



# **Board of Directors - Public**

### SUMMARY REPORT

Agenda Item:

Meeting Date:

22 September 2021

Report Title:	Committee Activity				
	oominintee Activity				
Author(s):	David Walsh, Director of	Corporate Governance			
Accountable Director:	Mike Potts, Trust Chair, C	Chair of Mental Health Legislation Committee			
	Heather Smith, Non-Exec	Heather Smith, Non-Executive Director, Chair of People Committee			
	Richard Mills, Non-Executive Director, Chair of Finance and Performance Committee				
	Sandie Keene, Non-Exec Committee	cutive Director, Chair of Quality Assurance			
Other Meetings presented	Committee/Group:	N/A			
to or previously agreed at:	Date:	N/A			
Key Points:	The committee activity reports are attached to this report as appendices in line with the new approach where committees agree items they wish to categorise for alert, to advise or to assure.				

### Summary of key points in report

This methodology adopted involves committees considering 'significant issues' under three key categories:

**Alert** – areas which the committee wishes to escalate as potential areas of non-compliance, that need addressing urgently, or that it is felt Board should be sighted on;

**Advise** – any new areas of monitoring or existing monitoring where an update has been provided to the committee and there are new developments;

Assure – specific areas of assurance received warranting mention to Board.

The reports for August and September are attached to this report.

As minutes are not presented to Board until they have been approved by the reporting committee, the minutes available are from the July and August meetings. These have been made available to Board members in a subfolder within the Google Drive system used for circulating electronic committee papers.

Consider for Action	X	A	pprova	l		Assurance	X	In	forma	ation	Х
To formally note the mi committee activity repo								'Alert, As	sure, A	Advice'	
Please identify which	strateg	ic priori	ties wi						r		
				Cov	id-19	Getting through s	afely	Yes	X	No	
					CQC	Getting Back to C	Good	Yes	x	No	
Tran	sformati	on – Ch	anging	thing	s that	will make a differ	ence	Yes	x	No	
	Partners	hips — w	orking	toget	her to	make a bigger in	npact	Yes	x	No	
Is this report relevant	to com	pliance	with ar	זע ke	v sta	ndards ? State	specif	ic standa	rd		I
Care Quality Corr		Yes	X	No				Governan			
IG Governance	e Toolkit	Yes		No	X						
Have these areas bee	n consi	dered ?	YES/	NO		If Yes, what are	-		or the	impact	t?
Patient Safety and Exp	perience	Yes		No	X	If no, please exp Not directly in	relatio		•	•	fic
Financial (revenue &	&capital)	Yes		No	X		I WILIIII	the appe	nuices	5	
OD/W	orkforce	Yes		No	X						
Equality, Diversity & I	nclusion	Yes		No	X						
	Legal	Yes		No	X						

**Committee: Finance and Performance Committee** 

Date: 15 August 2021

**Chair: Richard Mills** 

### KEY ITEMS DISCUSSED AT THE MEETING

Issue	Committee Update	Assurance Received	Action	Timescale
Integrated Performance & Quality Report for the Period ending June 2021	Received May IPQR report prior to submission to Board	Noted high levels of demand for access points Lack of available beds	Board to be alerted Recovery plan discussed – see below	August 21
Operational recovery Plan updates	Received updates on OOA, SPA Waiting times, Recovery Waiting Times	OOA bed contacts assured Not assured over trajectories for waiting times. Community Review to take more fundamental review including emerging 'Home First' programme	Review work to continue with further analysis, discussion, and co-production to take place Updated recovery plans to be received	October 21
CIP Quarter 1 update and future plans	Received update on CIP programmes	Noted new process commenced but noted gap remaining and need for further work and cultural engagement	Receive further updates	October 21
ADVISE (Detail here any ar communicated or included i	eas of on-going monitoring where ar n operational delivery) Committee Update	Assurance Received	ommittee AND any new development	nts that will need to be
Transformation Portfolio Report	Noted progress with Transformation Programmes	Noted	Receive further update and assurance at next FPC	August 21
BAF / CRR	BAF and CRR to be reviewed to reflect risks identified in meeting	Noted slippage on Transformation Projects	Update at next meeting on any revised risks including	September 21

