

Trust Board

Date: 25 April 2019

Time: 1.30 pm

Venue: Room 2.10, New Mill, Saltaire

PUBLIC MINUTES

Present:	<p>Michael Smith Brent Kilmurray Rob Vincent Gerry Armitage David Banks Simon Lewis Carole Panteli Zulfi Hussain Liz Romaniak Sandra Knight Debra Gilderdale David Sims Patrick Scott Tim Rycroft</p> <p>Paul Hogg</p>	<p>Chair Chief Executive Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Director of Finance, Contracting & Facilities Director of HR & OD Director of Nursing and Professions Deputy Medical Director Chief Operating Officer Associate Director of Informatics/Chief Information Officer Associate Director of Corporate Affairs</p>
In Attendance:	<p>Colin Perry Sid Brown Sally Newsome Janet Robertshaw Matthew, Anne and Jacob</p>	<p>Public Governor, Bradford West Public Governor, Shipley Team leader, School Nursing Special Needs Team Cluster Leader, SNSN Team Service user and family (for agenda item 5)</p>

Item	
3530	<p>Welcome and Apologies for Absence</p> <p>Apologies had been received from Dr McElligott and Sarah Jones. The Chair welcomed everyone to the meeting including Dr Sims who was deputising for Dr McElligott.</p>
3531	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>

3532	<p>Issues Received from the Public</p> <p>There were no issues from the public.</p>
3533	<p>Patient and Carer Experiences – Matthew’s story</p> <p>Sally Newsome and Janet Robertshaw from the School Nursing Special Needs (SNSN) team, presented a number of slides which described Matthew’s story, a young man with an amazing personality and spirit who had a severe learning disability and was later diagnosed with autism with sensory processing disorder. They described Matthew’s early life, how he had been supported by the SNSN team since the age of three, the extensive service provision that supported Matthew’s daily routine and the significance of receiving a diagnosis of autism more recently, which had enabled Matthew and his mother Anne, access further social care funding and resources.</p> <p>The key reflections from the SNSN team were that the service tried to look for innovative interventions with the child and family always at the centre; keep the child in mind and involve all professionals to improve health and life outcomes; promote joint working with families across a number of agencies; and build different networks as this helped staff to be tenacious in driving positive change for supporting each family.</p> <p>During ensuing discussion, the following key points were highlighted:</p> <ul style="list-style-type: none"> • Matthew’s story was an excellent example of coordinated care but it also highlighted that it was receiving a formal diagnosis of autism that released the additional level of resources that was required; • Once a diagnosis has been provided, mental health professionals acted as advocates for the family in receiving additional equipment required at home; • Anne highlighted that the family was ‘lucky to have Janet’, working closely with the family both as a lead health professional and a strong advocate for Matthew. <p>Trust Board thanked Sally, Janet, Matthew and his family for sharing his story.</p>
3534	<p>Minutes of the Public Trust Board Meeting Held on 28 March 2019</p> <p>The minutes of the Public Trust Board meeting held on 28 March 2019 were agreed as a true and accurate record of the meeting subject to the following amendment:</p> <ul style="list-style-type: none"> • Minute 3522, Staff Survey Results (including benchmarking), first paragraph to read, “The Director of HR & OD presented a paper which provided a summary of the overall improvements reflected in the 2018 Staff Survey results when compared to the results for the 2017 survey (an update against which was shared in November), benchmarking of the Trust’s 2018 results and recommendations around embedding the Staff Survey findings into ongoing

	engagement and improvement work across the Trust. Mrs Knight specifically highlighted.”
3535	<p>Matters Arising from the Public Trust Board Meeting Held on 28 March 2019</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> • 28/2/19-1: Mrs Romaniak reported there were still outstanding issues on the contract. In response to a question from the Chair about wider 0-19 mobilisation of the new contract specification, she reported that the net workforce figures were broadly achieved and the focus was on delivering the digital solutions set out in the specification, both of which were being monitored by the mobilisation team; and • 28/3/19-3: Mrs Romaniak reported that the standards relating to cleanliness audits of Trust-owned sites and those operated by third party landlords were different so the report would in future present separate performance figures.
3536	<p>Chair’s Report</p> <p>Mr Smith highlighted a number of areas within the report, including:</p> <ul style="list-style-type: none"> • the CQC inspection of our services has been concluded and the Trust was awaiting the draft report; • induction for new Governors was taking place on 30 April and he had met the majority of Governors for 1-2-1 appraisal meetings; • his attendance at the NHS Confederation Mental Health Network Board on 23 April; and • the Trust hosting a delegation of Romanian mental health doctors and nurses as part of an ongoing relationship developed by a former member of staff. <p>Trust Board noted the Chair’s report.</p>
3537	<p>Chief Executive’s Report</p> <p>Mr Kilmurray presented a report which summarised key issues taking place locally, across the health economy and nationally. The following key points were highlighted:</p> <ul style="list-style-type: none"> • the completion of the CQC well-led inspection, now awaiting the draft report; • the recent Health & Care Partnership workshop to support unpaid carers across West Yorkshire; • work across West Yorkshire on suicide prevention; there would be a paper to the Board on progress in June or July and Professor Armitage agreed to share some research from Glasgow with Mr Scott ahead of that paper. Action: Professor Armitage; and • the Transforming Care Programmes established to support people with learning

