

DRAFT Minutes

Trust Board of Directors Public Meeting

Date: Wednesday 25 February 2015	Time: 1.15pm to 3.15pm	Venue: "Kiff Kaff" Meeting Room, St George's Park	
Present:			
Paul McEldon	Vice Chair		
Martin Cocker	Non-Executive Director		
Lisa Crichton-Jones	Executive Director of Workforce and Organisational Development		
James Duncan	Deputy Chief Executive / Executive Director of Finance		
Dr Douglas Gee	Executive Medical Director		
John Lawlor	Chief Executive		
Gary O'Hare	Executive Director of Nursing and Operations		
Nigel Paton	Non-Executive Director		
Lisa Quinn	Executive Director of Performance and Assurance		
Chris Watson	Non-Executive Director		
In attendance:			
Eric Jarvis	Board Secretary		
Susan Hamilton	Administration Officer		
Dr Rajesh Nadkami for item 25 (ii)	Group Medical Director – Specialist Care		
Also present:			
Amanda Glenister	Member of staff		
Sue Hall	Member of Public		
George Saint	Member of Public		
Bill Scott	Governor		
Agenda Item			Action
16/15	Welcome and Apologies		
	Neil Hemming	Non-Executive Director	
	Ruth Thompson	Non-Executive Director	
	Hugh Morgan Williams	Chair	
17/15	Declarations of interest		
	There were no declarations of interest.		
18/15	Minutes of previous meeting held on Wednesday 26 November 2014		
	Lynne Shaw should be shown in attendance as Deputy Director of Workforce and not with the preceding "Acting."		

	Subject to the above amendment, the draft minutes were agreed as an accurate record and duly signed.	
19/15	<p>Matters arising not included on the agenda</p> <p>The schedule of matters arising was noted.</p> <p>Lisa Crichton-Jones clarified that the results of the Staff Survey “basic 850 sample” with national comparators will be reported to the March Board.</p>	
20/15	<p>Action Checklist</p> <p>The checklist was noted.</p>	
21/15	<p>Chair’s Report</p> <p>Paul McEldon said that following interviews, Dixon Walter had been selected as the Trust’s search adviser to assist with the recruitment of two Non-Executive Directors, one to commence from 1 July 2015 and the other from 1 January 2016.</p>	
22/15	<p>Chief Executive’s Report</p> <p>John Lawlor presented the report. The contents were noted by the Board.</p> <p>He began by pointing out a typing error at item 2, final paragraph, third sentence on page 2, which should state “raising” concerns rather than “rising” concerns.</p> <p>When discussing the Mental Health Act 1983: New Code of Practice, Dr Douglas Gee emphasised that implementation will be a significant piece of work and that it would be monitored by the Mental Health Legislation Committee. In response to a question from Nigel Paton on the status of the legislation, Dr Douglas Gee said that there are “must do” elements where we must comply, “should do” elements where we need to comply or explain why we have not complied due to a particular clinical circumstance, and “could do” elements where we have an option for consideration and reflection of good practice.</p> <p>James Duncan said that the recent participatory budgeting event as part of Deciding Together Consultation was a really good event. In considering how best to use the mental health pound to provide services for adults of working age currently provided by the Trust across Newcastle and Gateshead, attendees left with an understanding of the challenges and trade-offs. There were about 50 people present and the event was well received but it also needs to be recognised that a few people were disappointed with the direction of travel.</p> <p>John Lawlor referred to the Learning Disabilities ward closure programme. Evidence is needed for the Public Accounts Committee. NTW is the second largest provider of services in the north of England. The initiative has a significant impact on clinical work and the future of the capital estate and will involve close working with partners.</p>	
23/15	<p>Quality, clinical and patient issues</p> <p>i) <u>Safer Staffing Report</u></p> <p>Gary O’Hare presented the report, which focussed on staffing being 10% under planned or 20% over planned for January 2015. The report now contains an additional blue column identifying whether staff are qualified or unqualified. The contents were noted by the Board.</p>	

	<p>During discussion, Gary O'Hare confirmed that understaffing had been due to vacancies and the inability to find qualified bank cover, which has resulted in supplementing staffing with unqualified staff. James Duncan also confirmed to Paul McEldon that the information will be aligned to budgets from April 2015.</p>	
24/15	<p>Performance and assurance</p> <p>i) <u>Performance Report</u></p> <p>Lisa Quinn presented the report for the position to 31 January 2015 and James Duncan presented the finance dashboard. The contents of the report were noted and in particular that for Monitor's Risk Assessment Framework, NTW had a continuity of services (finance) risk rating of "4" and a governance risk rating of "green."</p> <p>Martin Cocker referred to the contract summary dashboards, which highlighted indicators which had not been achieved in month10 and he commented on the number of "red" segments and asked about the associated risk. Lisa Quinn confirmed that there were no financial risks associated with the performance. Commissioners recognise that the shortfalls relate to one or two individuals and next year a "de minimus" level is to be agreed.</p> <p>In response to a question from Paul McEldon in relation to the Quality Dashboards, Lisa Quinn said that all CQUINs have been rated "green" with the exception of Physical Health and CYPS Waiting Times. She confirmed that Sunderland CCG will not be applying a penalty and that regular discussions are being held with South Tyneside CCG.</p> <p>John Lawlor referred to PMVA training and said that it should be recognised that although not at the required 90%, there has been a significant improvement. He commended the teams concerned for their concerted efforts.</p> <p>James Duncan presented the financial position and said that it was on track for 2014/15. Looking forward to 2015/16, he referred to the entry in the Chief Executive's report at agenda item 22/15 on the update on Monitor's consultation on the National Tariff Payment System 2015/16 and outlined the impact of the potential options. All trusts have to indicate their preferred option by April 2015.</p> <p>ii) <u>CQC Registration Reports</u></p> <p>Lisa Quinn presented an update on CQC compliance and registration. The contents of the report were noted by the Board, including that there had been no compliance visits.</p> <p>Following discussion the Board approved the submission for the removal of Cherry Knowle site from the Trust's registration.</p>	
25/15	<p>Strategy and partnerships including commercial and business development:</p> <p>i) <u>Violence Prevention Strategy</u></p> <p>Gary O'Hare presented the strategy. The contents were noted by the Board.</p> <p>John Lawlor said that it was a good policy and suggested that it could include narrative to explain that the Trust is a high reporter because of the nature of its services.</p> <p>Chris Watson queried the process for auditing the implementation of the strategy. Gary O'Hare said that the Quality and Performance Committee would monitor this via clinical audit. As a safeguard, Martin Cocker was asked to ensure that it</p>	

