

Minutes of a meeting of the **Borders NHS Board** held on Thursday 25 February 2016 at 10.00am 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 C Sharp
Mr J McLaren	Dr T Patterson
Dr S Mather	Mrs E Rodger
Mrs K McNicoll	Mrs S Manion
Mrs P Alexander	

In Attendance:

Miss I Bishop	Dr A Beaglehole
Mr A Murray	Dr A Howell
Mr S Whiting	Mrs K Morris
Mr P Lunts	Ms H Tait

1. Apologies and Announcements

Apologies had been received from Cllr Catriona Bhatia, Mr Warwick Shaw, Dr Hamish McRitchie and Mrs Laura Jones.

The Chair confirmed the meeting was quorate.

The Chair welcomed Mr Andrew Murray, who had been appointed Medical Director and would be taking up the post in March 2016.

The Chair welcomed a range of attendees to the meeting who were speaking to various items on the agenda.

The Chair welcomed members of the public to the meeting.

The Chair referred to the National Clinical Strategy and advised that the Board would have an opportunity to review and discuss it at a future Board Development session.

2. Declarations of Interest

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 3 December 2015 were approved.

4. Matters Arising

4.1 Board Development: The Chairman and Board Secretary agreed to review the business allocated for the Board Development sessions.

The **BOARD** noted the action tracker.

5. Board Clinical Governance & Quality Update

Dr Cliff Sharp drew attention to the Hospital Standardised Mortality Rate data and assured the Board that it was robustly scrutinized and the review of the complaints procedure.

Mrs Karen Hamilton sought clarification on the peak in commendations received. Dr Sharp explained that January was a period when the service was most under pressure and that it rarely resulted in a peak in commendations.

Dr Stephen Mather noted the improvement in complaints performance and enquired if it was sustainable. Mrs Jane Davidson advised that it was not sustainable at present, however she remained comfortable with the current rate of progress being made.

A discussion ensued that captured comments in relation to: the ratio of “upheld” and “not upheld” complaints; commercial research recruitment; invitation to Health Improvement Scotland to undertake a pilot OPAH inspection at the Borders General Hospital; Day of care Audit graph and aspiration for occupancy level; analysis of commendations; and friends and family test and net promoter score.

Dr Doreen Steele enquired if more could be done locally to highlight local domestic abuse services. Mrs Davidson advised that she would raise publicity of Domestic Abuse Services at the next Executive Management Team meeting with Scottish Borders Council.

The Chair enquired in regard to the overview of Scottish Public Services Ombudsman (SPSO) reports if all recommendations were dealt with robustly. Dr Sharp advised that some actions had been taken and clear instructions had been issued to all medical and nursing staff. Dr Mather advised that the Clinical Governance Committee had discussed the matters and were clear on the actions to be taken and were content with the action plan provided.

Mrs Davidson assured the Board that a meeting had been held with the family and all actions had been taken seriously. She further advised that the SPSO had been invited to come down to NHS Borders to meet with staff.

The **BOARD** noted the report.

6. Healthcare Associated Infection – Prevention & Control Report

Mr Sam Whiting drew the attention of the Board to the norovirus section and stated that it had been a low impact year for norovirus which was illustrated by a graph received from Health Protection Scotland.

Discussion focused on cleaning compliance, cleanliness monitoring and training of domestic supervisors to ensure consistency. Mr Whiting reminded the Board that the previous year there had been an inspection of Theatres and the learning from that had impacted on how spot checks were implemented. Spot checks had changed and were also rolled out to other ward areas. A matrix was used to ensure spot checks remained on going and digital photographs were used to enable feedback to Senior Charge Nurses and Managers.

The **BOARD** noted the report.

7. NHS Borders 2015/16 Festive Period Report

Mr Philip Lunts presented the festive period report.

Discussion raised a number of elements including: increasing length of stay and unavailability of social care; delayed discharges within community hospitals; review of discharge process with colleagues in the Mental Health Service around complex cases; factors in delayed discharges being access to care homes, home care, geography and patient choice; care managers in community hospitals to enable patient flow; forward planning of elective activity for the beginning of January; handling of people exiting care home provision; level loading annual leave; reduction in clinics;

Mr David Davidson enquired about the timescale for actions being taken forward with SB Cares. Mrs Susan Manion advised that SB Cares provided 40% of the total service provided and it was problematic in some areas such as Peebles where it was difficult to recruit home carers. An arrangement would be tested with SB Cares where they would act as the front end of home care providers and work more with the other providers.

