



Board of Directors Meeting

Venue: Videoconference

Date: Thursday, 4 June 2020

Time: 1330 hours

Chairman: Kathryn Lavery

Board Members:

Kathryn Lavery	(KL)	Chairman
Rod Barnes	(RB)	Chief Executive
Mark Bradley	(MB)	Executive Director of Finance
Christine Brereton	(CB)	Director of Workforce and Organisational Development
Anne Cooper	(AC)	Non-Executive Director
Tim Gilpin	(TG)	Non-Executive Director
Stan Hardy	(SH)	Non-Executive Director
Dr Julian Mark	(JM)	Executive Medical Director
Karen Owens	(KO)	Director of Urgent Care and Integration
John Nutton	(JN)	Non-Executive Director
Steve Page	(SP)	Executive Director of Quality, Governance and Performance Assurance/Deputy Chief Executive
Jeremy Pease	(JP)	Non-Executive Director
Nick Smith	(NS)	Executive Director of Operations

Apologies:

Phil Storr	(PS)	Associate Non-Executive Director
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In Attendance:

Mandy Wilcock	(MW)	Associate Director of Corporate Affairs
Simon Marsh	(SM)	Chief Information Officer

Minutes produced by:

Juliana Field	(JF)	Head of Corporate Affairs
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In accordance with the Public Bodies (Admission to Meetings) Act 1960 representatives of the press and other members of the public are excluded from this meeting under Section 1 Clause 2, for other special reasons which relate to Government advice around avoiding unnecessary social contacts during the current coronavirus outbreak.

Opening Business

TB20/001	<p>Apologies and Declaration of Interests: Apologies were noted as above. Any declarations of interest would be considered during the course of the meeting.</p>
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TB20/002	<p>Minutes of the Previous Meeting held on 28 November 2019 including Matters Arising (not on the agenda) and Action Log</p> <p>The Minutes of the Meetings held on 28 November 2019 were approved as a true and fair representation of the meeting.</p> <p>The Action Log was reviewed noting that all actions were complete or not yet due.</p> <p>Matters Arising Members discussed the letter from the Chief Executive of NHS England around engagement of staff from Black, Asian and minority ethnic (BAME) backgrounds and staff with disabilities in decision making. It was agreed that a report would be produced for the next Board meeting regarding the work being progressed by the diversity and inclusion team during the pandemic, and how the Disability and BAME Networks were being engaged; including opportunities to engage in decision making.</p> <p>Action</p> <ul style="list-style-type: none"> • CB to provide a report to the next meeting around Diversity and Inclusion and Covid-19. The Chairs of both the Disability and BAME Networks would be invited to attend/present at the meeting.
TB20/003	<p>Record of Urgent Decision Members received the record of the decision made 20 April 2020 and supporting paper.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the record of the decision <p>At this point the Chairman ask the Board for its agreement to defer agenda items 2.1 to 2.4 (Annual Report and Accounts, including the Annual Governance Statement) to 25 June 2020 as the Auditors had not yet completed their work. It was requested that should any amendments be required to the narrative these be sent to the Head of Communications and Community Engagement.</p> <p>The Board agreed to defer agenda items 2.1 to 2.4.</p>
TB20/004	<p>Chief Executive's Report: Covid-19 update Members received the report which provided an update on YAS' response to the Covid-19 pandemic.</p> <p>It was noted that key areas of work at present focussed around safe working guidance, social distancing and risk mitigation across all sites. Guidance was also being produced for the management teams on site based risk assessment.</p> <p>Additionally, the Trust was preparing to commence antibody testing which would be offered to all staff over the next six weeks, work had commenced and considerations made around the longer term impact on home workers and support they may require and the Patient Transport Service (PTS) had undertaken modelling which looked at the impact of an increase in outpatient appointments.</p>

It was noted that following the implementation of Test and Trace, there had been an increase in staff isolating within a number of localities. However, assurance was provided that this had not impacted overall service delivery as initially expected.

Members were informed that the Nightingale hospital in Harrogate was being utilised for diagnostic work. It was noted that Covid-19 related admissions at both a national and regional level appeared to have reduced. However, there was still a requirement to remain prepared given the possibility of a potential increase in activity.

A query was raised around the level of coverage, within the Annual Report, given to the potential impact of the pandemic on the way in which YAS would operate in the future. A discussion was held around the content of the annual report and it was agreed that consideration would be given to how this might be reflected.

Action

- **Consideration to be given as to how the impact of the pandemic on the way YAS might operate in the future be reflected within the Annual Report.**

A query was raised around the purpose of the antibody testing and whether any operational decisions were being made based on any findings. It was confirmed that there was no immediate clinical benefit of an antibody test, as it would only detail whether an individual had been exposed. However, it would allow there to be an understanding of the virus at an epidemiological level.

