

**Minutes of the Meeting of the Board of Directors held in public
 On Tuesday, 2 December 2014
 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 W D Fleetwood
 Mr I H Frame
 Mrs P Harle
 Mrs L B Lambert
 Mr M P Robson
 Dr A Rodgers
 Mr S Williamson

IN ATTENDANCE:

Mrs D Burn
 Mrs C A Morgan

		ACTION
120/2014	Apologies for absence Apologies for absence were received from Cllr I Malcolm and Mrs A Thompson.	
121/2014	Declarations of Interest There were no declarations of interest.	
122/2014	Minutes of the Previous Meeting a) Minutes of the Meeting held in public on 30 September 2014 The minutes of the meeting held in public on 30 September 2014 were agreed as a correct record	
123/2014	Matters Arising There were no matters arising.	
124/2014	Chairman's Notices I. Mr Robson briefed Members following a routine visit by Monitor on 10 November 2014 as part of the review of the Trust's annual planning process. No particular issues had	

	<p>been highlighted of any concerns and Mr Robson advised that the Monitor team had looked in detail at PERFORM and had attended a ward and a Divisional Director huddle.</p> <p>II. Dr Rodgers advised that Mr Singh, a Laparoscopic Colorectal Surgeon with specialist interest in Pelvic Floor Surgery had been appointed</p> <p>III. Mr Davidson advised that the Trust's Annual Members Meeting had taken place on 1 December 2014 at Haven Point in South Shields. Mr Davidson thanked South Tyneside Council and the Team for facilitating the meeting. Discussion had included the need to recruit new members, especially in Gateshead and Sunderland.</p>	
125/2014	<p>Chief Executive's Report</p> <p>There was no Chief Executive Report.</p>	
126/2014	<p>Feedback from Members</p> <p>I. Mrs Harle updated Members on a meeting she had attended on behalf of the Trust. The Sunderland CCG Local Engagement Board had discussed the development of community recovery at home service, including transforming out of hospital care and enabling self care and sustainability.</p> <p>II. Mr Booth had attended the Gateshead CCG Local Engagement Board. Presentations had included commissioning intentions 2015/16, moving care closer to home and a review of practice pharmacist service. Mr Booth advised that the meeting had considered a specification for a locality based GP service for Gateshead which would be procured early in 2015 with implementation in April 2016.</p>	
127/2014	<p>a) Open and Honest Care October 2014 – Staffing Levels – Nursing & Midwifery</p> <p>Dr Brown presented the 6th monthly exception report of the position of nursing and midwifery staffing capacity and capability across all in patient areas of the Trust.</p> <p>The Board was asked to note the analysis for October which had been reported nationally by NHS England on 17 November 2014.</p> <p>Dr Brown advised that where areas with any lower than expected fill rates had been identified and mitigating actions had been put in place to maintain safe, high quality patient care.</p>	

	IT WAS AGREED THAT: the report be noted.	
	<p>b) Friends and Family Test</p> <p>Dr Brown presented the results of the Friends & Family Test for October 2014.</p> <p>It was noted that in October 2014, 1291 patients completed the Friends and Family questionnaire in Inpatients, A&E and Maternity services, which maintained the high level of responses in the Trust and gave a response rate of 31% for the month for the Trust as a whole.</p> <p>It was noted that the national CQUIN requirement, to implement the Friends and Family Test in outpatients and day case departments by the end of October 2014 had been achieved.</p> <p>The Trust Net Promoter Score for October 2014 was 76 which was an improvement on the previous month, with a star rating of 4.7.</p> <p>Dr Brown highlighted that comprehensive guidance had been published concerning the future of the Friends and Family Test from April 2015.</p> <p>Dr Brown highlighted the range and variation of patient comments received.</p> <p>IT WAS AGREED THAT: the report be noted.</p>	
	<p>c) Staff Friends & Family Test – Q2</p> <p>Mr Frame presented a summary report of comments received from the staff friends and family test for the period July 2014 to September 2014.</p> <p>Mr Frame advised that 744 responses had been received and analysis had shown that the Trust's scores were above average when compared to the national picture.</p> <p>Mr Frame advised that the Q2 data presented a very similar picture to that in Q1, with an overall positive response rate. There were some negative comments which indicated a need for remedial action to be taken to respond to those staff who were less than satisfied.</p> <p>Mr Frame talked through the key themes and indicated that discussion at the Executive Board had centred on developing an action plan to address the main issues of staff concern.</p> <p>Discussion took place as to the factors outside the Trust's control which might negatively affect staff perceptions such as national</p>	

