

**TAVISTOCK AND PORTMAN NHS TRUST**  
**Minutes of Trust Board Meeting 9 May 2005**

Present: Chairman  
Maggie Wakelin-Saint

Non-Executive Directors  
Caroline Elton  
David Goldberg  
Matthew Lewin  
Andrew Likierman  
Emma Satyamurti

Executive Directors  
Nick Temple, Chief Executive  
Trudy Klauber, Dean of Postgraduate Studies  
Matthew Patrick, Trust Director  
David Taylor, Medical Director  
Simon Young, Director of Finance

In attendance: Stanley Ruszczynski, Clinical Director, Portman Clinic

In attendance for Item 2: Wayne Owide, Survey Analyst (Staff Survey)

Secretary: Lotte Higginson

1. There were no apologies for absence

2. **STAFF SURVEY 2004**

Wayne Owide, Survey Analyst, gave a presentation on the outcome of the **Staff Survey 2004**, covering both the full survey and local questions. Two documents were tabled to accompany the presentation. For comparison purposes the Trust was classified as a mental health/learning disability trust. Wayne Owide drew attention to the weighting system which placed the Trust at a disadvantage, i.e. answers from nurses (of which the Trust had a very small number) were weighted upwards, whilst those from allied health professionals (of which the Trust had a large number) were weighted downwards. Wayne Owide would send the full (un-weighted) set of results to Lotte Higginson. Members interested in seeing these could obtain them from Lotte Higginson. Members agreed that the Trust should continue to draw attention to the fact that it was an atypical organization and that interpretations should be viewed with caution.

In aggregate the Trust was performing well, and had been commended on the results by the Head of Human Resources in the NHS. The scores placed the Trust in the best 20% of mental health/learning disability trusts in the majority of the areas surveyed, but in the worst 20% in a small number of areas, notably training (notably health and safety training) and stress. The Trust's management should focus on these areas in the coming year.

The results from the local questions were very good. The Trust would investigate divergencies between ethnic and departmental groupings to see whether these were due to the ethnic mix of any one department/staff sector or other underlying factors.

3. **MINUTES OF 18 APRIL 2005 TRUST BOARD**

ACCEPTED as an accurate record

**Action Paragraphs and Matters Arising**

**P2. Annual Trust Board meeting with Staff 13 June 2005, and Annual Public Meeting 12 September 2005.** Maggie Wakelin-Saint, David Taylor, Trudy Klauber and Matthew Lewin were planning the format/agendas for these two events.

**P3. Provider Sustainability Plan.** Maggie Wakelin-Saint had taken Chair's action and approved 5 minor amendments. The final plan was available on request from Lotte Higginson.

**P4 Research and Development.** Nick Temple was discussing this with Peter Hobson.

4. **FINANCE AND BUSINESS REPORT**

Members had received a **Finance and Business Report** giving the financial position of the Trust as at 31 March 2005 and the forecast cashflow for the coming months. The draft accounts were being completed this week. The Trust was expected to break even for the year. At the time of writing the report, the Trust was in a state of financial uncertainty, with the costs of the Agenda for Change still unknown, the training allocation not yet announced, and only one service level agreement signed.

**Capital Funding/Expenditure.** The main capital project for 2005/06 was the new telephone system/network upgrade. It was hoped to bring forward £50,000 capital funding from 2006/07 to cover other projects. If this was agreed by the Strategic Health Authority, a revised capital budget would be submitted to the Board for approval.

5. **TRUST OBJECTIVES 2005/06**

Members had received a revised/modified set of **Trust Objectives 2005/06** for approval. The revisions included:

**International work** - required a strategic discussion and would be included in the strategy paper that would come to the Trust Board in June.

**Costing of clinical services** and other activities - target date revised. Resources needed to be invested in this process.

**Application for Foundation Trust Status** – included in the Objectives.

Members asked whether there were any consequences, were the Trust not to achieve the *Agenda for Change* completion date in November. Nick Temple said that the Trust was discussing the process with the Strategic Health Authority and had agreed on November as a realistic finishing point.

The modified Trust Objectives 2005/06 were APPROVED

### **ITEMS FOR NOTING**

**Register of Sealings** (re. MM02 Airwave Aerial. NOTED)

**Minutes of 6 April 2005 Audit Committee.** NOTED

**Minutes of 20 April 2005 Risk Management Committee.** NOTED

**Re. P2/Systemic Organisational Risk Assessment/Day Unit.** Proposal put forward by the new Clinical Director of the Day Unit to shut the Unit for half a day per week for staff training and/or debriefing. Needed further thought and discussion, and negotiations with the Health, Social Services and Education Authorities. There might be funding implications. Simon Young had voiced his view that alternative solutions should be discussed.