

Minutes of a meeting of the **Borders NHS Board** held on Thursday 25 June 2015 at 3.00pm in the Board Room, Newstead.

Present:

Mr J Raine	Mrs J Davidson
Mrs K Hamilton	Mrs C Gillie
Mr D Davidson	Mrs J Smyth
Dr D Steele	Dr S MacDonald
Mr J McLaren	Dr T Patterson
Dr S Mather	Mrs E Rodger
Mrs K McNicoll	Mr W Shaw
Clr C Bhatia	

In Attendance:

Miss I Bishop	Dr C Sharp
Mrs J Stephen	Mrs K Buckle
Mr P Lunts	Mr S Whiting
Ms L Cullen	Mrs V Buchan

1. Apologies and Announcements

The Chairman announced that Mrs Jane Davidson had been appointed as Chief Executive of NHS Borders. The Board recorded their support for Mrs Davidson in her new role.

The Board endorsed a message to Mrs Pat Alexander to wish her well in her recovery and looked forward to welcoming her back to a future Board meeting.

Apologies had been received from Mrs Pat Alexander, Dr Jonathan Kirk and Dr Hamish McRitchie.

Dr Tim Patterson announced that NHS Borders had been successful in achieving the Healthy Working Lives Gold Award and asked that the Board drop a note to the working group to congratulate them on their achievement. Dr Doreen Steele enquired about capacity within the team and Mrs June Smyth advised that she would feedback to Dr Steele on that point outwith the meeting.

The Chairman confirmed the meeting was quorate.

The Chairman welcomed several attendees to the meeting who contributed to the discussion of various items on the agenda.

The Chairman welcomed members of the public to the meeting.

2. Declarations of Interest

The Chairman introduced the Register of Interests and also sought any verbal declarations of interest pertaining to items on the agenda.

The **BOARD** noted the Register of Interests.

3. Minutes of Previous Meeting

The minutes of the previous meeting of the Borders NHS Board held on 2 April 2015 were amended at page 8, line 1, to include “...GP Practice Prescribers...” and with that amendment the minutes were approved.

4. Matters Arising

4.1 Area Forums: The Board were reminded of the intention to use the Area Forums as the formal engagement mechanism with the community instead of through the community councils as was currently noted in the Scottish Borders Council Scheme of Administration.

The **BOARD** noted the action tracker.

5. Board Clinical Governance & Quality Update

Dr Sheena MacDonald gave an overview of the content of the report and highlighted several elements including; Health Foundation Projects; electronic kiosk area; complaints quality and timeliness; volunteers; patient feedback responses; frailty; patient flow and proof of concept work; and participation standards assessments.

Discussion focused on striking a balance between the reporting on commendations as well complaints; person centred care; and assistance from the Royal Voluntary Services to assist people with the electronic kiosk.

Mrs Evelyn Rodger reminded the Board that NHS Borders had been a poster presentation finalist at the NHS Scotland event held earlier in the week.

The Chairman advised the Board that Professor Jason Leitch was keen to challenge Health Boards to reduce their avoidable pressure ulcers by 55% by 2017 and enquired if that matter was being addressed locally. Mrs Evelyn Rodger advised the Board that good progress had been made in NHS Borders and that given the progress that had been made, the baseline figure for NHS Borders may make a further 55% reduction difficult.

The **BOARD** noted the Clinical Governance and Quality Report.

6. Healthcare Associated Infection Control & Prevention Update

Mr Sam Whiting presented the Infection Control report and highlighted that the draft Healthcare Environment Inspectorate report had been received. Points of accuracy had been raised and the final report was due for publication on 6 July. Mr Whiting further advised the Board that there had been an increase in norovirus across Scotland however to date there had been no increase in norovirus in NHS

Borders, and he assured the Board that staff remained vigilant and in a state of preparedness should an outbreak occur.

Discussion focused on the HEI unannounced inspection of theatres findings and clinical handwashing dispensers.

