

**Minutes of a Trust Board meeting held in public on
Wednesday, 12th June 2019 at 9.30 a.m.
in The Boardroom, Trust Headquarters, Craigavon Hospital**

PRESENT

Mrs R Brownlee, Chair
Mr S Devlin, Chief Executive
Ms G Donaghy Non-Executive Director
Mrs P Leeson, Non-Executive Director
Mr M McDonald, Non-Executive Director
Ms E Mullan, Non-Executive Director
Mr J Wilkinson, Non-Executive Director
Mr P Morgan, Director of Children and Young People's Services / Executive
Director of Social Work
Dr M O'Kane, Medical Director
Ms H O'Neill, Director of Finance, Procurement and Estates
Mrs H Trouton, Interim Executive Director of Nursing & Allied Health
Professionals

IN ATTENDANCE

Mrs A Magwood, Director of Performance and Reform
Mrs M McClements, Interim Director of Acute Services
Mr B McNeany, Director of Mental Health and Disability Services
Mrs V Toal, Director of Human Resources and Organisational Development
Mrs J McKimm, Head of Communications
Mrs S Judt, Board Assurance Manager
Mrs L Gribben, Committee Secretary (Minutes)

APOLOGIES

Mrs H McCartan, Non-Executive Director
Mrs S Rooney, Non-Executive Director
Mrs E Gishkori, Director of Acute Services

1. CHAIR'S WELCOME

The Chair welcomed everyone to the meeting. At this point members were reminded of the principles of Board meeting etiquette and asked

that mobile phones are turned to silent and laptops / iPads are used for accessing Board papers only during the meeting. She noted feedback from the last meeting from staff on the difficulty hearing and asked that members speak loud and clear.

The Chair was pleased to welcome five members of Trust staff from the Finance, Procurement and Estates Directorate and stated that she would welcome their feedback in terms of what they will learn at today's meeting and how they take this learning back to their colleagues.

The Chair advised that the Trust was successful in appointing a Boardroom Apprentice for the 2019 programme. Mrs Toal added she met with the apprentice, Mrs Paula Keenan, at the welcome event on 10th June 2019. Mrs Keenan starts officially from 1st September 2019 and induction will be arranged for her before this date.

The Chair alerted members to the 'Clear Water' which is available in the canteen which young adults with a learning disability have been involved in. She asked that members support this worthy cause.

2. DECLARATION OF INTERESTS

The Chair requested members to declare any potential conflicts of interest in relation to any matters on the agenda. There were none noted.

3. SERVICE IMPROVEMENT/LEARNING FROM SERVICE USER EXPERIENCE: GOOD SAM APP

The Chair welcomed Mr Ronan McBride, Staff Nurse and Quality Improvement Facilitator and Mrs Paula Tally, Acting Assistant Director Best Care Best Value to the meeting to present an overview of the Good Sam App.

Mr McBride thanked members for the opportunity to address the Board meeting and began by advising the Northern Ireland Ambulance Service and the Southern Trust have partnered with GoodSAM (Smartphone Activated Medics) to launch a free smart phone app which links a qualified lifesaver with a patient in cardiac arrest, in a public place, through a web based alerting system thereby increasing the patient's survival chances.

Mr McBride spoke of the impact on the Trust. He advised that the Trust will be the *verifying* organisation in the partnership and the verification is carried out through existing training within the Trust. The Trust will aim to get as many staff on board as possible.

In terms of next steps, Mr McBride advised a regional Indemnity Business Case will be developed through ongoing discussions with NIAS and the CMO at Department of Health and as the Trust is the verifying organisation, a Memorandum of Understanding will be signed. He added that a communications plan will be developed and the regional launch has been arranged for 28th June 2019.

Dr O’Kane enquired why this initiative is targeting the end point of the cardiac arrest. Mr McBride stated that response time to cardiac arrest is critical and the app will be a great asset in preventing deterioration in the first place and in the drive to improve cardiac arrest rates. Dr O’Kane asked how the outcomes will be measured to ensure the app is making a difference to the patient to which Mr McBride explained the data collection and reporting processes. The Chief Executive welcomed this initiative and agreed greater evidence is required on the impact the app will have to the patient’s outcome, however he stated the importance of having someone attend to apply first aid rather than the patient being alone.

