

ITEM: 1

MEETING: Trust Board of 19 July 2006

TITLE: Minutes of the Trust Board meeting of 17 May 2006

SUMMARY:

The minutes of the Trust Board meeting of 17 May 2006

ACTION: For information and agreement

REPORT FROM: Jon Green, Assistant Chief Executive

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday
17 May 2006 at 10.00 in the Postgraduate Centre Room 4.

Present	Narendra Makanji	Chair
	David Sloman	Chief Executive
	Susan Sorensen	Director of Finance.
	Margaret Boltwood	Director of Human Resources and Corporate Affairs
	Tara Donnelly	Director of Operations
	Kate Slemeck	Deputy Director of Operations
	Celia Ingham Clark	Medical Director
	Philip Ient	Director of Facilities
	Pat Gordon	Non Executive Director
	Peter Farmer	Non Executive Director
	Dee Henry	Non Executive Director
Maria Duggan	Non Executive Director	

In Attendance	Helena Kania	PPI Chair
	Debbie Clatworthy	Assistant Director of Nursing
	Jon Green	Assistant Chief Executive
	Anne Gibbs	Divisional Director Women and Children's services**

** arrived at 1030

06/035 Apologies for Absence ACTION

06/035.1 Deborah Wheeler, Director of Nursing and Clinical Development
Mike Lloyd, Director of Site Commissioning
Anne Johnson
Faridoon Madon

06/036 Declarations of interests

06/036.1 None declared.

06/037 Chairman's communications

06/037.1 The chair updated the board on the leadership development programme reminding the board members of the requirements of the BT workshop later in the year.

06/038 Minutes of the last meeting of 18 January 2006

06/038.1 The minutes were agreed as an accurate record of the meeting and signed by the Chair.

06/039 Chief Executive Report

06/039.1 The Board noted the CEO's report.

06/039.2 David Sloman briefly ran through his report noting the launch of the "building for babies" appeal. He also gave a brief update on the PFI build. The builders had informed the Trust that the practical completion

date would be 14 July and there would then be a phased handover of services until the end of September, he also noted that this was the optimum period for a handover as this had least effect on income.

06/040 Finance Report

06/040.1 Susan Sorensen gave a brief report on the draft year-end figures for 05/06. They reported a balanced overall position with a surplus of £20k, she noted that the reports are now closed and with the auditors. She also reported that the Trust had met its External Financial Limit and Capital Resource Limit. The report also showed the directorate performance for 05/06 and she noted the activity over performance and savings schemes that had effect expenditure during the latter part of the year.

06/040.2 The Finance Director also presented the financial plan for 06/07 that had now been agreed with the SHA, noting that this plan was to deliver a 1% (£1.3m) surplus for the year. The report indicated the latest position in terms of SLA income and the years very significant Cost Improvement Programme (CIP). The board were also presented with the signed 2006/07 income and expenditure budgets.

06/040.3 Both the chair and vice chair congratulated the executive team on what they considered an excellent performance to break even in year. Maria Duggan asked for a better feeling for what effect the CIP would have on services, David Sloman agreed that the full CIP and its effects on services would be presented at the next board. Helena Kania asked why the Trust had to produce a £1.3m surplus and what happened to this, Susan Sorensen explained the London Financial Strategy and agreed to pass the the strategy around to all board members and Helena.

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06/040.4 The minutes of the Finance & Performance Committee meetings held in May were circulated, noted and approved.

06/040.5 The Board noted the contents of the Finance Report and approved its recommendations.

06/041 Activity and performance

06/0041.1 Kate Slemeck presented the main headlines of the March activity report. She noted that all waiting time targets had been achieved including the 6 month and 13 week waits as well as achieving the 98% target for 4 hour ED waits. The 100% cancer targets of 31 and 62 days waits had also been achieved for the month. She noted that activity was up in most areas with ED activity 6000 cases up on the year. Infection controls was highlighted as a concern with a further 3 MRSA case bringing the year total to 34.

06/041.2 The chair congratulated her on her directorate's performance. Helena Kania asked about infection control and particular the numbers of C Diff infections. David Sloman replied that infection control would be one of the Trust's main pushes for next year and he was putting a structure in

place to effect this based on the “winning ways/saving lives” framework. Peter Farmer asked what this level of service performance would have rated on the old star ratings, David Sloman replied it would have probably been 3 star but that the performance was calculated across a range of factors, including performance but he felt that the Trust would perform well on these when the results were published later in the year.

06/041.3 The Board noted the report.

