

**Held on Tuesday 1 March 2011 at 10.00am
in the Boardroom**

Minutes

Present:	Non-Executive Directors	Executive Directors (including Board members) (‘v’ denotes Voting Executive)
	Mr Chris Creswick (Chair) Ms Jude Ferguson Mr Grahame Paine Dr George Reah Mr Ian Turner Mrs Sally Calverley	Mrs Lorene Read (v) Mrs Alison Kingscott Ms Bronwen Bishop (v) Mr Nick Gallegos (v) Mr Rob Little (v) Mr Ian Bramley (v)
Apologies:	Mrs Chris Bryant, Mr Stephen Buswell, Dr Paul Phillips, Ms Claire Leandro	
In Attendance:	Mr Mike Lyall (Community Services Committee/NHS North Somerset), Mrs Margaret Blackmore (Crossroads), Mrs Sally Moores, Mrs Caroline Welch, Mrs Sue Palmer	

The Meeting commenced at 10.00am.

Actions

545.11 Declarations of Interest

There were no declarations of interest.

At the Chairman's invitation, Mrs Deb Parsons related a 'patient story' to the Board regarding the inpatient care of a patient with a severe learning disability, who had had a very positive experience as a result of detailed and expert planning to ensure that care was designed around his specific needs

Discussion took place regarding lessons learned and the provision of evidence from vulnerable patients for the Care Quality Commission.

The Board asked that thanks be passed to the Trust's Learning Disabilities Champion, Mrs Jo Crawford.

IB

546.11	Minutes and Matters Arising from the Meeting held on Tuesday 1 February 2011	<u>Actions</u>
---------------	---	-----------------------

The minutes were agreed as a correct record subject to the following amendments:

Page 5 – Patient Safety First Update

8th line 'Mr Brambly' to be amended to '*Mr Bramley*'.
 12th line to read'Trust Board to receive a progress report on *this* for the next meeting'.

Page 7 – Service Line Reporting

1st line delete the word 'on'.

Page 9 – Governance Structure – Terms of Reference for the Quality and Governance Committee

Point ii), 3rd line amend the word 'be' to 'to'.

Table of Matters Arising

538.11 – Patient Safety First Update

The SBAR Progress Update Report will now be sent to the March Quality & Governance Committee.

IB/SC

The Board noted that the Stroke Unit opened on 18 February 2011.

547.11	Schedule of Tracked Matters Arising
---------------	--

It was agreed that Service Line Reporting will be added into the standing agenda items on a quarterly basis.

SP

548.11	Topical Issues
---------------	-----------------------

Mrs Blackmore advised the Board that she had been admitted into the hospital over the Christmas period for a planned procedure. As she is a carer for her husband, this creates problems however she was pleased to report that the staff had been extremely understanding in relation to her request to know in advance details of the timing of her treatment and that all went very smoothly.

Mrs Read gave an update to the Board during which the following points were noted:

-
- | | | |
|--|--|----------------|
| | <ul style="list-style-type: none">• The Millennium system was upgraded successfully. Some teething problems were experienced but these had not approached the extent of those which had so seriously disrupted the Trust in 2006. The system is now being used appropriately and there is clear evidence that the way of working has improved. The Board expressed thanks to the whole EPR Team for the successful upgrade work.• A serious norovirus outbreak is currently being experienced, including the Bristol area. Weston currently has 4 wards under restrictions. It has been noted that this particular virus has shorter incubation and duration periods.• The staff car parking system will not be introduced until April, the delay being due to the procurement process. Weekly communications with staff are being maintained.• The Trust have formally taken handover of the new Urgent Care Centre from Costain and are now equipping and commissioning. The current plan is to move into the unit in early April and Mrs Bryant is currently working closely with the patient flow group regarding the recant. The temporary ED will be decommissioned on the night of the move to the new unit.• It is intended to hold a Stakeholder Open Day prior to the opening.• The Board noted that the project had come in below budget and before completion date (including the MRI and CT projects). | <u>Actions</u> |
|--|--|----------------|

Mr Lyall commented that he had been to many meetings associated with the new project and had been greatly impressed by all staff and contractors and had never known a project run so smoothly. He passed his thanks to everyone concerned.

