

Held on Wednesday 3 March 2010 at  
10.00 am in the Lecture Theatre

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## Minutes

Present:	Non-Executive Directors	Executive Directors (including Board members)
	(‘v’ denoted Voting Executive)	
	Mr Chris Creswick (Chair) Dr George Reah Mr Ian Turner Mr Grahame Paine Ms Jude Ferguson	Mrs Lorene Read (v) Ms Carolyn Moore (v) Ms Bronwen Bishop (v) Ms Jules Martin Mrs Alison Kingscott Mr Rob Little
Apologies:	Mrs Sally Calverley, Mr Nick Gallegos, Mrs Chris Bryant, Dr Patricia Woodhead	
In Attendance:	Mr Mike Lyall Community Services Committee (NHS North Somerset), Mr Alan Richardson (Crossroads CIN), Mrs Margaret Blackmore (Crossroads), Mrs Caroline Welch, Mrs Sue Palmer, Mrs Sally Moores, Mr Paul Slade (North Somerset County Council)	

The meeting commenced at 10.05am

### Actions

378.10

#### Declarations of Interest

There were no declarations of interest.

379.10

#### Minutes and Matters Arising from the Meeting Held on Wednesday 6 January 2010

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

**Page 3 Minute 327.09 – Report of the Director of  
Nursing and Director of Infection Prevention & Control**

**2<sup>nd</sup> paragraph to read:**

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## **Actions**

*'Ms Moore reported that the Performance Framework of the NHS would continue to record the Trust as Under Review for Quarter 3. However, this could be improved to 'Performing' at the end of Quarter 4 if the actions taken on the patient experience feedback were accepted'.*

### **Page 5, 1<sup>st</sup> paragraph to read:**

*'The Board suggested that the Dr Foster Survey quality assurance processes were open to criticism, but also recognised that the Trust had failed to understand the questions in full and the experience had undermined a lot of good work within the Trust. It was agreed that, **as a matter of urgency**, the Trust must develop better systems for completing and signing off returns, based on an informed understanding of the survey's questions and the consequences of errors'.*

### **Page 7, 2<sup>nd</sup> paragraph to read:**

*'The Board approved the proposed evidence collation. **Specific arrangements for evidence, scrutiny and assurance system to be confirmed**'.*

### **Page 10:**

*Initials in action column that read 'AK' to be amended to 'JM'.*

## **Table of Matters Arising**

### **Minute 315.09 – Green Travel Plan**

Ms Martin advised that a draft report will be received this week from the agency who had carried out the consultancy work.

### **Minute 365.10 – Patient Safety Improvement Programme**

In the absence of Dr Woodhead, Ms Moore gave an update on the Patient Safety Improvement Programme.

The Board noted that a 'Certificate of Progress' had been awarded to the Trust in January 2010 in recognition of the work undertaken in the last quarter.

The log-in password for access to the database had not been provided to Board members as previously advised. Ms Moore will obtain details and circulate to all Board members.

**CM**

**Minute 371.10 – Audit Commission: Annual Audit Letter**

**Actions**

Ms Moore explained that certain projects need to be completed before she is able to bring the paper on Ward Staffing to the Board, however Ms Moore would provide an interim update for the April Board meeting.

**CM**

**Minute 371.10 – Performance Report**

Mrs Read confirmed that from April the new Performance Report will be used.

**Minute 373.10 ALE 2009/2010**

**Estates Strategy**

Ms Martin confirmed that she had a draft of the new Estates Strategy which she had yet to share with Mrs Read. A report will be brought to the April Board meeting.

**JM**

**Mr Paul Slade arrived at 10.25am.**

**Single depository for all Data Regulators**

Mr Turner advised that the licence fee would cost in the region of £20k. Mrs Read and Mr Little agreed to discuss the business case to balance an externally purchased database against the facilities which already exist within the Trust, for cost effectiveness.

**LR/RL**

**380.10**

**Report of the Chairman**

There was no further report for the Board from the Chairman, whose written report was noted, apart from his reference to the significance of the Mid Staffs Review, which had just been published and on which action was being planned by the Chief Executive.

Dr Reah requested that the League of Friends be thanked for their continuing support in the purchasing of items of surgical and medical equipment. It was noted that the League had donated a total of £53,000 for such items in 2009.

**The Board noted the report of the Chairman.**

**381.10**

**Report of the Chief Executive**

**Actions**

Mrs Read gave a further update to her written report during which it was noted that:

- The Mid Staffs Report by Robert Francis is much more detailed than the initial report published in April 2009.
- Drawing on the recommendations in the report, a 'Task and Finish Review Group' will be set up by the end of March to analyse how the themes contained in the report resonate with the Trust's own practices and position and identify any issues requiring action.
- Mr Paine had agreed to chair the Group and colleagues will feed in ideas following on from next week's Board seminar.
- Ms Moore was keen that the Trust should not start new initiatives if work was already in place to address the issues.
- The Board recognised the progress made in many areas over the last few years, as a basis for further development.
- Mrs Read was currently discussing the structure of governance within the organisation with Mrs Sally Calverley, in her role as Chair of Care, Quality & Governance Committee.
- The Trust is still on trajectory to apply to be a Foundation Trust and is discussing financial due diligence with external advisors.
- A brief explanation was given on the "Dignity in Care Campaign" being run by the Department of Health, with a request that all Board members sign up individually as Dignity Champions.