Ms Mullan welcomed the app and asked if it is solely focused on healthcare or could it be distributed wider. Mr McBride noted it will be a phased implementation and the initial pilot will be within healthcare and if successful look at a wider audience.

Mrs Tally highlighted the benefit of using the app and stated that 1000 Trust staff are already trained in basic support care and noted that 30% of these staff have already expressed their interest in using the app.

The Chair thanked Mr McBride and Mrs Tally for their informative presentation.

4. STRATEGIC

i) Year 2 Progress Report on Corporate Plan

Mrs Magwood presented the above named report which sets out how the Trust has improved services in year 2 of the Corporate Plan. She referred members to the key issues of the summary template where it notes the uncertainty in the financial context and the associated potential

impact on deliverability of the Trust's plans, particularly the investment which will be necessary to support the modernisation and redevelopment of acute hospitals to improve how unscheduled and elective care is provided. In response to a question asked by the Chair, Ms O'Neill explained the uncertainty arises from the lack of resources and absence of a 5-10 year financial plan.

The ongoing workforce challenges were discussed and it was noted these are consistent across all Directorates and impacting on progress in key areas. In relation to recruitment, Mrs Toal advised there are a number of targeted campaigns as well as focused action plans in place to target key areas.

The Chair referred to the red RAG status in relation to 'increase the number of Looked After Children to have an updated life story work completed' on page 46 and asked for further clarification. Mr Morgan acknowledged the red status and spoke of the other competing service demands and staffing issues advising this will be added to year 3 of the action plan for 2019/20. He added the Trust has the highest number of Children on the Child Protection Register which has an impact on staff workload and commented this is an area which the teams will focus on. Mr Morgan advised the skill mix across the programmes of care will be reviewed as he informed members an Occupational Therapist has been introduced to Carrickore which has had a great impact within the facility.

In responding to a question asked by Mr McDonald, Mrs Magwood assured members the Corporate Plan is reviewed regularly by the Directors and is on track to meet its priorities. SMT will also be completing a stock take at this mid-point in the plan to consider any risks / challenges associated with Year 3 and 4 planned actions. The Chief Executive advised he was content with the progress of the Corporate Plan but noted that some areas are not developing as capital is required, however work will be undertaken to refocus the strategy for these specific areas.

Following a comment from Mr Wilkinson, Mrs Magwood confirmed there has been engagement with external stakeholders and she will amend the summary sheet to reflect this.

ii) Summary of Capital Investment

Mrs Magwood presented the year-end report of Capital Investment for 2018/19. A simplified summary leaflet which raises awareness on processes for capital allocations within the Trust was included in

members' papers. She noted the ongoing challenges, in particular Estates backlog maintenance, procurement challenges associated with late allocations and prioritising general capital allocation of funding across all key areas; Estates, Equipment, Fleet and ICT.

The Chair felt this information was important for sharing with frontline staff and asked how this will be made available to them. Mrs Magwood commented the leaflet presentation will be used for wider circulation and awareness to staff which will be cascaded via Directorate teams.

The Chief Executive drew members' attention to the allocation for ICT of £920,824 and noted reliance on ICT will increase significantly in the future and commented the need for investment in this area.

iii) Confidence and Supply Money – Transformation Agenda

Mrs Magwood spoke to the summary update on the Transformation Programme 2019/20. She stated the £100m Transformation Fund available in 2018/19 through the Confidence and Supply agreement has enabled key projects to come on board. To date there are over 100 initiatives and projects underway across HSC. This programme will continue funded non-recurrently in 2019/20 however, some projects have been changed to reflect variations in the level of funding allocated and/or specific delivery issues such as recruitment difficulties. Mrs Magwood advised that the Department of Health has undertaken a series of meetings with the Regional Project Leads to confirm the level of funding available for each project and in some instances this may not be in line with what the Trust has originally anticipated. To date, the Trust has received confirmation of indicative allocation of c. £9m aligned to 76 projects for 2019/20.

