

**ITEM: 1**

**MEETING:**

Trust Board  
Wednesday 19 September 2007

**TITLE:**

Minutes of the Trust Board meeting of 18 July 2007

**SUMMARY:**

Attached are the minutes of the Trust Board meeting of 18 July 2007

**ACTION:** For information and agreement

**REPORT FROM:** Leon Beckett, Executive Secretary

<p><b>Financial Validation</b> Lead: Director of Finance</p>	<p>Not applicable</p>
<p><b>Compliance with statute, directions, policy, guidance</b> Lead: All directors</p>	<p>Not applicable</p>
<p><b>Compliance with Healthcare Commission Core/Developmental Standards</b> Lead: Director of Nursing and Clinical</p>	<p><b>Reference:</b> Not applicable</p>
<p><b>Compliance with Auditor's Local Evaluation standards (ALE)</b> Lead: Director of Finance</p>	<p><b>Reference:</b> Not applicable</p>
<p><b>Compliance with requirements of FT application and monitoring regime</b> Lead: Director of Strategy and Performance</p>	<p><b>Reference:</b> Not applicable</p>

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday 18 July 2007 at 10.00 in the Postgraduate Centre room 4.

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<b>Present</b>	Narendra Makanji	Chair
	David Sloman	Chief Executive
	Susan Sorensen	Director of Strategy and Performance**
	Margaret Boltwood	Director of Human Resources and Corporate Affairs
	Kate Slemeck	Director of Operations
	Deborah Wheeler	Director of Nursing and Clinical Development
	Richard Martin	Director of Finance
	Philip Ient	Director of Facilities
	Siobhan Harrington	Director of Primary Care
	Peter Farmer	Non Executive Director/Vice Chair
	Anne Johnson	Non Executive Director
	Maria Duggan	Non Executive Director*
Dee Henry	Non Executive Director	

<b>In attendance</b>	Helena Kania	Chair, PPI Forum
	Faridoon Madon	Member of the PPI Forum

<b>Minute taker</b>	Leon Beckett	Executive Secretary
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\*arrived at 10:10am  
\*\* arrived at 11:20am

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<b>07/062</b>	<b>Apologies for Absence</b>	<b>ACTION</b>
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07/062.1 Pat Gordon – Non Executive Director, Celia Ingham Clark – Medical Director

<b>07/063</b>	<b>Declaration of interests</b>
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07/063.1 None

<b>07/064</b>	<b>Chairman's Communications</b>
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07/064.1 None

<b>07/065</b>	<b>Minutes of the meeting of 16 May 2007</b>
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07/065.1 The minutes of the last meeting were agreed as an accurate record following amendment to:

**07/041 – Apologies for Absence**

Faridoon Madon is a member of the PPI Forum rather than the Chair of the PPI Forum.

07/065.2	<b>Matters arising</b>
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**07/025.3: Access Performance Report (January 2007) –** Siobhan Harrington informed the Board that an evaluation of the 'Meet and Greet' pilot will be completed by the end of July. **She agreed to bring the evaluation to the September Board meeting.**

SH

**07/045.1: Chief Executive's report** – David Sloman informed the Board that the Barnet, Enfield and Haringey consultation document on the proposed changes to the local hospitals is now available. The consultation period will last three months. It was highlighted that there was unlikely to be a major impact on the Whittington.

**07/045.3: Chief Executive's report** – David Sloman informed the Board that he has not received a response from the London Ambulance Service to his letter in relation to the smoking ban. However since 1 July compliance from their staff had greatly improved.

**07/059.1: Emergency Department survey presentation** – Kate Slemeck informed the Board that Marta Buszewicz presented her work to the Emergency Department staff on 18 June.

## **07/066 Chief Executive's report**

07/066.1 In addition to his report, David Sloman informed the Board that Professor Monty Mythen had joined the Whittington on a six-month secondment to oversee the implementation of the Fitness for Purpose review of the Trust research function, with Professor James Malone Lee standing down as Director of Research and Development.

