

### **1. Board of Directors meetings 2013**

The proposed schedule of Board meeting dates for 2013 are listed below for approval.

January	23 <sup>rd</sup>
February	27 <sup>th</sup>
March	27 <sup>th</sup>
April	24 <sup>th</sup>
May	22 <sup>nd</sup>
June	26 <sup>th</sup>
July	24 <sup>th</sup>
August	no meeting
September	25 <sup>th</sup>
October	23 <sup>rd</sup>
November	27 <sup>th</sup>
December	no meeting

All meetings will commence at 9am and be held in the Board Room, Airedale General Hospital.

### **2. Charitable Funds Report – July to August 2012**

The Airedale NHSFT Charitable Funds received donations/legacies of £9k including a donation of £500 from the Ilkley Businessmen's Lunch Club for the Paediatric Fund.

Expenditure for July and August 2012 totalled £90.5k including the following items of note:

- £4,195 to turn a former clean utility room into an equipment room on ICU from the Urgent Care Fund
- £3,840 for specialist IT Equipment from the Cardiac Disbursement Trust Fund
- £20,867 for the Catheter Lab Upgrade from the Cardiac Disbursement Trust Fund
- £39,608 for a Mobile Ultrasound Machine from the Cardiac Disbursement Trust Fund
- £5,766 for various chemotherapy chairs in the new HODU triage room from the HODU Fund

### **3. The Week**

The following documents and items of note have been issued by the Department of Health.

#### **The Week: 6–12 July 2012**

For NHS and social care leaders

#### **Issue 255**

##### **Private patient income cap to be removed from 1 October 2012**

It is to be announced that the cap which limits the amount foundation trust hospitals (FTs) can earn from non-NHS income will be lifted from 1 October 2012. To coincide with the removal, the governance arrangements for non-NHS income will also be strengthened from 1 October. Any planned increase of five percent or more of the proportion of total income from non-NHS sources must be supported by a majority of governors in a vote.

**For further information, go to:** [www.legislation.gov.uk/ukpga/2012/7/part/4/enacted](http://www.legislation.gov.uk/ukpga/2012/7/part/4/enacted)

(see section 4 of the Health and Social Care Act – on the governance and management of NHS foundation trusts and NHS trusts)

**Lead – Director of Finance**

**EDG**

### **Cancer early diagnosis campaigns**

(Gateway reference number: 17878)

To support the Government's priority to achieve better cancer outcomes, the Department is continuing to implement a series of public awareness campaigns. This letter from Mike Richards, National Cancer Director, outlines the plans for the rest of 2012/13. It includes a further national bowel cancer awareness campaign running for four weeks from 28 August 2012, along with headline results of the first national bowel cancer awareness campaign that ran from the end of January 2012.

**Link:** <http://www.dh.gov.uk/health/2012/07/cancer-campaigns/>

**Action:** NHS chief executives will wish to plan for the additional demand on secondary care services and continue to review this part of the cancer pathway

**Lead – Director of Operations, General Manager Surgical Services, Lead Cancer Manager  
DAG Surgical/Medical**

### **Common medicines dictionary approved for NHS staff**

(Gateway reference number: 17849)

The Information Standards Board for Health and Social Care approved the NHS dictionary of medicines and devices (dm+d) as a fundamental standard. This means all electronic systems that exchange or share information about medicines relating directly to a patient's care must adhere to the Standard by using dm+d identifiers and descriptions when transferring information.

**Link:** [www.isb.nhs.uk/news-folder/dmd](http://www.isb.nhs.uk/news-folder/dmd)

**Action:** NHS chief executives should ensure trusts implement the standard by 30 June 2017 and will wish to include the implementation in their procurement plans

**Lead – Director of Operations, Director of Pharmacy & Medicines Management, Head of IT  
QSOG**

### **General Medical Council – protecting children and young people**

(Gateway reference number: 17887)

On 10 July 2012, the General Medical Council launched new guidance on protecting children and young people: the responsibilities of all doctors. This guidance underlines the duty on every doctor to act if concerned that a child or young person is at risk.

