

**Meeting of the Board of Directors  
Wednesday 24<sup>th</sup> November 2010**

<b>Present:</b>	Michael Cassidy	Chairman
	Nancy Hallett	Chief Executive
	Jo Farrar	Finance Director
	Dr John Coakley	Medical Director
	Cheryl Clements	Director of Workforce and Education
	Tracey Fletcher	Chief Operating Officer
	Andrew Panniker	Director of Environment
	Charlie Sheldon	Chief Nurse & Director of Governance
	Eric Sorensen	Non-Executive Director
	Stephen Hay	Non-Executive Director
	Professor Chris Griffiths	Non-Executive Director
	Imelda Redmond	Non-Executive Director
	David Stewart	Non-Executive Director
	Professor Michael Keith	Non-Executive Director
<b>Minutes:</b>	David Bridger	Head of Governance

**1.0 Chairman's Welcome and Introduction**

Michael Cassidy, Chairman, opened the meeting.

**2.0 Apologies for absence**

None

**3.0 Declaration of interests regarding items on the agenda**

None

**4.0 Minutes of the previous meeting held on 27/10/2010 and matters arising**

The minutes of the previous meeting were agreed.

**5.0 Chairman's Report**

Michael Cassidy, Chairman provided the Board with a verbal report on the recent Council of Governors Meeting. The Governors had received presentations on the volunteer programme and patient experience.

He also notified the Board that the Secretary of State for health plans to proceed with the appointment of a new chair to Monitor early next year.

## **6.0 Chief Executive's Report**

Nancy Hallett, Chief Executive notified the Board that they need to be aware of the serious financial pressures facing the Trust and wider NHS that are anticipated for 2011/12 and beyond. She reported that Trust had been successful in maintaining its level 2 compliance with the NHSLA risk management standards and a report on the outcome of the assessment will be presented to the Board when available. The new Maternity and Newborn Centre is to be formally opened on 6<sup>th</sup> December by Denise Lewis, Olympic gold medalist. A tour will be arranged for NED's in the near future.

## **7.0 Strategy and Policy**

### **7.1 Transfer and Integration of Community Health Services**

This item was discussed under reserved business.

### **7.2 Hospital Services Review**

This item was discussed under reserved business.

## **Quality and Safety**

### **8.1 Patient Experience, Quality Report and SUI Report\*\*\***

This item was discussed under reserved business

### **8.2 Quality Account half yearly report**

Charlie Sheldon provided the Board with an outline of the Trust requirement under legislation to produce annual quality accounts. He presented the Board with a summary of the six month progress against the Trusts three quality priorities set out in the 2010/11 Quality Account. He also updated the Board with details of progress with the Trusts Commissioning for Quality and Innovation (CQUIN) targets and participation in the national patient safety first campaign.

The Board noted the content of the report.

### **8.3 Infection Control Quarter 2 Report**

Charlie Sheldon presented the Board with the Q2 report for 2010/11. He explained that the Trust had now reported a total of 6 MRSA bacteraemias. He outlined the measures being taken by the Trust to address this risk. One area of note was that the Trust had been identified by the HPA as an outlier for orthopaedic surgical site infection. An audit of current practice had been presented to the infection control committee which identified reporting inaccuracies that have since been addressed and recommendations including the use of disposable drapes to be introduced.

He provided a summary of other Infection Control matters highlighted in the report.

The Board noted the report.

## **Corporate Governance**

### **9.1 Board Assessment – preparing for Community Health services**

Charlie Sheldon presented the results of the Board appraisal previously reviewed by the Board. This was reviewed in light of the proposed integration of CHS. The Board agreed to utilise the appraisal to identify gaps and suggest areas of development for the changing role of the Board. This would also aim to review the following:

- Activities to engage with new or more significant stakeholders
- Revision of induction for the Board
- Development of CHS knowledge among Board members
- Evaluation of Director requirements in relation to key committees.

It was agreed that a skills matrix would be drawn up to assist in identifying requirements for additional skills and knowledge focusing on the areas of transactions, employee issues, integration experience and risk awareness. The Board approved the appointment of Professor Chris Griffiths as lead Non Executive Director for CHS.

### **9.2 Working Capital Facility**

Jo Farrar presented a paper providing details of the Trust's Working Capital Facility for the year June 2010 to May 2011. This had been reviewed by the Finance Committee but owing to a lack of delegated authority this requires Board approval before the Trust solicitors are able to issue a mandatory legal opinion on the facility. The Board approved the £8.5m Working Capital Facility for a one year period until 31<sup>st</sup> May 2011.

## **Business Planning & Performance Management**

### **10.1 NHS Spending Review Settlement**

Jo Farrar presented the letter from Sir David Nicholson outlining the implications of the Coalition Governments spending review on the NHS. He outlined the key implications of the review and noted the references to the £1bn of funding to support integration between health and social care the details of which have not yet been made clear. The Board noted the content of the letter.

### **10.2 Finance and Performance Report Month 7**

The Board noted an error on the cover sheet of the paper.

Jo Farrar presented the Board with the financial position for M7 and explained that the Trust was ahead of its financial plan by £241k. The Trust was ahead of plan in respect of activity and income. The rate of overspending against pay budgets has reduced following measures to reduce agency costs. Work continues with DSO to better understand and improve performance to address

issues. He informed the Board that the PEP shortfall against target has been partially mitigated by Trust income over performance.

Performance against key national indicators remains on track. A&E has seen a dip in performance but remains above the revised national target. The risk to the MRSA target remains.

The Board noted the report.

### **10.3 Contract and Business Planning 2011-12**

Tracy Fletcher, Chief Operating Officer presented a paper summarising the business planning and contracting process for 2011-12. The financial gap for next year is likely to be very significant and planning for addressing this is a priority. Further details of the full business and financial plan will be presented to the Board in December. The Board noted the report.

## **Human Resources**

### **11.1 Human Resources Report**

Cheryl Clements, Director of Workforce and Education, presented the Board with the Human Resources Report. She stated that the Trust had seen an increase in the number of sickness absences due to manual handling events. Staff had been supported by the employee health service and a review of the provision of manual handling training is to be carried out. She updated the Board on outstanding investigations and disputes. The Board were informed that there had been an increase in the number of needlestick injury reports and the Trust is working to establish any trends. The Trust had received a very positive visit from the Medical school.

A review of workforce reporting is planned and it is anticipated that the workforce reports will be monitored by the Risk Committee.

The Board noted the report.

### **11.2 AAC Ratification**

The Board ratified the appointment of Alison Tso, Consultant Haematologist.

### **12.0 Any Other Business**

None