In response to a question asked by Ms Donaghy, Mrs Magwood explained in terms of the money received from the transformation fund, it is non-recurrent and therefore time limited, however discussions are ongoing between the DoH and Project Leads on sustainability plans where appropriate and also operational directorates will evaluate and bring forward plans for any mainstreaming and recurrent investment requirements during 2019/20 to feed into this process.

The Chair referred to the statement that the Trust has been advised that any changes to the original funding within a tolerance of 10% will require an addendum to the original Investment Proposal Template and any adjustments outside 10% or a significant change to the service model will require a new IPT to be submitted and asked for further clarification.

Ms O'Neill spoke of the significant work for the finance team. The Chair asked how Trust Board will be informed of any financial risk to which Ms O'Neill advised that any financial gap will be in the Trust's financial plan for 2019/20.

Dr O'Kane spoke of the increasing staffing risk to core services. The Chair asked that the situation continues to be monitored and Trust Board kept informed.

5. HEAD OF INTERNAL AUDIT ANNUAL REPORT

Ms O'Neill presented the above named report and noted the 2 unacceptable, 7 limited, 3 split satisfactory/limited and 11 satisfactory assurance reports received by Internal Audit. She added, following the review of implementation of previous priority one and priority two recommendations, 80% of recommendations have been fully implemented, 19% partially implemented and 1% have not been implemented. Ms O'Neill noted this is a significant improvement when compared to 2017/18. She advised overall Internal Audit opinion was satisfactory, however it was important to note that unacceptable and limited assurance were provided in a number of areas.

Members acknowledged the significant improvement in the implementation of recommendations and recognised the contribution of the Trust's Internal Audit Forum in this regard. Ms O'Neill stated that the forum will continue with its work plan to maintain and secure greater compliance with all recommendations in a timely manner with a particular focus on those recommendations emanating from unacceptable and limited reports.

Ms Donaghy asked for further information on the Waiting List Initiatives and Ms O'Neill explained this issue has significantly improved and is included within the 80% recommendations that have been fully implemented. Mrs Toal spoke of the wider regional issue which has meant it has not been possible to sign off on the local document.

6. APPROVAL OF WRITE-OFF OF LOSSES (ST934/19)

Ms O'Neill spoke to this report which showed losses amounting to £3,252,987 for the year ended 31 March 2019. Ms O'Neill noted that a significant element of this was due to Special Payments, largely as a result of clinical negligence, employers and public liability claims which totalled £2.7m. Six of the losses were above the delegated limit for the

Trust and as a direct result required Department of Health approval, this was received.

Mr McDonald confirmed the schedule of losses had been considered by the Audit Committee and recommended to Trust Board for approval.

The Board approved the Approval of Write-Off of Losses (ST934/19)

7. DRAFT ANNUAL REPORT, GOVERNANCE STATEMENT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (ST935/19)

Ms O'Neill presented the draft Annual Report, Governance Statement and Accounts for the year ended 31st March 2019 for approval. She confirmed that these have been fully considered by the Audit Committee and the Trust Funds Accounts had been fully considered by both the Endowments & Gifts Committee and the Audit Committee.

Ms O'Neill advised that the Trust achieved financial balance with a year-end surplus of £43k. She reported an underspend of £19k on the Capital Resource Limit (CRL). Monies held on behalf of patients/residents amounted to £9.1m, an increase of £287k on prior year balances and management costs amounted to 3% of total income.

In relation to prompt payment performance, Ms O'Neill stated that the performance in 2018/19 showed a decline in the 30 day target. She advised performance year on year showed decline, however it was important to note that overall the total number of invoices being presented to the Trust for payment increased by 10% year on year, this equates to an increase of 23,277 invoices.

Ms O'Neill highlighted at the end of March 2019 the average number of whole time equivalent (WTE) persons employed during the year increased by 352 when compared to 2017/18.

Ms O'Neill reported that Charitable Trust Funds income amounting to £461k was received by the Trust during 2018/19, an increase of £115k from the prior year. Expenditure during the financial year was £356k. The total fund balances at 31 March 2019 amounted to £3,690k. £3,652k of the total value of funds relates to restricted funds and £38k relates to Endowment funds. This is a total increase of £292k from the previous year.

