

## **Trust Board Meeting in Public**

**Wednesday 24 January 2024**

**12:30 pm – 15:15 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
Rachel Hawkins	Director of Corporate Affairs
Kate Howard	Chief Nurse
Dr Richard Iles	Non-Executive Director
Aliyyah-Begum Nasser	Non-Executive Director
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
Simon Harwin	Service Director, Bedfordshire, and Luton - Children and Young People Services (Item 1)
Lydia Rosseter	Co-Production Lead, Bedfordshire, and Luton - Children and Young People Services (Item 1)
Lisa Wright	Patient Experience and Participation Manager (Item 1)

## Minutes

<b>1.0</b>	<b>Patient Story: Hannah's Story</b>
1.1	The board heard from Hannah, who had been diagnosed with Attention Deficit Hyperactivity Disorder as a child. She outlined the positive impact getting a diagnosis and treatment had for her education. She also described some of the challenges she had faced when transitioning to adult services. Members had a valuable discussion on the challenges faced by children transitioning to adult services, and the importance of the co-ordination of care and communication.
<b>2.0</b>	<b>Welcome, apologies, and Register of Interests</b>
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>Aliyyah-Begum Nasser, Non-Executive Director advised she had recently taken on a new voluntary role and would update the register accordingly.</p> <p>The Trust Board <b>noted</b> that Gurjote Sehmbi will remain on the public register for 6 months until 30 June 2024, following her leaving date on 31 December 2023.</p>
<b>3.0</b>	<b>Minutes of previous meeting and matters arising</b>
3.0	The minutes of the meeting held 22 November 2023 were <b>approved</b> as an accurate record.
3.1	<p>The action points from previous meetings were reviewed and the following confirmed as complete:</p> <p><b>September 2023</b></p> <ul style="list-style-type: none"> <li>▪ 5.1 Chief Executive's Report – An update was provided to the Audit Committee regarding Reinforced Autoclaved Aerated Concrete, and the action will continue to be monitored by the Infrastructure Committee.</li> </ul> <p><b>November 2023</b></p> <ul style="list-style-type: none"> <li>▪ 12.1 Board Assurance Framework – The emerging risks were discussed at the Trust Board Workshop in December 2023.</li> <li>▪ 12.1 Board Assurance Framework – The work being undertaken on violence and aggression was updated within the Integrated Governance Report (January 2024).</li> </ul> <p>The Trust Board <b>noted</b> the update.</p>

<b>4.0</b>	<b>Chair's update</b>
4.1	<p>The Chair had visited the Just One Norfolk team at the beginning of December with Rachel Hawkins and Anna Gill as part of the Trust's programme of service visits.</p> <p>The visit to the 'FYI Norfolk' service launch for young people was also noted, which is a service offering health and well-being support and advice to children, young people, and their families.</p> <p>The Trust Board <b>noted</b> the report.</p>
<b>5.0</b>	<b>Chief Executive's Report</b>
5.1	<p>The report was introduced, covering key national, regional, and local issues impacting on the organisation. Matthew Winn drew the board's attention to the fact that the new children's website for Cambridgeshire and Peterborough is now live.</p> <p>The Health Inequalities statement from NHS England was also highlighted, and the requirement of reporting in the Trust's Annual Report was noted.</p> <p>A Kings Fund report regarding hospital discharge funds was summarised.</p> <p>The Corporate Governance update was provided, and the Trust Board <b>approved</b> the following amendments:</p> <ul style="list-style-type: none"> <li>▪ The revised Terms of Reference for the People Participation and Equalities Committee (Appendix A).</li> <li>▪ The amendment to the policy on Conflicts, Hospitality, Gifts &amp; Commercial Sponsorship (Appendix B).</li> </ul> <p>The Trust Board discussed system risk and the new corporate governance mechanisms across Integrated Care Systems in relation to the NHS Providers Annual Governance Survey 2023.</p> <p>A discussion on how hospital admissions could be avoided was made relating to how around 175,000 fewer older people each year could avoid being admitted to hospital through improved decision-making from frontline health professionals with patients instead supported in the community.</p> <p>The achievements of Trust staff in winning a range of awards were acknowledged.</p> <p>It was noted that Health Inequalities will be linked to Trust Service Plans going forward, to support relevant information being collected and to improve reporting.</p> <p>The Trust Board <b>noted</b> the report.</p>

<b>6.0</b>	<b>Integrated Governance Report</b>
6.1	<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 &amp; Young People) Key Matters and Escalations Reports. The Children and Young People's report provided reasonable assurance and the Adults and Ambulatory reports both provided substantial assurance as confirmed at the Clinical Operational Board meetings.</p> <p>The reporting period covered the quality, performance, workforce and finance information for October and November 2023 and included 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 Substantial assurance was recommended and the rationale for this was provided in each chapter. The following points were highlighted:</p> <p><b>Outstanding Care</b></p> <p>The overarching assurance had improved with all four domains achieving substantial. Key points included an increase of incidents categorised as low and no harm, and a decrease in the category moderate and no harm. Statistical Process Charts have been introduced to the chapter to identify trends.</p> <p>The Patient Safety Incident Framework declared one Serious Incident in October 2023 which is being investigated under the old framework due to the when the incident occurred.</p> <p>The risk to supplies of Attention Deficit Hyperactivity Disorder medication is beginning to reduce but is causing anxiety with service users and remains an important issue and extra workload for our pharmacy team.</p> <p>Luton Adults Services are using a new acuity tool to improve planning.</p> <p>Safeguarding referrals for the Cambridgeshire and Peterborough Multi-Agency Safeguarding Hub have increased during December 2023, which is expected for the time of year.</p> <p>The Health Security Agency declared a national incident over a surge in measles cases across the country. The Trust has started a major vaccination catch-up campaign.</p> <p>Mandatory training compliance has improved across the Trust and mitigation for the lower level of safeguarding level 3 compliance is being investigated.</p> <p>Waiting times have improved across Children and Young People's Services in Bedfordshire, Cambridgeshire, and Peterborough.</p> <p>The Freedom of Information response rate has improved again in November and December 2023.</p>

The Care Quality Commission has been working with early adopters with planned assessments to trial their new single assessment framework. They have now started using the framework from the south of the country upwards and from January 2024, this new approach will apply to the Trust.