Mr Creswick updated the Board during which the following points were noted:

- The League of Friends may install one or two stained glass windows in ED which would enhance the environment greatly. Mr Little confirmed that he was currently in discussion with their Treasurer.
- Mr John Penrose, Weston's local MP was now President of the League of Friends, reflecting his longstanding interest in the Hospital.

Actions

- A further paper had been received from David Nicholson in his position as Chief Executive of the NHS, which contained some interesting further guidance regarding the managing of transition and the development of the provider landscape. It is made quite clear that there will not be a non FT option for Trusts, unless a Trust joins with another FT or moves to 'another organisational form' by April 2014
- A further announcement from Sir David discusses the changes facing the hospital sector and Mr Creswick confirmed he would circulate details to Non-Executive colleagues.
- Mr Creswick attended a LINK meeting at Portishead recently where questions were raised around the Health Service Ombudsman's report on older people. Mr Creswick pointed out that the report was based on worst practice examples and essentially anecdotal. He had confirmed that the Trust always looked hard at complaints, had committed to the initiatives relating to dignity and older people and was also committed to patient safety reviews as a way of guarding against such risks.

CC

549.11 Clinical Quality Report

Mr Gallegos presented the Clinical Quality Report picking up on the national cancer survey which provides comparative data between Trusts. The Board noted that all specialist teams within the Trust were doing an excellent job. Some weaknesses had been identified that needed to be addressed but overall it was a very encouraging survey for cancer services.

Mr Bramley advised that the Trust were required to put a statement on their website regarding compliance of mixed sex accommodation. The following proposed declaration follows the Department of Health guidance template:

Declaration of Compliance

Weston Area Health NHS Trust is pleased to confirm that we are compliant with the Government's requirement to eliminate mixed-sex accommodation, except when it is in the patient's overall best interest, or reflects their personal choice. We have the necessary facilities, resources and culture to ensure that patients who are admitted to our hospitals will only share the room where they sleep with members of the same sex, and same-sex toilets and bathrooms will be close to their bed area. Sharing with

members of the opposite sex will only happen when clinically necessary (for example where patients need specialist equipment such as our Intensive Care Unit,) or when patients actively choose to share (for instance in the Oncology Day Unit).

Actions

If our care should fall short of the required standard, we will report it. We will also set up an audit mechanism to make sure that we do not misclassify any of our reports. We will report the results of that audit at public Trust Board meetings.

Mr Bramley advised there would be subsequent monthly reporting of breaches which would then necessitate a change to the statement in the case of non-compliance.

The Board noted that the Trust had appointed a new lead for Speech and Language therapy.

AK

Dr Reah queried whether the Trust benchmarked its position against other hospitals in relation to complaints. Mr Bramley advised that the last time he had compared the Trust the rate of complaints was similar, however the categorisation of complaints was subjective.

Mrs Kingscott confirmed that a monthly Integrated Governance report was also produced which contained further analysis and benchmarking, and agreed to circulate a copy to Non-Executive colleagues.

Further discussion took place in relation to the following areas:

- A re-audit of the Essence of Care will be carried out at the end of March to ensure that all improvements contained in action plans have been carried out.
- In response to a query from Mr Paine in relation to Harptree Ward, Mr Bramley confirmed that leadership and training on the ward were standing items on the agenda for the Clinical Governance Committee.

The Board approved the declaration regarding the elimination of mixed sex accommodation.

Patient Safety First Update

Mr Bramley presented the Patient Safety First Update report.

