

**Meeting of the Board of Directors
Wednesday 24th June 2009**

Present:	Michael Cassidy	Chairman
	Nancy Hallett	Chief Executive
	Anna Anderson	Director of Finance
	Andrew Panniker	Director of Environment
	Dr John Coakley	Medical Director
	Simon Weldon	Chief Operating Officer
	Pauline Brown	Chief Nurse & Director of Governance
	Cheryl Clements	Director of Workforce
	Stephen Hay	Non-Executive Director
	Professor Chris Griffiths	Non-Executive Director
	Eric Sorensen	Non-Executive Director
	Imelda Redmond	Non-Executive Director
	Michael Keith	Non-Executive Director
	David Stewart	Non-Executive Director

Minutes: David Bridger Head of Governance

1.0 Chairman's Welcome and Introduction

Michael Cassidy, Chairman, opened the meeting.

2.0 Apologies for absence

3.0 Declaration of interests regarding items on the agenda

There were no declarations of interest.

4.0 Minutes of the previous meeting held on 27.05.09 and matters arising

Additional text is to be added to section 8.2 regarding the discussion on recurrent and non-recurrent savings. The rest of the minutes were agreed as an accurate reflection of the meeting.

There was one matter arising. Anna Anderson, Director of Finance stated that the Audit Committee had adopted the final accounts and that the final surplus for the year end was £3.7million.

5.0 Chairman's Report

Michael Cassidy welcomed Cheryl Clements Director of Workforce to her first Board of Directors meeting. He also announced the appointment of Dr Patricia Livsey, Associate Dean for Post-registration and Post Graduate Studies as the appointed partner Governor for City University.

6.0 Chief Executive's Report

Nancy Hallett gave an update on recent discussions with GE about an Olympic legacy scheme at Homerton. She was pleased to announce that a significant donation from GE

had been agreed which will be used to fund the costs of a new MRI scanner and other new equipment. This is to be formally announced by the president of GE at a launch planned for the 29th June. She stated that whilst the money will be gratefully received there would be no funding for research through this donation. She thanked Andrew Panniker for his hard work managing the negotiations.

Nancy Hallett reported that the Annual Plan had been finalised and that the Audit Committee had agreed the statutory components of the Annual Report and the final draft of this was nearing completion.

She also announced that a post of Associate Medical Director had been created to provide the clinical input required on the PEP programme. This post is likely to be filled by an existing Consultant in the Trust and expressions of interest have been requested. The post will be backfilled by a locum for the period of 18 months – 2 years.

The Trust remains on standby for a potential unannounced Hygiene Code inspection and there had been one case of swine flu confirmed in the child of a member of staff.

7.0 Corporate Governance

7.1 Constitutional Review

Pauline Brown, Chief Nurse & Director of Governance presented the Trusts constitution which under the Trusts Terms of Authorisation requires annual review. Whilst she did not recommend any changes she requested comments from the Board. Michael Cassidy asked if the Trust needs to consider the appointment of a patient Governor as some other Trusts do. This was discussed and it was felt that this was not specifically required as many of the public Governors were themselves former patients. There are difficulties in defining what constitutes a patient Governor and managing them in terms of their period of appointment.

7.2 Information Governance Report

Dr John Coakley, Medical Director presented the Information Governance annual report. He described the Trusts position against version 6 of the IG toolkit and the programme of for 2009/10. It was noted that the Trusts rating had reduced from Green to Amber. This was in part due to the fact that a number of IT policies need review. Areas requiring further work and for development included updating IG policies, review of processes for corporate governance assurance, benchmarking and staff training. Simon Weldon has been assigned the role of Senior Information Risk Owner (SIRO). Simon Weldon informed the Board that data quality standards are now being met. Michael Cassidy enquired about the security of blackberries, it was agreed that this would be investigated and fed back to the Board.

7.3 Amendment to Authorised Signatories

Anna Anderson asked the Board to ratify the amendment to authorised signatories required as part of the Trusts Standing Financial Instructions. This was necessary owing to the resignation of certain staff in the finance department. The Board ratified the amendment.

.8.0 Business Planning & Performance Management

8.1 Finance and performance report month 02

Anna Anderson, Director of Finance reported that the financial position at the end of April was a surplus of £1.2m. She reported that this was primarily due to clinical activity and income above planned levels. Most of the increase in income relates to activity completed during April, but which was not reported in the first cut of data used in

compiling the April Board report. This was due to problems in the introduction of new reporting formats and pricing mechanisms in April, to accommodate the more complex HRG4 tariff. Processes have been tightened to improve reporting of all relevant data within required monthly deadlines. Income from services provided to other organisations also continued above planned levels, while costs were marginally below budget levels.

The Capital Programme outlining priorities for the next two years will be presented to the July Board.

Simon Weldon, Chief Operating Officer provided an update on performance. Most care and access targets are currently green. The cancer target thresholds for performance have not yet been published so the current assessment is indicative. A question was raised regarding discharge summary completeness which is currently at approximately 60% with a 100% target. Simon Weldon responded that the data quality group are working to improve completion of the summaries and the figures should improve over time.

