

NHS Western Isles Board Meeting



Minutes of Meeting 30 September 2020 at 10.00am Via Teams

Members Present:

Debbie Bozkurt	Director of Finance and Procurement	Georgina Marczak	Non-Executive Director
Rosemary Bugler	Non-Executive Director	Francis McAuley	Medical Director
Ian Burgess	Chair NHS Western Isles (Meeting Chair)	Gillian McCannon	Non-Executive Director / Vice-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
Avril Keen	Director of Human Resources and Workforce Development	Uisdean Robertson	CnES Representative / Non-Executive Director

In Attendance:

Maggie Fraser	Communications & Claims Manager
Michelle McPhail	Business Manager

1. WELCOME

The Chair, welcomed everyone to the meeting.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Maggie Watts Director of Public Health / Caldicott Guardian

3. INTRODUCTION

3.1 Chair's Report

The Chair briefed Members on the following items:

- Chief Officer, IJB recruitment will be held on the 22nd October
- Noted the current Covid position within South Uist
- Non-Executive Director interviews are planned to be held in February 2021, led by the Scottish Government Public Appointments Unit.

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

4. DECLARATION OF INTEREST

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

5. MINUTES

5.1 Minute of 26.08.20 - DA

The Minute of the meeting of the Board held on the 26th August 2020 was approved by Members with no amendments.

Decision: The Board formally approved the Minute of the meeting of 26th August 2020.

Action: No action required.

5.2 Matters arising from previous Minutes

There were no issues were raised.

5.3 Action Points

The following updates were noted to the Action Points:

- Mrs. Marczak noted the benefits in having it noted on the report whether delays in the recorded actions were local issues or national issues.

Action: Mrs. McPhail indicated that she would highlight this in future reports.

- **29.05.20 – 10.2 Complaints Report** – noted that this issue should be removed as being addressed via Mental Health learning from learning reviews. **Remove**
- **24.06.20 – 6.1 Covid19 update** – Scottish Government have taken national action in supporting people isolating with food, supported by the Local Authority. **Complete / Remove**
- **24.06.20 – 7.2 Corporate Risk Register** – Mrs. McCannon advised that the meeting had taken place and that amendments to the register will be presented in future reports. **Complete / Remove**
- **24.08.20 – 6.1 Financial and Workforce Performance Monitoring** – Ms. Bozkurt noted at the meeting that the Members could email her with any queries. No member took up this suggestion. **Complete / Remove**
- **24.08.20 – 11.3 Performance Report** – it was noted that Mrs. McPhail updated Mrs. Keen on the potential request of Board Members. **Complete / 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 and Workforce Performance Monitoring Month 5

Issue: *The Board was asked to note for assurance the report presented by Ms. Debbie Bozkurt, Director of Finance and Procurement.*

Discussion: Ms. Bozkurt circulated the paper to Members noting the 20/21 financial forecast as at the end of August 2020. The Board is showing an in-year overspend of £449k (June noted overspend of £506k) excluding the allocation from Covid-19 but assuming that the Board will receive Covid allocation funding the in-year position resulting in an underspend of £719k. The Board is predicting at year-end a break-even position after contingency funds have been applied.

Ms. Bozkurt and Members discussed the report, noting the challenges in specific areas of overspend, remobilisation and Covid Enrac potentially allocation. Members specifically noted that the Specialist Doctors service is at a good position with all posts now filled.

Decision: **Board Members formally noted the financial month 5 position.**

Action: **No actions required.**

7. CORPORATE GOVERNANCE

7.1 Patient Involvement Pathway – Incident Report

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

Discussion: Mr. Findlay signalled the Boards requirement to remove the Patient Focus and Public Involvement as a Board sub-committee but to deliver this review and support at a grass roots level. However the Board has an obligation under PFPI and noted under numerous Acts, Policies and Directives in relation to Information Engaging and Consulting, (CEL(04)2010), to ensure that its oversees its governance requirement to encourage public involvement, equal opportunities and involve the public in discussions about the changing pater of healthcare services.

The report presented denotes the Community Engagement Standards and the recommendation framework that the Board should follow.

Mr. Findlay confirmed that the Board will obtain detailed reassurance report advising on which projects / discussions are underway, along with individual timetable, anticipated outcomes and recommended changes. The report will be presented on a quarterly bases to Members.

