

**Meeting of the Board of Directors  
Wednesday 30<sup>th</sup> April 2008**

<b>Present:</b>	Michael Cassidy	-	Chairman
	Nancy Hallett	-	Chief Executive
	Tracey Fletcher	-	Chief Operating Officer
	Pauline Brown	-	Director of Corporate Development
	Dr John Coakley	-	Medical Director
	Anna Anderson	-	Director of Finance
	Guy Young	-	Director of Nursing and Quality
	Andrew Panniker	-	Director of HR & Environment
	Stephen Hay	-	Non Executive Director
	Eric Sorensen	-	Non Executive Director
	Ian Luder	-	Non Executive Director
	Michael Keith	-	Non Executive Director
	Imelda Redmond	-	Non Executive Director
	Chris Griffiths	-	Non Executive Director
<b>Minutes:</b>	Sallie Rumbold	-	Deputy Director of Operations

**1.0 Chairman's Welcome and Introduction**

Michael Cassidy, Chairman opened the meeting and welcomed two new Non-executive Directors to their first meeting. Imelda Redmond and Professor Chris Griffiths were introduced to the other Board members.

**2.0 Apologies for absence**

There were no 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 26.03.08 and matters arising not covered elsewhere on the agenda**

The minutes of the previous meeting were agreed as an accurate record. Anna Anderson, Director of Finance confirmed that the draft Q&A regarding the financial surplus would be completed this week. All other actions had been completed.

## **5.0 Chairman's Report**

Michael Cassidy, Chairman updated the Board on the recent governors away day which had been a very successful workshop event with a focus on the patient survey.

Ian Luder, Non Executive Director enquired about the recent change to visiting hours in the Trust. Guy Young, Director of Nursing & Quality confirmed that the governors had been involved in drafting the policy.

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

Nancy Hallett, Chief Executive reported that the Trust had achieved all performance targets for 2007/08. Ms Hallett explained that elective work had increased during the year which was also very positive for the Trust overall. Ms Hallett also confirmed that the Trust had recently received confirmation of 'preferred provider' status for Bariatric Surgery. The significance of this achievement for the Trust and the background to this service was discussed.

Reconfirmation of level three neonatal intensive care status had also been provided by the commissioners. Other positive developments during 2007/08 had been the development team for the EPR solution for London being based at the Homerton site and the Trusts involvement in this key development. Ms Hallett also referred to the Taking Care 24/7 project which had enabled the Trust to meet the working time directive earlier than the 2009 deadline.

Ms Hallett confirmed that a formal review of 2007/08 would be presented at a future Board meeting.

Ms Hallett outlined the Trust programme of events to celebrate the 60<sup>th</sup> anniversary of the NHS in July. Recent visits from the Deanery and the Foundation School had been very positive. There had also been a recent visit to the Neonatal Unit by Professor Liam Donaldson, Chief Medical Officer who came to hear about the Epicure Study from Professor Costeloe, Neonatology Consultant.

## **7.0 Corporate Governance**

### **7.1 Monitor Q4 Declaration**

Pauline Brown, Director of Corporate Development confirmed that the Trust would be declaring compliance for quarter 4. The exception report included information about one breach of the 62 day cancer target in quarter 4, details of the new Non Executive Director appointments and the election of a new Staff Governor.

## **7.2 Annual Health Check Declaration**

Pauline Brown, Director of Corporate Development explained that the Trust intends to declare full compliance and that this was required to be submitted along with the core standards today. The Board agreed to support the declaration form and confirmed that the general statement of compliance and information provided for each standard was also supported.

## **7.3 Declaration of Interests**

Pauline Brown, Director of Corporate Development explained that the Trust's Standing Orders require the Board Directors to declare any 'relevant and material' interests to the Board of Directors each year. Declaration forms for 2008/09 would be completed and signed at the end of the meeting.

## **7.4 NED Recruitment**

Pauline Brown, Director of Corporate Development reported on the new appointment of the two Non-executive Directors present today. Formal recruitment for a further replacement post in the autumn would also now take place.

## **7.5 Approval of Waiver**

The Board approved a waiver in line with 32.2 of the Standing Financial Instructions. The waiver related to the supply and distribution of fertility drugs.

