

**WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST**  
**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS (“the Board”)**  
**HELD ON 25 SEPTEMBER 2019, 12.00 NOON**  
**AT ROYAL ALBERT EDWARD INFIRMARY, WIGAN LANE, WIGAN, WN1 2NN**

**Part 1**

**Members’ attendance record:**

		22/05/2019	29/05/2019	31/07/2019	25/09/2019	27/11/2019	29/01/2020	25/03/2020	2019/20 attendance
Mr R Armstrong	Chair (in the Chair)	✓	A	✓	✓				
Dr S Arya	Medical Director	✓	✓	✓	✓				
Prof C Austin	Non-Executive Director	A	✓	A	✓				
Mrs A Balson	Director of Workforce	✓	A	A	✓				
Dr S Elliot	Non-Executive Director	A	✓	✓	✓				
Mrs M Fleming	Chief Operating Officer	✓	✓	✓	A				
Mr R Forster	Director of Finance and Informatics	✓	✓	A	✓				
Mr A Foster	Chief Executive	A	A	✓	A				
Mr M Guymer	Non-Executive Director	✓	✓	✓	✓				
Mr I Haythornthwaite	Non-Executive Director	✓	✓	A	A				
Mr J Lloyd	Non-Executive Director	A	✓	✓	✓				
Mrs L Lobley	Non-Executive Director	✓	✓	✓	✓				
Mrs P Law	Chief Nurse (to August 2019)	✓	✓	✓	---				
Mr R Mundon	Director of Strategy and Planning	A	✓	✓	✓				
Ms H Richardson	Chief Nurse (from August 2019)	---	---	---	✓				
Prof T Warne	Non-Executive Director	A	✓	✓	✓				

**Key:** ✓: Attended in person | T/V: Attended by tele/videoconference | A: Apologies sent | ✗: Did not attend or send apologies

**In attendance:**

Dr A Abbasi	Divisional Medical Director (Medicine)
Mr S Curran	Director of Operations, Medicine
Mr P Howard	Company Secretary (minutes)
Mr S Nicholls	Chief Executive Designate

2 governors and 2 members of staff were also in attendance.

**143/19 Chair and quorum**

Mr R Armstrong took the chair and noted that due notice had been given to all directors and that a quorum was present. He therefore declared the meeting duly convened and constituted.

The Chair opened by presenting the Deputy Chief Executive with his 10 year service award and by thanking the Chief Executive *in absentia* for his service as he approaches retirement, and to wish him well for the future. Note was made of the fact that further opportunities to acknowledge the work of the Chief Executive would be held later in the week.

**144/19 Apologies for absence**

Apologies for absence were received as shown in the members' attendance record, above.

**145/19 Declarations of interests**

No directors declared an interest in any of the items of business to be transacted.

**146/19 Minutes of the previous meeting**

The minutes of the previous meeting held on 31 July 2019 were agreed as a true and accurate record.

**147/19 Patient experience video**

The Chief Nurse presented a patient experience video which charted the story of a visually impaired patient from Wigan who accesses services for a variety of medical conditions at various locations across Greater Manchester. The video demonstrated the challenges faced by those who are reliant on public transport and noted that, on occasion, the time taken to travel to appointments can be significant. The Chair commented on how powerful the video was and agreed to share it with the Council of Governors at its next workshop for wider information.

The Director of Finance noted that the video emphasised the need for basic compassion and the Director of Strategy and Planning noted the importance of supporting patients with self-care as demonstrated in the video.

The Board received and noted the patient experience video.

**148/19 Chair and Chief Executive's report**

The Chair opened by noting that he had recently highlighted the issue of pension taxation in discussion with Baroness Dido Harding and also the issue of national capital constraints.

The Director of Finance presented the written report drafted by the Chief Executive which had been provided in advance of the meeting and highlighted in particular the achievements relating to Accident and Emergency performance.

In response to a question from the Chair on the quality metrics noted in the report, the Chief Nurse advised that every case of *C. difficile* is subject to review, including whether antibiotics were in use. She noted that the organisation seeks to learn lessons from each case and the Chair noted that the issue is monitored via the Quality and Safety Committee for assurance purposes.

The Board received the report and noted the content.

#### **149/19 Committee chairs' reports**

The Board received verbal reports from committees which had met since the previous meeting of the board.

Prof T Warne provided a summary of the recent Quality and Safety Committee meeting which had considered the matter of sepsis and confirmation was provided that a more detailed report would be provided to the October meeting of the committee. The committee had also received an informative presentation from the pressure ulcer task and finish group as well as a report on medicine management. Improvements, such as the need to standardise insulin charts, had been identified within the latter report and discussed by the committee. It had also received assurance around the pilot to deploy Pharmacy Technicians onto wards in support of discharge. An amber delivery confidence on the board assurance framework had been agreed.

