

**DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST**

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**

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

**On Wednesday, 3<sup>rd</sup> March 2010**

**MEETING HELD IN PUBLIC**

Opened: 2.05 pm

Adjourned: 2.46 pm

**PRESENT:**

Alan Baines	Chairman
Kathryn Blackshaw	Executive Director of Business Strategy
Graham Foster	Non-Executive Director
Paul Lumsdon	Executive Director of Nursing and Quality
Ifti Majid	Executive Director of Operations
Mick Martin	Non-Executive Director
Mike Shewan	Chief Executive
John Sykes	Executive Medical Director
Lesley Thompson	Non-Executive Director
Tim Woods	Executive Director of Finance
Graham Gillham	Director of Corporate and Legal Affairs
Alison Baker	Executive Business Assistant (Minute Taker)

**IN ATTENDANCE:**

Becky Brewer	HR Trainee
Tom Potts	Finance Graduate Trainee, Derby Hospitals FT
Dave Waldram	Member of the Public
Nicola Clarkson	Royal College of Nursing

**APOLOGIES:**

None

**DMHT 2010/10**      **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.*

**DMHT 2010/11**      **MINUTES OF MEETING OF THE TRUST BOARD HELD IN PUBLIC ON WEDNESDAY, 3<sup>rd</sup> FEBRUARY 2010**

The minutes of the meeting held on 3<sup>rd</sup> February 2010 were accepted and approved.

**DMHT 2010/12**      **MATTERS ARISING FROM MINUTES OF THE MEETING OF THE TRUST BOARD HELD IN PUBLIC ON 3<sup>rd</sup> FEBRUARY 2010 AND ACTIONS MATRIX**

*DMHT 09/127 IM&T Strategy*

Graham Foster confirmed that a meeting had been arranged with Internal Auditors for the following week and that data quality assurance had been included into the Audit Plan.

*DMHT 2010/04 Quality Strategy*

Paul Lumsdon advised that the first two requested amendments had been included in the Quality Strategy. The wording for the third amendment, with regard to related strategies, was being finalised.

DMHT  
2010/13

## INFECTION PREVENTION AND CONTROL ANNUAL REPORT – PAUL LUMSDON

Paul Lumsdon presented the year to date infection prevention and control annual report for 2009/10 and stated that any changes to the data, received by the end of March, would be updated verbally to the Board.

The Board were advised that, since the report had been written, the figure for staff with completed infection control training had increased to 65% with 325 staff waiting to complete the training. An increase in percentage completion was expected for the April Trust Board.

It was pleasing to note that the Trust was well below trajectory rates for *Clostridium Difficile* and *MRSA* infections and the preventative audit processes in place in ward areas continued to be strong.

Mick Martin asked what the expectation was for the completion of infection prevention and control training for medical staff and Paul Lumsdon replied that he expected the level would be above 80%. In response to a request for further clarification, Paul Lumsdon and John Sykes explained that delays in training, due to on call rotas, locum staff and emergency care meant that a target of 100% was not realistic at the present time for the year 2009/10. It was suggested that the aspirant target, currently set at 80%, would be reviewed by the Executive Management Group. Mike Shewan added that the compulsory training programme had seen a recent review and a clear message had recently been sent to staff enforcing the message that all staff were required to attend compulsory training sessions.

### **RESOLVED:**

- **To approve the annual report for infection prevention and control.**
- **To accept the audit plan for 2010/11.**

DMHT  
2010/14

## INTEGRATED PERFORMANCE REPORT INCORPORATING FINANCIAL PERFORMANCE AND CIP POSITION – JANUARY 2010 (MONTH 10) – PAUL LUMSDON/TIM WOODS

### **i) Financial Performance**

Tim Woods presented the summary position at the end of month ten and explained that the underlying position was clouded by the technical issue of the revaluation of estates. The Board were pleased to note that the Trust was on target to meet its control total of £1m, set by the Strategic Health Authority. The CIP position for January showed an achievement of £1.9m non-recurrent savings and £1m recurrent savings. A lengthy discussion took place, initiated by the Chairman, with regard to the desirability of achieving the end of year recurrent savings target, when performance against it appeared so close. Tim Woods agreed to examine the possibility of doing this outside of the meeting.

Tim Woods asked the Board to delegate approval for the 2009/10 annual accounts to the Audit Committee, which would then be adopted by an extraordinary meeting of the Trust Board on Tuesday, 8<sup>th</sup> June 2010.

