

# Board of Directors Meeting

**Subject:** Chairman's Report  
**Date:** Thursday 27 March 2014  
**Author:** Sean Lyons  
**Lead Director:** Sean Lyons

<p><b>Executive Summary</b></p> <p>This report provides an update on progress, plans and regulatory developments</p>
<p><b>Recommendation</b></p> <p>The Board are asked to note the content of this paper</p>

Relevant Strategic Objectives (please mark in bold)	
<b>Achieve the best patient experience</b>	<b>Achieve financial sustainability</b>
<b>Improve patient safety and provide high quality care</b>	<b>Build successful relationships with external organisations and regulators</b>
<b>Attract, develop and motivate effective teams</b>	

<b>Links to the BAF and Corporate Risk Register</b>	Strategy items impact on all strategic objectives
<b>Details of additional risks associated with this paper</b> <i>(may include CQC Essential Standards, NHSLA, NHS Constitution)</i>	
<b>Links to NHS Constitution</b>	
<b>Financial Implications/Impact</b>	
<b>Legal Implications/Impact</b>	
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	
<b>Committees/groups where this item has been presented before</b>	
<b>Monitoring and Review</b>	
<b>Is a QIA required/been completed? If yes provide brief details</b>	

## BOARD OF DIRECTORS

27 March 2014

### CHAIRMAN'S REPORT

#### 1. Monitor Activity

The Trust and the CCG spent a considerable amount of time preparing a discussion document for a round table meeting with Monitor, NHS England LAT, the CCG's and the Trust.

This meeting was expected to focus on clarifying the size of the funding shortfall within the regional health economy and to test the plans to address this. However, the meeting was rather more focussed on the establishment of the arguments for the Trust's PFI support and what sensitivities around the assumptions in the plan could be defined to provide a solid case for support, given the sensitivities.

The information requirements following this meeting have been clarified between the Trust's CFO and Monitor.

At the Board meeting on 27 March 2014 the Board expects to receive and approve a proposal from the Executive that confirms the Trust's view that it scores 3.5 on the Monitor QGF assessment. Monitor have been informed that they can expect this notification by the end of March 2014.

If this is accepted by Monitor, this should lead them to conclude that the Trust has satisfied their discretionary requirements in respect of Financial Governance and Board and Quality Governance

#### 2. Secretary of State Visit

The Trust planned to host a visit from the Secretary of State for Health on 20<sup>th</sup> March 2014. Unfortunately, Parliamentary business prevented this visit taking place and the visit is being rearranged, probably for May 2014.

The Secretary of State did send a very supportive message endorsing the Quality for All initiative which was launched on 20<sup>th</sup> March 2014

#### 3. Governor Issues

Colin Barnard has assumed his role as Lead Governor following Craig Gunton-Day's resignation from this post. The Board wishes Craig well in his further endeavours and registers its thanks for his efforts as Lead Governor.

An initial meeting has been held with Colin and the intention is to meet monthly with the Chairman and Company Secretary.

The routine monthly meeting was held with the Newark & Sherwood Governors. This month's meeting was very positive and the regular meeting arrangements will continue for the foreseeable future.

The Governors Forum meeting, which is the Governor led agenda setting forum, was held on 20<sup>th</sup> March 2014. A verbal update will be given regarding the outcome of this meeting at Board meeting.

Two Governor training sessions relating to Quality Management have taken place, being facilitated by the Executive Director of Nursing & Quality. These sessions were excellent events and the

feedback was highly complementary. Attendance levels are a concern with only 14 Governors attending these events. This will be addressed at the next CoG meeting.

A full schedule of member events has been issued to Governors encouraging their attendance. This is appended to this report at Appendix A and Board members are encouraged to attend if possible.

#### **4. Board Development Programme**

A proposed schedule of Board Development events is attached as Appendix B, based on last month's presentation slides and utilising scheduled Board Development time during the year, plus time available after the formal Board meetings.

As an additional assurance I am proposing that we schedule a formal review of Board Effectiveness in September 2014. Monitor requests this is done every three years but as a new Board it would be useful to do this sooner than later. I propose that we use Foresight Partnership for this purpose

#### **5. Accelerated Assurance Programmes**

Board participation in the Accelerated Assurance Programme is gaining momentum and feedback from the areas visited is positive. Post CQC, we need to consider how we systemise this to make this type of process part of an ongoing Board Assurance programme.

#### **6. Ward Visits/ Inspections**

I have undertaken shifts on HCA duties in ICU and Lindhurst Ward plus assurance visits on Ward 24 and Day Case

#### **7. External relations**

The CEO and Chair presented to the Action Group of the Newark Business Club focusing on Newark Hospital and future plans.

A similar presentation was made to the Environment and Leisure Committee of Newark & Sherwood District Council.

Both presentations were well received.

The CEO and Chair met with Gloria DePiero, MP for Ashfield, as part of the routine quarterly cycle of meetings with local MPs.

Chair attended the Mansfield and Ashfield Strategic Partnership meeting

**Sean Lyons**

**19 March 2014**

**Appendix A**

Member events 2014

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Venue</b>
<b>25 February</b>	10.00-13.00	Membership recruitment/information stand – governor led (BP)	King’s Treatment Centre
<b>6 March</b>	5.00-7.00pm	Dementia awareness event	Lancaster Grange Care Home, Newark, Notts, NG24 3NH
<b>26 March</b>	5.30-8.00pm	Healthy Living member event	Lecture Theatre 2, King’s Mill Conference Centre
<b>30 April</b>	2.30-5.00pm 5.30-8.00pm	Emergency life skills training	Holy Trinity Centre, Boundary Road, Newark, Notts, NG24 4AU
<b>18 May</b>	TBC	Dementia Memory Walk	Sherwood Forest – TBC
<b>May TBC</b>	TBC	Dementia awareness event	King’s Mill Conference Centre
<b>17 June</b>	10.00-16.00	Membership recruitment/information stand (governor supported - BP)	ASDA, Priestic Road, Sutton in Ashfield, Notts, NG17 2AH
<b>18 June</b>	2.30-5.00pm 5.30-8.00pm	Emergency life skills training	Lecture Theatre 2, King’s Mill Conference Centre
<b>26 June</b>	5.30-8.00pm	Healthy Living member event	Holy Trinity Centre, Boundary Road, Newark, Notts, NG24 4AU
<b>July TBC</b>	TBC	Ashfield Festival	
<b>July TBC</b>	TBC	Organ Donation event	

Board Development Timeline

Appendix B

	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT
<b>Board Accountability and Intelligence</b>	Cycle of Business agreed (workplan)	Exec Accountability Matrix finalised	Board Accountability Framework  BAF/Strategic risk session (3 <sup>rd</sup> Apr)  Board CQC preparation session (3 <sup>rd</sup> Apr)	Masterclass – Data and data quality	Board members appraisals  Personal Development Programmes agreed			Board Effectiveness Review (externally assessed)	NED External training Oct onwards
<b>Shaping culture and people strategy</b> • C • A • R • E		Launch Quality for all	Support launch of Quality for All	Support launch of Quality for All	Support launch of Quality for All	Review of Quality for All implementation (April Strategy)			
<b>Effective internal / External stakeholder strategy</b>		Stakeholder mapping	Development of key stakeholder messages – Assignment of Board members	Connect with key stakeholders		Review Stakeholder Engagement strategy			
<b>Effective Strategy Development process</b>		Annual Plan prep & sign off		Review Strategic Plan	Strategy Development on-going			Review strategy deployment	

TBD:

Quality & Safety Management at Board Level module;    Role of Governors – Appreciation of Board member;    Customer Orientation;