

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 Wednesday, 25th January 2012

MEETING HELD IN PUBLIC

Opened: 2.05 pm

Closed: 3.25 pm

PRESENT:

Alan Baines	Chairman
Kathryn Blackshaw	Deputy Chief Executive/Executive Director of Business Strategy
Graham Foster	Non-Executive Director
Paul Lumsdon	Executive Director of Nursing and Quality
Ifti Majid	Executive Director of Operations, Performance and IM&T
Mike Shewan	Chief Executive
John Sykes	Executive Medical Director
Maura Teager	Non-Executive Director
Lesley Thompson	Non-Executive Director
Tim Woods	Executive Director of Finance
Graham Gillham	Director of Corporate and Legal Affairs
Helen Issitt	Director of Workforce & Organisational Development

IN ATTENDANCE

Sarah Bains Divisional Lead Occupational Therapist and Lead AHP (for Item 2012/06)

(members of the public)

Dave Waldram

Alison Breadon

PWC Internal Auditor

APOLOGIES:

Mick Martin

Tony Smith

Deputy Chairman/Senior Independent Director

Non-Executive Director

DHCFT 2012/01	<u>OPENING REMARKS</u> The Chairman welcomed those present to the meeting. There were no interests to be declared.
DHCFT 2012/02	<u>MINUTES OF THE MEETING OF DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST, HELD ON 30TH NOVEMBER 2011</u> The minutes from the meeting of Derbyshire Healthcare NHS Foundation Trust, held on 30 th November 2011, were approved.
DHCFT 2012/03	<u>MATTERS ARISING – ACTIONS MATRIX</u> <u>DHCFT 2011/13 Communications and Marketing Strategy</u> Kathryn Blackshaw advised that the draft Communications and Marketing Strategy had been deferred to the April Board of Directors meeting, but would be brought sooner if completed earlier.
DHCFT 2012/04	<u>CHIEF EXECUTIVE'S OVERVIEW AND UPDATE – MIKE SHEWAN</u> Mike provided feedback following a relatively quiet period leading up to, and after, the Christmas break. Over the coming months, difficult contracting discussions were

	<p>anticipated, but the Trust would continue to work hard to ensure the best possible outcome for its services. There had been further news on the roll out of the Health and Social Care Bill, together with a publication in relation to the establishment of the NHS Trust Development Authority, a body to oversee Foundation Trust pipeline applications, expected to be formally in place from 1st April 2013.</p> <p>The Board of Directors were updated on the changes to the Executive Team Meeting (formerly the Executive Management Group), which had recently revised its terms of reference. Meetings would be held on a fortnightly basis and reported to the Board of Directors by the Chief Executive. The revised terms of reference would be brought to the February Board meeting.</p> <p>Mike confirmed he had recently attended a national reception for the Time to Change campaign, at the invitation of Nick Clegg MP. The Trust was recognised as the first healthcare community in the country to secure the sign-up to the Time to Change from all its partner organisations, an achievement the Trust was proud of.</p>
<p>DHCFT 2012/05</p>	<p><u>QUALITY OVERVIEW AND UPDATE – MAURA TEAGER</u></p> <p>Maura Teager expressed her delight on being invited by the Chairman to take on the role of Quality Champion. Maura praised the work undertaken by her predecessor, Mick Martin, and reflected positively on the timeliness of her involvement. Following the excellent presentation on Core Care Standards at the meeting of the Non-Executive Directors, prior to the Board meeting, Maura Teager was keen to hear from Sara Bains in relation to the Multi-Professional Care Philosophy, a piece of work Maura herself had been directly involved with.</p>
<p>DHCFT 2012/06</p>	<p><u>MULTI-PROFESSIONAL CARE PHILOSOPHY – FINAL DRAFT – PAUL LUMSDON/SARA BAINS</u></p> <p>Sara Bains tabled a revised Multi-Professional Care Philosophy pamphlet and explained the process that had been undertaken prior to the final draft being produced. The philosophy replaced the previous Multi-Professional Care Strategy and was centred around the organisational values and Trust vision, enabling person centred care delivery through the Core Care Standards into the different teams across the organisation. Implementation of the philosophy would be monitored and evaluated through the Multi-Professional Leadership Council and taken forward through the Framework for Nursing People to Health & Wellbeing and Core Care Standards.</p> <p>The Board of Directors were pleased to see the progress made but asked for further explanation in relation to branding, communication, and success measures. Paul Lumsdon responded to the questions raised and highlighted the way the various strands complimented and reinforced each other. Maura Teager referred to the significant work that had been undertaken and praised the strong message that the philosophy brought.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To endorse the philosophy and its implementation into the service.
<p>DHCFT 2012/07</p>	<p><u>FRAMEWORK FOR NURSING PEOPLE TO HEALTH & WELLBEING 2012 – 2015 – FINAL DRAFT – PAUL LUMSDON</u></p> <p>Following the discussion points in relation to the previous agenda item, Paul Lumsdon explained how the framework had been developed to ensure the nursing profession would maximise their role and performance to improve the experience of the patients in their care. Co-produced with the Multi-Professional Care Philosophy, the review of the nursing framework was being rolled out, as requested by the Board of Directors. The Board of Directors echoed their enthusiasm for the framework but agreed consistent branding needed to be ensured.</p>

