Southport & Ormskirk Hospital NHS Trust

Minutes of the Trust Board Meeting held on
Tuesday 27th July 2004
at 10.00am

In the Boardroom, Southport & Ormskirk Hospital NHS Trust, SDGH

Present:
Mr A Johnson (Chair) Mr P Orme
Mrs J Citarella Mr C Throp
Mr M Eastwood Mr L Byrom
Miss C Aitken Mr C Cheetham

In Attendance:
Mrs D Currie (Minutes) Mrs J Beck (representing Mr E Chew)
Mr S Taylor (part)

Apologies:
Mr J Parry Mr M Iskander
Mr E Chew

04/127 Minutes of the Trust Board Meeting held on 15th June 2004

The Minutes of the Trust Board meeting held on Tuesday 15th June 2004 were formally agreed as a correct record.

04/128 Matters Arising

(a) Minor Injuries Unit in Southport and Skelmersdale

A letter has been sent to the two Primary Care Trusts and we await a response.

(b) Formal Opening of the Women and Children's Unit

Dr Boocock will bring a progress report to the next meeting of the Trust Board.

Action: Dr G Boocock

(c) European Working Time Directive

Mr Orme was delighted to confirm that compliance with the European Working Time Directive will be achieved across all medical specialties by 1st August 2004. The outstanding areas previously reported have been resolved and summarised thus:

- Anaesthetics – The Trust has received non-recurrent funding of £240,000 to enable the appointment of 4 additional doctors.
- Orthopaedics – Through a combination of generic working with general surgery at SHO level and partial shifts at middle grade level, compliance will be achieved pending the move of non-elective trauma to Southport next year.
- Spinal Injuries – The introduction of non-resident on call to replace the current resident out of hours cover with support from Anaesthetics and the Hospital at Night Team.
- Ophthalmics – out of hour’s cover will terminate at 10.00pm with all emergencies being referred to the specialist centre or stabilised over night.

Members of the Trust Board were fully briefed on the Trust’s Hospital at Night model. The Trust has received non-recurrent funding of £470,000 from the Strategic Health Authority to support the costs.
Mr Cheetham raised his concern that the Trust has received £470,000 of non-recurrent funding in order to ensure the Trust is compliant with European Working Time Directive this year, but the Trust will have to find this sum in the next financial year, adding further pressure to our existing financial deficit. Mr Throp confirmed that this will be raised at the meeting with the Strategic Health Authority next week.

At the Finance Committee yesterday concern was raised that six additional medical posts totalling £300,000 has been approved, apparently without funding. Mr Johnson asked a full report to be brought to the next Trust Board meeting.

**Action: Mr C Throp**

**d) Consultant Contracts**

54 Consultants are now on the new Consultant Contract. This item can now be taken off the Agenda.

**6-Week Annual Leave Notice** – Mr Iskander has written to all Consultants reminding them of the requirement to provide 6-weeks notice of their annual leave. Members agreed that any breach of policy would be taken to the Personnel Sub-Committee.

**e) Financial Recovery Plan**

Mr Throp and Mr Parry attended a meeting with the Strategic Health Authority and were told that the Trust’s only option was to accept non-recurring brokerage. The Trust made a proviso that it would only accept brokerage if the Voluntary Recovery Support Unit was called in to the Trust. The Strategic Health Authority agreed to this proviso.

Mr Throp spoke to the paper, circulated with the Agenda, which provides Members with progress made to date on delivering the savings target for the first quarter of the financial year. Given all of the factors outlined, it can be seen that substantial progress has already been made in delivering the required savings. However, the most optimistic projection at this stage suggests that the plan will at best achieve savings of £3.5M during the year. This would leave the economy with a further £1.4M to find. This will form the basis of discussion at a meeting the Trust has called with the Chief Executive and Finance Director of Cheshire & Mersey SHA and Mr Cheetham, Mr Throp and Mr Orme on 6th August 2004. Members of the Trust Board will be communicated with on the outcome of this meeting, and if necessary, an Extraordinary meeting of the Trust Board will be called. Mr Johnson advised that the budget for the Trust was adopted at the June Finance Committee.

**04/129 MRSA – National Audit Report**

Members were delighted to note that the figures produced by the Department of Health show that Southport & Ormskirk Hospital NHS Trust has performed better than any other Acute Multi Speciality Trust in the country in preventing infection by MRSA. The Board stated that this was down to the hard work and dedication from its members of staff. A letter from the Trust Board would be placed in this month’s Team Brief congratulating everyone on this wonderful achievement.

The Chairman and Board Members expressed their disappointment with the news coverage of this piece of good news.