07/066.2 Helena Kania brought the Board's attention to a Department of Health consultation regarding complaints entitled 'When experiences count'.  
**DW agreed to bring the issue back to the September Board.**

**DW**

07/066.3 The Board noted the Chief Executive's report.

## **07/067 Financial report**

07/067.1 Richard Martin presented the month 3 financial position to the Board, reporting a in-month surplus of £364k, with the Trust on target for a year-end surplus of £1.4m. He commented that this surplus was achieved through over performance in ITU, NICU and the emergency department.

07/067.2 Richard Martin highlighted that the cost improvement was slightly behind target, with a shortfall of £165k against a year to date target of £2,061k. He commented that weekly review meetings with the Executive Team are being held and replacement schemes are being sought from the cost improvement plan leads to replace any slippage against the original programme.

07/067.2 The Board approved the recommendations.

## **07/068 Access Performance Report**

07/068.1 Kate Slemeck reported that all targets were met with the exception of 1 breach of the 14 day cancer target, 1 breach of the 62 day cancer target, 2 new incidences of MRSA and 21 Clostridium Difficile infections in over 65 year olds. Kate Slemeck told the Board that, compared to last year, there have been activity changes in emergency attendances (down 6.8%), emergency admissions (up 10.8%) and GP referrals (down 4.9%).

07/068.2 The Board discussed demand management and the effect it is having on the number of GP referrals. Siobhan Harrington commented that whereas the number of referrals was dropping, the market share of the Whittington remained steady.

07/068.3 The Board noted the report.

#### **07/068a Infection Control Report**

07/068a.1 Deborah Wheeler presented the report and the Infection Control Action Plan, informing the Board that despite ongoing work on infection control that reductions in MRSA and Clostridium Difficile had plateaued. She told the Board that root cause analysis' are being carried out on all MRSA incidences and on the spot education is being carried out through the visible leadership project. She informed the Board that a deep cleaning operation was planned for the wards in the Jeffery Kelson Unit and that the Infection Control Action Plan has been updated and would be taken to the Infection Control Committee on Friday 20 July. The Chair asked for any feedback and comments to be sent to Deborah Wheeler in time for the Infection Control Committee on Friday.

07/068a.2 The Board noted the report and approved the action plan.

#### **07/069 Foundation Trust project report**

07/069.1 Susan Sorensen presented the report. She informed the Board that the Trust has received approval from the Department of Health to proceed with a Wave 7 application for Foundation Trust status. She explained that the consultation period had begun, and would run until September. The Trust's final application is to be submitted to the Department of Health in November. Susan Sorensen commented that if the Trust's application is accepted, depending on Monitor's capacity to manage the number of applications, the Trust should become a Foundation Trust in April or June 2008.

07/069.2 Susan Sorensen informed the Board that meetings are taking place with various local organisations to promote the consultation. She told the Board that staff open meetings have been organised to brief staff about the Whittington becoming a foundation trust, and that the Trust needs to gather at least 1000 patient and public members by the time of submitting the application. This is expected to increase further once the application has been submitted. Susan Sorensen told the Board that discussions have taken place to incentivise staff to ask friends and acquaintances about becoming a member of the Foundation Trust.

07/069.3 Susan Sorensen informed the Board that there have been discussions as to how many Non-Executive Directors the Board should have as a Foundation Trust. The Board agreed that there should be a majority of Non-Executive Directors compared to Executive Directors. The Board discussed whether there should either be up to five or up to six Non-Executive Directors as well as a Chair. It was agreed that the Whittington should have a Chair and up to six Non-Executive Directors, when it becomes an Foundation Trust, with the additional non-executive director being appointed as an associate non-executive director prior to

the establishment of the Whittington as an Foundation Trust. This was agreed by a vote of four in favour, one against and four abstentions.

07/069.4 The Board noted the Foundation Trust update.

### **07/070 Human Resources Quarterly Report**

07/070.1 Margaret Boltwood reported that currently the Trust is in a sound position, with a stable workforce and the ability to recruit new staff. She informed the Board that work has commenced on the Electronic Staff Record project, due to go live on 1 April 2008.

