



**MINUTES OF THE Trent Branch HEFMA MEETING
Held on 25th November 2020, via Microsoft Teams**

PRESENT:

Nick Phillips, South West Yorkshire Partnership NHS FT (Chair)
 Helen Payne, SHSC Foundation Trust (Treasurer)
 Chris Tann, Chesterfield Royal Hospital NHS FT (Vice-Chair)
 Nigel Myhill, Individual Member (Secretary)
 Donna Jones, Nottingham University Hospitals NHS Trust
 Mark Jackson, The Rotherham NHS Foundation Trust
 Ian Murray, Derbyshire Community Health Services NHS FT
 John Clarke, Lincolnshire Partnership NHS FT
 Kay Mulcahy Nottinghamshire Healthcare NHS FT (left early)
 Andrew Jones, Sheffield Teaching Hospitals NHS Trust
 Andy Carr, Mid York's NHS Trust
 Ian Johnson (Individual Member)
 Robert McCubbin, Barnsley Hospital NHS FT
 Emma Bolton, Community Ventures Limited
 Jane Fitch, NHS England and NHS Improvement
 Ryan McCormack, Chesterfield Royal Hospital NHS FT
 Ian Allen, Kettering Hospital General Hospital NHS FT
 Simon Tighe, Northern Lincolnshire & Goole Hospitals NHS FT
 James Clarke, SHSC Foundation Trust
 Sue Stockley NHS E and NHS I (presenter)

		<u>Action</u>
1	<u>Apologies for Absence</u>	
	The following apologies were received before the meeting. Stuart Finn, Northampton General Hospital NHS Trust Jug Johal, Northern Lincolnshire & Goole Hospitals NHS FT Ben Widdowson, Sherwood Forest Hospitals NHS FT Kirsty Edmondson-Jones, Doncaster and Bassetlaw NHS FT	
2	<u>Minutes of the Last Meeting</u>	
	The minutes of the last meeting (24 th September 20) had been circulated with the agenda and these were accepted as a true record of the meeting.	
3	<u>Action Log (actions from previous meetings)</u>	
	The action log was updated with actions before the meeting. The action log was discussed at the meeting and updates made.	
4	<u>Matters arising</u>	
	No items were raised.	

5	<u>Branch Treasurer's Report</u>	
	<p>Branch conference one further sponsor had paid since the last meeting. Sponsors and Members fees remain outstanding, Helen to pick up with Stuart around reissuing invoices to chase payment</p> <p>Helen reported that branch funds currently stood at £25693.38. There was little movement due to COVID.</p> <p>Four branch members subscriptions remain outstanding Helen to chase these organisations.</p>	HP HP
6	<u>National Council Feedback</u>	
	Nick reported that the last National Council meeting had been cancelled and the next meeting is 15 th December.	
7	<u>Sustainability</u>	
	Nick reported that the first meeting was held 28 th October, the minutes have been confirmed and the next meeting will be held 11 th February. He went on to report that the meeting was attended by 8 trust representatives and produced good discussion. The sustainability section of the Hefma strategy was reviewed and commented on by attendees this was feedback to National Council.	NP/NM
8	<u>Training Events</u>	
	<p>A general discussion was undertaken about opportunities for providing useful training to members via branch funds.</p> <p>Rob McCubbin, had previously suggested Teams training, which BHFS may be able to host, he will review and report back.</p> <p>Nick reported that he had not had a chance to review the IHEEM Health Care Planning training. The branch will look to fund 3 places on these courses if they provide to be suitable for members.</p> <p>Donna Jones asked if anyone had produced a simple to use guidance for staff around the Lateral Flow tests, Simon Tighe provided a link to online video and John Clarke providing guidance used in LPT. These were circulated.</p>	RMcB NP
9	<u>The NHS People Plan</u>	
	A further update from the last meeting around the NHS people plan was provided by Andrew Jones pointing out that NHS Improvement was due to launch an EFM strategy and that this should contain areas of staff development. Jane Fitch agreed to see if any further details were available.	JF

