

Minutes of a meeting of the **Borders NHS Board** held on Thursday 3 December 2015 at 3.00pm in the Board Room, Newstead.

**Present:**

Mr J Raine	Mrs J Davidson
Dr D Steele	Mrs C Gillie
Mr D Davidson	Dr T Patterson
Dr S Mather	Mrs E Rodger
Mrs K Hamilton	Dr S MacDonald
Mrs P Alexander	Mrs J Smyth
Mr J McLaren	Mrs S Manion
Mrs K McNicoll	

**In Attendance:**

Miss I Bishop	Dr C Sharp
Mrs L Jones	Mr S Whiting

### **1. Apologies and Announcements**

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

The Chair confirmed the meeting was quorate.

The Chair welcomed a range of attendees to the meeting.

The Chair welcomed members of the public to the meeting.

The Chair recorded the thanks of the Board to Dr Sheena MacDonald on her retirement at the end of December 2015.

### **2. Declarations of Interest**

The Chair sought any verbal declarations of interest pertaining to items on the agenda.

The **BOARD** noted there were no Declarations of Interest.

### **3. Minutes of Previous Meeting**

The minutes of the previous meeting of the Borders NHS Board held on 1 October 2015 were amended at page 9, paragraph 8 at the end of the sentence to include the wording “over the financial commitment level of £150k” and with that amendment the minutes were approved.

#### **4. Matters Arising**

The **BOARD** noted the action tracker.

#### **5. Board Clinical Governance & Quality Update**

Dr Sheena MacDonald drew the attention of the Board to the section within the report in regard to the Scottish Public Services Ombudsman (SPSO) Investigation Reports. Mrs Laura Jones confirmed that the reports had been detailed to the Public Governance Committee and would be discussed in more detail at the Clinical Governance Committee. Mrs Jane Davidson suggested a more robust mechanism was required to ensure the Board were made aware of the SPSO reports at the earliest opportunity. She suggested the Board Secretary oversee timely notification to Board members.

Dr Stephen Mather commented that apart from a few typographical errors he found it to be a good report.

Mrs Davidson requested that Mrs Jones comment on current complaints performance. Mrs Jones reported that at the start of November a different process had been followed for the management of complaints with more direct contact with complainants in the first 24 hours. She advised that every complaint received in November had received a telephone call and complaints were being triaged differently through a more person centred approach. Mrs Davidson commented that from a media perspective the target response time was 20 working days which had not been met sustainably prior to November and she anticipated that target now being met from the November data point forward.

Dr Doreen Steele enquired how the changeover to the NEWS system had progressed. Dr Sheena MacDonald confirmed that it had been a smooth transition.

The **BOARD** noted the Clinical Governance and Quality report and the work underway to recover the complaints response performance.

#### **6. Healthcare Associated Infection Control & Prevention Update**

Mr Sam Whiting gave an overview of the content of the paper and highlighted the key issue of a norovirus outbreak in Kelso that had now been concluded.

The Chairman acknowledged the excellent outcome following the Theatres Inspection report and recorded the thanks of the Board to the staff involved.

Dr Stephen Mather enquired about maximising the use of social media and publicity when a norovirus outbreak occurred. Mrs Jane Davidson confirmed that the local press, local radio and social media were all utilised for such events.

Mr David Davidson enquired about signage in the Borders General Hospital and community hospitals. Mr Whiting confirmed that large signage was displayed on all hospital sites. To ensure it remained as a reminder to visitors it was regularly removed/resited and refreshed.

Dr Doreen Steele enquired about the monitoring of Surgical Site Infections (SSI) in other private providers from whom surgical procedures were commissioned. Mr Whiting confirmed that SSI data

was coordinated by Health Protection Scotland and individual organisations were responsible for monitoring their own SSIs. Mrs Evelyn Rodger assured the Board that if there were an issue with SSI locally it would be investigated thoroughly.

Mrs Davidson assured the Board that there were no cross infections as a result of procedures carried out in other facilities as every single case was checked.

The Chairman enquired about the new definition for healthcare associated infections. Mr Whiting confirmed that it remained a challenge in terms of the standardisation of data across Health Boards.

The **BOARD** noted the report.

## **7. Access to Treatment Report**

Mrs Katie Morris highlighted to the Board the positive news that the organisation was 100% compliant with waiting times for day case and in patient procedures.

During discussion several issues were raised including; orthopaedic operating capacity and establishing a 50 week operating timetable for Theatre 2; investment in support for out of hours rotas and consultant rotas; and work to address patient flow and avoid of cancelled operations.

