

Ratified Minutes

DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

**Held in Conference Rooms A & B, Research & Development Centre, Kingsway, Derby,
DE22 3LZ**

On Wednesday, 30 October 2013

MEETING HELD IN PUBLIC

Opened: 1.15 pm

Adjourned: 4.35 pm

PRESENT:

Mick Martin	Acting Chairman
Carolyn Gilby	Interim Director of Nursing and Patient Experience
Ifti Majid	Chief Operating Officer/Deputy Chief Executive
John Sykes	Executive Medical Director
Maura Teager	Non-Executive Director
Lesley Thompson	Non-Executive Director
Steve Trenchard	Chief Executive
Claire Wright	Executive Director of Finance
Graham Gillham	Director of Corporate and Legal Affairs

IN ATTENDANCE

Leida Roome	Board Secretariat (minutes)
<i>For item DHCFT 2013/121:</i>	
Claire Biernacki	Acting Service Line Manager – Older People
Karen Billyeald	Service Line Manager – Learning Disabilities
Dr Gulshan Jan	Consultant Psychiatrist - Learning Disabilities
Hayley Darn	Nurse Consultant (shadowing Carolyn Gilby)
Mark McKeown	Derbyshire Voice Representative
Chris Swain	Derbyshire Voice Representative
Lew Hall	Lead Governor Public Erewash North

APOLOGIES:

Helen Marks	Director of Workforce & Organisational Development
Tony Smith	Non-Executive Director

**DHCFT
2013/112**

CHAIRMAN'S OPENING REMARKS, APOLOGIES, DECLARATIONS OF INTEREST

The Acting Chairman welcomed all to the meeting and offered apologies for the slight delay to the start of the meeting. An amended agenda was tabled. The Chairman was especially delighted to have attended the presentation of First Aid Certificates to members of staff. He also attended the Theatre Show - "Unsent Letters", which was followed by a good discussion. The Members of the Board were thanked for their increased input and flexibility during this time of change.

The Acting Chairman advised the meeting that he will be attending a meeting with Monitor this week, accompanied by Ifti Majid, and will be taking contributions from the teams. The Finance and Performance Committee meeting from the 29 October 2013, for which a verbal update is on the agenda, had been cancelled (*see item*

	<p><i>DHCFT/2013/119).</i></p> <p>Addressing the members of the public the Acting Chairman confirmed his intention to invite observations and comments at the end of the meeting.</p> <p>Apologies: Noted from Helen Marks, Director of Workforce and Organisational Development and Tony Smith, Non-Executive Director.</p> <p>Declarations of Interest: There were no declarations of interest to be noted.</p>
DHCFT 2013/113	<p><u>MINUTES OF THE MEETING OF DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST, HELD ON 25 September 2013</u></p> <p>The amended minutes of the Board Meeting, held on 25 September 2013, were received and approved.</p>
DHCFT 2013/114	<p><u>MATTERS ARISING – ACTIONS MATRIX</u></p> <p><u>DHCFT 2013/38 – Community Treatment Orders</u></p> <p>John Sykes provided an update on the audit of Community Treatment Orders. A draft report has been compiled by Dr Rais Ahmed, Consultant Psychiatrist. Service users and carers have been involved in this audit. Improvements regarding the recording of family involvement have already been made. In response to questions, John Sykes confirmed that hotspots and the use of Community Treatment orders against resources, i.e. variations, will be mapped. The final report will be discussed at the Trust Medical Advisory Committee and presented to the next Mental Health Act meeting on the 29 November 2013. Issues from the final action plan will also be fed through to the Transformation Programme.</p> <p>The Board thanked John Sykes for his update.</p> <p><u>DHCFT 2013/39 – Financial Governance Principles and Framework for the Research and Development Centre</u></p> <p>Claire Wright confirmed that this item will be on the agenda for the December 2013 Board Meeting.</p> <p><u>DHCFT 2013/40 – Raising concerns</u></p> <p>A multi-disciplinary workshop had taken place on 23 October and further consultation was taking place.</p> <p><u>DHCFT 2013/42 – Integrated Performance and Activity summary</u></p> <p>In future this item will be discussed at the Finance and Performance Committee. Item to be removed from Action Matrix of Board Meeting.</p> <p><u>DHCFT/51 – Review of Corporate Governance – use of social media and video recording of Board Meetings</u></p> <p>Further to the trial of recording, work was due to take place on improving sound recording equipment.</p>
DHCFT 2013/115	<p><u>CHIEF EXECUTIVE’S OVERVIEW AND UPDATE – STEVE TRENCHARD</u></p> <p>Steve Trenchard presented his Chief Executive’s Report. The following issues were highlighted:</p>

