

SEPT
MINUTES OF PUBLIC BOARD OF DIRECTORS
PART 1
held on 30 January 2013 at 1.30pm
at the Culver Centre, Daiglen Drive, South Ockendon

Members Present:

Lorraine Cabel	Chair
Janet Wood	Vice-Chair
Randolph Charles	Non-Executive Director
Steve Cotter	Non-Executive Director
Alison Davies	Non-Executive Director
Dr Dawn Hillier	Non-Executive Director
Steve Currell	Non-Executive Director
Dr Patrick Geoghegan OBE	Chief Executive/Executive Nurse
Sally Morris	Executive Director of Specialist Services/ Contracts/Deputy Chief Executive
Andy Brogan	Executive Director of Clinical Governance & Quality
Ray Jennings	Executive Chief Finance Officer
Peter Wadum-Buhl	Executive Director of Strategy & Business Development
Richard Winter	Executive Director of Integrated Services – Beds & Luton
Nikki Richardson	Director of Corporate Services/Customer Care
Dr Pauline Roberts	Executive Medical Director
Amanda Reynolds	Executive Director of Partnerships & Social Care

Also Present:

Teresa Matthews	Board Secretary (Minutes)
Cathy Lilley	Trust Secretary
Kate Witham	Communications
Chris Clifford	Purchasing Department
Vicky Gordon	Purchasing Department
Jenny Flame	Information Department
Sally Pooley	Contracts
Eileen Greenwood	Public Governor
Peter Howlett	LSMS Risk Department
Hilary Scott	Chief Pharmacist
Chris Jennings	Compliance Officer
Cheryl Hill	CPA Manager
Michael Dolling	Governor

Kate Chandler
Patrick Sheehan

Head of OD
Governor

Lorraine Cabel welcomed members of the public, staff and Governors to the meeting.

Members were reminded of the Trust's Vision Statement.

001/13 APOLOGIES FOR ABSENCE

Apologies were received from Malcolm McCann & Dr Milind Karale.

002/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

003/13 PRESENTATION by Professor Jenny Secker on Open Arts Research

Lorraine Cabel welcomed Professor Jenny Secker to the Board. Jenny gave an overview of the Open Arts Research and advised members of the Aims and Objectives which include:

- Introductory courses covering a range of arts media
- Gallery visits
- Open college network (OCN) accreditation
- Follow on opportunities
- Signposting to community arts opportunities
- Input from SEPT's vocational service
- Community development

Jenny then updated on the achievements between 2008-12 as follows:

- Around 600 people have completed an arts course
- 14 people are currently taking a course
- 80% of completers have taken up other opportunities
- 220 have achieved Open College network accreditation
- 20 have become volunteer arts assistants
- 18 open arts graduates are now studio members at Hadleigh Old Fire station
- 3 exhibitions held each year across South Essex
- 99 people currently on a waiting list for courses in 2013

Jenny updated on the evaluation methods carried out by South Essex Service User Research Group (Se-Surg). Students complete validated measures of mental wellbeing and social inclusion at the beginning and end of their course. Jenny explained that at the end of the course the students rate their experience in terms of increases in wellbeing, inclusion, confidence, skills and motivation. Focus groups are also held at the end of some courses.

The evaluation results show statistically significant increases in wellbeing and social inclusion, increases in confidence skills and motivation. The focus groups report the benefits as decreased social isolation, improved mental health and educational opportunities.

Jenny then updated on the controlled evaluation results with 58 participants. There is no difference between groups to begin with in wellbeing and social inclusion scores. There were significant increases on both measures for the intervention group at the end of their course and positive ratings.

Jenny stated a robust evaluation was carried out and presentations have been made on the project at international conferences. There have been 7 publications to date and there has been widespread press coverage of the controlled evaluation.

In relation to further developments these include:

- Studio at Hadleigh Old Fire Station which is a partnership between SEPT, Essex County Council & the Association for Cultural Advancement through Visual Art
- New projects in drama planned for 2013
- Participant led Open Arts social media networks
- Courses funded through personal recovery budgets
- Bid submitted to National Institute for Health Research for a feasibility Randomised controlled trial to build on the evaluation
- Open Arts courses piloted at RU for students and staff with promising results and very positive feedback
- Interest expressed by Essex County Council in arts participation for victims of domestic violence

Randolph Charles asked whether this project is available to all patients within the Trust as this may help people with mental health problems gain employment. Jenny agreed to raise this at the next Steering Group meeting.