	<p>was included in the Internal Audit Plan 2015/16 for quarter 4 in case clinical audit did not have sufficient resources.</p> <p>Dr Keith Reid and Gail Kay were commended for their contribution to the strategy.</p> <p>The Board approved the Strategy.</p> <p>ii) <u>Clinical Risk Management Strategy</u></p> <p>Dr Rajesh Nadkarni presented the strategy. The contents were noted by the Board.</p> <p>He said that the strategy sets out the Trust's requirements in relation to mental health staff working with service users and carers and other service providers to assess and manage risk.</p> <p>During discussion, Dr Rajesh Nadkarni confirmed to Nigel Paton that this was the first occasion that the Trust will have an overarching strategy for clinical risk management. James Duncan referred to section 4.1.1 which states that the Chief Executive is responsible for its management within NTW in conjunction with partner Directors of Social Services, and suggested that this should include other partners. Chris Watson queried whether there is a need to give scrutiny to the strategy through one of the governance committees, e.g. Quality and Performance (Q&P) Committee and Lisa Quinn confirmed that the strategy is already one of the Trust's Quality Priorities and confirmed that the appropriate governance mechanisms are already in place. It was noted that the Q&P Committee would provide assurance on the strategy being embedded.</p> <p>Responding to a query from Lisa Crichton-Jones around whether there is a need to refresh Clinical Risk Training, Dr Nadkarni responded by saying that there is a high compliance of Suicide Prevention Training. Dr Nadkarni also confirmed that a new Risk of Harm Training has been introduced for staff.</p> <p>The Board approved the Strategy.</p> <p>iii) <u>Draft High Level 1 Year Operational Plan, 2015/16 February Submission</u></p> <p>James Duncan presented the draft plan. The contents were noted by the Board.</p> <p>He highlighted the that the plan included a capital servicing capacity of "1" due to the continued investment in service transformation and that in theory this rating could trigger a visit by Monitor.</p> <p>Following discussion, the Board approved the High Level One Year Operational Plan 2015/16 to be submitted to Monitor.</p>	MC
26/15	<p>Workforce issues</p> <p>i) <u>National Staff Survey results</u></p> <p>Lisa Crichton-Jones presented the report. It summarised the outcome of the survey of "all" staff and comparative information from the 14 mental health trusts that had commissioned Picker as their survey contractor. The contents of the report were noted by the Board. The full reports can be made available if required.</p> <p>Lisa Crichton-Jones explained that compared to 2013, the Trust is significantly better on 9 questions and worse on 3 questions. She reported that the Trust's Equality and Diversity Officer has looked at previous staff surveys to undertake a</p>	

	<p>5 year historical comparison and had set out some key themes of work which still needed focus. There followed a discussion on the historical trend over 6 years of 11 problem scores and 4 scores below average results. She emphasised the need to get to the crux of these issues and there was a brief discussion about some of the work already underway including the Speak Easy events.</p> <p>The report relating to the basic “850 sample” was not received in time to be considered at this Board meeting but will be presented to the March Board meeting. However Lisa Crichton-Jones was able to report that the Chief Executive of NHS Employers has reported a deterioration of some scores nationally.</p>	
27/15	<p>Regulatory:</p> <p>i) <u>Loan Approval: Support to NTW’s 2014/15 Capital Programme</u></p> <p>James Duncan presented the report. The contents were noted by the Board.</p> <p>James Duncan highlighted that the details of the loan from the Independent Trust Finance Facility, to support additional spend on community premises in 2014/15, had been reviewed by the Finance, Infrastructure and Business Development (FIBD) Committee.</p> <p>The paper also proposed delegated authority to the Deputy Chief Executive/Director of Finance to sign the agreement and to the Chief Executive and/or the Deputy Chief Executive/Director of Finance or Acting Deputy to sign and despatch all documents and notices, including any Utilisation Requests, in relation to the Loan.</p> <p>The Board approved the Loan from the Independent Trust Finance Facility and the proposed delegated authority.</p>	
28/15	<p>Minutes / reports for information:</p> <p>i) <u>Council of Governors’ issues for discussion (if any)</u></p> <p>John Lawlor reminded the Board that the Council of Governors meeting on 10 March includes a session on the role of the Non-Executive Director.</p>	
29/15	<p>Questions from the public on items included on the Board Agenda</p> <p>There were no questions from the public.</p>	
30/15	<p>Date, time and venue of next meeting</p> <p>Wednesday 25 March 2015 at 1.30 pm in the Board Room, St Nicholas Hospital, Gosforth NE3 3XT.</p>	