

DRAFT Minutes

Trust Board of Directors Public Meeting		
Date:	Time:	Venue:
Wednesday 25 March 2015	1.30pm to 3.30pm	Board Room, St Nicholas' Hospital
Present:		
Hugh Morgan Williams for items to 40/15(i)	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	
Paul McEldon	Non-Executive Director/Vice Chair	
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	
Chris Rowlands	Equality and Diversity Officer	
Also present:		
Amanda Glenister	Member of staff	
Fiona Grant	Governor	
Sue Hall	Member of public	
Stephen Luke	Member of public	
Keith McCririck	Governor	
Richard Power	Member of public	
George Saint	Member of public	
Bill Scott	Governor	
Agenda Item	Action	
31/15	Welcome and Apologies	
	Neil Hemming	Non-Executive Director
	Ruth Thompson	Non-Executive Director

32/15	<p>Declarations of interest</p> <p>The Board noted and received the Register of Interests and that it needed amending for John Lawlor's entry to state that his wife is a Trustee of Newcastle Carers.</p> <p>It was also noted that from 1 April 2015, Hugh Morgan Williams will be the Chair of Achieving Real Change in Communities (ARCC) Tees Valley Probation Trust.</p>	
33/15	<p>Minutes of previous meeting held on Wednesday, 25 February 2015</p> <p>Item 25/15(ii) paragraph 2 should state, "He said that the strategy sets out the Trust's requirements in relation to staff working with service users and carers and other service providers to assess and manage risk." Dr Rajesh Nadkarni's name was misspelt in paragraph 3. His name was also misspelt in the attendance list.</p> <p>Subject to the above amendments, the minutes were agreed as a true and correct record and duly signed.</p>	
33/15	<p>Matters arising not included on the agenda</p> <p>There were no matters arising to note.</p>	
34/15	<p>Action Checklist</p> <p>The checklist was noted.</p>	
35/15	<p>Chair's Report</p> <p>Hugh Morgan Williams provided a summary of high level meetings that he had attended since the last Board meeting, including the Mental Health Network Annual Conference in London on 18 March 2015, where Norman Lamb, Minister of State for Care Services, spoke about additional funding for Mental Health services. He also attended the NHS Providers' Chairs and Chief Executive meeting on 19 March 2015, where discussions centred on significant changes in mental health care.</p> <p>Hugh Morgan Williams confirmed that the recruitment process for two new Non-Executive Directors to replace Nigel Paton and Chris Watson, whose tenure ceases on 30 June and 31 December respectively, has commenced.</p>	
36/15	<p>Chief Executive's Report</p> <p>John Lawlor presented the report. The contents were noted by the Board.</p> <p>In relation to the "Learning disability services closure programme," John Lawlor added that Julie Higgins, Regional Director of Transforming Care, NHS England, will be visiting the Trust on 15 April 2015.</p> <p>When discussing "Learning from Savile" it was noted that the Board will consider an overview report prior to submission to Monitor in June 2015. John Lawlor added that all visitors to Trust sites are required to have full accompaniment throughout the entirety of their visit.</p> <p>It was noted that a more comprehensive report on "Reducing harm from tobacco" is being prepared for the Board of Directors' meeting in May.</p> <p>In addition to the report, John Lawlor reported that Dr Geraldine Strathdee, National Clinical Director of Mental Health will be visiting the Trust on 9 April 2015. Dr Strathdee will visit Hopewood Park and meet a variety of staff. A programme for the day is in the process of being finalised. Also Chris Hopson and Saffron Cordery from NHS Providers will be visiting the Trust on 30 April 2015.</p>	<p>GO</p> <p>DG</p>

37/15	<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 those wards where staffing was 10% under planned and 20% over planned for February 2015. The contents were noted by the Board.</p> <p>Gary O’Hare said that although there was a dip during February in line with staff holidays that needed to be taken before the end of the financial year, there were no significant issues to note.</p> <p>Nigel Paton asked about the overall picture and that by now should we be able to understand the “spikes?” Gary O’Hare said that a drilling down exercise is currently being undertaken to be reported to a future Board meeting.</p>	
38/15	<p>Performance and assurance</p> <p>i) <u>Performance Report</u></p> <p>Lisa Quinn presented the report for the position to 28 February 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 “3” and a governance risk rating of “green.”</p> <p>Lisa Quinn said that the report highlights that there has been very little change in the performance position since last month.</p> <p>John Lawlor said that he had recently taken part in a service visit to the Children and Young People’s service and he was impressed with the level of commitment shown to reduce waiting times despite rising demand.</p> <p>James Duncan reported a reduction in the year to date surplus as discussed last month, which takes the Trust to a Monitor risk rating of “3” as planned. The cash position is higher than planned. There were no other significant issues to report.</p> <p>Nigel Paton as Chair of the Finance Infrastructure and Business Development Committee commented that the financial position has been very transparent through the course of the year. Next year will be a stringent year but plans are in place.</p>	
39/15	<p>Strategy and partnerships including commercial and business development:</p> <p>i) <u>Transformation Programme update</u></p> <p>Paul McEldon presented the paper. The contents were noted by the Board.</p> <p>He highlighted that up to 2,500 staff could be involved in organisational change consultation from July, two of the groups may be stood down and the Committee continues to be alert to emerging risks.</p> <p>Hugh Morgan Williams commented that it was critical to get the consultation process right and this generated discussion. Lisa Crichton-Jones said that we have learned from previous processes. John Lawlor said that it had been agreed with Staff Side that wherever possible staff should be slotted in to posts in the revised structures. Lisa Crichton-Jones confirmed that details would be included in the HR framework.</p>	

