

BOARD OF DIRECTORS

Meeting date: 25 July 2007

Agenda Item: 4
Paper: 07/77

Title: Minutes of the Meeting held on 27 June 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 27 June 2007**

Present

Michael Cassidy	-	Chairman
Nancy Hallett	-	Chief Executive
Tracey Fletcher	-	Director of Planning and Service Development
Pauline Brown	-	Director of Corporate Development
Dr John Coakley	-	Medical Director
Guy Young	-	Director of Nursing & Quality
Caroline Clarke	-	Director of Finance & Information
Ian Luder	-	Non Executive Director
Eric Sorensen	-	Non Executive Director
Jessica Crowe	-	Non Executive Director
Stephen Hay	-	Non Executive Director
Kate Costeloe	-	Non Executive Director
Michael Keith	-	Non Executive Director
Sallie Rumbold	-	Minute taker

1.0 Chairman's Welcome and Introduction

Michael Cassidy, Chairman, opened the meeting.

2.0 Apologies for Absence

Andrew Panniker, Director of HR & Environment

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 30th May 2007 and matters arising not covered elsewhere on the agenda

The minutes were agreed as an accurate reflection of the meeting. The agreed actions were reviewed as follows:

- Caroline Clarke agreed to follow up the circulation of the lease agreement with Andrew Panniker

All other actions had been completed.

5.0 Chairman's Report

Michael Cassidy, Chairman gave an update on the recent end of year meeting with Monitor. Discussions had taken place about the year ahead and the meeting had been very constructive.

6.0 Chief Executive's Report

Nancy Hallett, Chief Executive gave an update on the controlled parking zone proposed by the Borough of Hackney. A letter had been sent to the Council highlighting the issues this would create for the hospital. A copy of this letter had been circulated to Board members by email. A reply had been received which had been constructive and included names of people nominated to work with the Trust on these issues. Ms Hallett emphasised that the reply had been welcome but progress was still lacking and the implementation of the CPZ was still planned for November this year. Ms Hallett reported that a meeting had been held with the Interim CEO, Tim Shields earlier this week. Mr Shields had recognised the need to work with the Trust and the importance of this issue to the hospital. The Council were keen to know that the Trust was encouraging car sharing and cycling to work and Ms Hallett explained that this had been a focus for the Trust over recent weeks.

Ms Hallett also reported that a consultation was due to start soon on a pedestrian crossing on Homerton High Street which would improve safety for patients and staff. Jessica Crowe, Non Executive Director enquired whether patients had been surveyed regarding their current travel arrangements. Ms Hallett agreed to consider this for the future.

Ms Hallett also reported that Christine Blanshard had stepped down as Clinical Director for the General & Emergency Medicine Directorate. The Board wished to thank Dr Blanshard for her excellent contribution to the recent financial recovery programme and for her work as Clinical Director. Ms Hallett reported that Laurence Gant, A&E Consultant would act as interim Clinical Director and the post would be formally advertised in the near future.

Caroline Clarke, Director of Finance gave an update on the forthcoming BT contract for EPR. A project agreement letter had been received yesterday which was now being reviewed by Trust lawyers. Once this agreement was signed the finances would then begin to flow.

Ms Hallett reported on the recent visit from a Health Select Committee to review EPR. The visitors had included Richard Granger. This visit had been very successful and positively received.

Ms Hallett also reported on the successful recent Research Day which also celebrated the retirement of Professor Kumar and the 21st birthday of the hospital. Michael Cassidy, Chairman complemented the organisers and participants on the successful research presentations and celebrations which had been enjoyed by all. The day had also coincided with a short notice visit from the International Olympic Committee. This visit had been very successful and had confirmed the Trusts ability to meet the IOC requirements.

Ms Hallett updated the Board on the recent major incident exercise. The incident had progressed very well although as always there had been lessons to be learned. The major incident policy would be updated and reviewed to incorporate learning from the day.

7. Corporate Governance and Hospital Secretary's Report

7.1 To Receive the Annual Report 2006/07

Pauline Brown, Director Corporate Development presented the revised report which now incorporated all comments from the previous Board meeting. The Board agreed to sign off the report with no further amendments.

7.2 Information Governance Report

John Coakley, Medical Director and Caldicott Guardian presented the Information Governance Report. Dr Coakley explained that there were 60 questions which assessed the Trusts compliance with legislation. The results were also used by the Healthcare Commission for their annual ratings and also informed the Trust Information Governance Strategy. The assessment process was now run by Connecting for Health. Dr Coakley reported that the Trust had consistently achieved around 75% over the past 4 years.

Dr Coakley highlighted the areas where the Trust had scored zero and the measures that were being taken to improve the score. Dr Coakley also explained that 65 freedom of information requests had been received last year and confirmed that these numbers were stable year on year at the present time.

Kate Costeloe, Non Executive Director asked for the new Research and Development Manager to be involved in the information governance process and Dr Coakley confirmed that she was already actively involved.

7.3 Monitor Q4 Report

Pauline Brown, Director of Corporate Development presented the Q4 report. The Board noted the contents of the report.

