

NHS Western Isles Board Meeting



Minutes of Meeting 25 November 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	Ruth Thompson Maggie Watts	Interim Nurse Director 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, specifically welcoming Ruth Thompson to her first Board meeting.

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 meetings –the principle issues under review by Chairs focusses on Health & Social Care Partnership, Winter Planning, Remobilisation and Covid. There is also review of adult social care and person centred care on values and regulations of oversight.
- There is further review by the Cabinet Secretary on the diversity of Boards; how the Government, and Boards, can encourage and engage with communities to identify potential future non-executive directors.
- Appointment of Non-Executive Director to NHS Western Isles – the closing date for applications is tomorrow and discussions are ongoing with the governments Public Appointment Unit in having the interviews in February 2021.

Decision: The Board formally noted the verbal update.

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 Minute of 28.10.20 - DA

The Minute of the meeting of the Board held on 28 October 2020 was approved by Members.

Decision: The Board formally approved the Minute of the meeting of 28 October 2020.

Action: No action required.

5.2 Matters arising from previous Minutes

5.2.1 Flu vaccination update ~ Dr. Watts advised that the over 65yrs response was at 73%, under 65yrs and those with compromising health conditions uptake has not been good and additional advertising will be carried out, and the children aged 2-5yrs update again has been low.

Frontline staff are being directed to their peer vaccinators, who will provide the flu vaccine within departments.

Decision: The Board formally noted the verbal update.

Action: No action required.

5.3 Action Points

The following updates were noted to the Action Points:

- **18.12.19 – 7.2 Community Cohesion Strategy** ~ Dr. Watts indicated that the CPP meets quarterly and the priority focus is on Coronavirus and the Community Cohesions Strategy has not yet been scheduled for the agenda. The Chair advised that at National Chairs discussions the Cabinet Secretary placed great importance on joint working and community planning. **Update.**

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 Update

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

Discussion: Ms. Bozkurt advised that the Scottish Government have made a number of changes to the required monthly financial returns, which has delayed in the availability of a written report being made available to the Board.

Ms. Bozkurt indicated that at 31st October 2020, Month 7, indicates an in-year underspend of £212k which includes the allocation of Covid-19. It is anticipated that the remaining 30% of the covid funding should be forthcoming.

Ms. Bozkurt advised the Board of the process going forward to assess the covid cost in 21/22, potential areas of savings and the assumptions required to identify a balanced budget. Ms. Bozkurt indicated that a formal review of the 3 year plan would be provided at the development session in December.

The Chair thanked Ms. Bozkurt for the update.

Decision: The Board formally noted the verbal report.

Action: Discussion of the 3 year financial plan – December 2020

Debbie Bozkurt

7. CORPORATE GOVERNANCE

7.1 Winter Plan

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

Discussion: Mr. Jamieson presented colleagues with the Winter Plan 2020-21, which outlines the provision of services during the winter period and has been informed by a multi-disciplinary Winter Planning Coordinating Group made up of staff across Health and Social Care. It was noted that the Winter/Pandemic Resilience Group, chaired by Mr. Jamieson, would monitor the plan until May 2021. The revised template, required by the Scottish Government, has been submitted and we await formal feedback.

In discussing the Plan, Mr. Jamieson emphasised the challenges placed upon the whole service, especially at this time, due to the combined potential impact of winter, flu and covid. The Board has swiftly moved to embrace the unprecedented scale and complexity associated with a pandemic, however he acknowledged the work staff have undertaken to ensure readiness and he expressed his thanks to all staff for their hard work.

Members discussed the report and reflected on specific areas - oncology services, elective care and urgent care, Out of Hours, laboratory provision and covid testing. The discussion also noted specific challenges and risks in light of Covid, to more vulnerable areas such as South Uist and Barra, and expanded on the work being taken forward to address contingencies, retrievals and the provision of testing. The Chair acknowledged all the work, but also highlighted the importance of keeping the public informed and the commendable work from Mrs. Jamieson, Communication and Claims Manager with daily social media updates and press releases.

The Chair thanked Dr. Watts for the report and thanked colleagues for their contribution to the discussion. The Chair made a comment that the report would benefit from having a glossary that expands upon the number of acronyms in the report.

Decision: **The Board formally approved and supported the Winter Plan.**

Action: **No actions required.**

7.2 Integrated Children's Service Plan 2020-23

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

Discussion: Dr. Watts presented the Integrated Children's Services Plan, produced in conjunction with the Comhairle, advising of the statutory obligation placed on the Board under the Children and Young People Act (Scotland) 2014.

The Plan is directly linked to the Children and Young People's Planning Partnership with a strategic group sitting under the Outer Hebrides Community Planning Partnership. The emphasis of the Plan, not only takes on the broader base of engagement, but being produced during the pandemic, there is greater importance placed on mental health and wellbeing of children and young people. Dr. Watts advised that the next iteration of the plan would be completed by the end of 2020.

Members discussed the report, which also highlighted the number of school leavers who are not competent in national level 4 literacy and numeracy, 22%, which is higher than the national average.

Members raised the question of type of assessment and communication between multi-agency supports. Dr. Watts noted that health visitors pick up on a child's communication skills and issues at pre-school level, however there is not the same assessment at secondary level

Dr. Watts indicated that this is an education issues and she would raise the Boards concerns with the group.

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

Action: **No actions required.**

7.3 Poverty Impact Report

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

Discussion: Dr. Watts drew colleagues' attention to the Outer Hebrides Local Child Poverty Action Report 2019/20. The Board approved the Plan and its multi-agency poverty strategy in autumn 2019 and implementation of the plan subsequently commenced. The Board should have been presented with an annual report, however due to Covid19 the review process by the multi-agencies has been delayed. The interim delivery report, presented, will be reviewed and a more comprehensive report will be available in late 2021.

Members reviewed the report, acknowledging this extremely important aspect of work that supports children and their families, especially during a pandemic.

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

Action: **No actions required.**

8. PERFORMANCE

8.1 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, noting that a number of risks on the register which have been updated and he provided an updates on the following:

- Risk 004 – Waiting times, last updated on 29.10.20.
- Risk 006 – Laboratory services, updated on the 05.11.20.
- Risk 042 – IT managed services to GP Practices, updated on 05.11.20.
- Risk 043 – IT risk of exposure to cyber risk. Update provided in November '20.
 - Dr. Watts advised that there has been no reported data breaches in line with the migration of the email system to Office365.
- Risk 045 – Covid 19, update obtained on 12.11.20
- Risk 047 – Winter / Covid and Flu potential impact, was added to the Register in October 2020.
 - Dr. Watts advised that this risk would be divided into the three areas with specific leads named.

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

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

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?	✓		
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 11.35am, thanking everyone for their contribution.

END