

SEPT
MINUTES OF PUBLIC BOARD OF DIRECTORS
PART 1
held on 31 July 2013
at the Hawthorn Centre, Rochford Hospital

Members Present:

Lorraine Cabel

Janet Wood

Steve Cotter

Alison Davies

Steve Currell

Randolph Charles

Dr Dawn Hillier

Dr Patrick Geoghegan OBE

Sally Morris

Ray Jennings

Nikki Richardson

Richard Winter

Malcolm McCann

Amanda Reynolds

Chair

Vice-Chair

Non-Executive Director

Non-Executive Director

Non-Executive Director

Non-Executive Director

Non-Executive Director

Chief Executive/Executive Nurse

Executive Director of Specialist Services/

Contracts/Deputy Chief Executive

Executive Chief Finance Officer

Director of Corporate Services/Customer Care

Executive Director of Integrated Services -

Bedfordshire & Luton

Executive Director of Integrated Services – Essex

Executive Director of Partnership & Social Care

Also Present:

Teresa Matthews

Cathy Lilley

Faye Swanson

Kate Witham

Elaine Taylor

Hilary Scott

Teresa Kearney

Jenny Moss

Chris Elliott

Julie Hickford

Stephanie Harcourt

Ross Davis

Carolyn Paul

Angela Garrard

Mandy Tanner

Nikki Collman

Beryl Wiseman

Sue Liddall

Nic Taylor Burberi

Valerie Gamble

B Appleton

R Samsunraj

Eileen Greenwood

Pam Hintz

Board Secretary (Minutes)

Trust Secretary

Director of Compliance & Assurance

Communications

Assistant Director of Safeguarding

Chief Pharmacist

Director of Primary Care

Information Assistant

Contracts Manager

Clinical Audit

Compliance Department

Risk Management

Performance Manager

ECC Public Health Team

Governor

PA to Director of Primary Care

Secretary to Chief Executive

Secretary to Chief Executive

Vocational Service Manager

PA to Trust Secretary

Member of Public

OT Team Leader

Governor

Governor

Evelyn Hoggart	Governor
Sue Revell	Governor
Deborah Ridley Joyce	Governor
Patrick Sheehan	Governor
John Jones	Governor

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

Members were reminded of the Trust's Vision Statement.

179/13 APOLOGIES FOR ABSENCE

Apologies were received from Dr Milind Karale & Peter Wadum-Buhl.

180/13 DECLARATIONS OF INTEREST

No declarations of interest were declared

181/13 PRESENTATION by Steve Muggridge & Joseph Moore re the Activity Co-ordinators Service

Steve Muggridge updated members on the Activity Co-ordinators Service which has been in place since June 2012. There are now 20 activity co-ordinators across the Trust, 2 in Bedfordshire, 3 in Luton and 15 in Essex.

The co-ordinators provide personalised therapeutic care to meet the individual needs of the patients. The co-ordinators all complete diary sheets and document all the work undertaken with the patients and are members of the multi disciplinary teams. Feedback from Ward Managers has been very positive as well as excellent feedback from patients.

Steve also advised that the Activity Co-ordinators also offer fitness sessions for staff with pilots taking place in various locations across the Trust. There is also a web page where staff can access information on staff wellbeing and events and Steve and the Co-ordinators can be contacted directly with any specific questions.

Steve advised he and his team work closely with the Employee Experience Team organising wellbeing initiatives, physical activity. The Team also work with the Food First Dieticians to design healthy eating courses that can be delivered to patients and staff.

The Trust also undertakes partnership working with Bedfordshire University providing placements for students which has been a great success. This is also being explored with other Universities.

Joseph Moore advised he is an Activity Co-ordinator on Keats Ward and undertakes one to one personal sessions with patients which has been very well received.

Dr Patrick Geoghegan asked whether the impact of Activity Co-ordinators has freed up nursing time. Andy Brogan commented the Activity Co-ordinators will be part of the staffing rotas going forward.

Steve updated on future plans which includes expanding the service to community staff, developing closer links with the Patient Experience Team and ensuring all services across the organisation can have access to the Activity Co-ordinators.

Sally Morris commented she was pleased the Forensic Service has two Activity Co-ordinators per ward as most of the patients are long term and this helps with their recovery. This has been highlighted in recent CQC reports which state patients are happy with the activities on the forensic wards.

