

DRAFT Minutes

Trust Board of Directors Public Meeting

Date: Wednesday, 29 April 2015	Time: 1.30pm to 3.30pm	Venue: Conference Rooms 1 and 2, Walkergate Park, Newcastle
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Present:

Hugh Morgan Williams	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
Ruth Thompson	Non-Executive Director
Chris Watson	Non-Executive Director

In attendance:

Susan Hamilton	Administration Officer
Chris Rowlands	Equality and Diversity Officer
Dr Damian Robinson	Director of Infection Prevention and Control and Emergency Preparedness, Resilience and Response (for 52/15 ii)

Also present:

Fiona Grant	Governor
Keith McCririck	Governor
Bill Scott	Governor
Dave Twist	Governor
Val Bowman	Member of Public

Agenda Item		Action
44/15	Welcome and Apologies Paul McEldon Non-Executive Director/Vice Chair Neil Hemming Non-Executive Director Eric Jarvis Board Secretary	
45/15	Declarations of interest There were no declarations of interest to note.	

46/15	<p>Minutes of previous meeting held on Wednesday, 25 March 2015</p> <p>The minutes of the meeting held on Wednesday, 25 March 2015 were agreed as a true and accurate record and duly signed.</p>	
47/15	<p>Matters arising not included on the agenda</p> <p>There were no matters arising to note.</p>	
48/15	<p>Action Checklist</p> <p>There were no changes to the action checklist.</p>	
49/15	<p>Chair's Report</p> <p>Hugh Morgan Williams updated the Board on the recruitment process for two new Non-Executive Directors to replace Nigel Paton and Chris Watson. He reported that eight applications of a very high standard have been received. The Nominations Committee will interview the candidates on 9 and 15 June 2015.</p> <p>Hugh Morgan Williams and Lisa Crichton-Jones are to attend the NHS Confederation Conference in Liverpool on 3, 4 and 5 June 2015.</p> <p>Trust Governors have received a paper from Hugh Morgan Williams around proposed changes to the way the Council of Governor formal meetings are arranged. Hugh explained that the changes should encourage more discussion at the Council of Governor meetings. The next Governor meeting will be held at St James' Park but a longer term suitable venue is currently being sought.</p>	
50/15	<p>Chief Executive's Report</p> <p>John Lawlor presented the report. The contents were noted by the Board.</p> <p>John informed the Board that Anthony Deery, Group Nurse Director, Inpatient Care Group, had been formally appointed to the post of Executive Director of Nursing and Patient Safety, at Leeds and York Partnership NHS Trust. Mr Deery took up his post on the 1 April 2015.</p> <p>Elizabeth Moody, Group Nurse Director, Community Services Care Group, has been offered the post of Executive Director of Nursing and Governance, at Tees, Esk and Wear Valleys NHS Foundation Trust (TEWV). It is anticipated that Mrs Moody will take up post on the 1 July 2015.</p> <p>The Executive Director of Nursing and Operations will be recruiting to both vacant posts in June.</p> <p>The Crisis Care Concordat action plans were all submitted on time in December 2014 and uploaded onto the website. This included the signatures for each area from Acute Trusts, CCGs, and Local Authorities, as well as regional signatures for NTW, NEAS, Northumbria Police, British Transport Police, Tyneside Mind, Police and Crime Commissioners Office, NHS England (Regional) and Changing Lives.</p>	

