

Minutes of the Trust Board  
held on  
Wednesday 9<sup>th</sup> September 2009  
at 11.30am in the Boardroom, Southport & Formby DGH

<b>Present:</b>	Sir R Watson (Chair) Mrs J Citarella Mr D Rainey Mrs H Thompson Mrs J Daly Mr R Dykes	Mr J Parry Mrs L Yates Mr M Frayne Dr G Boocock Mr C Throp
<b>In Attendance:</b>	Mrs S Partington (part) Mrs J Brookes (part)	Mrs D Currie (Minutes)

**09/215 Minutes of the last meeting of the Trust Board**

The Minutes of the meeting held on Wednesday 8<sup>th</sup> July 2009 were agreed as a correct record.

**09/216 Matters Arising**

(a) **Trust Board Timetable re Data Submission**

Following comments received from the Non Executive Directors around the timing of finance data submitted to the Trust Board at previous meetings, the Board reviewed and AGREED the proposal to move the meetings of the Trust Board to the final Wednesday of each month with effect from January 2010.

**09/217 Corporate Dashboard**

Members of the Board noted the Report, circulated with the Agenda. The Non Executive Directors asked that future Reports to the Board show an improvement or decline in performance from the previous month's report. It was agreed that this would be shown by removing the colours and wording from the "Performance Trend" column, replacing with arrows up or down.

**Action: Mrs S Finnegan  
BY: OCTOBER TRUST BOARD**

The Trust's performance shown at red for June/July data is summarised below:-

**Finance**

- CIP Delivery – the Executive Directors are meeting with the General Managers on the 21<sup>st</sup> September to scrutinise the Cost Improvement Plan.

**Workforce**

- KSF Development Reviews – the much improved performance of the Diagnostic and Support Group was noted; the Non Executive Directors suggested that Mrs Partington ascertain how this has been achieved, which could then be shared with the Medical, Surgical and Specialist Services Groups.

**Action: Mrs S Partington  
By: November 2009**

**National and Local Access Measures**

- 62 day Cancer Treatment Target – Achieved 84.4% against the target of 85%; the reduction was due to complex pathways and care, patients being unfit and patients cancelling or not attending their first Outpatient appointment.

#### **09/218 Chief Executive's Report**

The report, circulated with the Agenda, updating Board members with regard to issues not covered elsewhere on the agenda, was reviewed, discussed and noted.

**Local Health Economy Programme Board** – The Local Health Economy Programme Board has met twice to date and work is now progressing on the establishment of various workstreams. These workstreams are team orientated with members from ourselves, the two Primary Care Trusts, and the Practice Based Commissioners. This work will have a significant impact on the Trust's FT Application and Mr Parry will advise the Board of any outcomes once they are known.

#### **09/219 Medical Directors Report**

No report was provided to the meeting.

#### **09/220 Director of Infection Prevention and Control Report**

Dr Boocock spoke to the Report, circulated with the Agenda, summarised below:-

**MRSA Bacteraemia** – The target for 2009/10 remains at 10; the Trust is currently one case over trajectory with a total of 5 cases to date, one of these cases was acquired in the Community.

**Clostridium difficile** – As at the 19<sup>th</sup> August 2009 the Trust is five cases under trajectory to achieve the target of 91 cases, this position is subject to constant monitoring.

#### **09/221 Safeguarding Children Annual Report 2008/09**

Miss Brookes, General Manager of the Specialist Services Clinical Service Group spoke in detail to the Safeguarding Children Annual Report for 2008/09 circulated with the Agenda.

The purpose of the Annual Report is to provide assurance to the Trust Board that the Safeguarding Children's Agenda is effectively managed within the Trust and can demonstrate that it protects children by following National Guidance. Additionally, the Annual Report raises awareness of the current key issues and summarises progress made by the Trust during the period April 2008 to March 2009.

Members of the Board noted and APPROVED the Safeguarding Children Annual Report 2008/09.

