

**Meeting of the Board of Directors
Wednesday 19th December 2007**

Present:	Michael Cassidy	-	Chairman
	Nancy Hallett	-	Chief Executive
	Tracey Fletcher	-	Director of Operations
	Pauline Brown	-	Director of Corporate Development
	Dr John Coakley	-	Medical Director
	Caroline Clarke	-	Director of Finance
	Guy Young	-	Director of Nursing & Quality
	Andrew Panniker	-	Director of HR & Environment
	Jessica Crowe	-	Non Executive Director
	Kate Costeloe	-	Non Executive Director
	Stephen Hay	-	Non Executive Director
	Eric Sorensen	-	Non Executive Director
	Ian Luder	-	Non Executive Director
Minutes:	Sallie Rumbold	-	Deputy Director of Operations

1.0 Chairman's Welcome and Introduction

Michael Cassidy, Chairman opened the meeting

2.0 Apologies for Absence

Apologies were received from - Michael Keith, Non Executive Director

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 28.11.07 and matters arising not covered elsewhere on the agenda

The minutes were agreed as an accurate record of the previous meeting. All actions had either been completed or were on the agenda.

5.0 Chairman's Report

Michael Cassidy, Chairman reported on the very positive recent Governors meeting.

6.0 Chief Executive's Report

Nancy Hallett, Chief Executive reported that Anna Anderson had been appointed as Finance Director and would be starting in the New Year with Caroline Clarke leaving on the 25th January. The Board formally thanked Ms Clarke for all her hard work and support and wished her well for the future.

Ms Hallett reported that Dr Narendra Aladangady had been appointed as Director of Research & Development.

Ms Hallett reported on developments with the planned controlled parking zone. A helpful meeting had occurred where some further information had been understood including the provision of not less than 100 dedicated health worker bays. The consultation deadline had been extended until January 15th and a joint meeting with the Council of Governors was hoped for before then.

7.0 Corporate governance

7.1 Monitor Q2 Report

Pauline Brown, Director of Corporate Development presented the Q2 summary report for information. This had been discussed at the previous board meeting.

7.2 HCC Annual Health Check update

Guy Young, Director of Nursing & Quality presented a paper summarising the 2007/08 Annual Health Check position. The paper highlighted four areas in which the Trust underachieved in 2006/07 and outlined the current position on these. Tracey Fletcher, Director of Operations explained the risks and issues around Choose and Book and reported that testing was planned for the New Year. Mr Young explained that the Trust was on track to meet the MRSA reductions this year. The stroke target required additional beds to boost compliance and this was currently under discussion locally. The Board noted the risk around the A&E target and previous papers and meetings had covered this issue in detail. Similarly the 18 week target risks had also been reviewed by the Board. Further updates would be provided in the New Year.

Michael Cassidy, Chairman reported that he had recently joined the weekly ward round with Mr Young and had noted the excellent quality of care provided.

7.3 Information Governance and transfers of data

John Coakley, Medical Director presented the recent letter from the Department of Health and email correspondence regarding this issue. Dr Coakley reported that the email policy would be updated to include recent guidance. The Board noted the response to the DH letter which was thought to be very helpful. It was noted that some information governance expertise would be bought into the Trust on a short term basis to highlight any data security deficiencies and formulate an action plan if required. Ian Luder, Non Executive Director asked for the wording to be strengthened regarding portable media to say 'if this is required the reasons should be documented first'. Professor Costeloe suggested a statement as a reminder to researchers regarding research data should be added.

7.4 Private patient income: Monitor FReM Review

Caroline Clarke, Director of Finance explained that private patient income for the Trust was capped at 2002/03 rates as part of the Monitor compliance framework. Ms Clarke explained that income from paying patients in the fertility unit was affected by this cap. Monitor were now reviewing the situation nationally and the Board agreed to await the outcome of this review. Tracey Fletcher, Director of Operations reminded the Board that NHS funding was also significant for the Fertility Unit and was continuing to rise and the unit was not entirely dependent upon paying patients.

8.0 Business Planning & Performance Management

8.1 Finance Report Month 8 position and projections for 08/09

Caroline Clarke, Director of Finance presented the Month 8 Finance Report. Ms Clarke reported that the Trust was projecting a £3.5m surplus in 07/08 which had risen from the original £1.3m. The reasons for this increase were explained. The Board heard how the Trust was aiming to support 'invest to save' type projects which may help to offset or support savings next year. Ms Clarke also reported that the new stock control system for pharmacy had been working well clinically and management information was expected in January.