Ms O'Neill noted the challenge of the financial environment moving into 2019/20, with the Trust opening up with a recurrent deficit of £14m. She assured members the Trust remains focused on the delivery of care that is safe, personal, effective and making the best use of our resources.

Investment in staff was discussed and members asked if the value of this investment is communicated to staff. Communications Team agreed to consider how best to take this forward.

Mr McDonald confirmed that the Audit Committee had reviewed the draft accounts and commended the efforts of all staff involved in completing the accounts within the challenging reporting timeframe.

The Board approved the Draft Annual Report, Governance Statement and Accounts for the year ended 31 March 2019 (ST935/19)

8. DRAFT REPORT TO THOSE CHARGED WITH GOVERNANCE 2018/19

Members discussed the draft report as presented to Audit Committee by the External Auditors on 4th June 2019.

Ms O'Neill spoke of the three priority two recommendations in particular the non-compliance with prompt payment policy. The Chair asked for further assurance on this issue. Mrs Toal explained the volume of agency invoices has increased significantly in 2018-19 as the Trust has deployed more agency staff, however administrative resources to process these have not increased in line. Ms O'Neill replied work is progressing to ensure Directorate teams authorise invoices in a timely manner and this is an area the Trust will focus on for 2019-20, and continue to work with the relevant departments on improving compliance with the target in their areas of responsibility.

Ms O'Neill advised that Grant Thornton would be recommending to the Comptroller and Auditor General (C&AG) that an unqualified audit opinion on the Trust accounts be issued.

9. OPERATIONAL PERFORMANCE

i) Performance Report (ST936/19)

Mrs Magwood presented the report which assesses performance against the 2018/19 Commissioning Plan Direction (CPD) objectives and goals for improvement as at March 2019 year end position.

At this point, Mrs Magwood spoke to table 1 in report which provides a summary of 68 OGIs, broken down by RAG status, comparing the Trust Delivery Plan (TDP) assessment and the year-end performance assessment. She drew members' attention to the 48 areas where performance is assessed as matching in the TDP, the 5 areas where performance is assessed as better than anticipated in the TDP and the 9 areas that are underperforming. The Chief Executive assured this is an area SMT will continue to focus on. Mrs Magwood noted that 3 areas are unable to provide an assessment due to reporting timeframes and 3 OGIs that are not applicable to the Trust. Of the 65 OGIs applicable to the Trust, 75% achieved green or amber at year-end.

Ms Donaghy referred to antibiotic prescribing and asked if a regional comparison is available. There is no data available regionally, however Dr O'Kane stated this is being reviewed and it is anticipated will be included in next year's reporting.

Ms O'Neill highlighted a discrepancy in the Emergency Department (ED) info graphic leaflet in regards to the cumulative attendance to the Emergency Department compared to the Annual Report figures and also the percentage of patients admitted to hospital from ED. Mrs Magwood clarified the information in the annual report includes patients that attend the ED Department for all services including review appointments. The information reported under the regional performance target definition includes new ED attendances only. Mrs Magwood agreed to add a footnote to the info graphic leaflet.

The Board approved the Performance Report subject to the amendments stated above (ST936/19)

ii) Human Resources Report (ST937/19)

Mrs Toal presented the Human Resources Report which provides a summary on key workforce productivity information.

Sickness absence was discussed. Mrs Toal reported the cumulative rate for 2018/19 to date is 5.35%, which is higher than the figure of 5.11% for 2017/18 and significantly higher than the internal target of 4.93%. Mrs Toal added the Trust sickness level remains the lowest across all Trusts, however noted her disappointment with the figure.

Mrs Toal informed members a piece of work is being undertaken to compare last year's figures to this year, against cost centres to get a better understanding of hot spot areas.

The Chair referred to the top 2 reasons for absence: musculoskeletal and mental ill-health and asked for further information and what actions are in place to address this. In relation to musculoskeletal, Mrs Toal commented the uptake rates for moving and handling training has continually been an issue. She contributed this to the difficulty in releasing staff from wards and clinical areas to attend training and noted the high cancellation rate. Mrs Toal stated work will be undertaken to cross reference areas of absence relating to high musculoskeletal incidents with the moving and handling training and include in the August report.

