

## BOARD OF DIRECTORS

Meeting date: 30 May 2007

Agenda Item: 4  
Paper: 07/56

**Title:** Minutes of the Meeting held on 25 April 2007

**Summary** This document records the items discussed at the last Board of Directors meeting.

**Action:** The Board is asked approve the Minutes as an accurate record of the matters arising.

**Prepared by:** Sallie Rumbold, Deputy Director of Operations  
**Presented by:** Michael Cassidy, Chairman

**Meeting of the Board of Directors  
Wednesday 25 April 2007**

**Present**

Michael Cassidy	-	Chairman
Nancy Hallett	-	Chief Executive
Tracey Fletcher	-	Director of Operations
Pauline Brown	-	Director of Corporate Development
John Coakley	-	Medical Director
Andrew Panniker	-	Director of HR & Environment
Caroline Clarke	-	Director of Finance & Information
Ian Luder	-	Non Executive Director
Eric Sorensen	-	Non Executive Director
Stephen Hay	-	Non Executive Director
Kate Costeloe	-	Non Executive Director
Jessica Crowe	-	Non Executive Director
Sallie Rumbold	-	Minute taker

**1.0 Chairman's Welcome and Introduction**

Michael Cassidy, Chairman, opened the meeting and welcomed everyone to the meeting.

**2.0 Apologies for Absence**

Apologies were received from Guy Young, Director of Nursing & Quality.

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

None.

**4.0 Minutes of the previous meeting held on 20 December 2006 and matters arising not covered elsewhere on the agenda**

The minutes were agreed as an accurate reflection of the meeting with the following amendments under **reserved business**.

All actions were covered during today's agenda or planned to be addressed at the May meeting.

## **5.0 Chairman's Report**

Andrew Panniker, Director HR & Environment tabled a paper which provided an update on the agreement reached and outstanding issues with the Academic Centre contractors. A settlement had been reached at 4.75% above the original contract sum. The agreement would be honoured once the known defects were resolved.

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

Nancy Hallett, Chief Executive gave an update on the controlled parking zone proposed by the Borough of Hackney. Ms Hallett described the risks to staffing the hospital and the risk to maintaining and growing the service base of the hospital. Andrew Panniker, Director of HR & Environment and Ms Hallett had recently met with the Council. Agreement had been reached to work together on the issues, but at this stage it was unclear what this might entail. Ms Hallett reported that a letter had been sent subsequent to the meeting which highlighted a number of concerns including the lack of consideration given to East London & City Mental Health Trust in the consultation.

Mr Panniker explained that the Trust Travel Plan would come to the Board of Directors for review. A staff travel survey was also planned to try to assess the impact on individual groups of staff. Mr Panniker reported that Transport for London (TFL) were working with the Trust on developing the travel plan and some funding had been provided by TFL to support this. Consideration was also being given to schemes such as Park and Ride as part of the travel plan.

Ms Hallett reported that the Picture Archiving and Communication System (PACS) had successfully gone live. Feedback from clinicians had been very positive.

Ms Hallett reported that Julian Nettel had been appointed as the new Chief Executive at Barts & The London Trust and Keith Palmer as the new Chair. It was also noted that East London & The City Mental Health Trust had now become a foundation trust.

Ms Hallett reported on the newly publicised Dr Foster Good Hospital Guide. The guide had highlighted that we were in the top 10 of low mortality rates at Homerton.

Ms Hallett informed the Board that there appeared to be growing recognition at a national level of Homerton's achievement in implementing the electronic patient record.

The Board noted that the next Monitor meeting was due in May although a date had yet to be arranged. This meeting would include a year end review.

## **7.0 Corporate Governance & Hospital Secretary's Report**

### **7.1 Draft Annual Plan**

Pauline Brown, Director Corporate Development explained that the Annual Plan continued as work in progress with the risk assessments and analysis still to complete. The Board were asked to review the draft plan so far and feedback comments to Ms Brown.

Ian Luder, Non Executive Director made a number of comments on the draft plan including the need to strengthen the paragraph in 1.1 to be clear that the Board of Directors had been aware of the situation and had taken steps to ensure the financial shortfall was addressed in year and beyond. It was also important to note that a realistic budget had been set with a planned deficit at the time. Mr Luder felt it was also important to mention the use of the consultancy firm and to be clear why this had happened, the aim of the work and the outcome.

Eric Sorensen, Non Executive Director felt that care should be taken with the language and tone of the Chief Executives Summary so that a clear, positive message was established. It was also important to clarify the current working capital position under section 2.5.

Jessica Crowe, Non Executive Director commented that the development of HIV services should be reflected upon in the service development section.

### **7.2 Healthcare Commission Declaration of Compliance**

Pauline Brown, Director Corporate Development tabled the draft statement of compliance. Ms Brown confirmed that a statement of support had been received from the Governors and the Health Scrutiny Commission. Comments from the Patient and Public Involvement Forum were tabled and circulated. These comments were discussed at some length and it was agreed that a further meeting to clarify some issues would be arranged with the PPIF urgently.

The Board of Directors were provided with the opportunity to review the evidence related to any of the standards. Jennie Negus, Deputy Director of Nursing attended the meeting at this point and took the Board through the evidence for C5 and C8 using the Dr Foster software. The Board agreed that this was very helpful and provided good assurance. Ms Negus would ensure that the Non Executive Directors were provided with access to the electronic evidence so that they could review all evidence more fully if they so wished.

