

BOARD OF DIRECTORS

Meeting date: 25 July 2007

Agenda Item: 4

Paper: 07/83

Title: Minutes of the Meeting held on 25 July 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: Pauline Brown, Director of Corporate Development
Presented by: Michael Cassidy, Chairman

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| <p style="text-align: center;">Meeting of the Board of Directors Wednesday 25 July 2007</p> |
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Present

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| Michael Cassidy | - | Chairman |
| Nancy Hallett | - | Chief Executive |
| Tracey Fletcher | - | Director of Planning and Service Development |
| Pauline Brown | - | Director of Corporate Development |
| Andrew Panniker | - | Director of HR & Environment |
| Dr John Coakley | - | Medical Director |
| Caroline Clarke | - | Director of Finance & Information |
| Ian Luder | - | Non Executive Director |
| Jessica Crowe | - | Non Executive Director |
| Kate Costeloe | - | Non Executive Director |
| Michael Keith | - | Non Executive Director |

1.0 Chairman's Welcome and Introduction

Michael Cassidy, Chairman, opened the meeting.

2.0 Apologies for Absence

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| Eric Sorensen | - | Non Executive Director |
| Stephen Hay | - | Non Executive Director |
| Guy Young | - | Director of Nursing & Quality |

Part 1: Strategy Seminar

The Board considered the options for the future development of Homerton in the context of NHS London: A Framework for the Future.

Part 2: Board of Directors**3.0 Declaration of interests regarding items on the agenda**

No declarations of interest were made.

4.0 Minutes of the previous meeting held on 27 June 2007 and matters arising

The minutes were agreed as an accurate reflection of the meeting. The agreed actions had been completed.

5.0 Chairman's Report

Michael Cassidy, Chairman gave an update on the recent Managers' Review undertaken by Homerton NEDs on a Homerton patient detained under section 2 of the Mental Health Act.

Mr Cassidy also reported on the Joint BOD and COG meeting held on the 18th July. At the meeting directors and governors discussed the recent publication, NHS London: A Framework for the Future, the Health Scrutiny Commission's Dignity in Care Review, transport access issues and the process to appoint the external auditor.

6.0 Chief Executive's Report

Nancy Hallett, Chief Executive, reported that the Clinical Director post for General and Emergency Medicine had been advertised.

7.0 Corporate Governance and Hospital Secretary's Report

7.1 Monitor Q1 Governance Declaration

Pauline Brown Director of Corporate development reported that the Trust would be signing Declaration 1 reporting full compliance.

7.2 Audit Committee Annual Report

This report was presented by Pauline Brown Director of Corporate Development on behalf of Stephen Hay Audit Committee Chair. Ms Brown explained how the Audit Committee had discharged its responsibilities during the financial year in line with best practice guidance. Ms Brown reported that no significant risks had been highlighted in the Audit Committee's self assessment. It was noted that action plans had been developed in response to internal audit recommendations in respect of clinical coding, paying patients, purchasing cards, payroll and bank and agency staff. Pauline Brown confirmed that the action plans would be monitored as part of this years Audit Committee work programme. External Audit raised four medium to low risk performance improvement observations to which the Trust agreed management action. The

Board noted the Audit Committee Annual Report in support of the 2007/2008 Statement of Internal Control.

7.3 Q1 Board Assurance Framework

Pauline Brown, Director of Corporate Development presented the Board Assurance Framework highlighting risk scores greater than twelve. The Board reviewed the risks and accompanying responsible director commentary. Ian Luder Non Executive Director asked the Board to consider whether they should only receive risks scoring above fifteen. The Board confirmed that they wished to continue receiving risks scoring twelve and above.

7.4 Annual Health Check 2007/2008

Pauline Brown Director of Corporate Development presented the main features and changes to the annual performance rating for 2007/2008. The Board noted the changes.

8.0 Business Planning and Performance Management

8.1 Finance and Performance Report Month 3

Caroline Clarke Director of Finance presented the month 3 Finance and performance Report. Ms Clarke reported that the Trust financial position showed the trust was marginally ahead of plan. Ms Clarke asked the Board to note that non-patient related income was higher than anticipated. A higher than expected MPET levy and the receipt of the high cost supplement of 770K have helped to offset the reduced patient income position. Ms Clarke asked the Board to note that activity was running below contract plan and attributed this to profiling and data quality issues which were being investigated. Ms Clarke reported that the Trust had over contracted in some areas with patient flows not manifesting as planned. This was highlighted as a potential risk.

Tracey Fletcher, Director of operations updated the Board on the coding and data quality issues. Ms Fletcher reported that she was currently reviewing obstetrics activity in light of the lower than expected non-elective obstetric activity.

Ms Clarke reported that debtors were up at the end of quarter one as London SHA did not pay the education levies on time. Ms Clarke also updated the Board on the Cerner and BT payment situation.

Pauline Brown Director of Corporate Development reported that day case activity is running below the national benchmark of 80%. Mrs Brown advised the Board that a piece of work was underway to check day case activity reporting and recording on EPR. Mrs Brown updated the Board on the GUM 48 hour target

and explained that the trust would undertake a survey of patients to assess why the patient reported data differed from the Trust submitted data in terms of percentage of patients offered an appointment within 48hours. Mrs Brown advised the Board that two cases of MRSA bacteraemia had been reported in quarter one. One of the patients had been admitted positive. The Board were also alerted to an increase in sickness and absence rates in a couple of service areas.

9.0 Clinical Governance

9.1 SUI Report

John Coakley, Medical Director gave a verbal update on the two outstanding incidents on the report. The HIV result incident remained under investigation and the report would return to the Board when complete. The second incident had involved a call back of 90 women. This was now complete.

10.0 Human Resources Governance

10.1 Andrew Panniker Director of Human Resources and Environment updated the Board about recent significant HR issues.

11.0 Policy, Strategy and Innovation

Nothing was reported under this item

12.0 Papers for Information

Risk Committee minutes dated 1 May 2007 were received

13.0 Any Other Business

None

14.0 Dates of forthcoming meetings

Wednesday 24th October
Wednesday 28th November
Wednesday 19th December