

**MATTERS ARISING**

**CURRENT TARGETS**

<b>Target Date</b>	<b>Month/Minute/Item</b>	<b>Action with</b>	<b>Detail &amp; Response</b>
September 2014	July 2014 Minute 211/14 Financial Performance Report	<b>H Simpson</b>	The Chair referred to the considerable amount of other English NHS debtors which related to GP trainees which the Trust hosted on behalf of the Deanery. In response, the Finance Director said that the Trust is doing everything possible to receive the monies. The Chair invited the Finance Director to provide a progress report on this issue. <i>The Finance Director reported that both formal and informal approaches have been made to commissioners to recover the outstanding monies. The issue remains despite an improvement during August 2014. In response to a question from Mr Evans about the extent of the issue, the Finance Director said that the contract (which has approximately 18 months remaining) is not as tight as the Trust would like and there is no obligation on commissioners to pay these monies. The position has been compounded by the increasing financial pressures facing the NHS. If the service is hosted again, the contractual arrangements will be reviewed. A further update to be provided. Ongoing.</i>
September 2014	August 2014 Minute 242/14 Chief Executive's Report and Environmental Scan – Our Trust	<b>SP/CM</b>	The Board invited the Head of Communications to pursue an inpatient story demonstrating the benefits of the new Hereford Radiotherapy facility, particularly a more local facility to Hereford. <i>The Head of Communications has established contact with Carole Scott, Speciality Director, and identified a patient case study. Pending a photograph and interview, the materials will be promoted across the Trust's communication channels. The patient's narrative will build on earlier PR which was planned in as part of the opening (August 18) of Hereford's Radiotherapy Unit and will be developed further during the official opening ceremony which is currently in the process of being organised. Completed.</i>
September 2014	August 2014 Minute 242/14 Chief Executive's	<b>EG</b>	The Director of Service Delivery undertook to inform the Board of the allocation of these additional monies as

	Report and Environmental Scan – Additional Monies for Winter		part of the Winter Plan report. <i>Ongoing.</i>
September 2014	August 2014 Minute 242/14 Chief Executive's Report and Environmental Scan – Trust Risk Register	<b>HS</b>	With regard to DSP 148 (CT Scanner replacement), the Finance Director was invited to provide the dates when the replacement equipment is to be ordered and become operational. <i>Ongoing.</i>
September 2014	August 2014 Minute 243/14 Integrated Performance Framework Report – Staff Sickness	<b>CL</b>	The Chair invited Mr Lewis to discuss the issues raised separately with the Director of Human Resources and Organisational Development in view of his absence from the meeting due to leave. <i>Ongoing.</i>
September 2014	August 2014 Minute 244/14 Financial Performance Report	<b>HS</b>	The full year effect of the CCG penalties (including ED) is £2m with the current position standing at £400k. The Trust does not accept these penalties and is formally challenging them with the CCG although they could be imposed as part of the contract. A further update will be provided next month on demand management by the CCG and on the risk analysis. <i>Ongoing.</i>
September 2014	August 2014 Minute 244/14 Financial Performance Report	<b>HS</b>	The Finance Director undertook to reinstate in the report the graph showing income and expenditure. <i>Ongoing.</i>
September 2014	August 2014 Minute 245/14 Emergency Pathway Report	<b>EG</b>	Mrs Bond enquired about the impact on the target if the ED minor injuries were excluded. The Director of Service Delivery said that all the growth and breaches are at Gloucestershire Royal Hospital and occur in late evening. He would look at reporting the information differently by those patients seen by ENPs and those major patients seen by a doctor. <i>Ongoing.</i>
September 2014	August 2014 Minute 246/14 Nurse and Midwifery Staffing	<b>MA</b>	In response to a question from the Chair, the Nursing Director undertook to see if the Trust could gain an insight to the preparation of the Keith Hurst data by contributing as a reference ward. <i>Ongoing.</i>
September 2014	August 2014 Minute 246/14 Nurse and Midwifery Staffing	<b>MA</b>	The Medical Director referred to the increase in staffing numbers in the Avening Ward and asked whether this level of detail could also be included in the report. The Nursing Director undertook to provide an additional column in the next six monthly Keith Hurst report setting out this information where required. <i>Completed.</i>
September 2014	August 2014 Minute 248/14 Items for the Next Meeting	<b>EG</b>	Winter Plan was identified as an item for the next meeting. <i>Ongoing.</i>

