

**Meeting of the Oxford Health NHS Foundation Trust**

**Board of Directors**

Minutes of a meeting held on

Wednesday, 31 July 2013 at 0900 in the Waddesdon Room, Littlemore Hospital Site

**Present:**

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| Martin Howell | Chair of Trust |
| Stuart Bell | Chief Executive |
| Ros Alstead | Director of Nursing and Clinical Standards |
| Mike Bellamy | Non-Executive Director |
| Alyson Coates | Non-Executive Director |
| Sue Dopson | Non-Executive Director |
| Anne Grocock | Non-Executive Director |
| Clive Meux | Medical Director |
| Cedric Scroggs | Non-Executive Director |
| Yvonne Taylor | Chief Operating Officer |
| Lyn Williams | Non-Executive Director |
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| **In attendance:** | |
| Justinian Habner | Trust Secretary (Minutes) |
| Paul Dodd | Deputy Director of Finance |
| Lorraine Irwing | OUH Charitable Funds Department – *part meeting* |
| Jayne Halford | Deputy Director of Human Resources – *part meeting* |
| Dan Leveson | Head of Strategy & Development – *part meeting* |

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| **BOD**  **100/13**  a  b | **Welcome and Apologies for Absence**  The Chair welcomed Governors and members of the public who had attended to observe the meeting.  Apologies received from: Mike McEnaney, Director of Finance. |  |
| **BOD 101/13**  a | **Declarations of Interest**  The Board confirmed that interests listed in the Register of Directors’ Interests remained correct. |  |
| **BOD 102/13**  a  b  c | **Oxford Health Charitable Funds Annual Report and Accounts**  As chair of the Charitable Funds Committee, Anne Grocock presented the Charity’s Annual Report and Statutory Accounts for 2012/13. She also presented the proposed Letter of Representation. The Board was advised that the Committee had scrutinised the Report and Accounts at its meeting held immediately prior to the Board meeting and had resolved to recommend that the Board approved these. In addition, the Committee had reviewed the Letter of Representation and had resolved to recommend that the Board authorise its signature.  **The Board approved the Oxford Health Charitable Funds Annual Report and Statutory Accounts 2012/13, and authorised the Chief Executive to sign the Letter of Representation on behalf of the Board.**  Anne Grocock also informed the Board and Lorraine Irwing, who was present, that the Committee had agreed to offer a three year contract to the OUH Charitable Funds Department for the administration services of the Charity. The contract would include break clauses with 12-month notice period for either party.  *Lorraine Irwing left the meeting at this point.* |  |
| **BOD 103/13**  a  b  c  d  e  f  g | **Minutes of the Meeting held on 26 June 2013**  The Minutes of the meeting were approved as a true and accurate record, subject to the following:-   * Amending typographical errors on pages 3, 4, 5, 6, 8, 9, 10 & 11.   ***Matters Arising***  **BOD 89/13 c – AHSC** – the Chief Executive said that the idea of having a formal partnership agreement with the University of Oxford was being progressed and that the agreement between the University and the Oxford University Hospitals NHS Trust was being reviewed as a model. The Chair said that a similar agreement would be put in place with Oxford Brookes University in due course. The agreements would provide a declaration of the intent of the parties to work together.  **BOD 89/13 d – Electronic Healthcare Record Tender**– the Chief Executive explained that following a review of the tenders submitted against the PQQ criteria, five tenders had been accepted to progress to the next stage.  **BOD 91/13 b – C.Diff Target** – the Director of Nursing and Clinical Standards explained that discussions were ongoing with the OCCG on the target and how it would be measured. Further updates would be provided to Board in due course.  **BOD 93/13 b – Workforce Performance Report** – the Deputy Director of Finance noted that the Bank & Agency target in the report still needed to be reviewed (taking account of there being no budget for this spend).  **BOD 96/13 c – New Hospital in Aylesbury** – the Director of Nursing and Clinical Standards said that the Trust had not received any feedback from partners on the name for the new hospital (Whiteleaf Centre) and staff seemed to view the name positively. She added that the project board had also decided that the support services on the site would be renamed ‘Peach Tree House’.  **BOD 94/13 b – Influenza** – Lyn Williams asked how the influenza vaccination programme would be taken forward. The Director of Nursing and Clinical Standards said that this was being led by the Deputy Director of Human Resources and that planning meetings had been held; she set out the proposed approaches that had been discussed to attempt to improve the Trust’s staff vaccination levels. | **RA**  **MMcE** |