51/15	<p>Quality, clinical and patient issues</p> <p>i) <u>Quality and Safety Report</u> Dr Douglas Gee presented the report for the period January to March 2015. The contents were noted by the Board.</p> <p>Dr Gee highlighted the following:</p> <p style="padding-left: 40px;">The reduction in the number of serious incidents in 15/16 compared to 14/15.</p> <ul style="list-style-type: none"> • • Work to review the Serious Incident process is ongoing. • Complaints to the Parliamentary Health Services Ombudsman (PHSO) cases have increased but this is in line with the trend following publication of the Francis report. <p>Nigel Paton referred to the reduction in incidents compared with this time last year, querying whether this is due to the approach to incident reporting or because the incident review process has changed? Gary O'Hare responded that it is likely to be a combination of both of these factors and stressed that lessons continue to be learned from each incident as well as through an analysis of trends and key themes. Lisa Crichton-Jones highlighted that a report on whistleblowing and raising concerns is being prepared for the Board meeting in May.</p> <p>ii) <u>Safer Staffing Report</u> Gary O'Hare presented the report which focussed on those wards where staffing is 10% under planned and 20% over planned for March 2015. The contents were noted by the Board. In relation to staff vacancies, Gary reported that the appointment of substantive nursing posts should reduce the need for bank and agency usage.</p> <p>Ruth Thompson asked how useful the data has been in relation to ward changes and Gary responded by explaining that it has been really helpful. Gary also explained that a six monthly 'deep dive' of 12 months' analysis will be prepared for the Board for July. He said that this will also align with the six monthly skill mix review.</p> <p>iii) <u>Service User and Carer Experience</u> Lisa Quinn presented the summary of the Quarter 4 position of the Service User and Carer reports for information, which were duly noted by the Board. Lisa highlighted that service user feedback from different areas has also been included and further work is in progress to look at the different types of questionnaires that are used, which will be explored by the Council of Governors' on 12 May 2015.</p>	<p>LCJ</p> <p>GO</p>
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i) Performance Report

Lisa Quinn presented the highlights of the Q4 end of year performance report. The contents of the report were noted by the Board. Lisa highlighted that the Trust has achieved all national requirements for 2014/15. All governance requirements for the Monitor Risk Assessment Framework were also achieved and maintained for 2014/15.

In relation to the Quality dashboard, Lisa highlighted that the Trust continues to have full compliance with all of the CQC essential outcomes of quality and safety but she highlighted two areas in relation to CQUIN:

- CYPS Waiting Times - all areas were achieved except Sunderland and South Tyneside. In relation to South Tyneside discussions are ongoing.
- Physical Healthcare CQUIN - the national position was received this week and the Trust has been advised that it has failed to meet 33 out of 100 requirements. The Trust has challenged 22 failings and a response from NHS England is awaited. The Board noted that there is a financial implication attached to this if the Trust is not successful in its challenge.

James Duncan updated the Board in relation to the finance position and the content of the report was noted by the Board. James advised that at Month 12, the Trust has delivered on all indicators and has slightly over delivered on the forecast position. The Trust delivered a small shortfall in the efficiency plan. In terms of risks, James highlighted the two CQUIN indicators but stressed that it is hoped this will not impact on the end of year ratings.

In relation to a query around the overspend in Inpatient Care, James Duncan responded that this reflected, in part, the need to revise baseline budgets. Work on budgets has been carried out to reflect staffing and the consolidation of wards, and the Inpatient Care Group has confirmed they will deliver their budgets this year.

Chris Watson attended the meeting at this point.

ii) Infection Prevention and Control / emergency Preparedness, Resilience and Response

Dr Damian Robinson attended the meeting to present this item and the content of the report was noted by the Board. Dr Robinson explained that following new guidance from NHS England, MRSA screening is not routinely carried out but is limited to patients deemed high risk or have been previously identified as colonised with or infected by MRSA. The MRSA screening rate at Walkergate Park was close to 100% and there were no identified cases, therefore screening will now only take place as and when applicable.

Dr Robinson also reported that the Trust received the highest uptake of the flu vaccination (62.4%) for nursing staff of any Trust in the North of England. The Board noted that the Seasonal Flu team successfully won the Support Team of the Year award at the Trust's 2015 Valuing Excellence Awards held earlier this year. This was no doubt why the Trust's outstanding performance had been achieved.

The Board noted that the next round of PLACE inspections is ongoing and that the Gold and Silver Command IT systems have been upgraded.

