SALISBURY NHS FOUNDATION TRUST

Minutes of the meeting of Salisbury NHS Foundation Trust Board
Held on Monday 6 June 2016

Board Members Present:	Dr N Marsden	Chairman
	Mr P Hill	Chief Executive
	Ms T Baker	Non-Executive Director
	Dr C Blanshard	Medical Director
	Dr L Brown	Non-Executive Director
	Mr M Cassells	Director of Finance and Procurement
	Mr I Downie	Non-Executive Director
	Mr A Hyett	Chief Operating Officer
	Mr P Kemp	Non-Executive Director
	Mrs A Kingscott	Director of Human Resources and Organisational Development
	Mr S Long	Non-Executive Director
	Mrs K Matthews	Non-Executive Director
	Ms L Wilkinson	Director of Nursing
Corporate Directors Present:	Mr L Arnold	Director of Corporate Development
In Attendance:	Mr P Butler	Head of Communications
	Mr D Seabrooke	Secretary to the Board
	Mr P Lefever	Wiltshire Healthwatch
	Mr N Alward	Public Governor
	Mr M Mound	Public Governor
	Dr A Lack	Lead Governor
	Dr J Lisle	Public Governor
	Dr B Robertson	Public Governor
	Mr R Polkinghorne	Appointed Governor
	Mrs L Taylor	Public Governor
	Dr J Hemming & Mrs F McCarthy	for SFT 3774

ACTION

2176/00 DECLARATIONS OF INTEREST AND FIT AND PROPER/GOOD CHARACTER

Members of the Board were reminded that they have a duty to declare any impairment to being 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.

2177/00 MINUTES - 4 APRIL 2016

The minutes of the meeting of the Board held on 4 April 2016 were agreed as a correct record. The minutes of the Joint Meeting of the Board and Council of Governors held on 29 February 2016 were agreed as a correct record.

2178/00 MATTERS ARISING

The Chairman welcomed newly appointed Non-Executive Directors Kirsty Matthews and Tania Baker to their first Public Board Meeting.

2179/00 CHIEF EXECUTIVE'S REPORT - SFT 3770 – PRESENTED BY PH

The Board received the report of the Chief Executive.

The report highlighted the Care Quality Commission Report which had been published in April shortly after the last Board meeting. The CQC had highlighted issues around staffing ratios, patient documentation and an action plan was in place to address this range of issues which was on the agenda for further consideration by the Board.

The Adult Community Services would be starting on 1st July 2016. A Chair of Wiltshire Health and Care, the joint venture with the Trust, Bath and Swindon that would be delivering the contract had been appointed.

The Sustainability and Transformation Plan for Wiltshire, Bath and Swindon was progressing and a check point submission would be made at the end of June to NHS England.

Over 70 job offers had been made as a result of the recruitment campaign in the Philippines and those taking up post would be scheduled to start arriving in November and December. These experienced nurses would have the skills required for areas where the Trust found it difficult to recruit to such as theatres, and elderly care and the Spinal Unit.

The Trust had received a Queen's award for voluntary service in respect of the Engage initiative.

The Board noted the Chief Executive's report.

2180/00 STAFF

2180/01 Workforce Performance Report including Nurse Staffing - SFT 3771 - Presented by AK & LW

The Board received the Workforce Performance Report for month 1.

It was noted that nurse recruitment from Italy was currently underway. Turnover was around 11% - 150 registered nurses had been recruited and 84 had left through the year.

The Trust continued to work with the agencies to implement the final phase of the agency cap. It was also working with medical agencies to put in place a master vendor arrangement. Sickness levels were steady at 3.2%. Appraisal compliance had moved on to a reported 71% which had recently improved to 75% - the target remained 85%. A new requirement for staff to undertake safeguarding adults training had been introduced recently. The content of the workforce dashboard was currently being reviewed.

The Trust continued to review the sickness absence numbers in detail to identify any hotspots. No quality issues in relation to the implementation of the national agency caps had been reported.

The Nurse Staffing Report showed a generally satisfactory position and work was taking place with the provider of the Allocate system to provide better information on staffing numbers in relation to bed occupancy rates. There were a number of super numery staff on Whiteparish Ward affecting the report.

The Board noted the report.

