SALISBURY NHS FOUNDATION TRUST

Minutes of the meeting of Salisbury NHS Foundation Trust Board
Held on Monday 2nd February 2015

Board Members Present:	Dr N Marsden	Chairman
	Mr L Arnold	Acting Chief Operating Officer
	Dr L Brown	Non-Executive Director
	Dr C Blanshard	Medical Director
	Mr M Cassells	Director of Finance & Procurement
	Mr P Hill	Chief Executive
	Mrs A Kingscott	Director of Human Resources and Organisational Development
	Mr S Long	Non-Executive Director
	Mr I Downie	Non-Executive Director
	Revd Dame S Mullally	Non-Executive Director
	Mr P Kemp	Non-Executive Director
	Ms L Wilkinson	Director of Nursing
In Attendance:	Mr P Butler	Communications Manager
	Mr D Seabrooke	Secretary to the Board
	Mr P Lefever	Wiltshire Health Watch
	Mrs M Woods	Thames Valley & Wessex Leadership Academy
	Mrs S Mortlock	Thames Valley & Wessex Leadership Academy
	Mrs J Sanders	Public Governor
	Mr C Wain	Public Governor
	Mr J Carvell	Public Governor
	Dr B Robertson	Public Governor
	Mrs C Martindale	Lead Governor
	Mrs L Taylor	Public Governor
	Mr B Fisk	Staff Governor
	Cllr John Noeken	Appointed Governor
Apologies:	Mr A Freemantle	Non-Executive Director
	Mr M Wareham	Staff Side

2053/00 INTRODUCTION AND WELCOME **ACTION**

The Chairman welcomed Paul Kemp to his first meeting of the Trust Board, following his appointment as a Non-Executive Director from 1 February 2015.

2054/00 DECLARATIONS OF INTERESTS AND FIT AND PROPER/GOOD CHARACTER

Members of the Board were reminded that they have a duty to declare any impairments to be Fit and Proper and of good character as well as to avoid any conflict of interest and to declare any interests arising from the discussion. No member present declared any such interest or impairment.

2055/00 MINUTES – 8 DECEMBER 2014

Subject to the inclusion of Mr S Long, Non-Executive Director as present and a minor change to Minute 2034/00 the Minutes of the meeting of the Board held on 8 December 2014 were approved as a correct record.

2056/00 MATTERS ARISING

It was noted that long hand comments arising from the staff Friends and Family Test for Quarters 1 & 2 had been circulated to Directors. It was also noted that a revised workforce section would be reported to the Board in the performance report from the April meeting.

A half year review of the Assurance Framework would occur in June/July.

2057/00 CHIEF EXECUTIVE'S REPORT - SFT 3618 - PRESENTED BY PH

The Board received the report and PH highlighted the following principal points –

- Andy Hyett had been appointed as Chief Operating Officer to start from 13 April 2015.
- Sign Up to Safety - The Trust had signed up to five pledges aimed at strengthening patient safety and details were given on the Trust's website.
- Adult Community Services – The Trust was working with Great Western Hospitals and Royal United Hospitals Bath to tender for the provision of Adult Community Services from 2016.
- Praise for NHS staff and patients during winter pressures – the Trust had experienced a busy Christmas and New Year period but had recovered from this during the second half of January. PH thanked the Trust Staff for working through this so effectively.
- Radnor Intensive Care Ward – The Ward had moved into new extended accommodation which allowed up to twelve patients to be cared for.
- Positive Environmental Health Inspection and Visit from NHS Lead - PH highlighted the recent visit from Caroline Lecko of NHS England who had praised the Trust's food and nutrition provision.
- It was noted that the Medical Practitioners Tribunal Service had recently issued its findings in relation to Gurd Shergill. The Trust had issued a public statement on the matter noting the suspension from practising of two months to take effect 28 days from the date of the decision. There were no concerns over Mr Shergill's clinical practice or patient safety which had been reviewed at the time of his conviction.
- In relation to winter pressures the Trust encouraged patients to consider all the options to get medical help when they felt ill. Encouragingly, the Trust had not seen much misuse of the A&E Department but had indeed seen many elderly patients who required admission. There would be a review of the winter period at its conclusion.

The Board noted the Chief Executive's Report.

