

Trust Board Meeting in Public

Wednesday 22 November 2023

12:30 pm – 16:00 pm

Units 7-8, Meadow Park, Meadow Lane, St Ives PE27 4LG

Members:

Mary Elford	Trust Chair (Chair)
Steve Bush	Director of Children and Young People's Services
Catherine Dugmore	Non-Executive Director
Anna Gill	Non-Executive Director
Fazilet Hadi	Non-Executive Director (from 14:10)
Rachel Hawkins	Director of Corporate Affairs
Kate Howard	Chief Nurse
Dr Richard Iles	Non-Executive Director
Aliyyah-Begum Nasser	Non-Executive Director (until 15:00)
Anita Pisani	Deputy Chief Executive
Mark Robbins	Director of Finance and Resources
Gary Tubb	Non-Executive Director
Dr David Vickers	Medical Director
Matthew Winn	Chief Executive

In Attendance:

Sarah Feal	Trust Secretary and Freedom to Speak-up Guardian (Minutes)
Lea Fountain	Associate Director of Communications
Sarah Kilby	Patient Experience Advisor (Item 1)
Sharon Riches	Health Visitor, 0-19 Team
Lisa Wright	Patient Experience and Participation Manager (Item 1)

Minutes

1.0	Patient Story: Simeon's Story
1.1	A recording was played on behalf of Simeon's family and his father attended the session to answer any questions the Trust Board had. Members had a valuable discussion on community paediatric health care services. The importance of the co-ordination of care and communication with parents was acknowledged, along with the continued need to co-produce the design of services with patients.
2.0	Welcome, apologies, and Register of Interests
2.1	The Chair welcomed all to the meeting and there were no apologies received.
2.2	<p>Members confirmed they had no additional declarations of interest in relation to items on the agenda, and their register entries for the register of interests and gifts and hospitality were accurate and up to date.</p> <p>The Trust Board noted that Oliver Judges will remain on the public register for 6 months until 30 December 2023, following his leaving date 30 June 2023. Dr Richard Iles declared a new appointment as a Non-Executive Director with Health Innovation East effective 1 December 2023.</p>
3.0	Minutes of previous meeting and matters arising
3.0	The minutes of the meeting held 27 September 2023 were approved as an accurate record.
3.1	<p>The action points from previous meetings were reviewed and the following confirmed as complete:</p> <p>September 2023</p> <ul style="list-style-type: none"> ▪ 1.1 (both bullet points) Staff Story: Staff Network Chairs ▪ 5.1 – A report will be provided to the Audit Committee 15 January 2024. <p>The Trust Board noted the update.</p>
4.0	Chair's update
4.1	<p>There have been three new paediatricians appointed to the Trust and it was noted that two of those had been jointly trained in both paediatric and mental health care, which is helpful.</p> <p>The Chair and the Director of Children and Young People's Services reported on a recent Trust Board service visit to the Rapid Response team at the Poynt in Luton.</p>

	<p>There were several good examples of good partnership with the East of England ambulance trust and Bedfordshire Hospitals. The visit also provided assurance about Winter readiness.</p> <p>The Long Service Award ceremonies have gone well, and the flexibility of the Trust's employment approach was mentioned by staff members on several occasions.</p> <p>The Chair and Chief Executive attended the NHS Providers' Annual Conference and Exhibition 2023. The Chief Executive had been invited to speak on 'How digital home care can help in urgent care'.</p> <p>It was noted how valuable it was proving having patient partners on our consultant interview panels.</p> <p>The Trust Board noted the report.</p>
<p>5.0</p>	<p>Chief Executive's Report</p>
<p>5.1</p>	<p>The report was introduced and The Care Quality Commission's annual assessment of the state of health and adult social care in England, which looks at the quality of care over the past year was noted. Emergency care and midwifery continue to be of concern, but the improvements in midwifery services at both the Hinchingsbrooke Hospital and Peterborough City Hospital were highlighted.</p> <p>The Reverend Lloyd Denny is attending the Trust Board Workshop in December and the Trust's response to the 'Denny Review Commitment' was noted.</p> <p>The Freedom to Speak-up update includes 7 concerns raised during the reporting period of April to September 2023, as raised through the Freedom to Speak-up Guardian route.</p> <p>Several staff awards were acknowledged, including the awards for 12 Queen's Nurses.</p> <p>Since 1 November 2023, people with complex care needs who require specialised facilities when out and about have been able to use a new Changing Places toilet which has been installed at North Cambridgeshire Hospital in Wisbech.</p> <p>The Trust Board noted the report.</p> <p>The Corporate Governance update was provided; the Chair highlighted they would be reviewing Trust Board Champion roles in the future, and the Trust Board approved the following amendments:</p> <ul style="list-style-type: none"> ▪ To amend the People Participation Committee to 'People Participation and Equalities Committee'. ▪ To add 'Armed Forces' to the Diversity and Inclusion section of the People Participation and Equalities Committee to support Veteran Aware accreditation.

