

ITEM: 1

MEETING: Trust Board of 20 September 2006

TITLE: Minutes of the Trust Board meeting of 19 July 2006

SUMMARY:

The minutes of the Trust Board meeting of 19 July 2006

ACTION: For information and agreement

REPORT FROM: Jon Green, Assistant Chief Executive

The minutes of the Whittington Hospital Trust Board meeting held on Wednesday
19 July 2006 at 10.00 in the Postgraduate Centre Room 4.

Present	Narendra Makanji	Chair
	David Sloman	Chief Executive
	Susan Sorensen	Director of Finance.
	Margaret Boltwood	Director of Human Resources and Corporate Affairs
	Kate Slemeck	Acting Director of Operations
	Deborah Wheeler	Director of Nursing and Clinical Development
	Celia Ingham Clark	Medical Director
	Philip Ient	Director of Facilities
	Anne Johnson	Non Executive Director
	Peter Farmer	Non Executive Director
Dee Henry	Non Executive Director	
In Attendance	Helena Kania	PPI Chair
	David Dawson	PPI Forum
	Jon Green	Assistant Chief Executive
	Matt Towers	Assistant Director IM&T**
	Trish Donovan	Deputy Director Finance

** item 059 only

06/055	Apologies for Absence	ACTION
06/055.1	Pat Gordon Maria Duggan	
06/056	Declarations of interests	
06/056.1	Margaret Boltwood declared she was no longer the Company Secretary for Caversham Vale Associates.	
06/057	Chairman's communications	
06/057.1	The Chair reported that i) Tara Donnelly, the Director of Operations, had given birth to a baby boy and passed on the best wishes of the board. ii) Celia Ingham Clark had been awarded one of the first fellowships of the British Association of Medical Managers. iii) following the visit of the Secretary of State, Patricia Hewitt, on 2 June, she had been impressed by the Trust and mentioned our cancer work in her speech at the NHS Confederation Conference in Birmingham iv) the annual public meeting would take place on Wednesday 4 October, possibly in the new building.	
06/058	Minutes of the last meeting of 15 May 2006	
06/058.1	The following amendment to the minutes was agreed:- paragraph 06/043 was deleted. Noting this change the minutes were signed by the Chair.	
06/059	Chief Executive Report	

- 06/059.1 The Board noted the CEO's report.
- 06/059.2 The Chief Executive updated the board on the progress on the new building stating the target practical completion date remained 31 July 2006, although this date was considered at risk from further slippage. He also noted the Archway redevelopment project within his report and the consultation process, which the Trust is responding to, which concludes on the 24 July 2006.
- 06/059.3 The Chief Executive also reported the progress being made towards Foundation Trust status and the action plan developed after the Whole Health Diagnostic programme.
- 06/059.4 Matt Towers presented a traffic light based reporting form derived from the guidance in the *Intelligent Board* report. The board supported this reporting format and it was agreed that it would be used in board papers from September 2006.

06/060 Finance Report

- 06/060.1 The Director of Finance presented the month 2 financial position to the Board. She explained the new reporting format and that the Trust would be profiling its performance to reflect service plans. The Income and Expenditure performance showed a negative variance of £45k with under performance of £100k on income, mostly in emergency inpatient activity. She also noted higher than planned expenditure on medical staff pay.
- 06/060.2 It was also noted that the performance of the Trust against its savings targets would also be monitored monthly, although detailed monitoring would not be fully in place until August. Prior to August work was continuing on the plans and in particular assessing the risk ratings associated with individual parts of those plan.
- 06/060.3 The Chief Executive noted that the overspends were mostly in maternity for nursing and anaesthetics and Emergency Department for medical staff. He also reported that high level controls for booking temporary staff had remained in place since the last financial year and that the executive team were concentrating their efforts on cost controls in the key overspend areas.
- 06/060.4 The notes of the Finance & Performance Committee meetings held in June and July were noted.
- 06/060.5 The Board noted the contents of the Finance Report and approved its recommendations.

