

ITEM: 1

MEETING: Trust Board of 18 January 2006

TITLE: Minutes of the Trust Board meeting of 16 November 2005

SUMMARY:

The minutes of the Trust Board meeting of 16 November 2005

ACTION: For information and agreement

REPORT FROM: Minute Taker: Caroline Denford, PA to Director of Site Commissioning

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday
16 November 2005 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
	Celia Ingham-Clark	Medical Director
	Deborah Wheeler	Director of Nursing and Clinical Development*
	Phillip Ient	Director of Facilities
	Mike Lloyd	Director of Site Commissioning
	Maria Duggan	Non Executive Director
	Peter Farmer	Non Executive Director

Dee Henry	Non Executive Director
Anne Johnson	Non Executive Director

In Attendance	Faridoon Madon	PPI Forum Representative
	Helena Kania	PPI Forum Representative

Note Taker Caroline Denford

*arrived at 11.00

05/103 Apologies for Absence **ACTION**
Pat Gordon

05/104 Declarations of interests

05/104.1 The Chair declared that he has (i) been elected to the Board of The African Refugee Housing Action Group and (ii) been appointed as a member of the Consumer Council for Water from 1st November for a four-year term; this is a DEFRA appointment.

05/104.2 Maria Duggan declared that she will be undertaking work for the Healthcare Commission from March 2006.

05/105 Chairman's communications

05/105.1 The Chair advised that Pat Gordon was due to complete her term of office at the end of October. The recommendation has been made to the Appointments Commission for a new appointment. The Trust Board will be informed of the outcome in December 2005.

05/106 Minutes of the last meeting of 21 September 2005

05/106.1 Amendment to 05/080.1 – Tara Donnelly advised that this should read Macmillan Cancer Relief.

05/106.2 The amendment was noted on the minutes of the last meeting and agreed as an accurate record and signed by the Chair.

Matters Arising

05/056.1 – Emergency care Practitioners

Tara Donnelly informed the Board that the Trust was now liaising directly with LAS to work on a joint proposal.

05/098 – Strategic Review of Biomedicine

Anne Johnson updated the Board on the progress of the review. It was noted that the Review Panel have arranged to meet David Sloman.

05/097 – Whittington Patient and Public Involvement Forum

The Chair welcomed Faridoon Madon and Helena Kania as observers to the Board meeting.

05/107 Chief Executive Report

05/107.1 The Board noted the CEO's report.

05/107.2 Celia Ingham Clark reported that the primary care open afternoon had been a success. She also reported that she and the CEO has been visiting local GP practices to get feedback the performance of the Trust. Anne Johnson advised that she had feedback that the 'Whittington Wisdom' Annual report had been well received by local GPs.

05/107.3 David Sloman reported he has received a letter inviting the Whittington to apply for NHS Foundation Trust status. Peter Farmer advised the Board that the issue had been discussed at length at the Business Strategy Committee (BSC) meeting that had taken place the previous day. In summary, the view of the BSC had been to support an early application, noting the benefits that Foundation Trust status could bring in terms of the ability of the Trust to respond rapidly and flexible to patient need; the reduction in bureaucracy; improved access to capital; and the opportunity to involve staff and the public more actively the governance of the hospital.

05/107.3 Following a lengthy debate the Board agreed to express interest in joining wave 3A of the FT applications process, noting that the benefits of FT status to both patients and local people needed to be made explicit at every stage of the development and decision making process.

05/108 Finance Report

05/108.1 Susan Sorensen presented the month 6 finance report to the Board. The report was projecting break-even with significant risk to the level of £3m. It was noted that the Income and Expenditure was balanced for the month and that there was evidence that controls on expenditure were starting to have an effect. The over-performance against SLAs had also been maintained this month. The performance against the savings target continued to be a cause for concern, and represented the main body of the £3m risk.

05/108.2 In this context David Sloman updated the Board on the 150 head count reduction, noting that the 20 posts within the corporate directorates had been identified and were in the process of being removed. Plans for the

130 posts across the Operations and Facilities Directorates were nearing completion. The Board expressed concern about the potential impact of the headcount reduction on service provision and also about the associated redundancy costs. David Sloman confirmed that any potential impact on service provision would be kept to a minimum and that the majority of the posts would be removed through service redesign and modernisation. Margaret Boltwood added that the reduction in the headcount would be delivered over a two-year period and that the potential redundancies identified to date were small and that every effort would be made to redeploy at risk staff into vacancies elsewhere in the Trust.

05/108.3 The minutes of the Finance & Performance Committee meeting held on 7 October were circulated and noted.

05/108.4 The Board noted the contents of the Finance Report and approved its recommendations.

