

Agenda Item 4.

**ROYAL UNITED HOSPITAL BATH NHS TRUST
MINUTES OF THE MEETING OF THE TRUST BOARD HELD IN PUBLIC
WEDNESDAY 12 JANUARY 2011
ROOM C, EDUCATION CENTRE, RUH**

Present:

Voting Directors

Brian Stables, Chairman
Michael Earp, Non Executive Director (Vice Chairman)
Catherine Phillips, Director of Finance
Francesca Thompson, Director of Nursing
Tim Craft, Medical Director
James Rimmer, Director of Operations
James Scott, Chief Executive
Stephen Wheeler, Non Executive Director

Non-Voting Directors

Eric Gatling, Delivery Director
Brigid Musselwhite, Deputy Chief Executive
Lynn Vaughan, Director of Human Resources
Howard Jones, Director of Facilities
Peter Carr, Non Executive Director

In Attendance

Helen Perkins, Senior PA to Chairman and Chief Executive
Jill Tompkins, PPI Representative for BANES and Wiltshire

BD/11/01/1.0 Chairman's Welcome and Apologies

Apologies were received from Moira Brennan, Non Executive Director and Eric Sanders, Trust Board Secretary.

BD/11/01/2.0 Written Questions from the Public

No questions had been received from members of the public.

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|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 1 of 10 |

BD/11/01/3.0 Declarations of Interest

No interests were declared.

BD/11/01/4.0 Minutes of the Public Trust Board Meeting: 8 December 2010

The minutes were approved and signed by the Chairman as a true record of the meeting subject to the following amendments:

Voting Directors
Include James Scott

BD/10/10/6.0 Head and Neck Cancer Review

The Chief Executive highlighted that the Head and Neck Cancer review paper was submitted to the Board to accept and agree to take part in the process. However, the minutes state that the Board noted the recommendations. The Chief Executive was asked to amend the minutes to reflect this.

Action: Chief Executive

BD/11/01/5.0 Action List and Matters Arising

PB067 – It was noted that action would be taken by quarter one

PB068 – The Director of Nursing confirmed that the seminar on Medicines Management would take place in March 2011.

BD/11/01/6.0 Matron Presentation - Specialty

Bev Boyd, Matron for Paediatrics, and Caroline Gilleece, Matron for Oncology, gave a presentation on work that was being undertaken within the Specialty Division and the Board noted:

- A Paediatric early warning system had been implemented;
- The Trust was the only acute Trust in the South West taking part in the National programme for patient safety and the Paediatric Trigger Tool;
- Increased training on Safeguarding children was taking place;
- Work was ongoing on the new NICU Unit which is due to be completed in May 2011;
- NICU are involved in the Newborn Individualised Patient Care Program (NIDCAP) which is a comprehensive multi-disciplinary approach to care delivery. This programme provides each baby with an individual plan of developmental care;
- The Oncology department had set up an Oncology 24 hour helpline to

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|--|-----------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive | Date: 17 January 2011 |
| Document Approved by: Brian Stables, Chairman | Version:1.6 |
| Agenda Item: 4. | Page 2 of 10 |

- help patients to manage emergency situations;
- The Trust had implemented the national Malnutrition Universal Screening Tool (MUST). William Budd delivered 100% compliance within this tool as evidence for CQC outcome five.

The Chairman thanked the Matrons for their presentation.

BD/11/01/7.0 Quality & Patient Safety Report

The Director of Nursing presented the report and highlighted:

- The focus of the monthly report was on the General Ward workstream. It was noted that the workstream lead, Assistant Director of Nursing (Medicine), had now left the Trust and a replacement was being sought. Plans were in place to undertake further C.Diff collaborative work on Parry, Pulteney, Respiratory and Waterhouse wards which would commence in February 2011;
- The Trust visited Salford Royal NHS Foundation Trust in November to look at the Quality Improvement department and how they promote patient safety. The visit identified some areas in which the RUH could improve its publicity, both internally and externally, on key achievements;
- The Trust remains on trajectory for the five patient safety workstreams with a score of 2.0 for November;
- There were no harm events per 1000 bed days during November;
- Three new measures are to be included within the patient safety workstreams, these are falls, pressure ulcers and urinary sepsis;
- The Trust had held a public patient safety event on 15th November 2010 and feedback from staff and patients identified that the event had been well received;

The Board asked what plans were in place to publicise the excellent patient safety work that the RUH does. The Director of Nursing confirmed that the Quality Improvement Strategy was on the agenda for approval, which would then be rolled out throughout the Trust. The Deputy Chief Executive stated that ward boards were being established giving ward performance and patients/visitors the opportunity to provide feedback/comments. This would also be mirrored on the Trust website.

Jill Tomkins asked whether it would be possible for the Trust to rename its Complaints leaflets as information contained within them are often much broader than complaints, such as including PALS information. The Board asked the Director of Nursing to look at this.

Action: Director of Nursing

| | |
|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 3 of 10 |

The Board noted the report.

