

DRAFT Minutes

Board of Directors meeting held in public																																						
Wednesday, 26 October 2016	9.30am – 10.30am	St Nicholas Hospital, Gosforth																																				
<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Hugh Morgan Williams</td> <td>Chairman</td> </tr> <tr> <td>John Lawlor</td> <td>Chief Executive Officer</td> </tr> <tr> <td>Alexis Cleveland</td> <td>Non-Executive Director</td> </tr> <tr> <td>Ruth Thompson</td> <td>Non-Executive Director</td> </tr> <tr> <td>Les Boobis</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>Lisa Quinn</td> <td>Executive Director of Commissioning and Quality Assurance</td> </tr> <tr> <td>Martin Cocker</td> <td>Non-Executive Director</td> </tr> <tr> <td>Paul McEldon</td> <td>Non-Executive Director</td> </tr> <tr> <td>Peter Studd</td> <td>Non-Executive Director</td> </tr> <tr> <td>Gary O'Hare</td> <td>Executive Director of Nursing and Operations</td> </tr> </table> <p>In attendance:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Caroline Wild</td> <td>Deputy Director, Corporate Relations and Communications</td> </tr> <tr> <td>Dave Rycroft</td> <td>Deputy Director of Finance, attending for James Duncan</td> </tr> <tr> <td>Dr Eilish Gilvarry</td> <td>Deputy Medical Director, attending for Dr Nadkarni</td> </tr> <tr> <td>Miriam Harte</td> <td>Shadow Non-Executive Director</td> </tr> <tr> <td>Dr Damian Robinson</td> <td>Deputy Director, Safety</td> </tr> <tr> <td>Anne Moore</td> <td>Group Nurse Director, Specialist Care Group</td> </tr> <tr> <td>Jennifer Cribbes</td> <td>Corporate Affairs Manager</td> </tr> </table>			Hugh Morgan Williams	Chairman	John Lawlor	Chief Executive Officer	Alexis Cleveland	Non-Executive Director	Ruth Thompson	Non-Executive Director	Les Boobis	Non-Executive Director	Lisa Crichton-Jones	Executive Director of Workforce and Organisational Development.	Lisa Quinn	Executive Director of Commissioning and Quality Assurance	Martin Cocker	Non-Executive Director	Paul McEldon	Non-Executive Director	Peter Studd	Non-Executive Director	Gary O'Hare	Executive Director of Nursing and Operations	Caroline Wild	Deputy Director, Corporate Relations and Communications	Dave Rycroft	Deputy Director of Finance, attending for James Duncan	Dr Eilish Gilvarry	Deputy Medical Director, attending for Dr Nadkarni	Miriam Harte	Shadow Non-Executive Director	Dr Damian Robinson	Deputy Director, Safety	Anne Moore	Group Nurse Director, Specialist Care Group	Jennifer Cribbes	Corporate Affairs Manager
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Agenda Item		Action
114/16	<p>Welcome and Apologies for absence</p> <p>Apologies for absence were received from Dr Nadkarni, James Duncan and Neil Hemming.</p>	
115/16	<p>Declarations of Interest</p> <p>There were no new declarations of interest.</p>	
116/16	<p>Approve the minutes of meeting held 28 September 2016</p> <p>There were two amendments to the minutes.</p> <ul style="list-style-type: none"> • 102/16 a typing error required amending • 107/16 an amendment to the paragraph <p>The amended minutes of the meeting held on 28th September 2016 were approved as an accurate record of the meeting. Minutes were subsequently signed by the Chair.</p>	

