

BOARD MEETING IN PUBLIC

28 March 2018

Details of the Paper

Title	Private Board Summary 31 January 2018				
Responsible Director	Trust Chair				
Purpose of the paper	<p>The purpose of this report is to provide a summary of matters discussed at the Board in private on the 31 January 2018. The matters considered at this session of the Board were as follows:</p> <ul style="list-style-type: none"> • Serious Incident Report • Excluded practitioners • Freedom to speak up, raising concerns and whistleblowing • Accountable Care System and Strategic Transformation Partnership • Financial Planning 18/19 • Tenders • University Memorandum of Understanding • Charitable Funds PEPSCI Project – Spinal research • 24/7 out of hours 				
Action / decision required	The Board is asked to note the contents of this report.				
IMPLICATIONS AND ISSUES TO WHICH THE PAPER RELATES (PLEASE MARK IN BOLD)					
<i>Patient Quality</i>	<i>Financial Performance</i>	<i>Operational Performance</i>	Strategy	<i>Workforce performance</i>	<i>New or elevated risk</i>
<i>Legal</i>	Regulatory/ Compliance	<i>Public Engagement /Reputation</i>	<i>Equality & Diversity</i>	Partnership Working	<i>Information Technology / Property Services</i>
ANNUAL OBJECTIVE					
<i>Which Strategic Objective/s does this paper link to? Relates to all objectives</i>					
<i>Please summarise the potential benefit or value arising from this paper:</i>					
RISK					
Are there any specific risks associated with this paper? If so, please summarise here.	<i>Non-Financial Risk:</i>				
	<i>Financial Risk:</i>				
LINK TO CARE QUALITY COMMISSION ESSENTIAL STANDARDS OF SAFETY AND QUALITY					
Which CQC standard/s does this paper relate to?	Relates to outcome 4, Care and Welfare of Persons using our service				
Author of paper: Elisabeth Ryder					
Presenter of Paper: Liz Hollman					
Other committees / groups where this paper / item has been considered: No other committee					
Date of Paper: 21 March 2018					

PUBLIC BOARD MEETING 28 March 2018

Details of the Paper

Title	Board Attendance Record
Responsible Director	Director for Governance
Purpose of the paper	To keep the Board informed of the attendance of Board members at Board meetings and Board committees.
Action / decision required (e.g., approve, support, endorse)	None

IMPLICATIONS AND ISSUES TO WHICH THE PAPER RELATES (PLEASE MARK IN BOLD)

<i>Patient Quality</i>	<i>Financial Performance</i>	<i>Operational Performance</i>	<i>Strategy</i>	<i>Workforce performance</i>	<i>New or elevated risk</i>
<i>Legal</i>	Regulatory/ Compliance	Public Engagement /Reputation	<i>Equality & Diversity</i>	<i>Partnership Working</i>	<i>Information Technology / Property Services</i>

ANNUAL OBJECTIVE

Which Strategic Objective/s does this paper link to?
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Please summarise the potential benefit or value arising from this paper:

RISK

Are there any specific risks associated with this paper? If so, please summarise here.	<i>Non-Financial Risk:</i>
	<i>Financial Risk:</i>

LINK TO CARE QUALITY COMMISSION ESSENTIAL STANDARDS OF SAFETY AND QUALITY

Which CQC standard/s does this paper relate to?	Well led Domain <i>(if you need advice on completing this box please contact the Director for Governance)</i>
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Author of paper: Elisabeth Ryder

Presenter of Paper: Liz Hollman

Other committees / groups where this paper / item has been considered:
No other committee

Date of Paper: 21 March 2018

Board Attendance Record: November 2017 to March 2018

(Mr Dardis remains on this version of the record as a matter of public record; and Mr Macdonald is still shown as Chief Operating Officer. This will change for the next version)

	Strategic Workforce Committee				Finance and Business Performance Committee				Quality Committee				Trust Board Seminars		Commercial Development Committee		Charitable Funds Committee	Audit Committee		Trust Board	
	14 Nov	10 Jan	13 Feb	14 Mar	23 Nov	21 Dec	25 Jan	23 Feb	5 Dec	16 Jan	6 Feb	6 Mar	13 Dec	28 Feb	21 Nov	27 Feb	17 Jan	11 Jan	8 Mar	29 Nov	31 Jan
Hattie Llewelyn-Davies, Trust Chair *	✓	x			✓	✓	✓	✓					✓	✓						✓	✓
Neil Dardis, Chief Executive *	✓	✓	✓	x	✓	x	✓	✓	x	✓	✓	x	x	✓						✓	✓
Dipti Amin, NED*									✓	✓	✓	✓	✓	✓				x	✓	✓	✓
Rachel Devonshire, NED*					✓	✓	x	✓					✓	x	✓	✓	x	x		✓	x
Rajiv Jaitly, NED *					✓	✓	✓	✓					✓	✓			✓	✓	✓	✓	✓
Graeme Johnston, NED * (SID)								✓					x	✓				✓	✓	✓	✓
Tina Kenny, Medical Director *	x	✓	x	x		✓		✓	✓	✓	✓		x	✓						✓	✓
Mary Lovegrove, NED *	✓	✓	✓	x					✓	✓	✓	✓	✓	✓						✓	✓