I. National Context:

- *Care Quality Commission.* Professor Steve Field has been appointed to lead the inspection and regulation of Primary Care Services building upon the Care Quality Commission's new compliance and inspection framework. Steve Trenchard will also be attending a meeting, which has been arranged for a "deep dive" into the Keogh Report. In response to Maura Teager's comment that some people with mental health issues do not access Primary Care Services, Steve Trenchard advised that we will be working with General Practices as part of the Transformational Process, including involvement with the Clinical Reference Groups with Commissioners.
- *Mental Health Network.* There is a lack of unanimity on what "integration" means though it is high on the political agenda. The mental health sector can rightly point to how, through their experience of integration, this can work in practice, from liaison psychiatry and partnership through to lead provider status.
- The National Suicide Prevention Strategy Advisory Group has highlighted the impact of the recession on suicide rates. In the absence of meetings of the Derbyshire Suicide Prevention Group the Trust has instigated its own Suicide Prevention Group. Steve Trenchard noted that Derbyshire is the ninth highest area in the country for young people who self harm aged between 14 – 16 years.
- In order to tackle stigma the Trust is approaching local major employers such as Derby City Council and Toyota asking them to sign up to publicly stamp this out. Colleagues from Dorset Healthcare NHS Trust recently attended a meeting concerning this.

II. Local Context:

- The Care Quality Commission report on their recent re-visit to the Trust is now available on the Trust Website confirming that the Trust is compliant with all outcomes. Steve Trenchard commended the staff who have worked hard to turn around quality concerns.
- Steve Trenchard had presented a keynote address at the Healthcare Forum in Manchester, which was also attended by Maura Teager. Of note was that few people in the audience had read either the Francis nor the Berwick reports. The event featured the Trust's CORA system of quality project management, which is leading the field of project assurance within the country and we should be rightly proud of this.
- A national conference "Force Free Futures" was hosted by the Trust. Following this event, Mr Norman Lamb, Minister of State for Care and Support, had invited the Trust, along with others to participate in a 2 year programme "Positive and Safe" to end the use of outdated and damaging forms of restraint. Ten shared commitments had been drawn up which were considered and agreed by the Board to be used in support of the Trust's involvement in the programme.
- The signing of Deaf People's and Hearing Impaired People's Charter at Derby City Council was attended by Steve Trenchard. It was proposed that the Trust Board at a future meeting signs this Charter to demonstrate its support.
- A number of listening events had been held but turnout was disappointingly low. It is noted that specific themes proved more attractive and these should be better publicised for future meetings.

III. Following on from his report Steve Trenchard also advised the meeting re the following:

- He had been approved to become a Director of the East Midlands Leadership Academy.
- Sir David Nicholson will be visiting the Trust on Friday 22 November 2013 for the dementia showcase event: "Showcasing Innovative Dementia Pathways"