Mrs Jane Davidson reminded the Board that NHS Borders was the first Health Board in Scotland to have undertaken an unannounced inspection of Theatres and reiterated that there would be learning for both the organisation and Health Improvement Scotland in that regard. She advised that the report would not be positive and the key would be how the organisation responded to it.

The **BOARD** noted the report.

7. Access to Treatment Report

Mr Philip Lunts highlighted several elements of the report regarding the Trak Data error, recalculation of TTG breaches, associated data variances and an explanation of the breakdown of unavailability by specialty.

Mr David Davidson challenged the pace of improvement and Mr Lunts advised that there were capacity challenges in regard to consultants, the winter period and theatre cancellations. Mrs Katie Buckle advised that a breakdown of out-patient and in-patient by specialty was being reviewed.

Dr Stephen Mather enquired about progress in regard to physiotherapy waiting times. Mrs Susan Manion assured the Board that action was being taken and initiatives were being progressed such as recruitment, telephone triage, use of private physiotherapists, balancing capacity and demand, evening and weekend physiotherapy provision and seeking additional support through the third sector. Mrs Karen McNicoll advised that there had been increased activity over the previous 2 months and a failure to recruit to the service, however support from General Managers to assist the service in understanding its capacity and demand and the Productivity and Benchmarking process would enable the service to move to a more stable position.

The Chairman suggested the Board be appraised of a trajectory on how the waiting list numbers would be reduced in the future.

Mr David Davidson challenged the use of short term contracts for physiotherapists. Mrs Jane Davidson advised that permanent contracts had been approved for the service.

Mrs Karen Hamilton suggested an increased use of theatres would have a follow on effect to the physiotherapy services. Mrs McNicoll confirmed that a protocol was in place on how and what was treated in terms of physiotherapy.

Dr Doreen Steele reminded the Board that it had previously discussed sanctions against agencies who failed to deliver qualified staff when agreed. Mrs McNicoll advised that Mrs Evelyn Rodger had written to the agencies concerned to seek more understanding of the issue and raising their failure to deliver as a patient safety issue.

The Chairman noted that there was an intention for GPs to fast track to diagnostic services and he enquired on progress with that initiative. Dr Sheena MacDonald confirmed that there was already in place immediate access to MRI and CT for GPs through the Radiology service.

Further discussion focused on funding, workforce planning, up skilling, and health inequalities in deprived areas of Borders.

The **BOARD** noted the ongoing challenges associated with scheduled care in particular the TTG and Outpatient Stage of Treatment standards and the work to address those.

The **BOARD** noted the predicted performance against TTG for April and June and the actions taken to address future performance.

The **BOARD** noted the ongoing challenges in Physiotherapy Waiting Times.

The **BOARD** noted the challenging context in delivering the 4 hour ED standard.

The **BOARD** agreed to receive a report on Physiotherapy Waiting Times at its Strategy & Performance Committee meeting in September.

8. Draft Strategic Plan

Mrs Susan Manion presented the draft Strategic Plan and advised of its journey to date. She reiterated that it was a work in progress and highlighted that Dr Eric Baijal would redraft the document on the back of a range of comments received from the Health & Social Care Integration Joint Board meeting held on 22 June 2015.

Cllr Catriona Bhatia confirmed that the Health & Social Care Integration Joint Board had noted the document and requested that it be redrafted in light of comments received during discussion. She further advised that an easy read version of the document was also being produced.

Discussion highlighted several elements including: drafting quality; work in progress; lack of focus; neither a strategy nor a plan; what were the outcomes; how to measure the outcomes; what action would be taken should the outcomes not be achieved; vulnerable adults and domestic abuse services; alignment within the budget and inclusion in the Strategic Plan; and potential difficulty in relying on advanced nurse/AHP practitioners.

Mrs Manion welcomed the comments received.

The **BOARD** asked that the Strategic Plan be rewritten and looked forward to receiving a further iteration.

9. Clinical Services Review – In Patient Services

Dr Sheena MacDonald gave an overview of the purpose and content of the paper highlighting: frailty framework; patient safety; inclusion of front line staff in an iterative process.

Discussion focused on staff engagement and real time engagement for patients; shared models; learning from the patient safety movement; sustainability; cultural issues; and implementation of principles.