The Chair thanked Mr. Findlay for the report and the recommended proposal ensuring that the Board addresses its governance review and scrutiny of projects and processes.

Decision: The Board formally noted for assurance the revised process.

Action: Detailed quarterly reports to be presented to the Board.

William Findlay

8. CLINICAL GOVERNANCE

8.1 Duty of Candour Annual Report

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

Discussion: Mr. Findlay drew colleagues' attention to the Annual Report explaining that the Board has a legal requirement under the Duty of Candour which means that when unintended or unexpected events happen that results in a death or harm as defined by the Act, the people affected understand what has happened, receive an explanation and how the Board learns how to improve.

Within the Annual Report presented it explains that during the period of 01 April 2019 to 31 March 2020 one adverse event took place, which was reviewed and appropriate actions taken.

Mr. Findlay and Members discussed the report and the process ensuring that staff are trained recognising the requirement to be open and transparent, which the Board fully supports. Mr. Findlay noted that the report will be placed on the Boards website for public information.

The Chair thanked Mr. Findlay for the report, noting the Boards approval.

Decision: The Board formally approved the report.

Action: The report will be placed on the Boards website

William Findlay

9. SERVICE DEVELOPMENT

9.1 Barra Report

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

Discussion: Mr. Jamieson gave a verbal update on the progress of the Castlebay Community Hub and independent final reports being presented to Scottish Government. He also confirmed that the design as noted in the Outline Business Case for St. Brendan's had been approved by the Scottish Government Capital Investment Group and this will be taken forward into the plan of the bigger community hub.

Mr. Jamieson explained the change to the Hub physical location on the existing site which resulted in no major change required to the road layout. It was advised that Mr. Jamieson would circulate the revised prints/documents to Members.

Members discussed St. Brendan's and the water system review which identified a lower class of legionella species. Appropriate action has been taken to initially withdraw the use of the water supply, and providing bottled water and mobile sinks. Further testing of the water system continues but replacement of the water pipes and installation of a pressurised tank system will commence early October.

The Chair thanked Mr. Jamieson for the update.

Decision: The Board formally noted the verbal update.

Action: Circulation of revised Hub print/document

Gordon Jamieson

10. PERFORMANCE

10.1 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, with detailed updates being provided on the majority of risks.

Mrs. McCannon advised that the format of the review had been discussed by the Healthcare Governance & Audit Committee, with some additional changes and detailed format being requested.

Colleagues discussed the need for cleansing and replacement of the water system at St. Brendan's Hospital following identification of a legionella species. Mr. Findlay advised that a risk assessment is in draft and will be added to the Corporate Risk Register noting the work being undertaken to mitigate any potential risks and replacement and installation of water pipes and pressurised systems. It was agreed that a datix risk would be forthcoming as an addition to the CRR.

Mrs. McCannon enquired about the update on the blood fridge. Mr. Findlay noted that the new system is in place and the risk is reducing with the automatic dispensing of blood which removes human error to a high level. This is the first refrigeration unit in Scotland with the support and review of NSS.

Questions around laboratory services and Covid testing arose with Mr. Findlay noting that the current machine is tested and aligned regularly. New machines are being sent to us which

Scottish Government have indicated have a more reliable supply of cartridges and medium and should arrive late October early November 2020. Samples arriving from Uists are turned around within a 24 hrs period given logistical transportation issues and weather. Public Health decide where best to send the samples so some have gone to Lighthouse Laboratory and some to NHS Greater Glasgow & Clyde. NHS Greater Glasgow & Clyde will continue to support the Board by providing sampling for an additional 50 tests per day.

The Chair thanked Mr. Findlay for the report.

Decision: The Board formally noted the report.

Action: Revised format to be presented in due course.

St. Brendan's datix risk to be entered onto the Corporate Risk Register William Findlay

10.2 Complaints Report April – June 2020

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

Discussion: Mr. Jamieson drew colleagues' attention to the report highlighting the following:

- During the quarter 6 complaints were registered all requiring Stage 2 review
- All 6 complaints cover 13 different areas including staff communication, treatment and patient property / expenses.
- The outcome of the complaints were noted as 4 not upheld, 1 fully upheld and 1 partially upheld.

