

**Minutes of a meeting of the Board of Directors held on Wednesday,
19th March 2008 at 2.00 p.m. in the Boardroom, Trust Headquarters,
Craigavon**

PRESENT:

Mrs A Balmer, Chairman
Mr C Donaghy, Chief Executive
Mrs D Blakely, Non Executive Director
Mr M Dillon, Director of Finance and Procurement
Mr E Graham, Non Executive Director
Mr A Joynes, Non Executive Director
Mrs H Kelly, Non Executive Director
Mr B Dornan, Director of Children and Young People's Services/Executive Director of Social Work
Mr F Rice, Director of Mental Health and Disability Services/Executive Director of Nursing
Dr P Loughran, Medical Director
Miss E McLoughlin, Non Executive Director
Dr R Mullan, Non Executive Director

IN ATTENDANCE:

Mrs M McAlinden, Director of Performance and Reform
Mr J McCall, Director of Acute Services
Mrs J Holmes, Board Secretary
Mrs R Rogers, Head of Communications
Mrs S Cunningham, Southern Health and Social Services Council
Mrs S Judt, Committee Secretary (Minutes)

1. **CHAIRMAN'S WELCOME AND APOLOGIES**

The Chairman welcomed everyone to the meeting. She particularly welcomed members of the public and Mr George Savage MLA. Apologies were recorded on behalf of Mrs R Brownlee, Non Executive Director, Mr K Donaghy, Director of Human Resources and Organisational Development and Dr G Rankin, Director of Older People and Primary Care.

2. STRATEGIC ISSUES

- **RPA SAVINGS PLAN 2008/09 – 2010/11 (ST 72/08)**

The Chief Executive introduced the RPA Savings Plan 2008/09 – 2010/11 for Board approval. He explained that this paper sets out plans to achieve the Southern Trust's RPA savings target of £6.1m by 2010/11. Following Trust Board approval, the Trust will communicate with staff on how the details of the plan will be taken forward. He assured members of the Trust's commitment to do everything possible to avoid compulsory redundancies.

Mr Dillon in presenting the RPA Savings Plan, advised that one of the key drivers for organisational change was to drive down management and administration costs and redirect the savings into front line services. Plans publicly announced by the Minister in March 2007, involved a reduction of nearly 1700 management and administration posts and savings of more than £53m regionally by April 2011. The Southern Trust's pro rata share of this proposed reduction of 1700 posts is around 250 whole time equivalents, with resultant savings of £6.1m. These reductions in posts are expected to accrue across the following categories of staff:

Administration and Management – 25% reduction;
Professional Administration Support – 10%;
Professional Management – 12.5%.

Mr Dillon stated that many functions, as well as locations across the Trust's area will be affected. He advised that the Trust plans to achieve the 250 whole time equivalent reductions by the following means:-

Voluntary Early Retirement	75
Voluntary Redundancy	50
Redeployment	125

The Chief Executive stated that each Directorate has been allocated a formal target, setting out the savings and the associated whole time equivalent reductions required from their Directorate. Each Director is required to produce a delivery plan by 31 March 2008.

Mr Dillon stated that it should also be noted that in the Trust's target of £6.1m, is some £600k which can only be achieved whenever regional Shared Services (local centralisation of functions) are implemented.

In commending the RPA Savings Plan to the Board for approval, Mr Dillon stated that RPA savings represent the single biggest element of the Trust's Reform and Efficiency Plan (£6m out of £36.5m) and delivery of this target will be crucial to the success in delivering the overall plan.

Mr Joynes asked how confident the Trust was about achieving the reduction of 250 posts by voluntary early retirement; voluntary redundancy and redeployment. The Chief Executive responded by saying that he was confident that the Trust would deliver on this target. He explained that 40 voluntary early retirements have been agreed to date as well as a number of voluntary redundancies. Mr Dillon pointed out that vacancy controls had been put in place to ensure that there was maximum scope for the deployment of staff and the Trust has in place a RPA Scrutiny Committee to implement this control.

Mr Dornan stated that whilst the Operational Directors were confident that they could deliver the required savings, it was important to note that this process is a major re-adjustment for staff and the challenge is to maintain standards as the plan is implemented. Mr McCall stated that this presents the Trust with an opportunity to examine how its provides services and to look at ways for improvement to achieve better outcomes for patients, clients and communities and better value for money.

The Chairman invited questions from members of the public.

In response to a question from Mr Savage as to whether staff who avail of Voluntary Early Retirement could be re-employed within the organization, the Chief Executive replied that staff who avail of this option, would not be re-employed within the Trust

The Board of Directors approved the RPA Savings Plan 2008/09 – 2010/11 (ST 72/08)

3. **CAR PARKING – PROGRESS REPORT**

The Chief Executive stated that car parking at Craigavon Area Hospital had generated a high amount of interest, with the Trust having representation from all five District and City Councils, as well as from Politicians and members of the public on the level of congestion. He stated that this congestion was largely due to an inadequate provision of suitable car parking and to address this situation, he introduced a paper outlining progress on the planned development of on-site parking provision and parking management arrangements. The Chairman invited Mr McCall to highlight the key aspects of the report.

Mr McCall outlined the following key developments to improve provision by providing additional parking of almost 500 spaces as follows:-

- Maternity (Car Park 3) and Car Park 1 are to be limited to visitor and patient access only through the introduction of Barrier Entry Systems and the application of a nominal charge. Car parking spaces for the disabled in Car Park 1 will be increased from 19 spaces to 29 spaces;
- 170 additional spaces were opened in Car Park 5 at the end of February, with improved access and signage to the main hospital block to be completed by end April;
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- Car Park 6 at the new Mental Health Unit will mean an additional 300 spaces;
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- Protected car parking (through Barrier Entry Systems) will be introduced in Car Parks 2, 4, 5 and 6.
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- Proposals are being developed for the provision of a new Entrance/Exit to the hospital site at Lisnisky Lane.

