

# HEART OF ENGLAND NHS FOUNDATION TRUST

## TRUST BOARD

Minutes of a meeting held on 28 February 2006  
at Devon House, Heartlands Hospital

<b>PRESENT:</b>	Mr C Wilkinson (Chairman)	
	Mrs A East	Dame Jill Ellison
	Mrs B Fenton	Mrs D Friend
	Mr M Goldman	Ms A Gynane
	Mr P Hensel	Dr R Hopkinson
	Mr A Okuyiga ( <i>part meeting</i> )	Prof. J Perry
	Dr H Rayner	Mr B Spittle
<b>APOLOGIES:</b>	Cllr S Anderson	Mr M Gannon
	Mr A Okuyiga ( <i>part meeting</i> )	
<b>IN ATTENDANCE:</b>	Mrs L Dunn	Mr M Pye
	Mr A Stokes	Mrs L Cartwright

### Action

#### 06.2.1 ISSUES RAISED BY NON-EXECUTIVE DIRECTORS

Referring to the Trust's involvement in the forthcoming BBC "Survival" programme, Mr Okuyiga asked what editorial controls would be in place to safeguard patient confidentiality and what is aired to viewers. Mrs Dunn confirmed that a member of her team would be present throughout the filming and that patient confidentiality procedures would be strictly adhered to. The Trust has previously worked with the BBC and the outcome was good. It was recognised, however, that in any documentary filming there is an element of risk as to how the subject is perceived by the viewer.

#### 06.2.2 MINUTES OF THE MEETING HELD ON 31 JANUARY 2006

The minutes of the meeting held on 31 January 2006 were accepted as a correct record, subject to an amendment in section 06.1.4(c) "Fire Alarm Systems" by the addition of "This work could not be done over a shorter period for technical reasons" as the third sentence.

#### 06.2.3 MATTERS ARISING FROM THE MINUTES

##### (a) Good Hope - Previous Minute 06.1.4(c)

Mr Goldman reported that Good Hope had held its Trust Board meeting in public on 27 February 2006 following the release of information on their website. The meeting was attended by approximately 75 members of the public, including East Birmingham Patient Forum, the Chairman of the Medical Staff Committee at Good Hope and various Cancer groups. The general consensus

was that future plans are supported, provided clinical services were not disrupted. It is now felt that the way forward is for dialogue between HEFT and the SHA. A more detailed report is to be prepared for a HEFT Board meeting in March.

**(b) Proposed Solihull Site Development – Previous Minute 06.1.4(g)**

The workshop held on 1 February 2006 had produced a preliminary review and a further meeting is due to take place on 29 March 2006 for the PCTs to discuss key services at Solihull, particularly additional capacity and a review of internal procedures. In view of the volume of work involved, it would not be possible to report back to the Board until July.

Clearance of the former Maternity building was likely at some stage during the course of the current calendar year.

*Mr Okuyiga left the meeting at this point and tendered his apologies.*

**06.2.4 CHIEF EXECUTIVE'S REPORT**

Mr Goldman summarised his report (Appendix 1 to the Agenda). Principal items of discussion took place around:

**(a) Performance Monitoring**

It was noted that certain issues (e.g. the number of nursing complaints), although appearing to be worse this year than last, may not necessarily be being reflected accurately in the reporting figures; recent investments and management changes should show an improved trend in future. Updated information will be available in July which will be used to improve efficiency. It was considered vital to continue to strive for improvement to ensure nothing impacts unfavourably on our risk rating with Monitor.

**(b) Income Deferment Policy**

Mr Stokes summarised his report and recommendation not to proceed, which was supported by the Board.

**(c) Assurance Framework/Strategic Risk Register**

Discussions highlighted potential misinterpretations of these documents. Dr Hopkinson agreed to investigate possible areas of improvement in the reporting procedure/structure for the next Board Meeting. It was also noted that the Audit Committee should be monitoring progress of this work.

**(d) PCT, SHA & AMBULANCE SERVICE RECONFIGURATIONS**

Mr Goldman summarised his views and received the Board's approval to his proposed response to the consultation document.

