

Northumberland, Tyne and Wear NHS Foundation Trust

Board of Directors

Meeting Date: 29<sup>th</sup> November 2017

Title and Author of Paper:

Quarter 2 Update - NHS Improvement Single Oversight Framework  
Anna Foster, Deputy Director of Commissioning & Quality Assurance  
Dave Rycroft, Deputy Director of Finance & Business Development

Executive Lead: Lisa Quinn, Executive Director of Commissioning & Quality Assurance

Paper for Debate, Decision or Information: Information

Key Points to Note:

1. The Trust position against the Single Oversight Framework has been assessed by NHS Improvement as segment 1 (maximum autonomy). Last updated on NHS Improvement website July 2017.
2. The Trust finance templates are now submitted to NHS Improvement on a monthly basis. The Trust's Use of Resources rating was 1 in Q1 and Q2.
3. From October 2016, NHSI introduced a new Board Assurance statement, which must be completed if a trust is reporting an adverse change in its forecast out-turn position. At 2017-18 quarter 2 the Trust reported it would achieve its year-end control total so this statement was not required.
4. Information on the Trust's Workforce is submitted to NHSI on a monthly basis the report includes a summary of the information which has been submitted during the first six months of 2017/2018.
5. Information on agency use including any price cap breaches and details of the highest paid and longest serving agency staff is submitted to NHSI on a weekly basis this report includes a summary of this information for the first six months of 2017/2018.
6. Governance Information/Updates, any changes to Trust Board and Council of Governors; any adverse national press attention which have taken place during quarter 1 and 2 of 2017/2018 have been included within the report.

Risks Highlighted to Board : None for quarter 2

Does this affect any Board Assurance Framework/Corporate Risks?

Please state Yes or No      No

If Yes please outline

Equal Opportunities, Legal and Other Implications: None

**Outcome Required:**

To note the Finance submissions which were approved by the Director of Finance/Deputy Chief Executive on behalf of the Board and submitted to NHS Improvement during the first six months of 2017/2018.

To note the Quarter 2 self-assessed position against the requirements of the Single Oversight Framework.

Link to Policies and Strategies: N/A

**BOARD OF DIRECTORS**  
**29<sup>th</sup> November 2017**

**Quarterly Report – Oversight of Information Submitted to External Regulators**

**PURPOSE**

To provide the Board with an oversight of the information that has been shared with NHS Improvement and other useful information in relation to Board and Governor changes and any adverse press attention for the Trust during Quarter 1 and Quarter 2 2017-18

**BACKGROUND**

NHS Improvement oversees foundation trusts using the Single Oversight Framework. NHS Improvement have assessed NTW as segment 1 – maximum autonomy.

Monitor until October 2016 provider all Trusts with ratings in relation to continuity of services and governance risk ratings. These are now overseen by NHS Improvement using the Single Oversight Framework who have assessed the Trust for Quarter 1 and Quarter 2 of 2017-18 as segment 1 – maximum autonomy, this is an improvement on segmentation in Quarter 4 of last year when the Trust was assessed as segment 2 – targeted support.

A summary of the Trust ratings since the start of financial year 2016-17 are set out below:

	<b>Q1 &amp; 2 16-17</b>	<b>Q3 &amp; Q4 16-17</b>	<b>Q1 &amp; Q2 17-18</b>
Single Oversight Framework Segment	n/a	2	1
Use of Resources Rating	n/a	2	1
Continuity of Services Rating	2 (Q1) & 3 (Q2)	n/a	n/a
Governance Risk Rating	Green	n/a	n/a

## Key Financial Targets & Issues

A summary of current and expected delivery at Month 6 against our high level financial targets and risk ratings, as identified within our financial plan for the current year, and which is reported in our monthly returns is shown in the tables below (Finance returns are submitted to NHSI on a monthly basis):-