Mr McCall advised that the total Capital funding required is £454,183. This includes Closed Circuit TV (CCTV) and in discussion, it was agreed that it was essential to have this in place for everyone's safety. Mr Joynes queried if there were other sources of funding for CCTV, e.g. NIO Community Safety Partnerships. The Chairman agreed that this option would be explored and reported on at the Directors' Workshop on 1st April 2008.

Mrs Cunningham welcomed this initiative and asked about charging for car parking. She emphasised that any pay system needs to be simple to use especially if exemptions/concessions will be applied. Mr McCall responded by saying that the charging arrangements will be comparable to those in place in other hospitals in the Province. A charging policy will be developed and any income generated will be redeployed to support car parking provision. He went on to say that the Trust Car Parking Strategy will encompass Craigavon Area, Daisy Hill and South Tyrone Hospitals.

Mrs Blakely asked about the response from staff on charging and if lower paid staff would be disadvantaged. Mr McCall assured the Board that lower paid staff would not be disadvantaged as payments would be relevant to car parking usage and not staff's ability to pay. He advised that in discussions within the legacy Trusts, there was acceptance of a modest charge, but he emphasized that before a charging policy would be implemented, there would be consultation processes across the Trust.

The Chief Executive stated that in discussions with the District and City Councils, MLAs and other Politicians, the concept of charging for car parking has been welcomed on the assurance that the money generated will be reinvested into the hospital site.

In response to a question from Mrs Kelly about the involvement of user groups on the Steering Group, Mr McCall advised that the Car Parking Steering Group has been reconstituted and he assured Board members that consultation with hospital users would take place. The Chairman assured the meeting that in the final report presented to Trust Board, consideration will be given as to whether full account has been taken of user involvement throughout the whole process.

Concern was expressed about the car parking situation at Daisy Hill Hospital. The Chief Executive advised that this has been a concern of Newry and Mourne Council and the Trust has responded to the initiative proposed by the Council. Mrs McAlinden explained that the Trust had engaged a Car Parking Management Consultant and it was their recommendation that the option to lease the land over a two-year period would not provide best value for the Trust due to the cost to convert that piece of land to car parking. The Management Consultant also looked at the potential short and long term direction and there is a short term proposal for slight extension to car parking provision on site. The longer term solution would be more of a structural solution at a high cost to the Trust.

Mr Joynes raised the matter of clamping and asked how the Trust would manage and police this. The Chief Executive advised that such measures will have to be explored in more detail.

Mr Savage welcomed the proposals to improve car parking facilities at Craigavon Area Hospital and asked if consideration had been given to ensure that areas would be well lit at night time. The Chief Executive assured Mr Savage that well lit security was an important part of the process to ensure staff and patient safety.

4. **LEGACY TRUST CHARITABLE TRUST FUNDS ACCOUNTS 2006-07:
REPORTS TO THOSE CHARGED WITH GOVERNANCE (ST 69/08)**

Mr Dillon reminded members that the Trust Funds Accounts had been reviewed by the Audit Committee on 19th September 2008 and approved by Trust Board on 25th September 2007. He explained that the N.I. Audit Office has now formally issued the Governance letters and Audit Certificates.

Members were advised that an unqualified audit opinion on all four legacy Trust Charitable Trust Fund Accounts had been issued that there were no matters arising.

The Board of Directors approved the Reports to those charged with Governance (ST 69/08)

5. **BOARD COMMITTEES**

i) **Endowments and Gifts Committee (ST 71/08)**

Dr Mullan presented the minutes of the inaugural meeting of the Endowments and Gifts Committee held on 8th October 2007. At this meeting, members considered the Terms of Reference and membership of the Committee; considered the Trust Funds Accounts 2006/07 and the financial position for Trust Funds for the five months ended 31 August 2007; Mr Chris Reid, Internal Audit Services gave an overview of Trust Funds. Mr Joynes expressed concern that the total Trust Funds balances amounted to £3.1m as at end August 2007. Mr Dillon assured members that the E&G Committee considered such issues as investment and disbursement of Trust Funds and had a work plan in place to address such issues.

6. **ANY OTHER BUSINESS**

i) **Maternity Services at Craigavon Area Hospital**

Mrs Kelly drew members' attention to the front page story in this week's Tyrone Times entitled 'Midwife Crisis at Craigavon Area Hospital. This contained a number of allegations suggesting a recruitment crisis at the hospital. Mr McCall assured members of the approaches being taken by the Trust to recruit midwives to ensure adequate midwifery staffing levels at both Daisy Hill and Craigavon Area Hospitals. Mrs Rogers stated that the story was published without a detailed response from the Trust and the paper has since apologized for publishing the story. Mrs Rogers will be preparing a statement from the Trust to be included in the Tyrone Times and she agreed to circulate this to members.

Mrs Kelly referred to the claim that a midwife service based at Sure Start has had to close because of staff shortages and asked for reassurance that the midwifery service would be reinstated to Sure Start. Mr McCall stated that whilst in the short term, there had been a modest reduction in order to ensure that there were adequate levels of midwifery staffing within the main hospital, he assured members that there would be no diminishment of the midwifery service to Sure Start in the longer term.

**The next Board of Directors meeting will be held on
Tuesday, 29th April 2008 at 10.00 a.m. in the Boardroom,
Southern Trust Headquarters**