

DRAFT Minutes

Board of Directors' meeting held in public

Wednesday, 27 April 2016	1.30pm – 3.30pm	Rooms 2 & 3, Walkergate Park
Present: Paul McEldon Non-Executive Director, Vice Chair Dr Leslie Boobis Non-Executive Director Alexis Cleveland Non-Executive Director Martin Cocker Non-Executive Director James Duncan Deputy Chief Executive / Executive Director of Finance Neil Hemming Non-Executive Director John Lawlor Chief Executive Dr Rajesh Nadkarni Interim 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		
In attendance: Susan Hamilton Administration Officer Anne Moore Director of Infection, Prevention and Control Dr Damian Robinson Deputy Director of Safety and Governance Lynne Shaw Deputy Director of Workforce and Organisational Development Caroline Wild Deputy Director, Corporate Relations & Communications		
Also present: There were no members of the public present		

Agenda Item		Action
42/16	Welcome and apologies Hugh Morgan Williams Chair Lisa Crichton-Jones Executive Director of Workforce and Organisational Development Ruth Thompson Non-Executive Director	
43/16	Declarations of interest Martin Cocker has joined the Board of Beverley Building Society	

44/16	<p>Minutes of previous meeting held on 23 March 2016</p> <p>Change to Lisa Quinn’s job title to read Lisa Quinn ‘Executive Director of Commissioning and Quality Assurance’.</p> <p>Subject to this amendment, the minutes were agreed as a true record and duly signed.</p>	
45/16	<p>Matters arising not included on the agenda</p> <p>The schedule was noted.</p>	
46/16	<p>Action Checklist</p> <p>The checklist was noted.</p>	
47/16	<p>Chair’s Report</p> <p>Paul McEldon reported the following on behalf of the Chair:</p> <ul style="list-style-type: none"> • The work being undertaken for the upcoming CQC visit. • Interviews for the Executive Medical Director would take place on 12th May. • The Chair is due to speak at the Regional Meeting of FT chair about the trusts ‘Speakeasy’ approach. • In terms of recruitment of a new non-executive director, the Board were asked to consider the skills and experience which would be beneficial to the Board. <p>It was agreed that experience of local authorities or housing should be considered; also finance experience and clinical experience would be of benefit. This will be fed back to the Chairman and the Nominations Committee.</p>	
48/16	<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 the CQC review of how NHS Trusts investigate and learn from unexpected deaths and he informed the Board that the Secretary of State has formally asked for a review of all deaths following the report into Southern Health NHS FT. Gary O’Hare provided feedback from a recent Mazars event reporting that Mazars used the Trust’s serious incident process as a benchmark. The Mazars report suggests different ways of investigating incidents and the Trust will consider the recommendations. John Lawlor also reported that North East and Cumbria and Humber and Yorkshire Chief Executive’s Forum has agreed to look at mortality and morbidity rates across mental health trusts in the area.</p>	
49/16	<p>Quality, clinical and patient issues</p> <p>i) Visit Feedback themes –annual report</p> <p>Gary O’Hare presented the annual report which was noted by the Board. He explained that the report articulates the number of service visits during 2015/16. Gary reported that the visits provide staff with an opportunity to raise any issues as well as an opportunity to highlight areas of good practice.</p>	

ii) Visit Feedback themes –quarterly report

Gary O’Hare presented the first quarterly report for 2016/17 to the Board. The Board noted the report.

Any suggestions for the format of future reports are welcomed from Board members. John Lawlor stressed that the visits should not be seen as formal visits but as an opportunity to meet staff and see the good work our colleagues are doing and to pick up any potential areas of concern.

Peter Studd highlighted the electronic patient records system (RiO) and said that this seems to be a recurring theme. Lisa Quinn explained that RiO is the system of choice for mental health clinical services but that the system is not without its problems. The next upgrade will look at streamlining the system and there is a running programme to pick up issues and suggestions. The Board noted that the Trust has recently signed a contract to roll out digital dictation across the Trust. Lisa also reported that the Trust now has a view into the clinical systems of 80 GP practices and that this is seen by clinicians as a huge improvement.

Lisa further explained that the timescale for the Informatics strategy has been aligned to the Trust Strategy and Neil Hemming agreed to discuss this with Dr Joe McDonald and Darren McKenna, Director of Informatics to formulate a way forward before consideration by the Board in September.

