

DRAFT Minutes

Board of Directors' meeting held in public																										
Wednesday, 28 September 2016	1.30pm – 3.30pm	Recovery College, Broadacre House																								
<p>Present:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Hugh Morgan Williams</td> <td>Chair</td> </tr> <tr> <td>Dr Leslie Boobis</td> <td>Non-Executive Director</td> </tr> <tr> <td>Martin Cocker</td> <td>Non-Executive Director</td> </tr> <tr> <td>Alexis Cleveland</td> <td>Non-Executive Director</td> </tr> <tr> <td>Lisa Crichton-Jones</td> <td>Executive Director of Workforce and Organisational Development</td> </tr> <tr> <td>James Duncan</td> <td>Deputy Chief Executive / Executive Director of Finance</td> </tr> <tr> <td>Neil Hemming</td> <td>Non-Executive Director</td> </tr> <tr> <td>John Lawlor</td> <td>Chief Executive</td> </tr> <tr> <td>Dr Rajesh Nadkarni</td> <td>Executive Medical Director</td> </tr> <tr> <td>Lisa Quinn</td> <td>Executive Director of Commissioning and Quality Assurance</td> </tr> <tr> <td>Peter Studd</td> <td>Non-Executive Director</td> </tr> <tr> <td>Ruth Thompson</td> <td>Non-Executive Director</td> </tr> </table>			Hugh Morgan Williams	Chair	Dr Leslie Boobis	Non-Executive Director	Martin Cocker	Non-Executive Director	Alexis Cleveland	Non-Executive Director	Lisa Crichton-Jones	Executive Director of Workforce and Organisational Development	James Duncan	Deputy Chief Executive / Executive Director of Finance	Neil Hemming	Non-Executive Director	John Lawlor	Chief Executive	Dr Rajesh Nadkarni	Executive Medical Director	Lisa Quinn	Executive Director of Commissioning and Quality Assurance	Peter Studd	Non-Executive Director	Ruth Thompson	Non-Executive Director
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<p>In attendance:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Susan Hamilton</td> <td>Administration Officer (minutes)</td> </tr> <tr> <td>Anne Moore</td> <td>Director of Infection Prevention and Control / Group Nurse Director, Specialist Care</td> </tr> </table>			Susan Hamilton	Administration Officer (minutes)	Anne Moore	Director of Infection Prevention and Control / Group Nurse Director, Specialist Care																				
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Agenda Item		Action
100/16	<p>Welcome and apologies</p> <p>Apologies were received from Gary O’Hare, Executive Director of Nursing and Operations.</p> <p>Hugh Morgan Williams thanked the Recovery College for hosting this month’s Board meeting. Angela Glascott introduced Recovery College students Nicole and Susan, who provided the Board with an overview of the support provided by the college.</p> <p>The Board extended their thanks to Nicole and Susan for coming along to share their experiences.</p>	
101/16	<p>Declarations of interest</p> <p>There were no declarations of interest for this meeting.</p>	

102/16	<p>Minutes of Pervious meeting held on 27 July 2016</p> <p>The minutes were agreed as a true and correct record and duly signed.</p>	
103/16	<p>Matters arising not included on the agenda</p> <p>Page 5, 93/16, Strategy and Partnerships, ii) Accountable Care Organisation (ACO) – Northumberland - John Lawlor advised that the Northumberland ACO work continues. However, the North Tyneside ACO has been placed on hold.</p>	
104/16	<p>Chair's Report</p> <p>Hugh Morgan Williams and John Lawlor expressed their delight following the result of the CQC inspection. Hugh commended all Trust staff for their hard work, dedication and their efforts to achieve the 'Outstanding' rating. Thanks were also conveyed to Lisa Quinn and the team from the Board for a well-coordinated process</p> <p>Hugh Morgan Williams welcomed back Non-Executive Director Ruth Thompson following a period of absence. Ruth will be resuming her role as Chair of the Mental Health Legislation Committee. She will resume her role as Chair of the Quality and Performance Committee (Q&P) in a few months' time. In the interim Dr Leslie Boobis will Chair Q&P. Martin Cocker will undertake the role as Senior Independent Director</p> <p>Hugh fed back from the NHS Providers' Chairs and Chief Executives' meeting he attended with John Lawlor on 21 September 2016. Among the items discussed were the Sustainability and Transformation Plans and Governance arrangements.</p> <p>Hugh has completed the Non-Executive Directors' appraisals and a report will be provided to the Board next month.</p> <p>The Secretary of State for Health will be visiting Ferndene on Friday, 30 September 2016.</p>	
105/16	<p>Chief Executive's Report</p> <p>John referred to the NHS Planning Guidance. He reported that unusually, this is for two years and the Trust is required to submit plans for both 2017/18 and 2018/19.</p> <p>John informed the Board that the Junior Doctors' industrial action has been stood down. The British Medical Association has invited the Secretary of State to attend their annual summit in November.</p>	
106/16	<p>Quality, clinical and patient issues</p> <p>i) CQC Inspection outcome Lisa Quinn provided a presentation to the Board on the outcome of the comprehensive CQC inspection in September 2016.</p> <p>She highlighted that NTW was rated as Outstanding and the outcome was published in September. Lisa stressed that the outstanding rating is down to a contribution from each and every member of Trust staff.</p>	

