeting

Date: 26.08.20 / 28.10.20

Time: AM

Location: TEAMS

The Chair called the meeting to a close at 1.00pm, thanking everyone for their contribution.

END