

Northumberland, Tyne and Wear NHS Foundation Trust Council of Governors Meeting in Public

11 September 2018, 10:00 to 12:00
Conference Room 1,2 & 3, Walkergate Park,
Benfield Road, Newcastle, NE6 4QD


Agenda

1. **Welcome and Introductions**

Verbal
Ken Jarrold, Chair
2. **Apologies for absence**

Verbal
Ken Jarrold, Chair
3. **Minutes for approval**

Verbal
Ken Jarrold, Chair

 3 Council of Governor Mins 17 May 2018 draft CW.pdf (6 pages)
4. **Matters arising not included on the agenda**

Verbal
Ken Jarrold, Chair
5. **Declarations of Interest**

Verbal
Ken Jarrold, Chair

Business Items

6. **Chair's Report**

Information
Ken Jarrold, Chair
7. **Chief Executive's Report**

Information
Ken Jarrold, Chair

 7 CEO Report.pdf (6 pages)

8. **Governors' Questions**

Note: Questions relating to the agenda and papers may be asked at the meeting.

Verbal
Ken Jarrold, Chair

For issues not covered by this meeting, questions must be submitted at least 3 working days in advance by emailing corporateaffairs@ntw.nhs.uk


9. **Cumbria update**

Discussion
Lisa Quinn

10. **Elections**

10.1. **Constituency Vacancies**

Discussion
Ken Jarrold, Chair

 11.1 Elections to the Council Constituency Vacancies.pdf (2 pages)

10.2. **Lead Governor Appointment**

Discussion
Ken Jarrold, Chair

 11.2 Elections Lead Governor.pdf (2 pages)

Break if required

11. **Terms of Reference for Governor Groups:**


Audit Working Group and Quality Group

Decision
Ken Jarrold, Chair

 10 Terms of Reference Governor Groups.pdf (4 pages)

12. **Extension of External Audit Contract and Proposal for a new External Audit Tender Process.**

Decision
TBC

 12 Extension of External Audit Contract.pdf (3 pages)

Governor Feedback, including:

13. **Feedback from Governor Representatives on Board Committees**

13.1. **Feedback from RBAC Committee**

		Verbal
		Victoria Bullerwell & Bob Waddell, Governor Representatives
13.2.	Feedback from Audit Committee	
		Verbal
		Victoria Bullerwell, Governor Representative
13.3.	Feedback from Q & P Committee	
		Verbal
		Margaret Adams & Anne Carlile, Governor Representatives
13.4.	Feedback MHL Committee	
		Verbal
		Fiona Grant & Lucy Reynolds, Governor Representatives
14.	Committee and Working Groups Update	
		Verbal
		Committee Representatives/ Working Group Chairs
14.1.	Update from Nominations Committee	
		Verbal
		Ken Jarrold/ Margaret Adams,
14.2.	Update from Quality Group	
		Verbal
		Margaret Adams, Chair
14.3.	Update from Audit Working Group	
		Verbal
		Victoria Bullerwell, Governor Representative
14.4.	Update from Steering Group	
		Verbal
		Ken Jarrold
15.	Feedback from Events and Meetings	
15.1.	Feedback from Pharmacy visit	
		Verbal
		Governors
15.2.	Feedback from Mental Health Panel Member Training	

Verbal
Governors

15.3. Feedback from NHS Providers - Effective Questioning and Challenge training

Verbal
Anne Carlile

15.4. Feedback from Governor Advisory Committee


Verbal
Anne Carlile

Items for information (discussion by exception only)


16. Board of Directors Minutes:

Information
Ken Jarrold, Chair


16.1. 25 April 2018

 15.1 25 April 2018 - Public Board of Directors minutes (6 pages)
25 April 2018.docx.pdf

16.2. 23 May 2018

 15.2 23 May 2018 - Public Board of Directors minutes (7 pages)
23 May 2018.pdf

16.3. 27 June 2018

 15.3 27 June 2018 - Public Board of Directors minutes (6 pages)
27 June 2018.pdf

17. Any other business

Ken Jarrold, Chair

18. Date, time and venue of next meeting:

Thursday, 11 October 2018, 2.00 - 4.00 pm, Council of Governors Engagement meeting.

Ken Jarrold, Chair

Thursday, 25 October 2018, 9.30 - 12.00 pm, Council of Governors Quality Sub-Group

Tuesday, 6 November 2018, 2.00 - 4.00 pm, Council of Governors General Meeting (held in public)

Council of Governors Meeting (held in public)
Thursday, 17 May 2018, 2.15 – 4.00 pm
Conference Rooms, Walkergate Park, Newcastle

DRAFT Minutes

Present:

Ken Jarrold	Chair
Margaret Adams	Public Governor, South Tyneside
Colin Browne	Carer Governor, Older People's Services
Andrew Fothergill	Service User Governor, Adult Services
Fiona Grant	Service User Governor, Adult Services (Lead Governor)
Cllr Margaret Hall	Local Authority Governor, North Tyneside
Cllr Audrey Huntley	Local Authority Governor, South Tyneside
Claire Keys	Staff Governor, Clinical
Cath Hepburn	Public Governor, North Tyneside
Denise Porter	Community & Voluntary Services Governor
Lucy Reynolds	Service User Governor, Neurological Services
Bob Waddell	Staff Governor, Non Clinical
Jack Wilson	Service User Governor, Children and Young People's Services
Cheryl Wright	Public Governor, Gateshead

In Attendance:

Dr Les Boobis	Non-Executive Director
Brian Cramma	Care Quality Commission representative
James Duncan	Deputy Chief Executive/Executive Director of Finance (part-time)
Gary O'Hare	Executive Director of Nursing and Operations (part-time)
John Lawlor	Chief Executive
Dr Rajesh Nadkarni	Executive Medical Director (part-time)
Wendy Pinkney	Corporate Affairs Officer (notes)
Lisa Quinn	Executive Director of Commissioning and Quality Assurance
Caroline Wild	Deputy Director, Communications and Corporate Relations

Public/Governor Support:

Stephanie Collier
Cherry Justiniani, Personal Assistant to Lucy Reynolds

Apologies:

Vicky Bullerwell	Staff Governor, Non-Clinical
Anne Carlile	Carer Governor, Adult Services
Alexis Cleveland	Non-Executive Director and Deputy Chair
Martin Cocker	Non-Executive Director
Lisa Crichton-Jones	Executive Director of Workforce and Organisational Development
Cllr Veronica Jones	Local Authority Governor, Northumberland County Council
Cllr Felicity Mendelson	Local Authority Governor, Newcastle City Council
Prof Daniel Nettle	Newcastle University Governor
Rachel Simpson	Service User Governor, Learning Disability Services
Peter Studd	Non-Executive Director

Item	Discussion
79/18	<p>Welcome and Introductions Ken Jarrold, Chair, welcomed everyone to the meeting, including new Governor Audrey Huntley.</p> <p>Ken advised of the following changes:</p> <ul style="list-style-type: none"> • Cllr Audrey Huntley has replaced Cllr David Townsley for South Tyneside Council. • Cllr Alison Thompson, Gateshead Council, has stood down following recent local elections and a replacement representative is expected in due course. • Cllr Graham Miller, Sunderland City Council, is now Leader of the Council and has been replaced by Cllr Geoffrey Walker. • Congratulations were extended to Bob Waddell, in recognition of his recent success as Chartered Procurement Supply Professional.
80/18	<p>Declarations of interest – None stated.</p>
81/18	<p>Apologies for absence Apologies for absence were received as recorded above.</p>
82/18	<p>Council of Governors - Minutes for approval The minutes of the meeting of 6 March 2018 were approved as an accurate and true record, with no amendments required.</p>
83/18	<p>Matters arising not included on the agenda None.</p>
84/18	<p>Item 10 – NTW Solutions Update James Duncan summarised the company’s successful first year, referring to high levels of performance throughout with the exception of two areas with longstanding issues:</p> <ol style="list-style-type: none"> a) Food waste. A new project is being piloted at Hopewood Park to address this issue. b) Recruitment and delays. In terms of time involved getting people into the posts. <p>Discussion followed around food cost and reasons for waste.</p> <p>Financial performance – James stated that targets had been delivered over the year resulting in a strong financial position.</p> <p>Developments – James highlighted the opportunities for in-house processes:</p> <ol style="list-style-type: none"> a) From 1 April 18, lease cars, b) From July 18, transcription services. <p>Staff engagement – James felt that this has been positive due to a clear focus in this area.</p>
85/18	<p>Chair’s Report Ken Jarrold informed the meeting that he had completed seven one-to-one meetings with Governors and had found these to be very valuable. He encouraged all Governors to meet with him as he appreciated finding out what everyone wants from him as Chair.</p>

86/18	<p>Chief Executive's report</p> <p>Trust Updates</p> <ul style="list-style-type: none"> • Nursing Conference John Lawlor commented on this year's conference entitled, 'Delivering Compassion in Practice. Learning from the Past: Shaping the Future.' He added that the inclusion of a 'pop up' Schwartz round was incredibly powerful and Ken Jarrold agreed, stating that it had provided great insight into issues faced by staff. He added that it would be good for Governors to attend in future. • Schwartz Rounds John explained that the rounds had been Introduced to NTW in June 2016, focussing on the emotional impact on staff working in the Trust. Attendance has been good but varied and evaluation had identified a reduction in stress for participants. • Deciding Together, Delivering Together Following the public consultation, 'Deciding Together' led by Newcastle Gateshead CCG, John outlined the development of local proposals to bring adults and older people in-patients to St Nicholas' Hospital. The NTW Board will be regularly updated on progress. <p>Regional Updates</p> <ul style="list-style-type: none"> • Mental Health Sustainability and Transformation Partnership Workshop John gave a detailed account of the programme of work to transform mental health services. This would ensure that integrated systems of care are provided to meet population needs. Seven priority areas have been identified and workshops have been arranged to progress action plans. • NHS Providers report – 'The Changing Nature of Regulation in the NHS' John briefly commented on the report of the survey results on how the NHS is regulated.
87/18	<p>Governors' Questions No Governors' questions were received.</p>
88/18	<p>Chair's Objectives Ken Jarrold outlined the paper and invited comments or views. Caroline Wild described the previous process and stated that it would be beneficial for Governors to be aware of the Chair's objectives now in preparation for January 2019, when the Senior Independent Director would undertake the Chair's appraisal. The objectives will be measured by 360° feedback overseen by the Nominations Committee. The Council agreed this process was acceptable.</p>
89/18	<p>Non-Executive Directors Terms of Office Margaret Adams advised that the Nominations Committee had undertaken a process to consider the reappointment of Non Executive Directors who have reached the end of their term of office.</p> <p>Following this process it was recommended to proceed as follows: Les Boobis, Non-Executive Director – to be appointed for a further three years. Accepted.</p>