## FUTURE TARGETS

Target Date	Month/Minute/Item	Action with	Detail & Response
December 2014	June 2014 Minute 185/14 Prevention and Control of Healthcare Associated Infection – Patient Safety Alert – CPE	<b>M Arnold</b>	The Chair suggested that an update report be provided to the Board in December 2014. <i>Ongoing.</i>

## COMPLETED TARGETS

Target Date	Month/Minute/Item	Action with	Detail & Response
August 2014	July 2014 Minute 209/14 Chief Executive's Report and Environmental Scan – CQC Quality Risk Profile	<b>Comms</b>	Mr Mitchell referred to the latest CQC Quality Risk Profile suggesting that this success should be promoted. The Chief Executive invited the Communications Team to pursue this with the press. <i>The Chief Executive reported that this had been reported in the local media. Completed.</i>
August 2014	July 2014 Minute 209/14 Chief Executive's Report and Environmental Scan – Trust Risk Register	<b>E Gatling/A Seaton</b>	Hazleton Ward has been closed due to roof issues leaving no spare bed capacity at Cheltenham General Hospital. This risk will be considered by the Trust Management Team and the outcome reported to the Board in August 2014. <i>The Director of Service Delivery reported that there is no current scheme regarding the repair of the roof and the Trust is dealing with the closure as part of the Emergency Care plan. This ward will be considered for replacement or re-development as part of the future development of Cheltenham General Hospital. Completed.</i>
August 2014	July 2014 Minute 209/14 Chief Executive's Report and Environmental Scan – Trust Risk Register	<b>EG</b>	The Chair enquired as to progress on the staffing arrangements in Ophthalmology. The Director of Service Delivery said in response that new staff are starting in early September 2014. Capacity remains an issue and the Trust is looking to create additional space at Cheltenham General Hospital and an off-site alternative facility at Gloucestershire Royal Hospital. <i>Completed.</i>
August 2014	July 2014 Minute 210/14 Integrated Performance Framework Report	<b>EG</b>	The Chair referred to the revalidation exercise being undertaken by the Department of Health of 18 week performance to manage waiting lists and whether the access to data issues for those staff had been addressed. In response, the Director of Service Delivery said that the team is in place and working independently to the Trust. However, the Trust is checking all work

			undertaken. NHS England has been informed of the Trust's concerns. The issues raised by the Information Governance Lead have been addressed. <i>Completed.</i>
August 2014	July 2014 Minute 214/14 Nurse and Midwifery Staffing	<b>F Harsent/M Arnold</b>	The Chair questioned the value of including the second appendix in the report. She suggested that there should be a move to include the Nurse and Midwifery staffing data in the Integrated Performance Report with a commentary and comments and that any underlying issues on safety be reported to the Quality Committee at six monthly intervals. The Chief Executive undertook to discuss this with the Nursing Director. <i>The Chief Executive reported that he had discussed this matter with the Nursing Director and the view is that it is not the right time to incorporate this information into the Integrated Performance Management Report as the focus remains on nurse and midwifery staffing. The report is now on an exception basis and this arrangement should continue until mid-2015. Completed.</i>
August 2014	July 2014 Minute 217/14 Gloucestershire Hospitals at the Cheltenham Science Festival	<b>S Pearson</b>	The Chair suggested that in the light of the comments made at the meeting, the Steering Committee will consider the matter further. <i>The Director of Clinical Strategy reported that the Steering Committee is meeting in September to consider the matter. Completed.</i>
August 2014	July 2014 Minute 218/14 Reasons for Staff Sickness	<b>D Smith</b>	In response to a question from Mr Lewis, the Director of Human Resources and Organisational Development undertook to provide a comment on staff sickness in the Integrated Performance Report. <i>The Trust Secretary reported that the Director of Human Resources and Organisational Development has now included the cost of staff sickness in the Integrated Performance Management Framework Report. Completed.</i>  Mr Lewis referred to the 'walk around the world' exercise operating in other organisations with staff having pedometers and the benefits that provided. In response the Director of Human Resources and Organisational Development said that this initiative will be investigated. <i>The Director of Clinical Strategy said that the wider issue of pedometers for staff will be considered by the Health and Wellbeing Board on 2 September 2014. Completed.</i>