

HEART OF ENGLAND NHS FOUNDATION TRUST

TRUST BOARD

Minutes of meeting held on
Tuesday, 31st January, 2006

PRESENT

Mr. C. Wilkinson (Chairman)	
Cllr. S. Anderson	Mrs. A. East
Dame Jill Ellison	Mrs. B. Fenton
Mrs. D. Friend	Mr. M. Gannon
Mr M. Goldman	Mrs. A. Gynane
Mr. P. Hensel	Mr. A. Okuyiga
Prof. J. Perry	Dr. H. Rayner
Mr. B. Spittle	

APOLOGIES

Dr. R. Hopkinson

IN ATTENDANCE

Mrs. L. Dunn	Mr. M. Pye
Mrs. J. Roberts	Mr. A. Stokes

ACTION**06.1.1. MINUTES OF MEETING HELD 20TH DECEMBER, 2005**

Subject to two minor amendments the minutes of the meeting held on 20th December, 2005 were accepted as a correct record.

06.1.2 MATTERS ARISING**(a) Financial Support to SHA**

Mr. Stokes reported that external advice was being sought on the accounting arrangements and legal agreements to ensure that the caveats were covered and this would be available for the next meeting. AS

06.1.3 CHIEF EXECUTIVE'S REPORT**(a) Quarter 3 Report to Monitor**

The Trust Board received the Quarter 3 Report to Monitor and authorised the Chief Executive to sign this off.

(b) Performance Report

The Chairman commented on the excellent way in which this information was presented. He queried whether there was any area that did not have plans to meet the target

as the Board needed to have confidence in action being taken. Mrs. Fenton reported that trends would be looked at as well as individual targets and action would be summarised in the RADAR. The following targets were discussed:-

Membership – A lot of effort was being put into recruiting members and it was recommended to the Board to adopt an "opt out" approach for three months every year and to focus on added value and membership loyalty schemes. The Trust Board supported this recommendation. It was agreed that this would be monitored on a weekly basis and the process stopped if necessary.

GP Outpatient Referrals – There had been a downward trend in month, but plans were in place to address this.

Adverse Media - It was noted that there had been a dramatic improvement in month with 100% adverse statements including a statement from the Trust.

In summary this had been an excellent third quarter meeting all national targets and The Trust was on course to continue this to the year end.

(c) Good Hope

Mr. Goldman reported that the Foundation plan was on target and a Workshop was to be held looking at the financial and operational issues. One issue still not clear was tariff as this had yet to be announced. The visit to Monitor had been very interesting and he would report on this at the forthcoming Board Away Day.

(d) Quality Fund

The Trust Board received a report on the use of quality funds and Mrs. Fenton reported a post investment review report would be submitted to the May meeting of the Operational Board. The Trust Board supported the recommendations outlined in the report.

(e) Treasury Management Process

Following recent advice from Monitor a new Treasury Management Policy had been drafted using the best practice recommendations from Monitor and applying them to the processes that exist within the Trust. The Trust Board approved the Treasury Management Policy

(f) Medipark

MG

Mr. Goldman reported that in order to bring the Board up-to-date with plans for the Medipark he would provide a detailed report for the March, 2006 meeting.

(g) Fundraising Strategy and Implementation Plan

The Donated Funds Sub-committee had requested that Mrs. Dunn provide a strategy for the way in which fund raising is undertaken in the Trust. The Trust Board received the proposed strategy and implementation Plan and Mrs. Dunn presented the case for the recruitment of a Fund Raising Manager and Fund Raising Administrator. It was also recommended that a Fund Raising Committee be established. During the debate the following points were raised:-

- Need to find someone with a high profile to Chair the Fund Raising Committee
- Need to have a measure for each year and set some targets
- Need to identify a big project.

LD

It was agreed that Mrs. Dunn would identify a major fund raising project and report back to the Trust Board.