	Alexis Cleveland, Non-Executive Director and Deputy Chair – to be appointed for a further three years – Accepted.
90/18	<p>Quality Account Lisa Quinn introduced the paper, highlighting priorities and working together in an integrated way. Lisa explained that this is the final opportunity for Governor comments prior to presentation to the Board of Directors on 23 May, 2018.</p> <p>General comments received were that the account was very explanatory and helpful. Ken Jarrold stated that it was a very important piece of work which gives a sense of the challenges ahead. Lisa advised that the priorities will continue to be monitored via the Quality Group.</p>
91/18	<p>Provider Licence Self-Certification FT4(8) Caroline Wild outlined the paper, advising that the Board of Directors is required to sign a Board Statement confirming that Governors have received adequate training to undertake their role, by the end of the financial year 2017/18. Caroline invited Governors to confirm their recommendation for completion of the Board Statement to this effect.</p> <p>Caroline listed methods used to support both new and existing governors as set out in the paper. Positive comments were received regarding the availability of a comprehensive training package and adequate support received throughout the 12 months.</p>
92/18	<p>Terms of Reference for Governor Groups Caroline Wild presented her paper regarding proposed changes to the Terms of Reference for the Nominations Committee and Steering Group, as outlined in the paper. These changes included:</p> <p>Nominations Committee</p> <ul style="list-style-type: none"> • <i>Membership</i> - Change 2 public governors to 1 public governor and 1 'any other' governor to 2 'any other' Governors • <i>Co-Chair arrangements</i> – Chair and elected member of committee to enable leadership equal balance <p>Steering Group</p> <ul style="list-style-type: none"> • <i>Membership</i> – addition of others, as agreed with the Chair <p>Action: The Terms of Reference were approved</p>
93/18	<p>Governor Feedback, including:</p> <p>a) Feedback from Governor representatives on Board Committees:</p> <ul style="list-style-type: none"> • RBAC – Bob Waddell reported that the Committee is running well with no concerns. • Audit Committee – Fiona Grant on behalf of Victoria Bullerwell reported good attendance and meeting. Victoria had stated that she was content with the Chair and NEDs were being effectively challenged. • Q&P Committee - Margaret Adams and Anne Carlile reported that the group worked effectively, providing reassurance around issues of quality. A positive change with observers now able to ask questions. Margaret reported that the Quality Group and Quality Committee work well together. • Mental Health Legislation – Fiona Grant reported the group have a very heavy agenda which is covered in detail. Ken Jarrold commented on the seriousness and responsibility attached in terms of civil liberties.

	<p>b) Committee and Working Groups Update, Working Group Chairs:</p> <ul style="list-style-type: none"> • Nominations Committee – as reported above. • Quality Group – Margaret Adams reported that the group was open to all governors and Non-Executive Directors. Margaret listed the presentations delivered and topics covered since the last meeting. • Audit Working Group – Cath Hepburn reported the group had looked at the previous year and acted on recommendations. • Steering Group – Caroline Wild reported that the group had been refreshed i.e. Terms of Reference and had looked at the Annual Members Meeting arrangements with Denise Porter as governor representative. <p>c) Feedback from Events/Meetings:</p> <ul style="list-style-type: none"> • Headway event - Denise Porter had attended the event in Alnwick which she found to be very informative and well attended. • Perinatal Community Mental Health Service – Denise had attended the event. The environment had been extended and refurbished offering outstanding secure facilities. Ken added that the Trust had benefitted greatly from a national investment with the accommodation conversion providing an excellent clinical environment. • 6th Research and Development Annual Conference – Fiona Grant attended along with other governors, reporting it as her third and best so far with high quality speakers. Rajesh Nadkarni outlined the contents of the day, which was very service user oriented. Ken commented on the amount of research occurring and NHS engagement with Information Technology and apps. He proposed adding the topic to a future Council of Governors agenda.
94/18	<p>Board of Directors Meeting Minutes</p> <p>The Council of Governors noted the Board minutes of: 28 February 2018 28 March 2018</p>
95/18	<p>Any other business</p> <p>a) Claire Keys asked about the NHS pay deal and the effect on the training budget. John Lawlor and Gary O’Hare confirmed that development opportunities were available for staff in line with their PDP’s.</p>
96/18	<p>Close</p> <p>There being no further business to discuss, the Chair declared the meeting closed.</p>
<p>Dates, times and venues of next meetings:</p> <p>Council of Governors Engagement Session – Thursday, 14 June 2018 (2.00 – 4.00 pm) Conference Rooms, Walkergate Park</p> <p>Annual Members’ Meeting – Thursday, 19 July 2018 (3.30 – 4.30 pm) Jubilee Theatre and corridor (information stalls 1.00 – 3.30 pm)</p> <p>Council of Governors Meeting (held in Public) - Tuesday, 11 September 2018 (2.00 – 4.00 pm) and Governors only lunch (1.00 – 2.00 pm) Conference Rooms, Walkergate Park</p>	

Northumberland, Tyne and Wear NHS Foundation Trust

Council of Governors Meeting

Meeting Date: 11 September 2018

Title and Author of Paper: Chief Executive's Report
John Lawlor, Chief Executive

Paper for Debate, Decision or Information: Information

Key Points to Note:

Trust update

1. Annual Members Meeting
2. Human Factors Training
3. Project Choice Graduation
4. Mental Health Network Launch for South Community Business Unit (CBU)

Regional update

5. Northumberland Transformation Board
6. Colloquium
7. Integrated Care System (ICS) Mental Health Steering Group
8. Care Environment Development and Reform (CEDAR) Programme Board

National update

9. How Good is the NHS
10. National Pay Award

Outcome required: For information

Chief Executive's Report

25 July 2018

Trust updates

1. Annual Members Meeting

This year's Annual Members Meeting was held on Thursday 19th July in the Jubilee Theatre at St Nicholas' Hospital with the theme of '*Past, Present and Future*'. Invited guest speaker, 87 year old Ethel Armstrong gave a personal account of her NHS career commencing in 1948, in recognition of 70 years of the NHS and Denise Porter, Trust Governor gave an account of her NTW journey.

The event included over 30 information stalls, showcasing different services and initiatives from across the Trust. A significant number of people attended the event, where there was an opportunity to chat with staff and governors over a cuppa and a celebratory cupcake. Also included was the formal Annual Meeting and presentation of the Annual Report and Accounts.

2. Human Factors Training

NHS Improvement promotes the use of a Human Factors (HF) framework in undertaking effective investigations and reviews. It has become clear that such a framework is best able to identify underlying systemic causes behind incidents to identify learning leading to targeted remedial actions designed to reduce future occurrence. Over the last year NTW has engaged NICHE consulting to enhance our ability to deliver HF informed investigations that promote learning following serious incidents, including death.

The first phase of training took place in summer 2017 when NICHE delivered a two day comprehensive training package on using an HF framework in investigations to all serious incidents for and members of the serious incident review panel. The second phase took place on 28th June when NICHE provided a one day session on HF for executive and non-executive directors and senior operational directors from the locality groups. This session focussed on how Boards and senior managers might interpret and challenge investigation methods, findings and action plans. NICHE have also undertaken an evaluation of a sample of recent investigations and a report is due soon. Apart from training, ongoing support and supervision is important in ensuring embedding of the correct methodology. It is also clear that a HF framework could be extended to other types of investigations including complaints and disciplinaries.

3. Project Choice Graduation

This year has seen the Trust support an initiative called Project Choice. This is a Health Education England programme which supports young people with learning difficulties and/or Autism to get into training or employment. Project Choice is hosted within the NTW Training Academy and we have supported a number of staff to take up secondments to help deliver the project and support the interns. We have also been overwhelmed by the enthusiasm shown by Trust staff to act as mentors across a variety of areas taking placements.

Project Choice offers young people the opportunity to learn new skills in a real work environment. As part of its support the Trust has supported fifteen placements. The project runs throughout the academic year from September until July and involves interns working at their placements for four days plus a day at college. It gives young people the chance to get experience of being an employee, and develop appropriate

attitudes and behaviours for the working environment. Importantly, it offers an understanding of their skills and strengths in how to do a job successfully.

We have been working in partnership with City Hospitals Sunderland NHS Foundation Trust, The Newcastle upon Tyne Hospitals, NHS Foundation Trust, Tees Esk and Wear Valley NHS Foundation Trust, Newcastle City Council and Sunderland City Council on this work.

Quotes:

Mentors:

- 'My intern has said on more than one occasion how much they're enjoying working in the team'.
- 'My intern always works hard in whatever task he is doing and is polite and courteous to both staff and patients alike'.
- 'During my time as a mentor, I have learned a lot about myself – for the better!'

Interns:

- 'The Project has built my confidence up, helped me achieve and interview and get a part time job'.
- 'Project Choice provides excellent support and guidance to help interns choose the field of work that is best for them, by receiving placements within different timescales. As well as this, you receive support with their Maths and English and be able to hone those skills while learning new ones. Overall, I believe it is a worthy experience worth taking on'.

