

**Golden Jubilee Foundation
Public Board Meeting Minutes
1 August 2019**



Members

Susan Douglas-Scott CBE	Board Chair
Phil Cox	Vice Chair
Mark MacGregor	Non-Executive Director
Kay Harriman	Non-Executive Director
Marcella Boyle	Non-Executive Director
Linda Semple	Non-Executive Director
Karen Kelly	Non-Executive Director
Jane Christie-Flight	Non-Executive Director / Employee Director
Jann Gardner	Chief Executive
June Rogers	Deputy Chief Executive/ Director of Operations
Colin Neil	Director of Finance
Anne Marie Cavanagh	Nurse Director
Angela Harkness	Director of Global Development and Strategic Partnerships
Alistair Macfie	Interim Medical Director

In attendance

Sandie Scott	Head of Corporate Affairs
Liane McGrath	Head of Corporate Governance and Board Secretary

Minutes

Christine McGuinness	Corporate Affairs Manager
----------------------	---------------------------

Apologies

Stephen McAllister	Non-Executive Director
Gareth Adkins	Director of Quality, Innovation and People

Standing Declarations of Interest

Susan Douglas-Scott CBE	Chair, Independent Living Fund
Linda Semple	Non-Executive Director, NHS Ayrshire & Arran
Stephen McAllister	Non-Executive Director, NHS Forth Valley
Angela Harkness	Trustee, Scottish Sports Futures
Karen Kelly	Special Advisor, NHS Tayside Audit Committee
Jane Christie-Flight	Board Member, Scottish Pensions Advisory Board

1. Introductory Remarks

1.1. Chair's remarks

- 1.1.1. Susan Douglas-Scott opened the meeting.
- 1.1.2. Susan Douglas-Scott welcomed Colin Neil and Liane McGrath to their first meeting of the Board.
- 1.1.3. Susan Douglas-Scott welcomed two observers to the meeting:
 - Maggie Laidlaw, who is shadowing our Board and mentored by Linda Semple for a year as part of a Scottish Government-funded programme to assist more disabled people to become Non-Executive Directors.
 - Craig Walsh, member of the public.
- 1.1.4. Three new Non-Executive Directors will take up post in October 2019 and recruitment is underway for an additional Non-Executive Director to be the Board Whistleblowing Champion.

1.2. Chief Executive's remarks

- 1.2.1. Jann Gardner met with the Managing Director of Kier, the Board's supply chain partner for phase one of the Expansion Programme, and was given reassurance about the company's financial position.
- 1.2.2. The first meeting of the new Finance, Performance and Planning Committee has been scheduled for early September 2019. Work is ongoing to review and refresh the Key Performance Indicators.
- 1.2.3. Jann Gardner and Colin Neil were joined by Karen Kelly on an Executive Walkround in Radiology, enriching the process for all involved. Karen Kelly explained that it was really insightful and encouraged other Non-Executive Directors to attend these if the opportunity arises.
- 1.2.4. Jann Gardner and Angela Harkness met with Dame Anna Dominiczak to further develop the relationship with the University of Glasgow and discuss the Innovation Accelerator and NHS Academy work.
- 1.2.5. A plan is being developed around equality and diversity, with an updated work plan being brought back to the Board in September 2019.
- 1.2.6. Mark MacGregor has been appointed as Medical Director and is expected to take up post in mid to late September 2019.
- 1.2.7. Jann Gardner and Susan Douglas-Scott met with the Cabinet Secretary on 31 July 2019. A further update will be provided in the private session.

- 1.2.8. Jann Gardner congratulated Susan Douglas-Scott on receiving her CBE from Her Majesty Queen Elizabeth, commenting that this is a wonderful achievement which reflects well on NHS Golden Jubilee. Susan Douglas-Scott added that it is all about the benefits to the organisations she is involved in as human rights and equalities are issues close to her heart.
- 1.2.9. Jann Gardner announced that June Rogers has been appointed as Deputy Chief Executive. Susan Douglas-Scott thanked June Rogers for her continuing contribution and commitment.