| **BOD 104/13**  a  b  c  d  e  f | **Chief Executive’s Report**  The Chief Executive presented his written report which outlined recent national and local issues.  In addition to the items contained in the report, the Chief Executive noted that NHS Direct had said it would withdraw from providing the ‘111’ service contracts across England. As NHS Direct provided that service currently in Buckinghamshire the Trust would need to consider the impact of their announcement. Noting the Trust’s experience in managing the ‘111’ contract in Oxfordshire, the Board discussed the development and agreed that opportunities to support Buckinghamshire should be explored.  Mike Bellamy asked for an update on the winter pressures planning and the Chief Operating Officer explained the work that was taking place through the Urgent Care Group. She explained that the Group was working on inter-agency plans and that an update would be provided to Board in September / October 2013 when the plans were finalised and the outcome of funding allocations were known. The Chair added that he had had discussions with his counterparts in OCCG and the OUH on winter pressures planning.  Mike Bellamy asked that an update be presented to a future Board meeting on the progress being made with the older people’s service re-modelling. The Chief Operating Officer said that the current changes were interim pending the full consultation on the wider re-modelling; an update would be provided in due course.  The Chief Executive said that, in addition to the consultant appointment recommendation contained in the report, an additional appointment was proposed and he tabled a paper setting this out. It had not been possible to include this recommendation in the report as the Advisory Appointment Committee had only met three working days before the Board.  **The Board noted the report and approved the consultant appointments.** | **YT**  **YT** |
| **BOD 105/13**  a  b  c | **Update from Council of Governors Meeting on 4 July 2013**  The Chair provided an oral update on the main items discussed at the last Council meeting. He noted the presentation from the Auditors on their work on the quality report and the Director of Nursing and Clinical Standards said that, as part of the process for next year, she would look to invite the Auditors to attend a Council Quality & Safety Sub-group meeting to help enhance the involvement of Governors in this process.  Mike Bellamy noted the dignity in care presentation at Council and asked how the points raised would be followed up. The Chief Executive and Director of Nursing and Clinical Standards explained that many of the points raised were already being addressed but what was required was greater integration of work. The idea of a whole system event on dignity in care was proposed which would help to identify where the gaps were. The Director of Nursing and Clinical Standards said that she would consider this suggestion further.  **The Board noted the update.** | **RA** |
| **BOD**  **106/13**  a  b  c  d  e  f  g  h  i | **Quality and Safety Report**  The Director of Nursing and Clinical Standards presented the report which provided an overview of incidents and safety themes, as well as the Trust’s position against CQC outcomes.  The Director of Nursing and Clinical Standards noted the detail on the clinical audit plan and said that audits that had not been completed would be included in the plan for the forthcoming year. In addition, she explained that meetings had taken place to consider how community services clinical audits should be undertaken.  The Director of Nursing and Clinical Standards drew attention to section 9 of the report which set out the findings of the CQC Inspection of the Oxford Clinic, Littlemore. All actions that had been agreed were completed.  The Director of Nursing and Clinical Governance also noted the recent MIND report on restraint in mental health services. She explained that one of the patient stories contained in the report had involved a patient of the Trust who had had a poor experience of restraint 10 years ago. The incident had been investigated at the time however she and the Chief Executive took the opportunity to meet with the individual to hear her views and consider further ways to address concerns around restraint.  Lyn Williams noted that the CPA results indicated that only 75 per cent was being achieved against the target; this was lower than what he had understood the position to be and he asked for an explanation. The Director of Nursing and Clinical Standards said that data on this appeared to differ between reports; she said she would look into this and report back.  Alyson Coates noted the Patient and Personal Safety Training (PPST) results and asked whether future reports could clearly show the gap in performance against the plan, along with detail on how the gap was being addressed. She also asked for consideration to be given as to why PPST Level 2 training had a lower target than levels 1 and 3. The Director of Nursing and Clinical Standards said she would include the additional detail in future reports and said that the Level 2 target could be increased yet this would require an increase in divisional resource to meet it.  Anne Grocock said the results for the ‘capacity and consent’ audits were poor and asked why this was the case. The Medical Director explained that whilst the capacity was being assessed and consent sought for treatment, the issue was that this was not being appropriately recorded. The Medical Director said he would follow-up the concerns with relevant doctors.  Mike Bellamy noted the MIND report on restraint and said that it provided some useful information; he added that it was good that the Board and its committees had already been looking at restraint and working on action plans for some time now.  **The Board noted the report.** | **RA**  **RA**  **CM** |
