

DRAFT Minutes

Trust Board of Directors Public Meeting

Date:	Time:	Venue:
Wednesday, 27 May 2015	1.30pm to 3.30pm	Conference Rooms 1 & 2, Ferndene

Present:

Paul McEldon	Chair
Martin Cocker	Non-Executive Director
Lisa Crichton-Jones	Executive Director of Workforce and Organisational Development
James Duncan	Deputy Chief Executive / Executive Director of Finance
Dr Douglas Gee	Executive Medical Director
John Lawlor	Chief Executive
Gary O'Hare	Executive Director of Nursing and Operations
Nigel Paton	Non-Executive Director
Lisa Quinn	Executive Director of Performance and Assurance
Chris Watson	Non-Executive Director

In attendance:

Vicky Grieves	Personal Assistant to Chief Executive and Chairman
Anne Moore	Group Nurse Director, Specialist Care (for item 66/15 iii)

Also present:

George Ian Saint	Member of Public
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Agenda Item		Action								
58/15	Welcome and Apologies									
	<table> <tr> <td>Hugh Morgan Williams</td> <td>Trust Chairman</td> </tr> <tr> <td>Neil Hemming</td> <td>Non-Executive Director</td> </tr> <tr> <td>Ruth Thompson</td> <td>Non-Executive Director</td> </tr> <tr> <td>Eric Jarvis</td> <td>Board Secretary</td> </tr> </table>	Hugh Morgan Williams	Trust Chairman	Neil Hemming	Non-Executive Director	Ruth Thompson	Non-Executive Director	Eric Jarvis	Board Secretary	
Hugh Morgan Williams	Trust Chairman									
Neil Hemming	Non-Executive Director									
Ruth Thompson	Non-Executive Director									
Eric Jarvis	Board Secretary									
59/15	Declarations of interest									
	There were no declarations of interest to note.									
60/15	Minutes of previous meeting held on Wednesday, 29 April 2015									
	The minutes of the meeting held on Wednesday, 29 April 2015 were agreed as a true and accurate record and duly signed.									
61/15	Matters arising not included on the agenda									
	There were no matters arising to note.									

62/15	<p>Action Checklist</p> <p>There were no changes to the action checklist.</p>	
63/15	<p>Chair's Report</p> <p>Paul McEldon informed the Board that the Royal College of Psychiatry visited the Trust on the 12 May 2015 as part of their considerations of inpatient mental health services. 13 commissioners visited Hopewood Park including the Chair, Sir Nigel Chrisp. They met with a selection of staff from community, crisis and inpatient services as well as a range of service users, carers and peer support workers. The commissioners remarked that they were very impressed by the welcome they received and by the excellent environment in which services were being delivered, and the passion and commitment of the staff they met.</p>	
64/15	<p>Chief Executive's Report</p> <p>John Lawlor presented the report. The contents were noted by the Board. John highlighted the following:</p> <ul style="list-style-type: none"> • His application to join the NHS Providers' Board has been successful and he will join the Board as one of the mental health Chief Executives. His first meeting of the Board will be held on the 1 July 2015. • Arrangements are being made for Speak Easy Round 2 which will take place between the 9 and 11 June 2015. This time events have been extended to cover a wider and broader number of areas and venues. John said that all Board members are invited to attend these sessions and a schedule of the times and venues will be circulated to the Non-Executive Directors. • Work continues on the learning disability programme. There is a great deal of uncertainty and worry for our staff created by the national narrative around a 'learning disability closure programme' which has already had an effect on inpatient staffing. We are seeking to reassure staff that there will be posts for them in the future to help manage anxieties going forward. 	JL
65/15	<p>Quality, clinical and patient issues</p> <p>i) Safer Staffing Report Gary O'Hare presented the report which focussed on those wards where staffing is 10% under planned and 20% over planned for April 2015. The contents were noted by the Board.</p> <p>In reference to the number of qualified staff under 80%, Martin Cocker asked at what point would this become unsafe? Gary explained that the two areas where staffing levels are below 80% were due to staff vacancies and the inability to find qualified bank cover. This resulted in supplementing staffing with unqualified staff, but the appropriate number of qualified staff were on duty to assure patient safety.</p> <p>ii) Security Management Annual Report 2014/25 Gary O'Hare presented the report. The contents were noted by the Board.</p> <p>John Lawlor asked that the figure for the number of incidents reported into the Security Incident Reporting System (6,621) be broken-down into high, low and intermediate in terms of benchmarking. Gary agreed to take this forward.</p>	GO

