

NHS Western Isles Board Meeting



Minutes of Meeting 28 October 2020 at 10.00am Via Teams

Members Present:

Debbie Bozkurt	Director of Finance and Procurement	Gillian McCannon	Interim Chair (Meeting Chair)
Rosemary Bugler	Non-Executive Director	Dana Murray	Employee Director / Non-Executive Director
Gordon Jamieson	Chief Executive	Dave Rigby	Chair of ACF / Non-Executive Director
Georgina Marczak	Non-Executive Director	Uisdean Robertson	CnES Representative / Non-Executive Director
Francis McAuley	Medical Director	Maggie Watts	Director of Public Health / Caldicott Guardian

In Attendance:

Maggie Jamieson	Communications & Claims Manager
Michelle McPhail	Business Manager

1. WELCOME

The Chair, welcomed everyone to the meeting, apologising for the late papers as a result of competing workloads.

It was noted that the Questions & Answer Template will be referred to during the meeting, and further questions may arise as a result of further scrutiny.

2. APOLOGIES AND ACKNOWLEDGEMENTS

Avril Keen Director of Human Resources and Workforce Development

3. INTRODUCTION

3.1 Chair's Report

The Chair briefed Members on the following items:

- National Chairs meeting with Cabinet Secretary ~ detailed discussions as to the 3 key priorities for NHS Board – Influenza Vaccination / Covid 19/ Winter preparation
- Non-Executive Director and the Non-Executive Whistleblowing Champion Director advert will be placed in early November and anticipated that the interviews will be conducted in January 2021.

- Turas ~ It was noted that the Chair of National Education for Scotland (NES) will be ensuring that all Non-Executive Directors have access to the system to take advantage of the learning platform. Further details will be circulated by NES in due course.
- Scotland Academy ~ it was noted that as part of the Golden Jubilee Hospital a Centre for sustainable training and workforce development will be established specifically to support medical training, involving remote and rural access. Rural Boards will be involved and a pilot process will commence in due course.

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 30.09.20 - DA

The Minute of the meeting of the Board held on 30 September 2020 was approved by Members with the following amendments:

- Change reference to Community Hub / Castlebay Hub to Barra and Vatersay Community Campus.

Decision: The Board formally approved the Minute of the meeting of 30 September 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:

- **26.08.20 – 14 Evaluation** – Review completed. **Complete / Remove**
- **30.09.20 – 7.1 – Patient Involvement Pathway** – update noted that a template will be established and shared with the Chair ahead of presenting quarterly report. **Update**
- **30.09.20 – 9.1 Barr Report** – Mr. Jamieson advised that the position of the layout is still being revised and discussed at the management level. Further updates and presentation of papers will be forthcoming. **Update**
- **30.09.20 – 10.1 – Corporate Risk Register** – Member were seeking an addition to the CRR in relation to legionella at St. Brendan's. The risk was raised in September 2020 and updated on 06 October and was retained on the Single Operating Division register. This issues has been addressed. **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 6

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

Discussion: Ms. Bozkurt presented the summary report which is the report that is submitted to Scottish Government, however advised that a fuller report would be forthcoming.

To date the Board has received $\frac{3}{4}$ of its Covid funding, with a further £1m due within the next review of available Covid resources.

Within the report it advises that as at 30 September 2020 the Board is showing an underspend of £454k including the in-year allocation of Covid and at year end denotes a break-even position. This is only achievable if all assumptions relating to covid allocation is forthcoming from Scottish Government.

Ms. Bozkurt drew colleagues' attention to the cost pressure section of the report, highlighting the challenges and areas of underspends. It was noted that Patient Travel underspent due to the reduced service provision by mainland boards due to Covid. However reassurance was given that alternative treatment methods were used for consultations via video links.

During discussion relating to service level agreement with NHS Highland Ms. Bozkurt indicated that a detailed review and scrutiny of invoices was being undertaken as there seems to be double charging, especially in relation to chemotherapy drugs.

Members discussed the projected year-end overspend on prescribing at £305k. This is due to an increase in prescription charges and advances in the first 2 or 3 months. Ms. Bozkurt noted that there has been no real downward movement in prescribing in August and this is noted in the Boards Remobilisation plan.