Mrs Trouton added she is liaising with Mrs Toal with a view to enhance the training experience; an example being that training is carried out on site in the ward / clinical area, therefore staff do not have to travel off site.

Mrs Toal spoke of the Health and Wellbeing Steering Group and how they have agreed to establish 3 workstreams focused on staff health and wellbeing one of which is Better Psychological Health and Wellbeing. She advised Consultant Clinical Psychologist, Lorraine McGurk has been appointed to chair this work stream in partnership with Ann Butler from the Recovery College. The Chair asked how the success of this work stream will be measured. Mrs Toal advised reviews will be undertaken with particular teams before and after intervention and outcomes will be reviewed to establish if an improvement has been achieved.

Mr Wilkinson referred to the Board Behaviour of demonstrating compassion by being sensitive to the needs and feelings of others and asked how this would be translated down through the organisation to enhance the health and wellbeing of staff. He stated that he felt Heads of Service were critical to achieving this. Mrs Toal spoke of the work stream on Employee Experience which has a number of priorities as to how the HSC values will be embedded. She commented the outcome of the Employee Experience work stream will be included in the Human Resources Report in 6 months' time.

Ms Mullan informed members at the last Governance Committee meeting raising concerns was discussed and asked if consideration has been given to include this into the workstreams. Mrs Toal advised a

workshop is due to take place at the end of June 2019 with staff and Trade Union colleagues and this is an area that will be explored on how to highlight to staff that raising concerns is the right thing to do.

The Chair welcomed the work that Dr McGurk and Mrs Williamson will be undertaking and asked that timeframes are included for these work streams in future reporting.

Action: Mrs Toal

The Board approved the Human Resources Report (ST937/19)

10. BOARD ASSURANCE FRAMEWORK (ST938/19)

The Chief Executive presented the Board Assurance Framework for approval. He advised the document was the focus of a Board workshop on 18th April 2019 when discussion and challenge on strategic risks and assurance took place. Feedback from this workshop helped to shape the revised framework.

The Chair welcomed the diagram explaining the Trust's high level governance structure.

The Board approved the Board Assurance Framework (ST938/19)

11. PATIENT/CLIENT SAFETY AND QUALITY OF CARE

i) Executive Director of Nursing, Midwifery and AHPs Report

Mrs Trouton presented the above named report which focuses on the summary of activity and development within Nursing, Midwifery and AHPs since the last report to Trust Board January 2019. The report focuses on current work regarding recent recruitment and retention initiatives, strategy development, support and engagement to optimise the current availability of recurrent staffing levels as there is a well-recognised shortage in the workforce for nursing and midwifery. Mrs Trouton spoke of the transformation funding received for new projects in relation to the AHP workforce, however noted the recruitment for these roles is having an adverse effect on core roles. The flexible pool is now depleted with no opportunity for recruitment of new staff until the new student graduation in Summer 2019. She added workforce challenges within AHP recruitment is now emerging.

The Chair referred to the mentor statistics and asked for clarification on those 449 mentors who are unavailable. Mrs Trouton explained the reasoning for this and advised in some cases this is due to criteria having lapsed or leave as to why they are unable to mentor a student. She assured members 945 mentors are available throughout the Trust and advised the Practice Education Team supports Ward Sisters / Charge Nurses and Team Leaders to maximise the availability of mentors.

In response to a question regarding triage nurses from Mr McDonald, Mrs Trouton stated that whilst time for patient care is measured, there are no indicators for quality of that care and experience. Mr McDonald stated that triage is critical for patients attending the ED as this is where the confidence level is built from the outset. Mrs McClements assured members the nurses at junior level who undertake triage in ED are fully qualified to undertake the role.

Mrs Trouton spoke of the band 5 recruitment day that took place in December 2018 and referred to the breakdown of figures for those staff that were successful at interview, as outlined in the report. The Chair pointed out that 14 internal staff attended requesting to be transferred to another area. Mrs Trouton explained the majority to those staff requested to be moved to a particular area and in most cases there were no vacancies however, 3 of the 14 staff were able to be transferred successfully to another area within the Trust. Mrs Toal assured members when staff are requesting to be transferred the Trust will endeavour to assist them and ensure it is a straightforward process and this is an area that will be reviewed.

