

**Minutes of the Confidential Trust Board Meeting
Held on 5 July 2018 at 9 am
in the Boardroom, Belfast City Hospital**

Present

Mr Peter McNaney	Chairman
Mr Martin Dillon	Chief Executive
Prof Martin Bradley	Non-Executive Director – Vice-Chairman
Professor David Jones	Non-Executive Director
Mrs Miriam Karp,	Non-Executive Director
Dr Patrick Loughran	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Mr John Growcott	Director Social Work/Children's Community Services (Interim)

IN ATTENDANCE:

Dr Steve Austin	Deputy Medical Director (on behalf of Dr Jack)
Mrs Marie Heaney	Director Adult, Social and Primary Care
Mrs Jacqui Kennedy	Director Human Resources/ Organisational Development (Interim)
Mrs Caroline Leonard	Director of Surgery and Specialist Services
Mrs Bernie Owens	Director Unscheduled and Acute Care
Mrs Jennifer Thompson	Director Performance, Planning and Informatics
Ms Claire Cairns	Head of Office of Chief Executive
Mrs Bronagh Dalzell	Head of Communications

Apologies

Mrs Nuala McKeagney	Non-Executive Director
Mr Gordon Smyth	Non-Executive Director
Dr Cathy Jack	Deputy Chief Executive/Medical Director
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Maureen Edwards	Director of Finance
Mr Aidan Dawson	Director Specialist Hospitals and Women's Health

2. Report of the Chief Executive

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Mrs Heaney reported that DM was owned by Runwood Homes Ltd., and has a care home in the BHSCT geographical area, Clifton House. The Trust is undertaking weekly monitoring visits to this facility and a number of issues are being followed up.

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Trust Board Minutes – Clifton House Extract

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Mrs Heaney advised that the Trust continued to have quality concerns in relation to Clifton House. The home remains closed to admissions, Runwoods senior director has contacted the Trust regarding his concerns with this decision. However, the Trust is awaiting a report of a recent RQIA focused inspection to support decision making. The CReSt continue to undertake weekly monitoring visits.

[REDACTED]

Mr Dillon advised that a Runwood Home in NHSCT has been re-registered from dementia nursing to a residential care unit necessitating the relocation of 26 frail older people with dementia. He pointed out there was a risk that Clifton House could be the subject of a similar re-registering.

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**Minutes of Public Trust Board Meeting
held on Thursday 4 October 2018 at 10.00 am
Belfast City Hospital**

Present

Mr Peter McNaney	Chairman
Mr Martin Dillon	Chief Executive
Prof Martin Bradley	Non-Executive Director – Vice-Chairman
Mr Gordon Smyth	Non-Executive Director
Professor David Jones	Non-Executive Director
Mrs Miriam Karp,	Non-Executive Director
Mrs Nuala McKeagney	Non-Executive Director
Dr Patrick Loughran	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Dr Cathy Jack	Deputy Chief Executive/Medical Director
Mrs Maureen Edwards	Director of Finance
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Carol Diffin	Director Social Work/Children's Community Services

IN ATTENDANCE:

Mr Aidan Dawson	Director Specialist Hospitals and Women's Health
Mrs Marie Heaney	Director Adult, Social and Primary Care
Mrs Jacqui Kennedy	Director Human Resources/ Organisational Development (Interim)
Mrs Caroline Leonard	Director of Surgery and Specialist Services
Mrs Bernie Owens	Director Unscheduled and Acute Care
Mrs Jennifer Thompson	Director Performance, Planning and Informatics
Mrs Moira Kearney	Co-Director, Trauma and Orthopaedics
Mr Ciaran Bradley	Service Manager, Child Health
Mrs Elizabeth McKeown	Board Apprentice
Miss Marion Moffett	Executive Assistant – Minute Taker

41/18 Chief Executives Report

iv. Commissioner of Older People Dunmurry Manor Report - Update

Mr Dillon advised the DoH had issued a HSC response to the 59 recommendations contained in the COPNI Dunmurry Manor Report. The DoH and HSC colleagues will begin work on an implementation plan on those recommendations that can now be progressed.

Mrs Heaney advised the CReST team continue to monitor the care in Dunmurry Manor and Clifton House and have not raised any concerns in relation to the care provided to residents. It is planned to lift the Clifton House temporary suspension of admission in the near future.

Members noted the position.