#### **09/222 Director of Nursing Reports:-**

##### **(i) Patient Experience Report April-June 2009**

Members of the Board noted the contents of the Patients Experience Report for Quarter 1 circulated with the Agenda, which provides an overview of the key issues from feedback from patients, carers and relatives.

**Inpatient Falls** – The highest number of inpatient falls occurred in medical areas of the Trust. The Falls and Bone Health Group has been established and is looking at the type of patients involved, timings and staffing levels. A report is being prepared which will be presented to the Risk Management Committee in November. The Non Executive Directors asked that this Report be brought to the December meeting of the Trust Board.

**Action: Mrs Yates  
BY: DECEMBER Trust Board**

##### **(ii) Patient Experience Annual Report 2008/09**

Mrs Yates spoke to the Patient Experience Annual Report for 2008/09 circulated with the Agenda. The Report contains an annual overview and analysis of issues that have arisen from feedback from patients and relatives about the care they received from the Trust during the period of the 1<sup>st</sup> April 2008 to the 31<sup>st</sup> March 2009.

**(iii) Swine Flu: A Statement of Readiness against the DH Surge and HR Guidance**

The NHS North West has stated that all Boards are required formally to publish a Statement of Readiness against the key element of the Demand and Capacity Guidance, April 2009 at their Board meeting in September 2009.

The Trust has a robust plan in place to support delivery of a co-ordinated response to flu pandemic. The Director of Nursing and Midwifery is the Trust's Lead Director, supported by the Deputy Director of Nursing and Midwifery. A Senior Team has been established which includes clinical and non clinical members. The team meets weekly but as the predicted pandemic develops these meetings will increase to daily.

Pandemic plans will be tested for resilience and workability during September, with table top exercises planned across the Trust. This will assure us that we can provide a high level delivery of care to flu and non flu patients during an outbreak.

Members of the Board NOTED the Report circulated with the Agenda, and the Action Plan tabled at the meeting and were fully assured of the plans that have been established within the Trust; therefore Members SIGNED OFF the Assessment of Readiness.

The Board then received a full presentation on the impact a flu pandemic would have on the hospital by the Director of Nursing and Midwifery.

Members of the Board noted the Influenza Pandemic Dashboard tabled at the meeting which will be presented for full discussion at the monthly meetings of the Risk Management Committee.

**(v) Matron's Checklist**

The Matron's Checklist database has undergone extensive re-development. Monitoring methods and performance comparisons have been further developed and additional reporting elements incorporated.

Members of the Board noted the contents of the Report, circulated with the Agenda.

**09/223 Quality Committee Minutes – JULY AND AUGUST 2009**

The Minutes of the Quality Committee held on Friday 3<sup>rd</sup> July and Thursday 6<sup>th</sup> August 2009 were noted.

**09/224 Assurance Framework – Objective 2**

Mrs Thompson alerted the Executive Directors to the recent meeting held with Non Executive Directors and Mr Henry Starr to discuss the Trust's Assurance Framework. Mr Starr who has vast experience in this area and is working with the Trust on reviewing our Assurance arrangements does not, in his opinion, think the Board should be reviewing each Assurance Framework objective on a monthly basis. Following short discussion it was agreed that Mrs Yates will arrange for Mr Starr to meet with Executive and Non Executive Directors to agree a Board process for reviewing and re-vamping our Assurance Framework

**Action: Mrs Yates  
BY: MID-OCTOBER 2009**

**09/225 Risk Management Committee Minutes – JULY 2009**

The Risk Management Committee Minutes held on the 24<sup>th</sup> July 2009 were noted. No significant issues emerged that are not being addressed.

#### **09/226 Strategic Financial Outlook**

Members of the Board NOTED and discussed the paper, circulated with the Agenda, from the NHS Chief Executive which identifies the four key challenges faced by the NHS.

Sir Ron Watson asked Mr Throp to provide the Department of Health with a copy of the letter sent to the Primary Care Trust which outlines the savings made by the Trust towards the Recovery Plan last year.

