

ITEM: 2

**MEETING:**

Trust Board 16 January 2008

**TITLE:**

Chief Executive's Report

**SUMMARY:**

The CEO report updates the Board on key issues that do not warrant at this stage a full board paper.

**ACTION:**

Information

**REPORT FROM:**

David Sloman, Chief Executive

**SPONSORED BY:**

Not applicable

**Financial Validation**

Lead: Director of Finance

Not applicable

**Compliance with statute, directions, policy, guidance**

Lead: All directors

Not applicable

**Compliance with Healthcare Commission Core/Developmental Standards**

Lead: Director of Nursing & Clinical Development

**Reference:** Not applicable

**Compliance with Auditors' Local Evaluation standards (ALE)**

Lead: Director of Finance

**Reference:** Not applicable

**Compliance with requirements of FT application and monitoring regime**

Lead: Director of Strategy & Performance

**Reference:** Not applicable

## **1. NHS Appointments Commission appoints three non-executive directors to Whittington Hospital Trust Board**

The NHS Appointments Commission has appointed Anna Merrick, Robert Aitken and Edward Lord as non-executive directors of the Whittington Hospital NHS Trust in Archway. Anna Merrick and Edward Lord have been appointed for four years with effect from 1 December 2007, Robert Aitken for four years from 1 January 2008.

*For further information contact Joe Liddane, Chairman on 020 7288 5968*

## **2. Audit Committee**

Anna Merrick, non-executive director has been appointed as Chair of the Trust Board's Audit Committee. She replaces Peter Farmer, whom the Trust thanks for undertaking the role in such a rigorous and professional way.

*For further information contact Margaret Boltwood, Director of Human Resources and Corporate Affairs on 020 7288 3395*

## **3. Committee terms of reference**

Terms of reference have been agreed for the Hospital Management Board and the weekly Executive Team meetings. See appendix I and II attached.

*For further information contact Margaret Boltwood, Director of Human Resources and Corporate Affairs on 020 7288 3395*

## **4. Trust Procurement Strategy 2008 to 2011**

An updated Trust Procurement Strategy has been approved by the December meeting of the Finance and Performance Committee. The strategy is intended to guide the development of the trust procurement function over the next three years. The key aims of the strategy are to:

- increase the level of collaboration with other NHS organisations most notably on pan London projects as part of the London Procurement Project as well as other cooperative ventures
- continue the implementation of the electronic requisitioning system (EROS) and to improve the quality of purchasing data
- develop an electronic contract register with the aim of improving the tendering process and to reduce timescales for tendering within the constraints of public procurement regulations
- develop sustainable procurement solutions including local sourcing of goods and services where it is economically as well as environmentally sustainable to do so

A full copy of the procurement strategy is on the Trust Intranet.

*For further information contact Philip Ient, Director of Facilities on 020 7288 5577*

## **5. Building for Babies appeal**

The appeal is going extremely well with just under £400,000 raised since May 2006. The various Christmas concerts and the staff Christmas bash at the end of 2007 managed to raise another £3,500 for the appeal.

### **Forthcoming events:**

- We are selling raffle tickets in aid of Building for Babies - 50p per ticket.
  - First prize: Apple iPod
  - Second prize: San Carlo Meal for two
  - Third prize: Gift vouchers
- Come and cheer on our marathon runners on 13 April 2008. Contact the fundraising office for details.
- If you are up for the challenge of taking part in the British 10k London Run on Sunday 6 July, please contact the fundraising office.

*For further information contact Deborah Goodhart, Head of Communications on 020 7288 5983.*

**THE WHITTINGTON HOSPITAL**  
**Hospital Management Board: Terms of reference**

**1. Overall purpose**

- The Hospital Management Board is responsible for the operational management of the Trust and the delivery of strategic objectives agreed by the Trust Board.
- The Hospital Management Board will ensure that clinical and managerial expertise is brought to bear on developing policies and processes to ensure that all parts of the Trust are engaged in the corporate agenda.