<p>10</p>	<p>Hospital Food Review</p> <p>Andrew Jones reported that this had been published and was a good report with clear recommendations. The Hospitals Caterers Association (HCA) had signed up to the report so it's important that members get on board. There may be money available to implement some of the recommendations such as electronic food ordering systems.</p>	
<p>11</p>	<p><u>Feedback from Members</u></p> <p><u>NP/SWYPFT</u> Looking for funding from ICS monies, for on-suites facilities in wards. Staff had started coming back into work during the summer, and now due to rise in cases, they were going back to remote working.</p> <p><u>DJ/NUH</u> Car parking, charging patient and visitors, in the region four other trusts, are charging most trusts are not charging staff.</p> <p><u>KM/NHFT</u> Lead provider for Mass COVID vaccination sites currently has a license for one site in Mansfield, others to follow. Vaccinations being delivered by the acute trust. Rolling out lateral flow tests to staff. Head operation estates adverts currently out. Staff morale an issue, with burnt-out being reported.</p> <p><u>RM/BHFT</u> HSE visit, risk assessments and communications, PPE. Staff redeployment has caused moral issues but trying to keep people up Oxygen infrastructure, Barnsley presenting at the NHS I event.</p> <p><u>EB/Com/Vent</u> Also involved in vaccine sites set up. Worried about the delivery of the capital programme, due to Brexit, and on the vaccine sites</p> <p><u>AJ/STH</u> STH lead of Vaccinations, E&F not as organised it. Gained winter monies for additional resource to help in patient flow, cleaning and making the beds. Cleaning of mattress via the in-house laundry, big saving once live. Chris Norman, joining from Hull Royal, as Director of Estates</p> <p><u>HP/SHSC</u> Fulwood site sale, FBC is going to Board in December New Trust HQ, may not proceed with the original plan so reviewing this again after Covid, looking at other options for less space New Trust data centre work going on should be complete by March 21 Longley development, Design still being reviewed Other capital projects ongoing, including backlog maintenance schemes</p>	

	<p><u>AC/Mid York's</u> Capital schemes numerous schemes ongoing, Presenting on the NHS I Webinar on Friday for Oxygen multidiscipline teamwork Preparing for bids on decarbonisation grant Looking at Micad moving away from backtracs Room ventilation guidance– draft issue what is the status of the document? the room needs to empty (fallow)</p> <p><u>ST/NLAG</u> Have submitted the decarbonisation grant application, waiting for feedback. Low carbon skills funding can be used for the preparation of bids.</p> <p><u>JF/NHS I/E</u> ICS estates board yesterday, capital update critical infrastructure and urgent medial capital, discussing as a system with primary care, looking how it works in the post COVID world, looking at Estates Strategy refresh in the next few years</p> <p><u>CT/CRH</u> Oxygen, alert around fire precautions, in enriched oxygen environments where temporary CCU's have been created. Environmental grants being prepared for submission in December</p> <p><u>JC/ LTP</u> Utilised of office space, looking at software to help management and room bookings across OPE. Looking at:- Open space, Matrix (used by Lincolnshire council) Awaiting capital monies for removal of dormitories. OCS won the tender for a cleaning contract, so TUPE meetings started Health hub at Sleaford, and Boston – front of house service for the community, not just health but citizens advice etc Looking at Ricoh room booking and meeting software.</p> <p><u>IA/KH</u> Funds low carbon skills, using this to provide preparation investment-grade audit money expected to be spent by March 21. New asset management system, QFM now moving onto this system</p> <p><u>IM/DCHS</u> Working on Vaccine site Looking at space reductions. Working on the decarbonisation grant application, SLAIX bid Capital schemes STP in Bakewell and Belper</p>	
12	<u>Any Other Business</u>	
	No AOB was raised.	
13	<u>Presentation</u>	

	<p>Head of Business Case Technical Support at NHS E and I on the NHS England and NHS Improvement Capital Investment Business Case Technical Support & Training Unit</p> <p>The meeting started earlier due to the branch meeting finished early. The meeting slides will be circulated via email</p>	
<p>13</p>	<p>DATE AND TIME OF NEXT MEETING:</p> <p>Next meeting dates Wednesday 24th February at 2 pm</p> <p>POST Meeting Note: A suggestion has been made that the branch moves to a monthly teams meeting which will be strictly limited in duration and will have a shorter ops focussed agenda and there will be 2 longer meetings as the existing format to allow for presentations etc and subject to it being permitted an annual conference.</p>	<p>All</p>