

DUMFRIES AND GALLOWAY NHS BOARD

IN COMMITTEE MEETING



A meeting of the Dumfries and Galloway NHS Board will be held at 11am on Monday 11th May 2020. The meeting was held via video conferencing links with the NHS Board Members.

AGENDA

Time	No	Agenda Item	Who	Attached / Verbal
11.00am	24	Apologies	L Geddes	Verbal
11.00am	25	Declarations of Interest	N Morris	Verbal
11.05am	26	Previous Minutes	N Morris	Attached
11.10am	27	Matters Arising and Review of Actions List	N Morris	Attached
URGENT ITEMS FOR APPROVAL				
11.20pm	28	Register of Members Interests 2019/20	L Geddes	Attached
11.25pm	29	NHS Dumfries and Galloway Board Governance Arrangements	N Morris / J Ace	Attached
COVID-19 PANDEMIC				
11.30am	30	COVID-19 Update	J Ace	Verbal
ITEMS FOR UPDATE				
12.30pm	31	Financial Performance Update 2019/20 - Year end Report	K Lewis	Attached
12.45pm	32	External Audit Plan	K Lewis	Attached
ANY OTHER COMPETENT BUSINESS				
12.55pm	33		N Morris	Verbal
DATE AND TIME OF NEXT MEETING				
		<ul style="list-style-type: none"> 25th May 2020 @ 11am – 1pm. This meeting will be held via video or telephone conferencing. 		

DUMFRIES AND GALLOWAY NHS BOARD



NHS Board – In Committee

Minute of the meeting of Dumfries and Galloway NHS Board held ‘In Committee’ on Monday 20th April 2020 at 11.00am by Microsoft Teams.

Present

Mr N Morris (NM)	-	Chair
Mr J Ace (JA)	-	Chief Executive
Mrs K Lewis (KL)	-	Director of Finance
Mrs A Wilson (AW)	-	Nurse Director
Dr K Donaldson (KD)	-	Medical Director
Mrs P Halliday (PH)	-	Vice Chair
Ms L Bryce (LB)	-	Non Executive Member
Dr L Douglas (LD)	-	Non Executive Member
Ms M Gunn (MG)	-	Non Executive Member
Mrs G Cardozo (GC)	-	Non Executive Member
Mr A Ferguson (AF)	-	Non Executive Member
Mrs R Francis (RF)	-	Non Executive Member
Ms M Caig (MC)	-	Non Executive Member
Mrs V Keir (VK)	-	Non Executive Member

In Attendance

Mrs J White (JW)	-	Chief Officer
Mrs C Cooksey (CC)	-	Workforce Director
Mrs V Freeman (VF)	-	Head Of Strategic Planning
Mrs V White (VW)	-	Interim Director of Public Health
Mr R Edgar (RE)	-	Communication and Engagement Manager
Mrs L Geddes (LG)	-	Corporate Business Manager
Mrs L McKie (LM)	-	Executive Assistant (Minute Secretary)

Introduction

NM welcomed Members to the meeting, advising that due to VW, KD, JW and AW having to leave the meeting at 12.30pm, Items 19, 20 and 21 would be discussed first on the meeting’s agenda then the remaining items in order.

14. Apologies

No apologies were put forward for the meeting.

15. Declarations of Interest

The Chair asked members if they had any declarations of interest in relation to the items listed on the agenda for this meeting.

It was noted that no declarations of interest were put forward at this time.

20. Patient Services Feedback

AW presented the Patient Services Report, asking NHS Board Members to note the update on the management of feedback during the COVID-19 outbreak.

NHS Board Members were advised that although there had been a total of 10 low level COVID-19 complaints received, only 2 had been received within the new reporting period.

NHS Board Members were made aware that clarification had been received from Scottish Government and the Scottish Public Services Ombudsman that additional information on definitions should be added to letters going out to complainants along the lines of advising them that, although there may be delays, we will always manage the high risk issues quickly to prevent harm. NHS Board Members agreed for the additional information to be added to complainant letters and for PH and AW to work together on what information should be presented to the Board, as per the Health Care Governance Committee discussions which will be held every fortnight.

Action: AW/PH

NHS Board Members noted the Report

21. Adverse Events and Incidents Report

AW presented the Adverse Events and Incidents Report, asking NHS Board Members to note the:

- management of risk and adverse events during the pandemic;
- timeliness of information to the Board; and
- risk appetite and consequences of keeping the base safe.

NHS Board Members were made aware that for the week of 11th April 2020, there was a 50% increase in corporate adverse events recorded compared to the same period last year. AW highlighting that the adverse events received had related to the Scottish Ambulance Service who were carrying out their own local review.

It was noted that during the week of 11th April 2020, 17 violence and aggression incidents had been recorded. CC reflected that the incidents were routinely monitored through Staff Governance Committee.

LB asked for additional information on incidents recorded relating to needlestick or sharps injuries for this period. AW advised that although these incidents were normally reported through Staff Governance, agreed to seek further information.

