

ITEM: 1

MEETING:

Trust Board
Wednesday 16 May 2007

TITLE:

Minutes of the Trust Board meeting of 21 March 2007

SUMMARY:

Attached are the minutes of the Trust Board meeting of 21 March 2007

ACTION: For information and agreement

REPORT FROM: Leon Beckett, Executive Secretary

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

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

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

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday 21
March 2007 at 10.00 in the Postgraduate Centre room 4.

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
	Peter Farmer	Non Executive Director/Vice Chair
	Anne Johnson	Non Executive Director
	Pat Gordon	Non Executive Director
	Maria Duggan	Non Executive Director
Dee Henry	Non Executive Director*	
In Attendance	Juliet Penrice	Consultant, Paediatrics
	Faridoon Madon	Member, PPI Forum
	Kelly Whiteside	Forum support, PPI Forum
Minute taker	Leon Beckett	Executive Secretary

*arrived at 10:30am

07/020 Apologies for Absence ACTION

07/020.1 Helena Kania – Chair of the PPI Forum

07/021 Chairman's Communications

07/021.1 None

07/022 Minutes of the meeting of 17 January 2007

07/022.1 The minutes of the last meeting were agreed as an accurate record, following an amendment to:

07006.3 – Finance Report now reads:

'...was a discussion on the re-appointment of internal auditors.'

07/022.2 Matters arising

07/004.1: Annual Health Check 2005/06 – It was agreed that the Assurance Committee should review the Annual Health Check on the Board's behalf at its March 07 meeting.

07/009.1: Access Report – Kate Slemeck informed the Board that the Trust has won their bid for £300k of capital towards controlling Healthcare Acquired Infections. Kate Slemeck told the Board that the capital will be put towards an isolation ward.

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

David Sloman informed the Board that following discussions with UCL, Professor Monty Mythen will be seconded to the Whittington from July for six months to lead on the implementation of the recent Fitness for Purpose review of our research function.

07/023 Chief Executive's report

07/023.1 David Sloman presented the report highlighting key areas for the Board's attention. David Sloman informed the Board that installation of the new staircase is on target and should be complete by mid April. David circulated a letter from the Health and Safety Executive to the Non Executive Directors highlighting that they have received good feedback from their recent visit and thanked Philip Ient in particular and his team for all their hard work. David Sloman told the Board that International Nurse's Day is on 12 May and asked Board members to contact Deborah Wheeler in order to participate.

07/023.2 David Sloman informed the Board that the Trust's 'Emergency Planning' document has to be self-certified by the Trust. He told the Board that a summary has been brought to the meeting and he advised that the Trust is compliant with all guidelines. The Board noted the summary of the plan. Celia Ingham Clark asked for an update of the major incident plan to be sent to the Emergency Department consultants. **Kate Slemeck agreed to do so.**

KS

07/024 Month 11 Financial report

07/024.1 Richard Martin presented the finance report, highlighting that the rate of overspend improved dramatically and the Trust is now on course to achieve a 1% surplus at the year-end. Richard Martin commented that this is due to the achievement of the Cost Improvement Plan, which he reported only £500k below plan.

07/024.2 The Board agreed the recommendations and authorised the Director of Finance to finalise the year-end accounts for the best outcome for the Trust.

07/025 Access Performance Report (January 2007)

07/025.1 Kate Slemeck gave the report to the Board, informing them that overall it was a good performance in January. Kate Slemeck commented that there was one breach of the 62 day GP urgent cancer referral to treatment target, slippage in performance against the 18 week MRI scanning target and also three new cases of MRSA and 24 new cases of cases of Clostridium Difficile in the Trust. All other targets were met.

07/025.2 Kate Slemeck informed the Board that the Trust delivered the highest number of babies in January since recording activity commenced. Kate Slemeck explained that this is due to the increase in the Whittington's market share in maternity services and the presence of a level 2 Neonatal Unit. However to maintain this work, David Sloman said that improvements in the capacity and quality of the birthing suites and Neonatal Unit need to be made and commented that this will be a focus for capital expenditure next year, together with the Strategic Outline

Case.

