

DUMFRIES AND GALLOWAY NHS BOARD

IN COMMITTEE MEETING



A meeting of the Dumfries and Galloway NHS Board will be held at 12noon on Monday 20th April 2020. The meeting was held via video conferencing links with the NHS Board Members.

AGENDA

Time	No	Agenda Item	Who	Attached / Verbal
12noon	14	Apologies	L Geddes	Verbal
12noon	15	Declarations of Interest	N Morris	Verbal
12.05am	16	Previous Minutes	N Morris	Attached
12.10am	17	Matters Arising and Review of Actions List	N Morris	Attached
URGENT ITEMS FOR APPROVAL				
12.20am	18	Board and Committee Minutes <ul style="list-style-type: none"> • Audit and Risk Committee – 27 January 2020 • Healthcare Governance Committee – 11 November 2019 • Healthcare Governance Committee – 20 January 2020 • Healthcare Governance – 16 March 2020 • Performance Committee – 2 March 2020 • Person Centred Health and Care Committee – 19 August 2019 • Person Centred Health and Care Committee – 9 December 2019 • Person Centred Health and Care Committee – 17 February 2020 • Staff Governance Committee – 27 January 2020 	N Morris / Committee Chairs	Attached

MANAGEMENT IN CONFIDENCE

DUMFRIES AND GALLOWAY NHS BOARD



NHS Board – In Committee

Minute of the meeting of Dumfries and Galloway NHS Board held ‘In Committee’ on Monday 6 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
Mrs 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, welcoming VK and MC to their first meeting of the NHS Board. NM continued to note that KD would be leaving the meeting at 12.30pm to participate in a national conference call.

NM advised NHS Board Members that Bill Irving, Clinical Nurse Manager has accepted the role of Chair of Area Clinical Forum, however, due to the current situation around COVID-19 his start date for the role has been postponed for 3 months. It was noted that NM is liaising with Lorna Carr to support the Area Clinical Forum during this period. CC advised that until contract confirmation had been received, LC would be unable to recommence in post.

NM highlighted NHS Board Members to the Board's meeting etiquette for Microsoft Teams, noting that only one person should speak at any time and that at the end of the meeting, if Board Members felt their questions had not be adequately responded too, could they please re-submit the questions with LG for forwarding to the appropriate director for a full response, which will then be appended to the minute from today's meeting.

NM advised that during the current period while many Non Executive Board Members were working from home he had been acting on the Board's behalf attending Bronze and Silver Command Sessions to support staff during this difficult time.

NM continued to advise that during this period governance arrangements would be suspended while asking NHS Board Members to be mindful in their detail around questioning during this time.

1. Apologies

No apologies were put forward for the meeting.

2. 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.

3. Minute of the Meeting of the NHS Board held on 3 February 2020

LD presented the minute from the last meeting on 3rd February 2020, asking NHS Board Members to review the minutes and highlight any points of accuracy.

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

Item 140 - Values Based Reflective Practice

RF requested that the amendment of the wording in response to KD and JW's points to read:

"RF suggested teams be allowed to decide themselves whether to use the Values Based Reflective Practice (VBRP) tool, possibly encouraged by circulating examples of where it had helped, rather than it being presumed to be a corporate approach. Healthcare Governance Committee has seen an example of learning debriefs in a VBRP atmosphere in the Community Health & Social Care directorate annual report."

Item 142 – Performance Update

JW requested that the amendment of the wording within item 142 page 8 to read:

“JW advised that although there had been an increase in Unscheduled Care figures from this time last year, general admissions and Combined Assessment Unit figures have risen by 11.6%, with clinical and operational teams working hard to alleviate pressures and deliver the appropriate care and support to patients.”

4. 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, taking members through the updates that had been received, noting the following key points of progress for some of the actions:

- **Item 147 – Regional Update**

It was raised that item 147 had been omitted from the action list as JA had agreed to present an update on Vascular and Ophthalmology to the April 2020 Board. It was agreed to add the item back on to the list for review at future meetings.

Action: LG

- **Item 148 – Whistleblowing Standards Presentation**

CC advised that although she had enquired with Scottish Government as to whether the Whistleblowing Standards will continue to be implemented from July 2020, to date no response had been received.