How was the PTS preparing for the transition to routine business and had what considerations had been made around transporting two patients, which some other trusts had started to implement? It was confirmed that the Trust Executive had held discussions around the modelling of increased activity retaining the single occupancy policy. This included opportunities for more flexibility working with colleagues from the 999 service to support delivery. It was noted that the fleet replacement strategy for PTS was also being progressed and a paper was being produced for the July Board meeting. It was agreed that the paper should cover both fleet profile and occupancy given that a sustained increase in discharges and routine activity for PTS.

The Board resolved to:

- **Note** the update and
- **Receive Assurance** regarding the activities undertaken in response to the Covid-19 pandemic.

RECEIVE THE ANNUAL REPORT INCLUDING THE ANNUAL ACCOUNTS 2019/20 AND ANNUAL GOVERNANCE STATEMENT 2019/20

TB20/005

Annual Report & Account 2019/20

- Annual Report
- Annual Governance Statement
- Head of Internal Audit Opinion and Report
- Trust Accounts for 2019/20

Deferred to 25 June 2020

Letter of Representation to External Audit

Deferred to 25 June 2020

External Audit Report For Those Charged with Governance

Deferred to 25 June 2020

ITEMS FOR DISCUSSION

TB20/006 **End of Year Review: Health and Wellbeing Plan 2019/20**

The Board received the paper which provided information on the delivery of the Health and Wellbeing Plan for 2019/20.

It was noted that work had begun to develop a plan for 2020/21 which had been impacted and halted due to the pandemic. Information had been collated using the staff survey results, NHSI self-assessment process and a needs analysis. It was recognised that further information would be gathered through the work of the Recovery Cell and Quality Improvement ideas prior to objectives for a 2020/21 health and wellbeing plan be proposed.

A discussion was held around how the impact of the health and wellbeing plan could be assessed and the requirement for robust key performance indicators.

The Board recognised the work taken forward and positive impact the health and wellbeing team both before and during the pandemic. It was noted that this represented a significant change in the quality and access to health and wellbeing support for staff over the past year.

A discussion was held around specific pieces of work including; moving and handling and working from home arrangements. It was noted that the Trust was undertaking work in these areas supported by the Health and Safety team to develop guidance documents, training and implementation. Although some work had been slowed due to the impact on resource to respond to the pandemic.

The Board resolved to:

- **Note** the delivery of the 2019/20 Health and Wellbeing Plan and acknowledge plans for the development and delivery of the plan for 2020/21.

ITEMS FOR INFORMATION AND ASSURANCE

TB20/007 **Freedom to Speak Up Report Six-Monthly Review**

The Board received the paper which provided an update on local and national Freedom to Speak Up (FTSU) activity across Q1 & Q2 2019/20 (1st April 2019 to 30st September 2019) to the Trust Board.

During the period outlined in the report, 28 FTSU concerns were raised with a number of themes identified including: HR process, practice and culture of driver training, bullying and harassment, flexible working, mobile devices on vehicles and the sign off process for serious incidents. All concerns had been investigated and appropriate action taken.

It was noted that one of the recommendations put forward by the Freedom to Speak Up: Guidance for Boards published in 2019 was for consideration to be given to staff having the opportunity to share their experience of FTSU with the Board. Work was being progress around facilitating this to support learning around specific issues. In addition, consideration was being given as to how information received via FTSU could be triangulated with concerns and complaints rated to see where improvements

	<p>could be made through proactive action.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the report.
TB20/008	<p>Risk Management Report with Corporate Risk Register and Risk function updates.</p> <p>Members received the paper which provided an update on the latest position regarding corporate risks and reported on the development of a specific risk log for Covid-19.</p> <p>Members noted the specific risks related to Covid-19 as detailed in pages 2, 3 and 4 of the report. It was acknowledged that this represented a point in time and that it was anticipated that further risks would be added, these would be included in the next iteration of the report.</p> <p>It was noted that consideration was also being given to opportunity risk, where the Trust might fail to take advantage of learning from the current situation. This was being informed thought both YAS and system wide discussions, and would be included in the risk register as appropriated.</p> <p>It was anticipated that a refresh of the Board Assurance Framework would be required in recognition of the impacts of the pandemic at a strategic level.</p> <p>A discussion was held around the current format/presentation of the Corporate Risk Register. It was noted that this was being considered by the team as to the production of a high-level document for the Board.</p> <p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the development of a specific risk log relating to Covid-19, and the individual risk recorded to date. • Ensure that the Corporate Risk Register comprehensively reflects their business risks, particularly in the context of Covid-19.

Closing Business

TB20/009	<p>Key Points Arising and Review of the Meeting</p> <p>The Chairman reviewed and noted the key points arising from the meeting including:</p> <ul style="list-style-type: none"> • Update from the Executive around the Trust's response to the pandemic • Positive impact of the Health and Wellbeing team and development of a plan for 2020/21 • Assurance received around Freedom to Speak Up process and action taken.
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To be resolved that the remaining business to be transacted is of a confidential nature and 'that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest', Section 1 (subsections 2 & 3), Public Bodies (Admission to Meetings) Act 1960.

Date of the Next Meeting of the Trust Board Held in Public: 25 June 2020

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

_____ CHAIRMAN

_____ DATE

DRAFT