	<p>disabilities and review ATU provision; he had been identified as the mental health and learning disability representative on the new Transforming Care Partnership for West Yorkshire.</p> <p>Trust Board noted the Chief Executive's report.</p>
3538	<p>Committee Chairs' Report</p> <p>The Board received a written update from Mr Banks on the recent Audit Committee meeting and received the revised terms of reference of the Mental Health Legislation Committee approved at its meeting on 21 March 2019.</p> <p>Trust Board:</p> <ul style="list-style-type: none"> • noted the issues highlighted in the paper from the Audit Committee; and • ratified the changes to the terms of reference of the Mental Health Legislation Committee as appended to the paper.
3539	<p>Board Assurance Framework</p> <p>The Director of Corporate Affairs introduced this paper, which presented the close down position of the BAF for 2018/19, following discussions at Audit Committee and Trust Board throughout the year. The paper recorded the 15 live risks currently on the BAF, changes to risks during the financial year and that since then Lead Directors had reviewed risks 1964 and 1973, increasing both scores to 20.</p> <p>Mr Hogg reported a revised format for the 2019/20 BAF would be presented to the Board in Quarter 1 and subsequently to Audit Committee following the Board workshop held on 26 March 2019 and BAF risks would also be allocated to, and presented at, the relevant Board Committees.</p> <p>Trust Board noted the risks within the BAF during 2018/19 and that a revised format would be presented for 2019/20.</p>
3540	<p>Corporate Risk Register (CRR)</p> <p>The Director of Nursing and Professions presented this paper, which summarised the current risks on the CRR, the new or escalated risks and those that had been closed or de-escalated since the last report in January 2019. During the discussion, the following points were highlighted:</p> <ul style="list-style-type: none"> • Professor Armitage suggested that Risk 2164 (sustained high numbers of serious incidents) required reframing and also asked what engagement the Trust had with families involved in serious incidents. Mrs Gilderdale reported that families were invited to be involved right at the start of any investigation and if they were unhappy about the outcome, they could approach local

	<p>commissioners to which all serious incident reports were reported. Action: Mrs Gilderdale to reframe the wording of the risk; and</p> <ul style="list-style-type: none"> • Mr Vincent highlighted the two areas in the report which reported there was no audit trail for the downgrading of the scores. Action: Mrs Gilderdale to follow up with the Risk team; and • Dr Hussain referred to the risks around cyber security and managed mobile devices suggesting the Board should remain vigilant in these areas. <p>Trust Board noted the risks on the CRR and the assurances provided.</p>
3541	<p>Equalities in Employment Strategy and Workforce Equality Standards report</p> <p>The Director of HR and OD presented this paper, which provided an update on the progress made in the implementation and delivery of the Equality, Diversity and Inclusion Workforce Strategy and that actions agreed as part of the WRES National Team Board visit had been mapped out, with a summary of the next steps included in Appendix 6 of the report.</p> <p>The Board discussion focused on Appendix 6 and the following points were raised:</p> <ul style="list-style-type: none"> • Mrs Knight highlighted there was a wide range of issues covered in the report, with a strong focus on local ownership of the WRES actions but that further work was required to review the membership of the Steering Group to ensure continued focus; • Mr Lewis suggested the Trust should revisit the definition currently used on the bullying and harassment poster. Action: Mrs Knight; • Board members supported implementing the three priorities and on the reciprocal mentoring action. It was suggested that a group of Board members should meet periodically with BAME members of staff to have conversations around specific topics guided by the Head of Equality and Diversity. Action: Mrs Knight; • Mrs Knight would re-circulate the invitation to Board members to become involved in a series of Board member blogs about diversity. Action: Mrs Knight; and • Dr Hussain highlighted the importance of appropriate training for mentoring; he had produced a mentoring guide which he was happy to share with Mrs Knight. Action: Dr Hussain. <p>Trust Board:</p> <ul style="list-style-type: none"> • Noted the link between this strategy and the Equality Act 2010 general and specific duties that NHS organisations are required to comply with; • Noted the current performance of the Trust in delivering the strategy as set out in Appendix 2; • Approved the future six month priorities as set out in section 5.0 and the approach to implementing the national WRES team’s suggestions in Appendix 6, including a focus on group discussions between Board