The Quality and Safety Committee had also recently held an away day to consider the scope, function and membership of the group. Prof T Warne noted that updated terms of reference would be produced as a result for the Board's consideration.

Mrs L Lobley advised that the Workforce Committee had also held an away day session which had considered the issues that had been highlighted for the committee's review by the Board as well as providing an opportunity to better understand the workforce plan and alternative staffing models. The committee had heard a powerful staff story which had resulted in the development of a "fair experience for all" approach and had supported the development of the "civility saves lives" campaign. An amber-red delivery confidence had been agreed.

Mr M Guymer provided an overview of the Finance and Performance Committee meeting and noted that there had been two significant items of business; the presentation from the Division of Community Services and the financial forecast and strategy. A red delivery confidence had been agreed.

With regard to the board assurance framework for partnerships, the Chair noted that the Community Services Committee and the Secondary Care Transformation Board had recently met and that the former was delivering as anticipated. With regard to the Secondary Care Transformation Board, the Chair noted that it had not met for some time but that this had been the result of a conscious decision to allow a period of reflection on the purpose of the group. He also noted that an opportunities workshop would be held in the near future with commissioners to discuss the matter further. An amber-red delivery confidence was agreed.

The Board received the chairs' reports and noted the content. The Board also **APPROVED** the board assurance framework dashboards as presented.

**150/19 Performance report**

The Chief Nurse opened this item by highlighting the fact that no moderate or severe falls had been reported in-month and that the safety thermometer performance stood at 98% for the period. She confirmed that a never event had been reported in August 2019 and noted that a learning event would be taking place in October 2019 to ensure that learning from never events is appropriately shared.

The Board received the performance report and noted the content.

**151/19 Financial position as at 31 August 2019**

The Director of Finance presented a report which had been circulated with the agenda to summarise the foundation trust's financial position as at 31 August 2019. Note was made of the fact that more detailed analysis of the foundation trust's financial position had taken place at the Finance and Performance Committee earlier in the day.

The Board received the report and noted the content.

**152/19 Safe staffing report**

The Chief Nurse presented the regular safe staffing report which provides a summary of staffing levels on all in-patient wards across the foundation trust and across community services.

The Chief Nurse highlighted the fact that the reports showed the positions based on the e-roster but clarified that dynamic risk assessments are undertaken and staff are moved as necessary to ensure safe staffing levels are maintained. She noted her intention to review the format and content of the report in the future and comments from directors were welcomed.

At the suggestion of the Chair, the Chief Nurse agreed to arrange for a demonstration of the Safer Care Tool at a future Board workshop.

**ACTION: Chief Nurse**

The Board received the report and noted the content.

**153/19 Flu report**

The Director of Strategy and Planning presented a report which had been circulated in advance of the meeting to outline the foundation trust's plan for flu vaccination.

The Board received the report and noted the content. It also confirmed its commitment to achieving the ambition of 100% of frontline healthcare workers being vaccinated against flu and for any healthcare worker who decides, on the balance of evidence and personal circumstances, against getting the vaccine to anonymously record their reason for declining vaccination.

**154/19 Mortality report**

The Medical Director presented a report which had been circulated with the agenda to provide the Board with information regarding mortality reviews as required by Learning from Deaths guidance.

The Board received the report and noted the content.

**155/19 Consent agenda**

The papers having been circulated in advance and the board having consented to them appearing on the consent agenda, the board RESOLVED as follows:

1. THAT the Workforce Race Equality Standard report and the Workforce Disability Equality Standard report be received and noted.
2. THAT the library service annual report 2018/19 be received and noted.
3. THAT the employer-based annual awards report for the 2018 round be **APPROVED**.

It was agreed that a summary of progress in the three key equality areas would be provided to the Board at an appropriate point in time, once plans have been developed.

**ACTION: Director of Workforce**

**156/19 Questions from the public**

No questions from the public were received.

**157/19 Resolution to exclude the press and 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.

**158/19 Date, time and venue of next meeting**

The next meeting of the Board of Directors will be held on 27 November 2019, 12 noon at Royal Albert Edward Infirmary, Wigan Lane, Wigan, WN1 2NN

## Action log

Date of meeting	Minute ref.	Item	Action required	Assigned to	Target date	Update
25 Sep 2019	152/19	Safe staffing report	Arrange for demonstration of Safer Care Tool at future Board workshop	Chief Nurse	ASAP	Session delivered in October 2019. <b>Action complete.</b>
25 Sep 2019	155/19	Consent agenda	Present a summary of progress in the three key equality areas at an appropriate point in time, once plans have been developed.	Director of Workforce	At an appropriate time.	Action not yet due.