Mr. Jamieson indicated that the report had been scrutinised by the Healthcare Governance & Audit Committee, which Mrs. McCannon confirmed.

The Chair thanked Mr. Jamieson for the update.

Decision: The Board formally noted the report.

Action: No actions required.

10.3 Infection Control Report

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 a report which breaks down the Infection Control monitoring activity report for August, denoting a high level of scrutiny and compliance during Covid.

It was noted that the Infection Control Team (ICT) now has all vacancies filled and providing more scrutiny and visible measures throughout the Board.

Mrs. McCannon enquired during the longer possible time of Covid how did Mr. Findlay anticipate what impact this would have on the ICT? Mr. Findlay advised that there is additional work placed on the ICT as they get involved in Assessment Groups and required to provide additional visibility and advice, as well as demonstrations as to the correct doffing and donning of PPE. He assured the Board that there is capacity within the ICT to meet the issues arising from Covid.

The Chair thanked Mr. Findlay for his report and providing assurance to Members on the capacity and capability of the Infection Control Team.

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

Action: **No actions required.**

11. BOARD SUB COMMITTEE MINUTES

11.1 Healthcare Governance & Audit Committee

11.1.1 Healthcare Governance & Audit Committee Minute of 24.06.20 - A

Mrs. McCannon presented the approved Minute from the discussion held in June 2020 for information.

No questions were raised.

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

Action: **No actions required.**

11.2 Staff Governance Committee

11.2.1 Staff Governance Committee Minute of 13.02.20 – A

11.2.2 Staff Governance Committee Minute of 14.05.20 – A

Cllr. Robertson presented the approved Minutes from the discussions held in February and May 2020 for information.

No questions were raised.

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

Action: **No actions required.**

11.3 Area Clinical Forum

11.3.1 Area Clinical Forum Minute of 19.05.20 – A

Dr. Rigby presented the approved Minute from the discussion held in May 2020 for information. He advised that the Forum was scheduled to meet yesterday however due to the lack of attendee, the meeting was not quorate and therefore requires to be rescheduled.

No questions were raised.

Decision: The Board formally noted the minute.

Action: No actions required.

11.4 Area Partnership Forum

11.4.1 Area Partnership Forum Minute of 22.01.20 - A

Mr. Jamieson presented the approved Minute from the discussion held in January 2020 for information. He advised that colleagues have met but these were briefing sessions as part of the Covid update.

No questions were raised.

Decision: The Board formally noted the minute.

Action: No actions required.

12. ANY OTHER COMPETENT BUSINESS

12.1 ***Support of people with Covid in isolation*** ~ Ms. Bugler enquired as to the support for people in isolation. Mr. Jamieson advised that via Council colleagues, Kirsty Street and the Caring for People Group provide support, food supplies and fuel. He explained about the continued need for food banks throughout the island, however this need will more than likely increase as businesses fold due to the pressures as a result of closures or redundancies following being furlough.

12.2 ***Oxygen decline in Covid patients at home*** ~ Ms. Bugler enquired if the Board was looking at providing Covid patients with oxygen monitoring equipment to identify when they become critical and need hospital support. Dr. Rigby advised that the Board is going through a procurement process to obtain monitoring kits at scale to circulate to GP practices for use. The kit would include oxygen monitor, along with BP, pulse and single ECG monitors.

12.3 ***The departure of the Chair*** ~ Mr. Jamieson acknowledged that this was the last meeting for Ian Burgess as Chair as he has taken the decision to stand down from the Board. Mr. Jamieson on behalf of the Board thanked him for his contribution as a Non-Executive Director but latterly as Chair of the Board and his leadership.

Mr. Burgess thanked colleagues for the kind remarks and observing the strength of the Executive Directors and their abilities in taking forward the challenges, would enable the Board to tackle any challenges it may face including Covid.

13. EVALUATION

	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	✓ ✓ ✓		

14. DATE AND TIME OF NEXT MEETING

Scheduled Board Meeting

Date: 28.10.20 / 25.11.20 / 16.12.20

Time: AM

Location: TEAMS

The Chair called the meeting to a close at 11.40am, thanking everyone for their contribution.

END