	<p>members and BAME staff; and</p> <ul style="list-style-type: none"> • Note the challenges outlined in section 4.0 and the suggested streamlined reporting arrangements in section 9 as discussed and endorsed by the Quality and Safety Committee.
<p>3542</p>	<p>Integrated Performance Report – March 2019 Data</p> <p>The report assessed progress against the Trust’s key targets and performance indicators as at March 2019 and provided exception reports for areas that were currently off trajectory. Mrs Romaniak highlighted the following issues:</p> <ul style="list-style-type: none"> • the Trust met its financial target for 2018/19, with a surplus of £1,389k, £4k above its agreed control total; • continued high demand and acuity had resulted in the Trust exceeding its target for Quarter 4 relating to inappropriate out of area placements; • the Trust had achieved 92% of its local targets for Commissioning for Quality and Innovation (CQUIN) schemes; • the majority of training targets had been achieved in 2018/19, with the key exceptions being information governance (at 89%), Prevent training (61%) and the CPA-related targets, which were now being amalgamated into one single, more meaningful target; and • the Trust had reported one case of Clostridium Difficile in month. <p>The following points were highlighted in discussion:</p> <ul style="list-style-type: none"> • Mr Scott highlighted that the data relating to the Mental Health Act training figure of 59% on Slide 15 had been refreshed and was now reporting nearer to 70%; • The Chair concluded that the Trust had performed well against the majority of targets set out in the IPR and on behalf of the Board expressed appreciation to staff across the Trust in delivering these results for 2018/19. <p>Trust Board noted the content of the Integrated Performance Report and that a revised format would be developed for July 2019.</p>
<p>3543</p>	<p>Board Business Cycle</p> <p>A paper was presented which provided details of the reports scheduled for the public and private Board meetings during 2019/20.</p> <p>Trust Board noted the Board work programme and that further work was underway on the Board development programme.</p>

3544	<p>Quality and Safety Feedback from Board Members</p> <p>Board members reported on the following visits:</p> <ul style="list-style-type: none"> • Mr Lewis has spent two days with the Mental Health Act (MHA) office as part of his induction, which included an observation of a mental health tribunal, attendance at an Associate Hospital Managers meeting and a meeting/discussion with MHA staff. He encouraged other NEDs to attend a tribunal as part of their continuing learning and development; and • The Chair reported he had visited a number of wards at Lynfield Mount Hospital after attending the CQC 'report-out' meeting and had been impressed with the response from staff to the required improvements identified by the CQC. He had also visited the Four Seasons Café and talked to a number of service users who were very complimentary about the new facility. <p>Trust Board noted the update.</p>
3545	<p>Reporting of Trust Seal*</p> <p>A paper was presented which recorded the seven cases where the use of the Trust seal had been used during 2018/19.</p> <p>Trust Board noted the register of sealings including in the report.</p>
3546	<p>Register of Board member interests 2018/19*</p> <p>A paper was presented which provided details of the Register of Board Members' Interests for 2018/19. Board members were asked to contact the Director of Corporate Affairs if there were any changes to the register as the details would be included in the 2018/19 Annual Report and Accounts. Action: Board members.</p>
3547	<p>Annual Report of the Audit Committee 2018/19*</p> <p>A paper was presented on the 2018/19 Annual Report of the Audit Committee, which had been approved at Committee on 15 April.</p> <p>Trust Board noted the content of the Annual Report of the Audit Committee for 2018/19 and the work undertaken at Committee during the year.</p>
3548	<p>Committee and Council of Governor Approved Minutes*</p> <p>A paper was presented containing approved minutes from the following meetings:</p> <ul style="list-style-type: none"> • Mental Health Legislation Committee meeting, held on 24 January 2019. <p>Trust Board noted the content of the Committee approved minutes.</p>

3549	Any Other Business No other business was raised and the meeting concluded at 3.45pm.
3550	Date and time of next meeting The next meeting was scheduled on Thursday 30 May 2019 at 1.30 pm at New Mill, Victoria Road, Saltaire, Shipley, BD18 3LD.