05/108.5 Susan Sorensen presented the Board Statement to be forwarded to the SHA on 17 November.

05/108.6 The Board ratified the revised Board statement.

05/109 Activity and performance

05/109.1 Tara Donnelly presented the September activity and performance report. Overall in-month performance against all key targets was good. Emergency Department performance was at 98.2% despite increasing attendance levels and the Trust was on target to meet the 6-month inpatient and 13-week outpatient targets by the end of December. The performance against the Cancer Access Times was 100% against all three targets.

05/109.2 5 new incidences of MRSA were reported. Tara Donnelly advised that enhanced surveillance has begun on MRSA patients which would offer more detailed case by case information on MRSA including details of how and where the patient became infected. Helena Kania suggested that patients should be allowed to address staff about infection prevention. Celia Ingham Clark explained that this was encouraged and that a new patient information leaflet was being developed that would actively encourage patients to engage with staff over issues of hand hygiene and control of infection.

05/110 Reaffirming the Trust's Vision

05/110.1 David Sloman represented the Trust vision to the Board, reaffirming its relevance and coherence. It was proposed that the Trust adopt the strap-line of 'The Hospital of Choice for local people' as a readily accessible articulating and marketing the Trust strategy.

05/110.2 The Board agreed the strap-line of 'The Hospital of Choice for local people'.

05/111 Service Development update and 10 High Impact Changes (HIC) presentation

05/111.1 Tara Donnelly, Margaret Boltwood and Susan Sorensen gave a joint presentation to the Board detailing the work to date on the implementation on the 10 HIC and the related imperatives of the productivity map. It was noted that the work to date had focused on outpatients, day case procedures, imaging and length of stay, each of which had a clear costed project plan.

05/111.2 Dee Henry was interested to know if any impact analysis had been done on the issue of equal opportunities in relation to E-recruitment. Margaret Boltwood advised that will be undertaken as part of the impact assessment under the Trust's Race Equality Scheme and would be reported to the Equality and Diversity Steering Group.

05/111.3 The Board noted the report for their information

05/112 Clinical Governance report

05/112.1 Deborah Wheeler presented the Clinical Governance Report to the Board.

05/112.2 It was noted that the Trust hoped to be assessed in January against Level 2 of the CNST General standards which would offer the gateway for CNST Level 3 assessment for maternity services.

05/112.3 It was noted that the number of letters of appreciation had increased over the quarter whilst the number of complaints had decreased. It was also noted that the complaint response performance had improved to 81% in October which was in line with the national target.

05/112.4 The Board noted the report.

05/113 Healthcare Commission Core Standards

05/113.1 Deborah Wheeler presented the Healthcare Commission Core Standards draft declaration to the Board. This had been discussed and agreed at the last Board meeting subject to final amendment at the Assurance Committee.

05/113.2 The Board discussed and agreed the governance arrangements for the approval and submission of the HCCCS declaration.

05/113.3 In conclusion the Board:

1. Noted and approved the final content of the draft declaration on the Healthcare Commission core standards, as previously agreed.
2. Confirmed that Assurance Committee will remain responsible for overseeing the framework of assessment
3. Confirmed that the Director of Nursing & Clinical Development will continue to act as lead executive director for the internal assessment

against the standards.

4. Confirmed its satisfaction with the methodology adopted for the assessment against the core standards.
5. Agreed that the actions in response to the core standards not yet assessed as fully compliant would be monitored as part of the Assurance Framework.

05/114 Annual Audit letter

05/114.1 Susan Sorensen presented the Annual Audit letter from the Audit Commission to the Board.

05/114.2 In his role as Chair of the Audit Committee Peter Farmer passed on thanks from the Chief Auditor to the finance team for their assistance with the Audit. In comparison with the previous year, Narendra Makanji reported that this year's letter shows much improvement.

05/114.3 The Board noted the content of the letter and the action needed.

05/115 Connecting for Health Project Board Terms of Reference

05/115.1 The Board approved the terms of reference for the Connecting for Health Project Board.

05/116 Non-executive Director reports

05/116.1 In response to an item and question from Anne Johnson Celia Ingham Clark advised that draft policies were in place for dealing with a flu pandemic.

05/117 Future Meeting dates

05/117.1 The Board noted the dates for the 2006 Board meeting and seminars.

05/118 Any other urgent business

05/118.1 None

05/119 Opportunity for questions from the floor on matters considered by the Board

05/119.1 None

05/120 Date of next Trust Board meeting: Trust Board – 18 January 2006
Postgraduate Centre Room 5 1000

SIGNED.....(Chairman)

DATE.....