2180/02 Voluntary Services Annual Report – SFT 3772 – Presented by AK

The Board received the Voluntary Services Annual Report for 2015/16. It was noted that the Royal Voluntary Services were no longer able to provide services in the Trust due to the reduction of volunteer numbers.

There had been 190 applications to be volunteers received during the year. The Trust continued to encourage volunteers to become members of the foundation trust. Pearl James had been elected as the Volunteer Governor during the year and had proven to be a great advocate for this constituency. The report described the winners and runners up in the Annual Staff Awards Volunteers category.

The Board noted that Friday 10 June was Volunteer's Day and all Board members were invited to afternoon tea at 2 pm in the Boardroom.

It was also noted that the recycling team were supporting the Save 7 initiative by enabling departments to check for available recycled equipment before new equipment could be purchased.

The Board noted the report.

2181/00 PATIENT CARE

2181/01 Quality Indicator Report to 30 April 2016 (Month 1) – SFT 3773 - Presented by CB and LW

The Board received the April Quality Indicator Report.

There were four new Serious Incident Inquiries commissioned in April, with a further seven in May. Hospital Standardised Mortality Rate had decreased to 109 in January 2016 and was higher than expected.

28% of in-patients were assessed as Green to Go. There were 41 Delayed Transfers of Care in the hospital which caused pressures on a range of hospital services.

There had been no non-clinical mixed sex accommodation breaches.

The Trust was reviewing deaths in the hospital and assessing whether these were avoidable. There was no nationally agreed methodology for these assessments.

The Board noted the Quality Indicator Report.

2181/02 Report of Director of Infection Prevention and Control – SFT 3774 – Presented by LW

The Chairman welcomed Fiona McCarthy and Julian Hemming to the meeting.

The annual report informed the Board of progress made against the Infection Control Annual Action Plan and provided significant assurance to the Board that infection prevention and control was being managed effectively in the Trust.

It was noted that during 2015/16 there had been two outbreaks of norovirus. There had been no MRSA bacteraemia cases during the reported period and there had been 15 trust apportioned C-Difficile cases which was within the ceiling of 19 cases.

The national PLACE assessment had taken place in Quarter 1 which had shown improvement across all areas of the Trust and was above national average figures. Hand Hygiene compliance audits had been continuing through the year and there had been some areas of poor compliance in relation to patients surroundings. All Results had been fed back to clinical leaders.

There were regular audits on antibiotic compliance. A challenging CQUIN, in terms of current resources, was in place for 2016/17.

The Board noted the report and the assurance provided and acknowledged its collective responsibility to oversee effective infection prevention and control in the Trust.

2181/03 CQC Action Plan and Progress Report – SFT 3775 – Presented by LW

The Board received a summary of the arrangements in place to oversee the delivery of the CQC Action Plan which had been submitted at the beginning of May. Each of the core areas of service had addressed the recommendations in the report and there was a Trust wide action plan as well.

Responsibility for the core areas was assigned to each clinical directorate as follows –

Musculoskeletal (MSK) – Spinal, Surgery (Part)
Surgery – Surgery, Critical Care, Outpatients
Children and Family Support – Children and Young People, Maternity and Gynae diagnostics
Medicine – Medical Care, Urgent and Emergency Care, End of Life Care

The action plan was being monitored via the directorate performance reviews through presentations to the Clinical Governance Committee and Joint Board of Directors and via dedicated reports to the Clinical Governance Committee which it was agreed it would be submitted on a quarterly basis. Any exceptions would be escalated to the Trust Board.

In addition to the above arrangements there were fortnightly meetings with the Musculoskeletal Management Team to progress the actions identified in a separate action plan which had been previously submitted to the CQC in response to the warning notice in relation to Spinal Outpatients and Video Uro-dynamic studies received in January.

The Board noted the report and governance arrangements.

2182/00 PERFORMANCE AND PLANNING

2182/01 Finance & Performance Committee Minutes - 21 March and 25 April 2016 – SFT 3776 – Presented by NM

The Board received for information the minutes of the Finance and Performance Committee for 21 March and 25 April.

2182/02 Financial Performance to 30 April 2016 – SFT 3777 – Presented by MC

The Board received the month 1 report. It was noted that a deficit of £382,000 for month 1 had been delivered which was a favourable variance against plan of £224,000. The Trust was planning to deliver £6.5m of savings via the Cost Improvement Programme and a further £3m was required via other initiatives.

