

## Chairpersons Report

Chairpersons Name	Robert Armstrong		
Committee Name	Trust Board – Part 1		
Date of Meeting	26.07.17		
Name of Receiving Committee	Na.		
Date of Receiving Committee meeting	Na.		
Strategic Items for referral to Trust Board	Na.		
Items for escalation?	Yes	No x	If yes, to which Committee

Please detail up to 3 key successes or achievements discussed at the meeting				
1)	CQUIN performance			
2)	No cases of MRSA for 100 days			
3)	Achievement of the A&E trajectory for quarter one			
4)	Improvement in the patient discharge experience scores			
5)	The reduction in the numbers awaiting outpatient follow up appointments			
6)	Achievement of the S&T funding for quarter one			
Details of the top three risks identified during the course of the meeting and initials of primary member of staff actioning				
1.	Financial stability			RF
2.	Divisional and Big 12 performance			MF
3.	Continued challenges in A&E			MF
4.	Bed occupancy rates			MF
5.	Hospital Standardised Mortality Rates (HSMR)			SA
<b>Attendance at the meeting (please highlight):</b>	<b>Excellent (well attended)</b> X	<b>Acceptable (some apologies)</b>	<b>Unacceptable (quorate)</b>	<b>Unacceptable (not quorate)</b>

Was the agenda fit for purpose and reflective of the Committees terms of reference?	Yes
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Narrative report of the key issues of the meeting
<ul style="list-style-type: none"> <li>Financial performance for the month was reported together with the associated risks. The Board requested that recovery plans be prepared.</li> <li>Improvements in HSMR and A&amp;E performance noted. However, both targets were considered to be at risk</li> <li>Bed occupancy was agreed to be an area where the Board would like to see appropriate measures to ensure any new targets could be managed.</li> </ul>
Key outcomes from the reports taken at the meeting
Covered in the Board minutes

Chairman: Robert Armstrong

Chief Executive: Andrew Foster CBE

Reviewed December 2016, next review December 2017

<b>Agreed actions from the meeting</b>	<b>Name of primary lead for the actions</b>
A report on the prioritisation of high risk patients in A&E to be shared with the Quality & Safety Committee	Director of Operations and Performance
NHS Constitution compliance to be reported on an annual basis	Trust Board Secretary
The use of common seal to be reported on an annual basis and tenders in excess of £100k to be reported to Finance & Investment Committee	Trust Board Secretary

**WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST  
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
HELD ON 26 JULY 2017 AT 9.45AM  
AT ROYAL ALBERT EDWARD INFIRMARY, WIGAN LANE, WIGAN, WN1 2NN**

<b>Members' attendance record</b>		25/01/2017	22/02/2017	29/03/2017	26/04/2017	31/05/2017	28/06/2017	26/07/2017	27/09/2017	25/10/2017	29/11/2017	20/12/2017
Mr R Armstrong	Chair	✓	✓	✓	✓	✓	✓	✓				
Dr S Arya	Medical Director	✓	✓	✓	✓	✓	✓	✓				
Mrs A Balson	Director of Workforce	✓	✓	✓	✓	A	✓	✓				
Mr N Campbell	Non-Executive Director	✓	✓	✓	✓	✓	✓	✓				
Mrs M Fleming	Director of Operations and Performance	A	✓	✓	✓	✓	✓	✓				
Mr R Forster	Director of Finance & Informatics/Deputy Chief Executive	✓	✓	✓	✓	✓	✓	A				
Mr A Foster	Chief Executive	✓	✓	✓	✓	A	✓	✓				
Mr M Guymer	Non-Executive Director	✓	✓	✓	✓	✓	✓	✓				
Mrs C Hudson	Non-Executive Director	✓	✓	✓	✓	✓	✓	✓				
Mrs P Law	Director of Nursing	✓	✓	✓	✓	✓	✓	✓				
Mr J Lloyd	Non-Executive Director	✓	A	✓	✓	A	✓	✓				
Mr R Mundon	Director of Strategy	✓	✓	✓	A	✓	✓	✓				
Mrs C Parker Stubbs	Non-Executive Director	✓	✓	✓	✓	✓	✓	A				
Mr N Turner	Non-Executive Director	✓	✓	✓	✓	✓	✓	✓				
Prof T Warne	Non-Executive Director	✓	✓	✓	✓	A	✓	A				