| **BOD**  **107/13**  a  b  c  d  e | **Quality and Performance Report**  The Deputy Director of Finance presented the report which set out the Trust’s performance against a range of indicators including KPIs from Monitor and those related to CQUIN. He explained that all Monitor targets were being met.  On *C.Diff*, the Director of Nursing and Clinical Standards said that future reports should make clear whether any incidents of *C.Diff* were reportable (in line with the CQUIN target) or not.  On the CQUIN section, Mike Bellamy said that the reports presented to Board did not provide sufficient information to show how these targets were being addressed and any risks to those not being achieved. He asked that this be considered in the future.  Lyn Williams said that the number of patients being transferred between wards appeared high; the Chief Operating Officer said the figure was correct and that there had been a higher number of transfers than usual. She explained that the move to single consultants on wards and as the beds closed (to allow work to take place on Wintle Ward) reopened, she hoped the number of transfers would decrease.  **The Board noted the report.** | **MMcE**  **MMcE** |
| **BOD**  **108/13**  a  b  c  d  e | **Workforce Reports**  *The Deputy Director of Human Resources joined the meeting at this point.*  ***Workforce Performance Report***  On behalf of the Director of Finance, the Deputy Director of Human Resources presented the report which set out the key workforce performance indicators. She explained that work was still taking place to align the targets to those in the annual plan and also address the Board’s comments on the Bank & Agency target.  The Deputy Director of Human Resources also provided an update on the influenza vaccination plan that was being developed and she welcomed the Board’s support for this.  Anne Grocock noted the sickness absence levels which seemed to indicate that there was a higher number of long-term sickness for mental health and forensic service staff; work was required to address this. Anne Grocock also asked whether future reports could show sickness levels due to stress.  Alyson Coates noted the strategic plan which had been submitted to Monitor included proposals around the workforce structure; accordingly, she asked what plans were in place to meet the proposals. The Deputy Director of Human Resources said that each Division was working on a workforce plan for the coming 12-months that would address this. The Chief Operating Officer added that further detail on workforce structure would emerge as a consequence of the service re-modelling work.  **The Board noted the report.**  *The Deputy Director of Human Resources left the meeting at this point.* | **MMcE / JH** |
| **BOD**  **109/13**  a  b  c | **Chief Operating Officer’s Report**  The Chief Operating Officer presented the report which provided an update on a range of operational matters.  Anne Grocock asked what responses had been received from the focus groups on service re-modelling proposals. The Chief Operating Officer said that the groups had been convened to test assumptions; the general feedback appeared to be quite positive about the emerging proposals.  **The Board noted the report.** |  |
| **BOD 110/13**  a  b  c  d | **Finance Report**  The Deputy Director of Finance presented the report which set out the Trust’s financial position for the year-to-date and the forecast year-end position. He noted that the Trust was presently operating behind plan and action was being taken to address this; the position had improved from the previous month. The forecast continued to be that the Trust would be back on plan by year-end. The position on CIPs remained behind plan by £4m.  Lyn Williams asked if a detailed forecast would be presented to the September Finance and Investment Committee / Board, and the Deputy Director of Finance said it would.  Alyson Coates said that the position on CIPs concerned her and the Deputy Director of Finance agreed that CIPs remained the biggest challenge. The Chair said that detailed discussions were required to ensure that all actions had been identified and put in place to improve performance.  **The Board noted the report.** |  |
| **BOD 111/13**  a  b  c  d | **Annual Plan 2013/14 Q1 Report**  *The Head of Strategy and Programmes joined the meeting at this point.*  On behalf of the Director of Finance, the Head of Strategy and Programmes presented the report which summarised the Trust’s progress against its annual plan.  Lyn Williams asked how the entire plan was governed. The Head of Strategy and Programmes said that there was a separate governance process for each priority area with progress being reviewed through the Extended Executive meeting. There were no concerns about plans not being owned by individuals / departments.  The Chair asked that further thought be given to the presentation of this report because, in its current format, it was difficult to read and follow; it did not clearly show what was going well and what was not.  **The Board noted the report.** | **MMcE / DL** |
| **BOD 112/13**  a  b | **In-Year Submission to Monitor – Q1 2013/14 Report**  The Chair proposed that this item be taken in the confidential section of the meeting because an issue had emerged which required discussion before a decision on the submission to Monitor could be taken; the issue was commercially sensitive.  **The Board agreed to the proposal.** |  |
| **BOD 113/13**  a | **Minutes from Committees**  ***Audit Committee – 23 May 2013***  Alyson Coates presented the draft Minutes of the Committee for information. She explained that the main item of business had been considering the Trust’s draft annual report and accounts. |  |
| **BOD 114/13**  a  b  c | **Any Other Business**  None.  ***Feedback / Questions***  The Chair invited those present who had observed the meeting for any feedback or questions.  One Governor said she had some information about an early discharge stroke service in Portsmouth that may be of use to the Trust as it developed its community services. The Chief Operating Officer said she would follow this up out-of-session. |  |
|  | The meeting was closed at 11.37  **Date of next meeting:**  **31 July 2013** |  |