Steve Currell asked whether the Activity Co-ordinators link with the Occupational Therapists. Steve Muggridge advised the Co-ordinators work as part of a multi disciplinary team which includes all staff including Occupational Therapists.

Dawn Hillier stated she was pleased with the wellbeing agenda that the Trust is taking forward within clinical areas but asked whether all wards will have an activity co-ordinator in place. Steve confirmed there are currently 20 activity co-ordinators in place but expects this to increase. Dr Patrick Geoghegan stated that when this service was set up there was no additional funding made available and existing resources have been used. Patrick confirmed that the skill mix on the wards will be reviewed to ensure this post can be made available to all clinical areas over time.

Nikki Richardson stated this is an excellent project and was pleased that there are a number of activities taking place for staff but reminded members there are also non clinical activities that are equally important which could be taken forward by volunteers. This was supported by Board members.

Lorraine Cabel thanked Steve and Joseph for their excellent presentation.

THE BOARD

1 DISCUSSED and NOTED the above

182/13 MINUTES OF the last meeting held on 26 June 2013

The minutes of the meeting held on 26 June 2013 were agreed and will be signed by Lorraine Cabel, as an accurate record.

183/13 ACTION LOG

Cathy Lilley presented the Action Log and the following items were discussed:

Customer Service Strategy – Faye Swanson advised that Peter Wadum-Buhl has met with the Public Governor concerned and agreed further analysis will be undertaken on feedback received via the listening events.

Amanda Reynolds advised the Equality & Inclusion Annual Report will be presented to the September Board meeting.

In relation to dementia buddies Dr Patrick Geoghegan confirmed this was discussed at the Health & Wellbeing Academy meeting where the group agreed to support an evaluation of the project.

184/13 PERFORMANCE AND FINANCE SCRUTINY COMMITTEE

Lorraine Cabel as Chair of the Performance & Finance Scrutiny Committee gave assurance in relation to performance issues as at Month 3 (June 2013).

Dr Patrick Geoghegan confirmed there are no hot spots to report but updated on the following:

Absent without Leave (AWOL) - action has been taken to address this and in the last month there have been 3 absconsions. The Performance & Scrutiny Committee were given assurance that mechanisms are in place on the wards to prevent absconsions where possible.

% patients with a PBR cluster – Patrick advised that the target is 95% and Bedfordshire & Luton achieved 80% and Essex 79%. It is important to ensure there is accurate clustering information in place and this will be addressed going forward.

Serious Incidents – Four serious incidents were reported during June 2013 – no trends have been identified.

Dawn Hillier commented she was disappointed in the number of staff receiving supervision which has been reported as 62.8% against the target of 80% and asked what action is being taken to address this. Malcolm McCann commented the Trust expect supervision to take place where appropriate and this has been highlighted to staff. Dr Patrick Geoghegan also commented that the Executive Team have discussed this and the information is currently being validated and therefore there should be an improvement in the next few weeks.

THE BOARD

1 DISCUSSED AND NOTED the above

185/13 FINANCIAL PERFORMANCE

Ray Jennings presented the financial performance as at Month 3, June 2013. The Trust continues to perform well with a surplus of £2.1m. This has mainly been caused by low levels of spending against central budgets in the first quarter of the year as resources are planned to be utilised towards the end of the financial year. After taking account these commitments the underlying surplus will be £0.6m. Working capital and cash balances remain strong and most divisions are making a positive contribution to the Trust's overheads and surplus.

Ray advised there is one new emerging risk in relation to Bedfordshire & Luton inpatient services being overspent by £0.4m which has been caused by high levels of bank and agency use to cover observation levels, staff absence and vacancies. A review has been undertaken and an action plan put in place to address this by placing tight controls on staffing levels were appropriate and recruiting to vacant posts.

Steve Currell requested an update on vacancies and the remit of the vacancy monitoring group. Dr Patrick Geoghegan gave assurance that the needs of the patients are put first and any essential clinical vacancies will be recruited to. Cover is in place via bank and agency staff but it is important that the Trust delivers its CIP programme.

THE BOARD

1 DISCUSSED and NOTED the above

186/13 BOARD ASSURANCE FRAMEWORK 2013-14

Dr Patrick Geoghegan presented the Board Assurance Framework which monitors high risks within the organisation which are identified via a robust process through the sub-committee structure.

