

**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, 27<sup>th</sup> April 2011**

**MEETING HELD IN PUBLIC**

Opened: 2.05 pm Closed: 3.55 pm

**PRESENT:**

Alan Baines	Chairman
Kathryn Blackshaw	Deputy Chief Executive/Executive Director of Business Strategy
Graham Foster	Non-Executive Director
Helen Issitt	Director of Workforce & Organisational Development
Paul Lumsdon	Executive Director of Nursing and Quality
Ifti Majid	Executive Director of Operations, 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
Graham Gillham	Director of Corporate and Legal Affairs

**IN ATTENDANCE**

Alison Baker	Executive Business Assistant (Minute Taker)
Claire Wright	Deputy Director of Finance (for Tim Woods)
Dr Andrew Heighton	Trainee Specialist Registrar, Sheffield Postgraduate Unit
Three members of the public	

**APOLOGIES:**

Lesley Thompson	Non-Executive Director
Tim Woods	Executive Director of Finance

<b>DHCFT 2011/23</b>	<b><u>OPENING REMARKS</u></b> The Chairman welcomed those present to the meeting. There were no declarations of interest to be noted.
<b>DHCFT 2011/24</b>	<b><u>MINUTES OF THE MEETING OF DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST, HELD ON 30<sup>TH</sup> MARCH 2011</u></b> The minutes from the meeting of Derbyshire Healthcare NHS Foundation Trust, held on 30 <sup>th</sup> March 2011, were approved.
<b>DHCFT 2011/25</b>	<b><u>MATTERS ARISING – ACTIONS MATRIX</u></b> <i><u>2011/19 Care &amp; Compassion? – Report from the Health Service Ombudsman on 10 investigations into NHS Care of Older People</u></i> The Board of Directors confirmed they had all read the full report by the Health Service Ombudsman into the care of older people in the NHS.
<b>DHCFT 2011/26</b>	<b><u>STAFF SURVEY 2010 – HELEN ISSITT</u></b> Helen Issitt presented a summary of the findings of the 2010 staff survey, which had been presented in detail at an earlier Board Development Session. The Board of Directors had agreed to focus on two themes: staff engagement and health & wellbeing. Engagement events had taken place, led by Directors, where staff had

	<p>been briefed on the results of the staff survey and advised where improvements were being made.</p> <p>Helen Issitt explained the process for reviewing the actions over the past 12 – 18 months to determine the initiatives that had worked well and the areas for improvement. Progress would be monitored through the Workforce Strategy Group.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To note and approve the contents of the report.</b></li> <li>➤ <b>To support the next steps as described in the document.</b></li> </ul>
<p><b>DHCFT 2011/27</b></p>	<p><b><u>WORKFORCE PLAN 2010 - 2015 – HELEN ISSITT</u></b></p> <p>Helen Issitt extended her thanks to Lorraine Statham, Leadership &amp; Core Learning Manager, for her hard work and input to the Workforce Plan. The plan was based on the work of the Programme Assurance Office and also aligned with the Business Strategy directorate. The document set out the foundation of movement expected over the next five years and would be a ‘live’ document which required regular update, in particular to include the recently acquired Children’s Services and Divisional changes. Implementation of the Workforce Plan would be monitored by the Workforce Strategy Group and updates would be provided to the Board of Directors on an annual basis.</p> <p>A lengthy discussion took place and several outcomes were agreed:</p> <ul style="list-style-type: none"> <li>➤ Regular refreshers would be undertaken to ensure the document was kept up to date.</li> <li>➤ A summary, key observations, and actions would be included.</li> <li>➤ Wording change (third paragraph of 1.6, to include reference to the Trust’s commitment to attempt to redeploy staff wherever possible.</li> <li>➤ The plan’s alignment to the cultural needs of the population of Derbyshire would be included.</li> <li>➤ Further suggestions and comments to be provided to Helen Issitt.</li> </ul> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To note the production of the Workforce Plan.</b></li> <li>➤ <b>To provide further comments on the content of the Workforce Plan to Helen Issitt.</b></li> <li>➤ <b>To agree to the monitoring of the Workforce Plan through the Workforce Strategy Group.</b></li> <li>➤ <b>To agree for the Workforce Plan to be presented annually to the Board of Directors.</b></li> </ul>
<p><b>DHCFT 2011/28</b></p>	<p><b><u>DELIVERING QUALITY THROUGH OUR PEOPLE 2011 - 2015 – HELEN ISSITT</u></b></p> <p>Helen Issitt reminded the Board of Directors that the People Strategy had been agreed in principle in 2009 but, due to the significant change in the organisation and nationally, the document had been refreshed. A consultation exercise had been undertaken with Directors, the Workforce Strategy Group, and trades union representatives prior to the production of the version presented. An overview of the work that was underway in each of the four strategic areas was provided and the Board of Directors responded positively to the progress being made.</p> <p>It was agreed that a common theme emerging from the three items presented by Helen Issitt was the need to change the culture in the organisation. This challenge would require consistent focus and drive by Directors to secure its success.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To note the contents of the paper.</b></li> <li>➤ <b>To support the implementation of the People Strategy.</b></li> <li>➤ <b>To receive quarterly updates on implementation of the action plan.</b></li> </ul>