06/061 Minutes of the Audit Committee of 21 June

- 06/061.1 The Director of Finance presented the draft minutes of the June Audit committee that will be formally presented at the next Audit meeting in November. She also drew the Board's attention to the revised terms of reference for the committee.

06/061.2 The board approved the revised terms of reference and noted the minutes.

06/062 Annual Accounts

06/062.1 The Director of Finance submitted the final annual accounts for 2005-06 to the board, for final approval.

06/062.2 The board noted the accounts and adopted them as the final accounts for 2005-06.

06/063 Activity and performance

06/0063.1 The Acting Director of Operations presented the May performance data to the board. She highlighted the summary performance for the month noting the recently adopted reporting format around the four priorities of the Health and Social Care standards.

Within priority 1 a half breach of the 62-day cancer target was noted, reducing performance to 92% against a target of 95%. Within priority 3 the 98% ED target was missed with performance at 97.7%. Both the Clostridium Difficile and MRSA targets were missed with 5 new MRSA cases in May, making a total to date of 7 cases against a yearly target of 18.

06/063.2 The Director of Nursing updated the board on the actions being taken to address MRSA, notably the introduction of the "Saving Lives" campaign and the revised infection control management arrangements. The PPI Chair reported that she and other forum members had conducted a hospital visit and had noted several hand cleaning infection bottles were empty. The Director of Nursing said she would ensure this was addressed.

DW

06/063.3 The Board noted the report.

06/064 Patient Survey

06/064.1 The Director of Nursing presented the 2005 inpatient survey. The report show an improvement on the figures reported for the previous year but still highlighted concerns in a number of areas, including doctors' communication. Anne Johnson (non-executive Director) suggested that this should be feedback to the medical schools to encourage training for junior medical staff. The Board agreed to action this.

DW

06/064.2 The Board noted the report.

06/065 Service Development Projects

06/065.1 The Acting Director of Operations presented the latest update on the Trust's service development projects. The report detailed the achievements of 05/06 and the 5 projects undertaken last year. It also gave details of the 2 projects being run in 2006/07, "*Making best use of beds*" and "*Getting to 18 weeks*". It was agreed that the Board would be

updated on the progress throughout the year.

06/065.2 The Board noted the report.

06/066 Demand Management

06/066.1 The Acting Director of Operations updated the board on the plans being put in place by Islington and Haringey PCTs to implement demand management activity planning. Additionally she informed the Board of the Trust's actions in relation to these plans and the likely effects on our income. The overall plans assumed for a reduction of approximately 4% of activity or £3 million of income. This had already been taken account of in the Trust's financial planning.

06/066.2 The Board noted the report

06/067 Business Plan 06/07

06/067.1 The Director of Finance presented the 06/07 Business Plan following the inclusion of the comments received following the May Trust Board meeting. She briefly ran through the revised make up and issued copies to board members.

06/067.2 The Board approved the plan.

06/068 Appointment of Acute Physicians

06/068.1 The Acting Director of Operations tabled a paper to the board requesting their support for the recruitment of two new consultant posts in cardiology and acute medicine.

06/068.2 The Board supported the papers recommendations and approved the recruitment of both.

06/069 Clinical Governance report

06/069.1 The Director of Nursing presented the clinical governance report noting progress against clinical risk management, education and development, essence of care and patient feedback.

06/069.2 The Board noted the report.

06/070 Leadership Development Strategy

06/070.1 The Director of Corporate Affairs/Human Resources presented the revised Leadership Development strategy following its original presentation to the January board. The paper laid out the aims and intentions of the Trust's Leadership strategy and discussed the papers recommendations noting the requirement for a detailed delivery plan to be presented to the September board.

06/070.2 The Board agreed the papers recommendations

06/071 Non-Executive Directors Reports

06/071.1 None

06/072 Any other urgent business

06/072.1 None

06/073 Opportunity for questions from the floor on matters considered by the Board

06/073.1 None

06/074 Date of next Trust Board meeting: Trust Board – 20 September 2006
Postgraduate Centre Room 5
1000

SIGNED.....(Chairman)

DATE.....