Mrs. Marzcak indicated that drug companies can increase the cost of a drug which is determined by the increase in demand of the drug. However Dr. McAuley advised that as part of multi-disciplinary review of treatments and drug usage it is apparent that there are new drugs which benefit patients, in reviewing rheumatology conditions, however drug prices have increased from approximately £8k per year to £15k per year per patient, although the benefits to the patients are significant.

Dr. Rigby, in relation to realistic medicine programme, advised that work is ongoing with rheumatology specifically, proposals are underway in reviewing detailed patient drug plans by consultants in NHS Greater Glasgow and Clyde and NHS Lanarkshire. He proposed that a paper will be presented to the Healthcare Governance & Audit Committee and forthcoming to the Board in December.

The Chair thanked Ms. Bozkurt for the report and colleagues for their input into the discussion.

Decision: The Board formally noted the report.

Action: Realistic Medicine report to be presented to the Healthcare Governance & Audit Committee and the Board in December 2020.

David Rigby

7. CORPORATE GOVERNANCE

7.1 Information Governance Policy

Issue: *The Board is asked to note as assurance the report presented by Dr. Maggie Watts, Director of Public Health / Caldicott Guardian.*

Discussion: Dr. Watts advised Members that the policy is required for review every two years in line with legislation and best practice. The policy denotes how the Board handles data / information regardless of the medium in which the information is stored – paper or electronic format. It notes those within the Boards who have an accountable or responsible role in the process.

The Chair thanked Dr. Watts for the report, noting the Boards support.

Decision: The Board formally noted and supported the Policy.

Action: No actions required.

7. Information Security Policy

Issue: *The Board is asked to note as assurance the report presented by Dr. Maggie Watts, Director of Public Health / Caldicott Guardian.*

Discussion: Dr. Watts drew colleagues' attention to the Policy for their information and assurance that appropriate actions, protection and security of the Boards information.

The policy is intended to ensure business continuity and manage risk by minimising the likelihood and impact of security incidents. Dr. Watts indicated that the compliance of the policy is required from all persons who have access to any of NHS Western Isles IT infrastructure or information assets, which pertains to all employees of NHS Western Isles including General Practitioners.

Dr. Watts noted that the policy and support was drawn together by Ms. Carol MacDonald, Information Governance Manager and reviewed and monitored via the Information Governance Steering Group and the Corporate Management Team.

Mrs. Jamieson, Communications and Claims Manager advised that staff are made aware of new or updated policies by desk alert messages to enable compliance as well as the responsibility of Managers to draw all policies to their staff's attention.

The Chair thanked Dr. Watts for the policy iterating the importance of the document ensuring security of all our data, patient and corporate, are kept secure mitigating any potential risks wherever possible.

Decision: **The Board formally noted and support the policy.**

Action: **No actions required.**

7.3 Remobilisation Plan

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

Discussion: Mr. Jamieson advised that he has obtained a response from the Scottish Government in relation to the initial plan submitted indicating the Boards way forward in respect of remobilising, recover and renew services from Covid 19. This takes cognisance of our services, including these services within the health and social care partnership.

The Plan is being revised as the pandemic develops with detailed changes being made to PPE, point of care and testing processes being made almost on a daily basis as information and practices change to meet the evolving pandemic. This is done in conjunction with staff at each stage. During the forthcoming months the revised plan will be brought to the Boards attention. The Plan will be presented to the Integration Joint Board as well as it being available to the public from the Boards website.

The Chair thanked Mr. Jamieson and his team for the production of the report and the work being undertaken by all staff to ensure that the residents of the islands get the necessary support during this pandemic.

Decision: **The Board formally noted and supported the Plan.**

Action: **Future iterations of the plan to be presented to the Board** **Gordon Jamieson**

8. SERVICE DEVELOPMENT

8.1 Barra & Vatersay Community Campus – Independent Assurance

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

Discussion: The independent report presented to the Board by Mr. Jamieson details its conclusion of the comprehensive wide review of the project. The assessment of the project is noted as “Amber” and at the upper section of the scoring, noting the energetic vision and ambitious concept of the plan. It was noted that a gateway review will be conducted before being presented to the Scottish Government.

