

**MEETING OF THE
BOARD OF DIRECTORS**

AGENDA

Wednesday 21st December 2011

Trust Offices Meeting Room

Confidential

**MEETING OF THE BOARD OF DIRECTORS OF
HOMERTON UNIVERSITY HOSPITAL NHS FOUNDATION TRUST**

Wednesday 21st December 2011 at 11:00 – 12:00

Trust Office Meeting Room

AGENDA

No.	Item		<i>Attachment</i>
1.	Chairman's welcome and introduction	MC	
2.	Apologies for absence		
3.	Declaration of interests regarding items on the agenda		
4.	Minutes of the meetings held on 21/12/2011 and matters arising not covered elsewhere on the agenda.	MC	11/105
5.	Update on the merger of BLT, Whipps Cross and Newham Hospitals including the Interim Cooperation and Competition Panel (CCP) Report (verbal)	NH	
6.	Electronic Patient Record Contract Update (verbal)***	TF	
7.	Compliance		
	7.1 Monitor Q2 Results	JF	11/106
	7.2 Provider Licensing Proposals (verbal)	JF	
8.	Finance and Performance Report Month 08	JF/TF	11/107
9.	Any Other Business		

*** Reserved Business

Dates of forthcoming meetings

Board of Directors - Wednesday 25th January 2012

Joint Council of Governors and Board of Directors – Thursday 26th January 2012
(17:30)

BOARD OF DIRECTORS

Meeting date: 21st December 2011

Agenda Item: 4

Paper: 11-105

Title: Minutes of the meetings held 30th November 2011

Summary This document records the items discussed at the Board of Directors meeting held on 30th November 2011.

Action: The Board are asked to approve the minutes as an accurate record of the matters arising

Prepared by: David Bridger, Head of Governance
Presented by: Michael Cassidy, Chairman

Compliance: Terms of Authorisation - Condition 5 - Governance

**Meeting of the Board of Directors
Wednesday 30th November 2011**

Present:	Michael Cassidy	Chairman
	Nancy Hallett	Chief Executive
	Charlie Sheldon	Chief Nurse & Director of Governance
	Tracey Fletcher	Chief Operating Officer
	Dr John Coakley	Medical Director
	Jo Farrar	Finance Director
	David Stewart	Non-Executive Director
	Stephen Hay	Non-Executive Director
	Professor Chris Griffiths	Non-Executive Director
	Professor Michael Keith	Non-Executive Director

In attendance for item 12:

Professor David Fish	UCL Partners
Edward Lavelle	UCL Partners

Minutes:	David Bridger	Head of Governance
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1.0 Welcome and Introduction

Michael Cassidy, Chairman, opened the meeting.

2.0 Apologies for absence

Sir John Gieve	Non-Executive Director
Imelda Redmond	Non-Executive Director
Cheryl Clements	Director of Workforce and Education

3.0 Declaration of interests regarding items on the agenda

None

4.0 Minutes of the previous meeting held on 26/10/2011 and matters arising

The minutes of the previous Board of Directors meeting were agreed.

5.0 Chairman's Report

David Stewart, Non-Executive Director provided the Board with feedback from a meeting he had attended at which a presentation had been given by Stephen Hay, Chief Operating Officer of Monitor. The presentation had provided information regarding the roles of Monitor and the Care Quality Commission (CQC) and how they anticipate working together in the future. Monitor may be outsourcing some of its work in relation to authorising Foundation Trust (FT) applicants owing to the increasing number of applicants. Monitor continues to focus on its scrutiny of existing FTs particularly those

that are not performing well. Monitor will be focusing work on Board development and assessment of existing FTs. Monitor has recently begun a consultation on the development of the new provider licence which will replace the terms of authorisation.

6.0 Chief Executive's Report

The Board was informed that the Trust had received an unannounced visit from the CQC. Over two days the team of inspectors visited a number of wards and other areas and interviewed patients and staff. They had reviewed the Trust's compliance with a number of standards and no major concerns were raised in the verbal feedback. They had also reviewed the actions implemented following the dignity and nutrition inspection carried out earlier in the year. The draft report is expected very soon and the final report will be shared with the Board in due course.

