

Trust Board meeting (Part 1)		Date:	26 July 2017
Agenda item	Title		
BD/17/110	Board Digest July 2017		
This report is for information only.			

1 Strategies, policies, procedures and guidance published in May and June 2017

1.1 Strategies

- P138 - social work
- P147 – suicide prevention

1.2 Policies

- P167 - business continuity management
- P026 – workforce diversity and equal opportunities
- P033 – being open and discharging our duty of candour
- P038 – appraisal
- P039 – relationships between staff at work
- P054 – risk assessment
- P059 – right of staff to be accompanied
- P066 – working time regulations
- P076 – determining recruitment and retention premia
- P078 – organisation change
- P102 – pay, terms and conditions of medical staff
- P134 - roster
- P153 – job planning
- P159 – preceptorship of newly registered practitioners
- P161 – place of safety
- P163 – accountability framework
- P164 – fit and proper directors
- P025 – management of communicable diseases
- P028 – management of infection
- P031 - management of asbestos estates
- P052 – policy for the management of alcohol and drug use on AWP premises
- P058 – pay protection
- P065 – relationships between staff and service users and carers
- P072 – policy for policies, strategies and procedures
- P152 – reimbursement of involvement expenses
- P165 – search policy property and individuals
- P060 - medicines

- P083 - capability
- P095 – violence management and reduction
- P170 – conflicts of interest

1.3 Procedures

- Third party access to RiO and IAPTUS
- Animals in healthcare environment
- Laundry, linen and dress
- Isolation
- Toys and activity equipment
- Document development
- Disinfection including environmental, medical device cleaning and spillages
- Hand hygiene
- Safe handling and disposal of sharps (including prevention and management of occupational exposure to blood borne viruses)
- Transfer of service users into, from and between mental health and other healthcare settings
- Mumps
- Information to support infection control care planning
- The following guidance has been published and requires sharing
- How to use templates
- Med23 - Rapid Tranquillisation Procedure – the use of medication to manage disturbed (violent) behaviour on inpatient mental health units
- Nursing preceptorship

1.4 CAMHS policies and procedures

A link was published to the revised CAMHS policies and procedures, pending a full review of these by January 2018

The can be found at the following link:

<http://ourspace/DU/CAMHS/Pages/CAMHSpolicies.aspx>

The Trust Board library is up to date with no expired policies.

2 Freedom of Information Requests

The Trust received 56 requests for 462 pieces of information in May and June 2017.

Requests have been received from private individuals, companies, academics and the media.

The Trust has responded to requests with either:

- full disclosure;
- partial disclosure;
- information exempt;
- information does not exist;
- no clarification received

We have received no positive or negative responses for completed requests in April and June.

Responses to the Freedom of Information requests can be found on the Trust's external website at the following link:

3 Information Governance Incidents

Forty three information governance incidents were reported in May and June 2017:

Locality	Total number of incidents year to date
Bath and North East Somerset	5
Bristol	11
CAMHS	1
Corporate affairs	2
Finance	0
HR	3
IM&T	2
North Somerset	6
Nursing and Quality	2
Other Non-AWP	1
Secure	4
South Gloucestershire	2
Specialised	7
Swindon	3
Wiltshire	10
Total for the year	58

Of these fifty eight, eighteen were not information governance incidents or AWP incidents.

4 Level two incidents

Four level two incidents were reported in May and June to the Information Commissioner's Office as detailed below:

Incident number	Description	Action	Status
89403	Breach of confidentiality – information sent to nearest relative documented in RiO. This was not the nearest relative and had no relationship with service user	Formal complaint and full investigation. Nearest relative information was provided by the AMHP, who had retrieved the information from the council's record. RiO record updated with correct information	Closed

89630	Breach of confidentiality – existing service user letter used as a template for a different service user	Analysis regarding editable letters in RiO commenced	Open
90948	Breach of confidentiality – appointment letter sent to incorrect address	Formal complaint and investigation – likely that information has been downloaded from the spine; awaiting audit results to confirm	Open
91097	Disciplinary pack did not arrive at destination, via Royal Mail signed for service	Initial investigation has failed to locate pack. Compensation claim made to Royal Mail	Open

The total number of level two incidents reported to the Information Commissioner's Office for 2017/18 is eight.