2. Apologies

- 2.1. Apologies were noted as above.

3. Declarations of Interest

- 3.1. There were no changes requested to the Standing Declarations of Interest.

4. Updates from last meeting held on 14 February 2019

4.1. Minutes of last meeting

The minutes of the last meeting were approved as accurate with no amendments.

Action No.	Action	Action by	Status
010819/01	Minutes: Amend/approve	Christine McGuinness	NEW
010819/02	Minutes: Publish approved minutes	Christine McGuinness	NEW

4.2. Actions

- 4.2.1. All previous actions were updated and closed with the exception of the following.

Action No.	Action	Action by	Update
200619/06	Travel Plan: Reflect mobility issues	Gareth Adkins	Transport Working Group will take forward

Action No.	Action	Action by	Update
090519/06	Quality of Care review: Gather feedback from Committee Members	Committee Chairs and Executive Leads	Awaiting confirmation of when report will be issued
090519/11	Quality of Care Review: Circulate feedback report to Board members	Anne Marie Cavanagh	Awaiting confirmation of when report will be issued

4.3. Matters Arising

4.3.1. Cath Lab Five business cases

- 4.3.1.1. Colin Neil advised that the Board had approved the business case for Cath Lab Five subject to securing revenue funding.
- 4.3.1.2. Colin Neil explained that there is an urgent need to move ahead with the capital programme to ensure it can get up and running as soon as possible and asked the Board to support this.
- 4.3.1.3. The Board agreed that there was clinical need and that the fifth lab is the only mitigation to ensure service delivery within waiting time targets.
- 4.3.1.4. The Board approved Colin Neil's request to proceed with the capital elements of the Cath Lab Five programme.

5. Person Centred

5.1. Hospital Expansion Phase One

- 5.1.1. June Rogers provided an update on phase one of the hospital expansion.
- 5.1.2. The Board were assured that phase one is on time and budget and heard that there will be a six-week commissioning period between the building being handed over and being opened to patients.
- 5.1.3. The Board discussed the ongoing Microbiology issue and the work underway to provide a solution.
- 5.1.4. The Board noted the update.

5.2. Hospital Expansion Phase Two

- 5.2.1. June Rogers provided an update on phase two of the hospital expansion.
- 5.2.2. The Board heard that the project is moving at pace and the Outline Business Case will be presented to the Senior Management Team for approval in September 2019 and will come for Board approval after that.
- 5.2.3. The Board discussed the projected costs and was assured that there will be more clarity on this towards the end of August 2019.
- 5.2.4. The Board discussed the complexity of the project, which has a greater break through to the existing hospital structure than phase one.
- 5.2.5. The Board noted the update.

5.3. Partnership Forum update: 5 July 2019

- 5.3.1. Jane Christie-Flight provided an update on discussions at the last meeting:

The organisation is supporting a school mentoring programme for people in the care system, which will be invaluable for the staff involved.
- 5.3.1. The Board Strategy is now a standing agenda item and Staff Side are involved in several partnership groups including transport and accommodation.
- 5.3.2. The Board noted the update.

5.4. Person Centred Committee update: 16 July 2019

- 5.4.1. Kay Harriman provided an update on discussions at the last meeting.
- 5.4.2. The Board was informed that the Committee decided lay representation should not be used for Board committees.
- 5.4.3. The Board was also informed that it was agreed Discretionary Points should only be awarded to Consultants with completed and signed off job plans.
- 5.4.4. The Board were advised that there will be a deep dive review of each department's appraisal and iMatter completion rates to determine if any areas need more support.
- 5.4.5. The Board discussed the complaints process and agreed that addressing issues using the stage one process is more timely and responsive as well as being a more person centred approach.
- 5.4.6. The Board noted the update.

5.5. Person Centred Committee approved minutes: 17 April 2019

- 5.5.1. The Board agreed to electronically circulate the Person Centred Committee approved minutes.

