

# SALISBURY NHS FOUNDATION TRUST

## Minutes of the meeting of Salisbury NHS Foundation Trust Board Held on 8 April 2013 In the Education Centre, Salisbury District Hospital

<b>Present:</b>	Mr L March	Chairman
	Mr N Atkinson	Non-Executive Director
	Dr L Brown	Non-Executive Director
	Mr M Cassells	Director of Finance & Procurement
	Mr I Downie	Non-Executive Director
	Mr P Hill	Chief Executive
	Mr A Freemantle	Non-Executive Director
	Mrs A Kingscott	Director of Human Resources
	Mr S Long	Non-Executive Director
	Reverend Dame S Mullally	Non-Executive Director
	Miss T Nutter	Director of Nursing

<b>In Attendance:</b>	Mr L Arnold	Director of Corporate Development
	Mr O Ainsley	Interim Chief Operating Officer
	Mr D Seabrooke	Secretary to the Board
	Mr M Wareham	Staff Side
	Mrs C Collins	Governor
	Dr B Robertson	Lead Governor
	Dr A Lack	Governor
	Mr C Wain	Governor
	Sir R Jack	Governor
	Mr B Moss	Governor
	Mrs A Gould	Observer
	Mr A Gould	Observer
	Mr A Campbell	Observer
	Ms K Hannam	Observer
	Mr T Lockett	Observer
	Ms E Bud	Observer

<b>Apologies:</b>	Dr C Blanshard	Medical Director
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### 1881/00 **WELCOME**

The Chairman welcomed The Reverend Dame Sarah Mullally to her first Public Board meeting as a Non-Executive Director.

### 1882/00 **INTERESTS**

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

### 1883/00 **MATTERS ARISING**

#### 1883/01 **CT Scanner**

It was noted that a charitable appeal in support of the capital costs of the new CT scanner would be launched in the coming weeks.

1884/00 **CHIEF EXECUTIVE'S REPORT – SFT 3375 – Presented by PH**

The Board received the Chief Executive's Report for February and March and the following principal points were highlighted:

- Positive CQC Inspection – The report had now been published (available on the Trust's website) and an action plan had recently been submitted. The action plan addressed the minor concerns raised by the CQC in respect of records and staffing
- Successful Dementia Peer Review – A positive report had been received in relation to the Trust's progress with the eight South West regional standards for dementia care
- Putting Pride Into Our Practice Event – This had been a successful and well attended event
- Staff Presentations on Francis Report – These were ongoing and were resulting in a mixed range of feedback from those attending in relation to the impact of the Francis Report and the recently published Government initial response
- The Friends And Family Test (FFT) – Following the pilot the FFT had now been introduced officially from 1 April 2013. The results were being published on the Trust website to help inform patient choice
- Fundraising Campaign for an Additional CT Scanner – A Stars Appeal fundraising campaign for the £650,000 capital cost of the CT scanner would be getting started shortly. It was noted that the Trust would fund the installation and additional staffing/running costs, approximately £300,000 per year
- Funding For Mental Health Liaison Service – The CCG had decided to fund a more substantive mental health liaison service which was welcomed as it was something the Trust had been requesting for some time
- Outcome Of Scrubs Consultation – The new scrub suits would be available in different colours to enable patients to distinguish between unregistered staff and allied health professionals. Ward leaders will wear the traditional navy blue uniform
- Successful Constituency Meeting In Fordingbridge – The recent New Forest constituency meeting held by Sarah Bealey was highlighted

1885/00 **STAFF**

1885/01 **Staff Survey 2012 – SFT 3376 – Presented by AK**

The Board received a summary of the results of the staff survey and a more detailed account of this was available online.

The following principal points were noted:

- The quantity and quality of appraisals had both improved since 2010
- Concerns were noted around reports of experience of physical violence from other staff in the preceding 12 months
- The Trust was below average for reports for staff witnessing potentially harmful events, near misses or incidents in the preceding month and in the bottom 20% for reporting these

It was emphasised that the reporting of incidents needed to become instilled in the Trust's culture.

The report set out 17 areas in which the Trust was above average or in the top 20% as well as the 8 areas where scores were below average or the bottom 20%.