(h) Monitor's Proposed Financial Reporting Changes

Mr. Stokes explained Monitor had issued a financial reporting manual that applies to Foundation Trusts and there were a number of accounting policy changes and reporting disclosure changes. He drew attention to partially completed spells being counted as work in progress at the year end. Mr. Stokes felt that this would not be material to the accounts of the Trust for the year ended 31st March, 2006, and, therefore, we should not change our accounting policies in this respect. He had already contacted PwC who would need some supporting evidence to ensure that the amounts involved were not material. Mrs. Friend concurred with Mr. Stokes. The point was made that the timetable for the year end accounts was extremely tight.

The Trust Board supported the recommendations in the report.

06.1.4 OPERATIONAL BOARD REPORT**Medical Director's Report****(a) A. & E. Consultant Posts**

The Trust Board supported the Operational Board's decision to replace two Consultant posts in A. & E.

(b) Pharmacy – Medicines Management Annual Report

The Trust Board received the annual report and noted progress with the Trust's Medicine Management Agenda. Staffing levels for Pharmacy were noted and a subsequent report on Pharmacy will be presented to the Operational Board.

(c) Fire Alarm Systems

Mr. Goldman reported that legislation and a recent risk assessment of the fire alarm systems had identified work that needed to be done to ensure compliance with Fire Code "LI". This work would be carried out over a two year period dealing with the highest areas of risk first. The work could not be done over a shorter period for technical reasons. The Chairman indicated he would like some assurance from Mr. Tonkinson that they could manage the risks, and why they are facing such a large programme of work.

The Trust Board approved the work to the Fire Alarm System being undertaken subject to discussion at the Capital Prioritisation Group. It was also agreed that the tender documentation should be prepared.

(d) Self-Assessment Against National Healthcare Standards

In October 2005, the Trust submitted its draft declaration of compliance against the national Healthcare Standards. At this time, the Trust was compliant with 44 out of 48 elements. The Trust submitted the following declaration for the elements where it was not compliant:-

- Insufficient assurance for C4b – Medical Devices, C8a Personal Development Plan process, C11a Workforce planning.
- Standard not met, C21 Care Environment and Amenities.

Whilst progress has been made with improving compliance against the 3 criteria identified as having "insufficient assurance"; limited progress has been made with C21 where the Trust is not compliant. In terms of the final declaration the Healthcare Governance Directorate predicts we will be in a position to declare

- Standards met in year for C8a and C11a
- For standard C4b, Medical Devices, further work is required to achieve full compliance with this standard and an action plan is under development and full compliance should be achieved by the end of Quarter 4 2006/07.
- For C21 – Compliance with Disability Act– a rolling programme of estates modification is in place and the anticipated compliance date is December, 2009.

C12 Revised DoH contract cleaning standards - The estimated cost to implement standards for which the Trust is not already compliant is £2.7m. The business case was not supported as there is currently insufficient evidence to suggest improved standards will reduce infection. The Trust will await the outcome of the Healthcare Standards draft declaration process and keep compliance with this standard under review.

(e) Human Resource Director's Report

Mrs. Gynane presented the report and drew attention to the following issues:-

IWL – The visit had taken place on the 17th January and the Trust had achieved IWL Practice Plus.

Modernising Medical Careers – The Trust Board received the report on the challenges facing the junior doctor workforce as a consequence of MMC and EWTD. Work to scope the implications of these changes was required and the Operational Board had agreed to fund a short-term project to take this forward. The Trust Board endorsed this course of action.

Sickness Call Centre – It was noted that tenders had been received and that a decision would be made in February. The Chairman referred to a similar project in West Birmingham and suggested it would be useful to have a review of their experience before making a final decision.

Financial Services Authority – it was noted that the FSA had been asked to put forward their proposals for Phase 2 of the educational pilot.

Criminal Records Bureau Guidance – The Trust Board noted that interim guidance had been agreed in order to decrease the time between “offer of employment” to prospective employees and their commencement at the Trust.

Performance Development Review Policy – It was noted that this policy had been revised to ensure that all staff had the opportunity to achieve their full potential. The Trust Board endorsed the decision to implement this policy.

