

## **Report to the Meeting of the Members' Council**

**For Information**

**8 September 2011**

### **Report from the Board of Directors**

#### **Executive Summary**

This report provides a headline summary of the main issues considered by the Board of Directors since the last report to the Members' Council in May 2011. Over this time, the Board met on 25 May 2011, 29 June 2011, 13 July 2011 and 27 July 2011. Anne Grocock, Non-Executive Director, will speak to this report at the meeting.

#### ***Matters Approved:***

- Quality Account: taking into account the views of the Members' Council, the Board approved the Quality Account (which was included in the Trust's Annual Report).
- Annual Plan: taking into account the views of the Members' Council, the Board approved the Trust Annual Plan 2011/12 and associated Board statements/self-certification for submission to Monitor.
- Annual Report and Accounts: the Board delegated authority to the Audit Committee to consider and approve the Trust's Annual Report and Accounts 2010/11. The Committee did approve these and they were submitted to Monitor and laid before Parliament.
- Integrated Supply Chain: the Board approved the business case to enter into the South Central Integrated Supply Chain Consortium Agreement. The purpose of the ISC was to achieve procurement savings for participating NHS organisations. Both goods and services are included within the remit of the ISC.
- Monitor In-Year Submission – Q1: the Board approved the Q1 in-year submission to Monitor. The submission was for Financial Risk Rating of four and a Governance Risk Rating of Green. In making its submission, the Trust declared that it met all targets (including the CPA target which had not been met during 2010/11).

- Staff Appraisal: the Board approved a new process and set of documentation for staff appraisals which would see all appraisals occurring across the Trust within the same three-month period and streamline paperwork.
- Equality Delivery System: the Board approved the publication of a Equality Delivery System report which is part of a national programme of work.

***Matters Discussed / Noted:***

- Update on Members' Council Meeting: the Board noted the discussion and issues raised by the Members' Council at its meeting in May 2010. In particular, the Board noted the comments and views on the staff survey results and discussed how best to address staff concerns and improve results. The Board received an update on the comments made by Governors on both the Annual Plan 2011/12 and Quality Account; relevant Executive Directors provided assurance that the comments were taken into account in the finalisation of both documents. The Board also noted the appointment of Liz Turvey as interim Lead Governor.
- Ridgeway Partnership: the Board was informed that the Ridgeway Partnership (Oxfordshire Learning Disability NHS Trust) had informed partner organisations that it was not going ahead with its NHS foundation trust application and was therefore looking at its future structure. Subsequently, the Trust was invited along with other providers to submit a response at the Pre-Qualification Questionnaire stage of a tender process to take on the Ridgeway's services. The Trust submitted a PQQ and awaits the outcome (due on 26 August 2011).
- Improvement and Innovation: the Board received an update on the Trust's Improvement and Innovation initiative and requested that a number of changes to the governance structure be made before approval was given (the changes were subsequently made). The initiative is designed to lead and manage improvement programmes across the Trust.
- Corporate Registers: the Board received and noted the following corporate registers:-
  - Gifts & Hospitality
  - Application of Seal
- Committee Annual Reports: the Board received and noted the following Committee Annual Reports:-
  - Finance and Investment Committee
  - Audit Committee
  - Integrated Governance Committee
- CAMHS: the Board was informed that the Trust had been awarded the tender to provide Tier 2 Child and Adolescent Mental Health Services in Bath and North East Somerset.
- Payroll: the Board was advised that a mutual decision had been reached with the Trust's payroll service providers (McKesson) to

terminate the contract. Both parties had agreed to work together to facilitate a smooth handover to a new provider.

- CQC/Ofsted Reports: the Board received two reports setting out the findings of joint CQC/Ofsted inspections of safeguarding and looked after children's services in Buckinghamshire and Oxfordshire. Both reports presented positive findings.
- Infection Control Annual Report: the Board received the annual report but requested that amendments be made and an updated version presented to a future Board meeting. In particular, the report needed to provide a more detailed cost/benefit analysis to show the benefits of investing in infection control.
- Complaints Annual Report: the Board received and noted the annual report providing data and analysis on complaints received by the Trust over the past year.
- Trust Annual Plan Q1 Update: the Board received an update on progress to achieve the objectives set out in the Trust's Annual Plan. Two priorities were rated red:-
  - Capital Programme – the Forensic services capital programme for Phoenix and Windrush wards had not progressed as they were dependent on there being an agreed Service Strategy. The Strategy was planned to be completed by the end of Q2.
  - Regulatory Requirements – there had been insufficient growth in the number of NHS FT members over Q1. Further work was required to ensure that the Trust met the membership targets set out in the Annual Plan.

At every monthly meeting, the Board considers the Finance Report (which includes a section on the Cost Improvement Programme), Performance Report and Benefits Programme Report.

### **Recommendation**

The Members' Council is asked to note the report.

**Author and Title:** Justinian Habner, Trust Secretary

**Date:** 17 August 2011