The action plan in response to the survey would be reported to the 10 June meeting. JH

1885/02 **Pay, Terms and Conditions – SFT 3377 – Presented by AK**

The Board received a report summarising the outcome of the South West Pay Terms and Conditions Consortium. It was noted that the consortium had now completed its work and the 2 reports arising from this were available on the consortium's website. The activities of the consortium were felt to have usefully influenced national negotiations and it was now felt more appropriate to address the Trust's issues within the national framework. On behalf of Staffside Mark Wareham welcomed the recommendation to work within national pay and conditions. The Staff side were prepared to discuss terms and conditions on this basis and to discuss efficiency changes. However he believed the introduction of parking charges at the hospital site, rising pension costs and the cost of living pay freeze had had an impact on the workforce.

The Trust had a long serving workforce and at present was not in a situation where cost saving redundancies were being considered.

The Board confirmed its agreement to the actions set out in the report and noted that a paper would come forward in the autumn to update progress with the implementation of the Agenda for Change agreement and progress on the review of the pay optimisers.

1886/00 **PATIENT CARE**

1886/01 **Quality Indicators Report February 2013– SFT 3378 – Presented by TN**

The Board received the February report and the supporting information. TN reported that the statement relating to a grade 3 pressure ulcer in the report was not thought to be correct.

The following principal points were made:

- There had been three cases of C-Diff in February but no further cases reported in March which took the Trust to its 2012/13 ceiling of 25 C-Diff cases attributed
- Crude mortality rate had been static
- There had been improvements in the presentation to patients of the questions that informed the now and next indicator
- The analysis of clusters of pressure ulcers was continuing to improve understanding of grade 2 pressure ulcers

1886/01 **Hospital Cleanliness Report – March 2013 – SFT 3379 – Presented by TN**

The Board received a report summarising the compliance against national specifications supporting the clean hospitals agenda.

TN highlighted the more rigorous PLACE assessments and the development of a much clearer cleaning schedule. The need to monitor the quality of completed cleaning as well as the quantity was emphasised.

It was agreed that this report would be presented to the Board on a 6 monthly basis as part of the bi-annual report from the Director of Infection, Prevention and Control.

1886/02 **Customer Care Report – Quarter 3, 1 October– 31 December 2012 – SFT 3380 – Presented by TN**

The Board received the report summarising the comments, concerns, complaints and compliments during quarter three.

It was noted that 87 complaints had been received which was an increase from the previous quarter and from the same quarter in 2011/12. The MSK directorate had seen an increase particularly around complaints on waiting times in outpatients, which was being addressed.

The Board noted the Customer Care report for quarter three.

1886/03 **Emergency Department Survey Results – SFT 3381 – Presented by TN**

The report summarised the CQC national accident and emergency survey 2012. The Trust had scored “better” in all eight sections of the survey. This broke down into “better” for 24 of the questions, “about the same” for the remaining 13 questions with no questions in the “worse” category.

The Board noted that the result had been shared and celebrated with A&E staff and noted the outcome of the survey.

1887/00 **PERFORMANCE AND PLANNING**

1887/01 **Minutes of the Finance Committee – 25 February 2013 – SFT 3382 – Presented by ID**

The Board received a report summarising the February meeting and ID reported that the Trust finances were at that stage considered to be in good shape.

The Board noted the report.

1887/02 **Financial Performance to 28 February 2013 (month 9) – SFT 3383 – Presented by MC**

The Board received the performance report summarising to 28 February 2013.

It was noted that the Trust’s earnings were above plan by £1m however the longer term prospects were concerning.

Levels of activity remained broadly similar to the previous year however the Trust had received additional funding for activity delivered.

The cash position remained strong and this would be important as provider liquidity would be assessed by Monitor under the risk assurance framework from October.

Good progress continued to be made with the contracts for 2013/14 and the growing influence of specialist commissioners as a customer of the Trust was noted.

Progress was beginning to be made on the changes to the CNST premium. The Trust was working through the action plan previously agreed in relation to the laundry.

The Trust noted the Finance Report to 28 February 2013.

1887/03 **Trust Performance Report to 28 February 2013 (month 9) – SFT 3384 – Presented by LA**

The Board received the Performance Report.