Richard Winter asked whether this project is more successful for patients with a specific diagnosis. Jenny commented this project is for all mental health patients and does not focus on a specific mental health diagnosis.

Dr Pauline Roberts asked whether there will be a follow up evaluation on the outcomes. Jenny commented at the current time the evaluation is carried out after the course is completed with a six month follow up but will raise this at the next Steering Group meeting for consideration.

Dawn Hillier commented a longer term study may highlight further benefits. Dawn also asked whether there is further opportunities for funding to take this forward. Jenny confirmed a bid has been put forward for lottery funding. Dr Patrick Geoghegan advised there are research funds available which can be used to support the project but also asked Jenny to consider bidding against Comic Relief funding.

Alison Davies commented there may be an opportunity to link this with other projects ie peer support programmes. Jenny commented peer support is very important but the focus needs to remain on art therapy.

Dr Patrick Geoghegan commented although this is primarily linked to community this can be incorporated into inpatient services as part of their recovery. Jenny commented this would be excellent but this is also dependent on capacity. It was agreed Patrick would discuss this with Jenny outside of the meeting.

Lorraine Cabel thanked Professor Jenny Secker for an excellent presentation.

004/13 MINUTES OF THE last meeting held on 28 November 2012

The minutes of the meeting held on 28 November 2012 were agreed and will be signed by Lorraine Cabel, as an accurate record.

005/13 MATTERS ARISING

i) Definition of 'when appropriate'

Alison Davies confirmed she is discussing this with Richard Winter outside of the meeting and will update on the outcome at the February meeting.

Action: Alison Davies to update under Matters Arising at the February Board meeting

006/13 PERFORMANCE AND FINANCE SCRUTINY COMMITTEE

Lorraine Cabel presented a report on the outcome of the Performance & Finance Scrutiny Committee. Dr Patrick Geoghegan commented this was an excellent first meeting and gives the Board assurance on the hot spots and emerging risks

that are reviewed in detail by the Non-Executive Directors. Steve Cotter commented he felt the Committee was very good and excellent debate in relation to performance, finance and patient safety took place.

Patrick updated members on the following hot spots:

Memory Assessment Services – Lorraine Cabel commented it is important that this service is effective and the Executive Director has been asked to deal with the waiting times for this service urgently.

Improved Access to Psychological Therapies – Patrick commented the Committee expressed disappointment that the service had not been as pro active as it could have been in responding to concerns about service performance. The Executive Team have been delegated responsibility to oversee this.

Closure of CQC compliance action – Basildon Mental Health Unit – The Committee raised disappointment that despite action being taken by the service an internal compliance review did not find evidence that the compliance issues had improved sufficiently. The Executive Director of Integrated Services assured the Committee that he was confident the action and support put in place will address the compliance issues.

Patrick commented this related to paperwork in the Assessment Unit but pointed out to Board members that there is a very high admission rate and this must be taken into account. Patrick also confirmed that Malcolm McCann is chairing a Task & Finish Group to review this and he will keep ET updated on progress.

Patrick then updated on some of the emerging risks as follows:

Family Nurse Partnerships (Hammersmith & Fulham) – Patrick advised that the Committee agreed that the risk to the Trust associated with this contract was unacceptable and requested that the Executive Team develop a mitigation plan.

Dawn Hillier commented one of the key priorities of the Health & Wellbeing Board in Castlepoint & Rochford is dementia and they may require input from the Trust. Patrick confirmed he will ask Malcolm McCann to discuss this with the Health & Wellbeing Board members.

Randolph Charles requested assurance that the complaints procedure is effective. Dr Patrick Geoghegan commented complaints are taken very seriously and lessons learned, change in practice identified and cascaded to staff.

Dawn Hillier also advised that reassurance is given via the Non Executive Director complaint reviews and this gives assurance that the processes are working. Steve Currell commented he has noted there has been a significant improvement in the way complaints are managed within the timescale which is in

the best interest of all interested parties. Lorraine Cabel congratulated Nikki Richardson and her team for this achievement.

THE BOARD

- 1 Approved the Terms of Reference with the above amendments of the Performance & Finance Scrutiny Committee**
- 2 NOTED the content of the attached report**

007/13 FINANCIAL PERFORMANCE

Ray Jennings presented the Trust's financial position as at the end of Quarter 3. Ray commented there are no significant hot spots to report to the Board. Overall the Trust's surplus is £11.2M including a £0.3m surplus from Suffolk Community Services. Ray reminded Board members this will decline over the next few months during the winter period.