4. Mental Health Network Launch for South Community Business Unit (CBU)

The Launch of the South CBU Adult Mental Health Clinical Network took place on 18 July. This event brings together service users, carers and families, some NTW practitioners, and the third sector across South Tyneside and Sunderland. The event is a creative interactive space aimed at co-producing a shared vision of how a network can celebrate and share good practice across the two localities and understand what people want from the network locally and across the Trust. Various work-streams discussed; Seamless Transitions, Reaching Out to Others, Trauma-Informed Care, Psychosocial Care and Environments, Encourage and Inspire, NTW Service User and Carer Involvement Strategy. There were also workshops which were aimed at sharing positive innovative practice within NTW.

Regional updates

5. Northumberland Transformation Board

The Northumberland Transformation Board was relaunched during the latter part of 2017 following the pause in the further development of the ACO. The Board has senior representation from key statutory agencies including all of the providers as well as the Local Authority and the respective GP Locality Groups. The Board meets on a monthly basis and has set itself a robust transformational plan which incorporates a clinical strategy and a QUIPP development programme. In recognition of the financial and system challenges faced, it was agreed that external expert advisors would be commissioned to undertake a whole system review to gauge the appetite and ability to undertake fundamental and sustainable change within the "system".

NTW has participated fully in this review via direct interviews, the completion of questionnaires and the provision of Trust data. The first stage feedback session took

place on the 11th July 2018 which provided organisations the opportunity to consider and analysis the data received to date. This was a positive workshop with mutually agreed outcomes, these being:

- 1) Development of a robust governance and oversight framework that would work effectively across systems within Northumberland.
- 2) The development of a clinical model and effective delivery approach.

It was agreed that these two priority areas would be given significant consideration over the next few months with a follow up workshop in September 2018 prior to a formal approach to the regulators in October 2018.

6. Colloquium

This was the tenth event in this series of meetings between paediatrics, child and adolescent mental health and lawyers, chaired by a senior judge. These encounters offer the opportunity for medical and legal professions to present cases that raise complex medico-legal questions. Termed colloquiums (or colloquia), these are unique to Newcastle.

Issues presented included suitability of a psychotic young person for police interview; a young asylum seeker claiming to be a child but resembling a young adult admitted to a child mental health facility; an infant with multiple congenital anomalies incompatible with life whose family were insisting on life prolonging treatment; and a transgender child requesting hormonal treatment.

All these cases prompted interdisciplinary debate and authoritative comment from the chair, on this occasion, Sir James Munby, President of the Family Division of the High Court. Interestingly, this was his second such event and this was arranged at his request. We enjoyed an excellent modern theatre in Northumbria University Business School and we have drafted a summary of the event and hope to publish it.

7. Integrated Care System (ICS) Mental Health Steering Group

The 7 priority area working group sponsors provided updates on the work that has progressed to date. Discussions took place with regard to engaging GPs and other partners. A summary briefing is being prepared for circulation and Steering Group members have been identified to lead on taking forward plans. The Group discussed plans for the second mental health programme workshop on 30th October. The agenda for the event will be progressed by the operational management group.

I provided an update on governance arrangements and plans to progress the ICS footprints for NENC. The communications pack to support a collaborative and consistent dialogue regarding our emerging picture across North Cumbria and the North East was shared with group members. James Duncan led a discussion on resources. The funding document will be updated and circulated to group members for comment. A regional profile presentation was also discussed.

8. Care Environment Development and Reform (CEDAR) Programme Board

Work continues on taking forward the CEDAR Programme. Following Board approval of the Business case for the intermediate solution for inpatient services for Working Age adults in Newcastle and Gateshead, implementation planning has been finalised including detailed planning and procuring of works. This has resulted in about two months of delay, with the work now commencing in September. This will see the expected closure of the Tranwell Unit being put back to August 2019. In addition

further discussions are required on the solutions for In-patient services for Older People in Newcastle.

Discussions continue about the potential development of an integrated centre of excellence for older people's service as part of the re-development of the Centre for Ageing and Vitality site in Newcastle, which continues to offer an exciting opportunity for the long term development of services. However the time horizon for this is likely to be 4-5 years.

Work continues on developing a viable intermediate model, and considering other options for the long term given the emerging models for Integrated Care Partnerships, and the need to ensure the delivery of a high quality and sustainable model for inpatients services for older people in Newcastle. The capital bid for Integrated Secure Services and Delivering Together has been finalised, approved by the ICP ad is progressing to the next stage for national consideration.

National updates

9. How Good is the NHS?

Overall, analysis shows that the NHS performs neither as well as its supporters sometimes claim nor as badly as its critics often allege. Compared with health systems in similar countries, it has some significant strengths but also some notable weaknesses. Its main weakness is health care outcomes. The UK appears to perform less well than similar countries on the overall rate at which people die when successful medical care could have saved their lives.

Although the gap has closed over the last decade for stroke and several forms of cancer, the mortality rate in the UK among people treated for some of the biggest causes of death, including cancer, heart attacks and stroke, is higher than average among comparable countries. The UK also has high rates of child mortality around birth.

Among its strengths, the NHS does better than health systems in comparable countries at protecting people from heavy financial costs when they are ill. People in the UK are also less likely than in other countries to be put off from seeking medical help due to costs. Waiting times for treatment in the UK appear to be roughly in line with those of similar countries and patient experience generally compares well.

While data is limited, the NHS seems to be relatively efficient, with low administrative costs and high use of cheaper generic medicines. The NHS appears to perform well in managing certain long-term illnesses, including diabetes.

Health care spending in the UK is slightly lower than the average in comparable countries, both in terms of the proportion of national income spent on health care and in terms of spending per person. The UK has markedly fewer doctors and nurses than similar countries, relative to the size of its population, and fewer CT scanners and MRI machines. You can find the full information in the link below.

Link: <https://www.nuffieldtrust.org.uk/files/2018-06/the-nhs-at-70-how-good-is-the-nhs.pdf>

10. National Pay Award

The National Pay Award negotiated between the Unions and NHS Employers for staff on Agenda for Change conditions of service was confirmed following consultation and is to be implemented this month (July). Staff will receive a cost of living uplift in July, and will receive backdated pay to April 2018 in their August pay. They will then move onto the new Agenda for Change scale relevant for their pay point at their next incremental date. It was agreed that this would be funded nationally at a cost of £4bn over 3 years. The first year allocation to cover the additional cost of the pay award amounts to £800m. Future years funding is now included within the uplift of 3.6% which has been recently announced by the Government so there will be no further separately allocated funding stream for the pay award in future years.

We have been awaiting details of how this will be implemented and how the additional funding will be allocated. Final guidance was issued on 16th July. NTW has been allocated additional funding of £3.075m for 2018/19. Having reviewed the guidance, compared with budget and completed final calculations of the impact, we believe this is broadly in-line with the additional cost of the pay award for the Trust. We continue to liaise with NHS Improvement regarding the guidance and implementation and will give a final update to the Board in September. Funding will be allocated in July and August broadly to match the additional costs incurred.

Northumberland, Tyne and Wear NHS Foundation Trust
Council of Governors Meeting

Meeting Date: 11 September 2018

Title and Author of Paper:

Council of Governors Elections – Constituency Vacancies

Ken Jarrold and Margaret Adams on behalf of the Nominations
Committee

Paper for Debate, Decision or Information: Discussion and Decision

Why is this paper coming to the Council of Governors?

NTW will be commencing an Election process in the Autumn to recruit to 14 Governor positions.

This paper is enclosed to facilitate a discussion in relation to how the Trust and Governors can support the process to gain the best possible candidates and promote the vacant positions.

No.	Date of Cessation/ Renewal date	Governor's Name	Constituency	Date of Commencement	Eligible Yrs left at renewal
October 2018 ELECTIONS (x14)					
1	1 December 2018	Rachel Simpson	Service User – LD	1 December 2012	+2
2	1 December 2018	Bob Waddell	Staff – Non-Clinical	1 December 2012	+2
3	1 December 2018	Lucy Reynolds	Service User – Neuro D	1 December 2012	+2
4	1 December 2018	Lisa Strong	Staff – Clinical	1 December 2015	3+2
5	1 December 2018	Claire Keys	Staff – Clinical	1 December 2015	3+2
6	1 December 2018	Michael Butler	Public Sunderland	1 December 2015	3+2
2019 and vacant posts (Tie in all dates within 3 months)					
7	1 March 2019	Marian Moore	Service User - OPS	1 March 2011	None
8	1 April 2019	Dr Peter Okey	Staff – Medical	1 April 2016	3+2
9	1 April 2019	Diane Kirtley	Carer – Neuro Dis	1 April 2016	3+2
10	1 April 2019	Anne Carlile	Carer – Adults	1 April 2016	3+2
11		Vacancy	Carer Adults		
12		Vacancy	Carer LD		
13		Vacancy	Carer CYPS		
14		Vacancy	Public –Ncle/Eng/Wales		

Northumberland, Tyne and Wear NHS Foundation Trust

Council of Governors Meeting

Meeting Date: Tuesday 11 September 2018

Title and Author of Paper:

Elections – Lead Governor appointment

Caroline Wild, Board Secretary on behalf of Ken Jarrold, Trust Chair

Paper for Debate, Decision or Information: Information

Why is this paper coming to the Council of Governors?

NHS Improvement (formally Monitor) requests that all NHS Foundation Trusts nominate a lead Governor. The lead Governor role involves liaising between NHS Improvement and the Council of Governors should any situations occur where it would be inappropriate for the chair of the Trust to contact them directly (for example regarding concerns in relation to the Chair or Board of Directors).

Fiona Grant was appointed to this role from the 1 December 2015 for a term of 3 years. As the end of her term is nearing, steps need to be taken to establish a replacement or reappointment.

The Lead Governor is appointed by vote of the full Council of Governors following expressions of interest from eligible Governors.

A description of the role is attached.

If you wish to be considered for the role of Lead Governor, please notify us by Thursday, 11 October 2018.

Role of the Lead Governor

Primary role

The primary role of the Lead Governor shall be to act as the conduit for concerns from the Council of Governors that may need to be reported directly to Monitor rather than through the normal channels; and similarly to be the first point of contact where Monitor has concerns it wishes to raise directly with the Council of Governors.