	<u>Actions</u>
Mr Lyall commented that the Patient Safety Group had been poorly attended and not quorate and suggested an amalgamation with another committee. Mrs Read advised that she would discuss the matter further with Mr Bramley.	LR/IB
Mr Bramley advised that the heading for the third paragraph of the report should be 'Peripheral Venous Cannula'. Discussion took place regarding cannula and best practice.	
Mr Creswick requested further clarity on the matter in the next Patient Safety First report and a trajectory as to when the Trust could expect a better position. Matter to be added to Schedule of Tracked Matters Arising.	SP
Mrs Calverley circulated a report on a recent discussion on governance. Mrs Kingscott agreed to provide a governance strategy for the first meeting of the Quality & Governance Committee.	AK
The Board were encouraged by the progress and Mrs Read requested that a copy of the governance structure be sent to Board members electronically.	AK
The Board noted the content of the Clinical Quality Report and the Patient Safety First Report.	
550.11	Stakeholder Engagement Project Progress Report
Mrs Kingscott presented the paper on Stakeholder Engagement during which the following points were noted:	
<ul style="list-style-type: none"> • Mrs Welch advised that a communications audit is to be undertaken amongst staff groups in March. • The Trust has joined an online service which offers a data service on web site usage and traffic sources. The first month's feedback was noted in the report. • Mrs Welch has accepted a request from the League of Friends to act as their media liaison. It was noted that the appointment of local MP John Penrose as the League's new President would probably increase their media exposure. • In response to a query from Dr Reah it was noted that the Trust provided all the information on the website in paper format if required, for those without access to the internet. Trust publications are distributed to GP surgeries and libraries and shared with the PCT for inclusion within their network. 	

Actions

- Mr Bramley has undertaken an analysis of the patient leaflets that were available within the Trust so that they could be rationalised and an accountability structure devised.
- The Trust has improved its association with Somerset Life and media items will appear in both the April and May editions.

Mrs Blackmore commented that several patient representatives for the hospital had no access to the internet and missed out on certain information as it did not always get into the papers where they live.

Mrs Read advised that the Trust paid for 'advertorial' space in the Weston Mercury but could look at the possibility of doing something similar in a Clevedon paper. Mrs Welch will investigate further.

CW

Mr Paine queried the stakeholder engagement communication strategy for GP's, as he was not assured that it had been addressed yet. Mr Creswick suggested a GP audit specifically in relation to communications. CW to investigate further.

CW

The Board noted that the Trust would soon be able to send out electronic discharge summaries, and that a great deal more information would be able to be given to GP's.

The Board noted the recent progress made on stakeholder engagement and web development and the plans outlined for the future.

551.11

Care Quality Commission – Registration Update

Mrs Kingscott provided an update on the visit the Trust had received from the Care Quality Commission (CQC) on 6th and 7th January 2011, during which the following points were noted:

- The final report was received from the CQC last week, however it will not be made public until Thursday and therefore had not been presented at Trust Board.
- An action plan has been developed and will be sent to the CQC and an audit will be carried out in July.
- Mrs Read has sent Non-Executive colleagues a copy of the report and will share with them the action plan and paper that would have been presented.

LR

The Board noted the update on the Care Quality Commission visit. Actions

11.30 am Mr Lyall and Mrs Blackmore left the meeting.

552.11 Finance Report

Mr Little presented the Finance Report providing details of Month 10 to the end January 2011, during which the following points were noted:

- Expenses are £372k over budget to the end of month 10.
- Conversations continue with Commissioners.
- Pay continues to be an area of over-spend. The winter months have been heavy on unfunded beds due to capacity pressures and norovirus has had a significant impact. Winter pressures had been budgeted for, however figures were tighter than anticipated.
- Medical agency expenditure has come down in January.
- Nursing expenditure has increased compared to December.
- January figures show the highest savings achieved for a long time, with £418k compared to £340k in December.

Further discussions took place in relation to:

- The tables on pages 6 and 24 of the Finance Report.
- Hospital activity from the date of Harptree opening in relation to activity v planned emergencies, and obstetrics and paediatrics.
- The new Finance Committee. It was noted meetings will commence in the new financial year after the completion of the KPMG work.
- Budget setting. Mr Little advised that the budgets would be brought to the April Board meeting, and that special dispensation had been received from audit in this regard.

The Board noted the contents of the Finance Report.

