

DRAFT Minutes

Trust Board of Directors Public Meeting

Date:	Time:	Venue:
Wednesday, 22 July 2015	12.00pm to 1.00pm	Ash Room, Gosforth Marriott Hotel

Present:

Hugh Morgan Williams	Chair
Dr Leslie Boobis	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
Neil Hemming	Non-Executive Director
John Lawlor	Chief Executive
Paul McEldon	Non-Executive Director
Gary O'Hare	Executive Director of Nursing and Operations
Lisa Quinn	Executive Director of Performance and Assurance
Ruth Thompson	Non-Executive Director
Chris Watson	Non-Executive Director

In attendance:

Eric Jarvis	Board Secretary
Susan Hamilton	Administration Officer

Also present:

Fiona Grant	Trust Governor
Keith McCririck	Trust Governor
Jeff Robinson	Member of Public
George Ian Saint	Member of Public

Agenda Item		Action
88/15	Apologies Martin Cocker Non-Executive Director Alexis Cleveland Non-Executive Director	
89/15	Declarations of interest There were no declarations of interest to note.	
90/15	Minutes of previous meeting held on Wednesday, 24 June 2015 The minutes of the meeting held on Wednesday 24 June 2015 were agreed as a true and accurate record and duly signed.	

91/15	<p>Matters arising not included on the agenda</p> <p>The schedule was noted.</p>	
92/15	<p>Action Checklist</p> <p>The checklist was noted.</p>	
93/15	<p>Chair's Report</p> <p>Hugh Morgan Williams welcomed Neil Hemming and Dr Leslie Boobis to their first Board meeting. Another recent appointment Alexis Cleveland was unable to attend and had sent her apologies. Hugh informed the meeting that Neil will join the Finance, Infrastructure and Business Development Committee and Alexis will join the Audit Committee.</p> <p>It was noted that Hugh has been invited to meet with the Secretary of State, the Rt Hon Jeremy Hunt, to discuss a variety of issues, including NHS pay.</p>	
94/15	<p>Chief Executive's Report</p> <p>John Lawlor presented the Chief Executive's report. The contents were noted by the Board.</p> <p>In addition John referred to:</p> <ul style="list-style-type: none"> • The Rose report, which has had its publication delayed due to the controversial content. John highlighted that a five page summary will be circulated to the Board following the meeting. • The Sunderland City Council Children's Services OFSTED report has been published. The Trust is working closely with the service. 	JL
95/15	<p>Quality, clinical and patient issues</p> <p>i) <u>Safer Staffing Report</u></p> <p>Gary O'Hare presented the report which focusses on those wards where staffing is 10% under planned and 20% over planned for June 2015. The contents were noted by the Board.</p> <p>Gary explained that the report compares actual staff to budgeted staff. The skill mix review and associated budget changes were implemented in May 2015, which resulted in an increase in the number of qualified nurses and created vacancies which will take time to recruit into all of the new posts. This accounts for a lot of red rated items on inpatient wards within the report. This will continue for several months until positions are recruited into over the coming months.</p> <p>ii) <u>Quality and Safety Report</u></p> <p>Dr Douglas Gee presented the report for the quarter to June 2015. The contents were noted by the Board.</p> <p>Douglas highlighted:</p> <ul style="list-style-type: none"> • An increase in serious incidents activity in the first quarter of 2015, but this has to be viewed with caution as it is too early to interpret in a valid way as a number of unexpected deaths are still cause unknown and may return as a 	