### **ii) Operational Performance**

Paul Lumsdon presented the key achievements and drew particular attention to the Early Interventions and Crisis Home Treatments Services, together with the Assertive Outreach caseload, which had all performed consistently well throughout the financial year with no under-performance concerns reported. The level of operational focus on delayed discharge rates had proved successful with the rate currently at 2.06%, well below the annual target of 7.5%.

Graham Foster asked, in view of the Trust running at lower staff in post levels, whether an increase in stress and sickness amongst staff, or an impact on quality had been noted. Paul Lumsdon responded that staff were adapting to new ways of working as service pathways were remodelled and, from a quality perspective, the organisation was maintaining and surpassing the achievements of previous years. Ifti Majid added that it was important to note that the vacancy control processes in place required a quality impact assessment to be completed for each post, which included any impact on staff. In response to Lesley Thompson, Ifti Majid agreed that, although there appeared to be an increase in overall sickness levels, no increase in stress related sickness had been noted and the levels of sickness were not unusual when benchmarked against other Trusts.

Paul Lumsdon explained the steps that were being taken to support staff in the workplace and advised that the first mock team visit, undertaken at Ward 35, had been positively received. As a result of direct feedback, time had been set aside during the visits for staff, patients or carers to come and raise any concerns directly with Paul Lumsdon on a 'one to one' informal basis.

Kathryn Blackshaw updated the Board on the approach being taken in response to the review undertaken by Dr Steve Boorman. The Trust was responding to the recommendations raised and an action plan had been produced by Sue Flynn, Organisational Development Facilitator. In addition, Becky Brewer, HR Trainee, was undertaking a review of the exit interview process to understand the reasons for any staff leaving the Trust. The Chairman requested that the results of the review be provided to the Board.

Graham Foster drew the Board's attention to the processes being put in place to address the levels of IPR completion. It was agreed that the new system, outlined at a recent Executive Management Group by Stephen Dixon, would be presented to a Board Development Session in the near future.

Turning to the benchmarking of regulatory performance, detailed at page eight, Lesley Thompson requested the last twelve months trend data to be included. Paul Lumsdon agreed to discuss the presentation of the information with Pete Henson.

**RESOLVED:**

- **To note the contents of the report.**
- **To request a review of recurrent and non-recurrent savings to achieve the year end target.**
- **To delegate authority to the Audit Committee for approval of the 2009/10 annual accounts, prior to adoption at the Extraordinary Trust Board meeting on Tuesday, 8<sup>th</sup> June 2010.**

**DMHT  
2010/15**

**RATIFIED AUDIT COMMITTEE MINUTES FROM THE MEETING HELD ON 14<sup>TH</sup> DECEMBER 2009, WITH ACTIONS MATRIX**

The ratified minutes from the Audit Committee meeting held on 14<sup>th</sup> December 2009 were received and noted by the Board.

**DMHT  
2010/16**

**RATIFIED RISK MANAGEMENT COMMITTEE MINUTES FROM THE MEETING HELD ON 14<sup>TH</sup> JANUARY 2010, WITH ACTIONS MATRIX**

The ratified minutes from the Risk Management Committee meeting, held on 14<sup>th</sup> January 2010, were received and noted by the Board.

Paul Lumsdon was pleased to report no breaches in the patient safety alerts.

**RATIFIED QUALITY GOVERNANCE COMMITTEE MINUTES FROM THE MEETING  
HELD ON 14<sup>TH</sup> JANUARY 2010, WITH ACTIONS MATRIX**

The ratified minutes from the Quality Governance Committee meeting, held on 14<sup>th</sup> January 2010, were received and noted by the Board.

Paul Lumsdon stated that the first Quality Governance Committee had been held (formerly Governance Committee). The Internal Audit report into the Trust's self assessment on the recommendations from the Mid Staffordshire NHS Foundation Trust review would be taken through both the Risk Management and Quality Governance Committees and the resulting action plan would be brought to the April Trust Board meeting.

Mike Shewan referred to the Robert Francis Inquiry Report into Mid Staffordshire NHS Foundation Trust, published on 24<sup>th</sup> February 2010 and Graham Gillham confirmed that copies were being collated for Board members.

*The Chair 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, 7<sup>th</sup> April 2010 – at the Miraje Hotel & Leisure Club (formerly Quality Hotel), Derby Rd, Ashbourne, Derby, DE6 1XH**