MC further noted that she was linking in with Whistleblowing colleagues and would confirm any adjustments with NHS Board Members.

NHS Board Members noted the list.

5. Temporary Revision to Corporate Governance Arrangements - COVID 19 Pandemic

NM presented the Temporary Revision to Corporate Governance Arrangements - COVID 19 Pandemic paper, asking NHS Board Members to approve the following key recommendations:

- The temporary changes to the governance arrangements for NHS Dumfries and Galloway.

- The Board will not convene its Board meetings in public while the organisation and the country is responding to the COVID-19 pandemic, for the 'special reason' of protecting public health and the health and wellbeing of anyone who would have otherwise attended the meeting.
- Agree that for the duration, all Board and committee meetings will be carried out by tele or videoconference or in any other manner which does not require the members and staff to physically meet.

NM continued to note the four substantive changes within the paper, which are that the Board meets as a full board on a fortnightly basis, with verbal reports where possible, the immediate suspension of board sub committees with committee chairs communicating with the Chairman and minutes to be available on the Boards Website along with documentation of questions raised.

RF advised that although she was happy to agree with the proposals to hold meetings In Committee and by videoconference raised her concern on two of the temporary arrangements, specifically the Board agreeing to receive verbal reports as a matter of course and the arrangements for producing agendas. She considered the Board should be able to receive and rely on reporting already produced for Command meetings and Scottish Government. RF also asked, given the proposed reduced quorum and use of Microsoft Teams, whether the Board might consider slimming down the complement for future meetings. KL advised that one of the main purposes for the re- structuring of the meetings was information sharing, noting that given the circumstances we still need to remain quorate to allow urgent business to be progressed without delay.

LG mentioned that she is working with the Executive Assistants to identify any urgent items that would normally be taken through the governance committees that would now need to come to NHS Board meetings for approval until the restrictions around COVID-19 are lifted. LG will bring a report back to the next meeting with this list to give Board Members assurance that key pieces of business are still being taken forward while the temporary governance arrangements are in place.

NM further advised that a copy of the approved Governance Structure Arrangements will be submitted to Scottish Government for information.

NHS Board Members approved the following sites as surplus:

- The temporary changes to the governance arrangements for NHS Dumfries and Galloway.
- The Board will not convene its Board meetings in public while the organisation and the country is responding to the COVID-19 pandemic, for the 'special reason' of protecting public health and the health and wellbeing of anyone who would have otherwise attended the meeting.

- Agree that for the duration, all Board and committee meetings will be carried out by telephone or videoconference or in any other manner which does not require the members and staff to physically meet.

6. Financial Plan 2020/21 – 2022/23

KL presented the Financial Plan 2020/20-2022/23, asking NHS Board Members to:

- Note that the Draft Financial Plan was presented to Performance Committee on 2nd March 2020. No changes have been made to the Plan since then.
- Approve the Draft Financial Plan (Appendix 1).
- Note the impact of the COVID-19 pandemic on the Board's Financial Plan and the level of financial risk which is introduced.

KL highlighted the key issues and challenges from the report, which included the impact on staffing costs and current allocations which will be submitted to Scottish Government in July 2020, with a further detailed review presented to the NHS Board Members in August 2020.

KL advised that she would respond to Members questions outwith the meeting.

Action: KL

NHS Board Members:

- Noted that the Draft Financial Plan was presented to Performance Committee on 2nd March 2020. No changes have been made to the Plan since then.
- Approved the Draft Financial Plan (Appendix 1).
- Noted the impact of the COVID-19 pandemic on the Board's Financial Plan and the level of financial risk which is introduced.

7. COVID-19 Update

JA gave NHS Board Members a verbal overview on the current COVID-19 position, noting that a Major Incident structure has been in operation within Dumfries and Galloway for the past 3 weeks. The following key points were highlighted:

- A Tactical Resilience Group has been established, which is chaired by our Chief Operating Officer and is attended by a number of our partnership agencies, including Council and third sector.
- A Strategic Resilience Group has been established, which is chaired by our Chief Executive and is attended by a number of senior officers from partnership agencies, including Council and Police.

