

DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held in the Boardroom, Trust Headquarters, Bramble House, Kingsway, Derby, DE22 3LZ

On Monday, 28th May 2012

MEETING HELD IN PUBLIC

Opened: 2.00 pm

Closed: 3.15 pm

PRESENT:

Alan Baines	Chairman
Kathryn Blackshaw	Acting Chief Executive
Graham Foster	Non-Executive Director
Paul Lumsdon	Executive Director of Nursing and Quality
Ifti Majid	Executive Director of Operations, Performance and IM&T
Mick Martin	Deputy Chairman/Senior Independent Director
Tony Smith	Non-Executive Director
Maura Teager	Non-Executive Director
Lesley Thompson	Non-Executive Director
Tim Woods	Executive Director of Finance

IN ATTENDANCE

Alison Baker (minutes)	Personal Assistant to Chairman and Chief Executive/Office Manager
Sarah Carter	Assistant Director of Business Strategy
Stacy Forbes	Financial Controller (Item 2012/48)
Graham Gillham	Director of Corporate and Legal Affairs
Helen Marks	Director of Workforce & Organisational Development

And three members of the public

APOLOGIES:

John Sykes	Executive Medical Director
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**DHCFT
2012/45**

OPENING REMARKS

The Chairman welcomed those present to the meeting, with apologies noted from John Sykes. There were no interests to be declared. The Board of Directors were updated on the Chairman's activities during the month, which included:

- 1:1 appraisal meetings with Governors, which were almost complete. Elections were required to fill three seats in constituencies and Derby City Council had indicated they would be changing their nominated Governor, following the recent local elections.
- The programme of Community Engagement visits continued with visits to the Bosnian and Herzegovina Community Association and Derbyshire Gypsy Liaison Group with Harinder Dhaliwal, Assistant Director of Engagement. Visits were scheduled to the Chinese and Pakistani communities also.
- A recent visit to the Rosehill Children's Services had been both heartening and humbling. The Chairman acknowledged there were many challenging roles in our organisation, but felt the staff in this service area had a particularly challenging role.
- A meeting with the Chief Executive and Director of Corporate & Legal Affairs to look at strategic Board papers, following which a paper was circulated to

	<p>the Executive Team for action.</p> <ul style="list-style-type: none"> ➤ Attendance at one of our Trust's listening events, additional dates for which were in the diary. ➤ A visit to the team at St Mary's Gate, Chesterfield. ➤ A quality visit to the Estates and Facilities Team. ➤ Attendance at the staff induction lunch and marketplace exhibition. Board members were encouraged to attend future dates where possible. ➤ A meeting with Steve Jones, the Chairman of South Staffordshire Foundation Trust, to discuss the training and development of Governors. ➤ A meeting with Harinder Dhaliwal to discuss the Regards and Respect initiative. ➤ The Business Development Group meeting the previous week, from which some exciting ideas were being developed, further detail on which would be provided later in the meeting. ➤ Directors were reminded to adhere to deadlines, following a particularly difficult month for the production of Board papers. ➤ A Board Away Day needed to be scheduled to discuss the significant changes in the health economy and their impact on the annual planning cycle in both the medium and long term. ➤ Board members were invited to join the Chairman and Chief Executive at a Working Group to consider the Trust's response to a range of strategic planning issues that had been discussed at the last Board Development Session.
<p>DHCFT 2012/46</p>	<p><u>MINUTES OF THE MEETING OF DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST, HELD ON 24TH APRIL 2012</u></p> <p>The minutes from the meeting of Derbyshire Healthcare NHS Foundation Trust, held on 24th April 2012, were approved.</p>
<p>DHCFT 2012/47</p>	<p><u>MATTERS ARISING – ACTIONS MATRIX</u></p> <p><u>DHCFT 2011/57 Engagement Strategy</u> Kathryn Blackshaw advised that a formal report on the Equality Delivery System (EDS) score would be presented to the Board of Directors at a later date.</p> <p><u>DHCFT 2012/30 Business & Commercial Development Report</u> Kathryn Blackshaw referred to the amendment of the minutes from the March meeting and added that an update on Business and Commercial Development would be provided later in the meeting.</p> <p><u>DHCFT 2012/40 Integrated Quality Governance Report</u> Paul Lumsdon confirmed the necessary work was underway and a summary would be brought to the Board in due course.</p>
<p>DHCFT 2012/48</p>	<p><u>ADOPTION OF AUDITED ANNUAL ACCOUNTS 2011/12 AND ANNUAL REPORT, INCLUDING QUALITY REPORT</u></p> <p>Tim Woods presented the audited annual accounts 2011/12 and annual report, which had been reviewed by the Audit Committee prior to the Board meeting. In terms of the position, there had been a slight change between the draft and final accounts. Tim Woods gave his assurance that the accounts had been through due process, had been audited by the external auditors and were presented to the Board of Directors for adoption. Graham Foster echoed the comments made by Tim Woods and confirmed that the Audit Committee had undertaken a thorough review of the documents, that additional analysis had been requested, and that a satisfactory response had been received in relation to the queries raised.</p>

