

**ITEM: 1**

**MEETING:** Trust Board of 17 May 2006

**TITLE:** Minutes of the Trust Board meeting of 15 March 2006

**SUMMARY:**

The minutes of the Trust Board meeting of 15 March 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  
15 March 2006 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 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
	Deborah Wheeler	Director of Nursing and Clinical Development
	Phillip Ient	Director of Facilities
	Mike Lloyd	Director of Site Commissioning
	Pat Gordon	Non Executive Director
	Peter Farmer	Non Executive Director
	Dee Henry	Non Executive Director**
	Anne Johnson	Non Executive Director
Maria Duggan	Non Executive Director	
<b>In Attendance</b>	Trish Donovan	Deputy Director of Finance
	Debbie Clatworthy	Assistant Director of Nursing
	Jon Green	Assistant Chief Executive
	Sarah Ward	Consultant

\*\* arrived at 1020

**06/018 Apologies for Absence ACTION**

06/018.1 Helena Kania, Chair of PPI (Patient Public Involvement Forum)

**06/019 Declarations of interests**

06/019.1 None declared.

**06/020 Chairman's communications**

06/020.1 The chairman noted that Faridoon Madon from the PPI Forum was currently an inpatient after suffering a heart attack and that the board's thoughts were with him and we wished him a speedy recovery. The chair also noted the Mayor's walk due to take place on the 9 April and the Launch of the building for babies appeal at Lauderdale house on 1 May.

**06/021 Minutes of the last meeting of 18 January 2006**

06/021.1 The minutes were agreed as an accurate record of the meeting and signed by the Chair.

**Matters Arising**

**06/013 – FT Diagnostic**

The chair noted we had now received the feedback from the Jay

Bevington questionnaire, which the headline details indicated that we are performing reasonably well compared to the benchmark information. He also said he felt that the dummy board to board had gone well the previous day, congratulating Trish Donovan for an excellent job and that the board was well prepared.

## **06/022 Chief Executive Report**

- 06/022.1 The Board noted the CEO's report.
- 06/022.2 The CE reported the progress on the new building saying he was now confident that the money and project management skills were in place for a June or July building handover which, with the 6 week commissioning programme would mean it should be up and running by September.
- 06/022.3 He also updated the board on the plans for the 4<sup>th</sup> floor with the change from the original plan for ward movements. Pat Gordon asked if the additional funds going to Reckitt ward would affect the capital programme. Tara Donnelly replied that the new position represented a saving and the investment was work that needed doing regardless of the ward move.
- 06/022.4 The introduction of the patient tracking system under item 7 of the CE report was noted and it was generally felt this was something that should be pushed hospital wide if practical with Peter Farmer noting that although this is not something measured by targets was really important for improving the patient experience.
- 06/022.5 The board also approved the recommendation under financial policies and procedures that the board delegate responsibility for supervising this work and approving its documentation to the Audit committee.

## **06/023 Finance Report**

- 06/023.1 Susan Sorensen presented the month 10 finance report to the Board. The report was projecting a deficit of £1m with an absolutely best case of break-even. It was noted this included NICU income at breakeven even though there was considerable underperformance and this income may be clawed back. This had been reported to the SHA.
- 06/023.2 The month 10 position was a result of improved performance and planned releases from reserves. This over performance was achieved on SLAs for both day case and elective work although the trust continued to under perform on emergency and private patient income. She also noted that month 10 was a heavy expenditure month with over spends on both pay and non-pay. Kate Slemeck commented that the month had been very busy for non-elective work and staff illness had not helped pay costs.
- 06/023.3 Maria Duggan commented she was worried that the increased activity might have an effect on the reducing LOS project and the headcount reductions whilst Anne Johnson asked if Healthy Starts Healthy Futures

or choice was having an effect on activity. David Sloman summarized the overall I&E position as very tight, but break even was still plausible noting that although the hospital was very busy the financial controls remained in place.

06/023.4 Susan Sorensen continued noting that savings achieved were now 82% and that on the balance sheet there was evidence that older debt was being reduced and that creditor performance was improving, although it was by no means perfect. She also noted that the cash balance at the end of December was high but that this would be reducing. Peter Farmer questioned the cash flow wanting to know if we had calculated accrued interest from early PCT payment. Anne Johnson also asked if the reports could be less technically based to improve understanding to which Susan Sorensen said she would at least try to ensure consistency in the wording.

**SS**

06/023.5 The minutes of the Finance & Performance Committee meetings held in February and March were circulated, noted and approved.

06/023.6 The Board noted the contents of the Finance Report and approved its recommendations including the initial 2006/7 income and expenditure budget paper.

06/023.7 As an additional paper Susan Sorenson presented the draft London SHA financial management plan for 2006/07. The board had a brief discussion on the plan lead by the CE where he noted that the 3% slice in PCT income would also cut our income, as would probably the new tariff. The plan also required us to post a plan for the next financial year for a surplus of 1%.