Action No.	Action	Action by	Status
010819/03	PCC approved minutes: Circulate via email/ Upload to Admin Control	Christine McGuinness	NEW

6. Safe

6.1. Healthcare Associated Infection Report: April 2019

- 6.1.1. Anne Marie Cavanagh presented the HAIRT for approval.
- 6.1.2. The Board heard that future reports will reference clinical indicators in terms of the Excellence in Care programme recently launched by the Chief Nursing Officer.
- 6.1.3. The Board commended staff and discussed the need to make it clear in the charts and narrative that any incidences of infection are low numbers.
- 6.1.4. The Board approved the HAIRT for publication on the website and congratulated staff for their continued vigilance.

Action No.	Action	Action by	Status
010819/04	HAIRT: Highlight the low numbers of infection in charts and narrative	Anne Marie Cavanagh	NEW
010819/05	HAIRT: Publish online	Christine McGuinness	NEW

6.2. Duty of Candour

- 6.2.1. Anne Marie Cavanagh presented the Duty of Candour annual report 2018/19 for approval.
- 6.2.2. The Board were informed that there is no standard template for the report, which presents performance against the legislation.

- 6.2.3. The Board heard that the Clinical Governance Committee review all Serious Adverse Events and challenge the classification of any they think needs reconsidered.
- 6.2.4. The Board approved the Duty of Candour report for publication on the website.

Action No.	Action	Action by	Status
010819/06	Duty of Candour: Add missing word 'sessions' to P2, paragraph 4.	Anne Marie Cavanagh	NEW
010819/07	Duty of Candour: Publish online	Christine McGuinness	NEW

6.3. Clinical Governance Committee update: 16 July 2019

- 6.3.1. Mark MacGregor provided an update on discussions at the last meeting.
- 6.3.2. The Board discussed how anaesthetic pre-med practice is changing in line with Day of Surgery Admission programmes and agreed that there needs to be a range of options rather than a 'one size fits all' approach.
- 6.3.3. The Board noted the report.

6.4. Clinical Governance Committee approved minutes: 16 April 2019

- 6.4.1. Mark MacGregor presented the approved minutes of the meeting for noting.
- 6.4.2. The Board noted the approved minutes.

7. Effective

7.1. Performance Report: May 2019

- 7.1.1. Jann Gardner provided an outline of current performance.
- 7.1.2. The Board discussed the Personal Development Review (PDR) completion rate and the need to review the reporting period to ensure that PDRs are staggered across the year and not all at the one time.
- 7.1.3. The Board discussed the challenges around medical staffing within the Scottish Adult Congenital Cardiac Service and the work being undertaken to create new roles and to develop resilience in this area.
- 7.1.4. The Board noted the report.

7.2. Hospital Activity Report: May 2019

- 7.2.1. June Rogers provided an update on business activity.
- 7.2.2. The Board heard that two part-time and one full-time Consultant Ophthalmologists have been appointed and recruitment to the general surgery visiting consultant bank is underway.
- 7.2.3. The Board were told that Consultant Radiologist availability continues to be an issue across the country and was assured that a temporary solution to outsource reporting of scans will commence in mid-August.
- 7.2.4. The Board noted the report.

7.3. Finance Report: May 2019

- 7.3.1. Colin Neil provided members with an update on the financial position at the end of month two.
- 7.3.2. The Board was assured that the position is in line with the financial plan.
- 7.3.3. Colin Neil advised that a piece of work will be undertaken to fully review the cash-releasing efficiency saving programmes identified to date. A number of the schemes may fall under the categories of cost containment or productivity improvement. While these activities will be of benefit to the Board it may be more appropriate to monitor them under a different financial programme.
- 7.3.4. The Board noted the report.

8. AOCB

- 8.1. There was no other business to discuss.

9. Date and Time of Next Meeting

- 9.1. The next meeting takes place on Thursday 26 September at 10am.