7.4 Tender of Internal & External Audit Services

Caroline Clarke, Director of Finance reported that a full paper would be presented on 18th July to the Council of Governors and the Audit Committee. Expressions of interest had been invited at this stage only. The Council of Governors would make the appointment once the process overall had been approved.

8.0 Business Planning and Performance Management

8.1 Finance & Performance Report – Month 2

Caroline Clarke, Director of Finance presented the Month 2 Finance and Performance Report. Ms Clarke also explained that more development would occur with future reports and in the traffic lighting of key performance indicators. The Board agreed that the traffic light format was helpful in determining key areas of risk and progress with key objectives. Ian Luder, Non Executive Director suggested that a red status could be used to indicate when patients breached 18 weeks for the 20 week inpatient target.

Ms Clarke asked the Board to note that activity was running below contract plan and needed to be flagged as a potential risk. Another month would be required for a full analysis.

Tracey Fletcher, Director of Operations updated the Board on the coding position and the A&E access target. Ms Fletcher reported that the A&E target was currently at 98.01% with less than a week to go to the end of quarter 1. Some additional resource had been added into A&E to help and Ms Fletcher reported that team morale was good. Michael Cassidy, Chairman enquired about the contribution of the PUCG to the target and also what happened if the PUCG staff were off sick. Ms Fletcher explained that there was an issue about the length of time that patients waited in the PUCG to be assessed which could be 3 hours and then if they needed to be transferred to main A&E there was a high risk of the patient breaching the 4 hours. Ms Fletcher also reported that there was now better handover between A&E and the Camidoc service. Ms Fletcher explained that relationships between A&E and PUCG staff were good and the A&E department had never been compromised by sickness rates within PUCG staff.

8.2 Transfer of Patient Transport Service to External Provider

Cliff Hammond, Deputy Director of Environment attended the meeting for this item on behalf of Andrew Panniker, Director of HR & Environment. Mr Hammond tabled a summary of the current position and explained that the issues of overtime and place of work in relation to the Code of Practice on Workforce Matters had now been resolved. A revised contract document had now been submitted to Medical Services which would be signed shortly.

9.0 Clinical Governance

9.1 SUI Report

Guy Young, Director of Nursing & Quality gave a verbal update on the two outstanding incidents on the report. The HIV result incident was complex and currently under investigation. The report would return to the Board when complete. The second incident had involved a call back of 90 women which was now nearly complete. This had been undertaken with the support of the Health Protection Agency and infection control team. There had so far been 14 non responders and no one had yet tested positive. A number of changes had now been implemented to reduce the risk of such an incident happening again.

10.0 Human Resources Governance

10.1 Ratification of Consultant Appointments

The Board ratified the appointment of Dr Geraint Morris as A&E Consultant. Dr Morris was currently working as a locum consultant and had now been appointed to the permanent position.

11. Policy, Strategy and Innovation

11.1 Smoke Free Environment – No Smoking Policy

Pauline Brown, Director of Corporate Development presented the revised No Smoking Policy which now only gave access to smoking in the Memorial Gardens or the two smoking shelters at the back of the hospital. The aim was to keep smoking away from the front entrance of the hospital and focus attention on staff and visitors in particular. Ian Luder, Non Executive Director suggested that reference should be made in the policy to no smoking in trust provided patient transport. Also 5.1.3 should add patients and visitors. Ms Brown agreed to make the amendments suggested.

11.2 Strategic Issues in London***

This item was discussed under Reserved Business

12.0 Papers for Information

No papers were received

Subcommittees of the Board of Directors

Stephen Hay, Non Executive Director gave a verbal report regarding the Audit Committee. Mr Hay reported that the Committee had approved the accounts.

Coding issues had also been discussed and a verbal update was expected from Tracey Fletcher, Director of Operations and Geoff Bassett, Associate Director Informatics at the next Audit Committee. Service line reporting had been accepted as more value than zero based budgeting. A tracker tool for audit recommendations had also be introduced. Feedback had been received from both internal and external auditors and it was agreed that the Electronic Staff Record would reduce concerns about HR links with payroll. Mr Hay also reported that the Trust had been near to breaching the paying patients cap and the finance department were now working on actions to remove this risk in future. Ian Luder, Non Executive Director noted that this would be more of an issue with the Fertility Unit expansion and suggested ways in which this could be approached in future.

Michael Cassidy, Chairman presented the draft minutes of the Council of Governors meeting on the 17th May. The minutes were noted and approved.

13.0 Any Other Business

The Board agreed to John Coakley, Medical Director making changes to the Overseas Visitors Policy following comments received from Kate Costeloe, Non Executive Director. The Board agreed to approve the amendments and ratify the policy.

14.0 Dates of forthcoming meetings

Wednesday 26 September
 Wednesday 24 October
 Wednesday 28 November

Annual Members Meeting – 17th September 2007, 5.30pm

ACTIONS AGREED FOR NEXT MEETING	BY WHOM
Add amendments to Smoke Free Policy	PB
Follow up the circulation of the lease agreement	CC & AP