Nancy Hallet thanked the Board for agreeing to a delayed start to the meeting to allow time to assess the impact of the industrial action taking place that day. A number of staff had exercised their right to strike and the Trust has been working with staff-side to ensure that appropriate contingencies plans are in place to ensure the safe running of the Trust. The action resulted in a number of cancelled routine clinics and patients were offered new appointments.

The Board were informed that Professor Kate Costello had recently retired and to honour her service to the hospital the Trust has named the main lecture theatre in the education centre after her.

7.0 Quality and Safety

7.1 Infection Control Q2 Report

Vickie Longstaff, Deputy Director of Infection Prevention and Control presented the Q2 Infection control report. She reported that there had been no MRSA bacteraemias reported in the second quarter of 2011/12 and none reported in the last 12 months. The Trust had reported three cases of *C. difficile* infection in Q2 giving a total of 5 for the year. These had been investigated and no significant breaches in practices had been identified. She provided the Board with an update on other areas of mandatory surveillance including surgical site infection and MSSA.

She went on to provide the Board with a summary of infection control activity associated with:

- Incidents and Outbreaks
- Infection Control Audit Programme
- Matrons Monitoring
- Infection Control Training
- Infection Control Risks
- Estates and Facilities Issues
- Employee Health

The Board noted the report.

7.2 Reporting on Quality and Safety to Trust Board

Charlie Sheldon presented a paper setting out the proposed new reporting regime for quality and safety. He summarised the plan to provide a more detailed report to the

Board on a quarterly basis comprised of a fuller range of quality indicators. He provided a summary of the proposed indicators and how these would provide reports on safety and effectiveness and patient experience. It is anticipated that the reporting regime will link to the quarterly returns to Monitor, the Trust Quality Account and provide additional assurance to allow the Board to self certify against the Quality Governance Framework. It is also hoped that the report will be used to present assurance to the Council of Governors.

The Board discussed the proposed reporting and how this compares to regimes within other Trusts. The Trust has visits planned to Salford and University College Hospitals to review how similar processes are managed and reported there and consider more structural benchmarking arrangements.

The Board noted the report.

7.3 Serious Incident Report

This item was discussed under reserved business.

7.4 Quality Account Six Monthly Report

Charlie Sheldon presented a paper providing the Board with an update regarding progress with the Trust's four quality priorities set out in the 2011/12 Quality Account. The Board specifically discussed progress against priority 2 - use of NICE guidelines and how this was being progressed and monitored by the Clinical Audit and Effectiveness Committee.

The Board noted the report.

7.5 CQC Compliance Assessment Report Mary Seacole Nursing Home

Charlie Sheldon presented the CQC review of compliance for Mary Seacole Nursing Home. He reported that the Trust had been allowed to comment on the draft report and submit additional evidence of compliance and this had been taken into account in the report. Overall the Trust was meeting the standards assessed but some improvements are required associated with documentation and management of medicines. The Trust has submitted its action plan to address the specific areas identified.

The Board noted the report.

7.6 NHS Litigation Authority Maternity Assessment

Charlie Sheldon presented the report of the Trust's recent assessment for compliance with the NHSLA Maternity Risk Management Standards for which the Trust had been successful in maintaining its level 2 compliance. The Trust achieved an overall score of 40 out of a possible 50. He provided the Board with a summary of the key findings and areas requiring further development. The Trust is in the process of developing an action plan to address the areas of weakness identified and will be aiming to achieve level 3 compliance at the next assessment.

The Board noted the report.

8.0 Corporate Governance

8.1 Executive Director Appointments

This item was discussed under reserved business.

8.2 Board and Sub Committee Dates

Charlie Sheldon presented the timetable of dates for the Board and Sub Committees for 2012/13. Dates for the Council of Governors meetings are to be arranged.

8.3 Standing Financial Instructions/Standing Orders/Scheme of Delegation

Jo Farrar, Director of Finance, presented a paper outlining amendments to the Trusts Standing Financial Instructions and Standing Orders. These had been reviewed for consistency and amended where required. The Audit Committee had approved the amendments at the meeting September.

The Board ratified the amendments.

9.0 Business Planning & Performance Management

9.1 Finance and Performance Report Month 7

Jo Farrar presented the Month 7 Finance and Performance Report. He reported that as of October the Trust has a reported surplus for the year to date of £3.7m which is ahead of plan by £1.8m.