	<p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To endorse the framework and its implementation into the service. ➤ To agree to receive bi-yearly updates on outcomes from the implementation of the framework.
<p>DHCFT 2012/08</p>	<p><u>INTEGRATED QUALITY GOVERNANCE REPORT – PAUL LUMSDON</u></p> <p>Paul Lumsdon highlighted the key themes contained in the Integrated Quality Governance Report. Points for clarification were requested by Lesley Thompson, Maura Teager and Graham Foster. After further discussion, the Board of Directors agreed that further time should be spent on defining the organisation’s top five strategic risks at the March Board Development Session. Mike Shewan added that additional scrutiny of the Board Assurance Framework had been included in the Executive Team agenda to enable closer monitoring.</p> <p>In response to Lesley Thompson, Paul Lumsdon agreed to review the complaints data for quarter one and quarter two in relation to complaints about the attitude of staff. The Chairman drew the Board of Directors’ attention to the number of reported compliments for 2011/12, which far exceeded the number of reported complaints. The importance of learning the lessons from compliments as well as complaints was noted.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To accept the evidence within the report and the recommendations against the key themes of patient safety, patient experience and effectiveness. ➤ To include the topic of top five strategic risks on the agenda for the March Board Development Session.
<p>DHCFT 2012/09</p>	<p><u>PEOPLE STRATEGY UPDATE – HELEN ISSITT</u></p> <p>As part of her People Strategy update, Helen Issitt reported that the ‘realtime’ questionnaire had been launched in September and that a positive response had been received from staff. The national staff survey had taken place between September and December, the results of which were expected in March.</p> <p>A review of the Trust’s Values to Leadership Strategy had been undertaken by East Midlands Internal Audit Services, the results of which had been presented to the Audit Committee in December. This evaluation showed the strategy was starting to make a difference across the organisation. Recommendations had been made and these were being addressed. Continuing investment was key to ensuring the positive progress made thus far could be sustained.</p> <p>An update was provided in relation to changes to HR policies and procedures, one of which had seen a revision of the recruitment process. A values based recruitment centre had been launched with increased focus placed on the spectrum of behaviour and attitude.</p> <p>The Board of Directors’ attention was drawn to the workforce dashboard, which had been developed by the Workforce Strategy Group. Eight strategic areas were proposed, each underpinned by a number of measures. An update against the eight strategic areas would be provided to the Board of Directors on a quarterly basis, as part of the People Strategy update report.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the contents of the People Strategy Update report. ➤ To agree to continue to receive updates on a quarterly basis.