	<ul style="list-style-type: none"> ▪ Appendix 11 – Board and Committee Membership and Leads to reflect current membership. ▪ The Trust Board is asked to approve an amendment to the Standing Orders at section 3.3 from ‘6 days’ to ‘at least 5 working days’ to ensure alignment with the Terms of Reference Board of Directors and Sub-Committee Structures v7.0. This anomaly had been highlighted by both internal and external audit teams during recent audits. ▪ Catherine Dugmore has become the Senior Independent Director.
<p>6.0</p>	<p>Integrated Governance Report</p>
<p>6.1</p>	<p>The Trust Board discussed the report and reviewed the assurance summary for each objective as outlined in the report. The report included the Clinical Operational Boards’ (Adults and Children & Young People) Key Issue Reports. The Children & Young People’s report provided substantial assurance and the Adults and Ambulatory reports both provided reasonable assurance as confirmed at the Clinical Operational Board meetings.</p> <p>The reporting period covers the quality, performance, workforce and finance information for August and September 2023 and includes the key risks and issues, to provide the Trust Board with assurance of delivery against the agreed strategic objectives and indicators. An overall rating of Reasonable assurance was recommended and the rationale for this was provided in each chapter. The following points were highlighted:</p> <p>Outstanding Care</p> <p>Substantial assurance was recommended for safe and caring, reasonable assurance for effective and partial assurance for responsive. The rationale for the lower level for effective was due to Information Governance training being at 94% and the target nationally is 95%. Additionally, the formal response for complaint timeframes have also not been met. Freedom of Information performance targets for the period were also not met.</p> <p>It was highlighted that a patient safety incident reported in June 2023 has now been declared as a serious incident in October 2023 following an internal review.</p> <p>A national patient safety alert for medical beds, trolleys, bed rails, bed grab handles and lateral turning devices has been issued and work is underway to implement this.</p> <p>The Multi-Agency Safeguarding Hub in Cambridgeshire and Peterborough continues to have staffing capacity issues.</p> <p>The equality and diversity objectives are on track for delivery. Compliance with the recent additions to mandatory requirements on the NHS Electronic Staff Record has continued to grow; 90% compliance across the new additions is to be reached by March 2024, with Patient Safety Level 1 already above this target.</p>

Waiting lists for routine Long-Acting Reversible Contraception and Pre-Exposure Prophylaxis provision continue in some Integrated Contraception and Sexual Health localities, with an increased list in Bedfordshire and Norfolk.

The improvement in performance for Freedom of Information requests was highlighted for October 2023, and it was clarified that performance in this area contributed to the assessment of partial assurance for the August and September period.

'Suicide training' was queried and it was confirmed this was a typo in the report, which should read 'Suicide awareness training'.

The overall self-assessment compliance figures for Infection, Prevention and Control were queried. It was confirmed that there are currently 10 areas where compliance is being improved although some of the assessments are outside the organisation's control.

Be an Excellent Employer

Reasonable assurance was recommended for safe and effective and substantial assurance for well-led. There is a focus on financial support for staff coming into the Winter period.

The NHS Staff Survey closes 24 November 2023. The response rate for this stood at 51%, which is an increase on last year's figure of 47%.

Confirmation was given that monthly sickness levels are proactively monitored by line managers with support from Human Resources, and other sectors have been looked at for best practice in the management of sickness absence.

Be Sustainable

The assurance rating has been reduced to reasonable for the 'be sustainable' element of well-led due to the current financial performance of the Trust.

The month 6 (September 2023) target was reached, which was achieved through underspend on non-recurrent budgets. There is a continued pressure on the Trust meeting its forecast position and financial discussions are proceeding with all commissioners.

There has been a reduction in the cash position, but this has now been recovered.

The Trust's Public Sector Payment Policy performance for this reporting period for the non-NHS invoices was up to 94%. Performance in NHS invoices was lower at an average of 84% for the reporting period. The Trust is working hard to consistently improve NHS payment performance and performance is expected to improve going forward.

The Capital Programme is on track and capital spend on core projects was £2.3 million against a plan of £2.4 million. The identified Cost Improvement Plans identified to date and progress against delivery of the total target of £5.1m were highlighted.

