

NHS Education for Scotland

MINUTES OF THE ONE HUNDRED AND TWENTY-FIFTH BOARD MEETING HELD ON THURSDAY 15TH SEPTEMBER 2016 AT WESTPORT 102, EDINBURGH

Present: Dr Lindsay Burley (Chair)
Ms Susan Douglas-Scott, Non-executive member
Dr Colette Ferguson, Director of NMAHP
Mr Douglas Hutchens, Non-executive member
Ms Caroline Lamb, Chief Executive
Dr Doreen Steele, Non-executive member
Ms Susan Stewart, Non-executive member
Dr Andrew Tannahill, Non-executive member
Ms Carole Wilkinson, Non-executive member

In attendance: Mr David Ferguson, Board Services Manager (Board Secretary)
Professor Rowan Parks, Deputy Director of Medicine
Ms Dorothy Wright, Director of Workforce
Ms Susanne Forrest, Programme Director, NMAHP (agenda item 8b only)
Mr Henry Simmons, Chief Executive, Alzheimer Scotland (agenda item 8b only)
Mr John MacEachen, Head of Corporate Communications
Ms Judy Thomson, Director of Psychology Training

1. APOLOGIES FOR ABSENCE

Apologies were received from Professor Stewart Irvine (Director of Medicine), Liz Ford (Employee Director) and Audrey McColl (Director of Finance).

2. DECLARATIONS OF INTEREST

Any declarations of interest are noted in the appropriate sections of these minutes.

3. CHAIR'S INTRODUCTION

The Chair welcomed everyone to the meeting, including Professor Rowan Parks (Deputy Medical Director), who was deputising for Professor Stewart Irvine.

It was noted that Henry Simmons (Chief Executive, Alzheimer Scotland) and Susanne Forrest (Programme Director, NMAHP) would be joining the meeting to participate in the agenda item on Dementia (item 8b).

4. CHIEF EXECUTIVE'S REPORT

(NES/16/67)

The Chief Executive highlighted the following particular items from this report, which provided information and updates on a wide range of NES activity:

- Congratulations were conveyed to the NES Pharmacy Team on their success in winning the UK Royal Pharmaceutical Society 'Excellence in Education' Award.
- The SNP government's recent announcement of its Programme for Government, with particular reference to the sections relevant to health.
- Progress in relation to the preferred option in terms of the rationalisation of NES property in Aberdeen.
- Applications for the additional 100 GP training posts have now closed.
- A range of digital developments went live recently.
- The development of an oral health module for nursery nurses.
- The successful completion of Milestone 4 in relation to the GMC Recognition of Trainers, on a 'once for Scotland' basis.
- Recent press coverage regarding pre-registration nursing training places.

The Board commended the work undertaken by the Corporate Communications team to encourage recruitment to GP and other medical specialty training in Scotland.

Some concern was expressed regarding the lack of reference to service re-design in the context of the forthcoming Scottish Government review of the structure of NHS Boards in Scotland.

5. MINUTES OF THE ONE HUNDRED AND TWENTY-FOURTH BOARD MEETING HELD ON 4th AUGUST 2016 (NES/16/65)

The minutes of the previous Board meeting were approved.

Action: DJF

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising which did not feature elsewhere on the agenda.

7. GOVERNANCE AND PERFORMANCE ITEMS

a. Finance & Performance Management Committee: 24th August 2016 (NES/16/68)

The Board received and noted the minutes and a summary report, which were introduced by the Chair.

b. Finance Report (NES/16/69)

The Chief Executive introduced a paper providing an update on the current year to date expenditure position compared to the planned budget and a forecast of the anticipated outturn at 31st March 2017. The following points were highlighted:

- At 31st July 2016, the year-to-date position is an underspend of £1.3 million, with a forecast underspend of £0.9 million at the year-end.
- The forecast underspend reflects the potential impact of recruitment to foundation, core and specialty medical training commencing in August.
- The forecast for Hospital Training Grades is currently being updated to reflect the actual uptake of posts from August, as reported by the NHS Boards, and the results of local NHS Board recruitment (locum appointments for training).

The following points arose in discussion of the paper:

- It was acknowledged that use of the word 'target' in relation to savings arising from opting out of the pension scheme was open to misconstrual. While it was confirmed

that some savings in relation to superannuation costs were envisaged as a result of staff choosing to opt out of auto-enrolment into the pension scheme, it was stressed that NES encourages all staff to join the pension scheme.

- It was anticipated that the funding allocations not yet received in relation to work underway in the NMAHP Directorate would be forthcoming in due course.