Key: ✓: attended | A: apologies sent | \*: did not attend | --- not a member of the board at the date of the meeting

**In attendance**

Mr A Abbasi, Divisional Medical Director for Medicine

Ms G Edwards, Associate Director of Finance (representing the Director of Finance)

Mrs L Hancock, Corporate Services Administrator (minutes)

Mr P Howard, Trust Board Secretary

Mr D Hughes, Associate Director of Finance (representing the Director of Finance)



**1209 Chair's opening remarks**

The chair opened the meeting of the Board of Directors.

**1210 Apologies**

Apologies for absence were received as indicated in the attendance record above.

**1211 Declarations of interest**

There were no opening declarations of interest.

**1212 Minutes of the previous meeting**

The minutes of the Board of Directors meeting held on 28 June 2017 were agreed to be a true and accurate record.

Completed action updates were received and noted.

**1213 Patient story**

A positive patient experience was presented which demonstrated the importance of Orthopaedic surgery in enhancing quality of life for elderly patients and highlighted the commitment and dedication of NHS staff.

The Board received and noted the content of the video story.

**1214 Chief Executive's report and matters for the Board to note**

The Chief Executive's report had been circulated in advance of the meeting and highlighted the following points:

- The Accident & Emergency (A&E) department had achieved the 90% required trajectory for quarter one
- General Practitioner (GP) streaming in A&E would begin in October 2017
- There had been three cases of Clostridium difficile (C.diff); these were not connected. Overall, year to date, there had been seven cases of C.diff against a trajectory of 19
- There had been no cases of Methicillin-resistant Staphylococcus aureus (MRSA)
- Hospital mortality rates had reduced
- All other performance targets were being met

The Board received and noted the contents of the report.

**1215 Reports of committees**

*(a) Report from the Quality and Safety Committee*

The Director of Nursing provided a verbal update to the Board to accompany the minutes of the meeting held on 12 July 2017.

The Board received and noted the verbal report.

(b) *Report from the Finance and Investment committee*

The chair of the Finance and Investment Committee provided a verbal update to the board to accompany the minutes of the meeting held on 18 July 2017.

The Board received and noted the verbal report.

**1216 Performance report**

The Director of Nursing and the Director of Operations and Performance presented the performance report for June and highlighted the following points:

- There had been no cases of MRSA for the past 100 days
- There had been seven cases of C.diff year to date. As noted earlier, there had been three unconnected cases in June
- Patient experience scores remained positive. There had been improvement in involvement in discharge questions
- The Trust had received a Prevention of Future Death (PFD) notice in relation to a renal patient awaiting transfer to the specialist centre
- Targets for 18 Weeks Referral to Treatment (RTT), cancer and diagnostics had been met
- There had been a reduction in the number of patients awaiting outpatient follow up appointments
- On the day hospital cancellations had reduced for the third consecutive month
- A&E performance remained challenging but the quarter one target had been achieved with the inclusion of walk in centre activity
- Good progress was being made on the GP co-location project

Consideration was being given to the presentation of national and internal targets and bed occupancy rates within the report.

The Board reflected on the importance of ensuring that high risk patients were prioritised in A&E. Operational and clinical discussions were taking place to implement criteria and a report on this would be shared with the Quality & Safety Committee.

**Action: Director of Operations and Performance**

The Board received and noted the contents of the performance report for June.

**1217 Financial position as at 30 June 2017**

The Associate Director of Finance presented the finance report for June and highlighted the following points:

- The Trust had received Sustainability and Transformation (S&T) funding for quarter one
- A 'Use of Resources' rating of 3 had been achieved
- The cash position was £1.4m ahead of plan and continued to be monitored closely
- Capital expenditure was under plan at £800k year to date
- £300k had been received from the Mch programme

The Board received and noted the contents of the finance report.

**1218 Board Assurance Framework**

The Board approved the Board Assurance Framework (BAF).

The scores proposed by the sub-committees and the Executive team were agreed to be appropriate.