Dr Stephen Mather noted the deterioration in performance for the Child, Adolescent Mental Health Service (CAMHS) and enquired if the Meridian work would assist the service to improve. Dr Cliff Sharp explained that the difficulties encountered were capacity issues given the level of sickness absence and secondments within the service, he fully expected the Meridian work to free up capacity to assist the service to achieve the 18 weeks waiting time target ahead of trajectory.

Dr Doreen Steele enquired if an appointment had been made to the Oral Surgery position. Mrs Morris advised that whilst an appointment had not been made, support had been secured from NHS Dumfries & Galloway and NHS Grampian to cover all the clinics.

Mrs Jane Davidson highlighted to the Board the positive progress that had been made in regard to addressing physiotherapy waiting times, noting the presentation given to the Board previously by Mrs Karen McNicoll. Mrs Davidson suggested the Board have another deep dive session into physiotherapy services given she was aware of Mrs McNicoll's concerns around equality of service and that equalisation journey.

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.

## **8. Inpatient Services Review – Health In Your Hands**

Dr Sheena MacDonald focused on the inpatient review element of the programme of work and highlighted that work was progressing through a number of workstreams including critical care and the Eildon project.

Dr Doreen Steele commented that the Public Governance Committee had been impressed with the engagement approach taken, and in regard to health and social care integration she suggested that part of the consultation conversation still needed to pick up the vulnerable adults and domestic abuse population groups.

Dr Steele then enquired about the impact of the proposed national specialist centres in the context of interdependencies. Mrs Jane Davidson commented that discussions were at an early stage, however she had been given assurance that there would be no detrimental impact on NHS Borders whilst it continued to operate at the highest level of efficiency, as the specialist centres would deal with high volume work where there was increased demand across the whole of Scotland.

Mrs June Smyth commented that it had been very helpful and informative in having the input of the Public Governance Committee to the crafting of the engagement documentation.

Mrs Karen Hamilton suggested the walkround documentation might also be revised to provide a prompt for patient feedback and opinion.

The **BOARD** noted the update and revised timescale.

## **9. Audit Committee**

Mr David Davidson advised that he had attended the national Counter Fraud conference with Ms Susan Swan. He further advised that the Deputy Director from Scottish Government would be attending the next Resilience Committee meeting on 17 December to participate in a presentation on resilience and business continuity. In regard to the Audit committee the next meeting agenda had been set and discussions had taken place on increasing the number of meetings to provide attention to the efficiency programme.

The **BOARD** noted the update.

## **10. Clinical Governance Committee**

Dr Stephen Mather commented that the last meeting of the Committee had focused on the Nutrition in Hospital report and the Interim Medical Education report, which were both discussed at length.

The **BOARD** noted the update.

## **11. Public Governance Committee**

Dr Doreen Steele advised that the last meeting held a topic session which focused on Adult Changing Mats. It had noted that the facility was not available and it was expected that a bid would be put to the Endowment Committee to fund such a required facility. Mrs Evelyn Rodger advised that she would be content to pick up the matter outwith the meeting to ensure progress was made.

The **BOARD** noted the update.

## **12. Staff Governance Committee**

Mr John McLaren advised that at the last Staff Governance Committee it had focused on the amount of statutory and mandatory training required of staff and the working group had been tasked with reviewing and rationalising the amount of training staff were expected to complete.

The **BOARD** noted the update.

## **13. Health & Social Care Integration Joint Board**

Mrs Pat Alexander advised that the previous meeting had focused on 3 key items which were the Eildon Project, the Health Board's Winter Plan and the Chief Social Work Officers report. Mrs Susan Manion reported that it was anticipated that the Integration Scheme would be submitted to Scottish Government shortly with an expectation that it would be laid before Parliament in January for the statutory 28 days.

The **BOARD** noted the update.

## **14. Borders NHS Board – Business Cycle 2016**

Miss Iris Bishop presented the Board Business Cycle for 2016 and highlighted the proposed meeting dates and new format for Board meeting days.

The **BOARD** approved the Board meeting dates schedule for 2016.

The **BOARD** approved the Board Business Cycle for 2016.

The **BOARD** approved the move towards a single Board meeting day on the understanding that a review of the proposal would take place in March 2016.

## **15. Financial Monitoring Report for the 7 month period to 31 October 2015**

Mrs Carol Gillie reported an outturn of £2m in excess of revenue budgets consisting of income being under recovered by £0.1m and expenditure overspend by £1.9m 7 months into the financial year. Mrs Gillie highlighted that the main risk areas to the Board in achieving its financial targets included expenditure on external healthcare providers, income from external healthcare purchasers, GP Prescribing and delivery on the efficiency programme.