#### **06/024 Activity and performance**

06/0024.1 Kate Slemeck presented the January activity and performance report noting the particularly high activity across the board. Overall in-month performance against all key targets was good. Emergency Department performance was at 97.6% although the year to date figure is 98.3%. The performance against the Cancer Assess Times remained at 100% against the 31-day target but the 62-day target was breached. The Trust also had a further 3 MRSA case taking the year to date to 29 against a target of 25.

06/024.2 Anne Johnson asked why was ED still increasing when GP referrals were remaining stable. Celia Ingham Clark responded that it was not clear why this was but it was happening in all hospitals but could be a combination of factors such as GP contracts, reduced waiting times and non-registered patients. Anne Johnson said this was a concern and she would take the matter up with DoH. She also noted the raise in re-admission numbers whilst LOS was falling, she asked if these were related and Kate Slemeck agreed to re-audit the data and report back to the board.

**KS**

06/024.3 The Board noted the report.

## **06/025 Provider Sustainability Plan**

- 06/025.1 Susan Sorensen presented the latest version of the PSP, which would be used for the board-to-board meeting today. She noted that this was still work in progress having had a greater HR focus placed within it. She did point out that as the tariff had been withdrawn the plan would require further iterations based on this. David Sloman summarised the Trusts position in relation to the FT application, based on the PSP and item 06/23.7. With no clear plan B for the PFI and financial imbalance he felt it was appropriate to recommend waiting for at least Wave 4 before applying for FT status.
- 06/025.2 The Board agreed the recommendation to not proceed with the wave 3A application process for FT status but keep the position under review.

## **06/027 Service Development Update**

- 06/027.1 Tara Donnelly updated the board on the service development projects. She covered the desired deliverables for the five key projects and the progress on each to date. She reported significant progress in all areas and Pat Gordon commented that this was really good work and the sort of thing we should be publicising. She asked for the developments to be discussed more fully in the next 6 months and have it linked into the marketing campaign.
- 06/027.2 The Board noted the report.

## **06/028 Clinical Governance Report**

- 06/028.1 Deborah Wheeler briefed the board on the progress on the areas in the clinical governance development plan considered by the January meeting of the Clinical Governance Steering Committee. She noted that CNST level 2 had been achieved and the Trust was now pushing ahead with level 3 for maternity. In the area of infection control five high impact areas are being address and these would be brought back to the board at a later date for a full discussion. The other three areas highlighted were confidential enquiries, supervision of Midwives annual audit and complaints management.
- 06/028.2 The Board noted the report

## **06/029 Health Care Commission Standards**

- 06/029.1 Deborah Wheeler presented the update on final declaration to the Healthcare Commission that is due at the end of April. She summarized the revised evidence, since the draft declaration in October, on the four standards we had declared non-compliant proposing that we are now only non compliant on complaints and decontamination. She also noted that the Assurance committee would meet in April to review the assessment in detail before submission to the healthcare Commission.
- 06/029.2 The Board agreed to the proposals in the report of revising the assessment against the four standards and to delegate the authority to

sign off the final declaration to the Assurance committee.

**06/030 Capital Programme 2006/07**

06/030.1 Phil lent presented the draft capital project plan following its approval by the Trust Finance and Performance committee in February.

06/030.2 The Board noted and approved the plan.

**06/031 Assurance Framework**

06/031.1 Margaret Boltwood presented the latest version of the Trust's Assurance Framework noting the progress made to date by the Assurance committee and highlighting the seven key risks identified by the committee.

06/031.2 The Board noted and ratified the Assurance Framework dated March 2006.

**06/032 Communications and Marketing Strategy**

06/032.1 Margaret Boltwood briefed the Board on the draft communications and marketing strategy, noting it as work in progress but highlighting some of the risks and benefits. Pat Gordon described it as very helpful whilst Peter Farmer said he thought it was an excellent start although he felt the objectives should be SMART. David Sloman said he felt this approach was in line with the hospital strategy and that its success would be driven by the quality of the care. Celia Ingham Clark said it would be good to try to get the Whittington in the national press or professional publications more often. Pat Gordon commented that it might be useful to develop a type of Whittington kitemark, it was also agreed that Clare Fuller should meet with the NEDs to discuss and develop the strategy. David Sloman concluded that the strategy was all about raising the hospital's game and that it would be important for these messages to be passed to all staff.

**MB**

06/032.2 The Board noted the strategy.

**06/033 Members Interests**

06/033.1 The chair reminded all board members that it was their own responsibility to maintain the list of members' interests and that all board members should be aware of the code of conduct/code of accountability in the NHS. He instructed all board members to update their details in writing to Margaret Boltwood.

**All Board members**

**06/034 Any other urgent business**

06/034.1 None

**06/035 Opportunity for questions from the floor on matters considered by the Board**

06/035.1 None

**06/036**     **Date of next Trust Board meeting:** Trust Board – 17 May 2006  
Postgraduate Centre Room 5  
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SIGNED.....(Chairman)

DATE.....