

SALISBURY NHS FOUNDATION TRUST

Minutes of the meeting of Salisbury NHS Foundation Trust Board Held on 3 December 2012 In the Boardroom, Salisbury District Hospital

Present:	Mr L March Mr N Atkinson Dr C Blanshard Dr L Brown Mr B Bull Mr M Cassells Mr I Downie Mr P Hill Mrs A Kingscott Mr S Long Miss T Nutter	Chairman Non-Executive Director Medical Director Non-Executive Director Non-Executive Director Director of Finance & Procurement Non-Executive Director Interim Chief Executive Director of Human Resources Non-Executive Director Director of Nursing
In Attendance:	Mr L Arnold Mrs F McCarthy Dr P Russell Mr D Seabrooke Mr J Carvell Mr A Freemantle Dr A Lack Mrs C Collins Dr B Robertson Mr C Wain Mr P Matthews	Director of Corporate Development Infection Control Senior Nurse (for SFT 3339) Consultant Microbiologist (for SFT 3339) Secretary to the Board Governor Governor Governor Governor Lead Governor Governor Wiltshire Local Involvement Network

1836/00 WELCOME

The Chair informed the meeting that this would be the last meeting for Barry Bull who would complete his term of office at the end of December. He was warmly thanked for his contribution as a Non-Executive Director over the past eight years.

LM also announced that the Council of Governors had at its meeting on 26 November 2012 confirmed the appointment as Non-Executive Directors of Andrew Freemantle CBE from 1 January 2013 and The Reverend Dame Sarah Mullally from 1 April 2013.

1837/00 INTERESTS

Members were reminded that they had an obligation to declare any interest which might impact on the business of the Trust, both as discussed at this meeting, or outside of this meeting. No member present declared such an interest.

1838/00 **MINUTES**

The minutes of the meetings of the Board held on 24 September 2012 and 15 October 2012 were accepted as a true record. It was noted that the 16 Governors and other guests who had attended the 15 October meeting were recorded in the visitor book.

1839/00 **MATTERS ARISING**

1839/01 **Designation of Salisbury Neo-Natal Unit (1821/02)**

It was reported that no further action was being taken by the Specialist Commissioners to downgrade the service to a special care baby unit. Accordingly, the service retained its existing designation.

1840/00 **CHIEF EXECUTIVE'S REPORT – SFT 3337 – Presented by PH**

The main issues set out in the report were highlighted by PH. In addition, he circulated information about the results of the A&E Department Survey 2012 for the Trust which were due for release on 8 December 2012.

He highlighted a Dr Foster report on the rate of cancelled operations – although the Trust remained concerned about the rate of cancelled operations, it was rated better than expected. Excess bed days were in the worse than expected category.

1841/00 **PATIENT CARE**

1841/01 **Review of 2012/13 Trust Annual Plan – SFT 3338 – Presented by PH/LA**

The Board received a report up-dating it on progress made towards implementing and achieving the key priorities in the Annual Plan 2012/13. The up-date highlighted progress in relation to compliance with regulatory requirements, delivering financial and quality targets and capital developments.

It was also noted that the Trust's medium term strategy was being developed and would be discussed with Governors and was being reviewed by the shadow Clinical Commissioning Group. It was anticipated that the strategy would be presented to the 4 February 2013 Board meeting for approval.

1841/02 **Infection, Prevention and Control Half Year Progress Report – SFT 3339 - Dr Paul Russell and Fiona McCarthy attended for this item – Presented by TN**

The report highlighted actions being undertaken to control C-difficile and legionella. The report indicated that there was no patient to patient spread of C-difficile within the hospital. Preliminary findings from research conducted at Winchester Hospital was indicating that 15% of patients presenting in A&E there tested positively for C-difficile.

In addition, E coli was present in all people and the vulnerability to infection from this for some patients was recognised. The pro-active approach to flushing low use water outlets as a precaution against legionella was also highlighted.

In accordance with the recommendation of the report the Board noted the assurance on infection control measures contained in the report and confirmed its responsibility in conjunction with the Director of Infection, Prevention and Control for this area.