Nancy Hallett highlighted the trend in reduced maternity activity which is a potential risk to the Trust. She stated that work needs to be done to analyse this trend and it will also need to be incorporated onto the Board Assurance Framework.

8.2 Productivity and Efficiency Programme (PEP) update

Simon Weldon gave an update on progress with the productivity and efficiency programme. He summarised the work ongoing in the four work areas. He notified the Board that the programme is on target to achieve all agreed CIPs and savings. He stated the key risks are those associated with staffing the programme particularly the release of clinical time and recruiting a new Programme Director and Programme Manager. Questions were raised regarding achieving reduced length of stay, recurrent savings and prescribing savings. Simon Weldon responded that all Trusts are required to achieve reduced lengths of stay which will involve further work to look at more efficient use of beds. With regard to prescribing savings the Trust is looking into the development of OPD dispensing.

8.3 Perinatal Development Update

Anna Anderson gave an update on progress with the perinatal development and notified the Board that a meeting had been held with the head of the specialist commissioning group for neonatal care who had visited the Trust to see how work is progressing. The cost of mechanical arms which are required to support monitoring equipment is under review and work is underway to review the business case and the timetable for the recruitment of staff to match the delayed opening of the extra capacity.

8.4 Lamb Ward Refurbishment

Simon Weldon presented a paper outlining the proposed works to refurbish lamb ward. He requested the Boards approval to proceed with the work as its value exceeds £250k. A query was raised regarding the impact of the removal of the negative pressure side rooms. The Board were assured that alternative arrangements have been made to use the facilities at another Trust should the need arise. The board approved the works.

9.0 Clinical Governance

9.1 SUI Report***

This item was discussed under reserved business.

9.2 Infection Control Annual Report 2008/09

Alleyna Claxton, Director of Infection Prevention and Control attended the meeting to present the Infection Control Annual Report. She highlighted the following from the previous year:

- Hygiene Code Inspection
- Care Quality Commission registration
- Infection control targets
- Decontamination
- Cleanliness reviews
- Audit programme and actions arising
- Training
- MRSA screening
- Flu pandemic

The Board were notified that the launch of Five Moments will coincide with a presentation on infection control at the annual members meeting on September 10th.

The management of Legionella was discussed and Andrew Panniker, Director of Environment stated that a report on this will be presented at the July Board meeting.

The Board thanked Dr Claxton for her report and approved its publication via the Trust website.

9.3 Pandemic Flu WHO Declaration

Dr John Coakley, Medical Director provided the Board with an update regarding Pandemic Flu. As of 12th June, with approximately 3000 cases confirmed in the UK a pandemic has now been officially declared and the Trust is required to implement its pandemic flu plan. He informed the Board that this has happened. He assured the Board that arrangements have been made with East London NHS Foundation Trust and St Josephs Hospice to provide additional beds if required. In A&E a clear pathway has been established to have symptomatic patients seen in PUC. A&E attendance has increased but not necessarily as a result of flu. Allocation of Tami flu is being managed by the PCT. The Board thanked Dr Coakley for the update.

10.0 Human Resources Governance

10.1 Human Resources update

Cheryl Clements, Director of Workforce provided the board with a Human resources update. She highlighted the following, sickness absence which is declining, total vacancy rates are at about 10% and work is required on the turnaround times for CRB checks. She also outlined two cases where staff had recently been suspended aspects of which are under investigation.

10.2 Workforce Strategy 2009-2010

Cheryl Clements provided an overview of the proposed workforce and organisational development strategy. This will aim to look at 5 key areas and will be presented to the Board of Directors in September

10.3 Consultant Appointment

The Board ratified the appointment of Dr Olga Kapellou Neonatal Consultant and Dr Zoe Smith Neonatal Consultant.

11.0 Strategy and Policy

11.1 London Strategic Reviews (verbal)

Dr John Coakley provided the Board with a presentation on the London strategic reviews currently underway. Whilst considerable work had been completed the public consultation exercise has been delayed. The Board discussed Dr Coakley's presentation and considered some of the potential opportunities that the review may offer however it was felt that further discussion would need to take place following review of the options appraisals being carried out and the outcome of the public consultation.

11.2 South East Resource Centre

Nancy Hallett provided a verbal update regarding the development of the South East Resource Centre. This is being established to provide enhanced primary care and antenatal services with Homerton Hospital working as a subcontractor in partnership with KLEAR GP consortium.

12.0 Committee Reports

12.1 Audit Committee

Stephen Hay Non-executive Director provided the Board with a summary of the Audit Committee meeting which took place on 3rd June 2009. He informed the Board that the Audit Committee had signed off the Annual Accounts. He provided a summary of the Internal Audit reports on Risk Management and Standards for Better Health and Terms of Authorisation both of which had been provided with substantial assurance. He highlighted issues raised associated with Clinical Coding which will need review at the September audit committee.

13.0 Any other business

It was agreed that in light of the delayed process for consultation on the London Strategic Review that the Joint meeting of the Council of Governors and Board of Directors will be deferred from July 16th to the public meeting scheduled on 8th October so that a better informed discussion can take place regarding the reviews. The Governors would be provided with a seminar on Quality Accounts at the meeting the 16th July. The time for the Annual Members was agreed to start at 5:30pm.