

NORTHERN IRELAND AMBULANCE SERVICE

**Minutes of a Meeting of the Trust Board held at 1.30pm on Thursday,
27 January 2005 in Dungannon Golf Club,
34 Springfield Lane, Dungannon.**

Present:	Mr D Smyth OBE	Chairman
	Mr L McIvor	Chief Executive
	Ms R O'Hara	Director of Human Resources
	Mrs S McCue	Director of Finance
	Dr D McManus	Medical Director
	Mr S Mullan	Non Executive Director
	Mr F Hughes	Non Executive Director
In Attendance:	Mr B Snoddy	Director of Operations(Acting)
	Miss A Vitty	Corporate Manager
	Mrs M Crawford	Personal Assistant

1.0 Apologies

Apologies were received from:

Mrs L Gillespie, Non Executive Director
Prof R Perrott, Non Executive Director
Mrs M Greer, Non Executive Director

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 18 November 2004

Trust Board members unanimously agreed the previous minutes as a true and accurate record of proceedings.

4.0 Matters Arising

4.1 Air Ambulance – Fermanagh

A meeting has taken place with Mr Tom Elliot, MLA, representatives from the DHSSPS, Community Representatives and Businessmen from Fermanagh and representatives of a private Air Ambulance Supplier. The outcome of the meeting would suggest that there is potential for an air ambulance and we would support the development in principal, however, NIAS's current position would be that ground ambulances must remain a priority.

5.0 Chairman's Business

5.1 Meeting with the Permanent Secretary – Mr Gowdy

The meeting with the Mr Gowdy, Permanent Secretary was noted as being reasonably successful. He was advised of the progress made by NIAS and of our hopes for the future of the Trust. Mr Gowdy was appraised of our commitment to the plans we have in place and he agreed to take away some points. We are hopeful of a response in due course.

5.2 Visit to Dungannon Ambulance Station

members wished to convey their thanks to the staff for their warm welcome earlier today. It was considered that there was a good atmosphere within the station despite the cramped accommodation. It was noted that this station is in a key location and services a wide geographical area.

6.0 Priorities for Action – Monitoring Report as at 31/12/04

Performance against Priorities for Action Targets to December 2004 was reported to members. Some of the points noted were:

- 8.1 AMPDS has commenced and is progressing in the Western Division.
- 8.2 Category A measurement is possible only in the East at present, however, there is generally an upward trend and the Trust is presently reviewing recent activity.

The recommendations from the tactical deployment of resources report are currently being implemented and will facilitate planning for the forthcoming year.

- 11.4 Chief Executive and Corporate Manager are presently working with the I.T. Department to provide a more user friendly website, which also meets mandatory standards. Members will be kept informed of developments.

7.0 Progress Report on Trust Annual Plan as at 31/12/04

The Trust Annual Plan was discussed in some detail with particular attention being given to the following items.

- **Enhance Community Safety and Prevention Capacity**

Non-recurrent funding has been secured. Members were advised that staff volunteered to take part in the scheme and are paid for time spent on visits. It is hoped to take this work beyond that of schools to guides, scouts associations etc.

- **Enhance Operational Service Delivery**

Members were advised that funds have been identified for Rapid Response Phase 1.

It was noted that an interim business case has been prepared for fleet replacement.

The refinement of Patient Report Forms continues. When finalised they will minimise the collection of freehand information. The new forms have been welcomed by hospital staff.

- **Develop and Support our People**

Agenda for Change is progressing to plan. Some issues have been referred to the regional group and the Trust is awaiting a response. Updates on the current situation are being issued to staff regularly.

- **Continuous Business Improvement**

Funding for PCS has been secured and we are presently seeking in Year funding for PCS Management Support.

Efficiency savings were discussed and it was noted that Officers were soon to meet with the Department to discuss proposals.

Freedom of Information (FOI) legislation became law in January 2005. Staff have been informed of their responsibilities. The Corporate Manager is the point of contact for the Trust. Some FOI and Data Protection inquiries have already been received and processed within the timescales without difficulty.

8.0 Progress Report on Trust Delivery Plan as at 31/12/04

Progress on the Trust Delivery Plan was discussed in detail.

Members were advised that the recruitment and training plan was on target.

9.0 Operations Report as at 31/12/04

Director of Operations advised members that Christmas and New Year had been a busy time for the service, however, calls had been handled effectively.

A major exercise took place at Belfast International Airport in November with all emergency services involved. This proved beneficial.

Two vehicles were involved in accidents but no serious injuries to staff resulted. One member of staff is currently off sick.

The building work for the Regional Ambulance Training Centre is progressing well and is on target with completion due in May.

Work at the Enniskillen station to provide separate male and female toilets should be completed by end of year.

Plans for an additional response point at Northlands Fire Station have been agreed with NIFB. This work is to be contracted out by Health Estates.

The costs for Templemore Avenue have been agreed in principle and are to be presented to the EHSSB for approval. It is hoped that once this has been approved we can progress plans for the new site at Ballymacarret. Staff are being kept informed of developments.

Mr Mullan advised members that he witnessed a major accident on the Foyle Bridge on the 11 January 2005. A lorry was blown over the bridge in strong winds and the driver was killed. Mr Mullan rang the emergency services and wanted to commend the Control Staff for their ability to extract information from him as he was in a complete state of shock. He also commended the professionalism of the attending crews.

10.0 Freedom of Information

Item taken earlier in business. See minute 7.0.

11.0 Financial Position of the Trust as at 30/09/04

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

Developments currently underway will continue to be funded.

Agenda for Change was discussed and members expressed concern regarding the term "justified costs being met". In the Department's response to our bid for funding, the money is to come through the four Boards and members considered that this could constitute a risk of 'second guessing' and consequent delay and possible financial shortfall. The Director of Finance is to advise members as funds are secured.

Hours lost to sickness absence were 7.88% in November 2004 compared to 7.35% for November 2003. Sickness absence is being closely monitored.

Legal claims and fees is an area which continues to be closely monitored. Some funds are assigned for these claims, however, if a large claim was to be made we would need to approach the Department for cover.

Accident & Emergency activity remains above contract across all four boards.

12.0 Summary of Complaints/Compliments (Period 17/09/04 to 05/11/04)

The Director of Human Resources advised that there are presently nine active complaints, however, it was noted that the Trust performance in relation to timeliness of response to complaints had improved. This was unanimously welcomed.

13.0 Application of Trust Seal

No application of the Trust Seal was reported.

14.0 Forum for Questions

No questions were received from the floor.

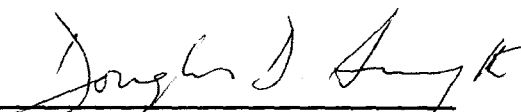
15.0 Any Other Business

None.

16.0 Date, Time and Venue of Next Meeting

The next meeting of the Trust Board is to be held on the 24 March 2005.

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: _____