Five year Capital plan refresh	Received first draft five year capital plan	Noted implications of spending plans, and requirements for additional capital Noted cost increase in ACM 2	Waiting times     Capital plans     CIP plans     Review BAF risks     Receive updates	October 21
		scheme of £9m		
ASSURE (Detail here any Issue	areas of assurance that the Commit	ttee has received) Assurance Received	Action	Timescale
, , , , , , , , , , , , , , , , , , ,		·	Action Further report to be received	Timescale October 21

and potential for tighter year end position

role and remit

Received feedback on reviews

and proposed role and remit

depending on H2 plans Noted feedback and agreed

None

v1 RM/MH

Performance reviews

None

**Committee: Finance and Performance Committee** 

Date: 9 September 2021

Chair: Richard Mills

#### **KEY ITEMS DISCUSSED AT THE MEETING**

Issue	Committee Update	Assurance Received	Action	Timescale
Transformation Portfolio Report	Noted progress with Transformation Programmes	Noted risk relating to the ligature anchor point project timeline for the phase 3 work Noted risk relating to funding of the community forensic team. Proposal to set up a Community Facilities Programme to improve the community estate.	To set up a Community Facilities Programme Receive further update and assurance at next FPC	October 21
Relocation of Trust HQ – Revised OBC	Received revised OBC together with additional clarifications over options	Information over preferred options and cost and timescale implications	Agreed to produce FBC covering Option 1 and 2 and leasehold for alternative 'option 3" for Board approval. Agreed to proceed with lease agreement with SYHA	October 2021
Sale of Fulwood House	Received update	Detail received on progress of discussions with preferred bidder. Clarification of remaining risks, phases and timescales and on recommendation to submit to Board for sale to proceed	To proceed with sale as discussed and recommend to Board of Directors to endorse this to enable the sale process to proceed.	September 2021
New EPR exception report	Received update on the recommended management of a procurement risk regarding the implementation support for the new EPR	Preferred procurement option agreed	Continue procurement process	September 2021

ADVISE (Detail here any areas of on-going monitoring where an update has been provided to the Committee AND any new developments that will need to be communicated or included in operational delivery)

Issue	Committee Update	Assurance Received	Action	Timescale
Integrated Performance & Quality Report for the Period ending July 2021	Received July IPQR report prior to submission to Board	Noted continuing high levels of demand for access points		September 21
BAF / CRR	BAF and CRR to be reviewed to reflect risks identified in meeting	Noted no significant change Greater assurance over BAF risk 0021 EPR following FPC EPR procurement decision	Continue review	October 21
Estate KPIs 2021/22	Suggested estate KPIs and need for SLA	Suggested KPIs and benchmarking information proposed	Agree KPI's to include in IPQR with FPC oversight, and those to remain in a separate 'dashboard' for low level review.	October 21
Digital Strategy Refresh	Received initial draft of a new Digital strategy	Outlined next stages of development and indicative timescales	To submit comments to Chief digital and Information officer To ensure User and carer input and liaise with associate NED	October / November 21
Business Planning Group - Business Update and Exception Report	Received update	Noted BPG discussions and approvals	Consider further prioritisation and linkage to operational Plan process	October 21
Delivering a Net Zero NHS – Trust Sustainability Plan and Climate Emergency Declaration	Noted timescales for producing Sustainability Plan for Committee and Board approval	Action taken to progress plan production	Board update Production of strategy	September 21 Board December 21 FPC

ASSURE (Detail here any areas of assurance that the Committee has received)					
Issue	Committee Update	Assurance Received	Action	Timescale	
Finance Report for the Period ending July 2021	Received routine report of monthly Finance position	Routine reporting of financial performance. Noted ongoing challenge over CIPs, and likelihood that financial position will become tighter	Receive monthly report	October 21	

DRAFT v2 RM/jch

Committee: Mental Health Legislation Committee

Date: 8 September 2021

Chair: Mike Potts

### **KEY ITEMS DISCUSSED AT THE MEETING**

TO ALERT (Alert the Committee/Board to areas of non-compliance or matters that need addressing urgently)

Issue	Committee Update	Assurance Received	Action	Timescale
Review of Mental Health Act – Consultation submission	No submission from the Trust, attributed to changes in personnel.	Associate Mental Health Act Managers (AMHAMs) response submitted on behalf of Local Authority	For information – no further action required.	
Mental Health Legislation Operational Group (MHLOG)	<ul> <li>Q1 Report</li> <li>Number of non compliance</li> <li>issues reported as follows: <ul> <li>Administration of medicines</li> <li>Place of Safety compliance</li> <li>with best practice standards</li> </ul> </li> <li>Data quality issues</li> <li>KPIs for MHLC to be developed</li> <li>CQC – high use of agency staff</li> </ul>	The committee did not receive assurance that there was a robust action plan in place to address these issues.	Detailed action plan to be developed and priority actions agreed.	December 2021
Least Restrictive Practice Operational Group	Trust is not yet compliant with capturing all data relating to restrictive practice to meet Mental Health Act Data Set (MHSDS) and Use of Force Act requirements.	This is a risk for the Trust and requires focussed attention.	LRPOG arranging meeting for October 2021 to develop reporting aligned to MHSDS v5 Risk added to Corporate Risk Register	Report back to December meeting
Liberty Protection Safeguards (LPS)	Report received on the introduction of the Liberty Protection Safeguards (LPS)	In April 2022 unlike the DOLS which are currently administered by the LA LPS will become the	It is of concern that if guidance is not received soon then the Trust may not be able to meet its	Further update will be provide at the December meeting.