Action: AW

RF asked whether there was a correlation between the increase in violence & aggression incidents and the increased number of incidents in Mental Health Services. There was a discussion on a possible 'zero tolerance' approach. It was clear that Mental Health Service users may exhibit violence as part of their presentation although this behavior should still be managed in a clear way through the care plan.

However the Board agreed that general levels of violence towards hospital and healthcare staff was not tolerable – it was agreed that a dialogue at Cabinet Secretary level may be helpful in capitalising on current good will from the public as a way of developing a campaign of no tolerance of violence towards staff from the public

AF stated that there was a general increase in violence against volunteers and Local Authority staff – and this should also be challenged via staff/public campaigns

NHS Board Members noted the Report.

19. COVID-19 Update

JA gave NHS Board Members an overview of the current COVID-19 position, noting the following key changes since update given at the last Board Meeting.

- NHS Dumfries and Galloway had received the COVID-19 Data Modeling from Scottish Government, with figures presented within the model based upon the latest available estimated data showing their impact on hospital bed numbers, ICU bed numbers and fatalities.
- the West of Scotland Mutual Aid Agreement to members, highlighting that he is thoughtful of what operational capacity would be available to provide assistance and additional resources during an emergency.
- Work would continue with both Primary Care and the Care at Home provision to maintain continuity of care in Care Homes, noting the rapidly expanding testing capacity within Homes.
- Although there was still pressure to improve provision of personal protective equipment, work was continuing with the National Distribution Centre in Lanarkshire to improve allocation and distribution of supplies.
- The Board was currently in a better position than initial forecast based on the Imperial College modeling, this could change depending on the degree of relaxation of the lockdown in coming weeks.
- A total of 4 Care Homes remained closed to admissions and transfers including Dryfemount, Westfield and Lydiafield in Annandale and Eskdale and Lochduhar in Dumfries. Trinity Residential facility in Lockerbie is also closed to admissions. This situation is fluid and will

change on the basis of Public Health advice.

Julie advised that a Rapid Response Team had been established to provide short term focused input to care home facilities that were having difficulty with staffing levels at this time

JW then up-dated the Board on the operation of the surge plan

- VF is leading work for the Acute Directorate – working through the various phases of the surge plan. This up-dated plan will be presented back to the NHS Board for their overall assurance at the next meeting.

Action JW

- The previously presented surge plan has been adapted to meet the changed presentation of cases in D&G - all inpatient care for COVID -19 patients would be administered in Dumfries and Galloway Royal Infirmary and the Galloway Community Hospital – with no further requirement for Covid-19 designated Cottage Hospitals. This will be reviewed every two weeks, as per the existing surge planning model.

NHS Board Members were further advised that:

- The Out of Hours Service and the 24hour Community Hub Service were to be pulled into one single use service to ease capacity levels.
- Additional joint support was being developed by the Local Authority and NHS to establish of a Rapid Response Team to support the Dryfemount Residential Care Home in Lockerbie.
- AW has established a Personal Protective Equipment Group, which she will chair. The main focus of the group is to look at supply challenges within Health and Social Care settings and ways to increase partnership working.
- Staff identified with non essential COVID-19 roles are being seconded to the Deployment Hub to help support other areas where additional resource is required.

CC advised that a series of exercises have been undertaken with the Volunteer Sub Group and the Third Sector Interface on how best to deploy staff within the system, which has led to very positive relationships with Partnership Colleagues.

PH enquired to when JA expected to see any surge in COVID-19 patients and to whether the Board could be assured that there would be a sufficient supply of PPE equipment to meet the surge demands, further congratulating the outstanding work of Directors and staff over the COVID-19 period. JA thanked the Non Executive Board Members for their continued support and gave an update on the current surge model.

NHS Board Members asked that JW and KD extend their thanks to Silver and Bronze Command members at their next meeting.

LD raised her concerns at the lack of control over local plans following the containment phase, enquiring to whether command and control is the correct way to plan for the recovery phase. JA advised that national recovery debates were ongoing with NHS Scotland Chief Executives and that plans were starting to be pulled together to look at the recovery phase.

MC echoed PH comments with regards to Care Homes, noting her recent visit to her GP Practice, where there had been no other patients within the building, enquiring to what was happening to those patients that would have normally visited their GP surgery and to whether non COVID-19 deaths in the region were being recorded. JA advised that many GP practices were offering either video or teleconference consultations for their patients, however, community mortality rates would not be able to be confirmed until later in the year. NM noted that a feature of the recovery process would be an assessment of the impact of Covid-19 response on general population health with a focus of recovery on addressing these issues.

NM noted the need to support staff once returning to a comprehensive model of working. JA highlighted that he was liaising with Military Liaison Officers to address best practice following the lifting of the containment. AF noted that there was a risk of returning to old working model without recognizing the significant positive outcomes from some of the Covid-19 responses

NM noted that excellent partnership working with Local Authority colleagues and Third Sector Partnerships has been invaluable over the COVID-19 period.