117/16	<p>Action Sheet and Matters arising not included on the agenda</p> <p>In relation to the CQC recommendations, Lisa Quinn confirmed that the action plans had been submitted on time.</p> <p>The Board was made aware that a flu vaccination session had been organised after this public meeting.</p> <p>It was resolved that the Board reviewed the action sheet and there were no matters arising that were not already on the agenda.</p>	
118/16	<p>Chair's Report</p> <p><u>CQC Outcome</u> Hugh Morgan Williams informed the Board that he and John Lawlor had attended a CQC dinner in London for all trusts gaining an Outstanding CQC rating.</p> <p><u>Miriam Harte</u> Hugh Morgan Williams formally welcomed Miriam Harte to the Board of Directors meeting. Hugh informed the Board that Miriam was attending in the role of Shadow Non-Executive Director until formally commencing her position as Non-Executive Director in January.</p> <p><u>Sustainability and Transformation Plans (STP)</u> Hugh Morgan Williams informed the Board that Non-Executive Director Neil Hemming will step down from his position at the end of the year. A process will take place to appoint a new Non-Executive Director.</p>	
119/16	<p>Chief Executive's Report</p> <p>John Lawlor spoke to the Chief Executive's report.</p> <p><u>Secretary of State visit</u> John Lawlor informed the Board that a letter had been received from Jeremy Hunt following his visit to Ferndene. The Secretary of State was very complimentary regarding the Trust's services.</p> <p><u>Investors in People (IIP)</u> In relation to the Investors in People Award (IIP), it was confirmed that the process had concluded and the Trust had been successful in gaining IIP accreditation for both the IIP 'core' and 'health and wellbeing' standards.</p> <p><u>Physical Health Conference</u> John Lawlor asked Anne Moore to provide feedback in relation to the recent Physical Health Conference. Anne explained that the conference had been very successful with a total of 200 staff and commissioners in attendance. The day was said to have been very positive in showcasing developments in the Trust.</p> <p><u>Clinical Leadership Programme</u> John Lawlor informed the Board that there had been a very good response to the clinical leadership programme and as a result, two</p>	

	<p>cohorts are currently running. John stated that the programme involves developing future clinical leaders and that he was very encouraged by the number and breadth of individuals who have applied for the course.</p>	
120/16	<p>Reappointment of the Chairman</p> <p>Martin Cocker, Senior Independent Director provided the Board with a verbal update in relation to the reappointment of the Chairman. Martin informed the Board that the Nominations Committee had reviewed the performance of the Chairman and thereafter, the Council of Governors had received the recommendation of the Nomination Committee to reappoint the Chair for a further 3 year term. The Board was made aware that the Council of Governors had voted upon the recommendation and the result of the vote was unanimous in reappointing the Chairman for a further 3 year term.</p> <p>Martin informed the Board that following the process, Hugh had verbally accepted the position and a contract will be passed to Hugh for formal consideration. It was resolved that the Board of Directors received the update in relation to the reappointment of the Chairman.</p>	
121/16	<p>Quality, clinical and patient issues:</p> <p><u>Visit Feedback Themes – Quarter 2: July 2016 to September 2016</u></p> <p>Gary O’Hare, Executive Director, Nursing and Operations spoke to the report to provide the Board of Directors with an update in relation to the service visits that had been undertaken by Senior Managers during the last quarter.</p> <p>In response to a question raised by Alexis Cleveland in relation to the use of technology, Gary provided assurance that new technology was already being used within services including skype consultations and digital dictation, but that further roll out was needed.</p> <p>It was resolved that the Board of Directors received the Visit Feedback Themes report.</p> <p><u>Analysis of natural and unnatural deaths (2010 to 2015) in NTW</u></p> <p>Dr Damian Robinson presented the report to update the Board in relation to the analysis that had been completed on deaths that were recorded in the NTW SafeGuard system for six calendar years 2010 to 2015.</p> <p>Damian made the Board aware that NTW is working with Mazars to improve and standardise the reporting and investigation of deaths, to support cross organisational learning. Damian highlighted two errors within the report on page 11, unnatural deaths data and page 28, the IRS table.</p> <p>Discussion took place relating to a year on year increase in natural cause deaths. It was explained that the increase is a result of improved reporting systems and processes between the coroner and the Trust.</p> <p>Martin Cocker, questioned what the Trust was learning from the review</p>	

of natural and unnatural deaths. Damian explained that Mazars has recognised that the Trust has a high concordance of reports of deaths and therefore reporting processes are effective. Damian also explained that work was underway to consider 'human factors' raised in the reviews and linking them to the action learning plans.