	<p>iii) <u>Staff Friends and Family</u> Lisa Crichton-Jones presented the results of the Staff Friends and Family test for Q4. The Board noted the content of the report. 1,928 staff responded to the questionnaire providing a response rate of 35%, which is a slightly lower response than Q3.</p> <p>John Lawlor explained to the Board that the Team Brief is being reintroduced but with a new title, which will hopefully encourage two way dialogue with staff. The Board was asked to submit any suggestions for names for the new Briefing to John.</p> <p>iv) <u>Review of Terms of Reference for the Board and its Committees</u> The Board received a report relating to a review of the Terms of Reference for the Board and its Committees. The Board was asked to approve changes pending the governance review, as part of Monitor’s revised Code of Governance requirements. The Board approved the changes.</p> <p>Responding to a query from Ruth Thompson in relation to the quoracy of some of the committees, Lisa Quinn advised that this will be looked at the next time the committees are reviewed.</p>	ALL
53/15	<p>Strategy and partnerships including commercial and business development:</p> <p>i) <u>Nursing Strategy Annual Report</u> Gary O’Hare presented the first report of the five year nursing strategy. The report was noted by the Board. He highlighted work undertaken this year, such as nursing development, non-medical prescribing, widening participation, health and wellbeing and recruitment. Gary highlighted that NTW is the only Trust in the country offering nursing training through the Open University.</p> <p>In relation to recruitment, Hugh Morgan Williams queried the average length of time from receiving an application to the applicant starting work. Gary explained the recruitment process to the Board, explaining that the length of time is on average between two and a half to three months. Lisa Crichton-Jones also explained that the biggest delay is usually waiting for references to come through and for people to serve notice to their employer.</p> <p>The Board noted that recruitment cycle 7 will be coming to an end soon and recruitment cycle 8 is due to commence soon. Gary stressed the need to identify a range of approaches to recruit into the Trust the right people with the right skills and the right values.</p> <p>ii) <u>Newcastle Gateshead Clinical commissioning Group “Deciding Together2 update</u> The Board noted the outcome of the pre engagement work in relation to the Newcastle Gateshead Deciding Together consultation.</p>	

	<p>iii) <u>Workforce Strategy / Organisational Development Strategy</u> Lisa Crichton-Jones presented the draft Workforce Strategy and Organisational Development (OD) Strategy which were noted by the Board. Gary O’Hare and Lisa Crichton-Jones are the joint leads on both the Workforce and the OD Strategy. Chris Rowlands, the Trust’s Equality and Diversity Officer, attended the meeting and explained that the Workforce Strategy is a revision of a previous strategy but this is the first time an OD strategy has been developed. Lisa outlined that the two strategies should be considered together and not in isolation. The Board noted that the documents have been considered by the Workforce Programme Board and the Corporate Decisions Team (CDT) and positive comments and suggestions were received. Lisa stressed that there is still some work to do to ensure that professional strategies, such as the nursing, AHP and medical staffing strategies are aligned with the Workforce Strategy.</p> <p>Lisa highlighted that the Workforce Strategy has six strategic aims, explaining that the action plans still need further work. Lisa then outlined the draft OD operating principles.</p> <p>The Board welcomed both the strategies and a variety of comments were received. It was acknowledged that this is a significant strategic challenge which should be monitored on an annual basis.</p> <p>The final version of both strategies will be presented to the Board in June.</p> <p>iv) <u>Annual Plan Review 2015/16 – Board Declarations</u> Lisa Quinn presented the annual declaration to Monitor 2015/16, which was duly noted by the Board. The Board approved the declaration and submission to Monitor as part of the Trust’s Operational Plan 2015/16.</p>	
54/15	<p>Regulatory Issues</p> <p>i) <u>Quarterly Report to Monitor</u> The Board received and noted the content of the Quarterly report. Lisa Quinn confirmed that the Trust will declare a Governance rating of Green and a Continuity of Services rating of 3.</p> <p>ii) <u>Draft Annual Governance Statement</u> John Lawlor presented the draft statement and the contents of the report were noted by the Board.</p> <p>The Board of Directors agreed to adopt the draft Annual Governance Statement.</p>	
55/15	<p>Minutes / papers for information</p> <p>i) <u>Council of Governors’ minutes</u> The content of the minutes was noted by the Board.</p> <p>ii) <u>Local Safeguarding Update</u> The content of the minutes was noted by the Board.</p>	
56/15	<p>Questions from the public on items included on the Board Agenda</p> <p>There were a number of questions from the public that were duly responded to by the Board of Directors.</p>	
57/15	<p>Date, time and venue of next meeting</p> <p>Wednesday, 27 May 2015 at 1.30 pm, Conference Rooms 1 and 2, Ferndene</p>	