1841/03 Quality Indicators Report (Month 7) – SFT 3340 – Presented by CB and TN

CB highlighted the following principal points;

- A grade 3 pressure ulcer in October was the subject of a Serious Incident Inquiry.
- Mortality rates were both within range; the Trust was reviewing some patient deaths with local GPs.
- The drop in MRSA screening was being investigated.
- The drop in fractured neck of femur patients operated on within 36 hours involved small number of patients and some were not always fit for surgery within the time period.
- TN highlighted the improved level of reporting for pressure ulcers and the approach to investigating areas of concern.
- There had been 5 reported breaches of delivering same sex accommodation, which had arisen from the same incident as all patients in the affected bay automatically breached.

1841/04 The NHS Safety Thermometer – SFT 3341 – Presented by TN

It was noted that the Trust continued to achieve 100% compliance in up-dating data to the NHS Safety Thermometer. Neal Cleaver would attend the 4 February 2013 Trust Board meeting to give further details.

1842/00 PERFORMANCE AND PLANNING

1842/01 Finance Committee Minutes – 22 October 2012 – SFT 3342 – Presented by LM

The Finance Committee had discussed progress with cost improvement programme achievements and had approved the quarter 2 return to Monitor on the Board's behalf.

The Committee had discussed the Trust's position with the patient transport tender. It was noted that Wiltshire PCT was advising tenderers to discuss the matter with the Trust. It was likely that there would be one lead contractor and a number of sub contractors arising from the Wiltshire contracts. The start date for the new arrangement was believed to be July/August 2013.

1842/02 Finance Performance to 31 October 2012 – SFT 3343 – Presented by MC

It was noted that the Trust's overall position was slightly better than plan. The financial risk rating was '3' and this was based on stronger underlying scores than before. Activity in October and November was high and the additional income was being circulated back to the Directorates appropriately. The rate of capital spend was down against the plan. The Trust's cash position remains strong. Progress with cost improvement programmes remained very difficult. A report from the Newton Consultancy had now been received. Discussions on the 2013/14 contract with Dorset PCT were getting underway.

The Trust noted the Finance Report at 31 October 2012.

1842/03 Trust Performance Report to end of October 2012 – SFT 3344 – Presented by LA

It was noted that the Cancer 2 week wait figure for November had improved on that shown for October. The Trust was achieving its referral to treatments/18 weeks targets. The Trust had not achieved its local target in October 2012 and the November figure was similar.

1842/04 Capital Programme 2013/14 – SFT 3345 – Presented by MC

MC informed the Board that the discussion of the proposed Capital Programme 2013/14 had been overseen by the Capital Control Group and its sub groups. Opportunities had been given to discuss a variety of needs and safety/legality schemes were always prioritised. The value of the programme was £6.6m using £1m from planned surplus. It was noted that charitable funding for the Day Nursery bathroom refurbishment was being considered.

The Board approved the 2013/14 programme.

1843/00 STAFF

1843/01 Dignity at Work Annual Report – SFT 3346 – Presented by SL and LB

SL reported that he and LB had received four approaches each on a variety of issues. They had provided honest answers to the individuals who had contacted them.

1843/02 Staff Survey Update – SFT 3347 – Presented by AK

The report set out progress with the actions arising from the 2011 staff survey which were considered by the Board at its meeting in June 2012.

The five main areas for improvement were as follows;

- Number and quality of appraisals and resulting personal development plans.

- Physical violence, harassment, bullying or abuse from patients, relatives and staff.
- Staff satisfaction with the quality of work and patient care they felt able to deliver.
- Staff working extra hours.
- Staff using flexible working arrangements.

It was noted that medical revalidation and improvements to non-clinical appraisals were being taken to improve compliance in this area.

LB expressed concern about the findings shown in row KF8 of the report in relation to extra hours worked by some staff.

It was also noted that the 2012 survey had been circulated to staff and the response rate so far was 44%. The progress to date was noted.

1844/00 **PAPERS FOR NOTING OR APPROVAL**

1844/01 **Assurance Statement regarding Safeguarding – SFT 3348 – Presented by TN**

The Board received a report informing it that the Secretary of State for Health had appointed Kate Lampard, Vice Chair of NHS South of England, to provide assurance that NHS organisations are following a robust process to protect the interest of patients.

It was noted that safeguarding checks were in place and visits from dignitaries were properly supervised and consent was obtained if they proposed to visit patient areas.

The issue was being managed on the Board's behalf by the Clinical Governance Committee.

