

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE OPEN MEETING OF THE TRUST BOARD HELD ON 13 DECEMBER 2012 AT TRUST HEADQUARTERS, ST ASAPH

MEMBERS PRESENT :

Mr S Fletcher	Non Executive Director and Chairman of the Board
Mr S Castledine	Non Executive Director
Mr D Evans	Non Executive Director
Dr K Fitzpatrick	Non Executive Director (via videolink)
Mrs J Hardisty	Director of Workforce and Organisational Development (OD)
Dr P Hughes	Medical Director
Mr C James	Director of Strategy, Planning and Performance
Mr P James	Non Executive Director
Mr J Morgan	Non Executive Director
Mr P Price	Non Executive Director
Mr E Price-Morris	Chief Executive
Mrs P Roseblade	Director of Finance and ICT

ASSOCIATE DIRECTORS:

Mrs S Jenkins	Director of Service Delivery
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TRUST BOARD REPRESENTATIVES:

Miss S Bruce	Communications Manager
Mrs L Hawker	Partners in Healthcare Lead (Minute 55/12 only and via videolink)
Mr N Heal	Staff Side Representative (RCN)
Mr N Holman	Staff Side Representative (GMB)
Mr J Huxley	Assistant Corporate Secretary
Mr M Jose	Staff Side Representative (UNISON)
Mr A Philips	Community Health Council Representative
Mr G Richardson	CHC Representative
Mr B Roberts	Staff Side Representative (UNITE)
Mrs D Sharp	Corporate Secretary

APOLOGIES:

Mrs S Jones	Nurse Director
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IN ATTENDANCE:

Mr A Roberts
Mr S Owen

Patient (Minute 54/12 only)
Member of Staff attending as an observer

53/12 PROCEDURAL MATTERS

RESOLVED: That

- (1) it be noted that there were no declarations made under the Code of Conduct;**
- (2) the minutes of the open and closed sessions of the meeting of the Trust Board held on 18 October 2012 be confirmed as a correct record;**
- (3) the urgent business approved by the Chairman and Chief Executive under the procedures contained in Standing Order No 2.1 relating to the approval of applications for Voluntary Early Release, the transfer of land at St Asaph from Betsi Cadwaladr University Health Board to the Trust, the disposal of Mold Ambulance Station, the Vehicle Replacement Programme 2011/12 and the Command Support Unit Vehicle, be noted;**
- (4) the resignation of Miss Nina Park as a Non Executive Director of the Board with effect from 30 November 2012, be noted and also that the Chairman is to review the Non Executive membership of Committees in the light of this resignation;**
- (5) the recommendation of the Audit Committee to amend the Terms of Reference of the Audit Committee, the Trust's Standing Orders and Standing Financial Instructions, as described in the report, be approved;**
- (6) the statement by the Minister for Health and Social Services to commence a review of Welsh Ambulance Services Trust be noted;**
- (7) the draft plan of Board business for the period January 2013 to March 2014 be agreed but recognising that the plan will be amended regularly to reflect the identification of new business and changes to the timescales when business becomes available for consideration;**
- (8) in order to accommodate the revised timetable for the approval of the Trust's Accounts in 2013, the date of the meetings of the Audit Committee and the Board be changed from 22 May and 31 May to 29 May and 5 June respectively; and**
- (9) the action plan following the completion of the Board self assessment questionnaire be noted.**

54/12 TRUST BOARD PATIENT STORY UPDATE

At each meeting, the Board considers the circumstances surrounding a recent incident and reviews the experience the patient had received.

The patient in this particular case, Mr Andrew Roberts, attended the meeting of the Board and relayed in detail the nature of his illness (sepsis) and the experience he had received from various services within the NHS in Wales, including the ambulance

service. Mr Roberts wished to work with the Trust to analyse the lessons learned from his experience and to work towards improving the response and quality of care available to other patients in a similar situation. It was also important to raise awareness of sepsis to enable all NHS organisations, both within Wales and the United Kingdom, to work together to improve the identification and treatment of patients with this condition.

RESOLVED: That the patient story be received and the lessons learned arising from the experience be shared widely within the Trust and beyond.

55/12 PARTNERS IN HEALTHCARE TEAM – PRESENTATION

The Partners in Healthcare lead addressed three issues, namely, how did the Trust engage with service users, what survey methods were used, and what procedures were used to engage with hard to reach groups. The Board was given a detailed presentation in relation to these issues which looked in turn at partnership arrangements, targeted questionnaires, face to face contact with service users and from lessons learned following formal concerns submitted to the Trust. It was emphasised that all of the methods of receiving information were important to the Trust to change the scope of practice, to learn from the experience and improve the overall service provided.

