

**TRUST BOARD COMMITTEE**  
**Minutes of a meeting held at Devon House, Heartlands Hospital**  
**on 25<sup>th</sup> January 2010 at 12.30pm**

**PRESENT:** Mr C Wilkinson (Chairman of meeting)  
Ms A East  
Mr M Goldman  
Mr A Stokes

**IN ATTENDANCE:** Mrs C Lea  
Dr S Woolley (item 4 only)

**Action**

**1 APOLOGIES**

There were no apologies.

**2 APPOINTMENT OF BOARD COMMITTEE**

The Board at its meeting on 5 January 2010 appointed the Chairman, Deputy Chairman, the Chief Executive (or his deputy) and the Chief Finance Officer to a Board Committee to approve the Monitor Quarterly returns and the CQC registration documentation.

**3 APPROVAL OF MONITOR QUARTER 3 RETURN**

Mr Stokes informed the Committee that the quarter 2 (31 December 2009) Monitor return had been completed in line with the Compliance Framework.

The financial risk rating had improved from 3 to 4 and the Governance rating remained green. However, the board must sign a governance declaration 2 as two standards / targets had not been met. These two standards were the national A&E 98% 4 hour target and safeguarding children.

The Committee was made aware that activity was required in quarter 4 to ensure the delivery of the 18 week target but that the Trust had planned to make additional investment in private patient facilities to ensure delivery of the target. This would be a cash neutral investment with no significant impact on the Trust's finances.

The Committee approved the Q3 return, Declaration 2 and the covering letter.

**4. CQC REGISTRATION**

Draft CQC registration documentation had been supplied to the Trust Board in advance of the meeting. Dr Woolley confirmed that the only significant change to the circulated documentation was the change of outcome 10 (safety and suitability of premises) from non-compliant to compliant following further evidence and assurance. This would mean that the Trust could declare compliance with 12 of the 16 outcomes required by the CQC.

Those outcomes which remained non-compliant were outcome 7 (safeguarding people who use services), outcome 9 (medicines management), outcome 13 (staffing) and outcome 14 (supporting workers). The issues relating to these outcomes were known to the Trust Board and action plans to address them were already in place.

The outcome relating to Medicines Management was then considered by the Committee. After a detailed discussion that considered the recent incidents which had attracted a great deal of public scrutiny and the assurance available to the Trust in this area (including the recent closure letter that resulted from the 2009 CQC visit), it was agreed that the Trust should declare itself compliant with this outcome. Whilst declaring compliance with this outcome the Committee acknowledged that the previously agreed ongoing work in medicines management should continue.

The Trust Board Committee therefore approved a CQC registration which set out non-compliance in three outcomes (7, 13, and 14).

**4 DATE AND TIME OF NEXT TRUST MEETING**  
2 February 2010

..... *Chairman*