<p><b>DHCFT 2011/29</b></p>	<p><b><u>QUALITY OVERVIEW AND UPDATE – MICK MARTIN</u></b></p> <p>Mick Martin provided a comprehensive overview on quality matters, concentrating on the following areas:</p> <ul style="list-style-type: none"> <li>➤ Perception management – the need to ensure that the Trust’s significant progress with the quality agenda was communicated to staff and Governors.</li> <li>➤ ‘Back to basics’ – quality plan for the next 12 months included a ‘back to basics’ approach to empower staff and spread the message of working differently to improve productivity and quality of services.</li> <li>➤ Care pathways – using frontline engagement with staff to increase visual representation of care pathways.</li> </ul> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To give further consideration on the involvement of Governors in relation to the Quality agenda.</b></li> </ul>
<p><b>DHCFT 2011/30</b></p>	<p><b><u>UPDATE ON QUALITY VISITS – PAUL LUMSDON</u></b></p> <p>Paul Lumsdon introduced his update on quality visits, at the commencement of season 2. The programme for season 2 required a visit to every team and preparations were underway to facilitate this. In terms of engagement with Governors, working groups would hopefully be included on quality visits where possible.</p> <p>A discussion took place, instigated by Mike Shewan, who highlighted the need to consider how the teams already at ‘gold’ standard could enhance the standards achieved.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To agree to receive quarterly updates as the schedule progresses.</b></li> </ul>
<p><b>DHCFT 2011/31</b></p>	<p><b><u>SAFEGUARDING ANNUAL REPORT 2010/11 – PAUL LUMSDON</u></b></p> <p>Paul Lumsdon outlined the key themes from the Safeguarding Vulnerable Adults and Children Annual Report for 2010/11. A number of serious case reviews had been conducted within the Derby and Derbyshire area and the organisation continued to actively participate as a partner agency in addressing any required changes in provision and ‘lessons learned’ to improve the provision for safeguarding vulnerable adults and children. The Board agreed to include safeguarding and ‘lessons learnt’ from serious case reviews on the Board Development Session agenda.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To include Safeguarding and ‘lessons learnt’ from serious case reviews on the June Board Development Session agenda.</b></li> <li>➤ <b>To note the contents of the report and the agreed actions.</b></li> </ul>
<p><b>DHCFT 2011/32</b></p>	<p><b><u>UPDATE ON COMPLIANCE WITH THE HEALTH AND SOCIAL CARE ACT 2008, REGULATED ACTIVITIES REGULATIONS 2010, AND THE CARE QUALITY COMMISSION (CQC) REGISTRATION REGULATIONS 2009 – GRAHAM GILLHAM</u></b></p> <p>Graham Gillham explained his update paper was to inform the Board of Directors in relation to the implications of the changes required for CQC registration following the transfer of services from NHS Derby City. The general ‘Statement of Purpose’ had been amended to reflect the inclusion of children’s services text.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>➤ <b>To acknowledge the transfer of services and implications for registration with the Care Quality Commission.</b></li> </ul>

	<p>➤ <b>To approve the changes to the Statement of Purpose.</b></p>
DHCFT 2011/33	<p><b><u>FINANCIAL AND PERFORMANCE VERBAL UPDATE – IFTI MAJID/CLAIRE WRIGHT</u></b></p> <p>The year ended 2010/11 had been positive for performance with all standards achieved for the Monitor compliance framework. The local performance framework also continued to achieve all standards and indicators, with a few exceptions (Did Not Attend rates and Bank &amp; Agency usage) and it would be necessary to consider the revision of these target areas for the future. Contractual performance had also been a positive area of achievement with the required targets achieved.</p> <p>Turning to financial performance, Claire Wright confirmed the Trust had met its planned surplus for the year end. The draft 2010/11 annual accounts were submitted on time and the final accounts would be produced and published</p> <p><b>RESOLVED:</b></p> <p>➤ <b>To note the verbal Financial and Performance Report (to March 2011).</b></p>
DHCFT 2011/34	<p><b><u>AUDIT COMMITTEE RATIFIED MINUTES FROM 14<sup>TH</sup> FEBRUARY 2011, WITH ACTIONS MATRIX – GRAHAM FOSTER</u></b></p> <p>The ratified minutes from the Audit Committee, held on 14<sup>th</sup> February 2011, were received for information. Graham Foster advised he had met informally with the Trust's internal auditors to agree the audit plan for 2011/12, which was aligned to the Audit Committee's recently agreed objectives.</p>
	<p><i>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.</i></p>

**Date and time of next meeting**

**Date of next scheduled meeting**  
**Wednesday, 25<sup>th</sup> May 2011 – in the Boardroom, Trust Headquarters, Bramble House,**  
**Kingsway Site, Kingsway, Derby, DE22 3LZ**