Statutory Registration Policy and Procedure - Following feedback from the pre-assessment for CNST, this policy had been amended to ensure all staff had appropriate registration. The Trust Board endorsed the decision to implement this policy

(f) Cancer Report

Mr. Gannon reported that the Trust had achieved the 31 and 62 day targets and in December had hit 100% compliance for the two week wait. The Directorate had been successful in retaining its Charter Mark status for a further three years. It was agreed that the team should be congratulated on these achievements.

(g) Site Strategy Report

Mr. Goldman reported that Mrs Fenton now chaired the Site Strategy Committee.

Diabetes/MIDRU – The current business case was being reviewed with a view to “growing” the specialist side of diabetes. It was noted a papers outlining the options to take these schemes forward and accommodation for Medical Records would be submitted to the February meeting of the Operational Board.

Proposed Solihull Site Development – Mr. Goldman reported that a workshop was to be held the following day to look at development of the Solihull site over the next ten years. This would be linked to the Services Strategy.

Medical Records – It was noted that the business case was to be reviewed, which would include a scanning option. The timescale for the review was for the draft document to be available for the April Site Strategy meeting.

Helipad – With regard to the provision of a second helicopter site on the Heartlands site, Mr. Spittle suggested that the Saltley School Playing Field might be a suitable alternative site.

(h) Finance Director's Report

Finance report – The Executive summary was received and the content noted

Impairments – it was noted that the Finance Committee had agreed to accelerated depreciation in year and had authorised the Finance Director to approve additional depreciation on any further assets that were identified

(i) Medical Director's Report (Medicine)

Physician of the Day – Dr. Rayner reported that the system had been a success with doctors, nurses and managers and ensured that a consultant was "at the front door".

(j) Medical Directors Report (Surgery)

Trauma and Orthopaedics – Mr. Gannon reported on the progress being made with the recovery plan and that the operational management had been enhanced. The future workload had been discussed and constructive suggestions made to improve efficiency.

(k) Key Risks Report

The content of the Key Risks report was noted. Attention was drawn to the ongoing problem with ventilation in Radiology which was a risk to staff. A Health and Safety bid had been developed for PACs and Mr. Gannon and Dr. Woolley were to meet to discuss the way forward.

06.1.5 COMPANY SECRETARY'S REPORT

Quarterly Report to Monitor - It was proposed to set up a Standing Committee for the purpose of approving the

quarterly return to Monitor when the Board meetings fell after the due submissions date. The Trust Board agreed to the creation of a Standing Committee as set out in the Company Secretary's report.

Review of Constitution – The Trust Board received a summary of the proposed changes to the Constitution. It was agreed to submit a recommendation to the Governors Consultative Council that the constitution be amended.

Board Appointments – It was noted that the advertisements had been placed for the post of Chairman and Non-Executive Director and the interviews were to be held on 14th February, 2006. A recommendation on the appointments would then be made to the Governor's Consultative Council.

Non Executive Directors' Pay Review – It was noted the Governors' Consultative Council Remuneration Committee would be undertaking a review of the remuneration of the Non-Executive Directors on the 13th February, 2006.

06.1.6 **AUDIT COMMITTEE REPORT**

Mrs. Friend presented the Audit Committee Report and drew attention to the key issues:-

Assurance Framework – Dr. Woolley was working on this to make it more user friendly and to strengthen the reporting framework

Internal Audit – There were now new people in post who would be responsible for ensuring the Audit Plan came back on line.

Finance Committee Membership – Mrs. Friend advised the Board that it was good practice that the Chair of the Audit Committee did not sit on any other committee and, therefore, would stand down from membership of the Finance Committee.

Boilerhouse Business Case – It was felt that there were lessons to be learnt from the way in which this had been handled.

06.1.7 **DATE AND TIME OF NEXT MEETING**

Wednesday, 22nd February, 2006

Tuesday, 28th February, 2006

Chairman 

CHAIRMAN
INITIALS