Mrs Jane Davidson advised the Board that she could not provide assurance of the improvement quality standards expected from providers. She further noted that Mrs Manion had arranged additional rapid response teams due to the problems of sourcing home care in some areas. There were now 3 rapid response teams and it was anticipated that they would deliver a model of home care that might work in terms of prevention of admission.

Dr Doreen Steele commented that she understood that since the adaptations budget had been devolved to SB Cares there was now a waiting list for adaptations. Mrs Davidson advised that the winter plan report to the April Board would include adaptations.

Mrs Pat Alexander commented that she had discussed the linking of careers in home care with health care with the Chair of the Integration Joint Board in Highland. Mrs Manion suggested that a Care Academy set up could be looked at as part of the forward plan to increase availability of individuals. Dr Doreen Steele suggested careers and the living wage for home carers was being looked at nationally.

The **BOARD** noted the 2015/16 Festive Period Report, the performance of the system during the period and the outline recommendations for future winter planning.

8. Winter Plan Update

Philip Lunts highlighted several elements of the presentation including: Border Emergency Care Service performance; Emergency Department attendances; and morning and weekend discharges planning.

A discussion ensued that captured comments in relation to: less number of cases of norovirus than expected and factor into next year's winter plan; stress test future winter plan; school flu immunisation vaccination programme; consistency to discharge planning for both mornings and afternoons; and John McLaren to join the Winter Planning Group.

The **BOARD** noted the presentation.

9. Access to Treatment Report

Mrs Katie Morris drew the attention of the Board to the ongoing challenges in physiotherapy waiting times; delivery of the 4 hour standards; maintenance of the 14 days for discharge and work towards the 72 hour target.

Mr David Davidson commented on the previously agreed increased capacity for orthopaedics and enquired why there was an issue. Mrs Katie Morris advised of the challenge in delivering the orthopaedic plan and commented that the Institute for Healthcare Optimisation (IHO) were scheduled to come and assist the organisation in that regard. In managing orthopaedics she advised that patients were not being sent away to the private sector and weekend operating was being offered locally through Synaptic, which did have an additional cost attached.

Mr Andrew Murray enquired if the Getting It Right First Time (GIRFT) Orthopaedic Review had been utilised. Mrs Morris confirmed that a peer review visit had been undertaken and the outcome was being worked through.

Dr Doreen Steele sought an update on the Chronic Pain service in relation to the national review of chronic pain. Mrs Morris advised that she would provide an update outwith the meeting.

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 ongoing challenges in Physiotherapy Waiting Times.

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

The **BOARD** noted the challenges being faced to maintain no delays over 14 days for discharges and the requirement to work toward no delays over 72 hours.

10. Inpatient Services Review: Health In Your Hands

June Smyth highlighted the service were focusing on the Eildon Community Ward project and the “What Matters to You” engagement exercise.

The Chair commented that the analysis of response was fascinating.

During discussion a number of comments were made including: the misconception that only GPs can deliver primary care services; valuable resource in practice nurses and pharmacists; transport issues and coordination of bus services to enable people to make appointments; capturing views; efficiency savings from redesign of services; and expected outcomes from the Integrated Care Fund programme.

The **BOARD** noted the update.

11. Roxburgh Street Replacement Surgery Project

Mrs Carol Gillie presented the follow up report to the report that had been given to the Board in October 2015.

The Chair enquired if a floor risk assessment had been carried out. Mrs Gillie confirmed that it had.

Mr David Davidson enquired if GPs would make a financial contribution to the scheme. Mrs Gillie confirmed that GPs were not required to make a financial contribution.

The Chair enquired about the capital receipt element of the project. Mrs Gillie advised that the building belonged to the GPs and if they sold it they would retain the proceeds and if it sold below market value the Board would be liable for the shortfall.