Discussion took place in relation to statistical issues, recording of the physical health of our service users and the difficulty in capturing causes of death. It was resolved that the Board received the report of the Analysis of natural and unnatural deaths (2010 to 2015) in NTW.

11.40 am Dr Damian Robinson left the meeting.

Infection Prevention and Control Report (6 month and annual)

Anne Moore, Director of Infection Prevention and Control spoke to the enclosed report to update the Board and provide assurance in relation to the effectiveness of surveillance, response measures and the process of learning lessons from incidents. Anne confirmed that there had been no MRSA or Clostridium Difficile incidents since the last report.

Anne provided further detail in support of the report in relation to water safety-routine monitoring, the Flu Campaign, cleanliness inspections, tissue viability and venous thrombus embolism and IPC/TV NICE guidance.

It was resolved that the Board received the report.

Emergency Planning and Resilience Report (6 month and annual)

Anne Moore presented the report. The Board were made aware that the annual report contained information for the period September 2015 to August 2016 and that the Trust had provided substantial assurance to NHS England in relation to the 2016 Core Standards for Emergency Preparedness. The Board was made aware that an action plan is in place for the five areas that requires full assurance.

The Board was informed that two significant incidents had occurred during the reporting period. These being an issue with Vodafone in December 2015 which resulted in disruption to calls to the main Trust switchboard and a major network outage at St George's Park in April 2016 that had been subsequently confirmed to be the result of attempted cable theft. The Board were assured that measures had been taken to secure cables and prevent future unauthorised access to the cable ducts. The Board was further updated in relation to the impact of the Junior Doctor's industrial action. It was resolved that the Board of Directors received the report.

Integrated Commissioning and Quality Assurance Report

Lisa Quinn spoke to the enclosed Integrated Commissioning and Quality Assurance Report. Lisa informed the Board that Quarter 2 remains in line with no material changes to the quality contracting standards. Specific detail was provided in relation to the two quality priorities with an amber rating as well as training and sickness rates. It was resolved that the Board received the Integrated Commissioning and Quality Assurance report.

	<p><u>Service User and Carer Experience Summary Report (Quarter 2 2016/17)</u> Lisa Quinn spoke to the report that summarised Service User and Carer Feedback received during Quarter 2.</p> <p>Peter Studd questioned the feedback received and raised that it is counterintuitive that the Trust can receive an Outstanding CQC rating whilst receiving lower satisfaction feedback from service users. Lisa explained that the CQC are aware that upon announcing an inspection, Trusts receive an increase in negative feedback and complaints and allowances are made. She confirmed however that this will be monitored closely over the coming months.</p> <p>John Lawlor raised the need to gain more service user feedback. Lisa Quinn informed the Board that a new feedback form had been designed and will be sent to all service users to increase feedback.</p> <p><u>CQC Quality Summit</u> Lisa Quinn spoke to the enclosed CQC Quality Summit report. Lisa explained that the Quality Summit is a national requirement and the final part of the CQC inspection process. The Quality Summit was confirmed to have taken place on the 20th October and as a result the Trust is now delivering the CQC action plan. It was resolved that the Board received the CQC Quality Summit update.</p>	
122/16	<p>Strategy and Partnerships</p> <p><u>North East Combined Authority. Commission for Health and Social Care Integration: Health and Wealth – Closing the Gap in the North East Report</u></p> <p>John Lawlor informed the Board that the North East Commission for Health and Social Care has now reported its findings in its report ‘Health and Wealth – Closing the Gap in the North East’.</p> <p>John commented that he was pleased to see that mental health and wellbeing needs are included in the recommendations of the report. It was resolved that the Board received the Closing the Gap in the North East report for information.</p>	
123/16	<p>Workforce</p> <p><u>Workforce Directorate Quarterly Update</u> Lisa Crichton Jones spoke to the enclosed workforce directorate quarterly report to update the Board in relation to the key work and developments across the Trust. Lisa specifically provided detail in relation to the Investors in People assessment, Better Health at Work Award, retire and return, NHS pension administration charges and public sector exit payments.</p> <p>Peter Studd extended formal congratulations on the very positive IIP result.</p> <p>In response to a question regarding the Junior Doctors’ contract, Lisa</p>	

