

# North Cumbria University Hospitals



NHS Trust

**MINUTES OF THE TRUST BOARD MEETING  
HELD IN PUBLIC ON THURSDAY 5 JUNE AT  
3PM IN THE BOARD ROOM, CUMBERLAND  
INFIRMARY, CARLISLE**

**Present:**

- Ms G Tiller, Chair**
- Mr M Evens, Non Executive Director**
- Mr M Cook, Non Executive Director**
- Professor R Barton, Non Executive Director**
- Mr S Shanahan, Director of Finance**
- Mrs H Ray, Chief Operating Officer**
- Mrs G Naylor, Director of Nursing**

**In Attendance:**

- Mrs R Duguid, Acting Director of Governance/Company Secretary**
- Mr D Gallagher, Director of Human Resources**
- Mr Les Morgan, Director of Redevelopment**
- Mrs J Lynch, Office Manager**

**TB24/14      APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Mrs A Farrar, Dr J Rushmer and Dr D Freake.

Ms Tiller welcomed Mrs G Naylor, Mrs Helen Ray and Professor R Barton to their first public Trust Board meeting.

Interests were declared by Professor R Barton, who has an honorary contract with Northumbria Healthcare NHS Foundation Trust.

**TB25/14      MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 25 March 2014 were **APPROVED** as a correct record.

**TB26/14      MATTERS ARISING AND ACTION PLAN**

No matters arising were discussed.

The action was **APPROVED** as follows:

TB97b/13: The Trust had decided not to continue with Aqua and Mrs G Naylor was asked to look into this in relation to the data.

**TB27/14**

**SAFETY AND QUALITY**

a) **Never Events**

Mrs Naylor updated members on the Trusts position in relation to Never Events. There had been 4 reported Never Events out of the 25 nationally defined categories during the last three years. The Trust had reviewed the master action plan and all Never Events would now have an independent review. Mrs Tiller informed members that following each Never Event reported, Mrs Farrar and herself visited the area to discuss the event with staff. Mrs Duguid reported to members on the outcomes following the events and how staff were becoming proactive and discussing these as part of their specialty and directorate meetings. A lot of work had been undertaken but there was still work to be done in the Trust. The Trust also had to test its policies in relation to other Never Events.

The report was **Noted**.

**TB28/14**

**REGULATORY**

a) **Annual Governance Statement 2013/14**

Mrs Duguid reported that the Annual Governance Statement 2013/14 had been discussed in detail in the Audit Committee meeting earlier that day. In relation to item 2.3 Special Measures; Mrs Duguid reported that this item had to be more succinct in that the acquisition was not progressing until after the Trust had come out of Special Measures. Mrs Duguid further reported that the report also included details of the inspection which had taken place in May 2014, because, although not part of the financial year 2013/14, it was felt to be pertinent to the report. There were also a number of minor amendments to make to the report. Mrs Tiller questioned the importance of this report and Mrs Duguid reported that Mrs Farrar, as the Trust Accountable Officer needed to sign this document, which would then become part of the Annual Report.

The Annual Governance Statement 2013/14 was **Approved** by Trust Board members.

b) **Quality Account 2013/14**

Mrs Duguid apologised to members on the late delivery of the amended document. The report had been reviewed in detail at the Audit Committee earlier today and some minor amendments were required. The document would be brought back to the 24 June Trust Board meeting for final ratification. Mrs Ray reported that she felt the document was a very comprehensive report and gave her significant assurance. Mr Evens informed members that he wished to bring To members attention the Statement of Directors' Responsibilities on page 15, and reported that the Audit Committee were satisfied with

that statement. Mrs Tiller reported that she looked forward to seeing the finalised report at the end of June and questioned who would receive final copies of the full report. Mrs Duguid reported that hard copies would be sent to local stakeholders, patient panel representatives, shadow governors and an electronic copy would be uploaded onto the website.

The Quality Account 2013/14 was **Approved** by the Board members.

c) **Annual Report and Accounts 2013/14**

Mr Shanahan informed members that the Annual Report and Accounts for 2013/14 had been discussed in detail at the Audit Committee that same day, and minor amendments, following discussions were to be made to the document. In relation to the Annual Accounts the Audit Committee had discussed these in detail at two meetings and at the meeting today had recommended the accounts be presented to the Board for approval. Mr Cook requested that the process for the review of the Annual Accounts and Report be built up over a period of time.

The production of the Annual Report was discussed and Mr Cook reported that the External Auditors were going to look at the format of some of the very best Annual Reports and report back on these.

Mr Shanahan further reported that the Letter of Representation had also been considered at the Audit Committee and had been **Approved** by the Audit Committee on behalf of the Trust Board.

The Annual Report and Accounts 2013/14 were **Approved** by the Trust Board.

d) **Audit Committee Annual Report 2013/14**

Mr Evens reported to members that this report should be discussed following guidance from the Audit Committee Handbook. Mr Evens described in detail the contents of the report and this included the following:

- The membership details of the committee
- The principal review areas
  - Governance, risk management and internal control
  - Internal Audit
  - External Audit
  - Other assurance functions
  - Management and
  - Financial reporting
- The main issues
  - The proposed acquisition of the Trust

- The financial standing of the Trust and the need for a robust recovery plan
- Assurance over clinical areas and the operations of other assurance functions, including clinical audit
- The establishment of a structured process under which progress against all recommendations in both Internal and External Audit reports were monitored, and delays in progress challenged
- Plant, property and equipment

Mrs Tiller questioned the use of Grant Thornton as the Trust External Auditors. Mr Evens reported that as an NHS Trust we are informed who our External Auditors are. Grant Thornton replaced the Audit Commission who used to be our External Auditors.

Professor Barton informed members that in relation to clinical audits; the Safety and Quality Committee were also looking at the concerns in relation to this area.

The Audit Committee Annual Report was **Approved**.

**TB29/14**

### **STRATEGY, POLICY AND ENGAGEMENT**

#### a) **“Together for a Healthier Future”**

Mrs H Ray gave members a progress update on the establishment of the North Cumbria Programme Board. The Trust was represented at this meeting by Mrs A Farrar and Dr J Rushmer. The meeting was a partnership approach for Cumbria and its membership reflected the commitment of local partners to work together and solve the challenges faced as a local health economy. Price Waterhouse Cooper had undertaken a piece of work and the report of this work was being presented at the Programme Board. The Cumbria Learning and Improvement Collaborative (CLIC) had been developed and a number of engagement events had taken place recently.

The report was **Noted**.

**TB30/14**

### **DATE, TIME AND LOCATION OF NEXT MEETING**

Tuesday, 24 June 2014 at 1pm in the Board Room, Cumberland Infirmary.