**04/130 Healthcare Commission’s Programme Ratings 2003/2004**

The Trust has been awarded two stars out of a possible three. For the fourth year in succession, the Trust achieved all its nine key targets on:-

- All emergency admission via A&E within 12 hours
- All suspected cancer patients seen within 2 weeks
- No outpatients waiting longer than the standard for an appointment
- No patient waiting longer than the standard for an elective (inpatient and day case) admission
• Total time in A&E of 4 hours or less
• Outpatient and elective booking
• Hospital cleanliness
• Financial management
• Improving working lives

One of the areas the Trust fell short of the standard was junior doctor’s hours, which has been addressed within actions taken to ensure compliance with the European Working Time Directive.

04/131 Corporate Governance Documents

Members adopted the Corporate Governance Documents circulated with the Agenda.

04/132 Clinical Governance

The Trust’s Clinical Governance Annual Report has been submitted to the SHA.

04/133 Performance Monitoring

Members noted the report summarising the two-month period May to June, circulated with the Agenda.

04/134 Business Case for the Provision of Nursery Services

Mr Taylor outlined the proposal to provide new Nursery accommodation at both Southport and Ormskirk hospitals, either on site, or near to the vicinity. The two Nurseries would be designed, built, financed and operated by a private partner provider.

Approval was given to Market Test this Proposal.

04/135 Outline Business Case for Replacement Radiological Equipment

Members noted the Outline Business Case for modernising and replacing the radiology equipment at Southport and Ormskirk Hospital NHS Trust.

Members gave their Approval for the Outline Business Case to be submitted to the Cheshire & Merseyside SHA and for the Trust to go out and Market Test.

04/136 Facility Management Offices and Energy Centre, ODGH

The Director of Facilities introduced a progress report on the above. The Board noted that the negotiations with Costain Limited has been completed and confirmed its views that, by virtue of its standing orders and standing financial instructions, the Chair of the Trust and the Chief Executive of the Trust has authority to enter into the building contract with Costain Limited, and collateral warranties (including a collateral warranty with Costain Limited) with such amendments as they may in their absolute discretion deem necessary or desirable, which would bind the Trust and Dalkia Utilities Services plc for the delivery and performance stated in those documents.

The Board noted that the negotiation with Dalkia Utilities Services plc had also been completed and confirmed its view that by virtue of its standing orders and standing financial instructions, the Chair of the Trust and Chief Executive of the Trust had authority to execute the project agreement (energy services agreement which is to have a project term of 30 years), the asset transfer agreement, the collateral warranty and the lease and sub lease of the site of the facility management offices and energy centre with such amendments as they may in their absolute discretion deem necessary or desirable, which would bind the Trust and Dalkia Utilities Services plc for the delivery and performance stated in those documents.

The Board endorsed the letter contained in Appendix 1 to the report, to be included with the executive documents.
04/137 **SGI Site Provision**

Mr Taylor updated Members on the SGI site provision, summarised thus:-

- Ophthalmology, Audiology, ENT, Outpatients, Medical Records and the Nurses Home will remain on the SGI site.
- The SGI site will be sold to a “LIFT” company, the PCTs equivalent of Trust’s PFI, possibly during this financial year. The Trust would then rent areas it occupies from the LIFT company.

04/138 **General Medicine Move**

Cheshire & Merseyside Strategic Health Authority have given the Trust conditional support for the provision of a two-storey modular building to be housed on the Southport DGH site. Medical Records would occupy the Ground Floor and the first floor would house 2 surgical wards.

The transfer of medical services on to the SDGH site will be completed in May 2005.

04/139 **Minutes of the Finance & Performance Committee held on 28th June 2004**

The Minutes of the Finance & Performance Committee held on 28th June 2004 were noted.

04/140 **Minutes of the Personnel Strategy Sub Committee held on 17th June 2004**

The Minutes of the Personnel Strategy Sub Committee held on 11th May 2004 were noted.

04/141 **Minutes of the Risk Management Steering Group**

The Minutes of the Risk Management Steering Group held on 16th March and 20th April 2004 were noted. Miss Aitken drew the Board’s attention to the following areas:-

- MIAA Investigation
- Chicken Pox Screening
- Control of Latex

04/142 **Minutes of the Supplies Policy Group held on 3rd June 2004**

The Minutes of the Supplies Policy Group held on 3rd June 2004 were noted.

04/143 **Date, Time and Venue of the Next Meeting**

Tuesday 14th September 2004
2.00pm
Boardroom, Corporate Management Offices, SDGH

Followed by

The Trust’s ANNUAL GENERAL MEETING
6.00pm
Lecture Theatre, Clinical Education Centre, SDGH