It was noted that NTW is one of eight Trusts that have been rated as outstanding and one of only two Mental Health and Disability Trusts.

Areas of good practice are detailed in the report. Lisa reported that a transparent approach was adopted throughout the inspection and we acknowledge that there is still some work to do and we seek to learn. This will be part of our action plan going forward.

The Trust received two recommendations of areas for improvement in relation to :

- The use of mechanical restraint in inpatient services for children and young people,
- Care planning in inpatient wards for older people.

An action plan is being developed and is required to be submitted to the CQC by 1 October 2016.

A learning event has already been held, attended by 80 members of staff. At the event, staff explored the themes that came out of the inspection.

Lisa informed the Board that the CQC's inspection process across the NHS is now complete and that from April 2017, the CQC will be moving to a more risk-based approach. She explained that the reason NTW was inspected towards the end of the CQC programme, was due to their risk profiling, as the Trust was considered low risk. The CQC has now put in place a monthly monitoring process.

In relation to the two areas that were rated as 'required improvement', Alexis Cleveland asked how staff felt about this. Vida Morris explained that work has already commenced around improving care plans and this work will be taken forward into other parts of the service and she stressed that learning from this will be transferred into Older People's services. Lisa Quinn explained that the CQC was very open with our staff and it was articulated very clearly that the recommendations were not a criticism of the care provided.

Anne Moore also explained that the CQC was already aware of the environmental issues at Alnwood and they acknowledged that staff are doing everything they can considering the environmental constraints.

Lisa confirmed that the action plan will be submitted by 1 October 2016 and Board members should submit any comments by the close of play on Friday.

ii) Learning and Improving from activity – Six monthly report

Vida Morris presented the report, which was noted by the Board. Vida highlighted four specific areas:

- Individuals with reduced life expectancy – significant improvement to physical health across the spectrum including significant investment in specialist roles, i.e. dietetics etc.
- Illicit substances and alcohol - the Trust search dogs have helped to tackle this problem. The role of Police Liaison lead

has also been developed.

- CQC consultation of changes to Quality Reports – NTW report transparently on mortality (and have done since 2009). Collaborative work has been initiated with other MH trusts for shared learning and the adoption of best practice.
- High acuity levels around challenging behaviour. NTW has adopted the Positive and Safe Strategy to reduce the need for physical interventions.

Peter Studd referred to the patient feedback systems in the trust. Lisa Quinn confirmed that work is ongoing.

iii) Board Assurance Framework and Corporate Risk Register

Lisa Quinn presented the report, which outlines the changes since the last update. The content was noted by the Board.

iv) 'Flu Vaccination programme 2016/17

Anne Moore presented the report, which was noted by the Board.

Anne reported on plans to improve the uptake of the vaccine for staff across the organisation to protect our service users. There has been a significant increase year-on-year and last year we held a 'lessons learnt' event. Overall, we are getting closer to achieving 75%, so we need to encourage our staff to 'have the jab'. The vaccination campaign began last week and we have already begun to vaccinate staff at ward and team level. Dates are in place for Team Prevent clinics. Additionally, we have identified patients who are most at risk. For children, the method of delivery can be via a nasal spray and GP services will be assisting with this process. The main success areas are where we have trained significant numbers of peer vaccinators across a number of services.

Anne confirmed that the Trust has to report data collection to the Department of Health, NHS England and internally, through the Operational Management Group and the Group Business Meeting.

It was noted that uptake of the vaccination across medical staff has deteriorated and Anne reported that the reasons for this are not clear. However, it has been suggested that the blip in the early batches of the vaccine last year may have been a factor.

Measures are in place with the Medical School to try to capture junior doctors, including using a four minute video from Mersey Care NHS FT around an outbreak in their organisation, so hopefully this will get the message across that 'Flu is a killer.