Peter Studd acknowledged that the strategy is important and asked what is being done in the meantime and John Lawlor confirmed that there are a number of priority areas with the existing system that are being progressed in the meantime.

iii) Quarter 4 Quality and Safety report

Gary O’Hare presented the report and highlighted that this is the last safety report in its current form. The new reporting cycle was presented to the Board.

Peter Studd commented on the delay in receiving the details of coroners’ verdicts. Gary O’Hare recognised that this is a challenge and he explained that the Trust has no control around coroners’ verdicts. Also, unlike some other Trusts, NTW report all incidents not only coroner verdicts only.

Martin Cocker commented that this report is much better than previous versions, providing more insight. Gary O’Hare commented that as an organisation we look at all incidents to implement any learning.

iv) Service User and Carer Experience Quarter 4 update

Lisa Quinn presented the results of the Quarter 4 Service User and Carer Experience, which was noted by the Board.

Lisa reported that some Trusts use an external organisation for their Friends and Family test, and she explained that we were considering this for NTW.

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	<p>Carer feedback is included as Quality Priority this year.</p> <p>In relation to the Community Annual Survey, the Community Group is using their clinical leads to engage with service users. Feedback is being received, which will be reviewed to see what further improvements can be made.</p> <p>Peter Studd queried the star ratings at the end of the report and asked whether the Trust would move up the quartile if the response rate increased and Lisa Quinn replied saying that this may not be the case but she recognised that the response rate needs to increase.</p> <p>v) 2015/16 Quality Account update Lisa Quinn presented the 2015/16 Quality Account update, which was noted by the Board.</p> <p>The Board approved the 2015/16 Quality Plan.</p> <p>vi) Interim analysis of six years of unexpected unnatural deaths report (2010-2015) Dr Damian Robinson attended to provide an update on six years' analysis of unnatural deaths. The report was noted by the Board.</p> <p>The Board noted that the number of suicide verdicts has increased. Dr Robinson reported that the Chief Coroner has issued some guidance advising that coroners should stick to standard conclusions and this may be relevant rather than a direct change.</p> <p>The Board noted the decrease in deaths in community mental health teams during 2015, However deaths in addictions services have increased but there is an increase in the verdict of misadventure.</p> <p>Only one death of an inpatient as a suicide was recorded.</p> <p>In relation to a query around the definition of 'risk of death', Dr Robinson explained that this is calculated as risk per week.</p> <p>Dr Robinson said there is a lot more work we could do but the figures available are not robust enough to enable accurate comparators to be made, but that this will be included in the Board report for October. The Morbidity and Mortality review will also inform the report for next year.</p>	
50/16	<p>Performance and Assurance</p> <p>i) Performance Report Lisa Quinn presented the Month 12 performance report and James Duncan presented the finance dashboard. The contents were noted by the Board, in particular that for Monitor's Risk Assessment Framework, NTW had a Governance Risk Rating of 'Green' and a Financial Sustainability Risk Rating of 4.</p>	

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Lisa highlighted the improvements to access in CYPS services. She stressed that this service has been under significant pressure and significant improvements have been made, which is an excellent achievement. There are a significant number of referrals into this service now, so this is a tremendous achievement.

The waiting list for Gender Dysphoria is increasing and has doubled compared with a year ago. A number of staff are not yet in post. We have agreed a target with commissioners to reduce the waiting list and commissioners are working with us constructively on this. This is discussed regularly with NHS England.

John Lawlor said he is privileged to be the Chief Executive of an organisation that has such dedicated staff delivering such a good performance across such a broad range of services. Lisa Quinn stressed that the teams should take huge credit for their efforts.

Finance

James Duncan presented the finance dashboard. Referring to the surplus before exceptional items of £4.2m, James reported that in March, the Trust had a higher than expected non pay spend. He stressed the need to understand and learn what has happened for year end next year.

On top of 4.2m surplus, we have had exceptional items surplus of £7.6m. The Trust has ended up with an overall rating of 4.

ii) Quarter 1 Board Assurance Framework and Corporate Risk Register

Lisa Quinn presented the Quarter 1 Board Assurance Framework and Corporate Risk Register which was noted by the Board.

She reported that a review of the Risk Register was carried out in 2015 and comments received have been incorporated.

Deloitte recommended the red risks being managed at Group level be reported to the Board and these are highlighted on page 6. The report has been reviewed through CDT and also the Quality and Performance committee.

