

**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD ON WEDNESDAY 7th September 2005**

Present:	Andy Windross	Chairman
	Nancy Hallett	Chief Executive
	Susan Acott	Director of Redesign
	Pauline Brown	Director of Corporate Development
	Caroline Clarke	Director of Finance & Information
	John Coakley	Medical Director
	Tracey Fletcher	Director of Planning & Service Development
	Ian Luder	Non Executive Director
	Irving Mellor	Non Executive Director
	Eric Sorensen	Non Executive Director (to be ratified)
	Kate Costeloe	Non Executive Director
	Jessica Crowe	Non Executive Director
	Guy Young	Director of Nursing & Quality
Minutes:	Asha Kaur	Minutes Secretary
In attendance:	Mark Edwards,	Chair of the Membership Development Committee
	Kim Hutchings	Board Secretary

1.0 CHAIRMAN'S WELCOME AND INTRODUCTION

Mr. Windross welcomed Mr. Sorensen as an un-ratified non Executive Director. Mr. Sorensen would be present at this meeting in an advisory capacity only as this appointment is due to be ratified by the Council of Governors on 14th September.

Mr. Windross also welcomed Ms. Kaur as Minutes Secretary.

2.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Panniker, Director of Environment.

3.0 DECLARATIONS OF INTERESTS REGARDING ITEMS ON THE AGENDA

Ian Luder declared an interest in item 7.2 on the agenda. He left the room prior to the commencement of the discussion of this point at 8.45am. He returned immediately after the conclusion of this item.

4.0 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 6th July 2005 were agreed and signed as a true record of the meeting, save that Mr. Mellor stated that he had attended only one meeting with Cerner to date.

5.0 CHAIRMAN'S REPORT

5.1 Chairman's Actions

Mr Windross reported that, on behalf of the Board, he had signed a contract for the enabling work for the Perinatal Centre. There was some discussion regarding the detail of the work.

5.2 Board Appraisal

Mr. Windross requested the required appraisal documentation for the Board members to be returned to him.

6.0 CHIEF EXECUTIVE'S REPORT

6.1 Changes to executive functions in the Trust

Ms. Hallett stated that changes to the executive function were being implemented as previously agreed.

6.2 Performance Rating

Ms. Hallett formally advised the Board that the Trust had retained its three star status.

7.0 HOSPITAL SECRETARY'S REPORT

Pauline Brown, Hospital Secretary, reported on the following:

7.1 Update on Election of Governors Appointments

Three new Hackney public governors have been appointed and Tanya Reynolds, A&E Nurse Consultant, had been elected as staff governor. Mrs Brown commented that, unfortunately, the Trust had lost three of the most active governors.

7.2 Legal Services Tender

Mr Luder declared an interest in this agenda item and left the room before the discussion commenced (see above 3.0)

Mrs. Brown advised the Board that Bevan Britton Solicitors had been successful in the tender for the supply of legal services. Capsticks Solicitors will continue to be retained to advise on employment law and EPR related matters, and Cobbetts Solicitors will continue to provide constitutional advice.

Ms. Clarke advised that Bevan Britton had expressed a wish to meet with Board members in order to advise of ways in which they may assist in further utilising its status as a Foundation Trust.

7.3 Arrangements for the Annual Members Meeting

Mrs Brown presented the draft agenda for the AMM. The governors had decided to run three Members Forums preceding the AMM on the topics of:

- Communications
- Hygiene, and
- No Smoking

7.4 “Giving Patients a Voice” Response to Members Forum recommendations

Mark Edwards, public Governor and Chair of the Membership Development Committee, joined the meeting at 8.50am. He was welcomed to the meeting by Mr. Windross and Ms. Hallett. Board members introduced themselves to Mr. Edwards.

He spoke of the functions, workings and objectives of the Members Forums. He explained that these forums provided an opportunity to review a number of issues affecting both staff and patients.