The **BOARD** noted the progress update.

10. Local Delivery Plan Feedback

Mrs June Smyth presented the feedback letter from Scottish Government following the submission of the 2015/16 Local Delivery Plan.

Mr David Davidson requested that the Non Executive Directors be made aware of the work that was being done with GPs.

The **BOARD** noted the Local Delivery Plan 2015/16 feedback letter.

11. eHealth IM&T

Jackie Stephen advised of the background and purpose to the paper presented to the Board.

Dr Doreen Steele suggested focusing on a digital strategy and Dr Sheena MacDonald supported the notion that a digital strategy would improve efficiency and effectiveness of patient care. Mrs Evelyn Rodger reiterated that the organization would remain person centred and flexible and welcomed a digital strategy to further support that requirement.

Dr Stephen Mather congratulated Mrs Stephen on producing a clear and concise document. He emphasised that whilst some people would be computer literate some would not, and there would therefore still be a requirement to ensure there was a portal for the disadvantaged to access care.

Dr Doreen Steele suggested meeting with NHS Education Scotland in formulating the strategy and Mrs Jane Davidson advised that Mrs Stephen would also be contacting NHS Highland regarding their approach to reaching rural populations.

Mrs Karen Hamilton enquired if the GPs needs would be taken into account within the strategy. Mrs Stephen advised that recently a new remote access solution had been deployed to GPs and the first 5 GPs were testing that solution and feedback received to date had been positive. The solution was being rolled out to a further 5 GPs to ensure it was a reliable and robust solution and met the needs of the GPs. She further advised that an infrastructure business programme was being drawn up to begin a refresh of out dated equipment in GP Practices.

The **BOARD** supported the proposal to develop strategic and tactical plans for eHealth/IM&T.

12. Audit Committee

Mr David Davidson advised that the previous meeting had focused on the annual accounts and he recorded his thanks to the staff and auditors who had delivered on their audit actions. He further advised that discussion has taken place in regard to resilience, business continuity and how to change the culture around business continuity.

The **BOARD** noted the update.

13. Clinical Governance Committee

Dr Stephen Mather advised that he had increased the number of meetings to 6 per year to accommodate an increased amount of business and to align more closely to the Board meetings cycle. Discussion had focused on training and succession planning for Associate Medical Directors.

The **BOARD** noted the update.

14. Public Governance Committee

Dr Doreen Steele advised that the next meeting was due in July and would be a full business meeting.

The **BOARD** noted the update.

15. Staff Governance Committee

Mr John McLaren advised that the staff survey plans were underway, discussion had focused on imatter, and that there would be an extraordinary meeting of Committee held in August in order to have a deep dive into Training.

The **BOARD** noted the update.

16. Health & Social Care Integration Joint Board

Cllr Catriona Bhatia advised that a development session had taken place in May based mainly around finance. The Board meeting had focused on the strategic plan, integrated care fund and a branding logo. She further advised that the Cabinet Secretary for Health, Wellbeing & Sport had invited Integration Joint Board Chairs and Vice Chairs to a meeting in August.

The **BOARD** noted the update.

17. NHS Borders Annual Accounts 2014/15

Mrs Carol Gillie introduced the NHS Borders Annual Accounts for 2014/15. She advised that the Board had achieved its financial targets with an outturn of £76,000 underspend against the Revenue Resource Limit and a small underspend of £8,000 against the capital resource limit. This was an excellent achievement in a particularly challenging year in light of the wider economic situation.

Mrs Gillie brought several elements of the accounts to the Boards attention including: as required by the International Accounting Standard 27 NHS Borders as corporate parent was required to provide consolidated accounts for NHS Borders accounts and NHS Borders endowment accounts; Financial targets were linked only to NHS Borders accounts; as per the Governance statement that was reviewed a number of risks had been highlighted which had been linked to the internal audit plan; They were linked to business continuity and waste management; and she assured the Board that they would be monitored to ensure progress was made by the Audit Committee.