Committee Activity MHLC Sept 2021

	which will replace the Deprivation of Liberty Safeguards (DOLS) from April 2022	responsibility of the NHS. This will require significant work for SHSC and to date the statutory regulations and the Code of Practice have not been issued.	obligations under the new legislation by April 2022. SHSCs Head of Mental Health Legislation is in regular contact with DHCS expressing concern but has been told to await the guidance.	
Court of Protection ADVISE (Detail here any ar communicated or included i		This is a complex case involving a range of agencies. SHSC legal advisors have been instructed but have advised that the Trust and other agencies involved could be open to criticism about the handling of this case.	Await the outcome of the case and ensure that SHSC together with other agencies reflect on the learning.	Further report December 2021. that will need to be
Issue	Committee Update	Assurance Received	Action	Timescale
Corporate Risk Register Risk 4672	Risk that service users whose liberty is restricted by the Mental Health Act are not being able to access a fair legal hearing caused by the lack of comprehensive WiFi in some of the Trusts locations (ie poor wifi connectivity resulting in reputation damage and litigation against the Trust.	Initial risk scored 20 High. Following mitigation score	Scoping exercise with community teams to be undertaken to establish which office locations are being used for tribunals – results fed to IT for any remedial action.	Next review 15 September 2021
ASSURE (Detail here any a	areas of assurance that the Committe	ee has received)		
Issue	Committee Update	Assurance Received	Action	Timescale
Mental Health Legislation Operational Group (MHLOG)	Terms of Reference, Workplan and Q1 Report received.	Terms of Reference agreed.	Reports from MHLOG to be received on a quarterly basis.	Next report due December 2021
			Reports from LRPOG to be	Next report due December

Least Restrictive Practice Strategy, Safe and Positive Care 2021 - 2024		Strategy signed off by Quality Assurance Committee.	Strategy to be launched at a Least Restrictive Practice Conference and Workshop in November 2021	November 2021
Horizon Scanning	Comprehensive report received from Head of Mental Health Legislation to enable the Committee to keep abreast of developments and issues both locally, regionally and nationally.	report and were assured that it will become a standard item on every MHLC meeting.	Relevant issue identified in the report will be highlighted through normal internal channels of communication.	December 2021

**Committee: People Committee** 

Date: 7 September 2021

**Chair: Heather Smith** 

#### **KEY ITEMS DISCUSSED AT THE MEETING**

Issue	Committee Update	Assurance Received	Action	Timescale
BAF risk rating for retention and recruitment.	The Committee agreed that the BAF risk rating should be increased; turnover rate is on a continued upward trajectory. Although this turnover rate is more or less comparable with other Trusts, this does not mean that it is not of serious concern which colleagues have been tasked with addressing, particularly in terms of Nursing.	Consideration alongside BAF	BAF risk updated, next reporting to Board in November	November 2021
Capability and disciplinary casework	There is a rise in casework trends for Capability and Disciplinary and Average Case Length has increased.	Data provided within report	Committee has requested more information in order to understand better the reasons for this.	November 2021
WRES and WDES reports	The WRES and WDES reports indicate a lack of significant improvement on race and disability indicators and there are concerns around new indicators such as the race disparity ratio.	Annual reports received	To be considered by Board.	September 2021
Workforce reporting data	There is a concern in terms of workforce reporting that lack of accurate data is hampering efforts to enable the Committee to enact assurance, due to ongoing issues with the	Lack of assurance detailed, left.	Continued monitoring and actions required	November 2021

	Employee Staff Record (ESR). Colleagues are urgently seeking to address this but in the meantime our data is not as accurate as it could be.			
Training budget	Committee requested more assurance regarding a solution to the reduced training budget, particularly with respect to 'training outside of mandatory training' and how we mitigate against the impact of this to ensure staff are supported to be the best they can be.	Lack of assurance detailed, left.	Continued monitoring and actions required	November 2021

