

Approved minutes

Meeting: NHS Golden Jubilee Board Meeting
Date: 25 June 2020, 11am
Venue: Microsoft Teams Meeting

Members

Susan Douglas-Scott CBE	Board Chair
Linda Semple	Vice Chair
Morag Brown	Non-Executive Director
Elaine Cameron	Non- Executive Director
Jane Christie-Flight	Employee Director/Non-Executive Director
Marcella Boyle	Non- Executive Director
Karen Kelly	Non-Executive Director
Stephen McAllister	Non-Executive Director
Rob Moore	Non- Executive Director
Jann Gardner	Chief Executive
June Rogers	Deputy Chief Executive / Executive Director of Operations
Mark MacGregor	Medical Director
Colin Neil	Executive Director of Finance

In attendance

Gareth Adkins	Executive Director of Quality, Innovation & People
Anne Marie Cavanagh	Executive Director of Nursing and Allied Health Professionals
Serena Barnatt	Human Resources Director
Liane McGrath	Head of Corporate Governance & Board Secretary
Sandie Scott	Head of Communications

1 Opening Remarks

1.1 Chairs introductory remarks

Susan Douglas-Scott opened the meeting and thanked Members for joining this meeting of the Board via Microsoft Teams. The focus of the meeting is the Annual Report and Accounts for 2019-20.

Susan Douglas-Scott confirmed that the NHS Golden Jubilee (GJ) Recovery Plan had been formally approved by the Cabinet Secretary and commended all staff for their work on this to date. The ambitious plan will ensure patients can safely access health services as NHS Scotland moves into the recovery phase.

From Wednesday 1 July 2020, NHS GJ will resume elective ophthalmology, orthopaedics, cardiac surgery and cardiology based on clinical priority. The Board have continued to provide urgent cancer and heart and lung services, including transplants, throughout the recent period and this work will continue.

1.2 Chief Executive introductory remarks

Jann Gardner reiterated Susan Douglas-Scott's positive comments regarding the Recovery Plan and expressed thanks to the Executive Directors and their teams for the extensive amount of planning and preparatory work that has been carried out.

Jann Gardner noted that monitoring templates are being developed to ensure performance against the Recovery Plan is robustly reviewed.

Regarding the Annual Report and Accounts, Jann Gardner noted that this year, due to the national pandemic, NHS Boards were given the option to submit their accounts later in the year. However, NHS GJ agreed that the original timetable was achievable and have worked at pace over the past few months to bring the accounts to a conclusion within the original timetable.

Jann Gardner presented a brief overview of the accounts process noting that a stringent national process is followed by all NHS Scotland Boards which ensures standard templates and formats are used. The standard format covers three broad areas; the Performance Report, the Accountability Report and the Consolidated Financial Statements.

Following approval today signed copies of the accounts will be submitted to the Scottish Government directly by the External Auditor and will then be submitted to Parliament for laying. Once the accounts are approved in Parliament they will be published on the NHS GJ website.

2. Apologies

Angela Harkness, Executive Director of Global Development & Strategic Partnerships

3 Standing Declarations of interest

Susan Douglas-Scott CBE	Chair, Independent Living Fund
Linda Semple	Non-Executive Director, NHS Ayrshire & Arran
Morag Brown	Board Member, Glasgow Association for Mental Health
Stephen McAllister	Non-Executive Director, NHS Forth Valley
Jane Christie-Flight	Board Member, Scottish Pensions Advisory Board
Jann Gardner	Director of Scottish Health Innovations Ltd (SHIL)
Angela Harkness	Trustee, Scottish Sports Futures

4. Updates from last meeting

4.1 Unapproved minutes from 28 May 2020 Board Meeting

The minutes of the previous meeting were read and agreed as an accurate record.

4.2 Board Action Log

Board Members reviewed the Action Log and agreed to close all previous actions.

5. Matters arising

5.1 Agile Governance Model – Next Phase

Jann Gardner noted that in May 2020 the Board supported the Agile Governance Model Next Phase paper and agreed that the proposal be forwarded to the Cabinet Secretary for

approval. The paper has since been submitted to the Scottish Government for consideration, current arrangements will stand until feedback is received.

Board Members noted this update.

6 Clinical Governance

6.1 Clinical Governance Committee Board Update

Morag Brown noted key points from the Clinical Governance Committee which took place on the 10th June 2020. The Committee received a short presentation updating on the status of Significant Adverse Event (SAE) Reviews across the hospital and were assured that a robust process was in place to manage SAEs. The Committee also noted the ongoing work regarding physical distancing across the organisation and positive hand hygiene audit data.

The Committee approved the Annual Report for the year noting that work plans from specialist sub groups would follow.

Significant discussions took place around the governance process developed to support the introduction of new services on site and restarting of core activity as part of the recovery plan. The Committee welcomed the robust approach.

The Board noted the Clinical Governance Committee update.

6.2 Clinical Governance Committee Annual Report

Morag Brown presented the Clinical Governance Committee Annual Report for 2019-20.

The Board noted the Annual Report and thanked Committee Members for their input.

7 Staff Governance

7.1 Person Centred and Staff Governance Committee Board Update

Stephen McAllister highlighted key points from the Person Centred and Staff Governance Committee which took place on the 18th June 2020.

The Committee was informed of which national staff governance programmes of work and processes have been paused due to the Covid-19 pandemic, and acknowledged that a number are due to restart soon.