Mrs Carol Gillie invited Mrs Viv Buchan to highlight a number of technical issues linked to the accounts including:-

- Following feedback from Audit Scotland: There had been changes to the way the risk sharing arrangements CNORIS across NHS Scotland were accounted for. This had an impact on a number of notes within the accounts. In summary the Board was required to account for NHS Borders share of potential claims based on an assessment by the Central Legal Office and the Scottish Government of all clinical and negligence claims across NHS Scotland. The impact on the accounts was an increase of £3,449,000 in the provision for future settlement of clinical claims in the 2013/14 accounts. The amount had been funded by the Scottish Government from central funds. Details of the adjustment was included under notes 24, p. 73 and recognised in note 17 board provisions.
- Impairment page 29 statement of comprehensive net expenditure: A total impairment of £913,000 had been charged to net operating costs for property valuations relating to assets held for sale by the Board. (Crumhaugh 325 and Westgrove 588). The reduction in asset value had been funded from Scottish Government central monies.
- Remuneration report: The report provided salary and pension details for Board Members and Senior Employees. The report included only ministerial appointed posts. This was the first year that disclosure had been made for part year pensionable earnings in line with the Financial Reporting Manual as directed by Employee Pension Note 430. This related to the previous Chief Executive.
- Contributions to Voluntary Organisations: There had been reclassification of spend relating to voluntary organisations which had resulted in the reported contributions of £387k which was comparable to the previous year.

In summary Mrs Gillie advised that the Board's External Auditors Scott Moncrieff had concluded their audit of the accounts and had advised the Audit Committee that their audit certificate was unqualified in respect of the accounts presenting a true and fair view and in respect of their regularity compliance.

Mr Chris Brown a Partner with Scott Moncrieff had felt that due to there being no items of significance to note to the Board from the accounts that his attendance at the Board was not required.

Scott Moncrieff has asked that it was minuted that the Chief Executive had agreed to sign a letter of representation on behalf of the Board confirming that in production of the accounts the Board had fully disclosed all relevant information.

Mrs Gillie recorded her thanks to Mr Brown and his team for the very professional manner in which they had undertaken the audit.

She further recorded her thanks to the Finance Team for all their hard work in producing the accounts and supporting the organisation to deliver its financial targets.

Mrs Gillie advised the Board that the Accounts were considered by the Audit Committee on 16 June 2015 where the Committee was content to approve the annual assurance statement and she asked Mr David Davidson as Chair of the Audit Committee if he wished to comment further.

Mr David Davidson confirmed that the accounts were considered and reviewed at a number of Audit Committee meetings during May, including a detailed session on 20 May 2015 which a number of Board members attended. The accounts were approved at a meeting on 16 June 2015 and as a result Mr Davidson was content to approve the Annual Assurance Statement. The statement provided by the Audit Committee gave the Board assurance around the current governance framework across the organization and therefore about the content of the accounts.

Mr Davidson continued that reports had been received from all of the governance committees detailing their work during the course of the year. They were included in the consolidated governance report that was discussed and reviewed by the Audit Committee.

The external auditors Scott Moncrieff had submitted a clear audit certificate and the audit had raised only a small number of minor points to be taken forward and as an indication of the issues raised Mr Davidson reiterated that the external auditor had felt it unnecessary to be in attendance at the Board meeting.

Based on the process that had been followed Mr Davidson was content to approve the Annual Assurance Statement.

The Chairman recorded the thanks of the Board to the Finance Team and Mrs Gillie for her leadership.

The **BOARD** adopted and approved for submission to the Scottish Government, the Statement of Accounts for the financial year ended 31 March 2015.

18. NHS Borders Endowment Fund Annual Accounts 2014/15

Mrs Carol Gillie introduced the Endowment Fund Annual Accounts for 2014/15.

She highlighted to the Board that the accounts had been given an unqualified audit certificate by the external auditors Geoghans, and the Endowment Board of Trustees had approved the accounts at their meeting on the 3 June 2015.

As corporate parent for Borders Health Board endowment funds the International Accounting Standards 27 required the corporate parent body to produce consolidated accounts. Therefore the endowment accounts were consolidated within NHS Borders accounts.