Key Financial Targets	Year to Date			Year End		
	Plan	Actual	Variance/ Rating	Plan	Forecast	Variance/ Rating
Monitor Risk Rating	1	1	Green	1	1	Green
I&E – Surplus /(Deficit)	£2.3m	£3.2m	£0.9m	£7.1m	£7.1m	£0.0m
FDP - Efficiency Target	£5.3m	£5.3m	£0.0m	£10.6m	£10.6m	£0.0m
Agency Spend	£4.7m	£3.8m	(£0.9m)	£8.6m	£6.9m	(£1.7m)
Medical Agency Spend	£1.5m	£1.5m	(£0.0m)	£3.1m	£2.7m	(£0.4m)
Cash	£20.4m	£19.8m	▼ (£0.6m)	£19.8m	£19.8m	£0.0m
Capital Spend	£5.7m	£2.2m	(£3.5m)	£12.4m	£8.5m	(£3.9m)
Asset Sales	£0.3m	£0.4m	£0.1m	£1.0m	£1.0m	£0.0m

## Risk Rating

Risk Ratings	Weight	Year to Date		Year-End	
		Plan	Risk Rating	Plan	Risk Rating
Capital Service Capacity	20%	3	3	3	3
Liquidity	20%	1	1	1	1
I&E Margin	20%	1	1	1	1
Variance from Control Total	20%	1	1	1	1
Agency Ceiling	20%	1	1	1	1
<b>Overall Rating</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

From October 2016 NHSI introduced a new Board Assurance statement, which must be completed if a trust is reporting an adverse change in its forecast out-turn position. This month the Trust is reporting it will achieve of its year-end control total so this statement is not required.

## Workforce Numbers

The workforce template provides actual staff numbers by staff group. The table below shows a summary of the information provided for the first 6 months of the year. Workforce returns are submitted to NHSI on a monthly basis.

SUMMARY STAFF WTE DETAIL	01WTEM01	01WTEM02	01WTEM03	01WTEM04	01WTEM05	01WTEM06
	Actual	Actual	Actual	Actual	Actual	Actual
	<a href="http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes">http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes</a>	30/04/2017	31/05/2017	30/06/2017	31/07/2017	31/08/2017
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
	WTE	WTE	WTE	WTE	WTE	WTE
Total non medical - clinical substantive staff	3,984	3,957	3,943	3,940	3,909	3,917
Total non medical - non-clinical substantive staff	1,684	1,618	1,619	1,634	1,631	1,617
Total medical and dental substantive staff	306	310	305	310	321	324
<b>Total WTE substantive staff</b>	<b>5,974</b>	<b>5,885</b>	<b>5,866</b>	<b>5,885</b>	<b>5,861</b>	<b>5,858</b>
Bank staff	291	235	239	250	262	293
Agency staff (including, agency and contract)	135	151	158	134	145	171
<b>Total WTE all staff</b>	<b>6,401</b>	<b>6,271</b>	<b>6,264</b>	<b>6,268</b>	<b>6,268</b>	<b>6,322</b>

## Agency Information

The Trust has to report to NHS Improvement on a weekly basis, the number of above price cap shifts and also the top 10 highest paid and longest serving agency staff. The table below shows the number of price cap shifts reported in the first 6 months of the year. Agency Returns are submitted to NHSI on a weekly basis.

### Price Cap Breaches

	April	May	June	July	August	Sept
Staff Group	3/4 - 30/4	1/5 - 28/5	29/5 - 25/6	26/6 - 30/7	31/7 - 3/9	4/9 - 1/10
Medical	70	40	45	70	72	64
Nursing	15	20	20	20	25	20
Total	85	60	65	90	97	84

At the end of September the Trust was paying 3 medical staff above price caps (1 consultant, 1 associate specialist and 1 Speciality Doctor).