Concern was expressed about the worsening position on delayed transfers of care. It appeared that a more robust approach to the provision of

domiciliary care was needed. It was thought that an inspection had reduced Wiltshire's capacity in this area. The issue would continue to be discussed and the CCG would be kept involved in this.

LA

The Board noted the Performance Report to 31 December 2012.

1887/04 **Financial Estimates 2013/14 – SFT 3385 – Presented by MC**

The Board received a report describing the source and application of funds which had been considered by the Joint Board of Directors and the Finance Committee. The following principal points were highlighted:-

- The value of the tariff continued to be reduced
- The estimates took account of a number of unavoidable cost pressures such as the increased CNST premium and a further identified £2.2m of pressures
- In general budgets had been set in accordance with 2012/13 levels
- Beds that had been previously included in savings plans were now funded however the need to close beds or reduce length of stay was emphasised
- The savings requirement equated to 5% of the Trust's turnover and the nursing and midwifery budget had been protected
- It was unclear as to how a 5% reduction on staffing budgets could be achieved in the light of the South West Pay Consortium report
- Good relationships and commitment from the CCGs was reported
- The scope of the local CQUIN schemes had been agreed
- The value of QIPP was still under review

The Board approved the base estimates 2013/14.

1888/00 **PAPERS FOR APPROVAL OR NOTING**

1888/01 **NHS Foundation Trust Code of Governance – SFT 3386 – Presented by LM**

The Board received a report describing the annual review of the requirement of the Monitor Code of Governance details of which had been published online.

The assessment had concluded that the Trust was compliant with the code, following the implementation of the guidance in paragraph C.2.2 of the code in relation to the length of service for Non-Executive Directors.

The Board noted the compliance review.

1888/02 **CQC Registration – Annual Update 2013 – SFT 3387 – Presented by PH**

The Board received a report describing the progress with the annual review of CQC compliance. It was noted that the sponsoring committees had now reviewed all their PCAs and that further review was being undertaken by Executive and Non-Executive Director pairings as discussed at the 11 March meeting. The internal audit review of the PCAs was underway and it was noted that there would be a further report to the 10 June Board meeting.

PH

1888/03 **JBD Minutes – 16 January 2013 Quarterly Review of Assurance Framework and Risk Register – SFT 3388 – Presented by PH**

The Board noted the review of the assurance framework in January 2013 in respect of risks to achieving the full CQUIN payment.

1888/04 **Clinical Governance Committee Meeting Minutes – 12 March 2013 – SFT 3389 – Presented by LB**

The Board received a summary of the meeting of the Committee held on 12 March. It was noted that the Committee had reviewed its own effectiveness. The Committee would welcome visits from other Directors. It was looking at means to hear patient experience and would like to get greater involvement and engagement in its work with ward leaders.

The Board noted the report.

1888/05 **Audit Committee Minutes - 15 October 2012 – SFT 3391 – Presented by NA**

The Board noted that the Audit Committee was following up on the areas set out in the report where limited assurance had been given by Internal Audit.

1888/06 **Council of Governors Committee Minutes - 26 November 2012 – SFT 3392 – Presented by LM**

The Board received a report describing the meeting of the Council of Governors held on 26 November 2012, the full text was available on the website.

The minutes were noted.

1888/07 **QUESTIONS FROM THE PUBLIC**

- Phil Matthews stated that the Wiltshire Health Watch had as far as he knew yet to get started; in line with requirements the LINK had produced a legacy document
- The next Health and Wellbeing Board would take place after the May local council elections
- In response to a question from Alastair Lack, Peter Hill confirmed that the Trust's implementation plan for the new CT scanner included recruiting new staff
- It was noted that Wiltshire and with it the Trust was under a specialist commissioner catchment that operated from Bristol; this was not considered to affect the Trust's interests
- In relation to a story that had appeared in the previous day's Sunday Telegraph, Peter Hill confirmed that the payment had been made to an agency worker to cover a 24 hour shift including standby and that the amount paid was the market rate for this provision

1888/08 **DATE AND TIME OF NEXT MEETING**

10 June 2013 at 1.30 pm in the Board Room.

1888/09 **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.