

ITEM: 1

MEETING:
Trust Board
21 March 2007

TITLE:
Minutes of the Trust Board meeting of 17 January 2007.

SUMMARY:
Attached are the minutes of the Trust Board meeting of 17 January 2007.

ACTION: For information and agreement

REPORT FROM: Jon Green, Assistant Chief Executive

SPONSORED BY:

Financial details supplied/checked by:
(Name of finance officer) [Not applicable](#)

Recommendations contained within this paper have been checked for compliance with relevant statute and regulations/directions/policy as follows:

(Relevant law/direction etc.)
(Name) [Not applicable](#)

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday
17 January 2007 at 10.00 in the Trevor Clay Centre Room 2.

Present	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	Acting Director of Operations
	Deborah Wheeler	Director of Nursing and Clinical Development
	Richard Martin	Director of Finance
	Philip Ient	Director of Facilities
	Celia Ingham Clark	Medical Director
	Siobhan Harrington	Director of Primary Care
	Anne Johnson	Non Executive Director*
	Peter Farmer	Non Executive Director
	Pat Gordon	Non Executive Director
Maria Duggan	Non Executive Director	
Dee Henry	Non Executive Director	
In Attendance	Helena Kania	PPI Chair
	Jon Green	Assistant Chief Executive

* arrived at 1040

- 07/001 Apologies for Absence** **ACTION**
- 07/001.1 Nil
- 07/002 Declarations of interests**
- 07/002.1 Nil
- 07/003 Chairman's communications**
- 07/003.1 The chairman welcomed Richard Martin, the new Director of Finance, to the board. He also noted that Tara Donnelly would not be returning from maternity leave as she is leaving the Trust to take up the post of Chief Executive of West Middlesex Hospital. He congratulated her on her new post and wished her well.
- 07/004 Minutes of the last meeting of 15 November 2006**
- 07/004.1 The following changes to the minutes were noted:
06/103.1 Charitable Funds report would be presented at the March board.
06/104.1 Annual Health Check 2005/06. It was noted that the updated action plans would be presented to the February HMB and March Trust Board.
Following these corrections the minutes were agreed as accurate and signed by the Chair.
- 07/005 Chief Executive Report**

- 07/005.1 The Board noted the CEO's report.
- 07/005.2 The Chief Executive explained the Trust had now instigated a nursing and midwifery visible leadership programme with senior nursing staff spending a day a week in clinical areas. The Director of Nursing and Clinical Development briefly explained what this involved and what her team would be doing. The Chief Executive also noted that this team would be collecting patient feedback data every month with the survey results being regularly reviewed and reported.
- 07/005.3 The Chief Executive reported that phase one of the redevelopment was complete with the last ward moved into the new building. He acknowledged there were still teething problems, particularly around the lifts and that this would not be solved until the stairs reopened in early April. He asked the board to consider options for the official opening of the new building, suggesting March or April, and asking for views on who might be invited to conduct the official opening. It was considered that an opening nearer May was more appropriate and that whoever opens the new building local residents should be involved. The Chief Executive agreed to keep the board informed on progress.

07/006 Finance Report

- 07/006.1 The Director of Finance presented the month 9 financial position to the Board. The overall position for the year-to-date was an income and expenditure deficit of £1,497k, which is an adverse variance from plan of £1,404k. He noted that the management of pay expenditure had improved but there had been some slippage in the savings programme. He also considered that although the position overall had worsened by £400k this was at a reduced rate and he predicted a year end position of break even with a possibility of achieving some if not all of the 1% surplus. He also noted that the trust was currently in dispute with Haringey PCT over income relating to 2005/6 and the first quarter of 2006/7. The risks associated with this were discussed and the early and successful resolution of this was considered a priority by the Board.
- 07/006.2 The Board noted the content of the Finance Report and approved its recommendations. It noted the draft minutes of the December Finance and Performance Committee and the draft minutes of the November Audit Committee. It also noted the Department of Health's 2005-06 programme budgeting spend figures.
- 07/006.3 Peter Farmer, as chair of the Audit Committee, also noted that within the draft audit committee notes was a discussion on the re-appointment of the external auditors. He proposed for the auditors contract to be extending for one year pending the move towards Foundation Trust status. The Board approved this recommendation.

07/007 Transformation Project Update

- 07/007.1 The Director of Strategy and Performance presented her progress report on the work of the Transformation Team. She noted that the month 9

performance was £5.2m savings against a target of £5.8m and she was predicting that approximately 90% of the £11m CIP would be achieved, with £1m at risk. The Transformation Team methodology was also reviewed and the Director of Strategy and Performance reported that work has already commenced on next year's Cost Improvement Programme planning. Noting this the Chief Executive stated that whilst performance was good the hardest quarter would be the final quarter of the year, due to the back loading of the savings plan.

07/007.2 The Board noted the report.

