

Minutes

Board of Directors' meeting held in public																						
Wednesday, 27 September 2017	1.00pm – 3.00pm	Board Room, St Nicholas' Hospital																				
<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Alexis Cleveland</td> <td>Acting 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>James Duncan</td> <td>Deputy Chief Executive / Executive Director of Finance</td> </tr> <tr> <td>Miriam Harte</td> <td>Non-Executive Director</td> </tr> <tr> <td>John Lawlor</td> <td>Chief Executive</td> </tr> <tr> <td>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>			Alexis Cleveland	Acting Chair	Dr Leslie Boobis	Non-Executive Director	Martin Cocker	Non-Executive Director	James Duncan	Deputy Chief Executive / Executive Director of Finance	Miriam Harte	Non-Executive Director	John Lawlor	Chief Executive	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: none;"> <tr> <td style="width: 30%;">Jennifer Cribbes</td> <td>Corporate Affairs Manager</td> </tr> <tr> <td>Susan Hamilton</td> <td>Administration Officer (minutes)</td> </tr> <tr> <td>Dr Andrea Tocca</td> <td>Consultant Psychiatrist/Guardian of Safe Working Hours</td> </tr> <tr> <td>Dr Rosalind Oliphant</td> <td>Senior Teaching Fellow</td> </tr> <tr> <td>Dr Eleanor Romaine</td> <td>Higher Trainee, CAMHS</td> </tr> </table>			Jennifer Cribbes	Corporate Affairs Manager	Susan Hamilton	Administration Officer (minutes)	Dr Andrea Tocca	Consultant Psychiatrist/Guardian of Safe Working Hours	Dr Rosalind Oliphant	Senior Teaching Fellow	Dr Eleanor Romaine	Higher Trainee, CAMHS										
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Agenda Item		Action
89/17	<p>Welcome and apologies</p> <p>Apologies were received from Lisa Crichton-Jones and Gary O'Hare.</p>	
90/17	<p>Declarations of interest</p> <p>There were no declarations of interest for this meeting.</p>	
91/17	<p>Action list and matters arising not included on the agenda</p> <p>The checklist was noted.</p>	

92/17	<p>Chair's Report</p> <p>Alexis Cleveland updated the Board on the process to appoint a new Chair. The Trust has engaged the services of recruitment specialist Gatenby Sanderson and interviews are likely to take place in December.</p> <p>Alexis reported good attendance at the Council of Governors' meetings.</p>	
93/17	<p>Chief Executive's Report</p> <p>John Lawlor updated the Board on the 2017 Staff Survey. Substantial work has gone into launching the survey this year to increase the response rate, and a mixture of hard and electronic copies have been issued to staff. John is hoping for a high response rate from staff to ensure that their views are heard.</p> <p>James Duncan provided an update on the Accountable Care Partnership, reporting that providers are working increasingly collaboratively to the benefit of the population in Gateshead.</p> <p>James reported that work is ongoing across Newcastle Gateshead as part of the Delivering Together process. There has been good engagement at the workshops from stakeholders and partner organisations. There is still a lot of work to do but feedback from the 'report outs' has been very positive and Board members were encouraged to attend the forthcoming report outs.</p>	
94/17	<p>Service User Experience</p> <p>Sophie attended the meeting to provide the Board with an insight into her experience of using Trust services.</p> <p>Alexis thanked Sophie for attending the meeting. The Board conveyed their thanks to Sophie for sharing her experience.</p>	
95/17	<p>Quality, clinical and patient issues</p> <p>i) Operational Services Restructure update Anne Moore provided an update on the Operational Services Restructure and reported that the new structure will go live on 2 October as planned.</p>	

ii) Safer Staffing Annual Report

Anne Moore presented the salient points from the report and the contents were noted by the Board.

Anne explained that examples of variances include Rose Lodge, where there is a mix of very complex patients and additional staff are needed to support challenging behaviour. Similarly with Walkergate Park, where there are challenges with the recruitment of physical health care nurses into neurorehabilitation roles.

In relation to the NHS Improvement 90 day Carter Review, Anne explained that the Trust is part of the pilot sites and focus is on the 90 day Rapid Improvement Process and E-rostering systems, to look at how to improve productivity. Wards at St George's Park have been chosen to take part in the pilot and an update will be provided at a future Board meeting.

Alexis commented that the Trust is now in a favourable position in terms of nurse recruitment. Ruth Thompson alluded to potential difficulties attracting men into nursing roles and Anne advised that a piece of work has been carried out canvassing the police and the military, to attempt to attract people who may be considering a career move.

iii) Month 5 Commissioning and Quality Assurance Report

Lisa Quinn presented the Month 5 position, which was noted by the Board. There continues to be pressures on waiting times, particularly within community services for adults and for children and young people, and the Board noted that an action plan is in place to address underlying issues.

Two of the five Quality Priorities are forecast to be achieved for Quarter 2. The other three remain rated as amber.

In-month sickness absence has increase to 5.57%. The 12 month rolling absence has also increased to 5.48%.

In relation to waiting times, Martin Cocker asked if there is a programme in place to keep in touch with people who are waiting to access services. Lisa Quinn explained this is an area that is currently being strengthened.