**Link:** [www.gmc-uk.org/guidance/ethical\\_guidance/13257.asp](http://www.gmc-uk.org/guidance/ethical_guidance/13257.asp)

**Action:** NHS chief executives will wish to review the guidance and consider any implications locally.

**Lead – Medical Director, Director of Nursing  
QSOG**

### **The Week: 13–19 July 2012**

For NHS and social care leaders

### **Issue 256**

#### **Local authority health overview and scrutiny: proposals for consultation**

This consultation document sets out and seeks views on a number of proposed changes to the current arrangements and regulations for local authority health review and scrutiny. The consultation will build on the existing system of health scrutiny and ask for feedback on improving it further in light of the health reforms.

For further information, go to:

[www.dh.gov.uk/health/2012/07/health-scrutiny/](http://www.dh.gov.uk/health/2012/07/health-scrutiny/)

Online responses [http://consultations.dh.gov.uk/public-patient-engagement-experience/http-consultations-dh-gov-uk-ppe-local-authority/consult\\_view](http://consultations.dh.gov.uk/public-patient-engagement-experience/http-consultations-dh-gov-uk-ppe-local-authority/consult_view)

**Lead – Director of Strategy and Business Development**  
**EDG**

**The Week: 20-26 July – 5 July 2012**

For NHS and social care leaders

**Issue 257**

**Employers urged to take three steps to improve mental health**

Deputy Prime Minister Nick Clegg and Care Services Minister Paul Burstow have called upon employers to take three simple steps to improve the mental health of their staff. The Government's mental health implementation framework sets out what organisations can do to make the high-level objectives of the mental health strategy, [No Health without Mental Health](#), a reality.

For further information, go to: <http://mediacentre.dh.gov.uk/2012/07/24/employers-urged-to-take-3-steps-to-improve-mental-health/>

**Lead – Director of Organisational Development and Workforce**  
**Health and Wellbeing Group**

**Letter from Una O'Brien – Queen's Birthday 2013 honour nominations** (Gateway reference number: 17908)

Honours are an important public recognition of the achievements of ordinary people who do extraordinary things. As a nation, we value the contribution the care system makes to people's health and wellbeing and Honours are a visible celebration of the success of people who really make a difference.

**Link:** <http://www.dh.gov.uk/health/2012/07/honours-nominations-2013/>

**Action:** NHS and local authority chief executives should note the deadline for submitting honour nominations is 28 September 2012.

**Lead – Executive Directors**  
**EDG**

**Enabling independent prescribing for physiotherapists and podiatrists**

(Gateway reference number: 17962)

Ministers have given their approval for amendments to legislation to be laid before Parliament in the autumn, enabling independent prescribing responsibilities to be extended to physiotherapists and podiatrists. This follows two public consultations last year and subsequent recommendations from the Commission on Human Medicines.

**Link:** <https://www.wp.dh.gov.uk/mediacentre/2012/07/24/physiotherapists-and-podiatrists-set-to-gain-prescribing-powers>

<http://www.dh.gov.uk/health/category/publications/consultations/consultation-responses/>

<http://www.dh.gov.uk/health/2012/07/prescribing-powers/>

**Action:** NHS and local authority chief executives will wish to be aware of this amendment and consider any local implications.

**Lead – General Manager (Medicine, Diagnostics & Therapy Services)**  
**QSOG**

### **CQC annual report 2011 on safer management of controlled drugs**

(Gateway reference number: 17956)

The Care Quality Commission (CQC) has published their 2011 annual report on the safer management of controlled drugs. This fifth report makes a number of recommendations for local action to improve the safer management of controlled drugs. It also cites examples of good practice.

**Link:** [www.cqc.org.uk](http://www.cqc.org.uk)

**Action:** NHS chief executives will wish to discuss with their controlled drugs accountable officers to make sure there is appropriate action on the CQC recommendations.

**Lead – Medical Director, Assistant Director of Healthcare Governance, Director of Pharmacy & Medicines Management**  
**QSOG**

### **New NHS internal audit standards**

(Gateway reference number: 17276)

The issue of new NHS internal audit standards by the Department ensures that all those responsible for establishing, delivering and reviewing internal audit across the NHS continue to do so within a consistent framework. The new standards took effect from 1 April 2011, apply to all NHS organisations and replace the existing Standards issued in 2002.

