

**Meeting of the Board of Directors
Wednesday 31st March 2010**

Present:	Michael Cassidy	Chairman
	Nancy Hallett	Chief Executive
	Pauline Brown	Chief Nurse & Director of Governance
	Jo Farrar	Finance Director
	Dr John Coakley	Medical Director
	Cheryl Clements	Director of Workforce and Education
	Dominic Tkaczyk	Interim Director of Finance
	Mark Ogden-Meade	Interim Chief Operating Officer
	Eric Sorensen	Non-Executive Director
	David Stewart	Non-Executive Director
	Imelda Redmond	Non-Executive Director
	Stephen Hay	Non-Executive Director
	Professor Chris Griffiths	Non-Executive Director
	Michael Keith	Non-Executive Director
Minutes:	David Bridger	Head of Governance
In attendance:	Jacqui Harvey	Chief Executive NHS City & Hackney (item 7.1)

1.0 Chairman's Welcome and Introduction

Michael Cassidy, Chairman, opened the meeting and welcomed Jo Farrar, Finance Director to his first Board of Directors meeting.

2.0 Apologies for absence

Andrew Panniker Director of Environment

3.0 Declaration of interests regarding items on the agenda

Jo Farrar, Finance Director declared an interest against item 7 (Strategic Options for Homerton) on the agenda, as he is married to the Director of Strategy and System Management at NHS London.

4.0 Minutes of the previous meeting held on 24.02.2010 and matters arising

The minutes of the previous meeting were agreed.

5.0 Chairman's Report

Michael Cassidy provided the Board with feedback from the recent Council of Governors meeting. He stated that at the meeting the Governors had been provided with presentations on the Francis report into Mid Staffs Foundation Trust and the development of the Quality Account. He also noted that Steve Bundred has been appointed as the new Chair of Monitor.

6.0 Chief Executive's Report

Nancy Hallett, Chief Executive informed the Board that Charlie Sheldon will formally take up his position as Chief Nurse and Director of Governance on 7th June.

She thanked Dominic Tkaczyk Interim Director of Finance for his work for the Trust as this was his last meeting. He will continue working for the Trust on other projects.

The Board were also informed that the Trust had received a donation of £1m from the Monument Trust.

7.0 Strategy and Policy Homerton Strategic Position****

This item was discussed under reserved business.

Corporate Governance

8.1 Constitutional Amendment Proposal

Pauline Brown, Chief Nurse & Director of Governance provided the Board with a verbal report on the proposed changes to the Trusts Constitution. It had been agreed by the Board of Directors and the Council of Governors that the Constitution should be amended to increase the terms of office for a Governor to a total of nine years i.e. three terms of three years. A meeting to which all members of the Trust had been invited will take place on 22nd April and the proposed amendment will be put to the vote.

8.2 Annual Plan 2010/11

Jo Farrar, Director of Finance presented a paper setting out the proposed process for the development of the annual plan, the Board involvement in this process and some of the themes therein. The plan is required to be submitted to Monitor by the end of May. He provided a summary of the corporate priorities and described some of the proposed key deliverables associated with each. He provided an outline of the proposed timetable for the plans development. It was considered that the plan may need to include items regarding carbon management and staff training, particularly in health and safety. The Board confirmed the corporate priorities and supported the proposed approach to the plans development.

8.3 Care Quality Commission (CQC) Registration – Essential Standards of Quality and Safety

Pauline Brown presented a paper providing the Board with a summary of the standards of quality and safety by which Trusts are required to maintain their registration. She informed the Board that the Trust was registered without conditions and this information will be public from 1st April 2010. The Trust will now be subject to periodic review by the CQC against the essential standards. She provided the Board with a summary of the standards which are more outcome focused and require ongoing data collection and review. The Board needs assurance that adequate systems and processes are in place to meet the new standards and this will be achieved by the Board being provided with evidence of compliance as part of routine Board business.

8.4 Disclosure of Confidential Contract Information***

This item was discussed under reserved business.

9.0 Business Planning & Performance Management

9.1 Finance and Performance Report Month 11

Dominic Tkaczyk presented the finance report for month 11. He reported that the financial position at the end of month 11 was a surplus of £4.3m with a year end forecast of £3.7m.

Some surplus will be carried forward to 2010/11 to help achieve a balanced plan. He reported that there has been adverse variance in costs with an increasing trend in agency expenditure related to increased activity.