Routine communications from Monitor to governors will, as a matter of course, be disseminated via the Trust Secretary.

The existence of a Lead Governor does not, in itself, prevent any governor making contact with Monitor directly if they feel it is necessary.

Other elements of the role

- Normally, in the absence of the Chairman, the Deputy Chairman or another Non Executive Director will take the Chair at meetings of the Council of Governors. However, on any occasion when it is not appropriate because of potential conflict of interest or the nature of the business to be discussed for any of the Non Executives to be present, the Lead Governor will take the Chair.
- The Lead Governor is a member of the Steering Group which assists the Chairman in planning the work of the Council of Governors and its committees and groups.
- The Lead Governor supports the Chairman in ensuring the views of Governors are represented whenever appropriate in discussions about the work of the Trust.

How is the Lead Governor appointed and terminated?

The Lead Governor is appointed by vote of the full Council of Governors following expressions of interest from eligible Governors. The Lead Governor may be appointed for an initial period of up to 3 years, which may be extended by vote of the full Council of Governors for further periods of up to 6 years in total.

The Lead Governor's term of office can be terminated at any time by the Council of Governors.

The Council of Governors may also appoint a Deputy Lead Governor subject to the same requirements as apply to the appointment of a Lead Governor.

Northumberland, Tyne and Wear NHS Foundation Trust

Council of Governors Meeting

Meeting Date: 11 September 2018

Title and Author of Paper:

Council of Governor Groups, Terms of Reference

Paper for Debate, Decision or Information:

Decision

Why is this paper coming to the Council of Governors?

The Council of Governors has a number of committees and working groups to support its work.

It is good practice to review the terms of reference for these groups each year.

At the Governors engagement session in February, Governors considered which groups would continue and this was agreed formally at the meeting on 17 May 2018.

The Council of Governors reviewed and approved the Terms of Reference for the Nominations Committee and Steering Group at the meeting on 17 May 2018.

The Terms of Reference for the Quality Group and Governors Audit Working Group have been considered their respective groups and are enclosed for approval.

Council of Governors: Quality Group

Terms of Reference approved on: 10 May 2016

Purpose	
The group provides a specific focus on quality and will add value to what already exists within the Trust, reporting directly to the Council of Governors on quality issues and making recommendations. Quality in this context explores the clinical effectiveness, safety, carer and patient experience of our services.	
Membership	
Two Public Governors	Two Service User Governors
Two Carer Governors	One Staff Governor
<ul style="list-style-type: none"> • Whilst the core membership is shown above, all members of the Council of Governors are encouraged to attend. • Other members can be co-opted to the group for specific projects. 	
Officer Attendance	
<ul style="list-style-type: none"> • Deputy Director, Commissioning and Quality Assurance (or deputy) • Deputy Director, Communications and Corporate Relations (or deputy) • Other officers may be requested to attend. 	
Chair and Deputy Chair	
Margaret Adams and Lisa Strong	
Quorum	
Any four of the core named membership.	
Core membership: Two Public Governors Two Carer Governors	Two Service User Governors One Staff Governor
Frequency of Meetings	
Bi Monthly	
Reporting	
Minutes (or draft minutes) to the Council of Governors meeting	
Key Responsibilities	
<ol style="list-style-type: none"> 1. Quality Accounts - Contribute to the development of the Trust Quality Account and ensure that the published Quality Account accurately reflects the experience of Trust service users and carers. 2. Quality Priorities -In recognition of the value of Governor involvement in Quality Accounts it is felt that this could be strengthened by the group considering and supporting the annual Quality Priorities. The group would look to understand and be actively involved in selected priorities and could make recommendations to support leads to achieve the priorities. 3. Other specific quality agenda areas identified by the Council of Governors. 4. The Group will maintain a relationship with the Trust Quality and performance Committee via an observer attending the Q&P Committee. 	
NB: it should be noted that this Group is not an appropriate route to raise individual issues. For advice on highlighting issues please contact the Chief Exec's Office.	
Review Date	
June 2017	

Council of Governors: Audit Working Group

Purpose
This is a task and finish group to represent the Council of Governors in liaising with the audit committee to agree arrangements to be able to provide recommendations to the Council of Governors on the appointment or reappointment of the external auditor.
Governor Membership
Vicky Bullerwell – Non-Clinical Staff Governor Cath Hepburn – Public Governor, North Tyneside
Officer Attendance
Audit Committee members Board Secretary Director of Finance
Chair
Martin Cocker, Non-Executive Director (Chair of the Audit Committee)
Deputy Chair
TBC
Secretarial Support
Corporate Affairs Manager
Quorum
Audit Committee Chair and one governor must be present to form a quorum.
Frequency of Meetings
As and when necessary from the planning stage and ending with the evaluation stage.
Key Responsibilities
The working group and audit committee should agree: <ul style="list-style-type: none">• A clear process for the nomination of a new auditor or the re-appointment of an existing one.• Prepare a specification defining the role and capabilities (qualifications, skill and experience) required, having due regard to the Audit Code. This should include a scoring methodology and weightings for the criteria chosen, having due regard to the advice of the Director of Finance.• A formal procurement process to obtain the best candidate in the

most fair and transparent manner possible, having regard to procurement law and with support from the Trust's procurement officer.

- A shortlist of appropriate candidates.

Further consideration and action if the Council of Governors feels unable to make an appointment, e.g. because it is not willing to accept the recommendations made or it believes that the procurement process was flawed or otherwise.

The working group and audit committee should form an evaluation team to evaluate tender submissions and meet with the auditors if clarifications are needed and/or presentations are deemed appropriate.

Reporting

To the Council of Governors.

Progress to be reported to the full Council of Governors meeting.

- The audit committee and the governors working group should present to the Council of Governors, setting out:
 - the procurement process that it has followed
 - the results of the procurement process, and
 - recommendations
- The recommendations should include a full description of the shortlisted candidates and an assessment of the relative strengths and weaknesses of those candidates, and proposals in respect of the terms of engagement of the external auditor.

Completed & Review date

Approved by Council of Governors TBC

Review TBC

Northumberland, Tyne and Wear NHS Foundation Trust
Council of Governors Meeting

Meeting Date: Tuesday, 11 September 2018

Title and Author of Paper:

Extension of External Audit Contract and Proposal for a new External Audit Tender Process.

Martin Cocker, Audit Committee Chair and Victoria Bullerwell, Governor Representative.

Paper for Debate, Decision or Information: Information and decision

Why is this paper coming to the Council of Governors?

Appointing External Auditors is a duty of the Council of Governors.

A decision is required to ensure that audit arrangements are in place for the Trust by 31 December 2018; and

It is a requirement for the Trust to appoint an External Auditor by 31 December 2018 for the 2019/20 financial year¹.

¹DOH (2016) Guidance on the Local Procurement of External Auditors for NHS Trusts and CCGs.

Council of Governors Meeting

Tuesday 11 September 2018

Extension of External Audit Contract and Proposal for a new External Audit Tender Process.

Background

One of the important duties of the Council of Governors is to appoint the Trust's auditors. To do this they are encouraged to use the skills and experience of the Trust's Audit Committee.

In March 2014 the Council of Governors approved the appointment of Mazars as external auditors to the Trust. This followed a competitive tender process led by a sub group of governors supported by members of the Audit Committee.

The contract covered the financial years ended 31st March, 2015 to 2017 with options to re-appoint Mazars for two further one year periods to cover the financial years ended 31st March, 2018 and 2019.

The role of external auditors is to ensure that:

- The Trust's accounts are prepared in accordance with all relevant directions set by Monitor and any other statutory provision;
- Proper practices have been observed in the compilation of the accounts; and
- The Trust has made proper arrangements for securing economy and efficiency.

In 2017, the Council of Governors approved the exercise of the option to appoint Mazars for the financial year ended 31st March, 2018. That contract ended on 1st June 2018. This paper sets out the proposed next steps.

Issues to consider

The Audit Working Group met on 18 April 2018 and recommended to exercise the final option to extend the current contract with Mazars for a further 12 months to end on 1st June 2019.

This will allow a procurement process to commence in September 2018 with a view to awarding a new contract to the successful bidder by the end of the calendar year to start from 1st June 2019.

The issues that have previously been considered are:

- **Performance of Mazars.** This is viewed as good by the Audit Committee, and was formally supported by Grahame Ellis in his observer role and is currently supported by Victoria Bullerwell in her role as Audit Committee Governor Representative. The Director of Finance has confirmed that he has

no concerns, and has a positive and helpful, yet appropriately challenging relationship with external audit. The Council of Governors receives an annual overview of Audit matters and approve the letters of engagement between NTW and Mazars. No issues of concern have been raised by the Council of Governors.

- **Timing.** 2017/18 was the first year when accounts need to be prepared on a Group Accounts basis following the creation of NTW Solutions. This is an important consideration when thinking about the timing of any tender process, as any new auditor will need time to get to know the organisation.
- **Other issues.** There have been no other reasons raised to suggest that we need to re-commission external audit at this point in time.

Recommendation

It is therefore proposed that:

- Governors agree to extend the Mazars contract for 12 months until 1st June 2019.
- Governors undertake a tender process for external audit commencing in September 2018 with a view to awarding a new contract from 1st June 2019.

