

enabling and empowering people to reach their potential and live fulfilling lives

Minutes of a Meeting of the AWP NHS Trust Board of Directors

Held on 19th December at 10.00am in the Conference Room, Jenner House

These Minutes are presented for Approval in the Part 1 Session of the Board

Members Present

Anthony Gallagher – Chair Susan Thompson – Non-Executive Director Alison Paine – Non-Executive Director Lee O’Bryan – Non-Executive Director Anthony McNiff – Non Executive Director	Iain Tulley – Chief Executive Paul Miller – Director of Finance & Commerce and Deputy Chief Executive Hazel Watson – Executive Director of Nursing, Compliance, Assurance Arden Tomison – Executive Medical Director Julie Thomas – Executive Director for People Sue Hall – Interim Director of Business Development
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In attendance

Jane Britton – FT Programme Director Emma Adams – Operations General Manager	Ray Chalmers – Head of Communications Louise Hussey – Assistant Company Secretary
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Item		Action
1. Apologies	1.1. Apologies were received from Peter Greensmith – Non-Executive Director, Andy Sylvester – Director of Operations, Emma Roberts – Company Secretary	
2. Declaration of Members’ Interest	2.1. In accordance with AWP Standing Orders (s7.1) all members present are required to declare any conflicts of interest with items on the Board Meeting agenda	
3. Questions from members of the public about the work of the Trust	3.1. The Board received a question about the level of payment for service users and carers and whether it was appropriate to pay an hourly rate below the minimum wage. Hazel Watson responded that the Trust recognises that the structure of payments needs revising and that she would report back to the	HW

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<p>January Board on progress made in addressing this. Hazel also undertook to respond to the question directly.</p>	
<p>4. Minutes of the meeting on 28th November 2012</p> <p>4.1. Hazel Watson is no longer Deputy Chief Executive.</p> <p>4.2. With this amendment the minutes were agreed as an accurate record.</p>	
<p>5. Matters Arising</p> <p>5.1. The Board resolved that all matters arising be recorded as complete or carried forward in the Board Schedule of Matters Arising.</p> <p>5.2. Tony Gallagher requested that actions relating to matters arising be reported back to the Board as complete in a shorter timescale.</p>	
<p>6. Outstanding Board Actions</p> <p>6.1. None were noted.</p>	
<p>7. Chair's Report</p> <p>7.1. The Board received a verbal update from the Chair.</p> <p>7.2. The Chair welcomed Emma Adams from the Operations Directorate, attending for Andy Sylvester.</p> <p>7.3. Tony noted that Andy Sylvester, Operations Director, is leaving the Trust shortly, after 6 years service. He conveyed the thanks of the Board to Andy for his support and insight in his different roles and difficult times.</p> <p>7.4. Tony reported that he recently attended a Long Service Awards lunch which he noted had been an inspiring day hearing the experience of people in the service and understanding their perspective on the changes we see on a daily basis. He welcomed that the care of service users is still high on the agenda even when working in demanding roles in a demanding environment.</p> <p>7.5. Tony also reported that he has made a couple of visits to Weston-super-Mare recently, around the time when there was a threat of flooding. He noted that he was impressed by the level of commitment of the staff and also the good use of the facilities at their disposal.</p> <p>7.6. The Board noted that the Trust has recently held interviews for a replacement Non Executive Director but were unable to appoint on this occasion. Work is ongoing to target potential applicants to fulfil the organisation's particular requirements for this role.</p>	
<p>8. Chief Executive's Report</p> <p>8.1. The Board received Report 12.0771 of the Chief Executive briefing it on key issues.</p> <p>8.2. Iain noted that this is the first in the evolution of the Chief Executive's report</p>	

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<p>which aims to look forward concentrating on national and strategic issues.</p> <p>8.3. He highlighted the launch of the first mandate of the NHS Commissioning Board which provides the long term direction of the NHS. Iain underlined that this is the first time that success will be measured by how well the NHS achieves the things important to people and is centred on quality improvement. He advocated reading the recently published priorities document.</p> <p>8.4. Iain noted the launch of the Compassionate Care Nursing agenda and the 6 'Cs' identified as core values. He commented that there should be an additional core value of 'Common Sense'.</p> <p>8.5. Iain underlined the three key themes in improving patient experience around Review, Recovery and Relationships and stressed the need to build relationships internally and externally.</p> <p>8.6. It was noted that the Trust is moving at pace to become more locally focussed and that there is much support for this. Lee O'Bryan asked about the communication to the organisation on this process and it was confirmed that there has been a combination of direct emails and information posted on Ourspace. An email is due to go out on 20th December regarding the interim arrangements and transition arrangements around the move from an SBU to locality focus.</p> <p>8.7. Iain noted that he has personally written to every senior doctor and clinician regarding this. It was agreed that the current ongoing staff survey will be telling in terms of staff feedback and that this will be reviewed by the Employee, Engagement and Strategy (ESEC) committee in January.</p> <p>8.8. Tony McNiff noted the discussion around the connotation of the title of Managing Director within the locality triumvirate. Iain undertook to consider all feedback regarding this.</p> <p>8.9. Iain updated the Board on the Bristol tender that Bristol CCG have made a decision to go ahead with this. The Trust has made it clear that it supports this direction of travel. It was recommended that all Board members should read the consultation document and responses to this which focuses on the quality of services in Bristol. It was noted that the organisation is involved in a number of conversations on how this is taken forward and that Trust clinicians are working with commissioners with a shared desire in maintaining Bristol services.</p> <p>8.10. Tony Gallagher endorsed the Trust's approach to this process.</p> <p>8.11. It was noted that the Chief Executive has met with as many people as possible internally and externally in the time he has been with the Trust and has met with circa 700 staff to date.</p> <p>8.12. At the request of the Board Hazel Watson updated it on the position regarding the Lansdowne Unit and conversations that are ongoing with the CQC and commissioners regarding the future of this unit and the future</p>	