07/008 Planning Timetable

07/008.1 The Director of Finance presented the key dates for the submissions of next year's business and financial plans and self-certifications to the SHA. He noted the first draft of the Trust's Business plan was due with the SHA on 29 January and asked for this to be approved by Chairman's action. This was agreed

07/008.2 The Board noted the planning timetable and agreed to delegate the authority for agreeing the first draft of the planning documents to the Finance and Performance committee.

07/008.3 Dee Henry asked how the Trust was marketing itself, particularly to GPs. It was agreed the Director of Primary Care would present the Trust's plans around marketing and in particular GP marketing to the next Trust Board.

SH

07/009 Access Report

07/009.1 The Director of Operations presented the latest access report for November. She noted the Trust's overall performance was good although a single breach of the 14-day cancer target was noted. Additionally it was noted that emergency admissions had remained steady whilst emergency bed days had fallen. This was noted as particularly significant as the opening of the new building had decreased the overall bed base by 20 beds. The new cases of MRSA bacteraemia and Clostridium Difficile were noted. The Director of Operations noted for the board that the Trust had put in a bid for £300k to the Department of Health for the provision of an isolation ward. If this bid is successful this would be a significant step forward in infection control at the Trust. Anne Johnson, as the chair of the infection committee, noted that there would be an increasing focus on Clostridium Difficile in the coming months.

07/009.2 The Board noted the report.

07/010 Clinical Governance Report

07/010.1 The Director of Nursing and Clinical Development updated the board with the latest Trust Clinical Governance report which highlighted the key aspects reported to the November and December Clinical Governance Steering Committee. In particular the report noted the

progress on the essence of care benchmarks and the linkages with the visible leadership campaign. Additionally the report noted safer management of controlled drugs work and the actions the Trust is taking to be compliant with the new regulations.

07/010.2 The report also updated the board on clinical risk reporting and action plan. In particular infection control plans and the additional work conducted since October 2006 on root cause analysis of MRSA bacteraemia was noted. The Director of Nursing and Clinical Development also reported on the latest patient feedback noting that complaints between October and December have seen a significant increase, mostly around the opening of the new building and its surrounding environment. However it was reported that these had reduced to previous levels by late December. She also reported on response rates with a minimum of 80% reported for the previous 12 months and the average 82.68%. It was also noted that dissatisfied complaints had fallen from 14% to 5% during the same period

07/010.3 The board discussed complaints performance in detail with Dee Henry requesting greater breakdown on the types of complaint. Anne Johnson stated that the Trust should be more challenging on pushing down the numbers of complaints and to achieve this a better understanding of what causes them was needed. The Director of Nursing and Clinical Development agreed to bring a more detailed breakdown of the complaints to the next board.

DW

07/010.4 The Board agreed to delegate the initial review and assessment of the Trust's assessment on the Healthcare Commission's Core Standards 2006/07 to the Assurance Committee. This would then be formally approved at the Board in May 2007.

07/010.5 The Board noted the report and the clinical incident report for July to September 2006.

07/011 Foundation Trust Strategy

07/011.1 The Director of Strategy and Performance presented the latest report from the Foundation Trust project board. The report showed the proposed project management structure and timelines associated with a wave 7 application which would lead to Monitor approval in April 08. The report also indicated the likely resource implications and that the purchase of financial modelling support would be proceeding as soon as possible. The board were also reminded that all members are invited to attend meetings of the FT Project Board with the next meeting on 26th February.

07/011.2 The Board noted the report.

07/012 Human Resources Quarterly Report

07/012.1 The Director of HR and Corporate Affairs presented the HR quarterly report to the board in its revised format. She noted an increase in staff in post and at the same time a decrease in the use of agency.

Additionally the turnover and retention rates were reviewed, and how this compared with London benchmarking, with the Trust's performance around the London average. The Trusts sickness absence rates were also compared across the country and within London, the trust once again was around the mid point for both these benchmarks.

07/012.2 The Board approved the annual programme.

07/013 Assurance Framework Update

07/013.2 This paper was withdrawn.

07/014 Fitness for Purpose review of the Trust research function

07/014.1 The Chief Executive presented a Fitness for Purpose Report that the Trust had commissioned into the research function of the Trust. He noted the recommendations in the report and asked the Trust Board to approve them. The board noted the changes in the wider environment and that the recommended strategy fitted with the Trust's strategy. The Chief Executive also stated that he believed that the Medical Director should chair the R&D committee and that research should be seen, in many occasions, as joint ventures.

07/014.2 The Board approved the recommendations.

07/015 Equality and Diversity Rights in the NHS – Guide for boards

07/105.1 The Director of HR and Corporate Affairs presented a recently published Department of Health guide for boards on equality and human rights. She proposed that the Trust's equality and diversity steering group progress the report and its implementation on behalf of the board; this was agreed.

07/015.2 The Board noted the guide.

07/016 Non-executive Director Reports

07/016.1 None

07/017 Any other urgent business

07/017.1 None

07/018 Opportunity for questions from the floor on matters considered by the Board

07/018.1 None

07/019 Date of next Trust Board meeting: Trust Board – 21 March 2007
Trevor Clay Centre room 1
1000

SIGNED.....(Chairman)

DATE.....