BD/11/01/8.1 Performance Scorecard

The Director of Operations presented the report and highlighted:

- The performance report was in a new format setting out key issues and actions relating to performance for the month, a high level dashboard showing delivery against key priorities and performance against all indicators;
- The Trust performance was 81% against a target of 90% for VTE risk assessment for quarter three;
- Delivery of Non elective length of stay had plateaued, and although the Trust is on plan to achieve the target there had been delays in social care patients being assessed which could have a knock on effect;
- There had been a slight dip in the delivery of last minute cancellations and cancelled operations rebooked within 28 days during November with 9.7% against a target of 5.0%;
- Stroke performance remains on trajectory again in month although there is still an issue with high risk TIA cases seen within 24 hours;
- The 31 day subsequent treatment for the Radiotherapy indicator is due to go live from 1st January 2011 when the target will be 94%. The Trust is currently reporting in shadow form, achieving 98.3% for November;
- The Trust is currently operating phase one of the swine flu escalation plan in critical care;
- Salisbury NHS Foundation Trust were piloting an initiative to take patients out of the hospital setting and putting them into an appropriate environment. The Board asked the Director of Operations to make contact with Salisbury to see if the RUH can learn any lessons from this initiative.

Action: Director of Operations

The Delivery Director gave a verbal update on 18 weeks and highlighted:

- The Trust had met four of the six 18 week measures in November 2010, although it had not achieved the 95th percentile for admitted/non admitted pathways;
- By year end the Trust intends to have treated all patients, except for NHS Wiltshire, within the 18 weeks NHS Constitution rights.

The Board noted the report.

BD/11/01/8.2 Finance

| | |
|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 4 of 10 |

The Director of Finance presented the report and highlighted:

- December is the first month that the Trust has underspent during 2010/11, with the position reduced by £500k to £1.2m. This is due to improvements on the income position as PCTs have been paying for additional activity;
- Activity related income has exceeded plan in the year to date by £2.4m, particularly for elective inpatient and day case work. Both NHS BANES and Somerset are buying additional activity to offset this, although there is currently a risk on income overperformance with NHS Wiltshire;
- There is pressure on both pay, for medical and nursing staff due to the opening of escalation areas, and non pay due to the prolonged Christmas period;
- The Trust set itself a CIP target of £14.5m of which £11m has been achieved, leaving a £2m risk at year end. This will be carried forward into 2011/12. The Director of Finance expressed her disappointment with this shortfall and highlighted that staff needed to plan earlier in the year to identify savings;
- The Finance Department upgraded its Agresso system and as a result the performance on the Better Payment Practice Policy has deteriorated. There is a risk around achieving this target at year end and an action plan is being devised and will be included within the Finance report to Trust Board next month.

Action: Director of Finance

- The Trust received £5m additional capital funding from the SHA in 2010/11 to support the Trust plans to invest in a combined heat and power plan.

The Board noted the report.

BD/11/01/9.0 Review of Standing Orders, Scheme of Delegation and Standing Financial Instructions

The Chief Executive presented the report and highlighted:

- The Audit Committee approved these revisions at their meeting in December 2010 which the internal and external Auditors attended;
- These revisions relate to the sealing and signature of documents to bring the Trust in line with the private sector;
- The Trust does not make a distinction between voting/non-voting Executive Directors for signature purposes.

The Board approved the revisions to the Standing Orders, Scheme of Delegation

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|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 5 of 10 |

and Standing Financial Instructions.

BD/11/01/10.0 CRS Millennium Project Update

The Director of Operations presented the report and highlighted:

- The project remains on track for 'go live' on 1st July 2011;
- The Trust completed its pre validation gateway on 14th December 2010 and the project has now moved on to the testing phase;

The Board noted the report.

BD/11/01/11.0 Human Resources Report

The Director of Human Resources presented the report and highlighted:

- Local arrangements for on call payments for staff paid under Agenda for Change terms and conditions are underway as a result of the failure to agree new arrangements nationally;
- Under Deanery direction, the Trust will lose four training doctor posts in August 2011. The Medical Workforce Planning Group is currently undertaking a workforce risk assessment to look at how this will affect the Trust;
- The Trust has agreed to take part in a local cluster agreement that ring fences recruitment for employees. Additionally, NHS South West has introduced a recruitment protocol impacting on posts at 8d and above will be advertised unless Executive Director exemption is granted;
- The Trust received two Mutually Agreed Resignation Scheme (MARS) applications that have been approved by NHS South West. Final stages of the process are being discussed with the employees and line managers;
- A revised Appraisal policy had been approved and released to staff. Data is being sent to managers on a monthly basis to highlight staff requiring appraisals;
- The staff survey response rate was 60.26% against a target of 60%. The Board noted the poor response rate in Portering may have had an effect with staff turnover and sickness absence. The Director of Human Resources to work with Director of Estates and Facilities on this.
- The Single Equality Scheme planning event is scheduled for 1st February not 6th February as detailed in the paper;
- Overall sickness at the Trust currently stands at 3.9% against a target of 3%.

| | |
|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 6 of 10 |

The Board noted the report.