## 06.2.5 REPORT FROM OPERATIONAL BOARD

Mr Goldman summarised his report (Appendix 2 to the Agenda). Principal discussions took place as indicated below.

### (a) “Letters to Patients” Pilot

The Trust Board noted the actions of the Operational Board to implement the procedure following the successful pilot study.

### (b) Infectious Control Services

It was noted that the revised business plan for infection control needs further development and inclusion in the budget setting process. The Board recorded its disappointment in the recent increase in MRSA incidents.

### (c) Nursing Director’s Report

Mr Wilkinson commented that various initiatives for services for the elderly could drive down use of agency staff/nurses and it is important to know what the implications of that will be. Mrs Gynane pointed out that the Trust’s large internal nurse bank keeps overtime rates down; however, there is scope to reduce external agency expenditure as long as the long “lead times” are taken into account, although there would always be circumstances where agency staff are needed. Mrs Gynane agreed to provide the relevant information so that this could be discussed again at the next (or next following) Board Meeting.

AG

### (d) Human Resource Director’s Report

The Trust Board endorsed the Operational Board’s decision for the General Surgery/Renal workforce pilot study to proceed. The “Activate” Project was highlighted and the difficulty in reaching specific outputs was noted.

### (e) Finance Report

Mr Stokes presented the financial position as at month 9. It was noted that the additional costs of implementing the Clinical Coding Plan would be added to the list of service developments to be considered by the Board during budget setting.

### (f) Clinical Governance Report

The Board noted and considered the pre-circulated Risk Management Quarterly Report, the Key Risk Report and the Infection Control Report.

Comments were noted in respect of difficulty in interpreting some elements of the contents of these reports and appropriate revisions would be made to future reports.

### **(g) Site Strategy**

Referring to points 7.1 (Diabetes Service) and 7.2 (MIDRU), Mr Wilkinson commented that these have been problem areas for a considerable time and are examples of what should be detected and rectified sooner. This is further evidence that the business case review is much needed.

### **(g) Cancer Clinician's Report**

The contents of this report were noted.

### **(h) Medical Director's Report (Medicine)**

Issues arising from this report had already been covered elsewhere in the discussions.

### **(i) Medical Director's Report (Surgery)**

It was noted that if primary reconstruction cannot be offered as part of the Breast Care Services, then the Choice Agenda should come into effect. The Trust Board noted the Operational Board's proposed actions.

## **06.2.6 AUDIT COMMITTEE REPORT**

Mrs Friend presented the draft Minutes of the Audit Committee meeting held on 31 January 2006 (Appendix 3 to the Agenda).

Since the last meeting of the Audit Committee, the Letter of Engagement has been signed and returned to PricewaterhouseCoopers for the current year, but they have been advised of the Board's intention to review various elements of their engagement, including the liability cap, for next year.

It was reported that the Audit Committee has now imposed a £5,000 cap on individual engagements for non-audit work; anything above that amount must be pre-approved by the Audit Committee.

The year-end audit timetable was regarded as being quite tight and the Audit Committee is currently awaiting receipt from PwC of their proposed audit plan incorporating the required "hybrid" audit approach.

## **06.2.7 COMPANY SECRETARY'S REPORT**

Mr Pye summarised the content of his report (Appendix 4 to the Agenda).

### **(a) Standing Financial Instructions**

The Board approved two temporary derogations to the SFIs. Mr Pye agreed to further investigate whether the £2m insurance guarantee/ indemnity referred to is actually in place or merely available if required.

**(b) Nominations Committee**

It was agreed that this item be deferred until the next meeting.

**(c) Directors**

It was noted that Councillor Sue Anderson has tendered her resignation from the Board with effect from 31 March 2006.

**(d) Seal**

The Board retrospectively approved the use of the Seal on documents 1 to 10 in the Seals Register. The Board also approved the future use of the Seal from time to time, provided it is attested by either the Chairman or the Chief Executive together with any other Director.

**06.2.8 DATE AND TIME OF NEXT MEETING**

The next meeting will be held on 28 March 2006.

***Remaining meetings for 2006:***

*2 May*

*30 May*

*27 June*

*1 August*

*29 August*

*3 October*

*31 October*

*28 November*

*19 December*

*Clive Wilkinson*

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Chairman