

**Action Points of the Rotherham A&E Delivery Board
Wednesday 5 December 2018, Seminar Room, U&ECC, TRFT**

Attendees	<p>RCCG: Chris Edwards (CE), Ian Atkinson (IA), David Clitherow (DC), Tim Douglas (TD), Jacqui Tufnell (JT), Claire Smith (CS), Sue Cassin (SC), Gordon Laidlaw (GL), Lydia George (LG)</p> <p>TRFT: George Briggs (GB), Sally Kilfariff (SK)</p> <p>RMBC: Richard Smith (RS), Nicholas Leigh-Hunt (NLH), Jenny Anderton (JA)</p> <p>RDASH: NHSE: -</p> <p>YAS: Mark Marshall (MM)</p> <p>VAR: -</p> <p>Connect Healthcare CIC: Goks Muthoo (GM)</p> <p>LMC: -</p>
Apologies	Louise Barnett, Chris Holt, Jeremy Reynard Matt Sandford, Julie Wilson, Mark Janvier, Ed Dimelow, Bipin Chandran, Steve Rendi, Ed Bryans, Janet Wheatley
Conflicts of Interest	Members were asked to register conflicts of interest at the beginning and then throughout the meeting as necessary.

Abbreviations:

<i>ICS = Integrated Care System</i>	<i>UECC = Urgent and Emergency Care Centre</i>	<i>ED = Emergency Department</i>
<i>NHSE = NHS England</i>	<i>AMU = Acute Medical Unit</i>	<i>NHSI = NHS Improvement</i>
<i>IST = Intensive Support Team</i>	<i>DTOC = Delayed Transfers of Care</i>	<i>U&EC = Urgent and Emergency Care</i>

Rotherham Health APP

- Members received an update and demonstration on the Rotherham Health App.
- All practices will receive a demonstration by the end of January.
- Roll out of the App will be by locality and by March.
- All Rotherham registered patients will have access to the App.
- Members welcomed the App and recognised the further potential and opportunities it provides.
- Jo Martin is the key contact for Rotherham.

1 Urgent and Emergency Care Position

1.1 Current Performance

- Performance as at 5 December 2018

	Performance
Month to Date	87.15%
Qtr to Date	88.65%
YTD	87.74%

- Weekly performance stands at 88.8%, monthly 87.15%, quarter to date 88.65% and year to date 87.74%.
- Delayed Transfers of Care are very low (currently 0), the position with MFFD and LOS is very positive. Members noted the excellent performance.
- Activity and acuity of patients are increasing, but the system is in a better position than this time last year.
- The Winter Ward is not open yet, additional community beds are available from today and acute from next Monday / Tuesday.
- The SAU building works was delayed by about 2 weeks, the physical build is expected to be complete by 24 December and be operational by January.
- 30 members of staff are coming on line over the next two months (24WTE), to form the 'arrive and allocate' team. In the past the team has been made up of bank and agency staff, however, this year the team is made up of permanent members of staff. 50% will be in place by the end of December and 100% by January.

- A potential new risk was identified around the impact of bed closures at the Northern General. **Action: CE agreed, in his capacity as A&E DB Chair, to write to his counterpart in Sheffield to formally ask to be advised of any potential impact on Rotherham.**
- MM to advise if there is likely to be an impact on Rotherham's Winter Plan from a YAS perspective and to flag up any new associated risks.
- There has been deterioration in the position for 7 and 21 day LOS patients, increased activity appears to be the reason.
- Internal work is taking place at TRFT with regard to ambulance handovers, further discussions with YAS are needed as the position is beginning to deteriorate.
- YAS attendance at the weekly operational meetings has been intermittent. **Action: MM agreed to ensure regular attendance.**
- A permanent HALO over winter was discussed and agreed at the last meeting. At the SY&B meeting, Rachel Gillott confirmed that SY&B will fund a HALO for each system.

