

PUBLIC BOARD OF DIRECTORS MEETINGThursday 27th April 2017

10.00am, Cobalt Conference Centre

Present:

Alan Richardson	Chair
Martin Knowles	Non-Executive Director
David Chesser	Non-Executive Director
Allan Hepple	Non-Executive Director
Peter Sanderson	Non-Executive Director
Malcolm Page	Non-Executive Director
Debbie Reape	Interim Director of Nursing
David Evans	Chief Executive
Birju Bartoli	Executive Director of Performance and Governance
Paul Dunn	Executive Director of Finance
Ann Wright	Executive Director of Operations
Ann Stringer	Executive Director of Human Resources
Mark Thomas	Director of Health Informatics
Jeremy Rushmer	Divisional Medical Director
Steven Bannister	Director of Estates
Annie Laverty	Director of Patient Experience
Daljit Lally	Executive Director of Community Services
Claire Riley	Director of Communications and Corporate Affairs

In attendance:

Peter Blair	Member of the public
Caroline Cornwell	Corporate Governance Assistant
Nikhil Premchand	Consultant Acute Care and Infectious Diseases Physician
Julie Danskin	Managing Director NPC
Chris Platton	Associate Nurse Director
Kirsty Dickson	Freedom to Speak up Guardian
Alison Bywater	Emergency Preparedness, Resilience & response Manager
Brenda Longstaff	Head of Charity, Volunteering, Arts & International
Caroline Potts	Head of Research & Development
Moranda Elliot	NEHEE observer
Gemma Mackenzie	Team Secretary to Trust Management

1.1/4/17 Apologies for absence and declarations of interest

Apologies for absence were received from:

Alison Marshall, John Marsden, Susan Dungworth, Sophie Stephenson

Board members declared their interests as:

Director	Details of nature and extent of interest
Peter Sanderson	<ul style="list-style-type: none"> Director of NPC
Steven Bannister	<ul style="list-style-type: none"> Managing Director of NHFML.
Ann Stringer	<ul style="list-style-type: none"> Directors of NPC.

Ann Wright	<ul style="list-style-type: none"> • Director of NPC • Director at Lindisfarne Health Limited
Daljit Lally	<ul style="list-style-type: none"> • Deputy Chief Executive at Northumberland County Council • Transformation Lead for the CCG
Martin Knowles	<ul style="list-style-type: none"> • Non-Executive Director at Two Castles Housing Association. • Vice Chair, Audit Committee & Governance at Sunderland City Council • Vice Chair Tyne & Wear Fire Service-Audit Committee
Claire Riley	<ul style="list-style-type: none"> • Director of NPC • Explain Market Research- NED. • North Cumbria Hospital Trust-Honorary Contract and Buddy arrangement. • Governor at Ashington high school
David Chesser	<ul style="list-style-type: none"> • Chief Operating Officer University of Cumbria
Allan Hepple	<ul style="list-style-type: none"> • County Councillor and Cabinet Member Northumberland County Council • Member of County Council Audit Committee • Non-Executive Director at ARCH the Northumberland Development Company • Vice Chair of Transport North East Committee of North East Combined Authority •
Malcolm Page	<ul style="list-style-type: none"> • Chief Operating Officer Teeside University • Non-executive Director - Your Homes Newcastle

1.2/4/17 Minutes of the previous meeting dated 26th January 2017

The Chairman asked the members if the minutes were a true record of the last public meeting.

The Board approved the minutes as a true record.

1.3/4/17 Action log

The Chairman noted there were no outstanding actions.

1.6/4/17 Patients Story.

Annie Laverty discussed the patient story and explained the rationale behind bringing this particular story to Board. Annie Laverty explained that it is the first time the Northumbria Critical Care team and site have received a perfect score of ten, adding that the information is really important for real time data. Alan Richardson added that the Critical Care unit is a very calm environment given the nature of the unit, which is reassuring for families who are frequently in difficult and stressful situations.

The Board received the update.

1.4/4/17 Items from the CEO.

The CEO discussed the following in his update:

- STP- a meeting of all CEO's is scheduled for 28-4-17

- ACO- the Business Case has been submitted on 26-4-2017; work is still on-going with planning underway for the next steps. The executive team have spent some time discussing the next steps-both in terms of outstanding data requests, implementation plans,& NHSI interview preparation.
- Clinical activity- ED remains a hot spot, with the teams working coherently.
- Staff Awards- the CEO reminded everyone of the upcoming staff awards which are now in their 3rd year.
- Nurse recruitment- underway with the Trust successfully recruiting a number of nurses into post.

The Board received the update.

1.5/4/17 Items from the Chair.