	Strategic Workforce Committee				Finance and Business Performance Committee				Quality Committee				Trust Board Seminars		Commercial Development Committee		Charitable Funds Committee	Audit Committee		Trust Board	
	14 Nov	10 Jan	13 Feb	14 Mar	23 Nov	21 Dec	25 Jan	23 Feb	5 Dec	16 Jan	6 Feb	6 Mar	13 Dec	28 Feb	21 Nov	27 Feb	17 Jan	11 Jan	8 Mar	29 Nov	31 Jan
Neil Macdonald, Chief Operating Officer *					✓	✓	✓	✓	✓	x	x	x	✓	✓						x	✓
Carolyn Morrice, Chief Nurse *	✓	x	✓	x	x	x	✓	x	✓	✓	✓	✓	x	✓						✓	✓
Director of Finance * James Drury					✓	✓	✓	✓					✓	✓			✓	✓	✓	✓	✓
David Sines, Associate NED	✓	✓	✓	✓					✓	✓	x	x	x	x						✓	x
David Williams, Director of Strategy	x	✓	✓	✓	✓	✓	✓	x					✓	✓	✓	✓				✓	✓
Bridget O'Kelly Director of HR	✓	✓	x	✓	✓	x	✓	✓					✓	✓	✓					✓	✓
Tom Roche Associate NED	x	✓	✓	✓	x	x	✓	✓					✓	✓		✓		✓	✓	x	x

NB: greyed out fields indicate committees the individual would not be expected to attend. NED = Non-Executive Director. A * indicates a voting member of the Board

Acronym 'Buster'

- A&E - Accident and Emergency
- AD - Associate Director
- ADT - Admission, Discharge and Transfer
- AfC - Agenda for Change
- AGM - Annual General Meeting
- AHP - Allied Health Professional
- AIS – Accessible Information Standard
- AKI - Acute Kidney Injury
- AMR - Antimicrobial Resistance
- ANP - Advanced Nurse Practitioner

B

- BBE - Bare Below Elbow
- BME - Black and Minority Ethnic
- BMA - British Medical Association
- BMI - Body Mass Index

C

- CAMHS - Child and Adolescent Mental Health Services
- CAS - Central Alert System
- CCG - Clinical Commissioning Group
- CCU - Coronary Care Unit
- Cdif / C.Diff - Clostridium Difficile
- CEA - Clinical Excellence Awards
- CEO - Chief Executive Officer
- CHD - Coronary Heart Disease
- CIO - Chief Information Officer
- CIP - Cost Improvement Plan
- CQC - Care Quality Commission
- CQUIN - Commissioning for Quality and Innovation
- CSU - Commissioning Support Unit
- CT - Computerised Tomography
- CTG - Cardiotocography

D

- DBS - Disclosure Barring Service
- DGH - District General Hospital
- DH / DoH - Department of Health
- DIPIC - Director of Infection Prevention and Control
- DNA - Did Not Attend
- DNACPR - Do Not Attempt Cardiopulmonary Resuscitation
- DNAR - Do Not Attempt Resuscitation
- DNR - Do Not Resuscitate
- DoLS - Deprivation of Liberty Safeguards
- DPA - Data Protection Act
- DSU - Day Surgery Unit
- DVT - Deep Vein Thrombosis

E

- E&D - Equality and Diversity
- EBITDA - Earnings Before Interest, Taxes, Depreciation and Amortization
- ECG - Electrocardiogram
- ED - Emergency Department
- EDD - Estimated Date of Discharge
- EIA - Equality Impact Assessment
- ENT - Ear, Nose and Throat
- EOLC - End of Life Care
- EPR - Electronic Patient Record
- EPRR - Emergency Preparedness, Resilience and Response
- ESD - Early Supported Discharge
- ESR - Electronic Staff Record

F

- FBC - Full Business Case
- FFT - Friends and Family Test
- FOI - Freedom of Information
- FTE - Full Time Equivalent

G

- GI - Gastrointestinal
- GMC - General Medical Council
- GP - General Practitioner
- GRE – Glycopeptide Resistant Enterococci