06/042 Draft Business Plan 2006/07

06/042.1 Susan Sorensen presented the draft version of the 2006/07 business plan. She noted that this was still work in progress. She ran through the format and layout, particularly noting the format of section 5 and asked for feedback outside the meeting.

06/042.2 The Board noted the request for feedback and that the final draft would be returned to the board in July for approval.

06/043 Making the Whittington the Hospital of Choice for Maternity Services

06/043.1 Anne Gibbs presented a paper on the development of a choice based strategy for maternity services at the Trust. She noted that the action plan that had been developed was done so not only with the services stakeholders but also the women that had used the service. She noted the strengths of the service and the key weakness, environment, before highlighting the future plans for the service.

06/043.2 Maria Duggan opened the discussion asking what birth rate plus is and have been told it is a process that calculates the number of midwives required by the service asked how we could provide sufficient. David Sloman replied that although we were investigating ways to innovate and improve the service provision we would probably require more midwives. Peter Farmer asked about choice being used as a means of service improvement, Celia Ingham Clark replied it was mostly a London issue but did have an effect on maternity. Pat Gordon went on to ask if this was the case what was being done to improve the environment. Anne replied that some minor work was in hand and that organisationally standards were being raised and local ownership enforced. David Sloman commented that the improvement of the environment would have to become a priority for investment.

06/043.3 The Board noted the report and thanked Anne, who is leave the Trust, for her efforts wishing her well in her new appointment.

06/044 Annual Report of Deed of Execution

06/044.1 Margaret Boltwood reported to the board the use of the Trust Seal as noted on the formal register for the year 05/06.

06/044.2 The Board noted the report

06/045 NHS National Staff Survey

06/045.1 Margaret Boltwood reported a summary of the latest national staff survey, noting the full report was on the Healthcare Commission Standards website. She highlighted concerns at the relatively high levels of extra hours worked, violence and harassment and stress at the Trust. She also pointed out the lack of apparent concern at infection control by Trust staff. Finally she reported that an action plan had been put together to address the issues within the report. A number of board members raised concerns, especially about the violence and harassment levels. Margaret said she was working with staff to find ways of improving the reporting and preventing of both of these. The chair closed the discussion asking Margaret to report back with an updated after the next JCC. **MB**

06/045.2 The Board noted the report.

06/046 Draft Annual Accounts for the Year ended 31 March 2006.

06/046.1 Susan Sorenson presented the draft annual accounts noting these were in draft as the timetable now forced them to be finalised for the auditors before the July board. The auditors had agreed that they should be presented in draft to the May board and finalised by the audit committee.

06/046.2 The Board noted the draft accounts and delegated authority to the audit committee to approve any changes arising from the audit and/or discussion at the audit committee.

06/047 Clinical Governance report

06/047.1 Debbie Clatworthy summarised the progress against the areas of clinical governance development plan that were considered by the March and April meetings of the Clinical Governance steering committee.

06/047.2 The Board noted the report.

06/048 Healthcare Commission Core Standards declaration

06/048.1 Debbie Clatworthy presented the final declaration that had been sent to the Healthcare Commission, noting it had been agreed with the Assurance committee before being sent. She also noted that the overall results were due in September.

06/048.2 The Board noted the report.

06/049 Draft Integrated Standing Orders, Standing Financial Instructions and Schemes of Delegation

06/049.1 Susan Sorenson presented the draft governance documents following minor changes from the auditors. She noted that the final document was due in July and would be passed via the audit committee.

06/049.2 The board noted the reports and changes, agreed that the documents

should go via the audit committee and that this should be included as an item in the Chief Executives report for the July board.

06/050 FT Diagnostic Action Plan

06/050.1 Jon Green presented that draft development plan to the board. He noted that the final plan would be submitted in June and it was requested that the board delegate authority to the FT Project Board to sign off the final action plan.

06/050.2 The board noted the draft plan and delegated authority for final sign off to the FT Project Board.

06/051 Report from the Audit Committee

06/051.1 Peter Farmer presented a brief summary of the audit committee report. This included both the minutes of the March meeting and the annual report. He summarized the report stating that from the committee point of view the governance and audit arrangements of the Trust were robust. David Sloman noted that the June seminar's major topic would be integrated governance.

06/051.2 The board noted the minutes and annual report of the audit committee

06/052 Any other urgent business

06/052.1 None

06/053 Opportunity for questions from the floor on matters considered by the Board

06/053.1 None

06/054 Date of next Trust Board meeting: Trust Board – 19 July 2006
Postgraduate Centre Room 5
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SIGNED.....(Chairman)

DATE.....