Alan Richardson mirrored the updates from the CEO in relation to all of the work underway in the Trust, before advising that the new NED allocation tables would be discussed at the next Board meeting.

The Board received the update.

3.1/4/17 GOSW update

(Nikhil Premchand enters the room)

Nikhil Premchand gave a brief overview of the (GOSW) Guardian of Safer Working role, and the principles which drive it. The role focusses on supporting junior doctors who are currently working under the new contracts. Giving guidance to the management of working hours and regulatory rest breaks, to ensure staff members are not working excessive hours, updates will be brought to the Board on a quarterly basis.

The Trust currently has 49 F1 Drs in post on the new contract which was issued in August 2016. Nikhil Premchand discussed the exceptions in the contract, which enables opportunities to report issues relating to working over the hours required or not having adequate rest breaks.

Currently the Trust has 46 unique exceptions open from 12 junior doctors, all of which are related to hours worked and rest breaks. Martin Knowles queried if there was a regional picture of hot spots, the Board were advised that hot spots within the Trust are currently linked to gastroenterology wards at NTGH

Discussions on the exceptions continued with Nikhil Premchand explaining that exceptions should be viewed as a positive for the Trust, which gives confidence that staff members feel able to raise issues.

The Board received the update and asked for a further update in six month time on locum spending costs.

Action1: Nikhil Premchand to return in 6 months with overview of situation following staff moving to new contracts.

(Nikhil Premchand leaves the room)

2.1/4/17 NQB 2016 update on national guidance for safe staffing.

Chris Platton spoke to a presentation and updated the Board on the current work underway nationally in relation to the NQB safe staffing guidance July 2016. The guidance builds upon previous work carried out in 2013, which is being led by NHSI to support implemented changes. The new guidance has 8 improvement resources with the following areas at different stages:

- Acute inpatient & learning disabilities
- Mental health services & community district nursing
- Maternity services, children & young people, emergency care & neonates

The Board members were informed that 40 wards and 8 specialist areas will be reviewed under the new guidance, to ensure all areas in the Trust are covered. Discussions continued on current staffing levels and the number of risk registered on the BAF. Debbie Reape described the processes used for reporting and collating hours which staff members have worked, against the levels of vacancies and current staff in post. The members discussed the differences with Debbie Reape agreeing to note how this process is working and return with evidence to support any actions taken.

Action2: Debbie Reape to return with evidence to support the process of collating hours worked against staff vacancies, a wider discussions is required considering staffing continues to be a high risk on the BAF.

The Board noted the update.

2.2/4/17 Mortality for CPG & S&Q

Jeremy Rushmer spoke to a presentation and updated on the national guidance learning from deaths information. During Q1 Jeremy Rushmer explained there will be a report to the Board and a new policy to be implemented before September 2017, as a direct outcome from the CQC learning, candour and accountability information.

Jeremy Rushmer advised that the information today has already been to CPG and S&Q with an overview being given at both of the new process. The members were notified that Keith Conradi has been appointed as Chief Investigator for Healthcare Safety Investigation Branch.

Birju Bartoli advised that currently there is a great deal of discussion at the regional mortality group, in which the group actively look to compare and contrast data. Neil Gibson is due to attend the national launch later this year following which updates will be shared with members.

The Board noted the report.

3.2/4/17 Freedom to Speak up Guardian.

Kirsty Dickson delivered the report and discussed her role to date. In the initial 6 months Kirsty Dickson has met and held 1-1 meetings with 11 members of the Board, attended road shows and met staff across all sites. Discussions continued on the role and themes which have been highlighted during the initial stages. The Board members were advised that Kirsty Dickson has been invited to join the national engagement team as an expert in her field.

The role requires on-going communication with all parties including the Board to address any areas of concern within the Trust. Peter Sanderson queried if the subsidiaries NHFML/NPC have access to the same services, Kirsty Dickson advised that the role has enabled her to look at all areas within the initial six month period, however the plan going forward is to expand on the initial work completed to date and to feedback at regular stages.

The Board received the report

3.3/4/17 Workforce report.

Ann Stringer delivered the report and advised the members of the following:

- Apprentice levy- review will be undertaken to ensure the programmes maximise levy draw down.
- KPI's-achieved with no issues or concerns.
- Appraisal- completed alongside all annual targets for Statutory & Mandatory Training.
- Sickness- levels have dropped from 4.60% in Feb to 4.15% in March, however this still remains an area of concern.

Discussions continued on nurse vacancies within the Trust and the need to monitor as a high risk. Alan Richardson advised there should be more assurances given in the coming months, due to the increase in new staff members joining the Trust. Ann Stringer discussed the future visit of Michael West who will be attending the Board development session in June 2017, and explained that an invitation has been extended to clinical staff.