The Trust's CIP programme remains on course to deliver 83% of initiatives by the end of the financial year. The in year shortfall will be covered non recurrently this year and therefore will not impact on the financial forecast.

The Trust's cash balance is £35.9m compared to the plan of £34.3m but the slippage is mainly due to slippage in capital spend.

Dr Patrick Geoghegan advised Board members that he had met with Malcolm McCann and Ray Jennings and as a result of the staffing levels on older peoples inpatient wards additional funding had been released on a recurrent basis to address the shortfall. Members welcomed this approach and were pleased that the Trust recognised the importance of providing high quality care to older people. It is now expected Malcolm McCann will ensure budgets are adhered to and there should be no future significant overspends.

Dawn Hillier commented that the management costs are not in line with funding available and requested an update on this. Ray Jennings confirmed that Malcolm McCann has given assurance that this is a temporary issue and will be resolved. Patrick commented he has made it clear that Directors must work within delegated budgets.

THE BOARD

- 1. CONSIDERED and DISCUSSED the above report**

008/13 QUARTER 3 CORPORATE AIMS UPDATE

Dr Patrick Geoghegan presented an update on progress with the implementation of the Corporate Aims at Quarter 3 2012/13.

Patrick commented there are 628 actions due to be implemented during this quarter with 9 assessed as not fully completed. Patrick commented some of these are out of the Trust's control and none are having a significant impact on the business of the Trust.

Patrick requested deferral of 8 actions although some may be completed by March and some will transfer to the new financial year. This was approved by the Board.

Dawn Hillier requested an update on the corporate aim in relation to podiatry. Patrick confirmed this has changed due to Commissioners requesting this be included in the business case for 2013/14.

Steve Cotter commented in relation to the Customer Service improvement corporate aim and asked whether text messaging has been considered to help with the Do Not Attend (DNA) rate. Peter Wadum-Buhl advised this has been trialled in the Adherence Project in Southend but does not address all issues in relation to attendance and ascertaining any underlying trends.

Dr Patrick Geoghegan commented that while the Outpatients Redesign work is taking place it is important to use technology and this is being trialled in various services across the organisation. Patrick stated it is important the Trust provides safe and effective services and this must be taken into account when agreeing corporate aims.

THE BOARD

- 1 NOTED the progress made on the 2012/13 corporate aims as at Quarter 3**
- 2 AGREED the deferral of identified Directorate actions**

009/13 BOARD ASSURANCE FRAMEWORK

Dr Patrick Geoghegan presented an update on the current position of the Board Assurance Framework as at January 2013 which provides an update on management of the potential risks that may prevent achievement of the key aims agreed by the Board.

Patrick stated that he had proposed a new risk in relation to the Boards composition but in light of discussions in Part II today this risk will now be removed. This was supported by Board members.

Alison Davies commented on Page 8 in relation to smoking cessation/chlamydia targets and asked whether they are realistic. Richard Winter gave assurance that the target will be achieved and this will be taken into account as part of the contract negotiation process.

Dr Patrick Geoghegan commented the public health funding is transferring to Local Authorities and the activity will also transfer. Patrick advised it is important the activity levels are agreed with the Trust and Sally Morris will take this forward as part of contract negotiations.

THE BOARD

1 DISCUSSED and NOTED the above

010/13 SUB-COMMITTEES

(i) Executive Team Operational Committee

Dr Patrick Geoghegan presented the minutes of the meetings held on 20, 27 November, 4 & 11 December 2012 and 7 & 14 January 2013.

Steve Currell requested an amendment to the minutes of the 20 November on Page 4 to read 1 Non Executive Director on the Appeals Panel. This was noted.

Dawn Hillier requested an update on the end of life pathway. Patrick commented the end of life pathway should be reflected in the patients care plan and asked Richard Winter and Malcolm McCann to ensure this is part of the integrated pathway between mental health and community services. Dawn Hillier welcomed this and asked what the Trust's position is in relation to the Liverpool End of Life pathway. Andy Brogan commented the Trust follows this pathway and advised the Department of Health have just instigated a review looking at specific concerns with a report being published in the summer of this year. Dawn requested assurance that dialogue takes place with relatives and carers. Andy Brogan confirmed the Liverpool pathway is very clear about consent and engaging with relatives but agreed to circulate information to staff reminding them what is expected of them.