## **8.0 Business Planning and Performance Management**

### **8.1 2008/2009 Finance, Activity and capital plan**

Anna Anderson, Director of Finance presented a paper which outlined the capital programme for 2008/09, an amendment to the fertility business case and an update on the overall financial plan. The Board agreed the amendment to the fertility business case which increased the capital commitment to this project by £300k. Ms Anderson also described the progress with identifying schemes to be funded from development monies this year.

### **8.2 Finance report month 12 position**

Anna Anderson, Director of Finance summarised the expected outturn for the end of 2007/08. The Board noted that the surplus of £7.6m at end of year was higher than previously reported and largely due to receipt of additional income and an under spend against contingency reserves. Ms Anderson explained that the end of year accounts were still being finalised. A rating by Monitor of '5' was now expected at end of year.

### **8.3 Performance Report month 12**

Pauline Brown, Director of Corporate Development presented the performance report and exceptions were highlighted. This included one breach of the 62 day cancer target and a lower 'Patient Experience Tracker' rating in March 08 which related to one ward area only. The emergency care target had been achieved for 2007/08 and rates of MRSA and clostridium difficile had remained very low all year. Tracey Fletcher, Director of Operations highlighted the achievement of the 18 week target and also the Trust waiting times for inpatients and outpatients which are now very low. Good progress with improvements to clinical coding was also reported on.

### **8.4 Perinatal and fertility developments; tender updates \*\*\*** **This item was reported under reserved business.**

## **9.0 Clinical Governance**

### **9.1 SUI Reports \*\*\***

**This item was discussed under reserved business**

### **9.2 Director of Infection Control Q4 report**

The Board received the Q4 report compiled by the Director of Infection Control and presented by Guy Young, Director of Nursing & Quality. Mr Young reported that all annual infection control targets had been met and low rates of infection maintained. The deep cleaning of the hospital would be completed today. The visit by the Healthcare Commission in January was now published on the website and it was noted that the Trust was one of very few hospitals with no recommendations made.

### **9.3 Local Involvement Networks**

Pauline Brown, Director of Corporate Development presented the paper from the 'Thriving Healthy Partnership Team'. The Board noted the paper which outlined plans for implementing local involvement networks links in Hackney.

## **10.0 Human Resource Governance**

### **10.1 Employee Relations \*\*\***

**This item was discussed under reserved business**

### **10.2 Staff Survey**

Andrew Panniker, Director of HR & Environment presented an analysis of the results of the National Staff Survey conducted in October 2007 which provides feedback from staff on aspects of employment at Homerton Hospital. The Board noted the decreasing response rate over the past few years to 34% (800 returns) this year. A common theme was that the appraisal process needed improving.

Human Resource Managers would now keep track of appraisals and support the reminder process and follow up with individual managers when appraisals were not undertaken regularly.

Guy Young, Director of Nursing & Quality reported that the scores for availability of hand washing facilities had been very low. This had been surprising as hand washing facilities were readily and appropriately available across the Trust. It was unclear why staff had answered in this way and further investigation would be needed.

### **10.3 Ratification of consultant appointment**

The Board ratified the appointment of Mr Ziali Siverdeen, Trauma & Orthopaedic Consultant.

## **11.0 Strategy and Policy**

### **11.1 City and Hackney PCT Polyclinic Bid**

Nancy Hallett, Chief Executive presented the City & Hackney PCT application for a polyclinic development. Ms Hallett explained the background and the Board discussed the application and the possible implications for patients locally and also on the Homerton of a polyclinic development in Hackney. Mr Hallett agreed to write to the PCT capturing some of the points discussed.

## **12.0 Committee Reports**

None.

## **13.0 Papers for Information Only**

The following papers were noted:

- Minutes of the Infection Control Meeting 26<sup>th</sup> March 2008
- Minutes of the Charitable Trustees meeting 23<sup>rd</sup> January 2008.

## **14.0 Any Other Business**

None

## **15.0 Dates of Forthcoming Meetings**

Wednesday 28<sup>th</sup> May 2008

Wednesday 25<sup>th</sup> June 2008

Wednesday 30<sup>th</sup> July 2008