Minutes

Board of Directors' meeting held in public																								
Wednesday, 25th April 2018	1.30pm – 3.30pm	Conference Room, Ferndene																						
<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Ken Jarrold</td> <td>Chair</td> </tr> <tr> <td>Alexis Cleveland</td> <td>Non-Executive Director</td> </tr> <tr> <td>Dr Leslie Boobis</td> <td>Non-Executive Director</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>Dr Rajesh Nadkarni</td> <td>Executive Medical Director</td> </tr> <tr> <td>Gary O'Hare</td> <td>Chief Operating Officer and Executive Director of Nursing</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>James Duncan</td> <td>Executive Director of Finance</td> </tr> <tr> <td>Lisa Crichton Jones</td> <td>Executive Director of Workforce and Organisational Development</td> </tr> </table>			Ken Jarrold	Chair	Alexis Cleveland	Non-Executive Director	Dr Leslie Boobis	Non-Executive Director	Miriam Harte	Non-Executive Director	John Lawlor	Chief Executive	Dr Rajesh Nadkarni	Executive Medical Director	Gary O'Hare	Chief Operating Officer and Executive Director of Nursing	Lisa Quinn	Executive Director of Commissioning and Quality Assurance	Peter Studd	Non-Executive Director	James Duncan	Executive Director of Finance	Lisa Crichton Jones	Executive Director of Workforce and Organisational Development
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Lisa Crichton Jones	Executive Director of Workforce and Organisational Development																							
<p>In attendance:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Caroline Wild</td> <td>Deputy Director, Corporate Relations & Communications</td> </tr> <tr> <td>Damian Robinson</td> <td>Deputy Medical Director, Safer Care</td> </tr> </table>			Caroline Wild	Deputy Director, Corporate Relations & Communications	Damian Robinson	Deputy Medical Director, Safer Care																		
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Damian Robinson	Deputy Medical Director, Safer Care																							

Agenda Item		Action
43/18	<p>Welcome and apologies</p> <p>Ken Jarrold welcomed everyone to the meeting including Cheryl who was attending to share her journey through services and also Jenny Wilkes and Sharon Baines from the CQC.</p> <p>Apologies were received from Martin Cocker and Ruth Thompson.</p>	
44/18	<p>Declarations of interest</p> <p>Alexis Cleveland informed the Board that she was now Chair of the Food Standards Agency Review of Cutting Plants and Cold Stores. This will be added to the public register.</p> <p>There were no further interests declared.</p>	
45/18	<p>Minutes of previous meeting held on 28 March 2018</p> <p>With an amendment to correct Gary O'Hare's job title, the minutes of the meeting held on 28 March 2018 were agreed as a true and correct record.</p>	

46/18	<p>Action list and matters arising not included on the agenda</p> <p>The action list was noted. There were no further matters arising.</p>	
47/18	<p>Chair's Remarks</p> <p>Ken has recently met with four of the local Healthwatch Chairs. He reported that it was a positive meeting and commented that he is looking forward to undertaking some joint work with them to support the communities we serve.</p> <p>He also reported that the NHS Improvement Chair, Dido Harding and NHS England Chair, Malcolm Grant met recently with local Trust and CCG Chairs in Newcastle. This was a helpful meeting and encouraging discussion.</p> <p>The Chair had recently visited Hopewood Park to find out about the single point of access, Initial Response Service and Street Triage. He was very impressed by the passion and responsiveness of staff working in the service and the excellent partnership working with the police.</p> <p>Finally, he highlighted the Trust Nursing Conference which he described as a truly inspirational and emotional day. He recalled the very moving stories told, especially as part of the Schwartz Round. He commented that this clearly reflects the high quality nursing leadership in the Trust at all levels.</p>	
48/18	<p>Chief Executive's Report</p> <p>John Lawlor presented the report.</p> <p>He invited Gary O'Hare to comment on the nursing conference and Gary commented that the day was a phenomenal experience which focused on the significant benefits to staff wellbeing and overall service user experience which have been developed across the trust following work to embed the nursing strategy.</p> <p>In relation to the Deciding Together, Delivering Together process, James confirmed that a number of public and private meetings have taken place to share our current thinking in relation to the next steps. These have been broadly supported, with an acknowledgement that some elements require further planning.</p>	
49/18	<p>Service User Experience</p> <p>Cheryl spoke about her personal experience of using NTW services. The Board thanked Cheryl for her thoughtful description of her journey through services, and welcomed her offer to be involved in future service development in the Trust.</p>	
50/18	<p>Quality, Clinical and Patient Issues</p> <p>i) Safer Care Report Quarter 4</p> <p>Damian Robinson presented the report which included an update on learning from deaths.</p>	

	<p>Damian highlighted the work on ‘human factors’ which has previously been raised with the Board. Training for senior managers has been arranged and Board members are invited to attend a day long training session on 28th June 2018.</p> <p>Peter commented that the improving ‘Positive and Safe’ figures are pleasing to see.</p> <p>Peter also asked about the recent poor weather and how this affected the reduction in the number of incidents? Damian confirmed that this was not currently clear.</p> <p>Peter also asked about the ending of Mazars input into learning from deaths. Damian confirmed that this had been a one year contract which came to an end. However the trusts involved have agreed to reinstate this work for a further year.</p> <p>Alexis commented on the promising progress. She asked if there was any review of whether learning is being embedded after actions were picked up. Damian responded positively and explained that the Learning and Improvement Group will consider this further and look at ways to make sure that learning is embedded in practice rather than relying on action plans as evidence of change.</p> <p>Les asked if there could be a summary of the changes that have been made to practice. Damian confirmed that this will be considered for all serious incident templates so that this information is gathered more consistently.</p> <p>Lisa Crichton Jones commented that the safer care bulletin has been particularly useful. It was agreed that this will be circulated to the NEDS in the Friday envelope.</p> <p>John commented on the outstanding issues with violence and aggression and would appreciate more detailed consideration to understand what more we can do to reduce violence and aggression and to support staff and service users further. Gary O’Hare commented on the influence that one or two patients can have on these figures, and reflected that this could be presented differently in the report, however this is a clear focus of ongoing work.</p> <p>The Chair summarised the impressive learning that shines through the report.</p> <p>The Board received the report.</p> <p>ii) Service User and Carer Experience Summary Report – Quarter 4</p> <p>Lisa Quinn presented the report, highlighting that the figures showed an 89% recommendation rate. She noted that the Trust has also sustained an improvement in responses from carers.</p> <p>Lisa confirmed that work is ongoing to think about how to share this information (at team level) across the organisation.</p>	<p>ALL</p> <p>GOH</p> <p>GOH</p> <p>CW</p> <p>GOH</p>
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The Board received the report.

iii) Integrated Commissioning and Quality Assurance Report (March, Month 12)

Lisa Quinn presented the report confirming that the overall assessment from NHSI remained at segment 1 and the Trust is 100% compliant with CCG requirements.

Lisa highlighted the link to the CCG dashboards for the Five Year Forward View for mental health.

Alexis asked about the Out of Area placements – Lisa confirmed that the report shows inappropriate out of area placements only.

James Duncan commented on the financial report and confirmed that since the report was written final figures have been received. Following final agreement of contracts with Northumberland CCG, he confirmed that the incentive funding had been at a level of £1.8m and our year end surplus is £9m.

James confirmed that NTW has received confirmation from NHS England in respect of an outstanding debt in relation to an individual patient. He also confirmed that agency spend has ended £0.9m under our target. All financial targets have been achieved.

A report setting out the overall contract position across all CCGs will be presented to the May Board.

John commented on system changes in South Tyneside which may make the waiting times for Children and Young peoples' services more difficult to understand. Lisa confirmed that work was ongoing across providers to improve the situation. Lisa confirmed that a more detailed report on this would come through the quality priorities process.

Alexis asked about the £1.2m reduction in Northumberland and implications of that. James confirmed that this is included in the 18/19 operational plan.

Ken reflected that this was a positive report, despite some worrying elements and thanked the team for their hard work.

iv) Staff Friends and Family quarter 4 Report

Lisa Crichton Jones presented the report.

She highlighted the deteriorating trend amongst support staff and confirmed that the next round of speak easies will be an opportunity to understand this further. Some work is also being undertaken with national colleagues in relation to retention.

Lisa noted the improvements in response over the 3 year trend from staff overall.

v) Guardian of Safe Working Hours Quarter 4 Report

	<p>Rajesh Nadkarni presented the report. He confirmed that the trust has a new guardian, Dr Clare McCleod.</p> <p>Rajesh also updated on a recent letter from the Medical Director of NHS England following a recent legal case. Rajesh confirmed that NTW was compliant with all requirements.</p> <p>The Board noted the report.</p> <p>vi) Visit Feedback Themes Gary O'Hare presented the report which was noted by the Board.</p> <p>Miriam asked about the progress with digital dictation. Gary confirmed that the trust is continuing to work with M Modal to develop an appropriate digital voice solution.</p>	
51/18	<p>Regulatory</p> <p>i) Operational Plan 2018-19 and Financial Budgets James presented the report. He confirmed that NHS Improvement have now allocated the Trust a lower control total for 2018/19. The required Trust surplus before provider sustainability funding has reduced by £2.8m but there is also a reduction in our sustainability funding of £0.7m.</p> <p>The required surplus is now £3.5m (including £2m provider sustainability funding). This has increased the required Trust generated surplus by £0.7m from the draft operational plan submission. This increases the savings target by £0.7m but it is expected that this will be met from non-operational measures.</p> <p>A further implication of delivering a lower surplus is that our use of resources financial risk rating will reduce from a 1 to 3. However NHS I have confirmed that this will not affect our overall assessment and we will still be considered a Segment 1 trust.</p> <p>James also noted the financial implications of the pay award and the potential for a funding gap.</p> <p>Les asked about the pay award and whether this would be taken into account in relation to the control total. James confirmed that treasury should fund this, but the mechanism for this is unclear so this creates some risk and complication.</p> <p>Ken commented on the huge demand on services to meet the £12m reduction which will create pressure on services. Gary spoke to the Board about the rigorous quality impact assessment process that has been undertaken across services to ensure that any financial changes do not impact negatively on clinical quality. Rajesh confirmed that there have been a number of processes that the proposals have been considered through.</p> <p>James also highlighted that the Northumberland CCG contract for 2018/19 requires a further £2.3m of savings from a reduction in services in Northumberland to support their Recovery Programme. About £0.9m has been identified so far.</p>	