	<p>iii) <u>Draft Annual Quality Account</u> Lisa Quinn presented the final version of the Quality Account, which was complete apart from the receipt of an entry relating to Clinical Commissioning Groups (CCG) commentary. The contents were noted by the Board.</p> <p>Lisa explained that the aforementioned information had just been received and would be inserted into the Quality Account.</p> <p>Martin Cocker as Audit Committee Chair said that the Audit Committee had reviewed the Quality Account and confirmed that there were no identified areas of concern. The Board agreed and supported the additional entry and approved the Quality Account.</p> <p>The Board approved the Quality Account.</p> <p>iv) <u>Code of Practice Implementation Progress Report</u> Dr Douglas Gee presented the report. The contents were noted by the Board.</p>	
66/15	<p>Performance and assurance</p> <p>i) <u>Performance Report</u> Lisa Quinn presented the highlights of the Q1 performance report. The contents of the report were noted by the Board. At month 1 the Trust continues to have full compliance with all of the Care Quality Commission (CQC) essential outcomes of quality and safety. She advised that work continues to address the waiting times for EIP and IAPT. However, CYPS waiting times have reduced significantly and the service was recognised and congratulated for all of their hard work.</p> <p>James Duncan advised that there are no significant finance issues to report this month.</p> <p>ii) <u>CQC Registration Reports</u> Lisa Quinn presented the report to the Board and advised that the CQC have written to confirm that Cherry Knowle Hospital has been removed from the Trust's registration.</p> <p>iii) <u>Learning from Savile Action Plan</u> Anne Moore presented an action plan relating to the themes and lessons learnt from NHS organisations into matters relating to Jimmy Savile. Monitor asked all NHS organisations to produce an action plan in response to the 'lessons learned' report which is required to be signed off by the Board.</p> <p>Anne explained that there are ten recommendations and advised that a PGN (Practice Guidance Note) is being developed for recommendation R9 in relation to access to social media networks and will be completed by the agreed timeframe of 15 June 2015.</p> <p>In relation to recommendation R7, Martin Cocker asked where the decision was made for staff to no longer complete DBS checks. Anne explained that some time ago (pre Jimmy Savile investigation) it was decided that as an organisation the screening checks were carried out on appointment and so it was agreed that, although there was a need to have a robust system in place, it was decided that an annual self-declaration should provide assurance. The cost (£300k) of a formal DBS annual programme was factored into this decision as well as this arrangement being consistent with other organisations.</p>	

	<p>Following discussion it was agreed that it would be useful to take this opportunity to further review the action plan in regard to recommendation R7. Lisa Crichton-Jones agreed to take this forward and revise the action plan with Anne Moore if necessary.</p>	LCJ
67/15	<p>Strategy and partnerships including commercial and business development:</p> <p>i) <u>New Models of Care</u> James Duncan presented the report which sets out the developing thoughts around new models of care in response to the Five Year View. The contents were noted by the Board and would be considered at the Board's next Away Day on 30 July 2015.</p> <p>ii) <u>Transformation Programme Update</u> Paul McEldon presented the report. The contents were noted by the Board. Paul explained that a number of Programmes have been formally closed following detailed discussions with Executive Directors, the Corporate Decisions Team and the Transforming Programme Board. The changes are described in the report. The Transforming Programme Board agreed that formal closure documentation will be produced which will include lessons learned, achievements and transition of deliverables to operations. These will be brought to a future Transforming Programme Board meeting.</p> <p>Paul explained that the main area of risk at the moment is in relation to the various staff consultations which we will be progressing over the few months, which will involve approximately 2,000 staff.</p> <p>John Lawlor explained that he attended the Medical Staff Committee last week along with Dr Douglas Gee. Two clinicians gave presentations about their involvement with transformational change in their service areas and highlighted the successes of these in terms of better outcomes for our patients. John suggested that it might be useful to invite them along to a future Board development session or public board meeting in the next couple of months.</p>	EJ
68/15	<p>Workforce issues</p> <p>i) <u>Workforce Quarterly update</u> Lisa Crichton-Jones presented the report which outlines some of the key work streams of the Workforce directorate. The contents were noted by the Board and Lisa highlighted the following:</p> <ul style="list-style-type: none"> • Edgecombe Values Based Recruitment – This is a new approach to Consultant Recruitment using values based interviews. Edgecombe is helping the Trust to develop a validated, robust, defensible and cost effective process for appointing Consultants. This initiative is progressing well and the training for panel members has been well received. • New Induction Programme for Consultants – A new comprehensive four day induction programme has been developed which will be piloted at the beginning of June 2015. This programme will be evaluated quite closely and it is envisaged that it will be rolled out every six months. <p>ii) <u>Fit and Proper Person Test</u> Lisa Crichton-Jones presented the report. The contents were noted by the Board.</p> <p>Lisa explained that the Fit and Proper Person Test has been considered by the Executive Directors in terms of who to include in the Test and in addition to the Board of Directors it has been proposed to also include other specialist functional</p>	