- 07/025.3 Kate Slemeck told the Board that Emergency Department attendances, despite having been on an upward trend, are beginning to fall. The Board asked what effect the 'Meet and Greet' programme was having upon the Trust. Siobhan Harrington explained that so far 250 patients have been offered alternative treatment in the pilot, compared to a total drop of 711 patients in emergency attendances. The Board asked for a report on the 'Meet and Greet' pilot, **which Siobhan Harrington agreed to produce for the May Board.** SH
- 07/025.4 The Board discussed the increasing numbers of MRSA and Clostridium Difficile and commented that action must be taken to prevent patients contracting hospital acquired infections. David Sloman commented that despite improvements in hand hygiene and uniforms, more needs to be done at the Trust including behavioural changes. He informed the Board that the Trust currently screens for MRSA for elective surgery and transferred patients however needs to move towards screening all emergency admissions. Due to the next Infection Control Committee being in May, **David Sloman agreed to arrange an urgent meeting between himself, Deborah Wheeler, Celia Ingham Clark and Consultant Microbiologists to discuss what additional actions the Trust can do to reduce the number of hospital acquired infections.** DS/DW/
CIC
- 07/025.5 The Board noted the report.
- 07/026 Annual Plan and Corporate Income and Expenditure Budgets 2007/08**
- 07/026.1 Susan Sorensen presented the annual plan, explaining that it has taken the same format of Foundation Trust plans. Susan Sorensen asked the Board to firstly agree the annual plan and note the risks associated with the plan and secondly agree the opening budgets for 2007/08.
- 07/026.2 The Board discussed the financial section of the annual plan. Richard Martin informed the Board that the target of the Cost Improvement Plan for 2007/08 has been set as £6.6m of new savings to be identified, of which good progress has already been made. Richard Martin explained that this savings plan is required due to a requirement to achieve 2.5% efficiency as well as fund the full-year cost of the new building. The Board approved the financial section.
- 07/026.3 Susan Sorensen explained to the Board that risks have been identified in the annual plan and have been scored according to their probability and impact. Susan Sorensen highlighted that high-risk areas identified include the Cost Improvement Plan, Demand Management, Achieving the 18-week target and Prevention of Healthcare Acquired Infections. Anne Johnson highlighted that the section describing Infection Control (3.4.3. Infection Control – page 30) needs amending. **Susan Sorensen agreed to change this.** The Board agreed the risks, subject to the discussed changes. SS
- 07/026.4 Susan Sorensen drew the Board's attention to the 'Table of Statements', explaining that the Table will be signed off by the Chair and Chief

Executive on behalf of the Board and asked for the Board's agreement on the statements. David Sloman explained that contracts with their commissioners will be signed the following week and the Trust is yet to finalise the position on compliance with Healthcare Commission core standards, due to Hospital Acquired Infections and Decontamination. This will be reported at the next Board meeting. The Board agreed upon the Table of Statements.

07/026.5 The Board approved the annual plan, subject to the agreed changes, and approved the opening budgets for 2007/08.

07/027 Capital Plan 2007/08

07/027.1 Philip lent presented the capital plan to the Board, explaining that the plan has been approved by the Finance and Performance committee and asked for the Board's approval. Philip lent commented that the Capital Monitoring group will monitor and manage the Capital Plan.

07/027.2 Celia Ingham Clark asked Philip lent if a green laser had been added to the programme for Urology. **Philip lent said that he would review this.**

PI

07/027.3 The Board approved the plan.

07/028 Evolution of the Transformation process

07/028.1 David Sloman presented the paper. David Sloman commented that the Transformation process was successful due to the rigorous management present and its cross-departmental links. David Sloman told the Board that the process now needs to be imbedded into the mainstream business process of the Whittington and explained the changes that are proposed.

07/028.2 David Sloman told the Board that management of the cost improvement plan will now be in the Finance directorate, with Eleanor Hellier moving into Finance. The Executive Team will monitor the plan on a regular basis. He continued, saying that Fiona Elliot will remain in the Strategy and Performance directorate to assist with various high level projects in the Trust and Deborah Tymms will be moving onto a part time basis due to going to a sabbatical. David Sloman explained that a cost of £100k is associated with the change however this represents value for money as it had brought success in achieving the cost improvement plan.

07/028.3 The Board approved the changes made.