Patrick recommended an increase in the risk scoring of the following risk:

Changes in commissioning and increased complexities may lead to service provision becoming fragmented as commissioners look to test the market

Patrick also requested the following risk be included on the Framework:

Public Health services across Essex will be subject to retendering and the Trust may not retain these contracts in the future

The Board approved the above recommendations

THE BOARD

1 APPROVED the June version of the Board Assurance Framework 2013/14

187/13 SUB-COMMITTEES

(i) Executive Team Operational Committee

Dr Patrick Geoghegan presented the minutes of the Executive Team Operational Committee held on 17 & 24 June, 1, 8 & 15 July 2013.

Steve Currell commented on the visit by the Leadership Academy in September and asked if Sally Morris would be involved in this meeting. Dr Patrick Geoghegan stated this was only a preliminary meeting and he would provide feedback to Sally.

Dawn Hillier commented on the CQC Consultation and requested this be sent to Non-Executive Directors for comments. Lorraine Cabel requested that Cathy Lilley action this.

Randolph Charles commented on the discussions in relation to 7 day working which is a strategic objective for the organisation but stated it is important the right staff are in place with the right qualifications to take this forward. Dr Patrick Geoghegan advised the public want an NHS service 24 hours a day but this will require additional funding. Patrick confirmed the Trust has set up out of hours services in the past i.e. running clinics at weekends but these were not well attended. It is therefore important to review what services will be required 24/7 and then discuss with Commissioners.

Patrick also advised that work is being taken forward via Anglia Ruskin Health Partnership in looking at 7 day services but this is more focused on Acute Trusts at the current time. Nikki Richardson stated it is important the Trust target the right services as it is expensive to provide clinics at evenings and weekends. Dr Milind Karale is taking the lead for the Trust and will continue to take this forward.

THE BOARD

- 1 NOTED the minutes of the meetings held on 17 & 24 June and 1, 8 & 15 July 2013**

188/13 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. Lorraine confirmed she personally reviewed the following policy and was assured with the content.

i) Policy for the Joint Working and the Provision of Services between Mental Health and Learning Disability Teams within South Essex

The above Policy was discussed. It was noted this had gone through the correct governance process.

THE BOARD

- 1 APPROVED the above Policy**

189/13 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 agreed to send the hyperlink for the documents to Board members.

Amanda Reynolds commented on the NHS Standard Contract for 2014/15 review and stated there are some expectations of Foundation Trusts about supporting integrated care and therefore this needs to be fed back to Commissioners

Dr Patrick Geoghegan updated members on the Keogh Review with a number of hospitals within our local area put on special measures. Andy Brogan and Dr Milind Karale are looking at lessons learned and will update the Board in September.

Alison Davies requested an update on the survey in relation to current data collection processes. Dr Patrick Geoghegan commented it is important the Trust respond to consultations that may impact on the organisation and if any action is required this will be discussed at Executive Team. This will be taken forward by the new Head of Legal Services, Jennifer Mellani, when she takes up her post on 1 October. This was supported by members.

THE BOARD

1 DISCUSSED and NOTED the above

190/13 MENTAL HEALTH TRUST QUALITY PROFILE

Faye Swanson presented a summary of performance as described in the Mental Health Quality profile developed by Quality Intelligence East and North East Quality Observatory System.

Faye commented this will identify SEPT's performance in comparison to other Mental Health Trusts. It is important to note that SEPT is within normal limits on most measures and much better than the sample on many measures. There are only four areas where performance is assessed as worse than expected:

- % CPA % with HONOS assessment
- % patients waiting more than 28 days for IAPT
- NPSA Incident reporting rate significant harm per 1000 bed days
- % NPSA incident reporting significant harm.

Dawn Hillier welcomed this overview and asked who this information is shared with. Faye Swanson confirmed this is published on the Quality Observatory website which is accessed by all providers. Dawn commented it would also be useful to provide this information to the Health & Wellbeing Boards. Faye agreed to discuss this with Commissioners.

Dawn also asked how the Trust will use this information internally. Faye advised the Trust will focus on the 4 areas above and use benchmarking information to ensure set correct targets in future.

