



**Kent LINK External Representatives
Meeting Report**

Name of LINK Representative	Jim Hancock
Name of External Organisation	Kent and Medway NHS and Social Care Partnership Trust
Name of External Group	Board of Directors
Name of lead contact of External Group	
Date of Meeting	29 September 2011
Venue of Meeting	Trust Headquarters, Kings Hill
Summary of Meeting (If appropriate attach papers)	Monthly Board Meeting.
Recommendations / Actions eg <ul style="list-style-type: none"> • Items for LINK bulletin • Items for individual interest group • Issue to Priorities Panel / Governors' Group 	As per attached memo.

Date of Next Meeting	26 October 2011
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For office use only

Recommendations / Actions

<i>For Office Use Only</i>	<i>Recommendation / Action</i>	<i>Date of Action Taken</i>	<i>Who By</i>
Name			
Date			

Memo:

Date: 5 October 2011
To: Cate Boland
From: Jim Hancock
Subject: KMPT Board meeting 29 September 2011

1. Chief Executive and Executive Management Team Report

a. Foundation Trust Status:

The matter of establishing Foundation Trust status is ongoing and Mr Smallridge (Chairman) advised that the matter would be dealt with in more detail during the second, closed session of the meeting.

It should though be noted that the Trust anticipate delays in this process due to the fact major changes at Board level within the Trust are ongoing. Mr Smallridge announced his retirement in July and a successor has not yet been appointed.

The Trust wrote to Monitor on 8 August 2011 proposing a re-instatement date from April 2012. The proposal will be considered on 28 September 2011. The

Trust continues to work with NHS South East Coast to review performance in support of its Foundation Trust Status.

b. Change in carers' services:

Kent County Council (KCC) has written to formally notify the Trust of a review of the way that carers' services are commissioned and provided. This will most likely lead to a tender for new services that will provide both carer assessment and support services to replace current grants with effect from 1 April 2012. This will affect the 'Care Manager Assistants for Carers' that are seconded to the Trust from KCC.

c. Programme Management Approach:

The Executive team is introducing programme management arrangements across all key performance and service transformation schemes. This is to ensure focus, consistency and allocation of resources to support change. A programme management office, consisting of a small number of dedicated experts, will be created to provide day to day support, performance intelligence and recovery planning where necessary, working with the wider corporate and service teams.

2. Infection Prevention and Control Update (two months):

This report aims to show development and risks of all infection prevention and control issues. There were 16 issues raised with the Trust during July and August 2011. These included one case of MRSA, one case of diarrhoea and vomiting, one case of scabies, two cases of head lice, one case of Hepatitis C, one case of suspected shingles, one case of E Coli, two cases of Clostridium difficile (C. diff), three cases of Cellulitis, two cases of chest infection and one case of Pulmonary Tuberculosis.

Training:

There was a drop in the number of staff trained in infection, prevention and control due to staff holidays.

As at 31 July 2011 - Advanced training = 75% achieved, Basic training = 100% achieved.

Monthly Observational Hand Hygiene Audits: 97% compliance

As at 31 August 2011 - Advanced training = 73%

Monthly Observational Hand Hygiene Audits: 92% compliance

3. Quarterly Trust Complaints Report, April to June 2011

There were 57 Reportable (formal) complaints recorded during the period. This compares to 74 in the previous quarter. There are four complaints outstanding. This is due in part to the complexity of the cases and complainants not being satisfied with the initial response.

4. Finance Summary

The finance summary shows a near breakeven to budget position of £446,000.00 deficit for the first month, which is another month of operational breakeven. However, this has been achieved via a profit on sale of assets.

5. Performance Dashboard – Monitor Targets

a. Crisis Resolution and Home Treatment Team:

Performance remained at 99% in August and continues to be in excess of the target of 90%. This is a positive outcome and reflects the hard work undertaken in the Acute Service Line.

b. Delayed Transfer of Care:

The Trust performance against the Monitor target in July was 7.1% against a target of 7.5%. There is ongoing work with Commissioners at KCC, Medway Council and the respective Primary Care Trusts to ensure that specific cases are addressed across the whole system as necessary. The figures for August are not yet available.

c. Serious Untoward Incidents (SUI):

There has been a slight increase in the number of level 4 SUI's reported in July to 22 and 26 in August 2011. There was a decrease in level 5 SUI's reported in July 2011 to 4, and an increase to 7 in August 2011.

6. Assurance Framework

The following updates have been made:

- A/F1: Further actions have been added to address the gaps in assurances and controls. Actions relating to workplace space utilisation complete in Acute Services. The risk remains at yellow.
- A/F2: Small improvements noted against Care Quality Commission compliance. The risk remains at red.
- A/F3: Additional information added in 'Actions' to address 'Gaps'. The risk remains at yellow.
- A/F4: Further review of this risk and additional information added has reduced the risk to green.
- A/F5: Additional risks have been identified. Controls are in place to monitor the risk and further actions have been added. The risk has been reduced to yellow.
- A/F6: Progress has been made against actions. The risk remains at yellow.
- A/F7, 7.1: Progress has been made against the risk. The risk remains at yellow.

- A/F, 7.2: Additional information added to Key Controls and Assurance. The risk has been reduced to green.

Consideration is being given whether the Principal Objectives are at risk because of inadequacies in the operation of controls or whether the Trust has sufficient assurance. At the same time, the Assurance Framework provides structured assurances about where risks are being managed effectively and objectives are being delivered.