

NORTHERN IRELAND AMBULANCE SERVICE

**Minutes of a Meeting of the Trust Board held at 1.30pm on Thursday,
5 May 2005 in the Boardroom, Headquarters, Site 30,
Saintfield Road, Belfast, BT8 8SG**

Present:

Mr D Smyth OBE	Chairman
Mr L McÍvor	Chief Executive
Ms R O'Hara	Director of Human Resources
Mrs S McCue	Director of Finance
Dr D McManus	Medical Director
Mr F Hughes	Non Executive Director
Mrs L Gillespie	Non Executive Director
Prof R Perrott	Non Executive Director
Mrs M Greer	Non Executive Director
Mr S Mullan	Non Executive Director

In Attendance:

Miss A Vitty	Corporate Manager
Mrs M Crawford	Personal Assistant

1.0 Apologies

Apologies were received from:

Mr B Snoddy, Director of Operations (Acting)

2.0 Welcome and Format of the Meeting

The Chairman opened the meeting by welcoming members of the public and Trust Board.

3.0 Minutes of Previous Meeting of the Trust Board held on 24 March 2005

Amendments were required as follows:

Item 8 Operations Report – date should read 28/02/05.

Subject to above amendment the minutes were accepted by Trust Board members as a true and accurate record of proceedings.

4.0 Matters Arising

No matters arising.

5.0 Chairman's Business

5.1 Visit to Ards Ambulance Station

Members conveyed their thanks to the staff for their warm welcome earlier today. Staff at the station presented members with a framed photograph of an ambulance taken sometime in the 1940's. Further photographs were made available in the station profile. Members found this to be very interesting and considered that memorabilia could be housed within Headquarters giving the history of the service.

The excellent attendance records were noted within the station. Some discussion ensued regarding the distance to the southern part of the Peninsula. Members were advised that a project is currently underway with the Northern Ireland Fire and Rescue Service regarding co-response. Members enjoyed a frank discussion with staff and considered that communication was vital in keeping staff informed of developments and helping the Board understand staff aspirations and difficulties.

5.2 Appointment of Mr Liam McIvor, Chief Executive as Accountable Officer for the Northern Ireland Ambulance Service

Mr Liam McIvor, Chief Executive was confirmed as Accountable Officer for the Trust by correspondence from Permanent Secretary.

5.3 HPSS ICT Strategy Document

The HPSS ICT Strategy document had been circulated for members attention in April 2005 and was duly noted.

5.4 Long Service Medal Ceremony

Members were advised that the Long Service Medal Ceremony will be postponed from June 2005 until later in the year. This is due to the Queen's representative not being available. Members will be advised when a new date has been confirmed.

5.5 Meeting with Down Lisburn Trust

The Chair advised members that the Chief Executive and he had attended a lunch meeting with the Chair and Chief Executive of the Down Lisburn Trust. The discussions held were around alternative pathways and working closely with NIAS. Down Lisburn Trust expressed their gratitude and appreciation to staff for all their efforts. This was reiterated in a letter received on the 4 May 2005. This correspondence was circulated to Trust Board members for their information. The Chief Executive is to communicate their thanks to staff.

6.0 Priorities for Action – Monitoring Report as at 31/03/05

A data clean is presently taking place and year end figures are not available at present. These figures will be presented to Trust Board members at a later date.

The Monitoring Report was discussed and particular attention was given to the following:

Item 8.2

- AMPDS is now in place which will support the identification of life threatening calls.
- Rapid response and First Responder have been deployed.
- There has been an increase in the number of calls responded to. An 8% increase in calls was noted.

Item 13.2

- Statutory Obligations to meet Disability Discrimination Act - Health Estates to identify alternative contractor to carry out work. Trust will undertake what we can with current resources.

Members requested information relating to FOI request and were advised that the Trust has received six Freedom of Information (FOI) requests and 11 Data Protection requests. FOI and Data Protection requests will now be presented to Trust Board every three months with a breakdown of the type of information being sought and indication of response times.

7.0 Progress Report on Trust Annual Plan at at 31/03/05

Report was discussed in some detail with attention given to the following:

Enhance Operational Service Delivery

Page 3 – Appoint non-emergency services management team. This is on hold due to funding issues.

Deliver and Support our People

AMPDS training is complete and all staff are now qualified. Training on the computer Pro QA system should be completed by end of May.

Review of the occupational health provision – Funds are not available to progress. The Trust will work through existing contract with the Occupation Health Department to streamline processes.

8.0 Progress Report on Trust Delivery Plan as at 31/03/05

Work will continue on Rapid Response, First Responders and Co-response.

With the additional funds of £400,000 it is hoped to introduce and deliver deployment points in key areas eg West Bank in Derry and Lurgan to improve capability to respond as outlined in the Strategic Review

The Community Education Project was discussed and members asked if the impact of the project was measurable. Members were advised that the Trust has received positive feedback and a reduction was noted in violent incidents.

Proposals for Reform Modernisation and Efficiencies have been made to the DHSSPS, including alternative care pathways, alternative management of mobile coronary care. The Trust is presently awaiting a response from the DHSSPS.

The Chair suggested that the documents be rationalised for next year and proposed a simpler document be prepared.

9.0 Operations Report as at April 2005

The Chief Executive updated members in the absence of the Acting Director of Operations paying particular attention to the following:

An increase in volume of activity was noted this year, with an 8% increase in the Southern Division and 1.7% in the Northern Division.

The development of the site at Northland Road, Derry with the Northern Ireland Fire and Rescue Service is progressing.

10.0 Financial Position of the Trust as at 28/02/05

The Director of Finance drew member's attention to the Executive Summary and the projected 'break even' position.

An increase in mileage was noted, this was up by 6.5% on the same period last year.

An increase in sickness absence was noted from 5.66.% for February 2004 to 7.17% in February 2005. This area remains closely monitored.

Legal claims and fees stand at £274,610 up to February 2005.

Service performance was running above contract in all four Board areas. £2,757,000 has been spent by the Trust on capital and a request for "carry over" is being pursued with the Department and it is hoped that the Trust will receive a favourable response.

11.0 Summary of Complaints/Compliments (Period 01/01/05 to 28/02/05)

The Director of Human Resources advised that there were seventeen complaints and 7 compliments. Some delays were noted in responding, however this area remains monitored.

Some discussion ensued around the issues raised in Complaints 5.1 and 5.2 of the report provided:

12.0 Application of Trust Seal

The Trust Seal was applied on one occasion. This was a contract for water coolers.

13.0 Forum for Questions

One question was received from Mr Leslie Ferron.

In reference to newspaper cutting from the Guardian, Ballymena. Is what Rodney McCune states true? If so how do you propose to remedy it? If untrue will you be issuing at some time a press statement?

Mr Ferron was informed that the Trust will investigate the allegations made in the article and copy to him any response to the newspaper.

14.0 Any Other Business

12.1 Summary of Trust Board

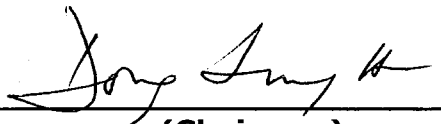
It was suggested that a summary of Trust Board meetings be communicated to staff. It was noted that this was normal practice in previous years and it was considered that the information may be useful to staff.

15.0 Date, Time and Venue of Next Meeting

The next meeting of the Trust Board is to be held on the 30 June 2005. Venue to be confirmed.

The Chairman thanked members of the Trust Board and members of the public for their attendance and called proceedings to a close.

Signed: _____



(Chairman)

Date: _____

5th May 2005