- The current model used by the UK Government to plan the spread of the COVID-19 virus is based in the Imperial College model.
- A temporary hospital is being established at the SECC building in Glasgow for COVID-19 positive patients. Scottish Government are working up a staffing model to commission the site.
- Concerns were highlighted around conflicting guidance on the use and supply of Personal Protective Equipment. It was noted that although we have a good system within Scotland through the National Distribution Centre and National Procurement, there had been times where they were struggling with the volume of equipment being requested by all Scottish Boards.
- JA highlighted that discussions are underway on the recovery plan to bring all services back on line once the pandemic risks have subsided. It is hoped that the essential services will be in place by Winter 2020, however, it may take 2 years for teams and elective work to be back to the position we were in before the pandemic.
- NHS Board Members were taken through the 5 Phases of the Surge Plan, which looked at different scenarios around the number of cases of COVID-19 who require hospital treatment.
- NHS Board Members were advised that Phase 1 of the plan had commenced on 30th March 2020 with the decanting of patients from the Palliative Care Ward to a space within Midpark Hospital.
- JW advised that the Surge Plan included a step-down model from Dumfries and Galloway Royal Infirmary to the Cresswell building and our cottage hospitals for both COVID-19 patients and non-COVID-19 patients.
- JW also highlighted that the plan was to try to maintain 3 wards within Dumfries and Galloway hospital to treat patients for non-COVID-19 related conditions.
- JW advised that during the planning for the new Dumfries and Galloway Royal Infirmary, guidance was given by our Consultant Anaesthetist in relation to oxygen supply within the building. This has resulted in the hospital having double the oxygen capacity compared to the number of bedrooms, which is an excellent position for the Board to be in during the pandemic.
- NHS Board Members were made aware that the workforce capacity would be challenging when bed capacity is doubled.

PH enquired to the use of cottage hospitals ear marked as COVID – 19 hospitals and the ability to ventilate patients in those facilities.

JW advised that no patients moved outwith Dumfries and Galloway Royal Infirmary would require ventilation, they may still need oxygen which the step-down structure has considered, but ventilated patients will only be within the Critical Care Unit at DGRI.

PH advised that Alex Sloan, a businessman from Stranraer has offered the use of storage space along with the free use of a flat in Stranraer and asked how such offers are been managed. JW advised that PH should make contact with the Galloway Community Hospital Bronze Command Team in the first instance.

LB asked that if staff levels fall to critical levels what steps are being put in place to address the situation. JA advised that we would need to approach the armed forces for support as well as both clinically trained and non-clinically trained volunteers.

NHS Board Members were made aware that approximately 1200 volunteers have signed up so far with Third Sector Dumfries and Galloway to help with resilience efforts across the region. AF enquired as to the risk assessments on the volunteers specifically around their current age. LD advised that every volunteer is asked if they are over the age of 70 years and to whether they have any underlying health conditions.

CC highlighted that she was closely watching the workforce situation, giving assurance to NHS Board Members that alongside volunteers, there was a process in place to how best utilise and deploy existing staff, highlighting the recent training sessions for Allied Health Professionals on general roles within wards.

NHS Board Members were also made aware that Dumfries and Galloway Council had indentified staff in non-critical roles for deployment within both Council and NHS areas of work. CC noted that 35 individuals including retirees and returners had rejoined the organisation.

GC expressed her thanks to all volunteers and staff for their continued work; enquiring to whether there was any update on fast tracking Protecting Vulnerable Group (PVG) check for staff to enable them to return to work quicker and to whether there were risk assessments in place for volunteers prior to commencing work in a hospital setting. CC advised that although Disclosure Scotland had relaxed their PVG guidelines, processes were in place and need to be followed for all returners giving a structured balance of risk across the piece.

LB enquired to whether the recruitment strategy led by Vic McDade was still active, as we could perhaps be seeking to recruit people from other sectors who have recently lost their jobs due to the current crisis. CC advised that this programme was currently on hold.

NM advised that it would be beneficial for staff and partner organisations to receive regular progress updates, agreeing to discuss further with JA and the communications team outwith the meeting.