Mr John McLaren sought clarification that if £200k was utilised from the capital fund it would in effect be £200K less of other projects. Mrs Gillie confirmed that was correct.

Mrs Karen McNicoll advised that the Area Clinical Forum had reviewed the paper and on a related matter has raised the issue of health staff being unable to utilize all health centre and community hospital facilities for clinics. Mrs Gillie advised that the Space Utilisation Group had been tasked with looking into that matter.

Mrs Karen Hamilton enquired if any further funding was anticipated from the Scottish Ambulance Service (SAS). Mrs Gillie advised that she had written to the SAS to seek further funding.

The **BOARD** noted the update on progress made on the Roxburgh Street Replacement Project.

The **BOARD** approved an additional capital allocation of £200k to the project to enable agreement to be given to the Construction Contract following completion of Stage 2 detailed design.

12. The Scottish Healthcare Science National Delivery Plan (2015-202)

Ms Heather Tait presented the Healthcare Science National Delivery Plan.

Mrs Evelyn Rodger advised that she would email the full national strategy document to Board members.

Mrs Karen McNicoll advised that the Professional lead for the service was Dr O'Donnell and the Area Clinical Forum were supportive of the service and would be happy to assist in more active engagement with them.

The Chair commented that if as a result of the scoping exercise there would be additional cost, the Board would wish to know how that would be met.

The **BOARD** noted the self-assessment and the action plan contained within the paper.

13. Audit Committee

Mr David Davidson commented that an Extra Ordinary Audit Committee meeting had been held at the beginning of the month to review the Code of Corporate Governance to ensure it fitted with the new role of the Health & Social Care Integration Joint Board. He further advised that the Resilience Committee had received a visit from the Scottish Government Resilience Team.

The **BOARD** noted the update.

14. Clinical Governance Committee

Dr Stephen Mather advised that the Committee had discussed the SPSO briefings, reports to the Committee, and Blood Transfusion gaps in training. He advised that the Committee would be receiving an annual Blood Transfusion report in future.

The **BOARD** noted the update.

15. Public Governance Committee

Dr Doreen Steele advised that the Committee had received updates from various groups and discussed disabled adult changing mats, disability equipment, volunteering, and reviewed the Committees terms of reference.

The **BOARD** noted the update.

16. Staff Governance Committee

Mr John McLaren advised that the Committee had received a report on Mandatory and Statutory Training.

Mr Andrew Murray was keen to know if data was available for medical staff compliance with Mandatory and Statutory Training requirements and Mrs Karen McNicoll advised that the Area Clinical Forum would welcome working alongside the Medical Director and the Staff Governance Committee to raise any concerns in regard to training for medical staff.

Mr McLaren advised that he would invite both Mr Murray and Mrs McNicoll to attend the next Staff Governance Committee.

The **BOARD** noted the update.

17. Health & Social Care Integration Joint Board

Mrs Pat Alexander commented that the Health & Social Care Integration Joint Board was at the point of going live as a legal entity and that it was concentrating on putting in place appropriate governance arrangements, the strategic plan, and financial and auditing arrangements. She advised that the first draft of the Commissioning plan to underpin the Strategic Plan was expected in April 2016.

The **BOARD** noted the update and agreed to remove the verbal report from future Board agendas.

The **BOARD** agreed to continue to receive the minutes of the Health & Social Care Integration Joint Board meetings.

18. Borders Health Board Code of Corporate Governance Update

Mrs Carol Gillie presented the annual refresh of the Code of Corporate Governance. She advised that the main area of revision had been the impact of the Health & Social Care Integration Joint Board. She advised that she expected there to be a need for further changes as the Health & Social Care Integration Joint Board evolved over the coming year. All revisions were highlighted in yellow.

Mrs Gillie suggested the Board receive a mid year update of the Code in September.

The Chairman highlighted elements on page 99 “Financial Accountability” and Mrs Gillie suggested they be included in the mid year update.

The **BOARD** agreed to pass any changes directly to Carol Gillie.

The **BOARD** noted the refresh of the Code of Corporate Governance and agreed to receive any further revisions as highlighted changes at the next meeting on 7 April.

19. NHS Borders Annual Review Letter 2014/15

The Chair commented on the required action to have a further meeting with carers which he welcomed and he also highlighted the wording regarding volunteers which again he welcomed.