	<ul style="list-style-type: none"> ➤ Visitors to our Trust have been very impressed by our focus of compassion. ➤ 5 Trust staff have been nominated for Regional Leadership Awards. ➤ The Executive Director of Nursing and Patient Experience has been appointed to. Carolyn Green will be joining the Trust in February 2014. Steve Trenchard thanked Carolyn Gilby for her acting input and support. ➤ The RAID project in Chesterfield is now going forward. <p>The Board thanked Steve Trenchard for his comprehensive report and asked to be kept informed in relation to integration issues. In relation to the National Procurement Strategy, the query is raised as to how the Trust is reacting to this. After some discussion it was agreed that an analysis will be brought to the next Finance and Performance Committee.</p>
<p>DHCFT 2013/116</p>	<p><u>QUALITY COMMITTEE MEETING – VERBAL UPDATE – MAURA TEAGER</u></p> <p>At the Quality Committee Meeting on 17th October 2013 the Suicide Strategy Group was discussed. 75% of suicides are people that are unknown to Mental Health Services.</p> <p>Maura Teager also updated the Board on issues such as tissue viability and the falls initiative which was led by Tissington House. Attendance to the Quality Committee is currently low due to commitments of members to the Patient Pathway Transformation Projects. A review of the subcommittees of the Quality Committee is being undertaken by Carolyn Gilby and a proposal paper will be presented at a future Board meeting.</p> <p>A workshop had been attended by Maura Teager re “whistleblowing” in which good collaborative work was done. A synthesis of the work will be produced and a report will be brought back to the relevant Committee. Raising awareness and promoting the route as well as early intervention is important. The term of “Whistleblower Policy” is also deemed to be unhelpful and this is correctly called “the Raising Concerns Policy”.</p> <p>The Board thanked Maura for her detailed update.</p>
<p>DHCFT 2013/117</p>	<p><u>DEEP DIVE “PATIENT SAFETY” REPORT</u></p> <p>The following key themes were brought to the attention of the Board by Carolyn Gilby:</p> <ol style="list-style-type: none"> 1. Self-Harm Ligatures. An increase was shown in the report for Self Harm Ligatures. However, it was noted that these are mainly in one area, Melbourne House, and related to one patient. Maura Teager advised the Board that during a visit to Melbourne and a discussion with a patient, it was raised that there were times during the day that they felt unsafe. Staff at Melbourne House are aware and Carolyn Gilby will also check with them. 2. Increase in Abscondences. The level of absconders has also increased. Action has been taken relating to 2 patients, who have now moved to a different location. 3. Medication Incidents: a pilot has been on-going regarding this. Feedback has been given that the tool used does not ask the right questions. <p>Overall the Board is looking for assurance that the right actions have been undertaken in relation to the suicide incidents and that the data collected are the right ones. It was decided to look at this again and to report back to the Quality Committee. However, it is good to see that the Trust is placed above the 50th percentile of reporters for 56 mental health organisations.</p>

	<p>In relation to a query concerning overdue actions, it was confirmed that a review of the Serious Untoward Incident procedures is being undertaken and that developments such as the Coroner's reforms and duty of candour are being looked at. The Board is assured that each incident is analysed and that a plan of action is then put in place.</p> <p>The Board thanked Carolyn Gilby for the extensive and detailed paper and is looking forward to receiving further detailed information on this.</p> <p><u>RESOLVED:</u> to note and obtain assurance from the Patient Safety Report.</p>
<p>DHCFT 2013/118</p>	<p><u>"FORCE FREE" FUTURES – VERBAL UPDATE - CAROLYN GILBY</u></p> <p>Carolyn Gilby confirmed that a meeting with Derbyshire Voice will take place next week. Further information will also be sought concerning the engagement with Len Bowers on formulas.</p> <p>The Board thanked Carolyn for the update.</p>
<p>DHCFT 2013/119</p>	<p><u>FINANCE AND PERFORMANCE COMMITTEE – VERBAL UPDATE</u></p> <p>The Chairman advised in his opening remarks that the Finance and Performance Committee meeting, which was due to take place on the 29 October, was cancelled. This item is therefore deferred to the next Board Meeting, on the 27 November 2013.</p>
<p>DHCFT 2013/120</p>	<p><u>TRANSFORMATION CHANGE PROGRAMME REPORT – JOHN SYKES</u></p> <p>The paper concerning the Transformation Change Programme was presented to the Board. Pages 8, 9 and 10 contain detailed information on the relevant Pathway and Partnership Teams and co-chairs. One of the challenges is to deliver a total reduction in cost of 4.5 % every year for the Trust.</p> <p>During discussion the following items were raised:</p> <ul style="list-style-type: none"> ➤ External circumstances do affect the way the Trust is working i.e. the removal of Local Authority staff and it is vital that there is an understanding where this is impacting negatively on the process ➤ Protection of staff, with the exception of co-chairs, who are currently working on this project, is in place. ➤ The project takes into account the thinking side of the process but the feeling side of the process, i.e. possible tensions etc. is not easily separated from this. However, it is confirmed that time for discussion is available. ➤ Capacity and capability are also raised as risk factors and this has been noted. <p><u>RESOLVED:</u> The Board thanked John Sykes for the report and received assurance.</p>
<p>DHCFT 2013/121</p>	<p><u>INTEGRATED PERFORMANCE AND ACTIVITY SUMMARY – MONTH 6 – IFTI MAJID</u></p> <p><u>Key Performance Induction Compliance:</u></p> <p>Ifti Majid presented the Report for Month 6 to the Board. The Board's attention was drawn to the following:</p> <ul style="list-style-type: none"> ➤ CPA review in last 12 months: due to changes from Monitor the figure has now changed to "red" and it is likely that the October figures will be "red" as well.