	<p>ii) <u>Business Planning for 2015/16</u></p> <p>a) One Year Operational Plan</p> <p>James Duncan presented the final draft plan. The contents were noted by the Board.</p> <p>He explained that although this is a one year plan, information for a two year period is included. As existing submission deadlines have been extended to May, there is still time to amend and review.</p> <p>In response to a query from Nigel Paton on the Board declaration on sustainability, James Duncan said that it was difficult to sign off five years sustainability on the back of a one year plan, but we have an approach in place in the organisation which looks to deliver sustainable services, and this should enable us to declare sustainability.</p> <p>Lisa Quinn added that there are a number of areas that need finalising relating to contract negotiations. This is a consequence of receiving late national guidance.</p> <p>Following discussion, the Board approved the submission of the One Year Operational Plan to Monitor, subject to minor amendments to the financial details.</p> <p>b) Financial Strategy and Budgets</p> <p>James Duncan presented the paper. The contents were noted by the Board.</p> <p>He highlighted the risk to the assumptions about the amount of funding relating to Early Intervention in Psychosis issues with 0.35% included at this stage in the plans. He also stressed that funds are not being held in reserve as they have all been allocated to budgets.</p> <p>James Duncan confirmed to Martin Cocker that Monitor sets the base inflation rate, to which an efficiency factor is then applied. He confirmed that the budgets were fully inclusive of the Trust's own inflation assumptions.</p> <p>Following discussion, the Board approved the plans.</p> <p>iii) <u>Business Case: Improving the Northumberland Dementia Pathway</u></p> <p>Gary O'Hare presented the business case, which had been reviewed by the Finance Infrastructure and Business Development (FIBD) Committee. The contents were noted by the Board.</p> <p>Nigel Paton as Chair of the FIBD Committee confirmed that the committee had undertaken a robust review of the proposal. Gary O'Hare highlighted the good partnership working with the Clinical Commissioning Group.</p> <p>Following discussion, the Board approved the business case.</p>	
40/15	<p>Workforce issues</p> <p>i) <u>National Staff Survey results</u></p> <p>Chris Rowlands presented the paper, which provided an overview of the results of the "850 sample" national Staff Survey. The contents were noted by the Board.</p>	

Hugh Morgan Williams left the meeting with the remainder of the meeting being chaired by Paul McEldon.

Chris Rowlands expanded on the work and priorities of the Staff Survey Working Group.

There was a discussion on the number of surveys and the potential for “survey overload” with Chris Rowlands confirming that the “all” staff survey and the “850” staff survey run concurrently with the same questionnaire. However there is also the Friends and Family test which runs on a quarterly basis, excluding the quarter that coincides with the completion of the staff survey.

James Duncan stressed the need to focus on the full census, suggesting that a different picture may be obtained from a smaller sample.

Lisa Crichton-Jones said that some very clear themes are beginning to emerge and stressed the need to focus on the core issues and take these forward.

Nigel Paton expressed concern at two of the bottom ranking scores relating to staff experiencing physical violence from patients, relatives or the public and staff experiencing harassment, bullying or abuse from patients, relatives or the public, and asked what could be done about it. Gary O’Hare explained that due to the nature of the Trust’s client group, the number of injuries to staff members may seem high, but the vast majority of injuries are low level. However, he confirmed that as a trust we constantly review policies and procedures to look to reduce levels of violence and aggression. The Trust has a good reporting culture, stressing that staff are encouraged to report incidents. Lisa Crichton-Jones highlighted that there has been a great deal of work in ensuring that staff receive the Prevention and Management of Violence and Aggression (PMVA) training. John Lawlor also explained that many incidents of violence and aggression occurred when staff intervene to prevent self harm by service users.

ii) Equality and Diversity Standard

Chris Rowlands presented the report, which covered details of two standards developed by the NHS Equality and Diversity Council, i.e. the Equality Delivery System and the Workforce Race Equality Standard. The contents were noted by the Board.

He highlighted that the Trust’s work to date is on course to meet the NHS England timescales. It was noted that we are required to publish our baseline data for 1 April 2015 no later than 1 July 2015. It was therefore agreed that final documentation would be reviewed at the June Board and then annually prior to 1 April.

iii) ‘Speak Easy’ events

John Lawlor presented the paper that covered feedback received from staff and from managers during the recent “Speak easy, be heard” events and outlined the future approach and actions. The contents were noted by the Board.

It was noted that work is underway to provide feedback to staff via “Share Easy” sessions, which will commence in May 2015 as a more inclusive approach than a traditional “team brief” cascade.

The Board were supportive of the approach.

**CR/
LCJ**

41/15	<p>Council of Governors' issues for discussion (if any)</p> <p>There were no issues to discuss.</p>	
42/15	<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>	
43/15	<p>Date, time and venue of next meeting</p> <p>Wednesday, 29 April 2015 at 1.30 pm, Conference Rooms, 1 and 2, Walkergate Park.</p>	