The trust has been carrying out some modeling work with the divisions to review the likely year end outturn position. Based on this work the Trust has revised the forecast surplus for the year to approximately £4.6m. This is reflection of the Trust QIPP and planning regarding the community health service transfer. A meeting had recently been held with the commissioners and no major concerns had been highlighted.

Overall the divisions are performing well with no significant variances. There had been some slippage in the capital programme and a revised position will be presented to a later Board meeting.

Reporting on performance Tracey Fletcher, Chief Operating Officer stated that the Trust has met all key performance targets, including Monitor's performance indicators to the end of October. The EPR solution for addressing the Trust's low position in respect of venous thromboembolism (VTE) assessment has now been implemented.

She highlighted one area of concern in relation to immunisation rates for community services, a shared target with public health and primary care agencies. These have been discussed with the relevant clinicians and there are operational changes that can be made to improve rates.

A query was raised regarding the Trust figures for readmission rates, these are being discussed with the divisions to address any data quality issues that may exist.

The Board noted the report.

9.2 Positive Lives Business Case

Jo Farrar presented the Positive Lives Business Case. The investment committee had considered the business case, which requires an investment of £0.5m, at its meeting in October. At the meeting the committee had endorsed the case. He provided the Board with a summary of the case. The Board discussed the business case and raised questions regarding the value of donated monies and the funding of research. It was confirmed that no charitable money was being used to fund essential NHS Care.

The Board approved the business case.

10.0. Strategy and Policy

10.1 NE London Sector Developments***

This item was discussed under reserved business.

10.2 London Cancer Governance

Dr John Coakley, Medical Director presented a paper outlining the proposed arrangements for the new UCL Partners (UCLP) led Cancer Governance Network. He provided the Board with a summary of the governance framework proposals included in the paper and a summary of the information provided by the London Cancer Governance Working Group. The Board discussed the paper and gave its in-principle approval to outline proposals.

11.0 Human Resources Governance

11.1 AAC Ratification

None

11.2 Workforce Related Risks Update***

This item was discussed under reserved business.

12.0 Presentation from UCLP

The Board were joined by Professor David Fish and Edward Lavelle of UCLP. They gave the Board a presentation on the background of UCLP its purpose, work programmes, partners and governance. They also provided contextual information regarding the relevance of UCLP to Homerton.

The Board raised a number of questions and queries regarding the role of UCLP, its funding, partner contributions, benchmarking and relationships with Clinical Commissioning Groups.

The Board thanked them for their presentation.

After the presenters left the meeting the Board discussed benefits of Homerton becoming an executive partner and agreed in principle to join if invited.

14.0 Any Other Business

14.1 Trauma Unit

Tracey Fletcher notified the Board that the Trust's Emergency department has Trauma Unit status. Dr Brian Kennedy, Emergency Medicine Consultant, has been appointed as the Trust Interim Trauma Lead. The Board noted the Trusts trauma status.

BOARD OF DIRECTORS

Meeting date: 21st December 2011

Agenda Item: 7.1
Paper: 11- 106

Title: Homerton Q2 2011-12 Monitor results notification

Summary: The attached letter and report provides a summary of Monitor's assessment of our 2011/12 Q2 performance.
We were assigned a Green risk rating for Governance and a financial risk rating score of 4.

Action: The board is asked to note the report.

Prepared & Presented by: Jo Farrar, Director of Finance

Compliance: Monitor reporting requirements.

See separate file

BOARD OF DIRECTORS

Meeting date: 21st December 2011

Agenda Item: 8.0

Paper: 11-107

Title: Month 8 Financial position

Summary: As at the end of November our reported surplus for the year to date was £4.2m, ahead of plan by £1.8m. This favourable variance continues to reflect income over performance across a number of service areas across both INEL and other PCT's. Expenditure is also above plan although to a lesser extent than income.

The most likely year-end forecast is a surplus of £4.6m (£2.2m ahead of planned surplus) which is consistent with the position reported last month.

We have received the commissioning intentions for 2012/13 from our host commissioners. We are currently assessing the financial impact on Homerton which we will report in due course. The 2012/13 budget setting process has commenced and is expected to be completed by February 2012.

Action: The Board of Directors is asked to note the report.

Prepared by: Jo Farrar, Director of Finance

Presented by: Jo Farrar, Director of Finance

Compliance: Terms of Authorisation: Condition 12 – Financial Viability
Condition 6 – Healthcare Standards

See separate file