James Duncan provided an update of the financial position. He reported that at Month 5, the Trust is slightly over-delivering against plan. Agency spend continues to reduce and further detail is provided in the Financial Performance Dashboard included in the paper.

Miriam Harte queried the variance in Specialist Care and asked whether this is likely to continue. James explained that the main pressure is overspend in Children and Young People's Services and is Forensic Services and highlighted actions were in place to mitigate this.

iv) Guardian of Safe Working Hours

Rajesh Nadkarni introduced Dr Eleanor Romaine, Senior Teaching Fellow in the Trust and Dr Rosalind Oliphant, Higher Trainee in CAMHs. Eleanor and Rosalind provided a presentation on a trainee-led review into morale and training within psychiatry.

Dr Andrea Tocca, Consultant Psychiatrist in Northumberland provided the Board with a presentation on the role of Guardian of Safe Working Hours.

Following the presentations, Dr Tocca asked the Board to continue to support the Guardian role and Dr Tocca and Rajesh Nadkarni will discuss how to report to the Board going forward.

Alexis extended thanks to all on behalf of the Board, for attending.

v) Annual Deans Quality Meeting (ADQM) 2017 Executive Summary

The Annual Deans Quality Meeting (ADQM) Executive Summary was received and noted by the Board.

vi) Emergency Preparedness, Resilience and Response (EPRR) Assurances

Andy Hindhaugh attended to present the report, to comply with the Core Standards for EPRR. The contents were noted by the Board, in particular, that of the 52 core standards, the Trust is compliant with the vast majority. In addition, there are two standards relating to Hazardous Materials incidents which also do not have full compliance.

Andy reported that in view of these three areas, the Trust is able to report a substantial level of compliance and actions to achieve full compliance with the standards have been added to the EPRR workplan for 2017/18 and will be managed by the Strategic EPRR Group.

The Board noted the report and there were no questions from Board members.

vii) Annual Report for Infection Prevention and Control 2016/17

Anne Moore presented the 2016/17 report which was noted by the Board. In particular, the Trust has had no notifiable communicable diseases. Where there have been viral infection related outbreaks, these have been managed as per the IPC policy and NICE Guidance. In addition, IPC training has been delivered within target. The Board received an update on the new responsibilities for Medical Devices. The report also includes an update of compliance for water safety standards.

An update on the seasonal 'Flu vaccination campaign is also included in the report.

It was noted that the IPC dataset 2016/17 table was incomplete and Anne confirmed that this will be amended and recirculated.

	<p>viii) Infection Prevention and Control Annual Plan 2017/18 Anne also presented the report on the 2017/18 plan. The contents were noted by the Board. There were no questions from Board members.</p> <p>ix) Reported Physical Assaults on Staff 2016/17 Annual Report Anne Moore presented the annual report and the contents were noted by the Board; in particular that NHS Protect no longer has national operational responsibility for security, therefore the Trust is no longer required to report physical assaults on staff. In future, this data will be reviewed by the Department of Health.</p> <p>Miriam Harte queried whether there was any correlation between sickness absence and assaults on staff and Anne explained that more work on this is currently being undertaken.</p> <p>Les Boobis referred to the increase of minor assaults, suggesting that this may be attributed to better reporting.</p> <p>Peter Studd queried whether the concern reported to the Health and Safety Executive was raised by a staff member and it was confirmed that this was the case.</p> <p>It was also confirmed that in relation to the number of assaults per Clinical Commissioning Group, the data is per site, not per resident.</p> <p>Concluding, Anne explained there are different presentations in different clinical settings and a lot of work is being done around the positive and safe approach, particularly in relation to the early part of admission.</p>	
96/17	<p>Strategy and Partnerships (including Commercial and Business Development)</p> <p>i) NTW Solutions Limited, Phase 2 Peter Studd provided the Board with an update on Phase 2 of NTW Solutions and advised that if approved, Phase 2 will commence on 1 November 2017. Following discussion, the Board approved the proposal to complete the next steps for Phase 2 to be implemented. The Business Case will be presented to the Board for approval in October 2017.</p> <p>ii) Trust Branding John Lawlor reported that following a number of engagement sessions, there has been strong support for the four words ‘Caring, Discovering, Growing, Together’ as the Trust’s new brand identity, along with a mix of views about the proposed flower image.</p> <p>James Duncan advised that this work ran alongside the development of the Trust’s 5 Year Strategy and is the result of a long process of engagement with carers, service users and staff.</p> <p>Following discussion, the Board approved the proposal to implement the new branding in line with the move to locality working from 2 October 2017.</p>	

97/17	<p>Minutes / Papers for information</p> <p>i) Council of Governors' issues There were no further issues to discuss.</p> <p>ii) Committee updates There were no specific issues to highlight to the meeting.</p>	
98/17	<p>Any Other Business</p> <p>There was no other business to note for this meeting</p>	
99/17	<p>Questions from the public</p> <p>There were no questions from members of the public.</p>	
100/17	<p>Date, time and place of next meeting</p> <p>Wednesday, 25 October 2017, 1.30pm, Conference Rooms, 1 & 2 Ferndene</p>	