1844/02 **Maternity and Neonatal Risk Management Annual Report 2011/12 – SFT 3349 – Presented by TN**

The Trust received the report summarising main achievements in 2011/12 including a significant reconfiguration. The risks highlighted in the departmental risk register were delays in category 2 and 3 emergency LSCs being performed in Obstetrics and Main Theatre and the provision of 1:1 care for labour and high risk cases – the unit had adopted a revised escalation policy used at times of high activity.

The Board noted the report.

1844/03 **Revalidation Up-Date – SFT 3350 – Presented by CB**

CB described the roll-out of the revalidation which would reach responsible officers in early 2013 and the revalidation would continue for three years. There were concerns about the lack of information coming from the centre and the rate of appraisals and quality of appraisals.

The Trust had worked with the Wessex Deanery to make arrangements to support the revalidation of Junior Doctors under the Deanery and it was important also to give support to agencies supplying locum doctors to enable revalidation to take place.

In general appraisal compliance was improving and the use of an electronic system enabled the tracking of appraisal completion.

The Board noted the report.

1844/04 Non Executive Directors – Appointment Information – SFT 3351 – Presented by LM

The Board received a report advising it of the appointment of Dr Lydia Brown as Vice Chairman and Senior Independent Director from 1 December 2012 to 30 November 2013. The report also gave details of the membership of the Board's five committees. In view of the recent appointments of Non-Executive Directors to the Board, the following Committee composition was agreed;

Audit	Nigel Atkinson - Chair Dr Lydia Brown and Ian Downie
Clinical Governance	Dr Lydia Brown – Chair Nigel Atkinson, Stephen Long and Dame Sarah Mullally (with effect from 1 April 2013)
Finance	Luke March – Chair Andrew Freemantle (from 1 January 2013), Ian Downie
Remuneration	Luke March – Chair All other NEDs
Workforce	Stephen Long – Chair Ian Downie, Nigel Atkinson, Andrew Freemantle (with effect from 1 January 2013)

1844/05 Clinical Governance Committee – SFT 3352 – Presented by LB

The Board received a report detailing the matters discussed at the Clinical Governance Committee on 13 November 2012.

It was noted that a sub group was reviewing the effective working of the Committee.

1844/06 Estates Strategy Up-Date – SFT 3353 – Presented by LA

The Board received a report summarising the second year of a five year cycle of Estates planning. The Board noted the progress of the Estates Strategy and that performance remains as forecasted for 2015.

A revised full Estates Strategy document will be prepared for the second half of 2013.

1844/07 **Annual Review of the Effectiveness of the Trust Board Sub-Committees – SFT 3354 – Presented by LM**

As noted in the report, the Audit, Clinical Governance and Finance Committees had each completed a review of their performance and effectiveness in relation to the Terms of Reference provided to each one by the Trust Board. The report was noted.

1845/00 **QUESTIONS FROM THE PUBLIC**

P Matthews

- PH highlighted the achievement of Laverstock Ward in relation to Help for Heroes and that the link had received an invitation for consultation about patient transport.
- PH highlighted a finance report considered by the PCT in relation to activity at New Hall.
- CW highlighted the number of staff working additional hours and disagreed with the claim that this was due to high morale and was more likely to give rise to stress. Actions were around the staff working in excess of 6 additional hours per week.
- JC highlighted the expense of the revalidation exercise – CB gave details of the IT and admin costs and the time taken to train up appraisers. However, the investment would, she considered, be worthwhile as it would reduce costly instances of addressing under performance.
- In relation to vascular services it was noted that the Trust would recover as much as possible from the implementation of the national initiative in this area, particularly elective activity.
- BR highlighted the finding in the 2011 staff survey that a third of staff were indicating they were unable to deliver the standard of patient care that they would wish to.

TN responded that this was a reflection of committed staff aspiring to do more for patients.

- AL highlighted a recent pilot of a scheme for patients to be brought into hospital on a reserved basis, which PH undertook to investigate.
- Sir Raymond Jack highlighted the dignity at work case discussed by SL and LB relating to bullying and a resignation. SL confirmed that the case was still live and had originated from a former member of staff.

PH

1846/00 **DATE OF NEXT MEETING**

4 February 2013 at 1.30 pm in the Board Room.

1847/00 **CONFIDENTIAL ISSUES**

The Board resolved to exclude press and public from the remainder of the meeting as publicity would be prejudicial to the public interest by reasons of confidential nature of the business to be conducted.