<p>DHCFT 2012/10</p>	<p><u>ENVIRONMENTAL STRATEGY 2010 – 2014 – ANNUAL UPDATE REPORT – TIM WOODS</u></p> <p>Tim Woods highlighted the key themes from the Environmental Strategy annual update, which included:</p> <ul style="list-style-type: none"> ➤ The Trust continued to be well ahead of all key milestones set by the Government for the reduction in carbon emissions. ➤ Water usage and electricity – water usage had decreased, following a change in process for responding to leaks, together with consumption awareness initiatives and monitoring. ➤ Sustainability would be challenging as time progressed, but the estates and facilities management team were well engaged and proactively monitoring usage in all areas. ➤ The quality of the environment. ➤ Raising awareness of staff and service users through training. <p>The Board of Directors were pleased with the progress made and the motivation of the staff involved in this important area.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To approve the annual update report and its contents. ➤ To acknowledge the significant progress in both the reductions to meet the national targets, and also in raising the awareness of all staff and service users.
<p>DHCFT 2010/11</p>	<p><u>ELECTRONIC PATIENT RECORD (EPR) PROGRESS REPORT – IFTI MAJID</u></p> <p>Ifti Majid confirmed that the initial pilot project, using Care Notes V3, had been completed. This pilot demonstrated the benefits that could be achieved with a full EPR system, but the current version of Care Notes was not a suitable platform on which to build a full EPR system. The Trust was currently sourcing a suitable EPR system through its Project Board, Project Team, and EPR Clinical Reference Group. The expected timeline was to implement a full EPR system in one pathway (or service) by the end of 2012/early 2013, which would then be rolled out across the Trust through 2013. The procurement options were being explored to reduce this timescale further if possible.</p> <p>The Board of Directors acknowledged the need for a single, reliable, EPR system and agreed that resources for funding and staff training would be essential.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the progress made to date. ➤ To agree to receive a full business case at the May meeting of the Board of Directors.
<p>DHCFT 2012/12</p>	<p><u>INTEGRATED PERFORMANCE& ACTIVITY REPORT – IFTI MAJID/TIM WOODS</u></p> <p>Ifti Majid highlighted the key themes from the integrated performance and activity summary and reported the Trust was compliant with all Monitors key performance indicators, maintaining the organisation’s status as a high performing Trust. The Chairman was delighted with the Trust’s achievements and requested that steps be taken to promote the organisation’s achievements in the media. Kathryn Blackshaw confirmed that press releases would be submitted at the end of the financial year.</p> <p>In response to Maura Teager’s enquiry about the identification of the vulnerability of staff, Helen Issitt advised that a new stress risk assessment process had been put in place through the occupational health team.</p>

	<p>Turning to financial performance, Tim Woods was pleased to report the Trust's surplus at the end of December (quarter 3) had reached £731k, which was ahead of plan. The organisation's Monitor Risk Rating was '3.2', which demonstrated a solid financial position. Tim Woods expressed his confidence that the Trust would meet its end of year financial targets.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the performance to date.
<p>DHCFT 2012/13</p>	<p><u>INFORMATION GOVERNANCE (IG) UPDATE REPORT 2011/12 – IFTI MAJID</u></p> <p>Ifti Majid reported that the Trust planned to meet all relevant (45) standards at level 2 (satisfactory) or above for the IG Toolkit V9. The organisation's aim was to reach level 3 compliance, which required 95% of staff to be fully trained on IG awareness. Current levels showed 84% of staff having received the relevant training and steps were being taken to increase training in this area.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the progress being made towards the Information Governance Toolkit V9 2011/12. ➤ To acknowledge the significant amount of work that has to be undertaken to deliver the Information Governance Toolkit this year. ➤ To note that one Information Governance requirement (9 – 112) states that all staff (95%) are fully trained on IG awareness. This is a significant undertaking for the Trust, especially given the increase in staff with the acquisition of Children's Services. ➤ To receive the Annual Information Governance Return at the Board of Directors meeting on 28th March 2012.
<p>DHCFT 2012/14</p>	<p><u>BOARD ASSURANCE FRAMEWORK 2011/12 – FOR INFORMATION – PAUL LUMSDON</u></p> <p>Paul Lumsdon advised that the Board Assurance Framework 2011/12 was provided for information, having already been received previously by the Board of Directors in confidential session. Graham Foster confirmed the document was due to be refreshed for the Audit Committee in February, which would include an end of year review.</p>
	<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, 29th February 2012**

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