**1219 Library Strategy**

A report outlining the four-year strategy for the Trust library services was received and noted.

It was a requirement of Health Education England that this was approved by the Board of Directors or by a committee with delegated authority. It was recommended that the Workforce committee was given delegated authority to approve future strategy documents.

The Board approved the Library Strategy as presented and delegated authority for future approval to the Workforce Committee.

**1220 Freedom to Speak Up Guardian's annual report 2016-17**

A report providing a summary of cases referred to the Anti-Fraud Specialist, Freedom to Speak Up Guardian, HR team or Staff Side in 2016-17 as part of raising concerns arrangements was received and noted.

The Director Nursing commented that there was currently a limited Freedom to Speak Up Guardian resource and that this may require review in the future.

The Board approved the Freedom to Speak Up Guardian's annual report 2016-17.

**1221 Legal Services annual report 2016-17**

A report summarising the work undertaken during 2016-17 within the legal team was received and noted.

The Board was pleased to note the success of initiatives to reduce the number of claims taken against the Trust.

The Board approved the Legal Services annual report 2016-17.

**1222 Items for information**

The following items were received for information:

- Safe Staffing report
- Q1 NHS Constitution report
- Use of common seal report
- External cladding on in-patient buildings report

With regard to the NHS constitution report, it was agreed that this would be reported on an annual basis. The use of common seal would also be reported annually with tenders in excess of £100k reported to the Finance & Investment Committee.

**Action: Trust Board Secretary**

### **1223 Key successes/risks**

The Board discussed and agreed the key successes and risks as follows:

#### *Successes*

- CQUIN performance
- No cases of MRSA for 100 days
- Achievement of the A&E trajectory for quarter one
- Improvement in the patient discharge experience scores
- The reduction in the numbers awaiting outpatient follow up appointments
- Achievement of the S&T funding for quarter one

#### *Risks*

- Financial stability
- Divisional and Big 12 performance
- Continued challenges in A&E
- Bed occupancy rates
- Hospital Standardised Mortality Rates (HSMR)

### **1224 Board effectiveness feedback**

The board recognised the excellent quality of papers which had facilitated efficient discussions.

### **1225 Questions from the public**

There were no further questions raised by the members of the public in attendance.

### **1226 Exclusion of the public**

The Board resolved that representatives of the press and other members of the public be excluded from the remainder of the meeting, having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.

### **1227 Date of the next meeting**

The next meeting of the Board of Directors will be held on 27 September 2017, 9.45am at Royal Albert Edward Infirmary, Wigan Lane, Wigan, WN1 2NN.

## Trust Board Action Log – P1 26.07.17

Date of meeting	Agenda ref No.	Item	Action required	Assigned to	Target date	Date completed
<b>Actions carried forward from previous meetings</b>						
31.05.17	FT1172/17	ANNUAL REPORT, QUALITY ACCOUNTS AND FINANCIAL ACCOUNTS 16/17	The Audit Committee to give consideration to the issues raised in relation to RTT data	M Fleming	28.06.17	<b>A review is being undertaken by MIAA later in the year which will then be reported back via the Audit Committee</b>
31.05.17	FT1181/17	PERFORMANCE MONITORING	Consideration to be given to producing a shorter, summarised version of the BAF for Board review	P Howard / C Alexander	28.06.17	<b>Initial discussions held and research into other formats underway. Options will be considered and consulted on. Recommendation is to look to introduce a revised format from September 2017</b>
<b>Actions from this meeting</b>						
26.07.17	1216	Performance report	An assurance report on the prioritisation of high risk patients in A&E to be shared with the Quality & Safety Committee	M Fleming	27.09.17	<b>Sepsis presentation going to Q&amp;S in October (S Arya / P Law)</b>



26.07.17	1222	Items for information	NHS Constitution compliance to be reported on an annual basis	P Howard	27.09.17	<b>Annual report on NHS Constitution compliance to be presented in April 2018. This has been noted on the work plan.</b>
26.07.17	1222	Items for information	The use of common seal to be reported on an annual basis and tenders in excess of £100k to be reported to Finance & Investment Committee	P Howard	27.09.17	<b>Annual report on use of the common seal to be presented in April 2018. This has been noted on the work plan.</b>