BD/11/01/12.0 Estates Report

The Director of Estates and Facilities presented the report and highlighted:

- Work will start later this month on the new Energy Centre. The Trust had been able to secure an engine, which is the main part of the CHP plant, already manufactured at a discounted price which has brought the installation programme forward by almost three months;
- Jill Tomkins asked a question on who picks up patient discharge costs from the RUH to home. The Chairman asked the Director of Estates and Facilities to pick this up outside of the meeting;
Action: Director of Estates and Facilities
- The Trust has an agreement with Powabyke to house six electrically powered bicycles outside the main entrance as part of the European funded scheme across Bath City Centre. On joining the scheme staff will be able to use the bikes to get around the centre;
- The NICU new build will be completed in early May 2011. Works will then take place on the old NICU to refurbish and turn into relatives accommodation and changing rooms;
- An upgrade of the Atrium coffee bar will start in January providing the opportunity to serve limited hot food;
- A new contract has been set up with our patient transport providers Ezece so that they now provide services for all out-patients and discharged patients on a fixed price basis;

The Board noted the report.

BD/11/01/13.0 Clinical Governance Committee Report

The Chairman of the Clinical Governance Committee presented the report and highlighted:

- The Committee had reviewed three Serious Untoward Incidents (SUI);
- The Committee reviewed the emerging patient safety issues from the National Patient Safety Agency which included details of the proposed increase to the core list of eight Never Events, with a suggested list of a further fourteen. The Director of Nursing will present these proposed changes at a Board Seminar in March.

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|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 7 of 10 |

The Board noted the report.

BD/11/01/14.0 Charities Committee Report

The Chairman of the Charities Committee presented the report and highlighted:

- The Friends of the RUH had donated £40,000 towards the Trust's dementia initiatives programme.

The Board noted the report.

BD/11/01/15.0 Audit Committee Report

The Director of Finance presented the report and highlighted:

- The Trust is appealing its provisional score of one (being poor) for the Quality Assurance assessment for 2009/10. An action plan is being devised by the Local Counter Fraud Specialist and will be discussed at the next Audit Committee in March. The Board requested an update on this after the next Audit Committee.

Action: Director of Finance

The Board noted the report.

BD/11/01/16.0 Quality Improvement Strategy

The Director of Nursing presented the Quality Improvement Strategy and highlighted:

- The Quality Improvement Strategy and workplan for 2010/11 had been amended in line with comments received after submission at Trust Board on 10th November 2010;
- The Chairman asked that the HCAI section under Improving Patient Safety (3.1) be amended to minimise, not decrease, MRSA/C.Diff.

Action: Director of Nursing

The Board approved the strategy.

| | |
|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 8 of 10 |

BD/11/01/17.0 Chief Executive's Report

The Chief Executive presented the report and highlighted:

- That he had congratulated staff for their efforts over the last couple of weeks in managing the influx of patients that the Trust had seen;
- Due to the Trust operating the first phase of the swine flu plan, surgical capacity had been reduced for four weeks. Normal surgical activity would begin again on 17th January 2011;
- Planned escalation beds had been opened and were full as well as some un- planned beds. Plans were in place to close these;
- The Trust had seen some cases of Norovirus before Christmas, but these had been dealt with quickly to stop the spread of infection;
- For the week of 27th December 2010, the RUH was the top performing Trust in the South West for A&E 4 hour attendances. The Trust was also one of the only two Trust's, the other being Salisbury, to not have any ambulances queuing outside of A&E.

BD/11/01/18.0 Chairman's Report

The Chairman reported:

- The Foundation Trust Network Board is seeking independence from the NHS Confederation;
- At a recent SHA Chairs and Chief Executive meeting Sir Ian Carruthers conveyed his thanks as the South West SHA were the top performing SHA on performance;
- The Chairman and Chief Executive had met with Claire Perry MP, member of parliament for the Devizes constituency;
- Peter Stoate had resigned as Non Executive Director with immediate effect due to personal reasons. The recruitment process for a replacement would start shortly;
- The Chairman thanked the Executive Team for maintaining the Trust's performance throughout the Christmas period.

BD/11/01/19.0 Any Other Business

None

BD/10/10/20.0 Resolution to exclude member of the public and press pursuant to the Public Bodies (Admission to Meeting) Act

| | |
|---|--------------------------------------|
| Author: Helen Perkins, Senior PA to Chairman and Chief Executive Document Approved by: Brian Stables, Chairman | Date: 17 January 2011 Version:1.6 |
| Agenda Item: 4. | Page 9 of 10 |

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The Chairman requested that pursuant to the Public Bodies (Admission to Meeting) Act 1960, the Public and Press were excluded in order for the Trust Board to meet in Private.

The Board approved the resolution.

The meeting closed at 12.15 pm

The next Trust Board is on Wednesday, 19th February 2011 in Room C Education Centre.

Signed

Date

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| Author: Helen Perkins, Senior PA to Chairman and Chief Executive | Date: 17 January 2011 |
| Document Approved by: Brian Stables, Chairman | Version:1.6 |
| Agenda Item: 4. | Page 10 of 10 |