### **Be an Excellent Employer**

The assurance summary was noted, and reasonable achieved for the domains 'Safe' and 'Effective' and substantial for 'Well Led'.

The monthly sickness rates were highlighted, and confirmation was provided this is an area of focus between the Human Resource senior management team and line managers. Case management conversations are happening within teams to ensure line managers are confident to manage sickness absence.

New international Nurses are being recruited. There are currently 15 in place across the Trust. The impact of the new Home Office immigration rules was highlighted. There is a pastoral support package in place for them.

There was a 53% response to the NHS Staff Survey, which was a 6% improvement on the 2023 response rate.

The Equality Delivery System will be reported to the People Participation and Equalities Committee in February 2024. Some metrics may have a gap.

An update was provided on the actions being undertaken in relation to violence and aggression incidents towards our people.

### **Be Sustainable**

The overall assurance rating was reasonable for the domain 'Well led'.

The Head of Internal Audit has indicated a positive opinion is likely to be achieved based on the outcomes of the internal audits carried out to date.

There are pressures from cost inflation, which the Trust must manage. The clinical services direct budget position as of November 2023 for each service division was noted. Improvements have been made to the public sector prompt payment policy. The Gateway process, which the Trust Board agreed in October 2023 was mapped against the efficiency programmes 2023-24 to show progress against the total target of £5.1 million.

The board queried the overall assurance rating and asked how this had been arrived at given the assurance rating descriptors. It was highlighted the report is retrospectively looking at the period of October and November 2023.

**ACTION: The Director of Finance and Resources to review the Assurance descriptors for the Well led domain, to ensure this is aligned to the financial reporting period.**

	The Trust Board <b>agreed</b> the overall assurance rating of <b>substantial</b> .
<b>7.0</b>	<b>Quality, Improvement and Safety Committee</b>
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>Substantial assurance was provided. Information Governance mandatory training has improved and was at 95% in October 2023. The risk score for Risk 3586 and 3562 recorded as 16 in the report was amended from 16 to 12 and it was highlighted this was a typographic error and would be amended on the website.</p> <p>The quality of the sub-group reports was commended, and it was noted they contained several examples of good practice.</p> <p>The Trust Board <b>noted</b> the report.</p>
<b>8.0</b>	<b>People Participation and Equalities Committee</b>
8.1	<p>The Committee Chair confirmed there were no matters that required escalation to the Trust Board.</p> <p>The stretch diversity targets were discussed. The committee had received a presentation on the information accessibility requirements being built into the new website development to help the Trust demonstrate compliance with the Information Accessible Standard.</p> <p>The Trust Board <b>noted</b> the report.</p>
<b>9.0</b>	<b>Board Assurance Framework</b>
9.1	<p>The Trust Board reviewed the Board Assurance Framework and considered the Trust Board and Committee papers they had received, confirming these accurately described the main risks facing the organisation.</p> <p>The Audit Committee reviewed the Framework at its meeting 17 January 2024.</p> <p>Risk 3467 relating to the development of the maturity of the Cambridgeshire and Peterborough Accountable Business Unit has increased from 6 to 12 in score, and 3502 related to industrial action have reduced from 12 to 8. The risk owners will review their controls.</p> <p>The Trust Board <b>agreed</b> the assurance rating substantial.</p> <p>The Trust Board <b>noted</b> the report.</p>

<b>10.0</b>	<b>Learning from Deaths</b>
10.1	<p>The Learning from Deaths report for quarter 2, 2023-24 was introduced. Work continues in Luton Adults to support teams, regarding advance care planning and preferred place of death.</p> <p>Work is ongoing to update the SystemOne template. A request was made to look at expanding the recording of protected characteristics, which is being looked at, as an important area.</p> <p>Improving the transition from Children's to adult services Child to Adult transition (particularly for young people with complex needs) remains vital. Work is still required to ensure this takes place in a consistent and planned way. Our guidance for this is under review currently but resourcing is a challenge.</p> <p>The Learning from Deaths Policy has been reviewed and agreed by the Learning from Deaths Group, and includes an update to sections updated as follows:</p> <ul style="list-style-type: none"> <li>1.0 Introduction and purpose</li> <li>4.2 Our involvement with Child Death Overview Panels</li> <li>2.0 Medical examiners</li> <li>6.2 Luton data capture</li> </ul> <p>The Trust Board <b>noted</b> the report and <b>approved</b> the Learning from Deaths Policy.</p>
<b>14.0</b>	<b>Any Other Business</b>
14.1	<p>An Executive-to-Executive meeting was held with East London NHS Foundation Trust, and 2 future priorities have been agreed:</p> <ol style="list-style-type: none"> <li>1. To behave visibly as supportive partners within the Bedfordshire, Luton and Milton Keynes system, modelling the 'one team' values and behaviours that we expect from leaders within our services and across the system.</li> <li>2. To continue to reinforce our shared values and shared aim to centre care seamlessly around our patients in Luton and Bedfordshire.</li> </ol> <p>Date of next meeting in public: 20<sup>th</sup> March 2024</p>
<b>15.0</b>	<b>Questions from members of the public</b>
15.1	There were none.
The meeting closed 15:15	