**Minutes of the Public Trust Board Meeting
Held on 05 September 2019 at 11.00 am
in the Boardroom, Belfast City Hospital**

Present

Mr Peter McNaney	Chairman
Mr Martin Dillon	Chief Executive
Prof Martin Bradley	Non-Executive Director – Vice-Chairman
Professor David Jones	Non-Executive Director
Mrs Miriam Karp,	Non-Executive Director
Mrs Nuala McKeagney	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Mr Gordon Smyth	Non-Executive Director
Dr Cathy Jack	Deputy Chief Executive/Medical Director
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Carol Diffin	Director Social Work/Children's Community Services
Mrs Maureen Edwards	Director of Finance

IN ATTENDANCE:

Mr Aidan Dawson	Director Specialist Hospitals and Women's Health
Mrs Marie Heaney	Director Adult, Social and Primary Care
Mrs Caroline Leonard	Director of Surgery and Specialist Services
Mrs Bernie Owens	Director Unscheduled and Acute Care
Ms Charlene Stoops	Director Performance, Planning and Informatics
Ms Claire Cairns	Head of Office of Chief Executive
Mrs Bronagh Dalzell	Head of Communications
Mrs Orla Barron	Equality Lead and Corporate Planning
Dr Margaret Flynn	Chair, SAI Panel, Muckamore Abbey Hospital

Apologies

Dr Patrick Loughran	Non-Executive Director
Mrs Jacqui Kennedy	Director Human Resources/Organisational Development

Mr McNaney welcomed everyone to the meeting, particularly Mr Aidan Hanna and Mr Pat McDonald, NI Patient Voices, who had requested and been, granted Speaking Rights in respect of Muckamore Abbey Hospital.

b. Speaking Rights

Mr. McNaney invited Mr. Hanna to address Trust Board.

Mr. Hanna thanked Mr. McNaney for the opportunity to address Trust Board.

ii. Clifton Nursing Home - Runwood Homes Group

Mr Hanna referred to Clifton Nursing Home, owned by the Runwood Homes Group, and concerns raised by RQIA since 2013 including issuing of Improvement Notices in respect of patient medication. He asked how long this home will be allowed to fail to meet standards before action is taken.

Mr Hanna emphasised the importance of vulnerable adults resident in Clifton House being provided with safe dignified care.

In relation to Clifton House, Mr McNaney asked Mrs Heaney and Mrs Owens to investigate the issues raised and report back to Trust Board. He stressed the commitment of the Trust to ensure that residents receiving safe, quality dignified care.

Trust Board Minutes – Clifton House Extract

**Minutes of the Extraordinary Confidential Trust Board Meeting
held on 26 May 2020 at 10.00 am
via Microsoft TEAMS (due to COVID-19 guidance)**

Present

Mr Peter McNaney	Chairman
Dr Cathy Jack	Chief Executive
Professor Martin Bradley	Non-Executive Director – Vice-Chairman
Professor David Jones	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Mrs Nuala McKeagney	Non-Executive Director
Dr Patrick Loughran	Non-Executive Director
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Carol Diffin	Director Social Work/Children's Community Services
Mrs Maureen Edwards	Director Finance, Estates and Capital Development
Mr Chris Hagan	Interim Medical Director

In Attendance:

Dr Brian Armstrong	Interim Director Unscheduled and Acute Care
Mr Aidan Dawson	Director Specialist Hospitals and Women's Health
Mrs Jacqui Kennedy	Director Human Resources/Organisational Development
Mrs Marie Heaney	Director Adult, Social and Primary Care
Mrs Caroline Leonard	Director Surgery and Specialist Services
Mrs Bernie Owens	Director Neurosciences, Radiology and Muckamore Abbey Hospital
Mrs Charlene Stoops	Director Performance, Planning and Informatics
Ms Claire Cairns	Head of Office of Chief Executive
Mrs Bronagh Dalzell	Head of Communications
Mr Wesley Emmett	Management Consultant - Observing
Miss Marion Moffett	Minute Taker

Apologies

Mrs Miriam Karp,	Non-Executive Director
Mr Gordon Smyth	Non-Executive Director

30/20 Any Other Business

a. Clifton House Nursing Home

Dr Jack provided an update in respect of Clifton House, which had been the subject of recent media coverage. She explained the Trust had been providing support since 24 April, as there were a number of positive Covid cases. Due to ongoing concerns and the lack of improvement, the Trust had escalated concerns to RQIA on 15 May. The Trust followed up with RQIA regarding visiting the home and the Trust

had further escalated concerns to DoH, RQIA, HSCB and other Trusts' on 18 May as the Trust remained concerned with the standard of care being provided and queried adult safeguarding issues. This resulted in the DoH advising the Trust on 22 May to commence liaising with families regarding the relocation of residents.