Mrs Read handed over to Mrs Kingscott who then updated the Board on the Trust's Customer Care Strategy. The pilot work in three areas on "internal" customer care was progressing and would be evaluated prior to wider rollout.

**The Board noted the report from the Chief Executive.**

**382.10**

**Report of the Director of Nursing and Director of Infection Prevention & Control**

Ms Moore presented the report on national and local nursing initiatives and key issues relating to quality. It was noted that the Trust awaited tolerance figures on MRSA for the coming year.

During further discussion it was noted that:

## **Actions**

- New safety documentation is under review, which needed time and training as significant educational issues were involved.
- Ongoing audits will be put in to test the system.
- Concern was expressed over pressure sores. Figures had improved until January when the figures rose again, however it was noted that the rise in the numbers was not at Grade 4. An audit has already taken place and results are awaited.
- It was suggested that a comparison be made on Grade 2, 3 and 4 pressures sores with other Trusts.
- Concern was expressed as to whether the midwifery unit could provide a service for 350 – 400 births (as set out in the Darzi targets for the South West).
- Dr Reah suggested that the Trust analyses the referral numbers on births from different PCT's.

The Board congratulated Ms Moore on being invited to speak at a Nursing Leadership Conference in Manchester.

**The Board discussed the contents of this report, acknowledged the work of the Cancer, Midwifery, Patient Safety & Infection Control Teams and approved the actions documented for DSSA.**

### **383.10      Pandemic Flu and Emergency Preparedness – Assurance Statement**

Ms Bishop presented the report on Pandemic Flu and Emergency Preparedness, during which it was noted:

- The report demonstrates that the Trust carried out a vaccination programme and will continue to offer vaccinations until Sept 2010.
- There has been a 40% take up rate. This is low for the South West area however it was noted that areas where there had been a greater rate of infection had seen higher uptakes of vaccination by staff.

Mr Creswick thanked Ms Bishop for the huge amount of work that had gone into responding to the national and regional alerts.

**The Board approved the report which provided assurance that:**

**Actions**

- **The healthcare worker vaccination programme has met an appropriate performance standard compared to other NHS organisations;**
- **Actions undertaken by the Trust ensure that it is able to meet the requirement to respond to a wide range of potential pandemic flu threats in conjunction with any work evaluating their response to swine flu;**
- **Provides assurance that the strands of an effective emergency response are in place and able to be deployed at short notice should the situation demand it**

**384.10 NHS Constitution – Strategic Health Authority Baseline Assessment**

Mrs Kingscott presented the report on the NHS Constitution during which it was noted:

- The Baseline Assessment is to be returned to the Strategic Health Authority who wish to understand progress across the region.
- There was one area where a policy was due to be ratified, in relation to violent and abusive patients. Once that policy is launched, the Trust will be fully compliant.
- The Assessment will be going to the Care, Quality & Governance Committee in March.
- The Trust was not fully compliant in all areas at the end of February, but will be in March.
- Concern was expressed that much of the evidence cited was minute based and no audit had been under taken on the actions stated within the minutes. This would require further consideration by the Care Quality Governance Committee.
- It was agreed that a final check would be undertaken on the document that each policy noted existed, and that the outcome of the policy was being reported upon in an appropriate way.
- Mrs Read assured the Board that Executive Directors who state full compliance will be requested to ensure that they can provide full and adequate evidence.
- It was agreed that on page 8 of the assessment, the 1<sup>st</sup> line of the last point, the word 'sized' is to be removed.
- A copy of the amended baseline assessment will be sent to the Strategic Health Authority with a covering letter of confirmation.

**AK/CC**

## **Actions**

**The Board received and agreed the NHS Constitution baseline assessment for onward transmission to the Strategic Health Authority.**

### **385.10 Employment Policies – For Ratification**

Mrs Kingscott gave a brief presentation on the changes in the policies stated.

**The Board gave their approval for the policies to be published and implemented across the Trust.**

### **386.10 Delivering Single Sex Accommodation**

Ms Moore presented her report on Delivering Single Sex Accommodation during which it was noted that:

- The Trust must declare compliance by the end of March 2010. A review by the PCT and lay people will be undertaken on 9 March.
- Lack of reporting had given rise to an assessment of the Trust where the Board had scored Amber.
- A&E breaches will in future be reported in the Performance Report.

Detailed discussion took place over single sex accommodation during which the following was noted:

- There is a need for clarity and focus in engaging with the local community to explain the Trust is doing the best it can with its resources. Given the capital and staffing requirements the bill for making further progress in areas where single sex criteria are not met cannot be sourced through foreseeable capital expenditure.
- It must be made clear that the Trust is not compliant in EAU but this is because of clinical requirements. An audit of the breaches is required to obtain further clarity on the situation, with a draft statement circulated to the Board.
- The Trust is unable to state compliance, and is also unable to give a date when it will be compliant.
- The Board noted that there are financial penalties in the national contract from 1 April for non compliance.
- An analysis need to be done on the consequences of losing money from the national contract versus the investment required for compliance.