The Chair drew attention to the 83 3rd year nursing students that are due to register in September 2019 and asked if they are communicated with on a regular basis. Mrs Trouton confirmed that the Lead Nurses and/or Head of Service keep in regular contact with those students. The Chair asked for information on how many of these 3rd year students will have commenced with the Southern Trust in September 2019. Mrs Trouton agreed to include this in her next report.

Action: Mrs Trouton

ii) Medical Director Report

Dr O’Kane spoke to the Medical Director’s Report which focuses on Medical Education and Training. She informed members that with increasing service pressures and the need to continue to deliver a high

level of medical education for junior doctors and medical students, the Trust has developed a Medical Education Strategy 2019 – 2022. She spoke of the aims and objectives which were included in appendix 1 of the report. Dr O’Kane informed members the Trust has recently experienced increasing difficulty in recruiting permanent medical staff to engage in formal teaching both medical students and foundation doctors in some specialities. An ADEPT Fellow has been recruited to assist with understanding the barriers to medical staff becoming engaged in delivery of education to doctors in training. She added that 8 students will undertake a piece of work during the summer to collate and review the experience junior and international doctor’s face within the Trust and to review IPC and NEWS.

Dr O’Kane spoke of the F1 summit that was facilitated by NIMDTA in April 2019 to redefine foundation training. A range of improvements were agreed upon, notably the F1 rota, which has been circulated 2 weeks ahead of the 6 week target.

The Chair asked in regards to Medical Workforce what actions are in place to ensure there are enough applicants applying for posts. Dr O’Kane acknowledged the staffing issue and advised discussions will take place on retaining locum consultants and the Trust will seek advice from the Western Trust where they have a management plan in place for locum consultants which has been successful. Dr O’Kane advised that a paper on Medical Workforce will be tabled for discussion at a forthcoming SMT.

Ms Donaghy asked how doctors’ training is balanced with service delivery. Dr O’Kane advised GPs have protected time for this and NIMDTA are very strict on releasing Doctors to undertake training. Programmes are in place to facilitate this. She advised their SPA sessions are used for training and also written into their job plans. Ms Donaghy welcomed this however she felt the same process should be adopted for other areas such as Nursing and AHPs.

At this point, Mr McDonald raised the impact of pension changes on the delivery of core activity to which Mrs Toal advised that the Department was closely monitoring the situation at national level.

iii) HCAI Report

Dr O’Kane presented the HCAI report and members discussed the detail. She advised that 2018/19 year to date (May 2019), there has been 1 MRSA bacteraemia case, considered non-preventable. For the

same period there have been 9 C. difficile cases within the Trust and 8 MSSA bacteraemia, 1 of which has been identified as preventable.

Dr O’Kane informed members Dr Damani will be undertaking a piece of work over the summer alongside students in relation to Infection Control. They will collect baseline data and information on training which will be used for improvements throughout the wards and into the community to strengthen that relationship.

Dr O’Kane advised that recruitment for a fourth Consultant Microbiologist was underway, which members welcomed.

iv) Executive Director of Social Work Report

Mr Morgan presented the Executive Director of Social Work report which provides a summary of activity and developments within the Social Work profession. He spoke of the Local Engagement Partnership where the theme of co-production has been promoted widely across the services and 27 co-production champions have been identified and trained.

Mr Morgan spoke of the Southern Trust Social Work Programme and reported that 83 student social work placements have been provided in this reporting year. Mrs Leeson asked, as the Trust is entirely dependent on the availability of practice teachers across the Adult and Children’s services to deliver this commissioned function, is there an incentive for practice teachers to undertake this role which will attract additional teachers. Mr Morgan advised of regional debate to agree consistent remuneration for practice teachers as this varies across Trust.

At this point, the Chief Executive advised that the implications of the partial implementation of the Mental Health Capacity Act were discussed by the Senior Management Team on 11th June 2019. Mr McNeany spoke of the potential significant impact across the Trust. Mr Morgan advised the Department of Health will be providing training from September 2019 to December 2019 across 4 different levels. Mr Morgan also indicated that his Training Team have been in touch with the Department to get a copy of their Training Programme.