2058/00 STAFF

2058/01 Nurse Staffing SFT 3619 - Presented by LW

The Board received the Nurse Staffing Report to December 2014. The Trust continued to work to the required standards. Greater use of nursing assistants had been made in some areas and areas and wards were able to flex their establishment according to patient need. A number of new nurses were starting which would address the vacancies flagged in the report. Agency fill rates had remained challenging particularly when a large number of escalation beds had been open in recent weeks.

The Trust continued to address any staff shortages by attending relevant job fairs, working with Bournemouth University on student placements and supporting as many of these placements as possible. The national position had been affected by the three to five year time-lag in recruitment and training of nursing. It was noted that there were vacancies in relation to Avon Ward and shifts were assessed daily by Directorate Senior Nurses to ensure if they were safe. Particular nursing skills were required on Avon Ward, part of the Spinal Unit.

The Board noted the Nurse Staffing Report

2058/02 Equality and Diversity – 6 Month Update – SFT3620 – Presented by AK

The Board received the half yearly review on progress with Equality and Diversity. The Trust continued to publish the data required under the Public Service Quality Duty and to ensure that equality impact assessments were completed in relation to new policies. Further reporting would be starting in relation to the Workforce Race Equality Standard – this was a requirement of the 2015/16 NHS Contract.

Arrangements for tracking the career progress of workers recruited from overseas were described and the processes for recruiting new governors were also described.

The Board noted the report.

2059/00 PATIENT CARE

2059/01 Quality Indicator Report to 31 December (month 9) –SFT 3621 – Presented by CB and LW

LW and CB reported the following principal points –

- Year to date there were 14 attributed cases of C-Diff and no MRSA cases.
- There had been six new Serious Incident Inquiries commissioned which was a slight increase on 2014/15 reflecting additional reporting requirements.
- The HSMR was decreasing it was currently at 99, in the as Expected range.
- The Global Trigger Tool had highlighted an increased incidence in August 2014 and the reasons for this reviewed by the Clinical Risk Group.
- Delivering Single Sex accommodation breaches mainly arose from the Intensive Care Unit.
- Work continued to improve patient pathways to ensure patients requiring admission to Farley Ward got this promptly.
- The Emergency Department were working to improve their response rate on real time feedback.
- It was noted that feedback from volunteers was reported upwards and often feedback was given directly to Ward Leaders.

The Board noted the Quality Indicator Report.

2059/02 Customer Care Report Quarter 2 - SFT 3622 - Presented by LW

The Board received the Quarter 2 Customer Care Report. In medicine complaints had been reduced and this may be attributed to a more pro-active approach adopted by Customer Services working with the Directorate Senior Nurses. MSK had experienced delays and cancellations to procedures and Clinical Support and Family Services were busy in Radiology.

It was noted that the dip sampling by Steve Long of complaints and reporting to Clinical Governance Committee was being strengthened.

A complaints workshop held in October had led to a restructuring of complaints teams with the role of Complaints Coordinators to improve responses. NHS Choices continued to be monitored regularly. There had been no increase in complaints during the busy Christmas and New Year period.

It was also noted that the report had been considered by the Clinical Governance Committee and was felt in its content to be improving in terms of the narrative and depth it provided.

The Board noted the Quarter 2 Complaints Report.

2059/03 Patient Safety Update - SFT 3623 – Presented by LW

The Board received a briefing detailing the Trust's response to the Sign up to Safety Campaign, as highlighted in the Chief Executive's Report. A stocktake of Safety Improvements was described and work would be overseen by the Safety Steering Group chaired by the Director of Nursing. The aim of the Group would be the delivery of a Safety Improvement Plan. Engagement with the Wessex Academic Health Science Network was also highlighted.

The Board noted the Patient Safety Update.

2060/00 PERFORMANCE AND PLANNING

2060/01 Finance & Performance Committee Minutes 22 December 2014 – SFT 3624 – Presented by NM

The Board received the Minutes which had been confirmed by the Finance Committee on the 2 February. Progress in relation to CQUIN was highlighted by the Chairman.

The Committee had agreed that the Director of Finance and Procurement would raise a formal objection in relation to the consultation on the 2015/16 Tariff. The Board endorsed the action taken in this matter.

2060/02 Finance and Contracting Report to 31 December (month 9) - SFT 3625 – Presented by MC

The Board received the Report and MC informed the Board that after nine months the Trust had a deficit of £1.1m. In relation to the £0.8m surplus planned for 2014/15 he now believed that the likely outturn for the year would be in the range of a breakeven to a £2m deficit.