The **BOARD** noted the Endowment Fund Annual Accounts for 2014/15.

19. NHS Borders Patient's Private Funds Statement 2014/15

Mrs Carol Gillie introduced the Patient's Private Funds Statement and advised the Board that the statement had been given an unqualified audit certificate by the external auditors Geoghans. The Audit Committee had reviewed the statement at its meeting on the 16 June 2015 and recommended the NHS Borders Board approve the statement

The **BOARD** adopted and approved the Patient's Private Funds Statement for the financial year ended 31 March 2016.

20. Capital Plan Update

Mrs Carol Gillie advised that work continued and she anticipated the sale of the Westgrove site during the current financial year.

Dr Stephen Mather enquired about the cost of the replacement of medical equipment. Mrs Gillie confirmed that there was a risk assessment process in place and the capital management team worked closely with the medical equipment committee to ensure funds were accessed to replace equipment based on the risk assessment process.

Mrs Evelyn Rodger referred to the recent unannounced HEI inspection where medical equipment issues were raised and assured the Board that there had not been a problem in accessing funds to rectify those equipment requirements.

The **BOARD** noted the update provided on the current year capital plan.

The **BOARD** noted the indicative capital resources and commitments for 2016/17 to 2019/20.

21. Financial Monitoring Report for the 2 month period to 31 May 2015

Mrs Carol Gillie presented the financial monitoring report to the end of May 2015 and reported an outturn position of £400k in excess of revenue. At the end of May the Board had withdrawn efficiency savings of £4.3m from budgets. In terms of recurring savings £2.5m had been released from budgets against a target of £5.2m. Work continued to identify recurring efficiency schemes in order to ensure the target was fully achieved by the end of the financial year.

Dr Doreen Steele noted the intention to withdraw money from the endoscopy budget and enquired about the rationale behind that intention. Mrs Gillie advised that monies had been invested in the service as a result of the NHS Lothian contract and anticipated income from NHS Lothian patients being referred to NHS Borders. The intention was to reduce the investment in that service as the anticipated income had not materialized.

Mr David Davidson enquired about negotiations with Northumberland. Mrs Gillie confirmed that discussions had been held with Northumberland regarding the intention to retain a £2.7m contract with them as per 2014/15. However Northumberland were keen to reduce the contract level and negotiations remained ongoing.

The **BOARD** noted the financial performance for the first two months of the financial year.

22. Managing Our Performance Year End Report

Mrs June Smyth gave an outline of the content of the report.

Dr Doreen Steele sought confirmation of the year end position in relation to absence number of days. Mrs Smyth advised that the current action plan around sickness absence was being reviewed and she confirmed that NHS Borders figures were better compared to the national average.

Dr Stephen Mather sought assurance that the 12 week out patient waiting times issue would be addressed and the recovery plans for the service would lead to a swift positive position. Mrs Katie Buckle advised positive progress had been made with the Dermatology and ENT services and work was still underway with the Cardiology service.

Dr Mather noted the positive improvement that had been made with the Diagnostics service.

The **BOARD** noted the 2014/15 Year End Managing Our Performance Report.

23. HEAT Performance Scorecard

Mrs June Smyth gave an overview of the content of the report.

Mrs Evelyn Rodger sought the addition of explanatory narrative to accompany the run charts.

The **BOARD** noted the June 2015 HEAT Performance Scorecard (April 2015 performance).

13. Chair and Non Executive Directors Report

The Chairman highlighted that the Staff Awards had been a success. He had also attended a presentation by the Radiographers on the Flying Start Programme and had suggested that they present at a future Board Development session.

The **BOARD** noted the report.

14. Board Executive Team Report

The **BOARD** noted the report.

15. Statutory and Other Committee Minutes

The **BOARD** noted the minutes.

16. Any Other Business

There was none.

17. Date and Time of next meeting

The Chair confirmed that the next meeting of Borders NHS Board would take place on Thursday 6 August 2015 at 3.00pm in the Board Room, Newstead.

The meeting concluded at 5.40pm.