The Board noted and was content with the current financial position.

c. Performance Report **(NES/16/70)**

The Chief Executive introduced a paper providing an overview of NES's performance against the planned impact set out in the Local Delivery Plan (LDP) for the first quarter of the 2016-17 reporting year. It was emphasised that the report focuses on reporting by exception, providing more detail on those performance targets assessed as being Red or Amber.

The current format of the report was commended.

It was highlighted that progress in relation to the two high priority Amber targets was outwith the direct control of NES.

Attention was drawn to three low priority Red targets relating to educational developments with regard to learning disabilities which are to be closed. It was clarified that this was a timing issue, with these targets having been overtaken by events. It was agreed that this point should be made clear in the accompanying narratives. **Action: CF**

Following discussion, the Board noted and was content with the current performance of NES.

d. Staff Governance Committee: 28th July 2016 **(NES/16/71)**

The Board received and noted the minutes and a summary report, which were introduced by Susan Douglas-Scott.

It was noted that it had been necessary to adopt, in partnership, a clear policy position in relation to the recording of meetings, as there had been a small number of instances where meetings had been recorded covertly.

It was also noted that the committee had ratified the NES Prevent Policy, which will require sensitive and careful implementation, including communication.

e. Committee meeting dates for 2017-18 **(NES/16/72)**

Although not consulted previously, Carole Wilkinson confirmed that she was content with the dates proposed for Audit Committee meetings in 2017-18.

The Board approved the proposed standing committee meeting dates for the period April 2017 to March 2018. **Action: DJF**

On an associated point, it was confirmed that the January 2018 Board meeting was scheduled to take place on Wednesday 24th January.

8. STRATEGIC ITEMS

a. Annual Review 2016

(NES/16/73)

The Chief Executive introduced a briefing paper on the arrangements for the next NES Annual Review on 10th October 2016. The paper incorporated the required Self-Assessment Document (SAD) and 'At a Glance' briefing. The following points were highlighted:

- For the third consecutive year, this will be a non-Ministerial review.
- Invitations have now been issued.
- There will be an associated range of exhibitions showcasing areas of NES's work.

Members noted the arrangements for the next Annual Review and some discussion took place on the draft Self-Assessment Document (SAD) and 'At a Glance' briefing, resulting in the following main points;

- It was suggested that the 'At a Glance' paper should be more focussed on outcomes, perhaps drawing on some of the material in Appendix 1 of the SAD.
- It was agreed that section 1.3 of the SAD (The Workplace Learning Environment) should include greater reference to the Scotland Deanery's reporting to, and dialogue with, the General Medical Council, and resultant actions including enhanced monitoring arrangements.
- It was agreed that, in section 2.2 of the SAD (Safe and Effective Care), HAI should be set out in full, i.e. healthcare associated infection.
- It was suggested that section 3.5 of the SAD (Improving Health and Reducing Health Inequalities) could usefully be redrafted to ensure a clearer understanding of 'health improvement'; contained some examples that might be better located elsewhere in the document; and would benefit from further examples in relation to prevention and the promotion of wellbeing. It was agreed that the same section could usefully include reference to the October 2015 Board Workshop on Health Inequalities and the work which has been undertaken since.
- Some suggestions were made in relation to the wording of the narratives relating to the first three key outcomes for 2014-19 set out in Appendix 1 of the SAD.

Arrangements will be made to take account of the foregoing points, as appropriate, in revising the SAD and 'At a Glance' papers.

Action: CL

b. Dementia

(NES/16/74)

Henry Simmons (Chief Executive, Alzheimer Scotland) and Susanne Forrest (Programme Director, NMAHP) were welcomed to the meeting for this item.

Colette Ferguson, Susanne Forrest and Henry Simmons spoke to a paper which had been circulated to provide information on progress with the NES/SSSC Dementia work programme since 2010, with a particular focus on NES's positive partnership working with Alzheimer Scotland, and how it is intended to build on this work in the context of Scotland's next Dementia Strategy. The following points were highlighted:

- The partnership work is guided by a human rights based approach to the provision of dementia care, which recognises the powers, rights and controls of citizens.
- The work programme is fully aligned with the NES/SSSC 'Promoting Excellence' dementia knowledge and skills framework.
- Transformational change has been achieved in relation to educational developments, culture shift and the alignment of resources, with Specialist Nurses/Nurse Consultants and Dementia Champions now in place in all territorial NHS Boards.

During discussion, some Board members declared interests, as follows, although it was not considered necessary for them to withdraw from the meeting while the discussion took place:

- i. The Chair declared a particular interest in work related to dementia.
- ii. Susan Douglas-Scott declared an interest in the human rights based approach and her involvement in a range of third sector activity.
- iii. As Director of the Open University (OU) in Scotland, Susan Stewart highlighted the free online dementia-related resources provided by the OU for carers.
- iv. Douglas Hutchens declared his involvement as a Senior Associate with the Dementia Services Centre in Stirling.