**Action: Mr C Throp  
BY: OCTOBER 2009**

#### **09/227 Minutes of the Finance & Performance Committee – JULY 2009**

The Minutes of the Finance & Performance Committee held on the 27<sup>th</sup> July 2009 were reviewed and noted.

#### **09/228 Register of Sealed Documents**

As part of overall governance arrangements, the Board is required to approve the Trust's Register of Seals annually.

Members of the Board NOTED and APPROVED the authorised use of the seal.

#### **09/229 Minutes of the Charitable Fund Committee – JULY 2009**

The Minutes of the Charitable Fund Committee held on the 8<sup>th</sup> July 2009 were reviewed and noted.

#### **09/230 Report to the Board on Contracting**

Members of the Board noted the content of the Report circulated with the Agenda.

**Contract 2009/10** - The Contract was signed off on the 11<sup>th</sup> May 2009 but the full contract documentation has still not been provided by NHS Sefton, with some material items still outstanding. Most notably is Schedule 3 "Managing Activity and Referrals, Care and Resource Utilisation Techniques and Retention of Payment Scheme" which includes the planned levels of activity along with upper and lower thresholds the breaching of which would require a formal review and the possible implementation of an activity management plan. Whilst this is a cause for concern, particularly from a monitoring perspective, the risk lies primarily with the PCT since the contract sign off included the caveat that until Schedule 3 was complete none of these provisions within it would be enforceable. As such the Commissioners currently have a contractual obligation to pay for the current over performance.

**Contract 2010/2011** - The contract negotiation teams from the Trust and 2 Primary Care Trusts have been identified and a series of weekly meetings have been scheduled to agree a Contract for 2010/2011. The intention is to use a single agreed model for activity planning which the respective Heads of Information will be developing and putting as a proposal to the first meeting.

#### **09/231 Workforce Report**

Members of the Board noted the Contents of the Report circulated with the document. Mrs Partington highlighted the following areas, summarised below:-

**Sickness** – July has seen the highest sickness levels this year reported at 4.35% which is still below the Trust target of 4.6%, the main cause of sickness reported was cold/influenza.

**Quality Standards** – The current ESR Data Quality Ranking, as reported from the Data Warehouse shows the Trust is 8<sup>th</sup> out of 410 hospital Trusts. This indicates that the data held within ESR is of the highest quality and accuracy. The HR Department recently received a Peer Review assessment against 2 of the World Class HR factors; the feedback was very positive and highlighted a number of areas of best practice.

#### **09/232 August Intake of Doctors – Modernising Medical Careers – 2009 Changeover**

Modernising Medical Career (MMC) is a programme of radical change that aims to drive up the quality of care for patients through reform and improvement in Postgraduate Medical Education. The Trust's current position with regards to the August 2009 intake shows 19.5 outstanding vacancies as at 22<sup>nd</sup> August 2009 which is impacting on clinical services and targets. Other Trusts in the North West are experiencing similar problems and has been reported to the NHS North West, Deaneries and NHS Sefton.

Members noted the actions the Trust has taken to alleviate the risks currently being faced as described in the Report, circulated with the Agenda.

#### **09/233 Minutes of the HR Strategy Committee – AUGUST 2009**

The Minutes of the HR Strategy Committee held on the 13<sup>th</sup> August 2009 were reviewed and noted.

#### **09/234 NHS Constitution**

The NHS Constitution was launched to coincide with the NHS's 60<sup>th</sup> Anniversary. The Constitution is currently being passed through Parliament; once passed in autumn, there will be a new statutory requirement for all NHS organisations to have "due regard" to the constitution.

Members of the Board noted the letters from the Chairman of the NHS North West's and the Department of Health, circulated with the Agenda and agreed to promote the aims and objectives outlined in the document at Trust Board level.

#### **09/235 Any Other Business**

This is Mr Frayne's last Board meeting, Members of the Board wished Mr Frayne all the very best for the future in his new role at Aintree Hospitals NHS Trust.