

**Minutes of the Meeting of the Board of Directors held in public  
On Tuesday, 29 September 2015  
In the Board Room, Harton Wing  
South Tyneside District Hospital**

**PRESENT:** Mr P Davidson (in the chair)  
Mr G Booth  
Dr B Brown  
Mr A Clarke  
Mr I H Frame  
Mrs P Harle  
Mrs L B Lambert  
Mr M P Robson  
Dr A Rodgers  
Mr K Tallintire  
Mrs A Thompson  
Mr S Williamson

**IN ATTENDANCE:** Mrs D Burn  
Mrs C A Morgan  
1 member of the public

		<b>ACTION</b>
<b>113/2015</b>	<b>Apologies for absence</b>  Apologies for absence were received from Cllr Iain Malcolm.	
<b>114/2015</b>	<b>Declarations of Interest</b>  There were no declarations of interest.	
<b>115/2015</b>	<b>Minutes of the Previous Meeting</b>  <b>a) Minutes of the Meeting held in public on 28 July 2015</b>  The minutes of the meeting held on 28 July 2015 were agreed as a correct record.	
<b>116/2015</b>	<b>Matters Arising</b>  No matters arising.	
<b>117/2015</b>	<b>Chairman's Notices</b>  i. Mr Davidson advised that members of the Council of	

	<p>Governors had attended an NHS Providers North East Region Governor Development Event sponsored by Mazars. The event was intended to bring together Governors from the North East to meet, network, learn from each other's experiences and share ideas.</p> <p>ii. Mr Davidson congratulated Mrs Thompson on successfully climbing Kilimanjaro on behalf of the NSPCC.</p>	
118/2015	<p><b>Chief Executive's Report</b></p> <p>There was no Chief Executive's Report</p>	
119/2015	<p><b>Feedback from Members</b></p> <p>There was no feedback from Members.</p>	
120/2015	<p><b>Clinical Governance &amp; Patient Experience</b></p> <p><b>a) Patient Story</b></p> <p>Mrs Lambert reported that she had received an email from a patient who had attended the Knee Clinic after an accident on the ski slopes. The patient had been very well looked after by the whole team in a way which she said highlighted the whole team were welcoming, caring and professional. Her experience had been very positive and she was grateful of the support she had received from all levels of staff. She had particularly made reference to Mrs Lambert's leadership and commented that she should be very proud of the legacy she leaves behind on her retirement.</p>	
	<p><b>b) Open and Honest Staffing Report</b></p> <p>Dr Brown presented a report updating the Board of Directors on the monthly position of nursing and midwifery staffing capacity and capability across all in patient areas of the Trust in July 2015.</p> <p>Dr Brown advised that NHS England had confirmed that a new national body, NHS Improvement, would take the lead for patient safety and one of the early priorities would be to develop additional guidance on safe staffing levels.</p> <p><b>IT WAS AGREED THAT: the report be received.</b></p>	
	<p><b>c) Patient Experience</b></p> <p>Dr Brown advised that there had been a shift of emphasis from response rate targets towards the broader use of questions and patient expectations in respect of the collection of patient</p>	

	<p>experience data and presented a report on progress and outcomes.</p> <p>It was noted that the Executive Board had reviewed the findings and had suggested that future reports included a summary of key messages and actions in response to public feedback and an indication of rolling trends and emerging issues on wards and within teams.</p> <p>In response to a question, Dr Brown described how the information collection would be used at divisional and ward level. He advised that whilst this was an evolving process, all teams were working towards becoming transparent and looking at how patient feedback would inform improvements in practice.</p> <p><b>IT WAS AGREED THAT: the report be received.</b></p>	
	<p><b>d) Safeguarding Annual Report.</b></p> <p>Dr Brown presented the Safeguarding Annual Report 2014/15 which included assurances that processes were in place to ensure that concerns were identified and acted upon in accordance with the STFT Safeguarding Procedures and the Safeguarding Children Boards/Safeguarding Adults Board Procedural Frameworks.</p> <p>Mr Davidson commented that a huge amount of work had been undertaken.</p> <p>In response to a question from Mr Clarke, Dr Brown advised that each year the number of children on a child protection plan and the number of looked after children increased. There was an increased demand, complexity of need and social challenges which was a countrywide phenomenon.</p> <p>Mrs Harle commented that the aim of the report was to provide assurance and that whilst the report set out the processes it did not set out how the Board met all of its statutory responsibilities. Dr Brown confirmed that amendments would be made to the wording to make this clearer.</p> <p>Mr Davidson asked if there was anything more that could be done across a whole range of partners to tackle childhood obesity which was a significant public health issue. Mr Davidson commented that ultimately the quality of the relationship between partners would inform how children thrived and that childhood obesity was a responsibility of all partners.</p> <p>Mrs Lambert commented that currently childhood obesity was not classified as a safeguarding issue, although a vast number of staff dealt with this although little progress appeared to have been made. She commented that radical action was needed to stop</p>	<p><b>BB</b></p>