Issue	Committee Update	Assurance Received	Action	Timescale
Anti-racism statement	Received and discussed	Health discussion following update	Progressing to Board	September 21
Annual Self-Assessment	Committee completed and agreed its Annual Self- Assessment Report and recommended it for submission to Audit and Risk Committee.	Contributions from various committee members, consolidated report considered detailing areas of differences of opinion for discussion.	To progress to Audit and Risk Committee in October and Board in November	October 21 for ARC November 21 for Board
Support Worker Progression Pathway	Committee were pleased to note that there has been significant progress with the Support Worker Progression Pathway and that the Business Case has been approved and signed-off.	Report received as left	N/A	N/A
Peer Support Worker vocational pathway	The Peer Support Worker vocational pathway development has now been initiated which should result in higher visibility and impact from a coherent peer support worker element of our workforce.	Report received as left	N/A	N/A

Issue	Committee Update	Assurance Received	Action	Timescale
Staff Health and Wellbeing	Partial assurance received in terms of Staff Health and Wellbeing. Committee were pleased to note the positive activity in terms of ICS and national developments.	Report received	Future reports to Committee will look at measuring the impact of these initiatives on the quality of the working lives of our staff in order for Committee to enact full assurance.	Rolling
Recruitment and retention	Committee were pleased to receive a comprehensive paper on a wide-range of issues impacting on the recruitment and retention of nurses -Committee were assured that this has been fully scoped and will now lead to initiatives to address each of these areas.	Report received, further discussion linked to BAF0014	Continue to monitor through BAF (see item above)	Rolling
WRES/WDES	Committee were assured that our Trust has fulfilled its obligation to submit its WRES and WDES data to the national platform	Report received	Progression to Board	September 2021

### **Committee: Quality Assurance Committee**

Date: 11 August 2021

Chair: Sandie Keene

### **KEY ITEMS DISCUSSED AT THE MEETING**

Issue	Committee Update	Assurance Received	Action	Timescale
Care Quality Commission Matters - Firshill & Acute Wards	Report of CQC action plans in respect of Firshill Rise and Acute Wards received.	Partial Assurance	Further assurance required during the programme to ensure actions are embedded and having impact.	Monthly reporting to Quality Committee via the Back to Good Board.
Quality Objectives	Quarter 1 report on implementation of Quality Objectives received.	Limited Assurance	Greater oversight by Clinical Directorates for progression. Data capture required. Further work to establish oversight within governance frameworks.	Quarterly assurance reports to Quality Committee. Monthly oversight in identified groups for each objective.
Integrated Performance and Quality Report	New risks identified: -Delayed discharge -Accurate and up to date data collection in respect of key staffing indicators	Low Assurance in respect of ability to make significant and rapid difference in longstanding risk areas.	Improvement plans for the most significant risks in place. Urgent work to address staffing data noted and to be monitored via People Committee.	Monthly review of IPQR at Quality Committee.
Community Services Quarter 1	Road Map and action plan for service model received.	Partial Assurance with some concerns about the speed of delivery but assurance about using the learning from past reorganisation and the future plan for a coproduced new model based on delivery of outcomes.	Future development based on 3 phases. Establishment of coproduction oversight group.	Group established by October. Model of future service by December/Jan.

**ADVISE** (Detail here any areas of on-going monitoring where an update has been provided to the Committee AND any new developments that will need to be communicated or included in operational delivery)

Issue	Committee Update	Assurance Received	Action	Timescale
Back to Good	Received monthly update	Partial Assurance	Further work on the Governance of the programme incorporating the current CQC requirements. Urgent work to establish staffing data.	Update next moth
Physical Health Strategy	Received verbal update regarding a number of very positive developments in the production of the Strategy and the establishment of the Physical Health and Infection Control Group.	Verbal Assurance that News2 now implemented on the wards, Physical Health management group established, Draft End of Life Strategy produced, Diabetes Charts used on wards.	Further work on bring together Governance for existing groups in the Trust with responsibilities for Physical Health.	Quarterly reporting to Quality Committee.
· · · ·	areas of assurance that the Committee			
Issue	Committee Update	Assurance Received	Action	Timescale
Place Lite Assessments	Comprehensive report of National programme audit. Good practice identified. Plans for improvement where needed	Assured	Refer to Lived Experience Group to engage with service uses.	September meeting.