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<p>provision of Learning Disability (LD) services within AWP. It was confirmed that there are currently no service users in the unit and that the Trust is supporting a number of people in other places.</p> <p>8.13. Susan Thompson noted the Department of Health report on Winterbourne View and asked if there are any related issues for the Trust's Forensic LD services. Hazel confirmed that AWP is sighted on this and that a report will come to the January Board in response to this.</p> <p>8.14. The Chair requested information in a future report on progress in the approval process for CCGs.</p> <p>8.15. Following a request from Alison Paine it was agreed that it would be useful to consider a Board space on Ourspace for the dissemination of information on recent developments for NEDs.</p> <p>8.16. It was noted there as significant pressure in the system for commissioners and new governing bodies.</p> <p>8.17. The Board resolved to note this report.</p>	<p style="text-align: center;">HW</p> <p style="text-align: center;">IT</p> <p style="text-align: center;">IT/TG/RC</p>
<p>9. Monitor Compliance Dashboard</p> <p>9.1. The Board received Report 12.0772 of the Interim Director of Business Development which updated it on the Trust's M8 position against Monitor Compliance Framework standards, including the Trust's current risk rating.</p> <p>9.2. The Board noted the continued Governance risk score of 4.0 related to the CQC findings at the Lansdowne Unit regarding six of the essential standards for quality and safety. It was noted that it is hoped that this will be resolved, and the risk score removed, by the last quarter.</p> <p>9.3. The Board also noted that the Performance risk score is rated red due to the crisis gate keeping indicator falling below 95% (currently 93.9%). It was noted that the numbers involved are small.</p> <p>9.4. Susan Thompson asked for further information to better understand the issues behind this. It was underlined that every case relates to a service user. Iain reiterated that in future it should be the convention for information and actions to be included within this report in such instances.</p> <p>9.5. The Board resolved to note this report.</p>	<p style="text-align: center;">SH</p>
<p>10. Finance & Performance Report – Month 8</p> <p>10.1. The Board received Report 12.0772 of the Director of Finance which presented the Trust's financial position for the year to 30th November 2012.</p> <p>10.2. The Board noted the Trust's cumulative position at the end of November and the 18k increase in adverse variance from Month 7. The Trust continues to forecast a year end surplus of £1,000k.</p> <p>10.3. It was acknowledged that staff costs are a significant pressure. Tony Gallagher sought further assurance that in addressing this, safety and the</p>	

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<p>service user experience would not be compromised.</p> <p>10.4. Iain Tulley noted that this raised a question about the use of agency staff and that the organisation should address issues around recruitment to resolve this. In response to Tony's concerns about a possible effect on the quality of services provided, Iain confirmed that a set of actions will be taken in January which will be reported to the January Board.</p> <p>10.5. The Trust's cash position which is £1.6m ahead of plan was also noted.</p> <p>10.6. In considering the two capital schemes requiring approval the issue of delegated limits was raised. It was noted that a recommendation will be made regarding this to the Finance and Planning committee on 18th January.</p> <p>10.7. Alison Paine reported that the Finance & Planning Committee have not had an opportunity to consider this paper prior to the Board this month. She noted the intention of there being greater clarity within the report.</p> <p>10.8. It was acknowledged that there is a body of work to be done to better align committee dates with that of the Board.</p> <p>10.9. Sue Hall asked that there should be a check on drugs stock figures on the balance sheet now that there is an in-house Pharmacy in place.</p> <p>10.10. The Board resolved to approve:</p> <ul style="list-style-type: none"> • The revised authorised capital envelope • The new bid for feasibility pharmacy supply chain of £8k • The Business case for the Furniture replacement (£40k, 2012/13) • The Business case for the South Plaza (Bristol) capitalisation (£77k, 2012/13) 	<p style="text-align: center;">IT</p> <p style="text-align: center;">PM</p> <p style="text-align: center;">ER/IT/TG</p> <p style="text-align: center;">PM</p>
11.AOB	
11.1. There was none.	
The Public Session of the Board formally closed at 11.00am	

Key to Abbreviations Used	
Abbreviation	For
Chief Exec	Chief Executive
DoF	Executive Director of Finance & Commerce, and Deputy Chief Executive
Exec Dir People	Executive Director for People
Exec Dir M&S	Executive Medical Director Development

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Key to Abbreviations Used	
Abbreviation	For
Exec Dir NCAS	Executive Director of Nursing, Compliance, Assurance & Standards
Exec Dir Ops	Executive Director of Operations
Int Exec Dir BD	Interim Director of Business Development
Dir FTP	Foundation Trust Programme Director
CoSec	Company Secretary
ACoSec	Assistant to the Company Secretary
ET	Executive Team
SBU	Strategic Business Unit
NED	Non-executive Director

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