	<p>The Trust Board agreed the overall assurance rating of reasonable assurance and noted the progress made with delivering the cost improvement programme, and the hard work underpinning this to make sure those efficiency schemes identified met their target.</p> <p>The Trust Board noted the report.</p>
7.0	Infrastructure Committee
7.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board, and the following points were highlighted.</p> <p>The Princess of Wales Hospital phase one project is on track and there are funding challenges.</p> <p>The funding for Reinforced Autoclaved Aerated Concrete has been resolved.</p> <p>Interoperability for the shared care record remains an issue. Mandatory information governance regarding cyber-attacks were also discussed.</p> <p>The Committee held a development session in October 2023, and have suggested some improvements and agreed to make some amendments to their Terms of Reference.</p> <p>The Trust Board noted the report.</p>
8.0	Charitable Funds Committee
8.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board. He highlighted that there is still funding that needs to be spent, so people should be encouraged to put in applications.</p> <p>The Trust Board noted the report.</p>
9.0	Audit Committee
9.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board, and the following points were highlighted.</p> <p>Members were asked to promote awareness of fraud training. Two internal audits had achieved substantial assurance: governance and decision-making, and clinical audit.</p> <p>The Trust Board noted the report.</p>

10.0	Remuneration Committee
10.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board.</p> <p>The Trust Board noted the report.</p>
11.0	Cambridgeshire Community Services NHS Trust and Cambridgeshire and Peterborough NHS Foundation Trust Joint Children's Partnership Board
11.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board.</p> <p>The Trust Board noted the report.</p>
12.0	Board Assurance Framework
12.1	<p>The Trust Board reviewed the Board Assurance Framework and considered the Board and Committee papers they had received, confirming these accurately described the main risks facing the organisation.</p> <p>The lack of emphasis on prioritisation of funding for children's services was discussed and whether the risks identified currently reflected the national issues accurately. The point was made that the issues which affected children's services also affected other services, and it was felt these are conveyed in the risk register currently. It was agreed this would be discussed as an emerging risk at the next Trust Board Workshop.</p> <p>ACTION: Emerging risks to be discussed by the Trust Board in December at the Trust Board Workshop.</p> <p>The risk score for risk 3502 relating to industrial action will remain as twelve due to a forthcoming ballot by the British Medical Association.</p> <p>The Trust Board discussed the increasing violence and aggression, towards staff members and an update on this work will be provided in January 2024.</p> <p>ACTION: A progress report on the work being undertaken to reduce Violence and Aggression towards staff members to be brought to the Trust Board in January 2024.</p> <p>The Trust Board agreed the assurance rating Substantial.</p>

13.0	People Strategy
13.1	<p>The report was introduced, and it was highlighted that there is a level of focus on equality, diversity, and inclusion.</p> <p>There is a link between violence and aggression and the experience of staff that have protected characteristics, as this is often used as a confrontational way to abuse staff. To help mitigate violence and aggression, positive messaging at clinics, learning how to de-escalate and how to manage situations when behaviours are aggressive are being strengthened.</p> <p>The 6 High Impact diversity and inclusion objectives and their associated actions were detailed in the report. Improvement is a focus of the operational Human Resource leads. A recent trend in culturally diverse individuals being appointed following interview has reduced, and this is being reviewed in detail to understand why this has occurred.</p> <p>There has been learning identified regarding having culturally diverse staff on interview panels and continuous improvements are being introduced, including guidance on the roles of each member of the recruitment panel. Learning has also been identified on international recruitment and a new policy has been developed in this area.</p> <p>There are stretch targets to ensure we increase the numbers of culturally diverse staff members in leadership roles.</p> <p>There is an internal coaching and mentoring register available, but individuals need to have attended training in this area before they can appear on the register.</p> <p>The importance of medical staff development and higher specialist training were also discussed.</p> <p>The Trust Board noted the report.</p>
14.0	Any Other Business
14.1	There were no matters raised.
15.0	Questions from members of the public
15.1	<p>Rafeeda Maudarbux, Clinical Nurse Specialist had been observing the Trust Board online and asked, ‘What are the provisions for Advanced Clinical Practitioners within the Trust?’</p> <p>Confirmation was given that these roles are being developed in services across the Trust, for example, within the urgent community response team, virtual wards in the Luton services including the Integrated Contraception and Sexual Health team, and within the respiratory team.</p>
The meeting closed 16:00	

Date of next meeting in public: 24th January 2024