	<p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To adopt the Trust’s Annual Accounts for 2011/12. ➤ To sign the Trust’s Financial Statements and Remuneration Report for 2011/12. ➤ To sign the Statement of the Chief Executive’s Responsibilities as the Accounting Officer of the Trust. ➤ To sign the Annual Governance Statement. ➤ To sign the Statement of Directors Responsibilities. ➤ To sign the Statement on Internal Control. ➤ To sign the Certificate certifying the Summarisation Schedules (FTCs) for the Trust ➤ To sign the Letter of Representation. <p>Turning to the Annual Report 2011/12 and Quality Account, the Board of Directors were advised that the external auditors had checked the financial data contained in the Annual Report, together with the remuneration report. The auditor planned to complete the quality report audit as soon as the comments of external bodies had been received. His certificate and report to Governors would be issued prior to the meeting of the Audit Committee on 11th June 2012. The Audit Committee had delegated authority to the Committee Chairman to receive the auditor’s opinion.</p> <p>Subject to the additional work referred to above and any presentational amendments, the Board of Directors approved our Trust’s Annual Report and Quality Account for 2011/12.</p>
<p>DHFCT 2012/49</p>	<p><u>MEETING OF THE TRUSTEES – TO ADOPT CHARITABLE FUNDS ACCOUNTS 2010/11</u></p> <p>This item was deferred to be taken to the Audit Committee on 11th June 2012 and then presented to the Board of Directors on 27th June 2012.</p>
<p>DHCFT 2012/50</p>	<p><u>CHIEF EXECUTIVE’S OVERVIEW AND UPDATE – KATHRYN BLACKSHAW</u></p> <p>Kathryn Blackshaw provided an update to the Board of Directors regarding the following:</p> <ul style="list-style-type: none"> ➤ Values - Focussed On You – a very successful launch event on 22nd May 2012. The range of presenters, arranged by Helen Marks, had been particularly impressive. Helen Marks provided some background information in relation to the Schwartz Rounds, a programme developed by the legacy of Kenneth Schwartz. This programme had been developed for clinicians to talk to each other openly about the challenges they faced when caring for patients. Our organisation had undertaken a six month pilot and would be opening the programme up to all staff. Maura Teager added her praise for the presenters at the launch and emphasized how powerful the stories from service users, staff and carers could be. The “Walking in your Shoes” initiative was also outlined by Helen Marks, together with the steps being taken by our Trust to put this in place. ➤ The East Midlands Ambulance Service NHS Trust’s consultation document on the future shaping of ambulance services for the East Midlands had been received and a response was being drafted by Jim Millns, Head of Contracting, for signature. ➤ The “Family and Friends Test” was a relatively new Government initiative, expected to be implemented across the whole of the NHS. Kathryn Blackshaw praised the early implementation of this initiative during a recent

	<p>quality visit to the Nursing and Quality team. A press release would be drafted later in the week in relation to the work our organisation was doing in this area.</p> <ul style="list-style-type: none"> ➤ The opening of the Institute of Mental Health's (IMH) new purpose built facility, an exciting and successful collaboration between Nottingham University and Nottinghamshire Healthcare. Prof Paul Crawford from Nottingham University, and a member of the Council of Governors, was in discussion with the Trust on developing links with our Trust. ➤ Relevant External Body Publications table – including an Executive Director lead against each publication to ensure any required action was taken. <p>Mick Martin commented on how beneficial it had been to hear from carers of dementia patients at the Board Development Session earlier in the month, a view shared by the rest of the Board of Directors. Mick asked that Kathryn include details of such attendances in her Board report to help communicate the Ward to Board stories. The Chairman added that a letter of thanks had been sent to the carers who attended.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To receive and note the contents of the report.
<p>DHCFT 2012/51</p>	<p><u>QUALITY OVERVIEW AND UPDATE – MAURA TEAGER</u></p> <p>With a focus on national drivers and local imperatives, Maura Teager referred to the quality visit to Paul Lumsdon's Team and the early progress on the "Friends and Family" initiative. Stephen Edgeley, Head of Risk, had attended the Non-Executive Directors' meeting prior to the Board meeting, and articulated the high level operational management of risk in our organisation, with particular reference to the safeguarding agenda and support, both internally and externally. Referring to the Compliance Framework, due to be presented by Paul Lumsdon, Maura Teager stated it was clear whether our Trust was compliant or non-compliant and added it was important to be aware of local and national intelligence in order to be prepared.</p>
<p>DHCFT 2012/52</p>	<p><u>COMPLIANCE FRAMEWORK 2012/13 – PAUL LUMSDON</u></p> <p>Paul Lumsdon presented the Compliance Framework 2012/13, setting out in detail how our Trust would be monitored and assessed by Monitor as its regulator. The changes to the Compliance Framework, following its consultation since the previous year, were outlined. Ifti Majid emphasized the likelihood that some Trusts would be rated as non-compliant in light of the changes to the way in which regulation requirements were scored.</p> <p>In response to Maura Teager, Paul Lumsdon said the inspections could be carried out on any of the national core standards, although it was anticipated that safeguarding and "standard one" would be amongst the five chosen for inspection. Mick Martin asked whether the changes would result in visible data from an external source for Governors and stakeholders. Paul Lumsdon replied that the level of reporting was not yet known but it was hoped that this high standard regulation would produce measurable data to provide assurance.</p> <p>The Chairman referred to the Council of Governors meeting on 28th June 2012, when Executive Directors would be highlighting the way in which difficult situations were managed in our organisation.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To discuss the briefing and consider the potential impact on future risk ratings.