RESOLVED: That the report be received and the subject be added to the list of matters for consideration at future Board development sessions.

56/12 FINANCE DASHBOARD – MONTH SEVEN 2012/13

The Director of Finance and ICT updated the Board on the Trust's cumulative financial performance against budget for the period April to October 2012, covering the overall financial performance but broken down into directorate performance, key risks, the balance sheet and capital expenditure.

The retained deficit stood at £1.980m which excluded the £4.3m settlement agreed with Local Health Boards. The Board was advised that a realistic plan was in place to provide a forecast of expenditure, based on predicted levels of demand and it was entirely reasonable to conclude that a forecast of financial break even would be achieved. The Board discussed this matter in detail and also the content and frequency of reports to the Board in relation to the Capital Programme.

RESOLVED: That

(1) the financial position as reported for Month 7 and the associated key risks and issues be noted; and

(2) the Strategic Planning Committee be required to consider the detail in relation to the Capital Programme, with the Board being apprised of discussions as necessary, and the Board itself receiving a report at its March meeting each year to review the performance of the programme.

57/12 TRUST PERFORMANCE REPORT – APRIL TO OCTOBER 2012

The Board considered the performance scorecard for the period April to October 2012

which set out the reasons for any performance exceptions including the remedial actions that were being taken to improve performance. Members of the Board focussed on the performance in relation to response times and discussed in detail the assessment of need in terms of predicted activity, the availability of staff, of difficulties from the wider health system, and the sharp increase in calls for emergency response. With regard to all of these considerations, including the future financial scenario across the whole of the health service, it was acknowledged that it required a joined up approach with risks being identified and treated as a shared risk by all health organisations.

RESOLVED: That the performance scorecard be noted.

58/12 CONCERNS

(a) Concerns Annual Report 2011/12

RESOLVED: That the 2011-12 Concerns Annual Report be approved, subject to re-checking some of the numbers and terminology in the report and providing explanation where necessary.

(b) Concerns Update

RESOLVED: That

(1) the contents of the report be received;

(2) the 20 day target performance figure and evidence that lessons arising from concerns are being learned and embedded within the Trust, be included in the next report to the Board; and

(2) as the Trust is still developing and improving the concerns processes, the Trust Board continues to receive a Concerns update report at each meeting.

59/12 MINUTES OF COMMITTEES

RESOLVED: That the minutes of the following meetings be received and, where indicated, the recommendations be adopted, or noted as separate items of business on the agenda for this meeting:-

(1) Quality, Safety and Governance Committee on 6 November 2012, and the recommendation in the following minute be endorsed:-

Minute 52/12 – Improving the Information Governance Arrangements Within the Welsh Ambulance Services Trust

(This subject was also considered by the Strategic Planning Committee at its meeting on 15 November 2012 who agreed to recommend endorsement of the action to be taken – See (2) (a) (i) below).

(2) Strategic Planning Committee held on 15 November and 10 December 2012, and

(a) the recommendations in the following minutes be endorsed:-

(i) 15 November 2012

Minute 45/12 (Open Session) - Improving the Information Governance Arrangements Within the Welsh Ambulance Services Trust (See (1) above); and

(ii) 10 December 2012

Minute 49/12 (Closed) – Discretionary Capital Programme 2012/13

(b) the following minutes were considered as separate items of business in the closed session of the meeting:-

10 December 2012

(i) Minute 47/12 (Closed Session) – Recast Estates Strategic Outline Case (SOC) 2012; and

(ii) Minute 48/12 (Closed Session) – Cardiff Ambulance Resource Centre

(Both of these subjects were discussed initially by the Committee at its meeting on 15 November 2012)

(3) Audit Committee held on 3 October and 28 November 2012;

(4) Remuneration Committee held on 18 October and 22 November 2012 and the recommendations contained therein be adopted;

(5) Welsh Ambulance Service Partnership Forum held on 17 September 2012; and

(6) Joint Committee Welsh Health Specialised Services Committee held on 25 September 2012.

RESOLUTION TO MEET IN CLOSED SESSION

Representatives of the press and other members of the public were excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted in accordance with the requirements of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

Reports relating to the items of business in these minutes can be found on the Trust's website, www.ambulance.wales.nhs.uk