

DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

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

On Wednesday, 26th January 2011

MEETING HELD IN PUBLIC

Opened: 2.15 pm

Closed: 3.45 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 Performance and IM&T
Mick Martin	Non-Executive Director
Mike Shewan	Chief Executive
Tony Smith	Non-Executive Director
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:

John Cornett	District Auditor, Audit Commission (Item DMHT 2011/05)
Trudy Enticott	Audit Manager, Audit Commission (Item DMHT 2011/05)
Three members of the public	

APOLOGIES:

None

DMHT 2011/01 OPENING REMARKS

Those present were advised that the meeting would be audio recorded for the purpose of accurately recording the minutes. The audio recording would be retained for a period of six months, after which time it would be destroyed.

The Board were saddened to learn that one of the regular attendees to the Board meeting, Andrew Hare, had passed away unexpectedly. The Board's deepest sympathies were extended to the friends and family of Mr Hare.

DMHT 2011/02 MINUTES OF MEETING OF THE TRUST BOARD HELD IN PUBLIC ON WEDNESDAY, 3rd NOVEMBER 2010

The minutes of the meeting held on 3rd November 2010 were accepted and approved.

DMHT 2011/03 MATTERS ARISING FROM THE MINUTES OF THE TRUST BOARD HELD IN PUBLIC ON WEDNESDAY, 3rd NOVEMBER 2010

2010/125 Care Quality Commission Benchmarking Report 2009/10
Helen Issitt advised that a piece of work had commenced in the Workforce Strategy Group to look at Workforce KPIs. Once completed, the findings would be reported to the Board.

DMHT
2011/04

GOVERNOR ELECTIONS – GRAHAM GILLHAM

Graham Gillham reported the Council of Governors election results, as advised by the Electoral Reform Service. The Board were advised that the elected candidates for Amber Valley South, Bolsover, and Erewash South had since withdrawn for personal reasons, and the Trust was therefore in discussion with the next candidate in the electoral results with a view to taking over the vacant council seats.

RESOLVED:

- **To welcome the results of the elections of governors to the public and staff constituencies;**
- **To confirm that such elections were conducted in accordance with the election rules, as stated in the constitution; and**
- **To welcome the appointment of governors by all nominated partner organisations.**

DMHT
2011/05

MEETING OF CORPORATE TRUSTEES – ADOPTION OF CHARITABLE FUNDS 2009/10 ANNUAL ACCOUNTS – TIM WOODS

Tim Woods introduced the audited accounts of the Derbyshire Mental Health Services NHS Trust General Charity, prepared by Derbyshire County PCT. The retirement dates, queried by the Trustees in October 2010, had been confirmed as accurate. The Board were advised that one of the properties, Rhoslan, previously included as a charitable asset, had been removed from the accounts following a review of documentation held by the Land Registry, resulting in a decrease in the value of fixed assets, as highlighted in the accounts.

John Cornett, District Auditor, Audit Commission, presented the 2009/10 Annual Governance Report on the results of the independent examination of Charitable Funds Annual Accounts for 2009/10 and confirmed his intention to issue an unqualified audit opinion.

In response to Lesley Thompson, Tim Woods explained that the fees charged by Derbyshire County PCT had been broken down into their component parts within the accounts. The rationale for transferring the charitable funds to the Derbyshire County PCT would be reviewed.

RESOLVED:

- **To note the Governance Report prepared by the External Auditors, including:**
 - **Consideration of the matters raised in the report and the recommendations made;**
 - **To take note of the adjustments to the financial statements, set out in the report.**
 - **To approve the letter of representation on behalf of the Trustees before the External Audit independent examiner's report and conclusion was issued.**
 - **To agree the Trust's response to the proposed action plan.**
- **To adopt, as Trustees, the audited accounts of the Derbyshire Mental Health Services NHS Trust.**
- **To give further consideration on the arrangements for the future.**

DMHT
2011/06

QUALITY OVERVIEW AND UPDATE – MICK MARTIN

Mick Martin provided his regular monthly Quality update and concentrated on the following subjects:

**DMHT
2011/06
cont.**

- FT Application process and the level of supporting data produced.
- The strength of the Trust's Quality Strategy and performance.
- Future challenges and strategic direction.
- Focus on quality visits, the clear link with patient outcomes, and ensuring areas for improvement are addressed.
- Patient Experience Group and input from Non-Executive Directors.
- Opportunities for improvement: DNA rates; engagement with workforce; complaints process.

Thanks were extended to Paul Lumsdon and his team for their hard work in putting in place a strong quality strategy and support system.

**DMHT
2011/07**

QUALITY VISITS UPDATE - PAUL LUMSDON

Paul Lumsdon updated the Board on the commencement of the second season of quality visits. Feedback from the teams visited had been positive and it was clear that progress was being made in the teams which had not yet been awarded a 'podium' position. In response to the Chairman and Lesley Thompson, the action plans from quality visits were monitored through the Quality Governance Committee. Non-clinical areas were included in the programme from April 2011 onwards. A lengthy discussion took place in relation to the merits of visits and the forward plan for ensuring maximum benefit for staff and service users.

