

Minutes

Board of Directors' meeting held in public

Wednesday, 28 June 2017	13:30 – 15:30	Board Room, Monkwearmouth Hospital
Present: Alexis Cleveland Chair Les Boobis Non-Executive Director Martin Cocker Non-Executive Director Lisa Crichton-Jones Executive Director of Workforce and Organisational Development James Duncan Deputy Chief Executive / Executive Director of Finance Miriam Harte Non-Executive Director John Lawlor Chief Executive Rajesh Nadkarni Executive Medical Director Gary O'Hare Executive Director of Nursing and Operations Lisa Quinn Executive Director of Commissioning and Quality Assurance Peter Studd Non-Executive Director Ruth Thompson Non-Executive Director		
In attendance: Stephanie Dean Administration Officer (minutes) Caroline Wild Deputy Director, Corporate Relations & Communications Ron Weddle Deputy Director, Positive and Safe Care, for item 7v Joe MacDonald Chief Clinical Information Officer, for item 8ii Tim Donaldson Chief Pharmacist/Controlled Drugs Accountable Officer, for item 8i		

Agenda Item		Action
59/17	Welcome and apologies Apologies were received from Paul McEldon. Alexis thanked Paul for his many years of service as a Non-Executive Director and particularly for extending his appointment as acting Deputy Chair. The Board wished him well in his new role as Non-Executive Director at City Hospitals Sunderland.	
60/17	Declarations of interest There were no additional declarations of interest for this meeting.	

61/17	<p>Minutes of previous meeting held on 24 May 2017</p> <p>Item 51/17, iii) Month 1 Commissioning and Quality Assurance Report, 4th paragraph to be re-worded to the following: Peter Studd queried the staff turnover figures and Lisa Quinn explained that there was a technical issue as a result of staff transferring into NTW Solutions.</p> <p>Item 52/17, ii) Risk Management Strategy: 'Noted' to be changed to 'approved'.</p> <p>The minutes as amended were agreed to be a true and accurate record of the meeting and were signed by Alexis Cleveland.</p>	
62/17	<p>Action list and matters arising not included on the agenda</p> <p>There were no matters arising.</p> <p>The action checklist was reviewed.</p>	
63/17	<p>Chair's Report</p> <p>Alexis advised that she has attended a number of meetings and conferences since the last meeting. One event of interest was with NHS Providers in London; the presentation was very interesting and Alexis will circulate the slides when they are published.</p>	
64/17	<p>Chief Executive's Report</p> <p>John Lawlor presented the report.</p> <p>He asked Lisa Quinn to highlight two successful recent tenders. Lisa explained that these are:</p> <ul style="list-style-type: none"> • a joint proposal with Tees, Esk and Wear Valleys NHS FT for the North East and Cumbria Adult Secure pathway, and • a proposal for the Children and Adolescent Tier 4 pathway. <p>Lisa explained that the Trust is now in the process of completing a business case for each proposal which will be submitted in August.</p> <p>John Lawlor advised that following the tragedy at Grenfell Tower, the NHS is working with the fire services to ensure that all buildings are safe. John confirmed that all NTW buildings have been reviewed and a paper will be presented to the July Board.</p> <p>Gary O'Hare provided an update on the Operational Management Structure and advised that a number of placing meetings and interviews have already taken place. Appointments have been made to a number of posts within the new structure, both corporate, locality and business unit posts.</p>	

65/17

James Duncan advised that it has been agreed that a single mental health work stream should be created across the three STPs (sustainability and transformation plan) currently covering the North East and North Cumbria. James confirmed that the Board will continue to be updated on progress. James also advised that the Accountable Care System proposal for North East and North Cumbria continues to progress. James provided an update on 2016/17 NHS Financial Performance it was noted that the NHS provider sector ended the year with an overall deficit of £791m.

Alexis queried if the Board was going to take part in the 'pedometer challenge'. It was agreed that there would be an Executive Directors' and Non-Executive Directors' team and the Board recognised the importance of supporting this activity in terms of healthy leadership.

Quality, Clinical and Patient issues:

i) Annual Deanery Monitoring Report

This item was deferred to the next meeting.

ii) Month 2 Integrated Commissioning and Quality Assurance Report

Lisa Quinn presented the Month 2 Integrated Commissioning and Quality Assurance Report which was noted by the Board. Lisa advised that the Trust has improved from segment 2 (targeted support) to segment 1 (maximum autonomy). It was noted that sickness levels have increased to 4.71% but the overall rolling 12 month absence rates have decreased to 5.34%.

Lisa provided an update on the recent CQC/NTW Engagement Meeting. The Trust shared the two action plans with the CQC in relation to inpatient services for children and young people, and wards for older people with mental health problems.

James Duncan provided an update on the Trust's financial position. It was noted that the Trust is slightly behind trajectory due to staffing pressures.

Peter Studd queried the Mental Health Act Reviewer Visits. Lisa Quinn advised that every inpatient ward has a MHA reviewer visit and has robust action plans following the visits. The action plans are monitored and reviewed by the CQC Compliance Group.