Ms Clarke reported on the newly published 2008/09 Operating Framework, rules and principles and final tariff which had now been released by the Department of Health. Ms Clarke explained that the tariff had improved slightly for the Trust in this final version with inflation figures at 2.3% rather than the original 1.5%. Savings for 2008/09 would now be nearer £3m rather than £4m. The finance team would now be producing a set of final figures for review at the January board meeting.

8.2 Performance Report

Pauline Brown, Director of Corporate Development presented the Performance Report. A&E and the 18 week target were highlighted as risk areas and discussed. Ms Brown also reported that sickness absence figures were still unavailable due to problems with the interface between the electronic staff record and payroll. This item was covered later on the agenda. Day case rates were continuing to improve. A breach of the 62 day cancer target was also reported bringing the total to 3.5 breaches year to date.

8.3 Perinatal development pre tender estimate

Andrew Panniker, Director of HR & Environment tabled a paper summarising the figures for the pre tender estimate. Mr Panniker explained that that design was still being worked on and the revised business case would return to the Board in March 08. A number of opportunity works had been added and these would require review in March. Mr Panniker also commented that there was no client contingency for stopping work if noise levels were too high at any point during the building work. The practicalities of this and potential clinical service impacts were discussed and it was felt that some level of contingency should be added. Mr Panniker described the decanting arrangements and also the buffer zones planned to reduce the risk of disruption. The Board agreed to support the expected tender price of £7.5m.

9.0 Clinical Governance

9.1 SUI Report

This item was discussed under reserved business.

9.2 Healthcare Commission: State of Healthcare Report 2006/07

Mr Young presented the report for information and explained the future recommendations of improving communication, improving access and patient safety, increasing sensitivity to individual needs and improving the standard of information provided.

9.3 NHSLA Risk Assessment

Mr Young reported on the recent NHSLA assessment on the 5th and 6th December following which the Trust has retained Level 2 status against the acute trust standards. Mr Young explained the different levels and the importance of this assessment to the Trust. The Board asked for a short report to come to board regularly on cases that proceed to litigation. Mr Young agreed to bring this back to future meetings.

10.0 Human Resources Governance

10.1 Workforce Report

Andrew Panniker, Director of HR & Environment presented a high level summary report of sickness, vacancies and turnover rates including an outline of the current problems with the accuracy of sickness data. Mr Panniker explained that prior to the Electronic Staff Record (ESR) all sickness had been managed via Absence Line. Since the implementation of ESR manual information had been sent from managers to payroll. Errors had not been addressed quickly by payroll and a backlog had also accumulated. Formal notice would now be raised regarding this issue.

Mr Panniker reported that some departments were working with high levels of vacancies around 14%. This was occurring in certain areas where there was often a national recruitment problem. My Young explained that the aim was always to cover these vacancies with agency or bank staff where possible but recently supply had been limited across London due to high activity levels and also high sickness rates.

Jessica Crowe, Non Executive Director enquired about the procedures for dealing with long term sickness. Mr Panniker explained the process and the involvement of managers, the HR department and also Occupational Health.

Mr Young assured the Board that everything possible was being done to get staff into posts permanently and 60 staff had recently been short listed for various posts with interviews planned for January.

10.2 Employee Relations

This item was discussed under reserved business.

11.0 Strategy and Policy

11.1 Future of East London Foundation Trust services on Homerton site

Ms Clarke presented a paper which briefed the Board on the current position regarding the East London Foundation Trust (ELFT) and its occupation of the East Wing of the Homerton site. Ms Clarke reported that discussions continued between ELFT and the PCT and the

Homerton would be kept apprised of the situation. The outcome would require integration into future services and estates strategies.

11.2 Healthcare for London Consultation

Nancy Hallett, Chief Executive explained the processes regarding the consultation and the 7th March 2008 deadline for responses. It was agreed that a draft response would be prepared and discussed at the Board meeting in February.

12.0 Papers for Information Only

13.0 Any Other Business

The Board said a formal goodbye to Caroline Clarke, Director of Finance who would be leaving the Trust on the 25th January 2008.

14.0 Dates of forthcoming meetings

Wednesday 30th January 2008

Wednesday 27th February 2008