1.2 Clarification of Delayed Transfers of Care Counting Guidance

- To note.
- For information, CS shared that NHSE has asked that from Monday all exception reporting goes through the EMS+ system rather than by e-mail as it does currently.
- To ensure that Rotherham is in line with other systems across SY&B clarity is needed on whether the exception reporting is at system or TRFT level.
- For consistency of reporting A&E Delivery Board are to sign off the weightings and to ensure that thresholds and triggers are being applied comparably in Rotherham as other systems across SY&B.
- **Action: CS is to liaise with SK and GB to clarify the reporting arrangements and to report back to CE and IA with any issues.**
- Members agreed with the principle discussed to bring Rotherham in line with the rest of SY&B. **Action: CS, GB and SK to take forward.**

1.3 YAS: System pressure dashboard

- Performance is on track, Rotherham turnaround is generally fine with no major concerns.
- Noted, as reported above re: HALO, handover times and attendance at the weekly operational meetings.

2 System Resilience / Winter Planning

2.1 Final 2018/19 Health and Social Care Winter Plan

- All members confirmed that they are happy with the final IH&SC Winter Plan for Rotherham, and no risks were flagged by partners around ability to deliver the plan.
- Members noted that an event is taking place tomorrow with operational leaders across the system to enact the agreed Winter Plan.

2.2 Severe Weather Plans

- Partners' Severe weather plans had been circulated to support a discussion over their efficacy in light of the issues faced following the significant snow last winter.
- Members discussed cancellation of elective patients following severe weather, use of the elective ward for surge patients, impact on discharges, the impact of school closures on staffing, the use of the TRFT 4x4 vehicle to transport staff (once the grounds are cleared) and the use of the new 'arrive and allocate' team.
- **Action: SK agreed to review the TRFT plan in light of discussions.**

2.3 Update on Flu Vaccination for Social Care Staff

- There have been a number of challenges in relation to procurement of the vaccine.
- NLH provided an update on the additional flu funding for social care, including that 2 drop in sessions have been held at Riverside so far.
- Reports of flu are still at relatively low levels.
- TRFT reported approximately 71% coverage and primary care reported approximately 90% coverage.

3	Communications
3.1	Rotherham Place Communications
	<ul style="list-style-type: none"> • On track with winter communications plan; key messages include use of GP extended hours, pharmacy and self-care. • An advent calendar of winter messages has been developed for use on social media. • Re-launch of hub information, to ensure the messages get out to a wide distribution. Noted that the hub will be delivered from the fracture clinic at TRFT on Christmas day. • An infographic of key facts about services is in development. • There will be a Health and wellbeing feature in the Rotherham Advertiser on 14 December, messages will be from a GP and nurse perspective. This will include Christmas opening times. • Radio Sheffield and Rother FM will be used where possible, and continued use of social media, particularly from w/c 17 December.
3.2	NHS England Communications
	<ul style="list-style-type: none"> • Weekend Reporting – noted and actioned. • Clinical checklist – noted, TRFT confirmed use. • A&E DB newsletter #17 – noted.
4	Standard Business
5.1	Risks / items for escalation, including review of Risk Log:
	<ul style="list-style-type: none"> • No changes were made.
5.2	Minutes of 7 November 2018 – agreed.
5.3	Outstanding matters arising not covered in the meeting – None
	<ul style="list-style-type: none"> • It was highlighted that there had been, at short notice, a request for bids in relation to A&E linked to MH, to be submitted by Friday. Kate Tufnell is co-ordinating the response. • RS updated members on the additional adult social care funding that Local Authorities across the UK would receive to help Authorities to ease pressure on the NHS over the winter period. The amount allocated to Rotherham is approximately £1.3m, it must be allocated across the following themes: Improved delayed transfers of care, enhanced enablement functionality and use of equipment and technology to aid discharge. The Government has subsequently announced that the same level of funding will also be provided for 2019/20, to allow Local Authorities to plan over a 2 year period. RC outlined the potential areas that the funding will support. Action: RC to set out how the funding will be used, this would be brought back to the next meeting and included in the Winter Plan.
5.4	Future Agenda items:
	<ul style="list-style-type: none"> • DTOC/ long stay indicators and escalation –November/December • Use of adult social care funding for winter
5.5	Date of next meeting - Wednesday 2 January 2019, 9.00am in the Seminar Room UECC.

Approved at 30 01 2019 meeting