Contracts were in the process of being finalised – a Payment by Results contract had been signed with Wiltshire CCG and Heads of Agreements had been signed with Dorset, West Hampshire and the Specialised Commissioner.

The Board also noted the update on the start-up of the joint venture to take forward the Sterilisation and Decontamination Service. A planning application for the new facilities would be submitted when design and build tenders had been evaluated.

It was also noted that an application had been made to the Independent Trust Financing Facility for a loan of £6m to cover the costs of implementing the Electronic Patient Record system.

The Board noted the report.

2182/03 Progress Against Targets and Performance Indicators to 30 April – SFT 3778 – presented by AH

The Board received the Operational Performance Report.

For the Emergency Pathway the Trust had failed to deliver the ED standard in month 1 with 90.5% of patients being admitted or discharged within four hours. This was however ahead of the performance trajectory the Trust had reported to NHS England. The Trust had been in escalation during the month. The Delayed Transfers of Care position was noted.

Referral to Treatment had been affected by the junior doctors strike action and the Trust had reported 91.1% against the 92% standard. Validation work on the April Cancer figures continued but the report was indicating provisionally that all standards except for the 62 Day Wait standard had been delivered. Diagnostic waiting times continued to decrease.

The Board noted the Performance Report.

2182/04 Update on Strategic Planning and Programme Management – SFT 3779 - Presented by LA

It was noted that the Trust had yet to receive detailed feedback from NHS Improvement on its Annual Plan 2016/17.

An update was given on the Sustainability and Transformation Plan and it was noted that there were five work streams identified and the Trust was leading on the Digital Technology work stream. An initial submission was required at the end of June.

On the Electronic Patient Record it was noted that work continued towards the go-live of 28 October and a dress rehearsal was planned for September. There was a large number of patient letter templates to rationalise into the system. There was work underway to validate and configure the data warehouse that would support the EPR system. There had been a successful trial load of data into Lorenzo.

There was a Green/stable update for Scan 4 Safety (GS1).

Progress was being made towards the transition to Wiltshire Health and Care from 1st July.

2182/05 Capital Development Report – SFT 3780 – Presented by LA

The Board received the Capital Development Report. It was noted that the new Breast Unit funded by the Stars Appeal was underway for completion in October. The second phase of the Laverstock Ward refurbishment would be starting imminently The trust had applied for planning permission in support of the planned Maternity Unit expansion.

The Board noted the Capital Development Report.

2183/00 PAPERS FOR NOTING OR APPROVAL

2183/01 Audit Committee Minutes – 14 March 2016 – SFT 3781 – Presented by PK

The Board received for information the minutes of the meeting of the Audit Committee held on 14 March 2016.

2183/02 Minutes from Clinical Governance Committee – 25 February and 24 March 2016 – SFT 3782 – Presented by LB

The Board received for information the minutes of the Clinical Governance Committee held on 25 February and 24 March 2016.

2183/03 Council of Governors Committee Part I Minutes – 16 May 2016 – SFT 3783 – Presented by NM

The board received for information the draft minutes of the Council of Governors held on 16 May 2016.

2183/04 JBD Minutes from 13 April 2016 - Evidencing Presentation of Assurance Framework and Risk Register – SFT 3784 – Presented by PH

The Board received for information a minute extract from the Joint Board of Directors indicating its quarterly review of the Assurance Framework.

2184/00 ANY OTHER URGENT BUSINESS

No matters were raised.

2185/00 QUESTIONS FROM THE PUBLIC

In response to a question from Beth Robertson it was noted that the nurses recruited from the Philippines would start on the standard banding for qualified nurses.

It was also noted that the loan described by MC in support of the Electronic Patient Record would, if granted be over ten years with minimal interest payments to make.

In response to a question from Alastair Lack, AK undertook to review the trend lines used in the workforce dashboard. AK

It was noted that the proposed relocation of the Farley Stroke Unit was at a very early stage of consideration and prioritisation.

2186/00 DATE OF NEXT MEETING

The next ordinary meeting of the Board would be held on Monday 8 August 2016 at 1.30 pm in the Board Room.