Mr Creswick noted that Mrs Bryant had given apologies for the meeting. Mrs Read advised the Board that in January last year there had been issues in relation to pressure ulcers, however the Trust had not seen a recurrence this year, evidencing an improvement in the quality of care provided.

Mr Creswick queried how far the Trust could benchmark itself in general against others Trusts in the area. Mrs Read responded that ambulance waits are excellent and the number of attendances at BRI A&E is the same as Weston.

Mrs Calverley commented on the rising staff sickness figures, however it was noted that staff were getting norovirus as well. Further discussion then took place on the norovirus situation and its effect on the local hospitals and the choose and book system.

Dr Reah commented that he believed that no assistance was received from the PCT Community Falls Services outside the hospital, however the Trust was charged for readmissions. Mr Bramley confirmed that work under CQUINS would address this in the next financial year.

Outcome Framework Update

Ms Bishop advised that she had attended a meeting in Bristol last week where the key issue on the outcome framework meant thinking 'outside the box' to achieve the framework requirements. The intention was to impact on the way we think and plan services and work with partners on objectives and indicators.

The Board noted that the new indicators were very different from existing ones, and were outcome and patient experience based.

The Board noted the Outcome Framework update.

Mrs Kingscott presented the update on the NHS Constitution Compliance. This was presented annually to assure the Board of the Trust's continuing compliance to the NHS Constitution.

The Board noted the refreshed assessment and that the rights and pledges within the NHS Constitution continued to be maintained.

555.11	Audit and Assurance – Approved Minutes of Audit and Assurance Committee Meeting held on 8 December 2010 and Summary of Meeting held on 16 February 2011	<u>Actions</u>
--------	--	-----------------------

Mr Turner gave a brief overview of the Audit & Assurance meetings, during which the following was noted:

- The minutes of the meeting on 8 December were reported to the Board last month via a summary.
- In relation to the meeting of 16 February, the Internal Audit report was very positive. There are a few outstanding audit reports which will be brought to the next meeting.
- It is still unclear as to how long the Audit Commission will exist, however they will definitely be doing this years audit. Their value for money conclusion will be based primarily on CRES.
- Draft payment by results data - the assurance was good procedurally and above the minimum requirements. There are however, actions to improve data quality which will be rigorously followed up.
- The Trust is continuing to report on ALE to audit despite the fact we are not being rated on it, however there are certain elements of ALE where a continued focus is required.

The Board noted the update from Mr Turner.

556.11	Quarterly Top Risks Review
--------	-----------------------------------

Mrs Kingscott presented the Quarterly Top Risks Review report. The Board noted that the Trust had only 3 corporate red risks as CQUINS had now been removed.

The Board noted the contents of the report.

557.11	Equality and Diversity Annual Report
--------	---

Mrs Kingscott presented an update on Equality and Diversity.

Mr Paine asked about the Equality analysis for the ED project recant. Mrs Read advised that the original ED project had one and that further Equality and Diversity work would be required for service changes and possibly for technical or operational change.

The Board noted the work undertaken during the last twelve months in delivering against the Trusts Single Equality Scheme and the continuing work being undertaken to embed Equality and Diversity throughout the organisation.

558.11 Standing Orders and Financial Instructions

Mr Little advised that electronic copies of the revised Standing Orders, Reservation and Delegation of Powers, Scheme of Delegation and Standing Financial Instructions had been finalised and were available as required.

The Board noted the changes to previous version of the document.

The Board approved the updated Standing Orders, Reservation and Delegation of Powers, Scheme of Delegation and Standing Financial Instructions.

559.11 Register of Sealed Documents

There have been no sealed documents since the previous report to the Board on 1 February 2011.

The Board received and noted the report on the Register of Sealed Documents.

560.11 Any Other Business

Mr Creswick moved a motion to exclude the public from the 'Closed' session and this was approved.

Mrs Ferguson put forward a formal 'thank you' on behalf of Board colleagues to Mr Creswick for his work done as Chair of the Trust Board, as this was to be his last meeting.

The Meeting concluded at 12.55 pm

DATE OF NEXT MEETING

Tuesday 5 April 2011 at 10.00 am in the Board Room