Randolph Charles requested an update on the day services review. Amanda Reynolds confirmed that the review is complete and has been shared with Local Authorities Commissioners. One of the actions is to represent the needs of the diverse community.

THE BOARD

- 1 **NOTED the minutes of the meetings held on 20, 27 November, 4, 11 December 2012 and 7 & 14 January 2013**

(ii) Integrated Quality Governance Steering Committee

Peter Wadum-Buhl presented an update of the meeting held on 20 December 2012. Board members noted the content.

THE BOARD

- 1 **DISCUSSED AND NOTED the above**

(iii) Audit Committee

Janet Wood presented the minutes of the Audit Committee meeting held on 6 September 2012. Steve Currell requested an amendment to the minutes on Page 2 which should read Steve Currell is a member of the Quality & Integrated Governance Steering Committee. This was noted by Board members.

THE BOARD

- 1 **DISCUSSED AND NOTED the above**

011/13 TRUST POLICIES

Lorraine Cabel advised members of the public, staff and governors that the Trust Policies are presented to the Board for final approval after going through a robust governance process. Randolph Charles confirmed he has also reviewed the policies.

i) Non Medical Prescribing Policy

Andy Brogan presented the above policy which has gone through the correct governance process.

THE BOARD**APPROVED the Non Medical Prescribing Policy****ii) Waste Management**

Ray Jennings presented the above policy which has gone through the correct governance process.

THE BOARD**APPROVED the Waste Management Policy****iii) Pan Essex S117**

Amanda Reynolds presented the above policy which has gone through the correct governance process.

THE BOARD**APPROVED the Pan Essex S117 Policy****iv) Mandatory Training**

Nikki Richardson presented the above policy which has gone through the correct governance process

THE BOARD**APPROVED the Mandatory Training Policy****012/13 REPORT FROM TRUST SECRETARY**

Cathy Lilley presented the above report which highlights various communications from our Regulators and also a number of consultation documents from Monitor, CQC and the FTN.

Cathy confirmed the Trust is compliant with the Constitution and has submitted a response to a number of consultations.

Dawn Hillier commented on developing a narrative for integrated care and asked whether the Trust has a narrative in place. Dr Patrick Geoghegan commented that some of the changes made by Monitor impact on the patients pathway and any concerns are also raised with the Foundation Trust Network (FTN).

Amanda Reynolds commented the Trust is undertaking work in relation to integrated care and have identified the direction of travel as a provider and therefore agreed to prepare a narrative for the Board meeting in February.

Dr Patrick Geoghegan commented he was due to meet with the Institute of Directors this week to discuss a review of the Boards skills and competencies but unfortunately they cancelled. Patrick agreed to follow this up and advise the Chair on the outcome of discussions.

Patrick also reminded members that the Francis report will be published on 6 February and a communication plan, briefings etc are in place. Patrick has also agreed to brief the Council of Governors prior to the meeting on 20 February 2013.

THE BOARD

1 DISCUSSED and NOTED the above

013/13 CARERS STRATEGY

Amanda Reynolds presented the refreshed Carers Strategy to reflect consultation with stakeholders and recent changes in national policy. Feedback from consultation with carers is that they did not want a large Strategy document but requested an update on work taking place.

Amanda confirmed the main priorities are:

- A carers card is being introduced to improve carer recognition and involvement by SEPT staff
- Continued provision of carer self management courses
- To ensure sustainable funding for carer link workers
- Community services to formally record engagement with carers
- Supporting staff carers

Lorraine Cabel welcomed this approach as it is important this is a focused document with key themes identified. Dawn Hillier also advised the document is excellent and requested this be shared with the Health & Wellbeing Board at Castlepoint & Rochford. This was agreed by the Board.

Alison Davies advised there are a number of carers groups in place in Bedfordshire & Luton and the Trust may be able to link in with these groups to take forward opportunities in relation to joint working. Amanda Reynolds agreed to take this forward.

Randolph Charles asked whether the Strategy should include reference to young carers. Amanda confirmed this is an inclusive Strategy and therefore young people are included. Dr Patrick Geoghegan requested Amanda include another priority in relation to young carers.

Dr Patrick Geoghegan also requested that Amanda Reynolds also update the main Carers Strategy document. This was supported by the Board.

THE BOARD

- 1 DISCUSSED and NOTED the above**
- 2 AGREED that a further key priority would be included in relation to young carers**
- 3 AGREED that Amanda Reynolds would also update the Carers Strategy**

014/13 DRAFT WORKFORCE STRATEGY

Nikki Richardson presented the draft Workforce Strategy which reflects the total workforce. As an organisation SEPT has an excellent reputation as an employer and the purpose of this Strategy is a high level document underpinning the Directorate workforce plans.