The Board agreed to ratify the statement of compliance and for this to be signed off electronically by listing the members present at this Board

### **7.3 Monitor Q4 Compliance Return**

Ms Brown reported on the end of year position with both the 62 day cancer target and the MRSA target. The Trust will sign declaration 2 due to breaches of the above targets. The Board had been aware that the 62 day cancer target was at risk for the past 6 months and had received regular reports on progress and steps being taken to reduce the risk of further breaches. Nationally 100% is not expected for the 62 day cancer target and the Monitor threshold is set at 95%. Unfortunately despite the measures taken the current end of year figures showed the Trust had achieved 94.5%.

In terms of the MRSA target, Ms Brown explained that the Trust MRSA levels remained low despite breaching the MRSA target.

### **7.4 Race Equality Scheme annual review and action plan**

Ms Brown presented the annual report to the Board. The report gave an assessment of progress against the targets and highlighted the priorities for 2007/08. This would also go on the trust website. Stephen Hay, Non Executive Director commented on the significant contribution that the trust chaplaincy services make to race equality. Eric Sorensen, Non Executive Director asked about the involvement of partner organisations in the scheme. Ms Brown confirmed that the equalities strategy would include the involvement of partner organisations.

### **7.5 Gender Equality Scheme for approval**

Ms Brown presented the Board with the first draft of the Gender Equality Scheme and explained that consultation was continuing. This would include a priority action plan for year 1 which would be monitored through the Equalities Steering Group. The Board agreed that action plan must also be realistic and affordable.

Jessica Crowe, Non Executive Director highlighted the need to fully consider access and translation for minority women within the scheme. Michael Keith, Non Executive Director reported that guidance was soon to be issued for public services on what advocacy and translation services should be provided. Nancy Hallett, Chief Executive agreed to raise the need for funding of this as part of the action plan and also to raise it at PCT level. Caroline Clarke, Director of Finance described the need for the PbR tariff to reflect the need for such services and agreed to raise this through the Foundation Trust Network.

### **7.6 Overseas Patients Policy for ratification**

John Coakley, Medical Director explained the background to this policy and that the trust was obliged to have a policy about how overseas patients would be managed. Point 3 in the policy described the regulation and legal requirements. The Board heard how the trust proposed complying with this policy and a number of examples were discussed.

The Board agreed the need for a dedicated paying patient's officer to support this work. Professor Kate Costeloe, Non Executive Director stressed the obligation to provide emergency health care and asked that the issues pertaining to maternity patients be more specifically described within the policy. Dr Coakley agreed to include in the policy an annex from the Department of Health which specifically deals with pregnant overseas visitors.

Jessica Crowe, Non Executive Director enquired about patients with HIV. Dr Coakley confirmed that current guidance did not list HIV as exclusion but it was known that this was under review by the Department of Health.

## **8.0 Business Planning & Performance Management**

### **8.1 Finance & Performance Report – Month 12 & anticipated performance against HCC targets**

Caroline Clarke, Director Finance & Information reported to the Board on the year end position which showed a trading surplus of £165k. Ms Clarke explained that this position was a draft position which still had the potential to change. Ms Clarke reported that the full 06/07 position would come to the Finance Committee on May 16<sup>th</sup>. The Audit Committee would receive the final accounts in June. The Board noted that the debtors position had reduced by £3m and that the cash balance position had also improved.

### **8.2 Clinicenta Proposal\*\*\***

This was discussed under Reserved Business

## **9.0 Clinical Governance**

### **9.1 SUI Report**

John Coakley, Medical Director provided an update related to the SUI report in the Board papers.

## **10.0 Human Resources Governance**

## **10.1 Ratification of Consultant Appointments**

The Board ratified the appointment of Mr Marcus Ornstein to the post of Consultant Breast Surgeon and Senior Lecturer and the appointment of Dr Akshat Shah as Consultant Anaesthetist.

## **10.2 Significant HR issues \*\*\***

This was discussed under Reserved Business

## **11.0 Policy, Strategy and Innovation**

### **11.1 Strategic Issues for North East London\*\*\***

This was discussed under Reserved Business

## **12.0 Papers for Information Only**

None.

## **Subcommittees of the Board of Directors**

Stephen Hay, Non Executive Director provided the Board with a verbal report from the Audit Committee.

Mr Hay also reported that clinical coding audit would need to be reviewed and in particular training, policies and workflows would need addressing.

KPMG and the internal auditors had presented at the Audit Committee and the recommendations would now need tracking. This included the need to establish clear escalation policies when difficulties were identified. An example of this was the Oracle project which was suffering as a result of a lack of PCT engagement and the need for the Consortium to make additional improvements.

## **13.0 Any Other Business**

The Board agreed to start the June meeting at 8am.

Michael Cassidy, Chairman reported that the Governors Away Day would take place tomorrow at the Museum of London. A presentation on A&E would take place. An item on fundraising possibilities was also on the agenda

## **14.0 Dates of forthcoming meetings**

Wednesday 27 June  
 Wednesday 25 July  
 No meeting in August  
 Wednesday 26 September

<b>AGREED ACTIONS FOR NEXT MEETING</b>	<b>BY WHOM</b>
The Board were asked to review the draft plan Annual Plan so far and feedback comments to Ms Brown.	ALL
Meet with PPIF re comments for compliance declaration	PB
Grant electronic access (for Non Execs) to evidence compiled for HCC standards compliance	Jennie Negus
Add annex re management of pregnant women to overseas patients policy	JC/KC
Final 06/07 financial position to Finance Committee in May	CC