	outlined.			
Tier 2 Report - Clinical Quality and Safety Group (Q1)	New Governance structure and reporting process	Assured	N/A	Quarterly reporting to Committee.
Deep Dive - G1	Progress on improvements at G1 received. Significantly reduced restrictive practice achieved and further action plans on target.with good team engagement.		Completion of Action Plan.	Report October (?)
Clinical Risk Training	Clinical Risk Training reviewed and action plans to address changes needed are identified and on track.for delivery.	Assured of review outcomes	N/A	Future reports to Committee via Clinical Risk and Safety Group.
Equality and Quality	Q1 report received. Development	Assured	N/A	Quarterly reporting to

Impact Assessments	areas identified.			Committee
Lessons Learned Q1	Clear improvements in data collection, increase in reporting, improved learning and ongoing plans for development	Assured	N/A	Quarterly reporting to Committee
Safeguarding Q1	Q1 and rapid development plan received and on track.	Assured	N/A	Quarterly reporting to Committee
Policy Governance	Policy for Falls and ECT approved. Extension noted for Observation of Patients at risk.	Assured	N/A	Monthly reporting
Emerging Quality Risks	Identified under IPQR above: Delayed Transfer of Care and Staffing data gaps impacting on quality.	Assured	Action pland as above	Monthly reporting to Committee.

DRAFT v1 SK/BM/ss

### **Committee: Quality Assurance Committee**

Date: 9 September 2021 Chair: Sandie Keene

### **KEY ITEMS DISCUSSED AT THE MEETING**

Issue	Committee Update	Assurance Received	Action	Timescale
IPQR ongoing risks improvement trajectory mitigation position	Further assurance sought in respect of intransigent risks – eg trajectories for improvement and new mitigations put in place	Limited Assurance	Information to be addressed in future IPQR summary reports	From October 2021
LOS recovery plans	Information received about Delayed Transfers of Care and bed usage/risks.	Limited Assurance	Further work to develop a link to Length of Stay reporting as a determinant of quality reporting for a complete picture of performance	Future IPQR ????timescale
Back to good risks estates and staffing	A new ris kwas identified concerning the quality of service impacts as a result of poor community estate.	Partial Assurance .	Working group developed to address key issues identified at St George's	Further report to FPC and Quality ??? timescale
Health and safety levels of assurance and embedding policies residual concerns performance and risk	Increasing transparency in reporting but concerns regarding systematic assurance monitoring of H&S responsibilities across the Trsut.in some areas.	Limited assurance	Systematic action plan in operation but will take some time to embed before seeing full assurance	Quarterly reporting the Quality Assurance Committee.
ADVISE (Detail here any ar communicated or included in Issue		update has been provided to the C Assurance Received	ommittee AND any new developmen	ts that will need to be Timescale
CQC Matters –	Verbal update received that CQC	Verbal reassurance at this stage	Quality Committee to undertake a	October 2021

Firshill Rise learning and action plan process prior to CQC submission.	action plans on track and submitted as required. Discussion about further learning and improvements to process.		learning review in respect of Firshill Rise. Future CQC action plans to be shared with Chair of Quality Committee before submission	Immediate effect.
Report on KPI's for which the Committee is responsible.	List of KPI's which the Committee is responsible for was agreed with the understanding of the different focus for FPC and QAC attention. Additional KPI's on EDI (quality objective) and physical health monitoring routine submission requested.	Assured	For inclusion in IPQR	From October ??? is this possible
Back to Good report	The Committee was notified of the work to revise governance arrangements for year 2 of the programme. The most recent action plan is due for submission on September 16 <sup>th</sup> Request for future reports to identify risk levels more clearly	Partial Assurance	Monthly reporting to Quality Committee.	October 2021
Emerging quality risks	The Committee was advised about concerns in the SI investigation processes. Management of the Complaints function is moving to the Quality Directorate.	Limited Assurance For information	A rapid development plan is in preparation	October 2021
Board Visits Q1 repoert	The need for review and revision of the process was noted. Problems in process and outcome reported. Key issues identified in visits to date identified which triangulate with information from other sources.	Limited Assurance	Recommended report to be received at Board and be the subject of a development discussion to ensure maximum value achieved from future visits.	Nov/Dec 2021
The need for revis ASSURE (Detail here any a	reas of assurance that the Committe	e has received)	l	<u> </u>
laqua	Committee Update	Assurance Received	Action	Timescale
Issue Medicine's safety report Q1	Report received identifying levels and number of medicine safety	Limited in respect of analysis and prioritisation. However, Task	Group established with Terms of reference	Report to Quality Committee next quarter.

incidents. Increasing reports seen in positive light regarding open culture of reporting	and finish group establishment adopting a comprehensive approach to improvement.	

DRAFT v1 SK/BM/ss