**RL/CB**



**12.30pm Mr Paul Slade left the meeting.**

**Actions**

- The Board agreed the review of the current action plan had been undertaken.
- The Board will receive monthly reports on breaches against delivery of plan and reports on progress towards delivering single sex accommodation and patient satisfaction.
- Patient surveys will continue on a monthly basis

**12.35pm Ms Jude Ferguson arrived at the meeting.**

**The Board discussed the report and supported the proposed actions. It agreed to use the 2<sup>nd</sup> option for the Compliance Statement, with an amendment to be inserted in relation to the Estates Strategy.**

**12.40pm Mr Mike Lyall left the meeting.**

**387.10 Committee Reports**

**Audit and Assurance Committee:**

**Approved Minutes of the Meeting Held on 16 December 2009 and Summary of the Latest Meeting Held on 10 February 2010**

Mr Ian Turner gave an overview of the meeting held on 10 February during which it was noted that:

- The original agenda was too large to accommodate so a Supplementary Meeting has been arranged for 17 March.
- Internal Audit had presented five reports. There were three Grade 3's (reasonable assurance), one Grade 4 (significant assurance) for Capital Governance and the ED Project, and one Grade 2 (limited assurance) for Capital Charges.
- The Capital Charges Grade 2 related to management of the Risk Register.
- The External Auditors presented the draft Payment by Results Outpatients Audit. It was also noted that there is further work to be carried out on the report which has been commissioned by the PCT.
- There were still two or three factual inaccuracies contained in the Payments by Results Report.
- The Trust has presented a summary on ALE to the External Auditors which has received good feedback.

**The Board noted the progress being made.**



## **Care, Quality & Governance Committee:**

## **Actions**

### **Summary of the Latest Meeting Held on 11 February 2010**

The following points were noted by the Board:

- The Trust's Business Continuity Plans had been approved.
- Reports are being received through sharing learning from complaints within the organisation.
- 83% percent of the Trust had now received training on Child Protection. There is a target of 90%, which is being actively pursued.
- Mrs Kingscott would be analysing the general picture of evidence for E-learning.
- The Trust will be benchmarking its services to the Strategic Health Authority Review in relation to dementia services.

**The Board accepted the Minutes of the meetings.**

### **388.10 Finance Report**

Mr Little gave an update to the Board on the financial position to Month 10 (the period April 2009 to January 2010).

The key points noted were:

- The main areas of concern are expenditure in locums, nursing, bank, agency and overtime.
- The Trust has experienced an increase in the complexity and volume of Emergency inpatients requiring treatment.
- Fortnightly financial performance meetings are in place.

**The Board noted the content of the report.**

### **389.10 Performance Report**

Mr Creswick suggested that as the Performance Report had just been circulated to members, and due to sickness, Mrs Bryant was not in attendance:

- Board members take away the Performance Report to digest.
- Any queries should be e-mailed direct to Mrs Bryant who will respond directly.
- Mr Paine was pleased to note a more comprehensively completed report.

## **Actions**

**The Board received the Performance Report and agreed the measures being proposed to improve performance by noting the actions, subject to any queries or amendments arising from Members' contact with Mrs Bryant.**

### **Quality Accounts**

Ms Moore briefed the Board on the guidance recently received on Quality Accounts, during which the following was noted:

- The Board recognised the stringent regulations around this issue.
- NHS North Somerset required details by the end of April at the latest, and the Trust is required to publish data on their website by the end of June.
- The draft framework for the Quality Account will come to the next Board Meeting, however Ms Bishop will circulate in advance of the Board papers.

**BB**

**The Board received the briefing on the requirement for a Trust Quality Account.**

### **390.10 Emergency Department - Update**

Ms Martin gave an update on the Emergency Department during which it was noted that:

- The ED update is on target.
- The Board will be asked to agree the Guaranteed Maximum Price contract at the Board Meeting on 7 April 2010.

Mrs Read expressed thanks to Ms Martin, Mr Rodger Allin and Mr Malcolm Ormond for their work.

**The Board acknowledged the content of the report and understand the action required at the Trust Board on 7 April 2010.**

### **391.10 Patient Experience, User Involvement and Engagement Strategy**

Ms Moore advised that the policy has been before the Board on a previous occasion.

## **Actions**

It was noted that the Annual Report (on page 7) should be made to the Board on an annual basis, and should be scheduled appropriately in future.

The next step would be to develop an action plan which would be monitored through the Care, Quality & Governance Committee, which would be specific about resources and accountabilities.

**The Board approved and ratified the strategy.**

### **392.10 Register of Sealed Documents**

There were no documents sealed in January and February 2010.

**The Board received the Report on the Register of Sealed documents.**

### **393.10 Any Other Business**

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

**The meeting concluded at 1.45pm.**

### **DATE OF NEXT MEETING**

**Wednesday 7 April 2010 at 10.00am in the Lecture Theatre, Academy**