Members noted that an independent provider had approached Mr Holland, DoH to take over the running of Clifton House and following discussion with RQIA and the DoH the relocation exercise had been paused. The Trust will continue to monitor the care and liaise with families to ensure the needs of individual residents are being met.

Mrs Heaney advised that a local MLA had, in recent days, notified her that he had been contacted by a number of staff from the home, raising concerns regarding the management and how they were being treated.

Miss Creaney advised that Trust teams of clinical and environmental staff continued to provide support and had been well received by front line staff.

Dr Jack thanked Mrs Heaney and Miss Creaney for their leadership and management of the process including dealing with the media coverage.

Mr McNaney welcomed the intervention of another provider, preventing the need for residents to move. He referenced the need for a regional model of options for interventions in failing homes.

Mrs Heaney referred to similar cases of failing homes recently and the need for the region to develop robust contingency plans when a care home provider fails.

Dr Jack advised that the CNO will be undertaking a piece of work focusing on Nursing Homes and frail older people with significant nursing needs for an integrated nursing health and social care model.

Dr Jack referred to further media coverage regarding a temporary member of Trust staff who had covered shifts in Clifton and who had developed Covid, and advised a Significant Event audit was being undertaken in relation to this case.

**Minutes of the Confidential Trust Board Meeting
held on 5 November 2020 at 9.00 am
via Microsoft TEAMS (due to COVID-19 guidance)**

Present

Mr Peter McNaney	Chairman
Dr Cathy Jack	Chief Executive
Professor Martin Bradley	Non-Executive Director – Vice-Chairman
Professor David Jones	Non-Executive Director
Mrs Miriam Karp,	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Mrs Nuala McKeagney	Non-Executive Director
Dr Patrick Loughran	Non-Executive Director
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Carol Diffin	Director Social Work/Children's Community Services
Mrs Maureen Edwards	Director Finance, Estates and Capital Development
Mr Chris Hagan	Medical Director

In Attendance:

Dr Brian Armstrong	Interim Director Unscheduled and Acute Care
Mr Aidan Dawson	Director Specialist Hospitals and Women's Health
Mrs Jacqui Kennedy	Director Human Resources/Organisational Development
Mrs Bernie Owens	Director Neurosciences, Radiology
Mrs Charlene Stoops	Director Performance, Planning and Informatics
Ms Gillian Traub	Interim Director Adult and Primary Care
Dr Clodagh Loughrey	Interim Director Surgery and Specialist Services
Ms Claire Cairns	Head of Office of Chief Executive
Mrs Bronagh Dalzell	Head of Communications
Mr Wesley Emmett	Management Consultant - Observing
Miss Marion Moffett	Minute Taker

Apologies

Mrs Caroline Leonard	Director Surgery and Specialist Services
Mr Gordon Smyth	Non-Executive Director

49/20 Chief Executive's Business

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[REDACTED] Dr Jack advised that 10 beds were available in Clifton House Nursing Home and further discussion were ongoing with other care homes to identify additional step down beds, with the care homes providing the staff. [REDACTED]

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Trust Board Minutes - Confidential - House Extract

**Minutes of the Confidential Trust Board Meeting
held on 14 January 2021 at 9.00 am
via Microsoft TEAMS (due to COVID-19 guidance)**

Present

Mr Peter McNaney	Chairman
Dr Cathy Jack	Chief Executive
Professor Martin Bradley	Non-Executive Director – Vice-Chairman
Professor David Jones	Non-Executive Director
Dr Patrick Loughran	Non-Executive Director
Mrs Miriam Karp,	Non-Executive Director
Mrs Nuala McKeagney	Non-Executive Director
Ms Anne O'Reilly	Non-Executive Director
Mr Gordon Smyth	Non-Executive Director
Miss Brenda Creaney	Director Nursing and User Experience
Mrs Carol Diffin	Director Social Work/Children's Community Services
Mrs Maureen Edwards	Director Finance, Estates and Capital Development
Mr Chris Hagan	Medical Director

In Attendance:

Dr Brian Armstrong	Interim Director Unscheduled and Acute Care
Mr Stephen Boyd	Interim Director Surgery and Specialist Services
Mr Aidan Dawson	Director Specialist Hospitals and Women's Health
Mrs Janet Johnson	Interim Director Acute Services
Mrs Jacqui Kennedy	Director Human Resources/Organisational Development
Mrs Bernie Owens	Director Neurosciences, Radiology
Mrs Charlene Stoops	Director Performance, Planning and Informatics
Ms Gillian Traub	Interim Director Adult and Primary Care
Ms Claire Cairns	Head of Office of Chief Executive
Mrs Bronagh Dalzell	Head of Communications
Mr Wesley Emmett	Management Consultant - Observing
Miss Marion Moffett	Minute Taker

04/21 Chief Executive's Report

g. Clifton House

Ms Traub referred to the Level 3 SAI in respect of serious concerns with Clifton Nursing Homes ability to respond to its Covid outbreak, a draft report is expected by the end of January 2021. In relation to the BSO Internal Audit "unacceptable" report on the Management of Resident Monies at Clifton Nursing Home. An Action Plan to deliver against the recommendations was developed and all actions are substantially underway or complete. The Priority 1 Finding arising regarding the lack of an audit trail in relation to a previous bank account has been addressed and actions are complete.

Ms Traub referred to Runwood Homes Ltd operating 12 Care Homes in Northern Ireland, one of which is Clifton Nursing Home and advised that on 1 February 2021, a newly created legal entity Kathryn Homes (NI) Ltd will assume responsibility for these Homes. Runwood Homes Ltd will remain as landlord of the properties involved (as a GB based legal entity). The short-term management arrangement that has been in place between Runwood Homes Ltd and Healthcare Ireland in respect of Clifton Nursing Home will cease on 31 January 2021. A £1m refurbishment of Clifton Nursing Home is taking place and the Home will be renamed City View Court.

In response to a question from Mr Smyth, Ms Traub advised the Trust no longer purchased Covid beds in Clifton House, these beds are being provided by alternative provider so there is no loss of capacity.

Trust Board Minutes – Clifton House Extract

**Minutes of the Confidential Trust Board Meeting
held on 13 January, 2022 at 9.00 am
via Microsoft TEAMS (due to COVID-19 guidance)**

Present

Mr Peter McNaney	Chairman
Dr Cathy Jack	Chief Executive
Professor Martin Bradley	Non Executive Director – Vice-Chairman
Professor Carmel Hughes	Non Executive Director
Ms Miriam Karp	Non Executive Director
Dr Patrick Loughran	Non Executive Director
Mrs Nuala McKeagney	Non Executive Director
Ms Anne O'Reilly	Non Executive Director
Mr Gordon Smyth	Non Executive Director
Miss Brenda Creaney	Executive Director Nursing and User Experience
Mrs Carol Diffin	Executive Director Social Work/Children's Community Services
Mrs Maureen Edwards	Executive Director Finance/ Estates and Capital Development
Mr Chris Hagan	Executive Medical Director

In Attendance:

Mrs Bernie Owens	Deputy Chief Executive
Dr Brian Armstrong	Director Acute and Unscheduled Care
Mrs Paula Cahalan	Interim Director Child Health and NISTAR
Mrs Heather Jackson	Interim Director Trauma, Orthopaedics, Rehab Services, Maternity, Dental, ENT, Sexual Health
Mrs Janet Johnson	Interim Director ACCTSS and Surgery
Mrs Moira Kearney	Interim Director Mental Health and Intellectual Disability
Mrs Jacqui Kennedy	Director Human Resources/Organisational Development
Mrs Caroline Leonard	Director Cancer and Specialist Services
Ms Charlene Stoops	Director Performance, Planning and Informatics
Ms Gillian Traub	Director Adult and Primary Care
Miss Marion Moffett	Executive Assistant – Minute Taker

08/22 Emerging Issues

b. Cityview Nursing Home (Formerly Clifton House)

Ms Traub advised, Cityview Nursing Home, formerly Clifton Nursing Home, is currently subject to two RQIA Enforcement Notices, one issued in October 2021 and one in December 2021. The original compliance date to meet the requirements set out by RQIA of 20 December 2021 was extended to 21 January 2022 after a follow up RQIA inspection on 21 December 2021. The Trust continues to meet regularly

with Kathryn Homes Ltd to receive direct assurances in respect of the overarching action plan.

Ms Traub advised there were no issues with the quality of nursing care being provided and feedback from residents and families is positive.

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Trust Board Minutes – Clifton House Extract