	<p>ii) NHS Improvement Single Oversight Framework Quarter 4 Report</p> <p>Lisa Quinn presented this report to the Board for information, which sets out the end of year positions.</p> <p>Received.</p> <p>iii) Data and Cyber Security Standards</p> <p>Lisa Quinn presented the report which set out the NTW response to the 10 cyber security standards.</p> <p>Alexis asked about GDPR compliance assurance for the Trust. Lisa referred to the GDPR preparation session held for the Board previously and confirmed that a detailed assurance process has been undertaken. Rajesh also confirmed the detailed work that had been undertaken. Lisa confirmed this would be reviewed and is subject to internal audit.</p> <p>The Board received the report.</p>	
52/18	<p>Minutes / Papers for information</p> <p>i) Council of Governors' issues</p> <p>Ken updated on the work of the Nomination Committee, including developing a co-chairing arrangement for this group. He also updated that the steering group had met to think about future governor agendas. He is also continuing to meet with governors for 1:1 meetings.</p> <p>Alexis asked about the local authority governors. Ken confirmed that he would encourage local authority governors to attend more regularly.</p> <p>ii) Committee updates</p> <p>There were no further updated from committees.</p>	
53/18	<p>Questions from the public</p> <p>There were no questions from the public.</p>	
55/18	<p>Date, time and place of next meeting</p> <p>Wednesday, 23rd May 2018, St Nicholas Hospital, Gosforth. 1.30pm – 3.30pm</p>	

Board of Directors 23 May 2018 (PUBLIC)

23 May 2018, 13:30 to 15:30

The Board Room, St Nicholas Hospital, NE3 3XT

Attendees

Board member group

Ken Jarrold (Chair) , John Lawlor (Chief Executive) , Alexis Cleveland (Non-Executive Director) , Dr Leslie Boobis (Non-Executive Director) , Miriam Harte (Non-Executive Director) , Dr Rajesh Nadkarni (Executive Medical Director) , Gary O'Hare (Executive Director of Nursing and Chief Operating Officer) , Lisa Quinn (Executive Director of Commissioning and Quality Assurance) , Peter Studd (Non-Executive Director) , James Duncan (Executive Director of Finance and Deputy Chief Executive) , Lisa Crichton-Jones (Executive Director of Workforce and Organisational Development) , Ruth Thompson (Non-Executive Director) , Martin Cocker (Non-Executive Director)

In Attendance

Lynne Shaw (Deputy Director of Workforce and Organisational Development) , Jennifer Cribbes (Corporate Affairs Manager) , Tony Gray (Head of Safety and Security)

Meeting minutes

1. Service User/Carer Experience

Joanne Peacock and Sue Barrow delivered a verbal presentation to share their personal experiences of using NTW services.

The Board thanked Joanne and Sue for sharing their experiences which were said to be very powerful, inspiring and provided a valuable insight on services.

In response to a question raised by John Lawlor, Sue and Joanne agreed that they would be willing to speak to Trust staff for development and improvement purposes.

Ken Jarrold summed up the key messages gained from the presentation. It was clear that Joanne and Sue felt that the recovery college provided people with another opportunity, allowed them to be themselves and that everyone is accepted for who they are.

2. Welcome and Apologies

Chair

Ken Jarrold opened the meeting and welcomed attendees.

There were no apologies received.

3. Declarations of interest

Chair

There were no further interests declared.

4. Minutes of previous meeting held on 25 April 2018


Decision

Item 50/18 Integrated Commissioning and Quality Assurance Report

Chair

Amendment to the paragraph regarding system changes in South Tyneside to specify that waiting times for Children and Young Peoples' services may be difficult to understand due to service charges.

The minutes of the meeting held on 25 April 2018, as amended, were agreed as a true and correct record.

 Item 4 - Public Board of Directors minutes.pdf

4.1. Action list and matters arising not included on the agenda

Action List

Action's 50/18 responsible person to be amended to DR (Damian Robinson)

Matters arising

There were no matters arising.

 Item 5 - Action List.pdf

5. Chair's Remarks

Ken Jarrod provided a verbal update and made the Board aware that the Council of Governors, at their meeting on the 17 May 2018, approved the Nominations Committees recommendation to re-appoint Les Boobis, Non-Executive Director and Alexis Cleveland, Non-Executive Director and Deputy Chair for another three year term. The Board congratulated Les and Alexis on their re-appointments.

The Board were also made aware that the CQC had observed the Governors meeting on the 17 May 2018.

In relation to the ongoing Chair and Governor one to one meetings, Ken advised that he had met with eight governors so far which had been invaluable in terms of understanding their skills and life experience. Ken advised that he has dates in the diary to meet a further nine Governors.

Finally Ken advised that work was commencing to prepare for Governors elections at the end of the year.

6. Chief Executive's Report

John Lawlor spoke to the enclosed Chief Executive's report to update the Board on key areas.

John advised the Board that the Collective Leadership Programme; Joint Operational and Corporate Services Sharing and Learning Event, took place on the 10th May which had been a very large event and feedback gained had been very positive.

James Duncan advised that the Gateshead System Partnership was in development and the workshop was due to take place in the next two weeks.

John referred to the section containing the North East Staff Survey Results and highlighted that although NTW had scored best in the region it is important that the Trust does not become complacent.

In relation to the Workforce Race Equality Standard, John advised that a group of regional leaders had met and spoken about particular issues and work to improve in this area. John highlighted that further work can be done to improve and the CQC had been right to indicate to the Trust the need to continue to focus on this area.

Gary O'Hare spoke to the section relating to 'report into deaths amongst people with learning disability' and explained that a more robust approach to investigate deaths for those with learning disabilities was being introduced Nationally.

The Board received the Chief Executive's report for information.

 Item 7 - CE Report May 2018.pdf

Quality, Clinical and Patient issues:

7. Safer Staffing Levels (Quarter 4)

Gary O'Hare spoke to the enclosed safer staffing report which included exception data and analysis of all ward staffing against safer staffing levels for Quarter 4.

The Board were made aware that some wards were outside of the agreed staffing levels during the quarter and that the report focused on exception reporting for those ward groups. Gary referred to the Bank and Agency staff rates on page 3 of the report and explained that the increase in use of agency staff during the last quarter was, in part, a result of staff using up left over annual leave. It was explained that work was being undertaken to schedule leave entitlements across the year to prevent this situation occurring in the future.

Gary advised that future reports would include a brief narrative/exception report that will map vacancies, incidents and percentage of sickness against wards in line with the new guidance. Data for each ward on care hours per patient day would also be included which would be valuable information.

Gary confirmed there had been no incidents relating to staffing levels in the quarter.

Discussion took place relating to the work being conducted on retention of staff and understanding the Trust's turnover levels for qualified staff.

The Board of Directors noted the contents of the report.

 Item 8i - Safer Staffing Q4 report.pdf

8. Annual Security Management Report

Tony Gray spoke to the annual Security Management report to update the Board on the security arrangements currently in place within the Trust.

It was explained that the report now includes Lone Working, Physical Assaults on Staff and Security Management, which have previously been presented in separate reports.

Ruth Thompson left the meeting at 14:29.

A significant discussion took place in relation to the use of lone working devices. Martin Cocker requested that the Board receive assurance that lone working devices are being used properly. Ken Jarrold and Alexis Cleveland further requested that the Board keep lone working devices under review.

John Lawlor referred to the aggression and violence statistics on page 17 of the report and requested the number to be checked as the number of incidents have doubled from those previously reported. Tony advised that it may be result of a change in the way the data has been coded. It was agreed that the data would be checked and an explanation would be provided.

Lisa Crichton-Jones raised that people were still smoking on site and requested that the Board keep smoking under review.

Ken Jarrold summed up the item as discussed and requested that;

1. The issues, as discussed, relating to lone working and staff turning on devices be kept under review by the Board this included receiving progress reports.
2. An explanation be provided in relation to the aggression and violence statistics.
3. The Board keep smoking issues under review.

Tony Grey left the meeting at 14:43

The Board of Directors noted the contents of the report.

 Item 8ii - Security Management Annual Report - Board of Directors -23 May 2018.pdf

Discussion

Executive Director Of
Nursing And Chief Operating
Officer

Information

Executive Director Of
Nursing And Chief Operating
Officer

9. Integrated Commissioning and Quality Assurance Report (April Month 1)

Lisa Quinn spoke to the enclosed Integrated Commissioning and Quality Assurance Report for April 2018 (month 1) to update the Board on issues arising in the month and progress against quality standards.

Discussion
Executive Director Of
Commissioning And Quality
Assurance

Lisa advised that the CQC well-led inspection had taken place last week and the Trust is now awaiting a report on the outcome of the inspection and results of the visits to core services.

In response to a question raised by Les Boobis, Lisa explained that staff are required to complete tranquilisation training every three years so the position as stated in the report is correct. Lisa further explained that the business units had identified actions to redress training shortfalls and subsequently an improvement in the figures should be seen by the end of quarter 1.

James Duncan spoke to the finance section of the report and highlighted the position in relation to bank and agency staff. James explained that this was due to staff using up annual leave and Easter falling early this year. However, early indication shows that bank and agency usage had declined during month 2.

Peter Studd referred to page 6 of the report and questioned the costs associated with the Trust's payroll function. James advised that he had picked up the issues at a consortium level and that he will discuss the issue with the Finance Director at Northumbria.

Les Boobis questioned the legal costs of the Trust. John Lawlor advised that work had been done to reduce legal costs.

Ken Jarrold summed up the item as discussed and requested that the Board receive further updates in relation to;

1. Use of agency and bank staff
2. The outcome of the discussion relating to Payroll costs; and
3. Legal costs

The Board received the integrated commissioning and Quality Assurance report.

 Item 8iii - BoD Monthly Commissioning Quality Assurance Report 18-19 month 1.pdf

Workforce

10. Workforce Directorate Quarterly update

Lynne Shaw spoke to the enclosed quarterly Workforce report to update the Board on the key work and developments across the Trust.

Information
Acting Executive Director Of
Workforce And
Organisational Development

The Board were advised that work had commenced in relation to the implementation of the Workforce Disability Equality Standard (WDES) in preparation of its first publication in 2019.

Rajesh Nadkarni spoke to the sponsorship section of the report and reminded the Board of the ongoing work to gain GMC fellowship status for international doctors. The Board were made aware that the Trust had been granted a licence to host five international psychiatry students on a three year training programme each year.