Les Boobis suggested that it would be useful to have an estimated date for the RAG ratings, and Lisa Quinn confirmed that this would be considered.

iii) Quarter 4 Staff Friends and Family test

Lisa Quinn presented the results of the Quarter 4 Friends and Family test. The report was noted by the Board. Staff with surnames beginning P-Z received the survey. The response rate was 32%, which is comparable with previous quarters, but work is underway to improve on this figure.

	<p>iv) Six monthly Infection, Prevention and Control report Anne Moore attended to present a summary of the six monthly update, which was noted by the Board.</p> <p>In particular, Anne confirmed that the one case of CDiff was classed as a hospital acquired infection. Subsequently, root cause analysis was undertaken at Walkergate Park and lessons have been learnt around prescribing practices, which have been shared with the IPC committee and other Trusts across the region. Anne confirmed that the patient recovered from the infection.</p> <p>In relation to the flu campaign, the Trust exceeded the staff uptake of the flu vaccination, which was an improvement on previous years and a lessons learnt event was held. The Trust was successful in the national Flu Fighter awards with NHS England.</p> <p>John Lawlor commented that the Trust's performance on the flu vaccination was one of the best for mental health trusts. He praised Anne and the team for their efforts and also commended staff for their commitment to safeguarding their patients and colleagues.</p> <p>v) Board and Committees' Terms of Reference Lisa Quinn presented a paper outlining a process to refine the Terms of Reference for the sub committees of the Board.</p> <p>The Board approved the Terms of Reference for the Resource and Business Assurance Committee, the Quality and Performance Committee and the Strategy Working Group.</p> <p>The Board also approved the format for Terms of Reference and the new cover sheet for the Board Committees and the Board.</p>	
51/16	<p>Strategy and Partnerships</p> <p>i) Operational Plan 2016/17 The Board approved the submission of the Operational Plan 2016/17 to Monitor.</p> <p>ii) Contracting update The Board received an update on Contract negotiations.</p> <p>The closure of Belsay and re-provision into Rose Lodge was approved by the Board.</p> <p>Lisa Quinn confirmed that all contracts have now been signed with the exception of Durham and Tees.</p> <p>iii) Deciding Together: feedback from the public consultation The update was noted by the Board.</p> <p>iv) Well Led Action Plan The report was received and noted by the Board.</p>	

52/16	<p>Workforce</p> <p>i) Quarter 4 Workforce Directorate update Lynne Shaw presented the report, which was noted by the Board.</p> <p>Lynne highlighted the introduction of an apprenticeship levy, payable from April 2017. She reported that the Trust intends to increase apprentices and that work is ongoing to look at the implications of the levy. Lynn confirmed that a high percentage of apprentices go on to gain employment with the Trust at the end of their apprenticeship.</p> <p>ii) Junior Doctors' Contract Dr Rajesh Nadkarni presented an update and the report was noted by the Board. Dr Nadkarni reported that engagement with junior doctors across the Trust continues to be positive.</p> <p>In relation to the Guardian of Safe Working, Dr Nadkarni confirmed that this role should be in post by July. He also confirmed that the role will be a senior consultant but not in a senior management position.</p>	
53/16	<p>Regulatory</p> <p>i) Quarterly Report to Monitor Lisa Quinn presented the report for Quarter 4. The contents were noted by the Board, in particular the declaration of a Governance rating of 'green' and a Finance Sustainability Rating of 4. The Board approved the submission of the report to Monitor.</p> <p>ii) Draft Annual Governance Statement John Lawlor presented the draft statement and the contents were noted by the Board. It was noted that paragraph 6 on page 9 is incomplete. This will be completed before consideration by the Audit Committee.</p> <p>Subject to this, the Board of Directors agreed to adopt the draft Annual Governance Statement.</p> <p>iii) Decisions Reserved to the Board James Duncan presented the report and the contents were noted by the Board. In relation to page 6, specifically the permanent/longer term closure of a ward or service it was agreed to include 'agree permanent closure'.</p> <p>Subject to this amendment, the Board approved the content of the report.</p>	
54/16	<p>Minutes / Papers for information</p> <p>i) Council of Governors issues There were no specific issues to highlight.</p> <p>ii) Local Safeguarding Boards update The reports were noted by the Board.</p>	

54/16	Questions from the public There were no members of the public present at the meeting.	
	Date, time and place of next meeting Wednesday, 25 May 2016, Board Room, Conference Rooms 1 & 2 Ferndene at 1.30pm	