Dr Patrick Geoghegan commented that CQC, Monitor and other organisations will review this information and therefore it is important that Senior Management Teams ensure any actions are rolled out.

Andy Brogan commented it is important to review this information in line with the outcome of the patient survey and pointed out that some of the indicators are also relevant to Clinical Commissioning Groups (CCGs).

THE BOARD

- 1 **NOTED** the above

169/13 APPOINTMENT OF CONSULTANT PSYCHIATRISTS

Steve Currell advised an Appointments Committee met on 30 May 2013 to interview for a Consultant Psychiatrist in Older Peoples Mental Health. The panel recommended that Dr Shalini Agrawal be appointed. This was approved by Board members.

THE BOARD

- 1 **APPROVED** the appointment of Dr Shalini Agrawal as Consultant Psychiatrist for Older Peoples Mental Health

191/13 QUARTER 1 COMPLIANCE REPORT FOR 2013/14

Faye Swanson presented the Quarter 1 Compliance Monitoring Report due for submission on 31 July 2013.

The Trust is compliant with all targets and indicators in Quarter 1 and plans are in place to ensure ongoing compliance with all existing targets.

Faye suggested that any Monitor compliance issues should be discussed and approved via the Performance & Finance Scrutiny Committee and then reported to Board for information. This was approved by members.

THE BOARD

- 1 **NOTED** the above

192/13 USE OF CORPORATE SEAL

Dr Patrick Geoghegan confirmed the Corporate Seal has not been used since the last Board meeting.

THE BOARD

- 1 **NOTED** the above

193/13 CORRESPONDENCE CIRCULATED TO BOARD MEMBERS SINCE THE LAST MEETING

Lorraine Cabel advised no correspondence has been circulated to Board members since the last meeting.

194/13 NEW RISKS IDENTIFIED THAT REQUIRE ADDING TO THE TRUST RISK REGISTER OR REMOVED FROM THE REGISTER

None.

195/13 QUESTIONS FROM MEMBERS OF THE PUBLIC/STAFF/GOVERNORS

Paula Grayson asked the following questions:

1 Examining Table 7 of the Strategic Plan 2013-2016, I note that for 2013/14, Essex Mental Health is expected to have a recurring expenditure baseline of £101.3 m and Beds and Luton Mental Health has a recurring expenditure baseline of £54.9m. The Cost Improvement Plan savings for these services are £4.8m and £4.3m respectively. Since these amounts represent 4.7% and 7.8% respectively of the baseline, could the differential in required percentage savings be explained please?

Ray Jennings advised there is a shortfall facing the Trust and national cost pressures also need to be taken into account as well as local cost pressures. Ray pointed out that national cost pressures affect all organisations.

2 attended the excellent "Muslim Health and Wellbeing" conference in Luton on 29 June, I am looking forward to further diversity initiatives providing outreach to communities which might not otherwise engage with SEPT. Please can the forward programme for Community Development Workers be outlined? When will a report be published on these positive action outreach activities?

Amanda Reynolds advised two faith events have taken place this year with a Black Churches event in Bedford and a Muslim Conference in Luton. A further conference is planned in September with the Sikh community. Amanda confirmed the Community Development Workers are key to supporting and planning the events and engaging with the BME community. Amanda is currently preparing an Equality & Inclusion Annual Report which will be presented to the September Board meeting which will identify the next steps.

Eileen Greenwood asked whether it would be possible to view the policy for Joint working between mental health and learning disability that had been approved earlier. Lorraine Cabel advised she will ask Cathy Lilley to action this.

177/13 ANY OTHER BUSINESS

Dr Patrick Geoghegan

Lorraine Cabel advised members that this would be the Chief Executive's last Board meeting as he was retiring at the end of August.

Lorraine summed up Patrick's outstanding contribution that he has made not only to the Trust but to the NHS since joining it. She paid tribute to his leadership and his courage in always putting the needs of patients first and this is something he will be remembered for.

Lorraine ended by asking Board members to stand up and show their appreciation of his outstanding contribution as Chief Executive and wished him the very best for the future.

178/13 DATE AND TIME OF NEXT MEETING

The next meeting will take place on Wednesday 25 September 2013 at 1.30pm at Stockwood Discovery Centre, Luton LU1 7HA

Signed Date

DRAFT