Lynne Shaw spoke to the Medical Visa section of the report that related to issues another Trust had experienced due to a large number of visas being refused for doctors they had recruited. Lynne advised that at the time the report had been written, NTW had not been affected with this. However, a visa for a speciality doctor had recently been declined. Lynne explained that the reason it had been declined would be explored and medical visas would remain to be under review.

Finally Lynne advised that NTW have been shortlisted for a CIPD award for its Organisational Development work relating to collective leadership. The Board were advised that if NTW are successful at the regional awards, they will then automatically become a contender for a National award.

Ken Jarrold commended the work that had been completed and congratulated Lynne and all involved in the Organisational Development work.

Peter Studd referred to the Tax Treatment of Termination Payments section of the report and questioned the changes in relation to Payment in Lieu of Notice (PILON). Lynne explained that all PILONs are now subject to income tax and National Insurance Contribution deductions.

The Board received and noted the Workforce Directorate quarterly update.

 Item 9i - Workforce Quarterly report - May 2018.pdf

11. Whistleblowing/Raising Concerns update

Lynne Shaw spoke to the enclosed Whistleblowing/concerns raised report to update the Board on issues raised and logged by the workforce team between October 2017 and March 2018.

Discussion
Executive Director Of
Workforce And
Organisational Development

The Board were made aware that 21 cases had been raised over the period which is consistent with previous reporting periods. However, there had been an increase in cases being raised with the Trust's Freedom to Speak up Guardian.

Miriam Harte expressed concerns in relation to the case where a member of staff had raised an issue with the behaviour of an individual from another Trust. Lynne confirmed that it was an unusual case and it was the first time an incident had been raised relating to another Trust.

Les Boobis advised the Board that a summary of statutory and legal requirements relating to Freedom to Speak Up Guardians and Board of Directors involvement had been published. It was agreed that the summary would be circulated to the Board members.

The Board received the whistleblowing/raising concerns update.

 Item 9ii - Whistleblowing and Raising Concerns Update - May 2018.pdf

Strategy and Partnerships

12. CEDAR update

James Duncan spoke to the enclosed CEDAR Programme Proposal to update the Board in relation to the programmes long term ambitions, enabler plans, access to STP capital funding and proposed timescales.

Decision
Alexis Cleveland (Chair)
And Executive Director Of
Finance/ Deputy Chief
Executive

The Board were made aware of a number of interim business cases in development that would be presented to the Board in June. James referred to the timescales set out within the enclosed report.

Ken Jarrold commented on the scale of the work involved when moving services. James advised that staff engagement was going well and that some of the proposals had been adapted as a result of the conversations with staff.

Lisa Crichton-Jones expressed the importance of early engagement with staff when considering an organisational change. James assured that a lot of work was ongoing within the groups to provide support and engage with staff.

Peter Studd requested the Trust to ensure that staff from NTW Solutions are included in the engagement process.

The Board approved the proposal as outlined in the report and noted the timeline for progress that was based on the current knowledge and expectations.

 Item 10i - CEDAR Stage 1 Proposals Board Paper Final Draft.pdf

Regulatory

13. Annual Quality Account

Lisa Quinn spoke to the enclosed Quality Account for 2017-18 and reminded the Board of its inclusion in the Trust's Annual report.

Decision
Executive Director Of
Commissioning And Quality
Assurance

Martin Cocker advised the Board that the Audit Committee and external auditors Mazars had reviewed the Quality Account in detail. Martin Cocker, on behalf of the Audit Committee, recommended that the Board approve the Quality Account.

The Board of Directors approved the content of the Quality Account, Statement of Director's responsibilities in respect of the content of the quality Account and the 2017-18 performance indicators that were included.

 Item 11i - BoD Quality Account 2017-18 (23 May 2018).pdf

14. Annual Governance Statement

Lisa Quinn spoke to the enclosed Annual Governance Statement 2017-18 and reminded the Board of its inclusion in the Trusts Annual Report. The Board were advised that due to the creation of NTW Solutions the Annual Governance Statement covered both the Trust and Group.

Decision
Executive Director Of
Commissioning And Quality
Assurance

Martin Cocker made the Board aware that the Annual Governance Statement had been considered by the Audit Committee at their meeting on the 16 May 2018 and had been reviewed by the Trust's External Auditors.

Discussion took place in relation to the alignment of Governance and the Trust's risk appetite.

The Board of Directors approved the Annual Governance Statement 2017-18.

 [Item 11ii- Annual Governance Statement.pdf](#)

15. Self-Certification G6 and CoS7

Lisa Quinn spoke to the enclosed Board Self-Certification to NHS Improvement report and explained that NHS Foundation Trusts are required by NHS Improvement to self-certify the declarations by 31 May 2018 to maintain their Provider Licence. Lisa referred to the evidence provided within the report that demonstrates the Trusts compliance.

Decision
Executive Director Of
Commissioning And Quality
Assurance

The Board were asked to confirm compliance in relation to Condition G6(3) of the Provider Licence which confirms that the Trust complies with the NHS Act 2009, Health Service Act 2012 and has regard to the NHS Constitution.

The Board were further asked to confirm compliance with Condition CoS7(3) that the Trust has the required resources available to provide services if providing commissioner requested services.

Martin Cocker commented on the format of the report which he found to be more user friendly.

The Board approved that the Trust is compliant with Provider Licence Condition G6(3) and CoS7(3).

 [Item 11iii - BoD Compliance with Licence Declaration May 2018.pdf](#)

16. Operational Plan 2018/19

James Duncan provided a verbal update in relation to the Operational Plan and Budget for 2018-19. James explained that following the last Board meeting a revised final version of the plan and budget report was distributed to Board members for approval. James confirmed that the Board approved the revised final version and it was submitted to NHS Improvement on time.

Decision
Executive Director Of
Finance And Deputy Chief
Executive

The Board received the Operational Plan update.

17. Annual Accounts and Management Representation Letter

James Duncan distributed copies of the Annual Account and Management Representation letter and apologised for the late distribution. The Board were made aware that it had been the first time the Trust had prepared Group accounts and that External Auditors were still reviewing the accounts that morning.

Decision
Executive Director Of
Finance And Deputy Chief
Executive


James explained that since the review of the accounts conducted by the Audit Committee no figures had changed. However, there was an issue raised by audit in relation to how the Trust treated a sale as a finance lease and it was agreed that an adjustment would be made to treat it as an operating lease. James confirmed that this made no difference to the bottom line of the Trust or Group.

Martin Cocker advised that Mazars had conducted an external audit of the accounts and no material matters were highlighted, only the minor disclosure adjustment was required. Martin advised that the Audit Committee recommend the Board to approve the financial statements and sign the management representation letter.


Peter Studd expressed his appreciation to the finance team in acknowledgement of the extra work as there are now two sets of accounts to prepare (Trust and Group).

Alexis Cleveland, on behalf of the Board, thanked Martin Cocker and the Audit Committee for all their work in relation to the Annual reporting requirements.

The Board approved the Annual Accounts and Management Representation letter.

 [Item 11v - Board Paper for approval of NTW Group Annual Accounts.pdf](#)

 [Item 11v a - NORTHUMBERLAND Group Accounts Template 2017-18 \(Final linked\).pdf](#)

 [Item 11v b - Management Representation Letter Group 2017-18.pdf](#)

Minutes / Papers for information

18. Committee updates

There was nothing to update from Committees.

Information
Non-Executive Directors

19. Council of Governors Issues

There were no Governors Issues.

Information
Chair

20. Questions from the public

There were no questions from the public.

21. Any Other Business

There were no further items raised.

22. Date, time and place of next meeting

Wednesday 27 June 2018, 1.30pm - 3.30pm,

The Large Training Room, Hopewood Park, Waterworks Road, Ryhope, Sunderland, SR2 0NB

Board of Directors Meeting (PUBLIC)

27 June 2018, 13:30 to 15:30

The Large Training Room, Hopewood Park, Ryhope, Sunderland, SR2 0NB.

Attendees

Board members

Ken Jarrold (Chair) , John Lawlor (Chief Executive) , Alexis Cleveland (Non-Executive Director) , Peter Studd (Non-Executive Director) , Miriam Harte (Non-Executive Director) , Ruth Thompson (Non-Executive Director) , Martin Cocker (Non-Executive Director) , James Duncan (Executive Director of Finance and Deputy Chief Executive) , Lynne Shaw (Acting Executive Director of Workforce and Organisational Development) , Les Boobis (Non-Executive Director) , Gary O'Hare (Executive Director of Nursing and Chief Operating Officer) , Rajesh Nadkarni (Executive Medical Director) , Lisa Quinn (Executive Director of Commissioning and Quality Assurance)

In Attendance

Jennifer Cribbes (Corporate Affairs Manager) , Chris Cressey (Associate Director Of Finance & Business Development)

Meeting minutes

1. Service User/Carer Experience

Information

Lyndsay Tunney delivered a verbal presentation to share her personal experiences of using NTW services.

The Board thanked Lyndsay for sharing her story which was very powerful and thought provoking.

In response to questions raised by non-executive directors relating to Lyndsay's bariatric surgery, Lyndsay explained she did not receive support from services in relation to her relationship with food. Furthermore, at that time, the connection with her mental health was not explored. John Lawlor advised that he was aware of this issue and work was ongoing to bridge the gap between these services.

John Lawlor asked Lyndsay if there was anything that the Trust could do to improve services. Lyndsay advised that she would like to see more peer support worker posts in community services as it is valuable to have staff with lived experience. Discussion took place relating to the value of such posts and the Trust's desire to recruit more peer support workers into community services.

Peter Studd raised a question regarding Smart Recovery. Lyndsay explained that Smart Recovery focuses on the here and now, is CBT based, scientifically proven and gives people helpful practical tools that can be used to self-manage their recovery.

Lyndsay advised that she would be appearing on a documentary on the 3 July 2018, BBC2, hosted by Adrian Childs, which is called Alcohol and Me.

2. Welcome and Apologies

Information

Ken Jarrold opened the meeting and welcomed attendees.