Dr Patrick Geoghegan commented this is an evolving document and should therefore be based on the Nursing Vision, value based care and the NHS Constitution.

Nikki Richardson requested any further comments from the Board which will be included in the final Strategy.

THE BOARD

- 1 DISCUSSED and NOTED the above**
- 2 AGREED comments would be forwarded to Nikki Richardson for inclusion in the final document**

015/13 MONITORS QUARTERLY COMPLIANCE REPORT

Cathy Lilley presented the Quarter 3 Compliance report due for submission on 31 January 2013. Taking into account the decision made in relation to the Board composition in Part II the document will be amended.

THE BOARD

- 1 With the above amendment the Quarter 3 Compliance Report was approved for submission on 31 January 2013**

016/13 DEANERY REPORT

Dr Pauline Roberts presented an update on the Deanery visit to the Trust in November 2012. Pauline was pleased to report that the Trust complies with the recommendations and received unconditional approval for 3 years. Feedback also highlighted several notable practices in the Trust.

Dr Patrick Geoghegan wished to congratulate all staff especially the Medical Directors and Clinical Tutors for this achievement as this was the first multi-disciplinary deanery visit. Lorraine Cabel re-echoed this on behalf of the Board.

THE BOARD

1 DISCUSSED AND NOTED the above

017/13 A MANDATE FROM THE GOVERNMENT TO THE NHS COMMISSIONING BOARD – APRIL 2013 TO MARCH 2015

Dr Patrick Geoghegan advised the Government has issued a mandate to the NHS Commissioning Board giving it authority to establish commissioning arrangements within the framework of the NHS Constitution.

The Mandate covers five key areas:

- Commission and transform services by preventing ill health and providing earlier diagnosis
- Managing ongoing physical and mental health conditions
- Supporting recovery from episodes of ill health
- Experiencing better care, not just better treatment
- Providing safe care

Patrick commented the contracting team will use this mandate as part of contract negotiations with Commissioners.

Lorraine Cabel commented it is also important as part of the contract discussions with the Acute sector that commissioners recognise any impact on community and social services activity of 24/7 working. Patrick confirmed this will be taken forward by the contracting team.

Patrick also confirmed he was pleased with the proposal of a 7 day service and a Task & Finish Group has been set up within the Trust to take this forward.

THE BOARD

1 DISCUSSED and NOTED the above

018/13 USE OF CORPORATE SEAL

Dr Patrick Geoghegan advised the Corporate Seal has been used on the following occasion since the last meeting:

Underlease – garden land adjacent to Farley Hill Health Clinic, Whipperly Ring, Luton, LU1 5QY

THE BOARD

1 NOTED the above

204/12 CORRESPONDENCE CIRCULATED TO BOARD MEMBERS SINCE THE LAST MEETING

Lorraine Cabel confirmed no correspondence has been circulated to Board members.

019/13 NEW RISKS IDENTIFIED THAT REQUIRE ADDING TO THE TRUST RISK REGISTER OR REMOVED FROM THE REGISTER

None.

020/13 QUESTIONS FROM MEMBERS OF THE PUBLIC/ STAFF/GOVERNORS

Michael Dolling, Governor asked whether the Trust would consider using yoga to help with mental health problems. Dr Patrick Geoghegan advised there are a number of therapies provided across the Trust but we can only provide those therapies that are funded by our Commissioners and yoga is not one of them.

Alison Davies commented there are volunteer/charitable organisations that offer this type of therapy. Amanda Reynolds also commented that some patients use their personalisation funds for alternative therapies. Sally Morris also advised that within secure services a number of programmes are in place that have a holistic approach.

Michael Dolling also asked what action the Trust is taking in relation to preventing Legionnaires Disease. Ray Jennings this is not a major issue for the Trust as regular checks take place on all Trust properties. Dawn Hillier gave assurance that a report was presented to the Quality & Integrated Governance Committee from Estates confirming no incidents of Legionnaires have taken place within the Trust.

021/13 ANY OTHER BUSINESS

There was no other business.

022/13 DATE AND TIME OF NEXT MEETING

The next meeting will take place on Wednesday 27 February 2013 at 1.30pm at the Rufus Centre, Steppingley Road, Bedfordshire.

Signed Date