The Board noted the report

3.4/4/17 Patient experience report.

Annie Laverty delivered the report and advised of the following:

- Q4-strong position for this quarter with consistent assurance being given.
- ED- Friends & Family scores fell for Jan-Feb for the 1st time; this is also the 1st time the Trust has been outside the top 20%, and below the national average for the Friends & Family Tests.
- NSECH-acute care rated as excellent in the top 5% nationally.
- Real Time- performance strong with responses to F&FT good.
- PENA- Trust nominated for 6 categories and won 2 in the recent patient experience awards.

The Board noted the report.

3.5/4/17 Assurance Framework

Birju Bartoli advised the Board that the assurance framework has previously been taken to assurance committee; high risks remain for the following under the Single Oversight Framework.

- A&E –four hour wait.
- Cancer-Targets remain challenging
- Staffing-levels are challenging in particularly specialist areas such as breast, radiology and histopathology.
- ACO- Business Case now subject to independent review.
- A new emerging risk highlighted re GMC trainee survey. It was noted that the 17/18 assurance framework would be presented to board in May.

The Board noted the report

3.6/4/17 Year end financial update

Paul Dunn gave a verbal update in relation to the wider system pressures, the Trust are now subject to external audit. The ACO business case is now subject to independent review by Deloitte who will check and verify the financial figures. David Chesser questioned if the financial position of the Trust would have any impact on the ACO.

Martin Knowles asked the Board to acknowledge all of the hard work which the wider team have completed to get the business case to the stage it is at, the Board are asked to note the appreciation of the wider team's efforts.

The Board noted the appreciation and the update.

3.7/4/17 Major Incident preparedness report.

(Alison Bywater enters the room)

Alison Bywater spoke to a presentation and gave the Board significant assurance in relation to the Trust meeting all the statutory requirements. NHS England Core Standards were issued in July 2016/17 with 37 Core Standards. Trust priorities for 2017/18 are to build on the work currently in place, and continue to work with all wards and departments to ensure sufficient numbers of staff are trained in incident management.

Alison Bywater explained that the incident at NSECH was a fantastic opportunity, to demonstrate how the Trust, worked with all parties in challenging circumstances to maintain safe quality patient centred care. The team used the opportunity to learn and will utilise the outcomes to develop the new EPRR Strategy for 2017-20.

The Board received the report

(Alison Bywater leaves the room)

3.8/4/17 Charitable Funds update

(Brenda Longstaff enters the room)

Brenda Longstaff delivered the report and advised the Board members of the following activities covered in the last quarter:

- Lottery- staff lottery scheme launched with monthly draws.
- Help force- Trust is one of 12 who are participating in volunteering initiatives with NHS Innovations.
- LegaCare- charity has launched drop in services at NTGH.
- Art-currently developing an art policy for the Trust.
- HVS-currently recruiting 20 volunteers per month, the volunteering policy has been updated accordingly.
- International- work on-going.
- Knitting- ten groups currently established with many supporting the work of local charity Barnardos.

The Board noted the report and supported the annual report.

(Brenda Longstaff leaves the room)

3.9/4/17 Research & Development Annual report.

(Caroline Potts enters the room)

Caroline Potts spoke to a presentation and delivered the R&D annual report. The members were given an overview of past activities before looking at future projects and aims. Board members were informed that both Professor Walker and Professor Hand are active researchers continuously looking to secure funding for research projects.

The Trust has very good working relationships with the pharmaceutical industry; however there is now a need to broaden this network to include Med Tech industry. Discussions continued on the current projects including the PD Pen diagnostic tool for Parkinson diagnosis and the Sarissa Biomedical project which is assisting research into the locations of purines for stroke patients.

Claire Riley suggested that the team have a discussion with Paul Price and Rupinder Singh in regards to Med Tech, Pater Sanderson also suggested talking with primary care partners.

The Board noted the report.

(Caroline Potts left the room)

3.10/4/17 SIRO report.

Mark Thomas delivered the report and advised Board that the SIRO report is the annual assurance report given in relation to the required controls for information governance, data protection and confidentiality. The annual submission confirms that the Trust met all of the required standards with significant assurance.

- 4-incidences reported during the year of inappropriate access, dealt with as per internal process.
- FOI-continues to grow with pressures being felt in the team, due to the size of the current team.
- Cyber security- to be discussed further at a Board development session.

Information governance and security are becoming high priorities, however the current team are working to minimise risks.

The Board accepted the report following subject to amendments to section 10.6.

The Chairman asked the members of the public if they had any questions before closing the Public Board meeting.

Meeting closed

The next meeting to be held 19th July 2017, 10.00am Cobalt Conference centre