Mark Ogden-Meade, Interim Chief Operating Officer presented the performance report. He reported that the Quarter 4 position on the 4hr emergency care standard has been impacted by the Whipps Cross closure but the Trust remains on track to achieve 98% target for the year. There have been two cases of MRSA in February; however for the year to date the Trust is on target. The 62 day cancer target continues to be a major challenge and although the position has improved in month, it will not be achieved in the current year. As previously reported this issue arises from complications in the Urology Cancer pathway. Following discussion with the Urologists and Radiologists' a revised pathway is being proposed for implementation in April which will significantly reduce the timescales for diagnosing and treating this condition and should enable to Trust to achieve the standard in 2010/11.

The Board noted the report and agreed that the General Managers, Senior Nurses and Senior Doctors should be formally thanked in writing on behalf of the Board of Directors.

9.2 Budget 2010/11

Dominic Tkaczyk presented a paper providing the revenue budget for 2010/1. This has been discussed by the Finance Committee. He reported that:

- Contracts have been agreed by the Sector Acute Commissioning Unit (SACU) with £3m+ savings expected from shifts in activity and demand management
- PEP savings of £3.9m have been identified and have been taken out of budgets;
- There is provision for cost pressures up to £2m, and a potential surplus of £1.4m.

He went on to outline the going concern status of the Trust and explained that the disclosure had been prepared taking into account the following evidence:

- Contracts for 2010-11 have been signed and are reflected in the budgets presented for approval;
- The Trust submitted a downside plan to Monitor which showed operations continuing despite a forecast reduction in resources;
- The Health4NEL consultation envisages a hospital service continuing at the Homerton.

The capital programme will be presented to the Board in April.

The Board approved the revenue budget and the going concern disclosure for the 2009/10 annual accounts submission.

10.0 Clinical Governance

10.1 Serious Untoward Incident (SUI) Report***

This item was discussed under reserved business.

10.2 Baby L SUI Report***

This item was discussed under reserved business.

10.3 Quality Account and Commissioning for Quality and Innovation (CQUIN) Report

Pauline Brown presented a paper providing a summary of the Department of Health's approach for measuring quality improvement; developing clinical quality indicators through the national CQUIN schemes and the introduction of the new Quality Accounts as a mechanism for public reporting on quality. She informed the Board that it was important that it understands how information about quality performance will be generated, used and reported to establish a basis by which to measure the current position and progress towards improving safety, effectiveness and patient experience. The Trust is in the process of establishing a quality improvement committee responsible for taking this agenda forward. The Board will, in future, receive quarterly quality report updates. The Board noted the CQUIN requirements and targets and the process for the development of the Quality Account.

10.4 Mid Staffordshire NHS Foundation Trust Inquiry Report

Dr John Coakley presented a summary of the report into Mid Staffordshire NHS Foundation Trust. He provided the Board with an overview of the 18 national and local recommendations and a summary of the Trusts position against each. The Board needs to be provided with assurance that the recommendations have been reviewed locally.

10.5 Delivering Same Sex Accommodation

Pauline Brown presented the draft declaration of compliance with the DH commitment to delivering same sex accommodation. This declaration requires submission to DH on 31st March 2010. She reported that the Trust can demonstrate compliance towards virtual elimination of same sex accommodation. The Board approved the declaration.

11. Human Resources Governance

11.1 Workforce KPI's

Cheryl Clements, Director of Workforce and Education presented the workforce performance report for February 2010. She stated that sickness rates remain below the NHS average and staff turnover rates remains high for which leaver exit surveys are being reviewed. Two staff have recently been suspended. A new senior nurse has been appointed in the Employee Health Management service. Turnaround times for CRB checks remain an issue and the Trust is working with NHS London on options to address this issue. The Board noted the report.

11.2 Workforce Strategy

Cheryl Clements presented a paper updating the Board on the Workforce and Education Directorate achievements and outlining the key deliverables for the next year. She summarised the following:

The need for change,
Profile of the Directorate,
Capacity and capability,
Leadership and management development,
Key performance indicators,
Key deliverables in 2010/11.

The Board noted the contents of the report.

11.3 Staff Survey 2009

Cheryl Clements presented a paper outlining the key findings of the 2009 CQC staff survey. She reported that overall the results had been positive, there were however areas where further work was required. These included staff appraisal and staff development and she highlighted the actions required to address these areas. The Board noted the report and discussed the issues relating to staff appraisal which remain a concern.

11.4 AAC Ratification

The board ratified the appointment of:

Neil Ikin – Consultant Gastroenterology

Andrew Ezsias –Oral & Maxillofacial Consultant

12. Any Other Business

None