<p>DHCFT 2012/53</p>	<p><u>BUSINESS STRATEGY REPORT – SARAH CARTER</u></p> <p>Sarah Carter, Assistant Director of Business Strategy, presented the key points from her report.</p> <ul style="list-style-type: none"> ➤ An agreement had been reached with Turning Point on the package of services to be commissioned from our organisation on a sub-contractual basis as part of the Mastin Moor development. This agreement included a three year contract for the Corner House service in Rotherham. ➤ An update was provided in relation to the Four Seasons Healthcare group, recently acquired by leading private equity firm, Terra Firma. ➤ The Communications and Marketing Team review had been completed and an HR process for more functionality was due to commence shortly. <p>In response to Mick Martin, Tim Woods confirmed that discussions with PWC were continuing to improve contract management in relation to the PFI.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the contents of the report, for information.
<p>DHCFT 2012/54</p>	<p><u>DRAFT ENGAGEMENT AND PATIENT EXPERIENCE FRAMEWORK – HARINDER DHALIWAL</u></p> <p>Paul Lumsdon introduced Harinder Dhaliwal, Assistant Director of Engagement, to present the draft Engagement and Patient Experience Framework. The aim of the framework was to generate confidence in the community around our organisation's transparency and commitment to engage stakeholders. The framework had already been shared with the Equalities, Engagement, Experience, and Enablement (4Es) Committee and members had played a key role in consulting and feeding back on behalf of their respective networks and forums. Thanks were extended to Tony Smith for his input and assistance.</p> <p>Harinder Dhaliwal explained that the framework helped to deliver our Trust's vision and priorities. It supported the Equality Delivery System which required us to demonstrate effective engagement and improved outcomes and experience for all REGARDS groups. The document was intended to be an over-arching framework and the various KPIs were already being reported in the Trust.</p> <p>The delivery of the framework would be performance managed through the 4Es Committee, which was an outward facing group with external stakeholder membership as well as Non-Executive Director representation. This would in turn be reported through to the Quality Governance Committee. The Workforce elements of the framework would be performance managed by the Workforce Strategy Group.</p> <p>Harinder Dhaliwal recorded her thanks to Kate Majid, Head of Patient Experience, for producing the patient experience chapter. The KPIs in this chapter required further strengthening and additional details in relation to Schwartz Rounds would be included in the staff engagement section. The NHS Good Practice Engagement Guide was also referenced in the document and will be used to inform our engagement practice from a practical perspective. The list of acknowledgements was highlighted at the back of the report, listing those who had helped with the development of the document and facilitated feedback/comments within their respective groups. Harinder Dhaliwal confirmed the document would be translated into other languages and formats.</p> <p>Detailed comments were requested to be sent to Harinder Dhaliwal and a report on progress would be provided to the Board of Directors in November 2012. The Board thanked Paul Lumsdon and Harinder Dhaliwal for their hard work in producing a</p>

	<p>thorough and well consulted upon framework for engagement and patient experience.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To approve the draft Engagement and Patient Experience Framework. ➤ To receive an update on progress with implementation in six months time.
<p>DHCFT 2012/55</p>	<p><u>INTEGRATED PERFORMANCE & ACTIVITY REPORT – MAY 2012 – IFTI MAJID/TIM WOODS</u></p> <p>Ifti Majid presented the data for month one of the 2012/13 financial year and drew the Board of Directors’ attention to the clustering data, which would be discussed in more detail later in the meeting. Although below the level expected, there was no impact on quality for patients and no financial impact to note. This year would be an important year to resolve the clustering tool issues.</p> <p>Turning to the financial position, Tim Woods reported a surplus of £23k in month one. Although early in the year, the position demonstrated a positive start.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the performance to date.
	<p><i>The Chairman requested, in accordance with the Trust’s Standing Orders, that representatives of the press and members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, the publicity on which would be prejudicial to the public interest. A five minute adjournment was therefore called.</i></p>

Date and time of next meeting

Date of next scheduled meeting

Wednesday, 27th June 2012 at 2.00 pm

Boardroom, Trust Headquarters, Bramble House, Kingsway Site, Kingsway, Derby, DE22 3LZ