

Minutes of the Joint Board of Directors and Council of Governors meeting
Thursday 19th May 2011

Present: Michael Cassidy (Chair)
Geoffrey Rivett (public governor)
Christopher Sills (public governor)
Doug Hiza (public governor)
Florence Osaigbovo (public governor)
Sarah Weiss (public governor)
Suri Freedman (public governor)
John Bootes (public governor)
Sarah Horsfield (public governor)
Clyde Baker (public governor)
Jaime Bishop (public governor)
Val Dimmock (staff governor)
Dr Paul Cannon (staff governor)
Robert Duke (staff governor)
Dr Lesley Mountford (partner governor)
Nancy Hallett, Chief Executive
Charlie Sheldon, Chief Nurse & Director of Governance
Dr John Coakley, Medical Director
Jo Farrar, Director of Finance
Cheryl Clements, Director of Workforce and Education
Tracey Fletcher, Chief Operating Officer
Andrew Panniker, Director of Environment
Eric Sorensen, Non-Executive Director
Stephen Hay, Non-Executive Director
Imelda Redmond, Non-Executive Director
Michael Keith, Non-Executive Director
David Stewart, Non-Executive Director

In attendance: David Bridger, Head of Governance (minutes)
Melanie Mavers, Head of Clinical Quality
Three HUHFT members

1. Chairman's welcome

Michael Cassidy Chair of the Council of Governors and Chairman of the hospital welcomed the Governors and Board of Directors to the meeting.

- 2. Apologies:** Professor Chris Griffiths, Non-Executive Director
Professor Stanton Newman (partner governor)
Deborah James (partner governor)
Patricia Bennett (public governor)
Dr Helen Cugnoni (Staff Governor)

3. Minutes of the Council of Governors meeting 24th March 2011

The minutes of the previous Council of Governors meeting were agreed the following point was noted. One typographically error under item 8 which should have read "newly formed Patient Experience Committee"

4. Minutes of the Nominations Committee meeting 20th April 2011

Geoffrey Rivett, Public Governor, provided feedback from the recent Council of Governors Nomination Committee held to approve the reappointment of Non-Executive Directors (NED) Imelda Redmond and Dr Chris Griffiths. Both NED appointments were approved for a second three year term, the Council of Governors approved the reappointments. The Governors also noted the consideration given at the meeting for greater engagement by NEDs with Governors, this was agreed and it was noted that Imelda Redmond had requested to act as the lead NED in respect of Governor engagement.

5. Future Council of Governor Agendas

Robert Duke, Staff Governor, presented a paper arising from discussions amongst the Governors regarding the agendas for Governors meetings. Governors had considered that the agendas are repetitious and requested wider information on other aspects of the hospital. Governors had suggested that a structured report covering key hospital activities be prepared for each meeting including activities of NED's, Finance, Workforce and Education, Governance, Environment and Clinical Directorates. Additionally it was also suggested that there should be a mechanism for Governors to raise specific concerns and to this end add a standing item of 'Governor Issues' to each agenda.

The paper was discussed and it was agreed that further information could be provided for Governors but it needed to be made clear that responsibility for taking decisions and the running of the Hospital clearly sits with the Board of Directors. The Governors do require better understanding of clinical aspects of the services the Trust provides.

6. Quality Account

Melanie Mavers, Head of Clinical Quality and Dr John Coakley presented the draft Quality Account for 2010/11. This had been produced in line with the requirements of the Department of Health and Monitor guidance. She provided those present with a summary of the account and the key priorities for 2011/12 which included one additional priority. The Account had been circulated to Hackney LINK, NHS London, Overview and Scrutiny for Hackney and the City and the Trust's commissioners.

Some comments and feedback had already been received and was in the process of being reviewed. Those present discussed the quality improvement initiatives in the Account and provided feedback on the content of the report. The Governors and Directors thanked her for presenting the Account.

6. Annual Report 2010/11

Jo Farrar presented the Trusts draft Annual Report 2010/11. This had been produced in line with the requirements set by Monitor. He explained that the report provides a retrospective review of the Trusts performance over the previous year. He provided Governors with a summary of the key parts of the report including the Governance and Performance report. He highlighted that from a financial perspective the Trust had delivered against its plan with a £1.9m surplus. The Trust had exceeded the Monitor target of 6 MRSA bacteraemias for the year recording a 7th case in December 2010 and the Trust had also underachieved against the 62 day cancer target in the last quarter of the year. The report was discussed and number of comments were received. A comment was raised regarding highlighting of positive aspects of the Trust and how this could be achieved. It was considered that rather than using the Annual Report this could be communicated via other means such as the Members newsletter and wider publication on the internet.

7. Annual Plan 2011/12

Nancy Hallett presented a paper and provided a presentation on the Trust's Annual Plan for 2011/12. She explained the context for its development and the requirements set by Monitor. The paper provided had been produced following consultation with Governors at a previous meeting and in more detail with a small group of Governors. She described the Trust's draft principles and three corporate strategic goals for 2011/12 -2013/14 which had been identified by the Trust executive team with input from senior staff within the Trust.

The Governors and Directors discussed the proposed principles and objectives and provided comment and feedback. The Annual Plan will be presented to the next Board of Directors for final approval prior to submission to Monitor.

The integration of community health services (CHS) was discussed. The Trust is very committed to the full integration of CHS which represents a real opportunity to benefit patients. The Trust has good working relationships with GPs and the local authority. It was felt that the members newsletter should include an article on the benefits of integration with CHS.

8. Chief Executive's Report

Nancy Hallett presented the Chief Executive's report providing the Governors with an understanding of the working of the Trust and current issues facing it. She provided detail on the following:

Financial issues: the contract with commissioners is yet to be signed owing to issues relating to the governments readmissions policy. The trust has a budget of £230m but will need the QIPP programme to deliver savings of approximately £14.5m.

National Targets: In April the Trust has reported one case of C. Diff infection but no cases of MRSA. The A&E target has been met. The Trust has been very busy particularly over the bank holiday period with higher than average attendances in A&E.

Quality & Safety: The draft report of the CQC unannounced inspection has been received and Governors will be provided with a copy of the final report when available.

CHS Transfer: This took place on 1st April with no major problems identified. The Trust will be focussing on improving immunisation rates within Hackney.

New Developments: The Trust has recently installed a new MRI scanner and new patient facilities have opened in therapies.

Staff Changes: Jennie Negus Deputy Chief Nurse has recently left the Trust.

External events/Changes: Jo Farrar provide the Directors and Governors with an update on proposed national changes to how the NHS will be managed under the government reforms. These are still under review and being consulted on.

Governors asked a number of questions, including:

- Progress with the proposed merger of BLT with Whipps Cross and Newham hospitals. An outline business case is still being developed.
- Issue regarding an email received from staff side by Governors concerning the tender process for pathology. This issue has now been resolved and was the result of a process error. It was agreed that the Governors do not need to respond and it may be more appropriate for the Trust to respond
- Progress with the refurbishment of the front entrance. This is planned to start in August and will last approximately three weeks, two alternate entrances will be provided whilst the work is in progress.

9. Any other business

Jaime Bishop provided brief feedback from a Hackney stakeholder meeting that he had attended at BLT.

10. Questions from the public

An issue was raised regarding the lack of information provided for members regarding the Trust. This was acknowledged and the Trust is working hard to produce information for members and understands the importance of connecting with its membership.

11. Date and time of next meeting

The next meeting will be a meeting of the Council of Governors on Thursday 23rd June 2011.