**2. Terms of reference**

*The Hospital Management Board will:*

- Review and approve policies and procedures to ensure the delivery of the Trust's strategic objectives
- Ensure the delivery and effectiveness of policies and processes.
- Monitor the Trust's performance against key targets, plans and other standards
- Ensure that there is compliance with the Trust's Standing Financial Instructions, Standing Orders, procurement policy and procedures, and regulatory and legal requirements
- Ensure the cost effective development of delivery of services, which fit within the Trust's strategic objectives and its operating environment.
- Review and approve the processes and procedures that are necessary to manage and minimise key risks.
- Review and recommend approval of business cases for service developments, as appropriate within the Trust's levels of delegated authority and in line with the Trust's strategic objectives

**3. Hospital Management Board membership**

- Chief Executive
- Director of Strategy and Performance
- Director of Finance
- Director of Facilities
- Medical Director
- Director of Primary Care

- Director of H R & Corporate Affairs
- Director of Nursing and Clinical Development
- Director of Operations
- General Manager – Women’s and Children
- General Manager – Surgery
- General Manager – Medicine and Therapies
- General Manager – Diagnostics and Scheduled services
- Clinical Director – Women’s and Children
- Clinical Director – Medicine and Therapies
- Clinical Director – Surgery
- Clinical Director – Diagnostics and Scheduled services
- Director of Infection Prevention and Control
- Director of Medical Education
- Chair of the Medical Committee
- Head of Pharmacy Services

The Chief Executive will act as chair.

*Ex-officio members*

- IM&T Consultant

*Minute taker*

- Executive Office

Other officers may be co-opted on to the committee as appropriate

#### **4. Reporting arrangements**

The Hospital Management Board reports to the Trust Board through membership of the Board

#### **5. Frequency of meetings**

The Hospital Management Board meets monthly

#### **6. Membership quorum**

The minimum number of members who must be present for the meeting to be quorate is 10.

**Date agreed 18 December 2007**

**Date to be reviewed December 2009**

**THE WHITTINGTON HOSPITAL**  
**Executive Team: Terms of reference**

**1. Overall purpose**

The Executive Team is accountable for the delivery of the operational objectives as agreed by the Trust Board, which covers all aspects within the hospital

The Executive Team is accountable for ensuring that appropriate frameworks, policies and procedures are in place to support the delivery of the organisational objectives. It will also support the Chief Executive in effectively discharging his/her responsibilities as accountable officer. It will ensure that it operates within the Trust's Standing Financial Instructions, Standing Orders and regulatory and legal requirements.

**2. Terms of reference**

*The Executive Team will:*

- Track the Trust's performance against its objectives
- Ensure adequate systems are in place for performance reporting to the Trust Board
- Review the Trust performance in relation to its achievement of key targets, business plan, Healthcare Commission Core Standards and delegate and co-ordinate action where necessary
- Ensure that structures, processes and procedures that are in place for the effective and safe delivery of services and monitor their effectiveness
- Review and approval of business cases for service developments, appropriate within the Trust's levels of delegated authority and in line with the Trust's strategic objectives
- Ensure that governance and assurance systems operate effectively and thereby underpin deliver of clinical care, teaching and research.
- Ensure the provision of appropriate and accurate information to the Trust Board

**3. Executive Team membership**

- Chief Executive
- Director of Strategy and Performance
- Director of Finance
- Director of Facilities
- Medical Director
- Director of Primary Care
- Director of H R & Corporate Affairs
- Director of Nursing and Clinical Development
- Director of Operations

The Chief Executive will act as chair.

*Ex-officio members*

- IM&T Consultant

*Minute taker*

- Executive Office PA

Other officers may be co-opted on to the committee as appropriate

#### **4. Reporting arrangements**

The Executive Team reports to the Trust Board through membership of the Board.

The Executive Team meet on a weekly basis

**Date agreed 18 December 2007**

**Date to be reviewed December 2009**