H

- HAI - Hospital Acquired Infection
- HASU - Hyper Acute Stroke Unit
- HCA - Health Care Assistant
- HCAI - Healthcare-Associated Infection
- HDU - High Dependency Unit
- HETV - Health Education Thames Valley
- HSE - Health and Safety Executive
- HSMR – Hospital-level Standardised Mortality Ratio
- HWB - Health and Wellbeing Board

I

M

- I&E - Income and Expenditure
- IC - Information Commissioner
- ICP - Integrated Care Pathway
- ICU - Intensive Care Unit
- IG - Information Governance
- IGT / IGTK - Information Governance Toolkit
- IM&T - Information Management and Technology
- IPR - Individual Performance Review
- ITU - Intensive Therapy Unit / Critical Care Unit
- IV - Intravenous

J

- JAG - Joint Advisory Group

K

- KPI - Key Performance Indicator

L

- LA - Local Authority
- LCFS - Local Counter Fraud Specialist
- LD - Learning Disability
- LHRP - Local Health Resilience Partnership
- LiA - Listening into Action
- LOS / LoS - Length of Stay
- LUCADA - Lung Cancer Audit Data

M

- M&M - Morbidity and Mortality
- MDT - Multi-Disciplinary Team
- MIU - Minor Injuries Unit
- MRI - Magnetic Resonance Imaging
- MRSA - Meticillin-Resistant Staphylococcus Aureus

N

- NBOCAP - National Bowel Cancer Audit Programme
- NCASP - National Clinical Audit Support Programme
- NED - Non-Executive Director
- NHSE - NHS England
- NHSLA - NHS Litigation Authority
- NICE - National Institute for Health and Care Excellence
- NICU - Neonatal Intensive Care Unit
- NMC - Nursing and Midwifery Council
- NNU - Neonatal Unit
- NOGCA - National Oesophago-Gastric Cancer Audit
- NRLS - National Reporting and Learning System / Service

O

- O&G - Obstetrics and Gynaecology
- OBC - Outline Business Case
- ODP - Operating Department Practitioner

- OHD - Occupational Health Department
- OOH - Out of Hours
- OP - Outpatient
- OPD - Outpatient Department
- OT - Occupational Therapist/Therapy

P

- PACS - Picture Archiving and Communications System / Primary and Acute Care System
- PALS - Patient Advice and Liaison Service
- PAS - Patient Administration System
- PbR - Payment by Results
- PDC - Public Dividend Capital
- PDD - Predicted Date of Discharge
- PE - Pulmonary Embolism
- PFI - Private Finance Initiative
- PHE - Public Health England
- PICC - Peripherally Inserted Central Catheters
- PID - Patient / Person Identifiable Data
- PID - Project Initiation Document
- PLACE - Patient-Led Assessments of the Care Environment
- PMO - Programme Management Office
- PPE - Personal Protective Equipment
- PPI - Patient and Public Involvement
- PSED - Public Sector Equality Duty

Q

- QA - Quality Assurance
- QI - Quality Indicator
- QIP - Quality Improvement Plan
- QIPP - Quality, Innovation, Productivity and Prevention
- QIA - Quality Impact Assessment
- QOF - Quality and Outcomes Framework

R

- RAG - Red Amber Green
- RCA - Root Cause Analysis
- RCN - Royal College of Nursing
- RCP - Royal College of Physicians
- RCS - Royal College of Surgeons
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- RTT - Referral to Treatment

S

- SAU - Surgical Assessment Unit
- SCAS / SCAmb - South Central Ambulance Service
- SHMI - Summary Hospital-level Mortality Indicator
- SI - Serious Incident
- SIRI - Serious Incident Requiring Investigation
- SIRO – Senior Information Risk Owner
- SID - Senior Independent Director
- SLA - Service Level Agreement
- SLR - Service-Line Reporting
- SLT / SaLT - Speech and Language Therapy
- SMR - Standardised Mortality Ratio
- SoS - Secretary of State
- SSI(S) - Surgical Site Infections (Surveillance)

- SSNAP - Sentinel Stroke National Audit Programme
- STF – Strategic Transformation Fund
- STP - Sustainability and Transformation Plan
- SUI - Serious Untoward Incident

T

- TIA - Transient Ischaemic Attack
- TNA - Training Needs Analysis
- TPN - Total Parenteral Nutrition
- TTA - To Take Away
- TTO - To Take Out
- TUPE - Transfer of Undertakings (Protection of Employment) Regulations 1981

U

- UGI - Upper Gastrointestinal
- UTI - Urinary Tract Infection

V

- VfM - Value for Money
- VSM - Very Senior Manager
- VTE - Venous Thromboembolism

W

- WHO - World Health Organization
- WTE - Whole Time Equivalent

Y

- YTD - Year to Date