The Chair asked for an update at a future meeting.

v) Corporate Parenting Report for the period 1st October 2018 – 31st March 2019 (ST939/19)

Mr Morgan presented the above named report and explained the Trust is required to provide a 6 month report to HSCB to provide assurance on compliance and to ensure Trust Board is briefed on its corporate parenting responsibilities.

Mr Morgan reported on the high level of activity and stated the number of Looked After Children known to the Trust has decreased slightly during the report period from 577 at 30th September 2018 to 560 at period end, however he noted the significant demands on placements available. He reported that 550 Children and Young People were registered on the Child Protection Register regionally, a rise of 55 from the previous reporting period.

Mr Morgan spoke of the demand and capacity pressures across all service teams. He provided an example of the challenges encountered, in particular an ongoing breach in Carrickore. He assured members RQIA were kept fully up to date with the issue. Mr Wilkinson added he undertook a visit to Oaklands and this issue was highlighted and noted staff are working closely with Carrickore for an alternative arrangement.

The Board approved the Corporate Parenting Report for the period 1st October 2018 – 31st March 2019 (ST939/19)

vi) Year-end Carers Action Plan Update 2018-20

Mrs McClements presented the Carers End of Year Progress Report and highlighted the key points. She advised this update is year 1 of the 2 year plan and the report has been produced to a shorter and concise report, which members welcomed. Mrs McClements noted that this was a cross Directorate action plan based on 7 regional themes. Mrs McCartan is the nominated Non-Executive Director for this area. Mrs McClements added that those actions with an amber rating will be carried forward to year 2 to ensure progress is monitored.

The Chair requested that this item be higher on the agenda to allow more discussion in the future.

12. UPDATED SHSCT BANK MANDATE (ST940/19)

Ms O'Neill sought Trust Board approval to update the banking mandate for the Trust following changes to Trust personnel, which is in line with Standing Financial Instructions.

The Board approved the Updated SHSCT Bank Mandate (ST940/19)

13. BOARD COMMITTEES

i) Governance Committee

– Minutes of meeting held on 7th February 2019 (ST941/19)

Ms Mullan presented the Minutes for approval and highlighted the key discussion points.

The Board approved the Minutes of the meeting held on 7th February 2019 (ST941/19)

– Summary of key issues from the meeting held on 21st May 2019

Ms Mullan advised of the key issues raised at the meeting held on 21st May 2019

– Annual Report 2018/19 (ST942/19)

Ms Mullan presented the Annual Report 2018/19 for approval.

The Board approved the Annual Report 2018/19 (ST942/19)

ii) Endowments and Gifts Committee

– Minutes of meeting held on 9th May 2019 (ST943/19)

Mrs Rooney presented the Minutes for approval and highlighted the key discussion points.

The Board approved the Minutes of the meeting held on 9th May 2019 (ST943/19)

– Summary of key issues from the meeting held on 4th June 2019

Mrs Rooney advised of the key issues raised at the meeting held on 4th June 2019.

– Annual Report 2018/19 (ST944/19)

Mrs Rooney presented the Annual Report 2018/19 for approval.

The Board approved the Annual Report 2018/19 (ST944/19)

iii) **Audit Committee**

– **Minutes of meeting held on 9th May 2019 (ST945/19)**

Mr McDonald presented the Minutes for approval and highlighted the key discussion points.

The Board approved the Minutes of the meeting held on 9th May 2019 (ST945/19)

– **Summary Key issues from the meeting held on 4th June 2019**

Mr McDonald advised of the key issues raised at the meeting held on 4th June 2019 as detailed within his written report.

– **Annual Report 2018/19 (ST946/19)**

Mr McDonald presented the Annual Report 2018/19 for approval.

The Board approved the Annual Report 2018/19 (ST946/19)

14. **APPLICATION OF TRUST SEAL (ST947/19)**

Ms O'Neill sought approval for the Application of the Trust Seal to contract documentation as outlined in members' papers.

The Board approved the Application of the Trust Seal (ST947/19)

15. **ANY OTHER BUSINESS**

The Chair asked each of the Professional Lead Directors if they wished to bring any issues to the Board's attention in respect of their roles. There were no issues to report.

The meeting concluded at 2.05 p.m.

SIGNED: _____

DATED: _____