07/070.2 Maria Duggan asked about the status of the junior doctor recruitment. Margaret Boltwood commented that most junior posts had been filled, with the exception of some posts in paediatrics and anaesthetics. However it is believed the Trust will be able to cover these posts. She informed the Board that the Whittington is also supporting junior doctors in the Trust who have not yet found other employment.

07/070.3 Peter Farmer commented that the information is useful but asked whether benchmarking data was available. Margaret Boltwood commented that the benchmarking data is available and would be included as appropriate in future reports.

07/070.4 The Board asked about the Trust's Bradford scoring system and whether all staff are included. Kate Slemeck informed the Board that at present medical staff are not included. However a new operations structure had been put in place which will enable robust sickness reporting for medical staff. She commented that sickness reporting for medical staff will commence in line with the junior doctor induction.

07/070.5 The Board noted the report.

### **07/071 Patient Experience Report**

07/071.1 Siobhan Harrington presented the report, circulating the July patient survey reports to the Board. She highlighted that areas of concern from the survey include cleanliness and keeping patients informed of waits. Siobhan Harrington informed the Board that quarterly reports of these surveys would be brought back to the Board and that a steering group, chaired by David Sloman, will take an overview of the results and associated actions arising from these surveys. She commented that work needs to be done on development of the Trust website to give people up-to-date and accurate information, as well as staff training for better customer care skills.

07/071.2 Peter Farmer asked why clinics regularly run over schedule and whether they can be organised better. Kate Slemeck informed the Board that there is an issue with the clinic templates used and the way patients are booked into clinics. However this is being addressed clinic by clinic as part of the 18-week waits project.

07/071.3 Maria Duggan said that in her experience she has found that clinic areas are overcrowded with not enough seating for patients and some of the

attitudes of front-end staff are not suitable. Siobhan Harrington commented that, through NHS Elect, the Trust will be providing formal customer care training for staff as well as giving them roles as 'mystery shoppers' to help train others in better customer care. Kate Slemeck told the Board that the Outpatient management structure had changed with a new customer care manager employed, and that this appears to be making a difference.

07/071.4 Anne Johnson asked how the Trust planned to increase and sustain the sample size of patients completing the survey. Siobhan Harrington said that it is planned for receptionists to give out the questionnaire while they are making new appointments for patients.

07/071.5 The Board noted the update.

## **07/072 Clinical Governance report**

07/072.1 Deborah Wheeler presented the report to the Board. She informed the Board that it has been agreed to establish a Clinical Ethics group, chaired by Dr Clarissa Murdoch. She further informed the Board that the Audit and Effectiveness annual report and six-monthly update on Clinical Risk were attached for their information. She commented that more progress has been made with regard to 'Essence of Care' and that work is being fed through the visible leadership project.

07/072.2 Deborah Wheeler reported to the Board that a review had been completed to how patients with acute mental illness are cared for at the Whittington, and subsequent recommendations had been made. She commented that the Trust has good links with Camden and Islington Mental Health Trust staff bank in order to quickly access mental health nurses for patients. Pharmacy will also be working with junior doctors on the prescription of drugs to mental health patients.

07/072.3 Deborah Wheeler updated the Board on patient feedback, reporting that 88% of complaints were responded to within 25 days between January and March. She commented that a cause for the high number of complaints during this period was the lack of stairs in the new building. She explained that once the stairs opened on 19 April the number of complaints the Trust received had reduced significantly (50 complaints in March down to 32 in April). Deborah Wheeler told the Board that there has also been a reduction in the number of requests for independent reviews.

07/072.4 The Board noted the report.

## **07/073 Minutes of the Audit Committee**

07/073.1 Peter Farmer presented the draft minutes of the last audit committee to the Board. These are subject to approval at the next Audit Committee meeting.

07/073.2 The Board noted the minutes.

## **07/074 Health and Safety Annual Report**

07/074.1 The Board noted the annual report.

**07/075 Any other urgent business**

07/075.1 None

**07/076 Opportunity for questions from the floor on matters considered by the Board**

07/076.1 None

**07/077 Date of next Trust Board meeting:** 19 September 2007  
10am, Postgraduate Centre room 4

SIGNED.....(Chairman)

DATE.....