Trust Board (Public)
25 April 2019

ACTIONS

Ref No	Actions requested	Timescale	Progress
29/11/18-1	<u>Matters Arising from the Public Trust Board Meeting Held on 25 October 2018</u> Director of Nursing and Operations to provide progress updates through the Safer Staffing report regarding levels of student recruitment and placements from universities within West Yorkshire.	Six months	On agenda
29/11/18-3	<u>Safer Staffing Levels Six Month Review</u> Director of Nursing and Operations to incorporate information into future reports regarding the impacts/consequential impacts of Brexit on staffing levels.	Six months	On agenda
31/1/19-3	<u>Actions from the Board meeting on 28 November</u> Director of HR and OD to explore the production of a staff diversity video to help promote and celebrate the Trust's diverse workforce and report back to Board.	Two months	Video has been commissioned and would be shared with the Board once produced.
31/1/19-4 (linked to 29/11/18-4)	Director of Informatics to timetable the benefits analysis work relating to the introduction of SystmOne, 6-8 months after the introduction of the system	By June 2019	
31/1/19-9	<u>Integrated Performance Report</u> Mrs Knight to review the thresholds for role specific training for 2019/20.	Action now identified for June / July 2019	
28/2/19-1	<u>Committee Chairs' Report</u> Mrs Romaniak to circulate a copy of the 0-19 Children's Services contract to Board members.	Once signed	Expected to be signed shortly
28/2/19-2	<u>Any Other Business</u> Chief Executive/Director of HR & OD to start arrangements for the recruitment process for a new Director of Nursing and present a paper at the Board's Nominations Committee.	2 months	Recruitment underway.

28/3/19-1	<u>Staff Survey results</u> Director of HR & OD to include a summary of staff feedback from team meetings reported back to Board (via the Chief Executive's report) once they had been received via FBIC.	Two months	
28/3/19-2	Director of HR & OD to present an update paper to Trust Board on the progress with, and impact from, corporate and locality responses to the Staff Survey.	Autumn (month to be agreed)	
28/3/19-3	<u>Integrated Performance Report</u> Mrs Romaniak to investigate the reported cleanliness audits to the next meeting.	April 2019	
28/3/19-4	<u>Frequency of Board meetings</u> Director of Nursing and Professions to review the existing walkabout programme to allow for a 'themed' programme to commence on 27 June 2019 and notify Board members/clinical teams accordingly.	May 2019	Complete – June walkabouts confirmed
28/3/19-5	Chair and Chief Executive to finalise the Board development programme and report back to Board in May.	May 2019	
28/3/19-6	Director of Corporate Affairs to coordinate the 'Board on the Road' programme for 2019/20.	3 months	Sharing Voices meeting booked for July; others to follow in 2019.
28/3/19-7	All Board members to complete the next business development questionnaire.	Once issued.	Completed questionnaires being following up by series of meetings.
25/4/19-1	<u>Chief Executive's report</u> Professor Armitage to share some research from Glasgow with Mr Scott about suicide prevention ahead of the Board discussion.	May 2019	Actioned.
25/4/19-2	<u>Corporate Risk Register</u> Mrs Gilderdale to reframe the wording of the risk 2164	One month	Discussion with Professor Armitage held – action closed.
25/4/19-3	Mrs Gilderdale to investigate the two areas in the report which reported there was no audit trail for the downgrading of the scores.	One month	Staff have been asked to add rationale for downgrade – action closed.

25/4/19-4	<u>Equality, Diversity and Inclusion Workforce Strategy Update</u> Mrs Knight to revisit the definition currently used on the bullying and harassment poster.	One month	
25/4/19-5	Mrs Knight to arrange for a group of Board members to meet periodically with BAME members of staff to have conversations around a specific topic guided by the Head of Equality and Diversity.	2 months	
25/4/19-6	Mrs Knight to re-circulate the invitation to Board members to become involved in a series of Board member blogs about diversity.	One month	
25/4/19-7	Dr Hussain to share his mentoring guide with Mrs Knight.	One month	
25/4/19-8	<u>Register of Board Members' Interests</u> Board members to update the Director of Corporate Affairs of any changes to the register of interests.	Two weeks	Some NEDs have provided updated information.