**Link:** <http://www.dh.gov.uk/health/2012/07/internal-audit-standards>

**Action:** NHS chief executives will wish to discuss with directors of finance.

**Lead – Director of Finance**  
**Audit Committee**

### **National Institute for Health Research - NHS trust research league tables**

(Gateway reference number: 17961)

The National Institute for Health Research has published a new league table ranking each NHS trust in terms of its clinical research activity, based on data from the National Institute for Health Research's clinical research network. Trusts can see their ranking against institutions of a similar size and type.

**Link:** [http://www.crnc.nihr.ac.uk/news/news\\_archive/2012\\_league\\_table](http://www.crnc.nihr.ac.uk/news/news_archive/2012_league_table)

**Action:** NHS chief executives will be interested in this in terms of their obligation to promote clinical research studies.

**Lead – Medical Director, Research Manager**  
**R&D Committee**

### **The Week: 27 July-2 August 2012**

For NHS and social care leaders

**Issue 258**  
**Nothing to report**

### **The Week: 3-9 August 2012**

For NHS and social care leaders

### **Issue 259**

**Innovation Health and Wealth implementation support website launched**

(Gateway reference number: 18008)

Innovation Health and Wealth sets out the six high impact innovations that are a pre-qualification gateway for CQUIN payment from 2013. A website has been launched which allows NHS staff to access support including procurement, help with business case development and service re-design, benchmark performance, sharing experiences and developing ideas.

**Link:** [www.innovation.nhs.uk](http://www.innovation.nhs.uk)

**Action:** NHS chief executives will wish to discuss with relevant staff.

**Lead – Executive Directors**  
**EDG**

**The Week: 10-16 August 2012**  
For NHS and social care leaders

**Issue 260**

**National Quality Board - improving and maintaining quality from April 2013**

The National Quality Board (NQB) has published a report setting out how quality will operate in the new system. It describes distinct roles and responsibilities for quality and explains how the system should operate, in a culture of open and honest transparency and cooperation. Sir David Nicholson has written to all providers highlighting the report. NHS Trust and Foundation Trust chairs will wish to discuss the report with their Board to understand roles and responsibilities relating to quality.

**For further information, go to:** <http://www.dh.gov.uk/nqb>

**Lead – Medical Director, Assistant Director Healthcare Governance, Director of Finance, Head of Planning and Performance**  
**EAG**

**NHS staff survey 2012**

This letter from Sir David Nicholson confirms preparations for the NHS staff survey, September 2012. The annual survey is an important way of making sure the views of NHS staff inform local improvements. NHS chief executives will wish to ensure their organisation prepares for the launch of the survey.

**For further information, go to:** <http://www.dh.gov.uk/health/2012/08/nhs-staff-survey-2012/> and <http://www.nhsstaffsurveys.com>

**Lead – Director of Organisational Development & Workforce Health and Wellbeing Group**

**The Week: 17-23 August 2012**  
For NHS and social care leaders

**Issue 261**

**Nothing to report**

**The Week: 24-30 August 2012**  
For NHS and social care leaders

**Issue 262**

**Hospitals and patients urged to take action on missed appointments**

NHS hospitals are encouraged to make more use of innovative solutions to tackle the number of people who miss their appointments, Health Minister Simon Burns urged this week. The NHS made good progress last year to reduce the number of missed outpatient appointments by over

250,000 against a background of rising demand. Over 800,000 more patients had an appointment last year.

For more information, go to: <http://mediacentre.dh.gov.uk/2012/08/27/hospitals-and-patients-urged-to-take-action-on-missed-appointments/>

**Lead – General Manager (Surgical Services), Access Manager  
DAG Surgical**

**Interim assessment for measuring patient experience of integrated NHS services**

(Gateway reference number: 17915)

This paper highlights seven existing data sources that NHS organisations can use to assess certain aspects of patients' experiences of integrated care. The Department has published a spreadsheet that summarises the most recent results available for the seven areas, split by provider, with links to more helpful information.