07/029 Foundation Trust project update

07/029.1 Susan Sorensen updated the Board, highlighting that the Trust has been told that, following submission of the Annual Plan, the Trust should join the Foundation Trust process on Wave 7. Susan Sorensen commented that this would mean that the public consultation would take place in July. Susan Sorensen informed the Board that Fiona Elliot will be assisting with the Foundation Trust application.

07/029.2 The Board formally agreed to pursue a Wave 7 application for

Foundation Trust status and noted the report.

07/030 2006 Inpatient Survey and internal patient satisfaction reports

07/030.1 Deborah Wheeler presented the survey report, highlighting that 850 patients were questioned in the Inpatient survey and commented that results are similar to surveys in previous years. **Deborah Wheeler explained that an action plan will be developed and regular updates will be brought to the Board.**

DW

07/030.2 The Chair expressed his concern over the results of the survey as the overall position of the Trust has not improved since the last survey. The Chair commented that the Trust must use these results as a tool to improve the quality of care for patients so that they would want to return to be treated at the Whittington in the future.

07/030.3 The Board commented that it is disappointing to only receive survey results once a year. Siobhan Harrington informed the Board that they have introduced an in-house patient survey for both inpatients and outpatients in order to receive more regular information from patients about the service the Whittington provides. The Board asked for updates of these surveys to be brought back, **which Siobhan Harrington agreed to do.**

SH

07/030.4 The Board noted the report.

07/031 Clinical Governance report

07/031.1 Deborah Wheeler gave the report to the Board. She reported that the implications of the Human Tissue Act is currently being reviewed. Complaints performance has improved in January and February and therefore on target to reach the 80% complaints target. Deborah Wheeler commented that management walking around Outpatients and the Visible Clinical Leadership Programme has helped to deal with issues thus avoiding them becoming formal complaints.

07/031.2 The Board noted the report.

07/032 Strategic Outline Case – Progress Report

07/032.1 Philip lent gave the update, explaining that consultations are continuing and that they are fully engaged with the Primary Care Trusts, Islington Council and University colleagues. Philip lent commented that they are making good progress and are on track to complete the consultation for autumn 2007. Philip lent told the Board that he will bring regular updates to the Board.

07/032.2 The Board noted the progress report.

07/033 Trust Assurance Framework and risk management report 2007

07/033.1 Margaret Boltwood presented the paper to the Board. She informed the Board that the Assurance Framework and Terms of Reference have both been approved by the Assurance Committee and asked the Board

to ratify the documents. Margaret Boltwood commented that she would make changes to the 'Healthcare Acquired Infections' risks to mirror changes in the Annual Plan discussed earlier (07/026.3).

07/033.2 The Board approved the Framework and Terms of Reference.

07/034 Energy & Sustainability capital Fund

07/034.1 Philip lent presented the paper, asking for the Board's approval to bid for capital to replace the Trust's steam boiler system. Philip lent commented that the Trust will be bidding for no more than £4m, as the upper limit of bidding was £5m. Philip lent told the Board that the bid has been approved by the Finance and Performance Committee.

07/034.2 The Trust Board approved the bid.

07/035 Review of Race Equality Scheme action plan

07/035.1 Margaret Boltwood gave an update to the Board, informing them that a workshop was held in March on Equality Impact Assessments of policies and procedures.

07/035.2 The Board noted the update.

07/036 Gender Equality Scheme

07/036.1 Following amendments to the Sex Discrimination Act 1975, Margaret Boltwood informed the Board that public bodies are now required to have a Gender Equality scheme. Margaret Boltwood told the Board the scheme has reviewed by the Equality and Diversity Steering Group.

07/036.2 The Board ratified the scheme.

07/037 Code of conduct and accountability: Declaration of interests and hospitality

07/037.1 Margaret Boltwood presented the paper and asked the Board to send any changes to the Register of Interests to her as soon as possible.

07/037.2 The Board noted the paper.

07/038 Any other urgent business

07/038.1 None

07/039 Opportunity for questions from the floor on matters considered by the Board

07/039.1 None

07/040 Date of next Trust Board meeting: 16 May 2007
10am, Postgraduate Centre room 4

SIGNED.....(Chairman)

DATE.....