	<p>children having access to unhealthy food.</p> <p><b>IT WAS AGREED THAT: the report be noted.</b></p>	
	<p><b>e) Research &amp; Development Annual Report</b></p> <p>Dr Brown presented the Research and Development Annual Report which highlighted the research activity and performance against national targets.</p> <p>Mr Clarke asked about the potential over the next 5-10 years to ensure that research is aligned to the business of the organisation. Dr Brown commented that the potential was great and whilst being aware of the strategic plan regarding research and development, there was a need to play to our strengths around key services. A programme with a whole range of partners would be developed.</p> <p>Dr Rodgers highlighted the increase in recruitment to research trials which would ultimately benefit patients.</p> <p>Mr Tallentire asked about income. Mr Robson advised that historically the Trust had never had a large programme of research and the recent growth produced a contribution to overheads which had been a benefit to the Trust.</p> <p>Mrs Harle was very complimentary of the report and asked how it would be promoted to show the achievements. Dr Brown advised that the report would be promoted through teams and in newsletters. Dr Brown advised that he was a member of a Committee which aimed to develop research careers in nursing and other professions and the Partnership Council works with the whole system to market research activity.</p> <p>Mr Williamson stressed it would be important to align the development of research with the activity in the Integrated Care Services Hub. Highlighting research activity could help with recruitment challenges and was a powerful way to show the high quality service being delivered.</p> <p>Mr Davidson commented that a report in the Shields Gazette would also help raise the profile of the Trust.</p> <p><b>IT WAS AGREED THAT: the report be received.</b></p>	
121/2015	<p><b>PERFORMANCE MONITORING</b></p> <p><b>a) Integrated Performance Report</b></p> <p>Mr Robson presented the Integrated Performance Report.</p> <p>Mr Tallintire commented that this was a clear and concise report</p>	

	<p>with lots of focus on the pay side. He commented that there was not a lot of information in respect of overspends on the non pay side which he considered would be easier to achieve. He also noted that the CIP was behind plan and asked if the risks of delivery on Primrose and NHS Property rental could be explained.</p> <p>Mr Robson advised that one of the biggest non pay items was in respect of the Pathology contract with Gateshead. He advised that this was being analysed and discussions were taking place to come to an understanding with Gateshead NHS Foundation Trust. This would be discussed in more detail at the forthcoming Board of Directors mid year review.</p> <p>It was further advised that other non pay risks should be controllable such as postage and photocopying and Mr Robson outlined actions being taken to address this.</p> <p>In respect of Primrose, questions would be asked on whether from a service perspective the Trust can afford to close beds and reduce capacity going into the winter period.</p> <p>Mr Robson described the current Estates Strategy to rationalise properties and the difficulties in achieving the planned savings. Mr Robson advised that NHS Properties had imposed extra costs on properties being rented.</p> <p>Mr Booth asked about potential triggers for Monitor in respect of the reported deficit. Mr Robson advised that Monitor were interested in the Trust's understanding of the position and the plans to deal with the deficit. It would be important that at the forthcoming Board of Directors mid year review a common understanding is reached and action plans were developed to deliver the Cost Improvement Programme.</p> <p>Mr Booth noted the improved performance in respect of appraisal and asked if there was any particular reason for the positive increase. Mr Frame advised that a much simplified way of undertaking KSF appraisals was being trialled and whilst there was still a long way to go, the Life Long Learning Group would look at the results and identify individual approaches to be taken for different groups of staff.</p> <p>Mr Davidson referred to the delay in transfer of income in respect of St Benedict's Hospice and asked if it was now time for a Chairman to Chairman conversation. Mr Robson advised that discussions were ongoing and he would keep the Chairman informed of progress.</p> <p>Dr Brown highlighted the improvement seen in continuing healthcare performance. He advised that the recruitment of staff over the last six months was proving beneficial, however, there</p>	<p><b>MPR</b></p>
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	would be a challenge to maintain the level of performance.  <b>IT WAS AGREED THAT: the report be noted.</b>	
<b>122/2015</b>	<b>CORPORATE MATTERS</b>  <b>a) Annual Fire Safety Report 2014/15</b>  The Annual Fire Safety Report 2014/15 was received.	
<b>123/2105</b>	Mr Davidson reminded the Board that this was Mrs Lambert's last Board of Directors meeting prior to her retirement and reflected on the changes over the last 10 years as a Foundation Trust. He commented that Mrs Lambert was professional and supportive and her passion and commitment to the NHS was reflected in the standing of the Trust. She was highly regarded and well respected by colleagues in the Trust and local community.  Mrs Lambert responded to say it had been a great privilege to work in the NHS which she considered was the best health organisation in the world. She thanked her colleagues and the staff she had worked with throughout her career.	
<b>123/2015</b>	<b>DATE &amp; TIME OF NEXT MEETING</b>  The next meeting of the Board of Directors to be held in public at 8.30am on Tuesday, 1 December 2015 in the Board Room, Harton Wing, STDH	

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**CHAIRMAN**

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**DATE**