

TRUST BOARD

Minutes of a meeting held at Devon House, Heartlands Hospital
on 27 March 2007

PRESENT:

Mr C Wilkinson (<i>Chairman</i>)	Mr A Okuyiga
Mr M Coalter	Prof J Perry
Mrs A East	Dr H Rayner
Mrs B Fenton	Mr R Samuda
Mr M Goldman	Mr B Spittle
Mr P Hensel	
Dr R Hopkinson	

IN ATTENDANCE:

Mr I Cunliffe	Mr J Roper (Beachcrofts)
Mrs L Dunn	Mr A Stokes
Mr S Hackwell	Dr S Woolley
Mrs C Lea	

1. APOLOGIES

Action

Apologies were received from Dame Jill Ellison and Mrs F Baillie.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 27 February 2007 and 9 March 2007 were approved as a correct record and signed by the Chairman.

3. MATTERS ARISING

The Chairman reminded the directors that three of their colleagues would be retiring with effect from the end of March. The Board recognised the contribution of Malcolm Pye as Company Secretary, Dr Rowland Hopkinson as Director of Healthcare Governance and Mr Bernard Spittle as Deputy Chairman. The Chairman thanked them for their contribution to the Board and to the success of the Trust.

Dr Sarah Woolley reported that the decontamination project and its use of the Yardley Green site would be raised as a report under any other business.

4. REPORT FROM CHIEF EXECUTIVE

4.1 *Performance Monitoring*

The meeting considered the monthly KPIs and discussed in quite some detail the performance outliers, particularly focusing on MRSA and Clostridium difficile where, although showing an actual reduction on last year's case numbers, the Trust would not meet the targeted reduction. There had only been one case of MRSA to date in March and the C. diff numbers had reduced in month to 38, compared to the previous month's figure of 48. The causal link for this reduction was difficult to prove, however route cause analysis would be the key to identifying specific action. In addition, antibiotic prescribing had also been changed but at this stage it was difficult to demonstrate a clear link between this and the reduction in cases. The Board noted that at its next meeting in April it would receive a combined scorecard for HEFT and Good Hope as well as a separate performance scorecard for each Trust.

4.2 *Self Assessment against Healthcare Commission Standards*

The Board noted and agreed the action plans on the combined key risk progress report and noted the changes that had been made to the strategic and operational risks. An amber progress rating had been given to the management of Infection Control, as temporary staff remained in post and recruitment of the extended team had not been completed. The meeting noted the action plan in place for the work programme for 2007/08 with key tasks to be completed during Q1. The report also set out the key issues arising from investigations into serious incidents, complaints and risks, as listed on the directorates' Risk Registers validated as 15 or above. The Board accepted the risk status and the progress being made.

4.3 *Acquisition of Good Hope*

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4.4 *Operations Committee*

The meeting noted the progress being made as shown in the Medical Director's report (Surgery). The Board approved the revised Medical Devices Policy and Procedure and the replacement Consultant Obstetrician and Gynaecologist posts, subject to the merger with Good Hope going ahead.

The Board noted the progress in the areas set out in the Medical Director's report (Medicine). The Board approved the Policy on the Management of Psychiatric/Deliberate Self Harm Patients and approved the strategic direction for ward based dispensing and the emergency department.

The meeting considered the report from the ICT Director, setting out the options to purchase radiology information systems (RIS) and picture

archiving communication system (PACS) for the Trust. Finalised figures were still unavailable making it impossible for the Trust Board to be presented with a proposal. It was agreed that a legal case and audit trail should be constructed to ensure that there were no financial penalties for the Trust should the Board pursue a tender process on the open market for these facilities.

5. GOOD HOPE ACQUISITION – BOARD MEMORANDA AND BOARD STATEMENTS

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6. BOARD COMMITTEE MINUTES/REPORTS

6.1 Finance Committee 26 February 2007

The minutes of the Finance Committee meeting on 26 February 2007 were noted by the Board.

The meeting also considered a report from the Finance Committee, setting out the financial position of the Trust at the end of month 11. The main financial issues to note were:

1. 2007/08 LDP Contract – The Trust had now agreed 96% of 2007/08 LDP with commissioners.
2. Forecast income over-performance – The Trust had agreed a year end settlement with Birmingham East and North PCT.
3. Position – The Trust had overspent year to date against its operational budget due to continuing overspends in Surgery, Good Hope project costs and the reduction in the Deanery contract.
4. CIP – The slippage against original CIP plans stood at 4.2%. The meeting noted the Business Unit reports on the recovery of the short fall.
5. Monitor targets – The Trust had exceeded the key targets set by Monitor EBITDA is at 123%, the cash target had been exceeded by £20.4million and the return on assets was higher than the target at 7%.
6. Capital – The cumulative expenditure to date was £11,552m and represented 81% of the annual plan.

The Board noted the content of the report and endorsed the actions contained within it. The meeting then considered a commissioning update which confirmed that financial values had been agreed for 90% of Trust activity for 2007/08. This included all of HEFT and Good Hope's main contracts. The update set out that the demand management by the PCTs would be significant during 2007/08 and that residual over-performance was likely. The monthly reports to the Finance Committee would continue to monitor over-performance and would analyse over-performance as per each PCT commissioner. Mr Stokes thanked the income team for achieving so

much progress in agreeing contracts before the start of the financial year.

7. COMPANY SECRETARY'S REPORT

The meeting noted that Bernard Spittle would be standing down as a Non Executive Director on 31 March 2007 and that Professor John Perry would undertake this role for the remainder of his term of office (i.e. up to 31 March 2008). Professor Perry would also take over Mr Spittle's role on the Board Nominations Committee. It was further agreed that Alaba Okuyiga would replace Bernard Spittle on the Governance & Risk Committee and at present no replacement would be sought for the NE role on the Finance Committee, as the Committee was essentially an operational function. It was further noted that Mr Spittle would continue his role as a director and shareholder of Heartlands Education Centre Limited.

A declaration of interest from Paul Hensel, Non Executive Director, had been received notifying the Board of his role as a Non Executive Director of Kplus Software Ltd (a small company involved in the development and delivery of mobile data solutions).

8. ANY OTHER BUSINESS

Update on the Pan Birmingham Decontamination Services Project, Yardley Green Site. The cooperation agreement had been updated to reflect the changes required by the Trust. This had been reviewed by the project team and had been approved for signature by the Trust's legal advisors. The lease agreement had been negotiated between the Trust's solicitors (Beachcrofts) and B Braun's solicitors (Towfields). Dr Woolley was able to confirm that confirmation from Beachcrofts had been received, that both documents reflected each other and that Beachcrofts had drafted and negotiated the lease agreement to ensure that the risks relating to security of tenure had been dealt with appropriately. The Board authorised the use of the Trust's Seal to complete this documentation and that the Seal should be attested by the Chairman and the Chief Executive.

The meeting noted that a cooperation agreement was also required from Good Hope and in order to minimise any conflict of interest this document was to be signed by Adrian Stokes, as an Executive Director of Good Hope, and Nicky Lloyd, the Chairman of Good Hope Hospital.

9. DATE OF NEXT MEETING

28 March 2007

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Chairman