The **BOARD** noted the Annual Review Feedback Letter for 2014/15 and the key action points.

20. Scottish Borders Health & Social Care Integration Scheme

Miss Iris Bishop confirmed that the Scottish Borders Health & Social Care Integration Joint Board was formally legally established as of 6 February 2016.

Mrs Pat Alexander enquired about availability of documentation. Miss Bishop confirmed that a microsite had been set up on the internal intranet for NHS Borders and Mrs Susan Manion commented that she was working with Communications colleagues in regard to an external website.

Dr Cliff Sharp suggested a communication should be issued to all staff on the go live date of 1 April 2016. Mrs Jane Davidson advised that she and Mrs Tracey Logan would be issuing a joint statement to all staff in both Scottish Borders Council and NHS Borders explaining what the Health & Social Care Integration Joint Board (H&SC IJB) was and then the H&SC IJB could consider any further communication it wished to release.

The **BOARD** noted the legal establishment of the Scottish Borders Health & Social Care Integration Joint Board.

21. Financial Monitoring Report for the 9 month period to 31 December 2015

Mrs Carol Gillie reported an outturn of £2.4m in excess of revenue 9 months into the financial year. She forecast a breakeven position for the financial year 2015/16.

Mr David Davidson enquired how much money would be made available if the 4% sickness absence level could be reached and maintained. Mrs Jane Davidson advised that previous costings figures had potentially identified £750k however some areas would require backfill so it would not be a definitive figure.

Dr Doreen Steele sought assurance on the use of contract agency staff ahead of any use of non contract agency staff. Mrs Gillie provided assurance that due process was adhered to at all times in that regard.

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

22. Financial Planning Assumptions

Mrs Carol Gillie advised the Board of the current estimates of income and expenditure for 2016/17. She drew the Board's attention to the table on page 4 where is detailed the £11.4m shortfall and she advised that an efficiency programme was being worked on to enable a breakeven position for 2016/17.

Mrs Gillie commented that guidance was awaited from the Scottish Government in regard to the £5.3m identified as health and social care funding to be transferred to the Health & Social Care Integration Joint Board.

Dr Stephen Mather enquired if the efficiency sessions had produced any ideas. Mrs Gillie confirmed that a number of schemes had been identified and if they all came to fruition a funding gap would still remain.

A discussion ensued that encompassed comments on the withdrawal of funding for non prescription medicines, equality impact assessments, and our relationship with NHS Lothian.

The **BOARD** noted the financial forecast and the efficiencies required to deliver a balanced budget.

23. HEAT Performance Scorecard

Within the report Mrs June Smyth highlighted to the Board the sickness absence rates and health efficiency treatment standards.

Mr David Davidson commented that he preferred the new modern version of the report.

The Chair sought clarification on whether the HEAT acronym would be retained. Mrs Smyth confirmed that it would.

Mrs Pat Alexander enquired if there was any news nationally in regard to recognising the role of the Health & Social Care Integration Joint Board (H&SC IJB) in HEAT and if some targets would be moved across to the H&SC IJB. Mrs Smyth advised that draft guidance had been received on the performance framework for H&SC IJBs and engagement would be required between the bodies regarding context and performance.

Mrs Jane Davidson suggested the Board be sighted on sickness absence across the staff groups and particularly where there may be issues in terms of supporting staff. Mrs Smyth suggested a deep dive be undertaken at a future Strategy & Performance Committee meeting.

The **BOARD** noted the December 2015 HEAT Performance Scorecard (August 2015 performance).

24. Chair & Non Executive Directors Report

The **BOARD** noted the report.

25. Board Executive Team Report

The **BOARD** noted the report.

26. Statutory and Other Committee Minutes

The **BOARD** noted the various committee minutes.

27. CEO Annual Report

The **BOARD** noted the NHS Scotland Chief Executive's Annual Report for 2014/15.

28. Any Other Business

There was none.

29. Date and Time of Next Meeting

The Chairman confirmed that the next meeting of Borders NHS Board would take place on Thursday 7 April 2016 at 10.00am in the Board Room, Newstead.

The meeting concluded at 1.05pm.