	<p>iii) Emergency Preparedness, Resilience and Response (EPRR) 6 monthly and Annual Reports Gary provided an update on the Emergency Preparedness, Resilience and Response 6 monthly and Annual Report. Gary advised that two significant events were reviewed; one being the burst pipe at Bamburgh Clinic and the other being the cyber-attack. It was noted that Internal Audit undertook a review of the Trust industrial action plans and arrangements implemented during the Junior Doctor's industrial action earlier in the year. The audit provided significant assurance. It was also noted that the on call information booklet had been updated.</p> <p>Alexis queried if Board members need to undertake any training in regards to NHS England Core Standards for Emergency Preparedness. Gary confirmed that Andy Hindhaugh, Resilience Lead would be invited to a future Board to present the training to members.</p> <p>iv) Security Management Report Gary provided an update on the Security Management Report. The report shows the work undertaken by the Safety and Security Team to improve our approach to tackling violence and aggression towards staff, and lone working. Martin Cocker queried if the lone working devices are now linked with clinician's diaries. Gary advised that this work was being developed.</p> <p>Martin queried the reduction in figures for illicit drugs. He asked if this was due to less drugs being discovered, or are we putting appropriate measures in place to prevent drug use? Gary advised that it was likely to be a combination of both. Peter Studd commented on the reduction of physical assaults against staff. Gary advised that this can be due to a number of individual patients being discharged, as well as the impact of the Positive and Safe strategy.</p> <p>The Board noted the report.</p> <p>v) Positive and Safe Annual Report Ron Weddle attended the meeting to provide an overview of the Positive and Safe Annual Report. The report outlined the work to date in relation to the Trust Positive and Safe Strategy. Ron advised the Board of several approaches and initiatives the Trust is currently undertaking to reduce restrictive practices and to reduce violence and aggression in services.</p> <p>A discussion took place around the valuable role of peer support workers in teams.</p>	CW
66/17	<p>Strategy and Partnerships</p> <p>i) NTW Supporting Strategies</p> <ul style="list-style-type: none"> • Psychological Services Gary O'Hare presented the Psychological Services Strategy on behalf of Esther Cohen-Tovee to the Board. The key points were 	

noted and the Board approved the strategy. The Board thanked Esther for her hard work and leadership.

- **Allied Health Professionals**

Gary O'Hare presented the Allied Health Professionals Strategy on behalf of Maria Avantaggiato-Quinn to the Board. The key points were noted, and the Board approved the strategy and agreed for the strategy to be shared with national allied health professional organisations as a National Exemplar. The Board thanked Maria for her hard work and leadership.

- **Medical Workforce**

Rajesh Nadkarni presented the Medical Workforce Strategy to the Board. The strategic aims were noted and the Board approved the strategy. Rajesh thanked Dr Hermarette van der Bergh for her hard work in developing the strategy.

- **Pharmacy and Medicines Optimisation Strategy**

Tim Donaldson presented the Pharmacy and Medicines Optimisation Strategy to the Board. Les Boobis commented on the positive presentation and asked how many more pharmacy staff were ideally needed. Tim advised that the Trust would need to increase this significantly to align with acute trust figures, however it was noted that the workforce has been reviewed to ensure that resources and staff are being used effectively and efficiently. Alexis queried if there is any way medication can be tracked for patients. Tim advised that the Trust already uses Medical Interoperability Gateway (MIG) which allows for medication information to be shared between GPs and hospitals.

The Board thanks Tim for his work and approved the strategy.

ii) **Awareness of the General Data Protection Regulations (GDPR)**

Joe McDonald attended the meeting to provide information on the General Data Protection Regulations (GDPR). Joe advised the Board the key changes that will impact the Trust the most are:

- Increased enforcements fines and data subject rights,
- Changes to the collection and recording of consent,
- Reduced timescales for processing subject access requests from 40 days to 30 days. This also covers access to health records,
- Individual rights to have information erased and corrected,
- Requirement for a formal Data Protection Officer role.

Joe advised that Angela Faill is preparing a training session for Board members and the Corporate Decision's Team and has produced a gap analysis on the Trust's data protection.

The Board noted the update.

67/17	<p>Regulatory</p> <p>i) Board Self Certification to NHS Improvement Lisa Quinn presented the Board Self Certification to NHS Improvement to the Board. The paper highlighted that NHS Foundation Trusts need to self-certify on an annual basis on the following declarations:</p> <ul style="list-style-type: none"> • Training of Governors – the Trust must review whether governors have received enough training and guidance to carry out their roles. • Condition FT4(8) – the Trust has complied with required governance standards and objectives. <p>The Board approved the declarations.</p>	
	<p>ii) Board and Committees' Terms of Reference Lisa Quinn presented the Board and Committees' Terms of Reference to the Board. Lisa advised that the majority of changes were minor in relation to the format and grammar. It was noted that Martin Cocker had one slight amendment to the document in relation to the Audit Committee which was accepted.</p> <p>The Board approved the amended Terms of Reference.</p>	
68/17	<p>Minutes/ Papers for Information</p> <p>i) Council of Governors' issues Alexis advised that the Governors had continued their work in relation to the Chair.</p> <p>Alexis confirmed that Chris Macklin has resigned as a Governor as he has been appointed as the Audit Committee Chair of Sunderland CCG. The Board wished him well in his new role and expressed thanks for his valuable input into NTW.</p> <p>ii) Committee updates Martin Cocker advised the Board that the Audit Committee would take responsibility for overseeing organisational risk going forwards as previously agreed by the Board. This responsibility previously sat with the Quality and Performance Committee.</p>	
69/17	<p>Any Other Business</p> <p>The Board was informed that the Annual Members' Meeting will be held on Tuesday, 18 July 2017 at the Jubilee Theatre, St Nicholas' Hospital.</p>	
70/17	<p>Questions from the public</p> <p>There were no questions from members of the public.</p>	
71/17	<p>Date, time and place of next meeting</p> <p>Wednesday, 26 July 2017, 13:30 – 15:30, Conference Rooms 1 & 2, Ferndene</p>	