	<p>natural cause and reduce the figure over time.</p> <ul style="list-style-type: none"> • An increase in the number of unexpected deaths of patients involving the Crisis and Home Treatment Teams. • A significant reduction of unexpected deaths in Addiction Services. <p>Gary O’Hare highlighted the Appleby Review and said that according to data, suicide rates have increased nationally, particularly in middle aged men with a mental illness. It was noted that in the north east of England, there are social factors to consider and Douglas agreed to bring an analysis on this to a future Board meeting.</p> <p>Lisa Quinn commented that this report highlighted themes from a community perspective and wondered whether similar information to Safer Staffing on inpatient wards could be produced. Gary agreed to look at the feasibility of producing a similar report with Douglas.</p> <p>James Duncan confirmed to Paul McEldon that the next Programme Board would consider metrics relating to the safety of transformation.</p>	<p>DG</p> <p>GO/DG</p>
<p>96/15</p>	<p>Performance and assurance</p> <p>i) <u>Performance Report</u></p> <p>Lisa Quinn presented the performance report for the position to 30 June 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>Lisa Quinn highlighted that the Trust continues to be fully compliant with the CQC Essential Outcomes of Quality and Safety.</p> <p>With regard to workforce indicators, Lisa Quinn highlighted that appraisal rates have increased to 84% from 83.8% from the previous month and sickness absence has decreased to 4.88% from 5.04% in the previous month.</p> <p>Hugh Morgan Williams said that the sickness absence rates were good and asked if the reasons for the improvement were understood. Lisa Crichton-Jones responded that it is typical of the yearly trend but nevertheless it is lower than the last 3 years. Hopefully it is a reflection of actions and works which always takes time to have an impact. The new sickness absence policy is now in place and it has a more robust approach with a focus on wellbeing and sustainability. John Lawlor added that the indicator is now more in line with other mental health foundation trusts. Paul McEldon referred to assurances considered at the Quality and Performance Committee and in particular the “named individual plan” which looks at issues in greater detail.</p> <p>In terms of contract performance, the Trust is performing very well. Performance at CCG level has improved and the action plans for each Group have been achieved.</p> <p>James Duncan said that the financial performance of the Trust is on track for the year. We are ahead of plan largely due to the fact that transformational funds will be utilised disproportionately in the second half of the year. A lot of work is being undertaken to maintain a stable position this year and he stressed that the main focus is delivering the Financial Delivery Plan for next year.</p>	

	<p>Hugh Morgan Williams commented that a number of Trusts are not meeting their financial objectives and he commended James Duncan and the Finance Team.</p> <p>ii) <u>Staff Friends and Family Report</u></p> <p>Lisa Crichton-Jones presented the results of the Staff Friends and Family test for quarter 1. The contents were noted by the Board.</p> <p>Lisa Crichton-Jones explained that this is the fifth quarter that the Trust has run the test and that this quarter only staff with surnames starting with the letters “A” to “F” have been asked to complete the survey. The report also includes a comparison of responses between quarter 1 of 2014 and 2015. Free text comments will undergo analysis and work is being undertaken with the NEQOS team to understand the core themes.</p> <p>Lisa Quinn confirmed to Dr Leslie Boobis that benchmarking data for mental health trusts only is not available for this report but could be available from NHS England.</p> <p>Lisa Quinn confirmed to Gary O’Hare that there was no leeway in changing question 2 to ask, How likely are you to recommend “your service.” However there may be flexibility in how the survey is communicated to staff, which would be considered for the future. She also stressed that it was important to consider data across all five quarters.</p>	
97/15	<p>Strategy and partnerships including commercial and business development:</p> <p>i) <u>Transformation Programme update</u></p> <p>Paul McEldon presented the report. The contents were noted by the Board.</p> <p>Paul highlighted that the Safety Programme has now been formally closed and governance and assurance will continue through a sub group of the Corporate Decision Team and the Quality and Performance Committee.</p> <p>He also highlighted that the Service User and Carer Reference Group have requested a joint session with the Board to facilitate an information and knowledge gaining exercise.</p> <p>John Lawlor said that it would be useful if the report explained the metrics, e.g. what we are seeing, what we expect to see, indications of change, etc.</p>	PM
98/15	<p>Regulatory Issues</p> <p>i) <u>Quarterly Report to Monitor</u></p> <p>Lisa Quinn presented the report, cross referencing it to the performance report received by the Board earlier in the meeting. The contents were noted by the Board including a declaration of a Governance rating of “Green” and a Continuity of Services Rating of “4.”</p> <p>The Board approved the submission to Monitor for quarter 1.</p>	
99/15	<p>Questions from the public on items included on the Board Agenda</p> <p>There were no questions from the public.</p>	

100/15	Date, time and venue of next meeting Wednesday, 23 September 2015, 1.30pm in Conference Room 1 and 2, Ferndene, NE42 5PB	
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