Discussion of the paper generated the following main points:

- It was confirmed that skilled teams are in place to support the care home environment.
- The importance of ensuring sufficient cascade to enable the widening of reach and the deepening of penetration into practice was emphasised. It was noted that the Specialist Nurses/Nurse Consultants and Dementia Champions play key roles in cascading expertise and helping to build a critical mass in NHSScotland. Educational developments also play a key role in this, as do the developmental inspections carried out by the Care Inspectorate. The SSSC is currently addressing the challenge of ensuring comparable reach and depth in the social care sector.
- While there are some excellent examples of care at home provision, there is a need to make the online learning materials accessible and available to carers and care at home providers.
- It was confirmed that carers are regularly involved in the work relating to the development of educational resources.
- It was noted that the Turas Learn digital platform has a useful role to play in the spread and reach of educational resources to all sectors and interest groups.
- The breadth and complexity of the third sector was recognised. This can be daunting for organisations seeking to enter into collaborative working with a third sector partner(s).
- The Board acknowledged the strength and potential of the partnership working between NES and Alzheimer Scotland.
- Attention was drawn to the relevance of equality and diversity dimensions beyond the issue of accessibility of learning – reflecting, for example, unequal impact of dementia on people in different socioeconomic circumstances and in relation to equality and diversity protected characteristics.

Following this discussion, Henry Simmons and Susanne Forrest were thanked for their helpful paper and their contributions to an interesting and useful discussion and they left the meeting at this point.

The Board reflected on the discussion and acknowledged the progress and success of the partnership between NES and Alzheimer Scotland. It was also acknowledged that there is a wide range of third sector organisations with a focus on dementia and that there is a need to ensure an inclusive approach to NES engagement in this area. It was therefore agreed to reflect on this point and to continue to liaise with Scottish Government regarding the 3rd Dementia Strategy and engagement with a range of organisations in taking the work forward.

Action: CF

c. Safety and Improvement Strategy

(NES/16/75)

Professor Rowan Parks introduced a paper providing a briefing on the NES strategic framework for the continued innovation, design and integration of relevant educational developments, resources and outputs to support the health and social care workforces in the areas of patient safety, quality improvement, human factors and clinical skills. The following points were highlighted:

- A new overarching Safety and Improvement Educational Executive Board (SIEEB) has been established to provide leadership and accountability for all aspects of NES's safety and improvement work. The SIEEB reports to the Executive Team via the Director of Medicine.
- The multi-professional and cross-directorate nature of the work was highlighted.
- Attention was drawn to the vision and mission; current activities; and strategic themes and outcomes set out in the paper.
- The role of the Corporate Communications Team in the dissemination, design and branding of the outputs of the work was commended.

Discussion of the paper generated the following main points:

- NES collaborates with a range of partners in the complex safety and improvement landscape, including NHS Boards, Royal Colleges and HIS. NES has a productive working relationship with HIS, although it was acknowledged that there is some confusion externally in relation to the respective roles of the two organisations and there may be a degree of overlap.
- It was confirmed that the safety and improvement work is fully aligned with NES's strategic and operational planning frameworks.
- It was acknowledged that it would have been useful to complete the Equality and Diversity section of the cover paper, particularly to highlight the contribution of this workstream to NES's strategic approach to reducing health inequalities.
- It was agreed that it would be useful to number the pages in the strategy document.
- It was suggested that the section of the paper on Background and Context would be enhanced by the inclusion of specific timeframes for developments.
- It was confirmed that the intention will be to bring periodic updates on this work to the Board.

Following discussion, and subject to taking account of the foregoing points, as appropriate, the Board endorsed the Safety and Improvement Strategy for 2015-19. **Action: RP**

9. ITEMS FOR NOTING

a. Training and development opportunities for Board members **(NES/16/76)**

The Board noted a paper providing information on upcoming training and development opportunities for Board members.

b. Partnership Forum: 25th August 2016 **(NES/16/77)**

The Board received and noted the minutes of the meeting and a summary, which were introduced by the Chief Executive.

This meeting had taken place in Dundee and there had been a useful meeting with the local staff beforehand.

10. ANY OTHER BUSINESS

a. Board Planning Day on Thursday 13th October 2016

The Chair advised that a programme for the next Board Planning Day was currently being prepared, with an expectation that the event would finish with a sandwich lunch.

11. DATE AND TIME OF NEXT MEETING

Thursday 27th October 2016 at 10.15 a.m.

NES
September 2016
DJF/dw/lb/cf/sf/at/cl