- Discharge letters timescales are queried. It was confirmed that at the point of discharge a fax containing a summary discharge, including medication, is sent immediately to the relevant G.P. surgery. This is followed by a detailed discharge letter. It was decided to discuss this issue further in the Performance and Contract Overview Group meeting and report back to the Board.

i. Learning Disabilities:

Ifti then introduced Dr Gulshan Jan, Consultant Psychiatrist for Learning Disabilities, Karen Billyeald, Service Line Manager for Learning Disabilities and Claire Biernacki, Acting Service Line Manager for Planned Care Older People.

Dr Jan and Karen Billyeald presented the Deep Dive report for the Specialist Services Division – Learning Disabilities.

The following key points are noted:

- Staffing issues for Qualified Nurses have impacted on the Team. Vacancies exist in the Assessment and Treatment Team, Speech and Language Therapy and Psychiatry but progress is being made with interviews in 2 weeks' time. This is a national concern as there are not many qualified Learning Disability nurses and it is a challenging time for the profession overall.
- 2 Band 6 nursing posts have been re-advertised.
- A Band 6 nurse has now successfully been recruited to the Autism Post, working alongside the Nurse Consultant
- Debbie Edwards, Acute Liaison Team Nurse has made massive improvements to the way of working, i.e. the Integrated Care Pathway with the Acute Services is now more patient centred. She has been shortlisted for the Patient Inclusivity Category of the NHS Recognition Awards.
- Commissioners have expressed their support vocally.

Dr Jan advised the Board that it is sometimes problematic to access beds in Derbyshire for Learning Disabilities users. However, the Assessment and Treatment Service Team work hard to prevent admissions. It is noted that for this the Trust is a nationally positive outlier.

The consultant post vacancy for the South of the County is priority for recruitment – at the moment a locum is in place who receives support from Dr Jan.

Karen Billyeald as Service Manager is also keen to ensure the right mix of stakeholders and staff on the Transformational Partnership groups and to involve people with learning disabilities in as meaningful a way as possible.

Work on the Payment by Result Care Packages is continued.

Issues concerning specialist seating services are monitored closely. Severe delays are experienced in accessing these services for specialised body moulds for postural problems. However, it was noted that the staff within the specialist seating service has been reduced which has led to longer waiting times. A service user with the help of his carer has made a video which illustrates the problems very well. Assurance has been received from the specialist seating service that they are working on reduction of the waiting times.

Dr Jan confirmed that for people with epilepsy a special pathway is available, which includes contact with the G.P. Surgery, the Neurologist and the Epilepsy Nurse. A pathway for patients with learning disabilities who have contact with Forensic Services is also being developed. By addressing issues, further offenses can hopefully be avoided.