There was discussion on the resulting action plan from the first forum. Mr Edwards advised that he would provide feedback to the governors meeting. He queried how the action plans would be monitored.

Ms. Crowe enquired as to whether the Trust conducts a patient survey re: issues such as quality, patient care etc., which are some of the topics that arose at the forum.

Mr. Young advised that the Trust conducts a patient survey every year. However these are national surveys and as such there is little flexibility in the questions asked of the patient, hence on occasions the information obtained is not as useful as it could be for some areas.

Ms. Clarke suggested that the results of these surveys needed to be considered in relation to resource allocation and the subsequent planning processes.

Mr. Edwards left the meeting at 9.10am.

7.5 Corporate Meetings Schedule 2006/07

This was agreed by the Board, with minor amendments.

Ms. Crowe advised the Board members that she has involvement with the Audit Commission. Therefore, to avoid a possible conflict of interest, she wished to be removed from the membership of this particular group.

8.0 BUSINESS PLANNING & PERFORMANCE MANAGEMENT

8.1 Finance Report

Discussed under reserved business.

8.2 Performance & Data Quality Report

Discussed under reserved business.

8.3 Receipt of the Annual Plan Risk Rating from Monitor

Ms. Clarke advised the Board of the Trusts' amber rating for Governance and 3 for finance from Monitor. She stated that this would potentially result in monthly monitoring from the Regulator, and the Board agreed that this was reasonable in the circumstances.

8.4 EPR Progress

Discussed under reserved business.

9.0 GOVERNANCE & RISK MANAGEMENT

9.1 Corporate Governance

9.1.1 Receipt of the Audit Management Letter

Ms Clarke presented the letter to the Board and this was accepted.

9.1.2 Draft programme for Board Away Day

The draft agenda was agreed.

9.2 Clinical Governance

9.2.1 Update on the Annual Health Check

Mr. Young advised the Board that preliminary work needed to be in place by October 2005, although the full assessment is not required until April 06. Mr Young advised that a summary of the current core standards position will be provided to the Board members in October 2005.

Mr. Windross requested that this summary should also be provided to the governors. Mr Young reminded the Board that this was not a mandatory requirement, but nevertheless the Board agreed that this was desirable.

9.2.2 Serious Untoward Incident Update

Mr Young reported that there had been no changes since the previous report. SUI reports were noted.

9.2.3 Update on Orthopaedic Services

Discussed under reserved business.

10.0 POLICY, STRATEGY & INNOVATION

10.1 Delivering Cancer Waiting Times

Ms. Fletcher advised the Board that the 14 day period from GP referral to hospital appointment continued to work well. However, the new targets of 31 days from decision to treat to first treatment and 62 days for GP referral to treatment will be challenging. Monitoring is in place. A key issue is that the patient pathway cuts across Trusts and it may be difficult to obtain the necessary monitoring information.

10.2 Practice based Commissioning

Ms. Fletcher updated the Board on progress with practice based commissioning. The Trust is currently working with the PCTs with regard to this.

10.3 Commissioning a patient led NHS

Ms. Hallett advised that this information from Sir Nigel Crisp arrived at the end of July 2005. The aim is to strengthen the position of PCTs as Commissioners. No action is deemed necessary from acute trusts at this point.

It is envisaged that SHAs and PCTs will become larger in size. Ms. Hallett advised the Board that Homerton will consider its position when more information is available. This will be discussed further at the Away Day on 2nd November 2005.

11.0 ANY OTHER BUSINESS

11.1 Presentation of the Annual Report

The Board formally accepted the Annual Report 2004/5.

12.0 DATE OF NEXT MEETING

- Wednesday 14th September (Annual Members' Meeting) Assembly Rooms, Hackney Town Hall, 4.00 pm
- Wednesday 5th October
- Wednesday 2nd November 2005 (Awayday) Canonbury Academy
- Wednesday 7th December 2005