	<p>clarified that the current contract had been accepted by the BMA and confirmed that it would not be imposed on existing doctors but will be the contract for new Junior Doctors. It was resolved that the Board received the Workforce Directorate quarterly update.</p>	
124/16	<p>12.03 pm Dr Lisa Insole joined the meeting.</p> <p><u>Medical Education Self-Assessment Report and Quality Improvement Plan</u></p> <p>Dr Insole spoke to the enclosed medical education report to update the Board in relation to the current position of postgraduate education and undergraduate education. Lisa thanked the Board for their support in relation to providing trainers with recognised time within their jobs plans.</p> <p>In terms of postgraduate education, Lisa informed the Board that NTW was in the top 10% of Trusts in the country and in terms of undergraduates, there has been an improvement in the feedback from both 3rd year and 5th year students.</p> <p>Peter Studd questioned if the impact of this had been recognised in relation to the recruitment and retention of medical staff. Lisa confirmed that the levels of recruitment into junior doctor posts had improved as they had filled all the core posts this time round. The impact on consultant posts was being assessed but positive feedback from trainees can only help with future recruitment.</p> <p>Lisa Crichton Jones asked if any support was required from the Board. It was explained that the feedback has shown that facilities such as access to laptops and rooms is an area that could benefit from improvement. It was resolved that the Board received the Medical Education Self-Assessment Report and Quality Improvement Plan.</p> <p>Dr Insole left the meeting.</p>	
125/16	<p>Regulatory</p> <p><u>NHS Improvement Single Oversight Framework</u></p> <p>Lisa Quinn spoke to the enclosed NHS Improvement Single Oversight Framework report. She explained the new risk assessment framework which has been introduced by NHS Improvement from the 1st October 2016. Lisa explained that the new framework replaces the former Risk Assessment Framework and that each provider will be assigned to a 'segment' which determines the level of support and scrutiny adopted by NHS Improvement.</p> <p>Lisa explained that the segment system runs from segment 1 (the maximum autonomy for Trusts) to segment 4 (providers in special measures). Lisa explained that NTW is currently being rated in segment 2 due to the current financial situation. It was resolved that the Board received the NHS improvement Single Oversight Framework.</p> <p><u>Quarterly Report to NHS Improvement (Risk Assessment Framework)</u></p> <p>Lisa Quinn spoke to the enclosed final Quarterly report to NHS improvement and informed the Board that the Trust is declaring a financial sustainability risk rating of 3. Lisa informed the Board that the</p>	

	<p>usual governance submission is not required this month due to the implementation of the Single Oversight Framework, however, the Trust would have remained to be rated as Green. Lisa requested the Board to note and receive the position. It was resolved that the Board received the Quarterly report to NHS Improvement.</p>	
126/16	<p><u>Finance Report</u> Dave Rycroft updated the Board in relation to the Trust's current financial position. Dave confirmed that the Trust's position had improved from month 5. It was stated that although the financial position remains difficult, the Trust is on plan to achieve the control total of the recovery plan. He confirmed that plans have a number of associated risks to delivery. It was confirmed that NHS Improvement had been fully informed of the current situation. It was resolved that the Board received the financial update.</p>	
127/16	<p>Minutes / Papers for information</p> <p><u>Committee updates</u> Ruth Thompson provided an update of the Trust's Mental Health Legislation Committee.</p> <p><u>Council of Governors' issues</u> There were no Council of Governors issues to raise. Hugh Morgan Williams made the Board aware that there would be a joint meeting on the Board of Directors and Council of Governors in December.</p> <p><u>Minutes Newcastle Academic Health Partners' Executive meeting</u> The Minutes of the Newcastle Academic Health Partners' Executive meeting were received for information.</p>	
128/16	<p>Questions from the public</p> <p>There were no questions raised by members of the public in attendance.</p>	
129/16	<p>Any Other Business</p> <p>There was no further business to report at this meeting. The Chair subsequently declared the meeting closed.</p>	
130/16	<p>Date, time and place of next meeting:</p> <p>1.30pm on Wednesday, 23 November 2016, at Walkergate Park</p>	