Action: NM

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

NHS Board member noted the update.

8. Mobilisation Plan

KL presented the Mobilisation Plan, asking NHS Board Members to note:

- the draft Mobilisation Plan for Dumfries and Galloway was submitted to Scottish Government on 18th March 2020. An updated version of the plan will be issued to Board Members by the end of this week;
- the requirement for the Director of Finance to update the financial template for the Mobilisation Plan on a weekly basis and submit to Scottish Government; and
- the draft Annual Operational Plan submitted to Performance Committee for discussion on 2nd March 2020 is now on hold while the Board and Scottish Government respond to COVID-19.

KL advised that since the initial plan was submitted further significant work has been undertaken locally to assess overall surge capacity. KL advised that she was working closely with Scottish Government colleagues in relation to COVID-19 costs, agreeing to share the updated version of the Mobilisation Plan with NHS Board Members.

Action: KL

NM asked what the process is for NHS Board Members to be notified of the Board moving through the various stages of the Surge Plan. JW advised that any changes to the surge plan will be done with Silver Command's instruction, which will then be notified to Gold Command for circulating to NHS Board Members, for information.

PH enquired to the deployment of staff in the West of the region and whether patients would be transferred if it became unsafe to administer care at the Galloway Community Hospital. JA advised that staffing and service provision are key points for review by the Bronze Command Team for the Galloway Community Hospital and would feed any concerns around the safety of patients to Silver Command to review and advise on. It was noted that there is already high numbers of staff sickness within the Scottish Ambulance Service.

NHS Board Members noted the update.

9. Financial Plan Update 2019/20

KL gave NHS Board Members a brief verbal update on the Financial Plan 2019/20, advising Members that she had not received any instruction from Scottish Government to include COVID-19 related costs in the year end position and that she was still reasonably hopeful that a breakeven position could be achieved.

LD requested that updated versions of the mobilisation plan could be shared with Board members as they are prepared and submitted to Scottish Government. KL agreed to share regular updates with NHS Board Members.

Action: KL

NHS Board Members noted the verbal update.

10. Summary Performance Report

JW presented the Summary Performance Report, asking NHS Board Members to note the current position.

NHS Board Members noted the report.

11. Board and Committee Minutes

The following minutes were noted by NHS Board Members.

- In Committee Board – 3rd February 2020
NM presented the minute from the In Committee Meeting on 3rd February 2020. Board members were content to approve the minute as an accurate record of discussion, with the following amendments:

RF asked that a declaration of interest be noted within the minute from the February 2020 meeting in relation to item 160 due to her Board Member role with Dumfries and Galloway College.

RF requested that the wording within item 160 – Property Transaction Update page 2 to reflect the discussion around the land use. RF agreed to provide a form of words for inclusion within the minute.

Action: RF

NHS Board Members approved the In Committee minutes with the above changes.

- Audit and Risk Committee – 18th November 2019
The minute from the Audit and Risk Committee on 18th November 2019 was noted by NHS Board Members.

- Staff Governance Committee – 25th November 2019
The minute from the Staff Governance Committee on 25th November 2019 was noted by NHS Board Members.

12. Any Other Competent Business

NM thanked all NHS Board Members for their attendance at today's In Committee meeting, extending an additional thank you to both LG and Lesley Bass for setting up Microsoft Teams for today's meeting.

13. Date of Next Meeting

The next meeting of the NHS Dumfries and Galloway Board will be held on 20th April 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 1.00pm

Time	No	Agenda Item	Who	Attached / Verbal
COVID-19 PANDEMIC				
12.35am	19	COVID-19 Update <ul style="list-style-type: none"> Draft Risk Register 	J Ace	Attached
ITEMS FOR UPDATE				
1.25pm	20	Patient Services Feedback	A Wilson	Attached
1.35pm	21	Adverse Events and Incidents Update	A Wilson	Attached
ANY OTHER COMPETENT BUSINESS				
1.45pm	22	Year End Financial Update	K Lewis	Verbal
DATE AND TIME OF NEXT MEETING				
	23	<ul style="list-style-type: none"> 11th May 2020 @ 11am – 1pm. This meeting will be held via video or telephone conferencing. 		