	<p>In response to a query from Maura Teager, Karen Billyeald confirmed that the addition of Children's Services has been highly beneficial. Safeguarding work has been done and there is now a joined up approach across services.</p> <p>The Board thanked Dr Jan and Karen Billyeald for their detailed information, their willingness to answer questions and recommended the work of the Learning Disability Teams.</p> <p>ii. Planned Care Older People</p> <p>Claire Biernacki then presented the Board with an insight into the Service Line overview for Planned Care Older People, which provides services to older people and people with dementia throughout Derbyshire.</p> <p>Of particular note is the Memory Assessment Service. This programme was run initially as a pilot in one area where we undertake memory assessments which are currently not counted in the activity figures. The Alzheimer's Society has involvement in this. However, it was rolled out quickly across the whole of the County. It was noted though that the time factor involved on this is greater than originally thought. Although several commissioning groups were involved in negotiations, they have now agreed to fund the service.</p> <p>Staff are currently also doing short in-reach sessions in Nursing Homes regarding the use of anti-psychotic medication. General Practitioners are benefitting from this initiative too.</p> <p>Work is being undertaken within the Serious Untoward Incident Group in order to investigate the increased number of people who have died from suicide within the Chesterfield area.</p> <p>It was important to diagnose dementia problems very early on so that appropriate treatment can be given. It was noted that more referrals are being received from General Practitioners.</p> <p>The Board thanked Claire Biernacki for her detailed report and felt that the issues with the Commissioning Groups were well articulated.</p> <p>RESOLVED: To acknowledge the current performance and actions in plan in Learning Disabilities and Planned Care for Older People.</p>
<p>DHCFT 2013/122</p>	<p><u>FINANCE DIRECTORS REPORT – MONTH 6 – CLAIRE WRIGHT</u></p> <p>The report for Month 6 was presented by Claire Wright. There are two issues of note:</p> <ol style="list-style-type: none"> 1) The Trust is still ahead of plan but it continues to be a challenging year. 2) A Financial Risk Rating of 4 has been achieved for Quarter 2, as well as a Continuity of Service Risk Rating of 3. <p>Our headroom for movement is small and the Board remains mindful of our position. In relation to a query about business development, Claire confirmed that a report complete with narrative will be brought to the Board for the next meeting.</p> <p>RESOLVED: The Board noted the current and forecast financial position.</p>
<p>DHCFT 2013/123</p>	<p><u>STANDING FINANCIAL INSTRUCTIONS POLICY UPDATE</u></p> <p>The revised Standing Financial Instructions and Scheme of Delegation were</p>

	<p>presented to the Board.</p> <p>The main change for this policy is the change of the quotation limit, which is proposed to be increased from £ 5,000 to £ 10,000. The revisions had already been revised by the Audit Committee.</p> <p><u>RESOLVED:</u> To approve the revised Standing Financial Instructions and Scheme of Delegation.</p>
DHCFT 2013/124	<p><u>CARE QUALITY COMMISSION REPORT – FOR INFORMATION</u></p> <p>The Board received the Care Quality Commission Inspection Report, of 11 September 2013, regarding care and welfare of people who use services and records.</p>
DHCFT 2013/125	<p><u>JOINT INSPECTION OF CUSTODY SUITES REPORT – FOR INFORMATION</u></p> <p>The Board noted the Joint Inspection of Derbyshire Custody Suites Report (May 2013).</p>
DHCFT 2013/126	<p><u>CHAIRMAN’S CLOSING REMARKS</u></p> <p>The Chairman requested observations from members of the public on how the Board meeting had been conducted. The following points were noted:</p> <ul style="list-style-type: none"> ➤ Members of the public and colleagues were pleased to see that the Board discusses the same issues, which are currently discussed within Teams ➤ Valuable educational and personal development experience for staff to attend the Board Meeting ➤ It was noted that there is commitment by the Board to make things happen and to follow through on actions ➤ In relation to integration, it was suggested that different departments may require different things and to concentrate on making this as specific as possible ➤ One person noted that having avoided coming to the Board meeting for some years, the attendee said that he had thoroughly enjoyed this. <p>The Chairman, under the Foundation Trust’s Constitution, asked that members of the press or public withdraw for the Board to conduct its remaining business in confidence, as special reasons apply. On this occasion the special reason applies to information which is likely to reveal the identities of an individual or commercial bodies.</p>

Date and time of next meeting

Date of next scheduled meeting

Wednesday, 27 November 2013 at 1.00 pm

**Venue: Conference Rooms A & B, Centre for Research and Development,
Kingsway, Derby DE22 3LZ**

If you are unable to attend this meeting, please advise your apologies to Leida Roome, Board Secretariat, so that these can be noted for the minutes.