Mr. Jamieson indicated that discussions with the local community continues, however the feeling is that residents are split in their view of the plan and the project may significantly change Castlebay and the surrounding area. However the Scottish Government place a high level of scrutiny on this development as it would be the first community campus in Scotland. Escalation of costs and the potential funding gap has been noted and discussions continue with the Capital Investment Group within Scottish Government.

Mr. Jamieson iterated that the section of the project relating to the community hospital and care home will not change. However he did indicate that aspects of the detail may be revised as a result of Covid 19 relating to infection prevention systems – ventilation and purification systems etc.

Ms. Bugler enquired if the project had been Brexit proofed and design changes in line with new regulations and choice of materials. Mr. Jamieson responded noting that he would be raised with the project Board.

The Chair thanked Mr. Jamieson for the report.

Decision: **The Board formally noted and supported the development of the project.**

Action: **No actions required.**

9. PERFORMANCE

9.1 Corporate Risk Register

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 the risks are under constant review in relation with potential impact of Covid. He iterated the Boards risk appetite needs to be more flexible during a pandemic.

The Chair indicated the she was content with the Q&A template and the responses given.

Ms. Bozkurt advised that an exemption has been given to the transportation of chemotherapy, via the mail plane, in line with the Dalcross risk. The Chair requested that the risk is kept on the register and updated with a lower risk rating until such time that a long term agreement has been obtained to support the continuing transfer of chemo drugs.

The Chair enquired who would be supporting and monitoring the existing risks relating to the Nurse Director. Mr. Jamieson advised that all risks are monitored by Louise Sullivan and colleagues in her team, raising appropriate issues with either himself or an appropriate Executive Director.

Members obtained updates of risks relating to flu vaccination and GP Out of Hours.

The Chair thanked Mr. Jamieson and other colleagues for their input and scrutiny of the register.

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

Action: **No actions required.**

9.2 Performance Report Quarter 1 (April – June 2020)

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 Member noting that at this point in time, it is difficult to give members a realistic presentation of performance given that issues change day by day due to the pandemic. It was noted that due to Covid and infection control measures, not all targets have been achieved, and this is the same for every other Board in Scotland, however the reports and submissions to Scottish Government continue.

It was noted that 12 performances are achieving the target with 8 noted in red.

The Chair thanked Mr. Jamieson for the report, and noted that she and Mrs. Marczak were content with the responses to their questions raised in the Q&A template, with no further queries being raised.

Decision: The Board formally noted the report.

Action: No actions required.

9.3 Infection Control Report

9.3.1 HAIRT Feb-Mar'20

9.3.2 HAIRT Apr-May'20

9.3.3 HAIRT Jun-Jul'20

9.3.4 HAIRT Aug-Sept'20

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

Discussion: Mr. Jamieson drew colleague's attention to the 4 reports denoting the Infection Control performance every 2 months reflecting Staphylococcus aureus, Clostridioides difficile infection, hand hygiene, cleaning and estate cleaning as well as surgical site infections.

The Chair enquired as to the disappointing hand hygiene compliance noted in September, and enquired how non-compliance is dealt with. Dr. McAuley explained the reason for the lower performance of hand hygiene levels in September, which was due to the new intake of Junior Doctors

Mr. Jamieson advised that the Infection Control staff have a direct approach and where non-compliance is noted, advice is given on the appropriate action required at source. The Infection Control Team continue to review, support and raise awareness with colleagues.

Mr. Jamieson wished to acknowledge and thank all domestic staff for their continuous support in addressing necessary deep cleaning and enhanced cleaning which continues even during a pandemic. It was noted that when any outbreaks or clusters of infection are identified, the Board learns from these reviews which are carried out every time an event occurs and to ensure that the risk is mitigated, direct action is always required.

The Chair thanked colleague for the report and updates, expressing the Board's thanks to all staff for their endeavours in supporting each other during this time as well as the support to their community in the collective approach to the pandemic.

Decision: The Board formally noted the report.

Action: No actions required.

10. BOARD SUB COMMITTEE MINUTES

No approved minutes for noting.

11. ANY OTHER COMPETENT BUSINESS

No other business raised.

12. 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?			Apologies noted for late papers due to competing workloads.
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?	✓		The Q&A template assists in greater scrutiny of discussion topics
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 11.50am, thanking everyone for their contribution.

END