

## **Board of Directors Meeting 29 November 2017**

### **Meeting Summary**

1. *Patient Story* – The Board heard a story illustrating the experience of a patient who had been supported by the Trust Audiology Service after being diagnosed with benign positional vertigo.
2. *Board Briefing* – The Board received a briefing on local and national topics.
3. *Chief Executive's Report* – The Chief Executive reported on the development of the accountable care system in Dorset, winter planning, progress with the flu vaccination programme and the Dorset Care Record.
4. *Integrated Corporate Dashboard* – The Board reviewed key indicators for October.
5. *Quality Improvement Methodology and Pressure Ulcers* – the Board received a presentation on the application of quality improvement methodology to the pressure ulcer pathway.
6. *Finance Report for October* – The Board noted that at the end of October, the Trust had achieved a surplus of £3.2m, which was £0.5m behind budget. The forecast outturn was £1.9m ahead of budget and £0.1m ahead of the control total. This assumed that the £1.3m contingency reserve would be utilised. Agency expenditure was £2.3m, which was within the NHS Improvement ceiling but £0.3m above the Trust internally set target. The Board noted that £8.4m of the cost improvement programme had been banked to date. Capital expenditure was at £4.6m. The Use of Resources Rating within the Single Oversight Framework was 1, which was in accordance with the plan for the year.
7. *Annual Strategic Staffing Review* – The Board received the annual staffing review for the Trust inpatient wards. The Board considered that this provided assurance that a clear and validated process was in place for monitoring and ensuring safe in-patient staffing. The Board requested a progress report in six months time.
8. *Clinical Services Review (CSR): Implementing the Integrated Community Services Decisions* – the Board agreed the milestones for implementing the CSR integrated community services decisions. In agreeing the plans, the Board noted the comments of the Council of Governors, which would be taken into account in developing a detailed implementation plan to be submitted to the Board in March 2018.
9. *Better Every Day Programme* – the Board agreed quarter three and four milestones for the Better Every Day transformation programme for the Trust. A task and finish group would meet to develop milestones for 2018/19.
10. *Board Risk Appetite Statement* – the Board agreed a risk appetite statement for the Trust.
11. *Care Quality Commission Action Plan* – The Board noted that, in overall terms, actions in respect of 36 'must do' recommendations had been completed and were in progress in respect of the remaining four. Of the 68 'should do' recommendations 67 had been completed and one was in progress.

12. *Regulatory Dashboard for the Council of Governors* – the Board agreed the dashboard, which set out the performance of the Trust in respect of strategic financial indicators and the regulatory framework set out in the and Single Oversight Framework. The regulatory dashboard would be submitted to the Council on 14 December 2017.
13. *Board Assurance Framework (BAF) 2017/18* – the Board noted the outcome of the quarter two review of the BAF and the comments of the Audit and Quality Governance Committees. It was agreed that the risk in respect of ‘failure to limit the environmental impact of the Trust as a result of not delivering the Sustainable Development Management Plan’ was no longer a strategic risk and should be de-escalated from the BAF.
14. *Review of Parliamentary Health Service Ombudsman (PHSO) Investigation* – the Board noted details of a complaint investigated by the PHSO which had been partly upheld. It was noted that the action plan following the findings had been fully implemented.
15. *Quarterly Whistleblowing Report* – the Board noted the quarterly report on progress with existing cases and new cases raised in the quarter.
16. *Questions from Governors* – Governors commented and asked questions in respect of the the Trust audiology service, medication errors, incident reporting and the proposed Dorset estates plan.

For more information contact Keith Eales, Trust Secretary, on 01202 277008.

December 2017