

BOARD OF DIRECTORS

Meeting date: 27 June 2007

Agenda Item: 4
Paper: 07/69

Title: Minutes of the Meeting held on 30 May 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 30 May 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
Guy Young	-	Director of Nursing & Quality
Ian Luder	-	Non Executive Director
Eric Sorensen	-	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 Jessica Crowe, Non Executive Director, Kate Costeloe, Non Executive Director and Stephen Hay, Non Executive Director.

3.0 Declaration of interests regarding items on the agenda

None.

4.0 Minutes of the previous meeting held on 25 April 2007 and matters arising not covered elsewhere on the agenda

The minutes were agreed as an accurate reflection of the meeting with the following amendments:

- East London and The City Mental Health Trust has not yet become a Foundation Trust (point 6.0)

- Correction point 11.1 – should reflect the fact that the process regarding options for Outer North East London had been ‘delayed’ rather than ‘stopped’ to allow the impact on Inner NE London to be considered. Also Ms Hallett had been ‘given an understanding’ rather than ‘confirmed’ that work would cross traditional sector boundaries.
- It was noted that Michael Keith had been in attendance at the meeting but this had not been reflected in the minutes.

All actions had been completed or were included in the agenda. The following was noted:

- Pauline Brown, Director Corporate Development confirmed that a meeting had been held with the PPIF regarding the HCC annual declaration and the Trust had continued to be unable to accept the comments as part of the declaration. It had been agreed that Lesley Rogers from the Healthcare Commission would help to work with the PPIF and governors in future regarding the declaration.
- Ian Luder confirmed that controls were required for the use of electronic signatures and should only be used under the instruction of Nancy Hallett, Chief Executive or Pauline Brown, Director Corporate Development or Michael Cassidy, Chairman.

5.0 Chairman’s Report

Michael Cassidy, Chairman reported that the Council of Governors Remuneration Committee had met last week and the recommendations would go to the Council of Governors in June.

6.0 Chief Executive’s Report

Nancy Hallett, Chief Executive gave an update on Connecting for Health, confirming that BT had now signed with Cerner and it had been confirmed that the agreed financial arrangement would now occur.

Ms Hallett reported that the Trust was expecting a high profile visit from the Health Select Committee to see the EPR system in action. Richard Granger would also be attending.

Ms Hallett gave a reminder of the 12th June celebration afternoon which would include long service awards and academic afternoon and the launch of the academic centre with a party in the evening.

Ms Hallett reported that a City Academy had been agreed on the site of the current Homerton College. This was seen as an opportunity for the Trust in terms of the issues around access routes. The Academy would focus on finance

and business studies which would be an opportunity for positive links given that Homerton Hospital is the 2nd largest employer in Hackney.

Ms Hallett also reported that the Chief Executive of the East London and The City Mental Health Trust (ELCMHT) had visited and verbally confirmed the intention for the Trust to vacate the current Homerton site in 2011. These discussions were at a preliminary stage only but in the longer term would mean that Homerton had more room to expand into on the site. Ian Luder, Non Executive suggested formalising the terms of occupancy now and Andrew Panniker, Director HR & Environment agreed to circulate the current lease agreement letter.

Ms Hallett reported that Sir Ara Darzi would be addressing London senior staff on 7 June. The Board agreed the 5 people that would be attending this meeting. Ms Hallett explained that the issue for East London was particularly around the high maternity numbers which were much higher than the rest of London. Eric Sorenson, Non Executive Director clarified the importance of knowing exactly which population predictions were being used.

7.0 Corporate Governance & Hospital Secretary's Report

7.1 Annual Plan 2007/08 including Board Assurance Framework

Pauline Brown, Director Corporate Development confirmed that the Annual Plan now contained all previous amendments. The plan was due for submission tomorrow and final comments were being accepted today. Ms Brown explained that the Board assurance framework had been reviewed by the Risk Committee and agreed. The Finance Committee had also reviewed the Annual Plan. Ian Luder, Non Executive Director commented on the liquidity issue in section 6. Caroline Clarke, Director Finance confirmed that this was a known issue with the template provided by Monitor. It had been highlighted and Monitor would need to correct it

7.2 Annual Report and Accounts 2006/07

Ms Brown confirmed that the Annual Reports and Accounts were due for submission on 11 June. They met Monitor guidance and described in detail the trust governance arrangements. It was confirmed that this document would not be made public but a shorter and simpler version would be compiled for the public domain. The Annual Report would have a final review at the Audit Committee on 5th June. There were still some known gaps under the Non Executive Directors section which needed completing. It was also confirmed that the Clinical Directors did not need to appear in the salary and pension entitlements section (5.3).