	<p>leads as detailed in the report.</p> <p>Lisa advised that the Board Secretary is currently drawing up a guidance note which sets out the rationale for each postholder required to fulfil the requirements of the Fit and Proper Person Test and will ensure that the rationale will be revised on an annual basis.</p> <p>The Board approved the proposal for the Fit and Proper Person Test.</p>	EJ
69/15	<p>Regulatory Issues</p> <p>i) <u>Annual Accounts and Management Representation Letter</u> James Duncan presented a report on the key issues in the Annual Accounts, which included the audited draft Annual Accounts. A copy of the draft Management Representation Letter was circulated and also formed part of the presentation. The contents of all the documents were noted by the Board.</p> <p>Martin Cocker as Audit Committee Chair said that the Audit Committee had reviewed the Annual Accounts and the auditor’s report, along with the Management Representation Letter. The Audit Committee recommended approval of the Annual Accounts and the signing of the Management Representation Letter to the Board.</p> <p>The Board approved the Annual Accounts and the signing of the Management Representation Letter.</p> <p>ii) <u>Interim Annual Audit Committee Statement</u> Martin Cocker presented the report on the work of the Audit Committee, which also provided assurance to the Board on the approval of the Annual Governance Statement. The Board noted the contents of the report.</p> <p>iii) <u>Annual Governance Statement</u> John Lawlor presented the audited Statement. The contents were noted by the Board.</p> <p>Martin Cocker as Audit Committee Chair said that the Audit Committee had reviewed the audited Statement along with the Head of Internal Audit Opinion and the External Auditor’s report. The audit report had concluded that the Statement complied with the Department of Health requirements and there were no inconsistencies between information in the Statement and the Auditor’s knowledge of the Trust. The Audit Committee recommended approval of the Statement to the Board.</p> <p>The Board approved the Annual Governance Statement.</p> <p>iv) <u>Draft Annual Report</u> James Duncan presented the draft Annual Report. The contents were noted by the Board.</p> <p>Martin Cocker as Audit Committee Chair said that the Audit Committee had reviewed those parts of the Annual Report that are subject to External Audit review. The Audit Committee recommend approval of the audited parts of the Annual Report to the Board. Following discussion there were a few drafting inconsistencies highlighted and James Duncan confirmed that these had already been picked up by the Board Secretary and the necessary amendments have been incorporated into the final submission to Monitor.</p> <p>Subject to the above changes the Board approved the draft Annual Report.</p>	

	<p>v) <u>Annual Plan Review</u></p> <p>A. Board Certification – Corporate Governance Statement (Forward Looking) Lisa Quinn presented the Board Certification Corporate Governance Statement. The contents were noted by the Board.</p> <p>The Board approved the Board Certification Corporate Governance Statement.</p> <p>B. Board Certification – Systems for Competence with provider licence (Condition G6) Lisa Quinn presented the Board Certification Systems for Competence with provider licence (Condition G6). The contents were noted by the Board.</p> <p>The Board approved the Board Certification Systems for Compliance with provider licence (Condition G6).</p>	
70/15	<p>Minutes / papers for information</p> <p>i) <u>Council of Governors</u> There were no issues to consider.</p>	
71/15	<p>Questions from the public on items included on the Board Agenda</p> <p>There were no questions from the public.</p>	
72/15	<p>Date, time and venue of next meeting</p> <p>Wednesday, 24 June 2015 at 1.30 pm, Conference Room 1, Hopewood Park</p>	