RESOLVED:

- **To continue to receive quarterly updates.**

**DMHT
2011/08**

SIGNED OFF REPORTS FROM EXTERNAL INQUIRIES – PAUL LUMSDON

Paul Lumsdon presented an update to the Board on the recommendations from the Robert Francis QC Mid Staffordshire Inquiry Report. The Board had previously received positive assurance from East Midlands Internal Audit Service on the process being followed in response to the recommendations contained in the report. The Quality Governance Committee had since signed off the action plan as complete on 11th November 2010. The Trust would await the outcome of the public inquiry and any resulting recommendations would be considered when available.

RESOLVED:

- **To note the action as signed off.**
- **To agree to receive a further report following the outcome from the public inquiry.**

**DMHT
2011/09**

INTEGRATED QUALITY GOVERNANCE REPORT - PAUL LUMSDON

The Board received the most recent quarterly summary of activity under the three domains of patient safety, patient experience, and effectiveness. In response to requests for further information from Non-Executive Directors, additional assurance was provided:

- Explanation regarding the cause of the healthcare associated infection cases between 1st October and 31st December 2010. The Board were assured that the cases were unusual and the Trust continued to be well below the set targets.
- The work underway to address issues of stress amongst staff. The proactive work being undertaken by the Health and Wellbeing Group was outlined, including a review of policy, monitoring, support and training.
- Progress towards the achievement of 'Level 2' for Information Governance (IG) Toolkit Standards. IG training continued to be a challenge for the Trust. Scores across all areas had reached over 50% but concentrated efforts would

DMHT
2011/09
cont.

continue to increase performance by the end of March 2011.

- The analysis of the review of complaints data and the next steps.

RESOLVED:

- **To note the contents of the report.**
- **To agree to continue to receive the report on a quarterly basis.**

DMHT
2011/10

DID NOT ATTEND (DNA) PROCESS – JOHN SYKES

John Sykes presented his report on the steps being taken to address the under-performance on DNA rates. To ensure full clinical engagement, Clinical Directors had attended a recent Executive Management Group to resolve any outstanding concerns and support for the action plan had been achieved. The action plan addressed the short and long term achievement of a reduction in DNA rates and would work to improve patient experience. In response to requests for additional assurance, further explanation was provided in the following areas:

- Timeline trajectory to achieve the CQUIN target of 12.5% for consultant outpatient DNA – this would be reviewed after eight weeks when the initial impact of the new process on DNA rates was known.
- Commissioners' attitude and discussions in relation to contract negotiations.

RESOLVED:

- **To approve the action plan and receive an update on progress in three months.**

DMHT
2011/11

INTEGRATED PERFORMANCE REPORT – PAUL LUMSDON/TIM WOODS

The key themes included in the Integrated Performance Report were highlighted, together with the following:

- 'Live' performance report data be provided to future meetings in the form of a laptop and screen.
- Further consideration to be given to the measurement of patient outcomes.

An additional discussion was scheduled to take place in the confidential session, when the report would be revisited.

RESOLVED:

- **To note the contents of the report.**
- **To agree to continue to receive the report on a monthly basis.**
- **To trial 'live' performance data in future meetings.**
- **To give further consideration to the measuring of patient outcomes.**

DMHT
2011/12

BOARD DATES 2011 – GRAHAM GILLHAM

The 2011 Board dates were noted in the public session, having previously been discussed in confidential session by the Board in November. It was noted that the extraordinary Board meeting, due to be held on 3rd June 2011, would be included.

RESOLVED:

- **To approve the schedule of Board dates for 2011.**
- **To note the addition of the extraordinary Board meeting on 3rd June 2011.**

DMHT
2011/13

ESTATES STRATEGY 2009 – 2013 ANNUAL UPDATE REPORT and ENVIRONMENTAL STRATEGY 2010 – 2014 ANNUAL UPDATE REPORT – TIM WOODS

The Board noted the Estates Strategy 2009 – 2013 and Environmental Strategy 2010 – 2014 Annual Update Reports. Both papers had been received and discussed at length during the confidential session of the Board in November, due to the embargoed information contained. This information had subsequently been published and the reports were therefore provided to the public session for information.

DMHT
2011/14

MINUTES OF BOARD COMMITTEES AND REPORTING GROUPS

The following minutes were provided to the Board for information:

- Ratified Risk Management Committee minutes from 14th October and 11th November 2010, together with actions matrix.
 - The CAMHS action plan had been reported through EMG and was now complete.
- Ratified Quality Governance Committee minutes from 14th October and 11th November 2010, together with actions matrix.
- Ratified Audit Committee minutes from 9th August 2010, together with actions matrix.
- Ratified Mental Health Act Committee minutes from 10th September 2010, together with actions matrix.

The Board noted the Mental Health Act Committee Annual Report, and an update was provided by Lesley Thompson, Committee Chairman in relation to the Committee's work throughout the year.

The Chairman thanked those present and 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.

Date and time of the next meeting

Date of the next scheduled meeting

Wednesday, 23rd February 2011 – at 2.00 pm in the Boardroom, Trust Headquarters, Bramble House, Kingsway, Derby, DE22 3LZ