Lisa Crichton-Jones queried whether the low uptake had been discussed at the Medical Staff Committee and John Lawlor and Dr Nadkarni agreed to ensure that this is discussed at the next meeting.

Lisa Quinn confirmed there is a vaccination session planned for the Board and the details will be confirmed shortly.

JL/RN

107/16	<p>Performance and Assurance</p> <p>i) Commissioning and Quality Assurance Report</p> <p>Lisa Quinn presented the Month 4 position, which was noted by the Board. Lisa reported that the Month 5 report will be the final report under the current risk assessment framework, as this is to be superceded by the Single Oversight Framework from 1 October 2016.</p> <p>Lisa reported an improvement against contract quality standards in Month 4.</p> <p>In terms of CQUINs, two are rated amber and a lot of work is being carried out in these areas.</p> <p>There has been an increase in appraisal rates to 85.6%.</p> <p><u>Finance</u></p> <p>James Duncan provided an update of the financial position. He reported that at Month 4, the Trust is reporting a deficit of £200k. Taking STP funding into account, we are £1.7m behind plan. The £200k deficit is in line with our revised trajectory and this was submitted to NHS Improvement in Quarter 1.</p> <p>We continue to forecast that we will deliver our control total but there are risks attached to this that have been previously highlighted to the Board and NHS Improvement.</p> <p>James continued by saying that this is a significant financial challenge for the whole of the NHS. We have been involved in the process and our commitment is to deliver with our partners safe and sustainable services. James confirmed that we will soon be informed of our control total for next two years and there will be a time frame to respond to this.</p>	
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<p>108/16</p>	<p>Workforce</p> <p>i) Medical Revalidation Annual Report Dr Rajesh Nadkarni presented the report, which includes the Statement of Compliance declaration. The report was noted by the Board.</p> <p>Dr Nadkarni highlighted that of 232 doctors with a prescribed connection to NTW, 196 have completed satisfactory appraisals.</p> <p>The report also refers to six doctors from St Oswald’s Hospice, as the Trust is responsible for their appraisal and revalidation.</p> <p>An error was noted in relation to the number of locum days on page 16, which will be amended prior to final submission.</p> <p>Following discussion and subject to the above amendment, the Board approved the signing of the Statement of Compliance confirming to the Higher Level Responsible Officer that the Trust, as a Designated Body, is in compliance with the regulations.</p> <p>Post meeting note: The Chief Executive submitted the Statement of Compliance with appropriate revisions.</p>	
<p>109/16</p>	<p>Regulatory</p> <p>i) Board Terms of Reference The Board considered an amendment to the Board of Directors’ Terms of Reference; to change the membership of the Board to include 7 Non-Executive Directors, to reflect the current Board structure.</p> <p>In addition, an amendment to the wording was also agreed, to change ‘Blackberries’ to ‘Mobile Devices’.</p> <p>Subject to these amendments, the Board approved the Board of Directors’ Terms of Reference.</p>	

110/16	<p>Minutes / Papers for information</p> <p>i) Local Safeguarding Boards' update Vida Morris presented the reports. The contents were noted by the Board.</p> <p>In addition, Vida highlighted three areas of ongoing work:</p> <ul style="list-style-type: none"> • Alnwood - following the recommendations from the CQC inspection. • Operation Compass - in the event of an allegation of domestic abuse a notification will be issued to the child's school. This is to be rolled out across the north east region. • Newcastle Safeguarding Board is to establish a Missing, Sexual Exploitation and Trafficking Group (M-SET) for the prevention of exploitation of children. <p>ii) Committee minutes There were no specific issues to note.</p> <p>iii) Council of Governors' issues Hugh Morgan Williams' appraisal has been completed and will be considered by the Council of Governors on 11 October 2016.</p>	
111/16	<p>Any Other Business</p> <p>Hugh Morgan Williams reported that Miriam Harte has been appointed as the new Non-Executive Director, who will replace Paul McEldon following the end of Paul's tenure on 31 December 2016. Miriam will attend the October Board meeting as an observer and she will commence her position formally in January 2017.</p> <p>Hugh Morgan Williams reported a change to the timings of the October Public Board, which will now commence at 10.30am in the morning instead of the usual afternoon slot.</p>	
112/16	<p>Questions from the public</p> <p>Trust Governor, Chris Macklin, provided the Board with an update on the current situation around CCG finances.</p>	
113/16	<p>Date, time and place of next meeting</p> <p>Wednesday, 26 October 2016, 10.30am, Board Room, St Nicholas' Hospital, Gosforth NE3 3XT</p>	