Ian Luder, Non Executive Director suggested some format changes and a correction on page 18. It was suggested that senior managers could be separate from Board members and numbers in pay bands could be used.

Michael Keith, Non Executive Director, confirmed that he wished to be involved in the compilation of the public summary document.

Caroline Clarke, Director of Finance, tabled a copy of the management representations letter from KPMG. The Board agreed to delegate authority to the Audit Committee for approval. However, the Board felt that two points in the letter should be amended or removed as they were issues that KPMG should have had a responsibility for confirming. Ms Clarke agreed to request these changes.

7.3 Treasury Management Policy

Caroline Clarke confirmed that a £2m concentration limit had been recommended and agreed by the Finance Committee. The Board agreed the terms of the policy and approved the role of the Finance Committee as the Investment Committee.

7.4 Revised Loan Facility Agreement

Ms Clarke outlined the revised arrangements and explained that the Perinatal Centre would not have been built as quickly as originally planned. The Board approved the revised arrangements and gave Ms Clarke authority to act on behalf of the Board on this matter.

7.5 Equalities Strategy: Single Equalities Scheme

Pauline Brown, Director Corporate Development presented the Scheme and explained that scheme would provide the overarching framework for the previously published race, gender and disabilities schemes. This would steer the work of the Equalities Steering Group.

Comments were received regarding point 2 - 'we recognise that currently many people do not experience fair access to services'. Pauline Brown, Director of Corporate Development, confirmed that this statement reflected a generally held view of the situation nationally. The Board felt that a more positive statement should be added here. Ian Luder, Non Executive Director suggested that a comment should be added to confirm that 'Homerton is committed to ensuring equality of access and this document sets out our plan' to do this. Mr Luder also suggested that the document should reflect the increased daytime population within The City.

Eric Sorensen, Non Executive Director also noted that Hackney is an improving Borough and the document should try to reflect this by not being too harsh. Ms

Hallett also suggested that section 3.2 should be concentrated down and should highlight Hackney's mixed economy and it being a place of transition. Ms Brown agreed to make the recommended changes. The Board approved the Single Equalities Scheme.

7.6 CPZ Update

Andrew Panniker, Director HR & Environment gave an update on the Controlled Parking Scheme. Ms Panniker confirmed that two meetings had taken place with officers from Hackney Council and the phase two consultation was starting now about how and where the scheme would be introduced. November 07 was still the planned implementation date. Park and ride schemes had now been ruled out. The Trust had submitted a Travel Plan to the Council but it was felt that the Council believed the Trust should be doing more to improve parking on the hospital site. It was recommended that a Travel Plan Co-ordinator be appointed. This person would take instruction from the Trust but would be seconded from the Council. This was agreed to be a positive step which should be supported.

Mr Panniker also explained his concerns that the work required for the Olympic site would impact on local roads and that the Council had not considered the implications of this seriously enough. This work would start to have an impact from July 07. Mr Panniker would be raising this again with the Council.

Ian Luder, Non Executive Director suggested that there might be an opportunity to work with the new City Academy and Hackney Council to improve car parking facilities locally. Mr Panniker agreed to forge links regarding this issue.

It was also confirmed that the Governors would be writing to the Council to express their concerns regarding the CPZ proposals. Pauline Brown, Director Corporate Development, would follow this up. A strong statement would also be included in the membership letter to be circulated at the end of June.

Nancy Hallett, Chief Executive confirmed that she would be meeting with the Interim CEO for Hackney Council. Ms Hallett also agreed to find out who the GLA member was so that the Trust could lobby them regarding their need for improved transport.

Mr Panniker agreed to return of summary of the current position to the next Board meeting.