At the end of September, the top10 highest paid agency staff were all consultants. The one above cap is costing the Trust £99.98/hour and the Trust were also paying for 11 consultants at the cap rate of £76.10/hour. The length of time the top 10 longest serving agency staff have been with the Trust is shown in the table below:-

Post	7 to 8 years	5 to 6 years	4 to 5 years	3 to 4 years
Consultant	1			
Audio Typists		3	4	3

The Audio Typists are planned to transfer out of the Trust at the end of December.

## GOVERNANCE

There is no longer a requirement to submit a governance return to NHS Improvement; however there are specific exceptions that the Trust are required to notify NHS Improvement of and specific items for information, it is these issues that are included within this report.

### **Board Changes & Governor Elections 2017**

Report on any changes to the Board of Directors:

There were two changes to the Board of Directors from April - September (Q1 and Q2) as follows:

- Paul McEldon ended his term of office on 30 June 2017
- Hugh Morgan Williams resigned on 31 July 2017

Total number of Executive posts on the Board (voting)	6
Number of posts currently vacant	1*
Number of posts currently filled by interim appointments	0
Number of resignations in quarter	2
Number of appointments in quarter	0

\*Additional NED post remains unfilled.

### **Report on any changes to the Council of Governors:**

Changes to the Council of Governors during April – September are detailed below:

#### **Leavers:**

Chris Macklin, Carer Governor (Adult Services) resigned 21 June 2017  
Anne Dale, Local Authority Governor (Northumberland) resigned 25 July 2017  
Lynne Caffrey, Local Authority Governor (Gateshead) resigned 31 July 2017  
Julia Allison, Public Governor (Gateshead) resigned 5 September 2017

#### **Appointed:**

Veronica Jones, Local Authority Governor (Northumberland) from 25 July 2017  
Allison Thompson, Local Authority Governor (Gateshead) from 1 August 2017

**Results of any election for the Council of Governors:** No elections until November 2017

### **Governor Elections**

There will be Elections for eight vacancies in November 2017 due to ending of terms of office (6) and unfilled vacancies (2):

<b><u>Carer Governors:</u></b> Adult Services (1) Children and Young People's Services (1) Learning Disability Services (1)	<b><u>Staff Governors:</u></b> Non-Clinical (1)
<b><u>Service User Governors:</u></b> Adult Services (2)	<b><u>Public Governors:</u></b> Gateshead (1) Northumberland (1)

There will be two vacancies in November 2017 for appointed governors due to ending of terms of office:

Community and Voluntary Sector (1)	University (Newcastle) (1)
------------------------------------	----------------------------

### **Never Events**

There were no never events reported in quarter 1 and 2 of 2017/18 as per the DH guidance document.

### **Adverse national press attention Q1 and Q2 2017-18**

#### **May**

Article in the Daily Mail regarding an employment tribunal around claims that a nurse was bullied after speaking out over IT failures

Article in the Newcastle Evening Chronicle reporting on a Nursing and Midwifery Council misconduct hearing where an NTW was found guilty of a number of charges.

#### **August**

Article in the Newcastle Journal regarding the Trust Chairman stepping down after concerns over financial management over the Cowesby Trust charity.

### **Other items for consideration**

As well as the items noted in the report above the Trust also completes submissions to NHSI for the following data:-

#### Weekly

- Total number of bank shifts requested/total filled (from October 17)

#### Monthly

- Care Hours Per Patient Day.
- Estates and Facilities Costs

#### Annually

- A request from NHSI has been received for the 2016/17 corporate services national data collection. This data has to be returned to NHSI by 17 November 2017 and includes information in relation to Finance, HR, IM&T, Payroll, Governance and Risk, Legal and Procurement. This information will be used to update information within Model Hospital.

#### Carter Review

- Community and Mental Health (Productivity) – Community services
- Corporate Benchmarking – First submission in 16/17.

### **RECOMMENDATIONS**

To note the information included within the report.

**Lisa Quinn**

**Executive Director of Commissioning & Quality Assurance**

**November 2017**