Chair

Apologies were received from James Duncan. The Board were advised that Chris Cressey, Associate Director Of Finance & Business Development, was in attendance to deputise for James.

3. Declarations of Interest

Information

There were no interests declared.

Chair

4. Minutes of the previous meeting: Wednesday 23 May 2018

Decision

The minutes of the meeting held on 23 May 2018, were agreed as a true and correct record.

Chair

 Item 4 - Meeting Minutes Board of Directors 23 May 2018.pdf

5. Action list and matters arising not included on the agenda

Discussion

Chair

Action List

John Lawlor referred to completed action, (8) 23.05.18, and advised that he had received an e-mail from the Safety Team in relation to the violence statistics which clarified the differences were a result of the opening of Mitford ward.

The Board agreed that all four completed actions could be removed from the action list.

Alexis Cleveland requested that the timescales for all current actions have at least the date of the next update against them instead of just stating ongoing.

Matters arising

There were no matters arising.

 Item 5 - Action List.pdf

6. Chair's Remarks

Information

Chair

Ken Jarrold provided a verbal update and referred to the Prime Minister's speech on NHS funding in which a new five-year funding settlement for the NHS was announced.

Ken further highlighted the proposal for a NHS 10 year plan and work on integration. Ken stated the importance of understanding the new environment and to influence direction where possible to support those we serve.

In response to a question raised by Ken Jarrold. Gary O'Hare advised that a Learning and Improvement Group had been established to facilitate continuous improvement and share learning; a Safer Care bulletin is issued to staff monthly; and Prevent information will be presented within the bi-monthly safeguarding report.

7. Chief Executive's Report

Information

Chief Executive

John Lawlor spoke to the enclosed Chief Executive's report to update the Board on key areas.

John advised that the Trust had received the draft CQC report in the last hour which will be checked for factual accuracy. The results will, therefore, be published in the near future.

Detail was provided in relation to the Gateshead System Partnership; Applied Research Collaboration (ARC); 10-year plan for the NHS; NHS funding; Carter Report; and NHS England and NHS Improvement joint working.

Peter Studd referred to the Carter Report in relation to potential savings from back office services and advised that NTW Solutions Ltd could provide opportunities in relation to shared services.


In response to a question raised by Les Boobis, John Lawlor advised that the Carter review found the Trust to be an outlier in relation to the size of the safeguarding team. However, the Trust was not intending to reduce the team as Mental Health Trusts generally have a larger safeguarding team than Acute Care Trusts.


Ken Jarrold referred to the item on Gateshead System Partnership and made the Board aware he had received positive feedback in relation to James Duncan's contribution.

John Lawlor referred to the item on NHS England and NHS Improvement joint working and advised that a Director of People will be appointed at a National level.

 Item 7 - CE Report June 2018.pdf

 Item 7a - Appendix 1. NHS Providers OTDB 201718 Q4 Finances and Performance.pdf

 Item 7b -Appendix 2. NHS Providers OTDB.pdf

 Item 7c -Appendix 3. NHS Providers OTDB.pdf

 Item 7d -Appendix 4. HSC OTDB 11 June 2018.pdf

Quality, Clinical and Patient Issues

8. Integrated Commissioning and Quality Assurance Report (May Month 2)

Discussion

Executive Director Of
Commissioning And Quality
Assurance

Lisa Quinn spoke to the enclosed Integrated Commissioning and Quality Assurance Report (month 2) to update the Board on issues arising in the month and progress against quality standards. Lisa advised that the Trust is broadly on track with all quality standards. However, improvement is still required in relation to training and sickness absence. Lisa explained that there had been an increase in sickness absence which is currently being explored. Lisa brought the Board's attention to page 11 of the report that detailed a number of brief guides that had been published by the QQC as their areas of focus.

Chris Cressy spoke to the finance section of the report and highlighted the position in relation to agency and bank staff.

Ken Jarrold expressed concerns regarding the waiting times for Children and Young People's Services. John Lawlor advised that work was ongoing to look at the differences between the North and South localities and that he would aspire to achieve a position where no children or young people are waiting over 18 weeks for our services and, ideally, no one waiting over 6 weeks.

A significant discussion took place relating to staff sickness. Lynne Shaw advised that the HR team had delivered a presentation to the Council of Governors at their meeting on 14 June 2018, which detailed the extensive amount of proactive work that is being conducted in the Trust to reduce staff sickness. However, despite this, staff sickness levels have slowly increased over the last 6 months. Discussion took place in relation to the possibility of staff sickness being a culture issue.

Further discussion took place relating to the Trust's sickness policy. Peter Studd advised that the findings of a recent internal audit report had found that the policy may not be consistently applied by managers.

Ruth Thompson questioned if staff sickness levels were a risk to the FDP productivity plan. Gary O'Hare advised that a significant amount of work is being done to release time to care and reduce sickness absence.

Ken Jarrold summed up the item and highlighted that sickness absence was a concern.

 Item 8 - Intergrated Commissioning and Quality Assurance Report (Month 2).pdf

Strategy and Partnerships

9. Announcement from NHS Improvement and NHS England

Information

Chief Executive

John Lawlor spoke to the enclosed paper, NHS Improvement and NHS England; Meeting in Common of the Boards of NHS England and NHS Improvement. John highlighted pages 13 and 14 of the report that detailed the core functions of the regional teams and explained potential changes in control at the level as a consequence of this.

The Board received the report for information.

 Item 9 - Announcement from NHS Improvement and NHS England.pdf

10. Integrated Care System (ICS) Capital Bid to deliver on Integrated Secure Site

Discussion

Deputy Chief Executive/
Executive Director Of
Finance

John Lawlor spoke to the enclosed Integrated Care System (ICS) Bid for the Integrated Secure Site.


Gary O'Hare explained that capital schemes require approval through the ICS. Therefore, the Trust must submit a bid to obtain capital money through the ICS to progress the plan to consolidate services at the Northgate site.


Chris Cressey provided detail regarding the investment required, land sale, and payback period.

Lisa Quinn advised that the proposal supports a number of priorities identified in the Mental Health 5 Year Forward View, it is aligned with the Trust Strategy and supports the new models of care. Lisa highlighted that the Trust needs to communicate with local commissioners to gain their support.

Ken summed up the item and highlighted that obtaining the funding supports a key part of the Trust strategy.

The Board approved the Integrated Care System capital bid.

 Item 10 - Integrated Care System (ICS) Bid (formerly STP) Integrated Secure Site.docx.pdf

 Item 10b - STP Capital VFM template (NTW) (130618 Submission File).pdf

11. Interim Accommodation for Newcastle and Gateshead Adult In-Patient Services

Decision
Executive Director Of
Nursing And Chief Operating
Officer

Gary O'Hare spoke to the enclosed paper that outlined the proposals for the interim accommodation arrangements for Newcastle and Gateshead Adult in-patient services. Gary advised that the changes were required to facilitate the refurbishment of the Hadrian Clinic and subsequent relocation of services. Gary further provided detail in relation to the temporary changes.

Discussion took place in relation to the importance of improving the environment in which services are delivered, consolidation of wards/beds and current bed occupancy levels.

The Board approved the Business Case to commence refurbishment work on Hadrian Clinic and then the relocation of services and staff to the new base as articulated in the paper.

 Item 11 - Interim Accommodation for Newcastle and Gateshead Adult In-Patient Services.docx.pdf

Regulatory

12. Board Self Certification to NHS Improvement – Governors' Training

Decision
Executive Director Of
Commissioning And Quality
Assurance

Lisa Quinn spoke to the enclosed Board Self-Certification to NHS Improvement report and explained that NHS Foundation Trusts are required by NHS Improvement to annually self-certify the declarations to maintain their Provider Licence. Lisa referred to the evidence provided, that had been prepared by Caroline Wild, which demonstrates the Trust's compliance.

Lisa advised that the Council of Governors, at their meeting on the 17 May 2018 confirmed that they are happy to recommend to the Board of Directors completion of the Board Statement confirming that the Trust has provided the necessary training to its Governors during 2017/18.

The Board approved the Trust's compliance with Governors' Training.

 Item 12 - Board self Certification - Governors Training.doc.pdf

Minutes/Papers for Information

13. Committee updates

Information
Non-Executive Directors

There was nothing to update from Committees.

14. Council of Governors' Issues

Information
Chair

Ken Jarrold provided an update in relation to the ongoing Chair and Governor one to one meetings. Ken advised that he had met with 16 Governors so far and a further 4 appointments had been scheduled. Ken stated that the meetings had been very enjoyable and had been invaluable in terms of understanding the skills and life experience of NTW Governors.

Ken updated the Board on the vacant Governor position for the Community and Voluntary Sector constituency. Ken advised there had been two candidates that had been considered by the Nominations Committee. The successful candidate was confirmed to be Annie Murphy from Moneywise Credit Union.

15. Any other Business

John Lawlor raised that Gary O'Hare had recently visited India as part of the Trust's international recruitment programme.

Gary explained that the Trust had 20 positions to offer; 7 consultant posts; 7 fellowship posts; and 6 SAS posts. Gary stated that the candidates were of a very high calibre and very focused on multi-disciplinary working.

Gary further advised that he had attended a two-day seminar hosted by the Indian National Institute of Mental Health and Neuro Sciences. The event had a number of academics presenting their research and there could be an opportunity for the Trust to collaborate with them. Gary advised that a Memorandum of Understanding would be developed that would be presented at a future Board meeting.

Gary further explained that he had met with the British High Commission, New Delhi. Gary advised that there were opportunities to develop a relationship with them going forward and invite them to visit the Trust and meet the Board.

John Lawlor finally raised the current investigation into Gosport War Memorial Hospital. John advised that further National policies may be introduced as a result of the investigation.

16. Questions from the Public

Discussion

There were no questions from the public.

Chair

Date, time and place of next meeting:

17. Wednesday 25 July 2018, 13:30 to 15:30, Kiff Kaff, St Georges Park, Morpeth, NE61 2NU.

Information

Chair