8.0 Business Planning & Performance Management

8.1 Finance & Performance Report – Month 1

Caroline Clarke, Director Finance presented the Month 1 report. Ms Clarke reported that next month a traffic light system would be introduced into the scorecard for the key indicators. The financial position showed a £175k surplus against a planned position of £158k. Reduced contract income was offset by lower than budgeted costs and a contract addition relating to payment of High Cost Area Supplements.

Ms Clarke explained that the scorecard no longer contained the individual directorate positions but gave a full overview. The Board confirmed that this was acceptable.

Tracey Fletcher, Director of Operations gave an update on the A&E position. The Trust would meet the 98% 4 hour target for Quarter 1 only if the number of daily breaches remained low. Ms Fletcher explained the steps being taken within the department to reduce the risks which included increasing nursing support at the assessment end of the process.

The Board acknowledged the new HCC guidance which means that late transfers to the tertiary centre may result in the full breach being attributed to the referring trust. The Board also felt it would be more useful if the inpatient waiting list should be grouped in 15-18 and 18-20 week brackets.

There was confirmation of the meeting with Monitor tomorrow and Ms Clarke, Ms Hallett, Ms Fletcher, Mr Sorensen and Mr Cassidy would all be attending.

8.2 Clinicenta Proposal***

This item was recorded under reserved business.

9.0 Clinical Governance

9.1 SUI Report

Guy Young, Director Nursing & Quality, gave a verbal update on the position with current SUIs on the list. Mr Young also informed the Board that a maternity SUI had been declared regarding transmission of Hepatitis B. This would involve a recall of 100 women beginning next week. The Trust had been working closely with the Health Protection Agency, virology department and infection control team on this issue.

10.0 Human Resources Governance

10.1 Ratification of Consultant Appointments

There were no consultant appointments to be ratified.

10.2 Significant HR issues ***

This item was recorded under reserved business.

11.0 Policy, Strategy and Innovation

11.1 Strategic Issues for North East London***

This item was recorded under reserved business.

11.2 Case for development of HIV services & fundraising campaign for support

Caroline Clarke, Director Finance presented a strategic outline case for the development of HIV services and fundraising support. Ms Clarke confirmed that an outline business case and full business case would come later but that the Board was being asked to approve the objectives and to underwrite an initial fundraising cost of £30k.

Michael Keith, Non Executive Director commented that the strategic case should reflect a sense of where the issues of HIV sit within East London and also the London wide picture to strengthen the case.

Eric Sorensen, Non Executive Director commented on the need for actual numbers to underpin section 3. Nancy Hallett, Chief Executive explained that prevalence was known to be increasing but the fastest rising rates were being seen in the Eastern European community. This had not been expected in predictions several years ago. Further breakthroughs with drug therapy in the future could also alter these figures.

Ms Hallett also reported that the British HIV Association was now advocating accreditation via centralised services and the regulation of inpatient care was also being considered. Homerton would be addressing what the accreditation standards might be. Ms Hallett also emphasised the critical interface with maternity services here at Homerton.

The Board agreed to support the strategic objectives outlined in the paper.

Michael Cassidy, Chairman gave an update on progress with the corporate fundraising scheme which would target City & Hackney businesses.

12.0 Papers for Information Only

None.

Subcommittees of the Board of Directors

Ian Luder, Non Executive Director gave a verbal report on the Risk Committee and explained that a relevant update on the assurance framework had been discussed as an earlier item.

Michael Cassidy, Chairman gave a verbal report on the Council of Governors. A membership issue was discussed where an active member of the Council of Governors was also a governor of another Foundation Trust. The Homerton constitution does not allow for this. The Board unanimously agreed that the constitution should continue to be upheld and the Governor would not be allowed to continue to serve at Homerton if remaining as a governor at another Foundation Trust. The Board agreed to keep this issue under review in future but felt that this continued to be a relevant part of the Trust constitution currently.

13.0 Any Other Business

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

14.0 Dates of forthcoming meetings

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

AGREED ACTIONS FOR NEXT MEETING	BY WHOM
Circulate lease agreement letter with ELCMHT	AP
Notify KPMG of changes to Management Representations letter	CC
Incorporate the Board's amendments in the Single Equalities Scheme	PB
Follow up governor response to CPZ	PB
Summary of current CPZ situation	AP
Inpatient waiting list to be grouped in 15-18 and 18-20 weeks	CC