**Link:** <http://www.dh.gov.uk/health/2012/08/patient-experience-integration>

**Action:** NHS chief executives may wish to review the results to assess strengths and weaknesses in this area.

**Lead – Director of Nursing, Patient Experience Lead  
EAG**

**The Week: 31 August – 6 September 2012**

For NHS and social care leaders

**Issue 263**

**Fund will boost digital innovation**

The Department has announced that local NHS organisations could now be awarded funding to develop new digital services that improve patient care and can be used to share information more easily across the NHS. Funded projects are expected to lead to a successful deployment and use, in an NHS environment, of solutions based on the NHS Interoperability Toolkit. Deadline for applications is 5 October 2012 and e-mail [toolkit.enquiries@nhs.net](mailto:toolkit.enquiries@nhs.net) to find out more.

**For further information, go to:**

<http://www.dh.gov.uk/health/2012/08/information-sharing-challenge/>

<http://www.connectingforhealth.nhs.uk/systemsandservices/interop>

<http://mediacentre.dh.gov.uk/2012/08/31/new-fund-will-boost-digital-innovation/>

**Lead – Director of Strategy & Business Development, Director of Finance, Medical Director  
Business Development and Telemedicine Programme Board**

**Innovation, health and wealth - Digital First report**

(Gateway reference number: 18114)

A report on Digital First: the delivery choice for England's population, has been published on the NHS Institute's high impact innovation site. The report identifies ten simple uses of technology worth implementing, which could reduce inappropriate face-to-face contacts, through making use of existing technologies.

**Link:** <http://digital.innovation.nhs.uk/pg/dashboard#>

**Action:** NHS chief executives will wish to consider any implications locally and discuss with relevant staff.

**Lead – Director of Strategy and Business Development  
Business Development and Telemedicine Programme Board**

**The Week: 7-13 September 2012**

For NHS and social care leaders

**Issue 264**

**Preparations for winter planning and reporting**

A letter from David Flory, Deputy NHS Chief Executive and Shaun Gallagher, Acting Director General, Social Care, Local Government and Care Partnerships, sets out preparations for winter planning and reporting, which will run from Tuesday 6 November 2012 to the end of February 2013. SHA cluster chief executives are asked to ensure preparations are in place and encourage local NHS organisations to review local winter plans and observe the timetable for daily SITREP reporting.

For further information, go to: <http://www.dh.gov.uk/health/2012/09/winter-reporting-2012-13>

**Lead – Director of Operations  
EDG**

**NHS safety thermometer**

(Gateway reference number: 18127 / ROCR/OR/2133/001VOLU)

Following recent media interest in the NHS safety thermometer, NHS organisations have been seeking guidance on how it works and their own data. This letter advises the NHS how they can help to provide an accurate interpretation of their data for interested parties.

**Link:** <http://www.dh.gov.uk/health/2012/09/safety-thermometer-overview/>

**Action:** NHS chief executives will wish to ensure that those involved in collecting NHS safety thermometer data are supported to understand and explain their data to interested parties, and to continue to improve the quality of the data collection.

**Executive Directors  
EAG**

**Safeguarding children and adults in the future NHS – interim advice**

(Gateway reference number:18126)

The NHS Commissioning Board Authority has published interim advice on arrangements to secure children's and adult safeguarding, which provides additional information, in particular, to emerging clinical commissioning groups. A covering letter from Jane Cummings, Chief Nursing Officer, and Shaun Gallagher, Acting Director General, Social Care, Local Government and Care Partnerships, reminds PCTs and SHAs of the vital importance of maintaining appropriate arrangements as the health system goes through transition.

**Link:** <http://www.commissioningboard.nhs.uk/2012/09/12/safeguarding/>.

**Action:** NHS chief executives will wish to consider the implications of this interim advice

**Lead – Director of Nursing, Medical Director  
QSOG**

**Publication of organisation patient safety incident data**

(Gateway reference number:18146)

The NHS Commissioning Board Authority has released the latest organisation patient safety incident data. High levels of incident reporting provide an indication of an increased safety culture within the organisation

**Link:** <http://www.nrls.npsa.nhs.uk/patient-safety-data/organisation-patient-safety-incident-reports/>

**Action:** NHS chief executives will wish to view their organisation's incident data and review the data of similar organisations

**Lead – Assistant Director Patient Safety**

**QSOG**

**Jane Downes**

**Company Secretary**