	<p>strike action and some of the negative commentary about the wider NHS in the press and media which was understanding.</p> <p>Mr Frame advised that in addition to the action plan, a “you said, we did” was to be produced to inform staff of the action taken to address concerns.</p> <p>IT WAS AGREED THAT:</p> <ul style="list-style-type: none"> i) The report be noted ii) A progress report and action plan to address the negative responses would be presented to the next meeting of the Board of Directors to be held on 27 January 2015. 	<p>IHF</p> <p>IHF</p>
128/2014	<p>PERFORMANCE MONITORING</p> <p>a) Integrated Performance Report</p> <p>Mr Robson presented the Integrated Performance Report and advised that the deficit at the end of Month 7 stood at £4,101k compared to a projected deficit of £239k, giving an adverse variance from plan of £3,862k. Mr Robson advised that negotiations with South Tyneside CCG had successfully delivered a full year agreement on contracted income, incorporating the underperformance for the first quarter of the financial year.</p> <p>Mr Robson advised that significant work had been carried out to allocate reserves to medical and nursing budgets. Pressure was still being seen in Medical Staff which was overspent by £915k. Mr Robson advised that a detailed action plan had been drawn up to address medical pressures on a post by post basis. As a result of actions taken to realign budgets, nursing budgets were largely on balance. The current underspend on Admin & Clerical was noted.</p> <p>Mr Robson advised that the year to date delivery of CIP was £5,155k at MO7 which was £1,459k below the planned level. Divisional CIPs were under delivering by £2,075k in both pay (£708k) and non pay (£1,367k) schemes which was offset by an over delivery of £616k on Trust wide schemes. The full year effect of the currently delivered CIP was £5,932k of which 62.4% was recurrent.</p> <p>It was noted that the current Cost Improvement Programme forecast delivery for 2014/15 financial year of £11,216k.</p> <p>Cash balances at the end of October stood at £10.0m compared to a planned level of £15.3m. Capital expenditure for the period to 31 October 2014 stood at £1,968k compared to the reprofiled capital programme target of £1.920k, a variance of £48k.</p>	

	<p>Members discussed the pressure in A & E. Mr Robson advised that in terms of attendances, activity was averaging 170 attendances per day.</p> <p>Mr Williamson outlined the challenges faced to discharge patients into community and/or social care and the actions being taken with the Local Authority to improve patient flow.</p> <p>Members discussed the pressures in the whole of the NHS in terms of demand and agreed that meeting the A & E 4 hour target was less important than maintaining safe patient care. Mrs Lambert advised that the Trust was working with Commissioners to agree a response to the pressures faced.</p> <p>IT WAS AGREED THAT: the report be noted.</p>	
<p>129/2014</p>	<p>CORPORATE MATTERS</p> <p>a) Employment Policies</p> <p>i) Standards of Business Conduct</p> <p>ii) Nurse Bank Policy</p> <p>Mr Frame advised that this was a new Policy designed as part of a group of mitigations aimed at reducing the cost of the paybill. The Policy had been implemented “at risk” as soon as agreement was achieved through the Joint Consultative Committee in order to have an immediate impact on costs. Mr Frame advised that in addition to the financial impact, the Policy brought together all aspects of Nurse Bank including recruitment, induction and on-going training.</p> <p>IT WAS AGREED THAT: the policies be approved.</p>	
<p>130/2014</p>	<p>DATE & TIME OF NEXT MEETING</p> <p>The next meeting of the Board of Directors to be held in public at 8.30am on Tuesday, 27 January 2015 in the Board Room, Harton Wing, STDH</p>	

.....
CHAIRMAN

.....
DATE