NHS Board member noted the update

16. Minute of the Meeting of the NHS Board held on 6th April 2020

NM presented the In Committee minute from the last meeting on 6th April 2020, asking NHS Board Members to review the minute and highlight any points of accuracy.

MC reflected that her comment regarding mutual aid for personal protective equipment had not been recorded within the minute of 6th April 2020 and asked for the following wording to be included.

“MC asked if mutual aid was in place nationally or locally to source PPE and JA responded by stating that locally there was need to speed up looking at those left-field solutions to help support capacity”

Board members were content to approve the minute as an accurate record of discussion, with the above amendment:

17. Matters Arising and Review of Actions List

NM asked NHS Board Members if they had any items to be discussed under matters arising that were not noted on the agenda or within the action list. No items were put forward for discussion.

NM presented the Actions List, asking for NHS Board Members' noting the changes to the expected completion dates for the 7 live items.

KL gave an update on Item 6 – Financial Plan 2020/21 – 2022/23 on the action list, advising that she had held a session on the Financial Plan with MC, therefore, was not planning to give a further written response to Members' questions.

NHS Board Members noted the list.

18. Board and Committee Minutes

NM mentioned that as the committees have currently been suspended, it has been agreed that all Committee minutes awaiting approval would be brought to this NHS Board meeting for review and approval.

Audit and Risk Committee – 27th January 2020

LD presented the minute of the Audit and Risk Committee on 27th January 2020, noting that the committee had approved the Internal Audit Plan 2020/21. LD continued to advise that the committee had given their approval for a rolling Audit Plan, noting that the Internal Audit Team were currently progressing audits on remote working and pre employment checking.

NHS Board Members approved the Audit and Risk Committee minute from January 2020.

Healthcare Governance Committee

PH presented the Healthcare Governance Committee Minutes from the following meetings:

- 11th November 2019
- 20th January 2020
- 6th March 2020

It was noted that a number of items were taken through the committee meetings for review, including updates on infection control issues around hand washing, along with new ways of working to record complaint processes.

AF enquired to whether the Board could confirm if they were 100% compliance in Mandatory Training prior to COVID-19. JA advised that the Board could not record 100% compliance due to staff sickness levels, but that NHS Dumfries and Galloway had the best track record for

infection control rates in Scotland.

NM highlighted the outstanding work of one of the support services teams within a ward at DGRI - receiving a 100% compliance rate.

NHS Board members approved the Healthcare Governance Committee minutes for the November, January and March meetings.

Performance Committee – 2nd March 2020

NM presented the minute of the Performance Committee on 2nd March 2020, which had received an update on the Sustainability and Modernisation Programme and the Primary Care Transformation Programme.

NHS Board Members approved the Performance Committee minute from March 2020.

Person Centred Health and Care Committee

PH presented the Person Centered Health and Care Committee minutes from the following meetings:

- 9th December 2019
- 17th February 2020

PH confirmed that the committee had received an update on Volunteers noting a reduction in capacity over the COVID-19 period.

NHS Board members approved the Person Centered Health and Care Committee minutes from the December and February meetings.

Staff Governance Committee – 27th January 2020

LB presented the minute from the Staff Governance Committee on 27th January 2020, which had received an update on the Sturrock Response and the new Whistleblowing Standards.

NHS Board Members approved the Staff Governance Committee minute from January 2020.

LG advised that although the Committee Matrix had not been included within the papers, assurance could be given that the minutes from all of the committee meetings that were held in 2019/20 had now been presented to the Board.

NM highlighted that following the Board on 6th April 2020, and further to the approval of the Temporary amendments to the Code of Governance, meetings have now been set up with Committee Chairs and Lead Directors. The suspension of formal committees means that these are informal meetings and therefore did not require to be formally minuted. –However they gave an opportunity for Chairs and Directors to scan normal business for committees and highlight any significant issues to the Board – who would capture discussions in minutes of the Board meeting.

23. Any Other Competent Business

KL gave NHS Board Members a brief update on the yearend financial position where a breakeven position has been delivered. The Board has received additional funding to support the additional costs of Covid-19 for 2019/20 reflecting in particular additional costs of prescribing during March.

NHS Board Members were advised that there were a number of over and underspends across a range of areas and a formal report would be presented at the next Board meeting with the detail of these. The position remains subject to External Audit review.

KL noted that discussions were ongoing with Scottish Government to ensure that the full costs of the mobilisation were funded and further update will be presented to Board as the plans develop.

NHS Board Members were advised that the NHS Louisa Jordan in Glasgow would become active this week. JA advised that he would bring back an update in due course.

NM thanked everyone for attending today's meeting, noting that he was aware that some members had not raised any concerns, therefore anyone with any feedback on issues and current format of meetings to contact LG or himself, with any additional or resubmitted questions to LG.

24. Date of Next Meeting

The next meeting of the NHS Dumfries and Galloway Board will be held on 11th May 2020 at 11am – 1pm via Microsoft Teams. This meeting will be held in private to ensure compliance with the social distancing requirements for COVID-19.

The meeting concluded at 2.00pm