Mrs Gillie confirmed that the Boards financial plan delivered a breakeven outturn at the year end and would only be achieved through robust ongoing budget management, effective financial controls and utilisation of contingencies and delivery in year of the Boards efficiency programme.

The **BOARD** noted the financial performance for 7 months of the financial year.

## **16. Capital Plan Update**

Mrs Carol Gillie gave an overview of the content of the update highlighting capital resources and slippage, as well as the ongoing work to generate property sales and release the proceeds locally before the end of the financial year.

Mr David Davidson enquired if there was a system in place whereby Mrs Gillie could retain capital assets in the future. Mrs Gillie confirmed that she was expected to spend her capital allocation each year or return it to the centre. She advised that given that a number of the capital projects had slipped in the current financial year she had secured agreement from the Scottish Government that they would reinstate her unspent capital allocation for the following year to deal with the capital projects that had slipped. In regard to the sales proceeds from property transactions, Mrs Gillie advised that she would not be able to retain the proceeds unless they could be spent in year. Given the shortage of capital nationally she had been told it was not possible for her to carry forward property sales proceeds. She confirmed that she would however continue to ask to be able to retain them.

Dr Stephen Mather enquired if there was any clinical risk associated with the slippage on Theatre Ventilation works. Mrs Gillie confirmed that there was no clinical risk associated with the delay.

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

The **BOARD** noted the indicative capital resources and commitments for 2016/17-2020/21.

## **17. HEAT Performance Scorecard**

Mrs June Smyth presented the report.

The Chairman welcomed the sickness absence rate being below 4% and the achievement of the smoking cessation successful quits figures.

Dr Stephen Mather welcomed the reduction in DNA rates and sought a comparison with other Health Boards.

Dr Mather noted the improved performance for the 18 week referral to treatment pathway and enquired about the action plan to move to 9 weeks. Mrs Katie Morris advised that she fully expected the position to deteriorate before it improved. Part of the improvement plan was to put in place both long term and interim capacity with the expectation that sustained improvement would be seen by the end of the financial year.

Dr Doreen Steele commented on how much better the revised narrative was and Dr Mather commented that the Executive Summary was very helpful.

Mrs Jane Davidson suggested the Board may wish to further drill down into specific target areas such as sickness absence. This would raise their awareness of the challenges to services and the support that

was provided to staff to assist their return to work in a timely and supported manner. She suggested that it might potentially be done through a patient and carer story.

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

#### **18. Managing Our Performance Mid Year Report 2015/16**

June Smyth presented the Managing Our Performance Mid Year Report for 2015/156 and highlighted contributions to the single outcome agreement.

The **BOARD** noted the 2015/16 Mid Year Managing Our Performance Report.

#### **19. Chair and Non Executive Directors Report**

The **BOARD** noted the report.

#### **20. Board Executive Team Report**

Dr Sheena MacDonald advised the Board that there were now 6 consultant vacancies which equated to 5% compared to 11% previously reported.

Mrs Jane Davidson again drew the Boards attention to the achievement of the Healthy Working Lives Gold Award for NHS Borders.

Mr David Davidson noted that several "Ask the Board" sessions had been cancelled and he enquired how that could be addressed. Mrs Davidson agreed that the format, publicity and title of the sessions was not conducive to attracting staff to have an open conversation. Suggestions had been received as to how to progress with those sessions in future and they would be rebadged and relaunched.

Mrs Pat Alexander sought an update on the flu vaccination rate. Mrs Evelyn Rodger advised that the current rate was 38% and there was a dedicated nurse working within the Occupational Health Service who was visiting all clinical areas to ensure as many staff as possible were vaccinated.

The Chairman advised that he, Mrs Jane Davidson and Mrs Karen McNicoll had attended an informative reception on physiotherapy held at the Scottish Parliament the previous evening.

Mrs Karen McNicoll commented that Mrs Maureen Watt, Minister for Public Health, had visited the Borders that morning to hear about the Active and Independent Living Improvement programme.

The **BOARD** noted the report.

#### **21. Statutory and Other Committee Minutes**

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

#### **22. Alcohol & Drugs Partnership (ADP) Annual Report 2014/15**

The **BOARD** noted the Annual Report.

**23. Any Other Business**

The Chairman enquired how the Board had found the revised format of the Board days and all confirmed that the revised format appeared to be much better.

**24. Date and Time of next meeting**

The Chairman confirmed that the next meeting of Borders NHS Board would take place on Thursday 25 February 2016 at 10.00am in the Board Room, Newstead.

*The meeting concluded at 5.00pm.*

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