Activity continued to be up and the displacement of elective work by non-elective work had affected the position further. There was limited management capacity to undertake transformation and cost improvement activity when the hospital was so busy.

Agency pay was higher than planned and some non-pay costs were being investigated further. It would be important to recover the position on elective work through to the year end and avoid unplanned loss of this to other providers.

Pressures were experienced in Medicine and Clinical Support and Family Services Directorates. The additional funding for nurse staffing had been exhausted and there was concern about the spend on locum/agency doctors, which reflected difficulties in recruiting in some areas. The Trust would continue to balance its financial and quality duties very carefully. The Risk Stratification Tool continued to be used in relation to determining Specialing requirements.

The Board noted the Finance and Contracting Report.

2060/03 Targets and Performance Indicators Report - SFT 3626 - Presented by LA

The Board received the Performance Report to Month 9. It was noted that there had been more admissions from the A&E Department with a higher acuity of patients. Delayed Transfers of Care were affecting patient flow. The A&E Department had achieved 93% of patients seen within four hours which had recovered in January to 94%.

Cancer Targets had been achieved. Demand was up for some diagnostic procedures and capacity had been strengthened in those areas. The rate of operations cancelled on the day was 1.1%. The principal cause of this was a lack of beds.

The appraisal rate of 52% was considered to be an underestimate as initial results from the staff survey suggested a higher true percentage. The indicator on staff turnover showed red or amber if the figure was outside a pre-set range. The benchmark rate was the national average.

The Trust was awaiting the full detailed review of the benefits of the Better Care Fund/100 Day Challenge.

The Board noted the Performance Report.

2060/04 Update on Planning Process – SFT 3627 – Presented by LA

It was noted that the Trust was required to submit a brief description of its finances for 2015/16 and that work was underway with Directorates in support of this. The Finance and Performance Committee would review this information at its 23 February meeting. The Governors Strategy Group would meet on 12 February.

The Board noted the update on the Planning Process.

2060/05 Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 – SFT 3628 - Presented by NM

The Board received the a report summarising the regulations that had taken effect from November 2014 and the requirements for new and existing Directors to be Fit and Proper and of good character.

The approach to the requirements described in the report was agreed.

2061/00 PAPERS FOR NOTING OR APPROVAL

2061/01 Capital Development Report – SFT 3629 – Presented by LA

The Board received the Capital Development Report for October to December 2014.

It was noted that the refurbishments of Pitton and Redlynch Wards were completed and that Radnor Ward as highlighted in the Chief Executive's Report had moved into its new facility. Work continued on the design of the Springs main entrance refurbishment and work continued on the south side.

In relation to the Maternity Unit the Board had given consideration to an outline of the new requirement and proposed response and work had begun to design this in more detail.

The Board noted the Capital Development Report.

2061/02 Draft Minutes from the Council of Governors 24 November 2014 – SFT 3630 - Presented by NM

The Board received the draft minutes of the Council of Governors and it was noted that Andrew Freemantle had met with a prospective appointed governor to represent the armed forces interests at the hospital. A proposal to create an additional position of appointed governor would be considered at the 16 February meeting of the Council of Governors.

2061/03 Clinical Governance Committee Minutes – 23 October and 27 November 2014 - SFT 3631 - Presented by LB

The Board received the two sets of minutes, the 21 November minutes had been confirmed by the Committee at its 26 January meeting. The Chairman of the Committee had already highlighted the key issues discussed by the Committee and the minutes were therefore noted.

2062/00 QUESTIONS FROM THE PUBLIC

In relation to a question about volunteers from John Carvell, Alison Kingscott informed the Board that there were around 700 volunteers registered with the Trust carrying out a wide variety of work with the Wards and there was always a need to ensure that wards were clear what they wished volunteers to do and the scope of the role for example providing meal time assistance.

In relation to comments made, PH emphasised that the trust had not seen a significant transfer of services to other hospitals and that the Trust continued to provide a comprehensive range of District General Hospital services plus a range of regional services. CB added that consultant turnover was low and all but two departures had been retirement related during her time with the Trust.

Chris Wain welcomed the proposal for a military governor and Brian Fisk commented on clinic letters that he had sampled which he considered to be very caring in their nature.

In relation to a question about cancelled operations LA undertook to provide statistics on operations cancelled other than on the day.

2063/00 DATE OF NEXT MEETING

It was noted that the next public meeting of the Trust Board will be on Monday 13 April 2015, in the Board Room at Salisbury District Hospital starting at 1.30pm.