The Human Resources Team and Staff Side were commended for their quick response to Scottish Government requirements due to the Covid-19 pandemic.

Staff absence rates throughout April 2020 were reviewed and a lower than predicted level of staff absence due to Covid 19 was noted.

The Health and Safety Committee Governance Structure has been refreshed which will meet needs of the growing organisation and Annual Report for corporate mandatory training was presented to the Committee. The Committee noted that the process for mandatory training of bank staff and volunteers is being reviewed and a report will be provided on completion of the review.

The Board noted the Person Centred and Staff Governance Committee update.

7.2 Person Centred and Staff Governance Annual Report

Stephen McAllister presented the Person Centred and Staff Governance Committee Annual Report for 2019-20.

The Board noted the Annual Report and thanked Committee Members for their input.

7.3 Partnership Forum Update

Jane Christie-Flight presented the Partnership Forum update from the meeting held on 19th June 2020 and highlighted the following key points:

- The Forum noted that the Partnership Agreement/ Recognition Agreement will be reviewed in the coming weeks. The Partnership Values will also be reviewed and will be discussed at the next meeting.
- The Partnership Forum were asked to review the first draft of the Workforce Monitoring Report and feedback any appropriate amendments, additions and deletions.
- The Partnership Forum supported the launch of the Further/Higher Education Funding Scheme with the additional restrictions regarding travel.
- The Learning and Organisational Development Annual Report and Occupational Health and Safety Annual Report were noted.
- The Draft Physical Distancing policy was presented to the Forum for comment.
- The Forum discussed the Facilities Time Report. It was noted that the low figure indicated in the report was as a result of the Unions' reliance on Full-Time Officials to progress HR procedures, which would usually be progressed by Lay Reps employed by Boards. The unions are seeking to recruit local reps.

The Board noted the Partnership Forum Update.

8 Finance and Performance

8.1 Service Update

June Rogers delivered a presentation and noted the following key points.

- The new cancer provision is progressing well and will continue to increase as per the Recovery Plan trajectories. Feedback from NHS Boards has been positive to date.
- Urgent Cardiology patients continued to receive treatment throughout this period.
- As detailed in the Recovery Plan, Orthopaedic and Ophthalmology elective services will resume on 1 July with a tight criteria of patients waiting to be treated. Revision procedures will recommence from early July 2020.
- Workforce review is ongoing to support the increase in capacity, alternative delivery models including extended days are also being considered.

June Rogers noted that work is progressing on the Hotel and Conference Centre Recovery Plan. The Hotel continues to support wider organisational delivery and have made a number of operational changes to prepare for service resumption, including measures to support physical distancing.

Board Members noted the update.

8.2 Finance, Performance and Planning Committee Board Update

Linda Semple noted key points from the Finance, Performance and Planning Committee which took place on the 19th June 2020.

Linda Semple advised that the year-end financial performance was presented and Committee Members formally commended the positive financial position. The year-end operational performance was also noted with the impact of Covid-19 recognised.

The Committee noted approval of the Recovery Plan and a performance reporting template is being developed. Key metrics to support the ongoing scrutiny of progress against the plan will be agreed in the coming weeks.

Committee Members noted the Agile Governance Next Phase paper that was supported at the March Board meeting. Cabinet Secretary approval is awaited prior to moving into the next phase.

The Board noted the Finance, Performance and Planning Committee update.

9 Audit and Risk Management

9.1 Audit and Risk Committee Board Update

Karen Kelly presented key highlights from the Audit and Risk Committee which was held on 16th June 2020.

Karen Kelly noted that the Counter Fraud Services Annual Report was presented to members for information. The Committee agreed that this was a thought provoking report and that it would be beneficial to invite Counter Fraud Services to a Board Workshop in future, Board Members supported this proposal.

The 2020/21 committee Annual Work Plan was approved. It was noted that during the coming year there may be specific additions to the work plan particularly relating to the Covid-19 pandemic.

The Internal Audit and External Audit Reports were presented to the Committee; the report content will be covered further in the Private session of the Board Meeting.

The Draft Annual Report and Accounts were presented and Committee Members approved the accounts. The accounts will be formally presented to the Board for approval in the Private Session of the Board Meeting today.

The Statement of Assurance from the Audit and Risk Committee to the Board was approved. Members were satisfied that arrangements within the Board in regard to the internal control framework are robust.

Board Members noted this update.

9.2 Audit and Risk Committee Annual Report

Karen Kelly presented the Audit and Risk Committee Annual Report for 2019-20.

The Board noted the Annual Report and thanked Committee Members for their input.

9.3 Audit and Risk Committee Terms of Reference

Colin Neil presented the Audit and Risk Committee Terms of Reference (ToR). The ToRs have been refreshed as part of the regular annual review.

The Board approved the Audit and Risk Committee Terms of Reference.

9.4 Audit and Risk Committee Work Plan 2020-2021

Colin Neil presented the Audit and Risk Committee Work Plan for 2020-21. The work plan was approved at the Audit and Risk Committee 16 June 2020.

The Board approved the 2020-21 work plan.

10 Any Other Competent Business

No further business was noted.

12 Date and Time of Next Meeting

The next scheduled meeting of the NHS GJ Board is Thursday 23 July 2020 at 10am.

The meeting closed at 12.10pm