POOLE HOSPITAL NHS FOUNDATION TRUST

BOARD OF DIRECTORS

Part 1 Minutes of the meeting of the Board of Directors of Poole Hospital NHS Foundation Trust held at 9.00 am on Wednesday 27 March 2013 in the Board Room, Poole Hospital.

Present: Mrs Angela Schofield Chairman
Mr Chris Bown Chief Executive
Mr Peter Gill Director of Informatics
Mrs Jean Lang Non-Executive Director
Mr Ian Marshall Non-Executive Director
Mr Michael Mitchell Non-Executive Director
Dame Yvonne Moores Non-Executive Director (Vice Chair)
Mr Guy Spencer Non-Executive Director
Mrs Mary Sherry Chief Operating Officer
Mr Martin Smits Director of Nursing & Patient Services
Mrs Sarah-Jane Taylor Director of HR and Organisational Development
Mr Robert Talbot Medical Director
Mr Paul Turner Director of Finance
Mr Nick Ziebland Non-Executive Director

In Attendance:
Mrs Anita Bonham Business Manager
Miss Jill Retigan Secretary

The Chairman welcomed governors, staff, members of the public, press and observers from PricewaterhouseCoopers to the meeting. Representatives from staff side were also welcomed to the meeting and they issued a statement on their response to the report of the South West Consortium.

PHFT 083/13 Apologies for Absence

No apologies for absence had been received.

PHFT 084/13 Declarations of Interest

It was noted that the Board of Directors could potentially have an interest in any item related to merger.

PHFT 085/13 Part 1 Minutes of the Board Meeting held on 27 February 2013 (Paper 1)

The minutes were AGREED as a correct record of the meeting.

PHFT 086/13 Matters Arising – Action List (Paper 2)

050/13 The Chairman reported that the proposal for the formation of a single Research and Innovation Department with the Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust (RBCH) had been suspended following the Competition Commission (CC) Undertakings.
054/13 Mr Smits reported that the Government had issued their response to the Francis Report. He detailed the contents and noted that the link to the response was available.

054/13 Dame Yvonne Moores reported that the Claims, Complaints and PALs Committee were scheduled to do a presentation at the May meeting of the Quality, Safety & Performance Committee.

054/13 Mrs Sherry reported that she and Mr Ziebland had met, and following their discussion a proposal to provide early indicators for quality would be taken forward.

059/13 Mr Bown confirmed that the research into conurbations had taken place and been included in merger submissions.

It was noted and was agreed all other matters arising unless the subject of this or future Board of Directors agendas have been executed.

PHFT 087/13 Chairman's Report

The Chairman reported on the following items:

- Matron Geoffrey Walker had been named Nurse of the Year by the Nursing Journal. The Chairman expressed the delight and pride of the Board and hospital at Matron Walker achieving this accolade.
- From the 1 April NHS reforms would be implemented. The Chairman noted her appreciation of the previous excellent working relationships with the PCTs and welcomed the new Clinical Commissioning Group (CCG) and other commissioning groups.
- The Annual Wessex Training day of the Royal College of Physicians would be taking place at Poole Hospital by rotation on 28 April. The President, Sir Richard Thompson, would be attending the event and meeting with the Chairman and Chief Executive.
- The 2013 Staff Awards would be taking place on 27 March and the Chairman noted her appreciation of all staff and their contribution to Poole Hospital.
- During the week commencing 18 March 2013, wards and departments had taken part in raising awareness of the importance of patient nutrition and hydration during National Nutrition Week. The Chairman, Director of Nursing and Chief Executive had taken part in serving lunch to patients.
- A letter had been received from the Secretary of State entitled Ensuring an Open NHS Culture. Mr Bown reported that following checks there were no inappropriate confidentiality clauses in contracts issued by the hospital.
- The business of the private February Board meeting was detailed. It was noted that the Undertakings from the CC had been discussed and having been assigned delegated authority Mr Bown had subsequently signed them on behalf of the Board of Directors.
- Upcoming fundraising events abroad were listed.
- Due to the meeting with the CC being scheduled for 24 April the Board of Directors meeting had been rearranged for Thursday 25 April. Due to unavailability of rooms this would take place at Salterns Hotel.

The report was NOTED.
PHFT 088/13 Chief Executive's Report

Mr Bown presented his report and noted the following key points:

- The hospital remained busy with peaks in attendance, particularly in the Emergency Department, which was in line with the national position. Staff were commended for their hard work during this busy time.
- Work to support the merger and the CC enquiry remained time consuming.
- The CC Undertakings had been signed and any breaches to these could result in significant consequences. An Independent Observer had been appointed to observe key meetings. All parties were very clear that the undertakings must not affect patient care.
- The formal hearing for Poole Hospital with the CC would take place on 24 April with the RBCH hearing scheduled for the same day. It was expected the outcome would be released at that time, although the process could be extended for up to eight weeks should the CC feel that more time was required to consider the evidence.
- The Integrated Business Plan and Long Term Financial Model would be submitted to Monitor by the end of June. The earliest date for licensing the new organisation was November 2013.
- Quarter three Performance Reviews of both the Clinical Directorate and Corporate functions had been completed by the Chief Executive and Executive Team. Good progress had been made against objectives and targets. Teams remained focused on delivering the best for patients, managing performance and ensuring compliance with standards.
- Thanks to the Dietetic Department and nursing staff for all their hard work during the successful Nutrition Awareness Week were noted.
- 2013/14 budgets were to be agreed by the Board and the focus would be on delivering quality services to patients and meeting all statutory and regulatory requirements, achieving the financial plan that ensured delivery of FRR3 and achieving the merger with RBCH.
- The February 2013 Monitor FT Bulletin had been received and had been scrutinised by the Executive Team who would take any appropriate actions.

The report was NOTED.

PHFT 089/13 Board Reporting Governance Cycle (Paper 4)

The Chairman presented the Governance Cycle which provided a programme for the business of the Board of Directors for the year and ensured all requirements were met.

The report was discussed and it was agreed the annual IG SIRO Summary Report should be presented in October and March to meet required deadlines.  

ACTION: JR

Subject to the above amendment the Governance Cycle was APPROVED.

PHFT 090/13 South West Pay Consortium Report (Paper 5)

The Chairman thanked staff side representatives present for their earlier statement. She was pleased to note that the challenges to the NHS to deliver
first rate healthcare with reducing income and rising costs was acknowledged. The Chairman detailed the dilemma faced by Trusts with mandatory savings to be made and over 60% of the NHS budget being attributable to staff costs. She noted that all options would be explored and reassured staff that the Board would seek to maintain an open dialogue with staff side representatives. The Chairman commended Mr Bown for his work as Chair of the now disbanded South West Consortium.

Mr Bown presented the report and provided detail on the background to the report and the transparency that had been maintained throughout the project. He noted that all employee groups had been considered in the process. Mr Bown detailed the work, challenges and outcomes of the South West Consortium. He also noted that throughout the period that the consortium had been in existence the Board had pursued the debate in a genuine belief that pay, terms and conditions play a fundamental part in securing the long term sustainability of clinical services and employment. It was noted that the Consortium was no longer in existence following the production of its report.

The report put forward a number of recommendations and these were all considered in detail. The Board of Directors AGREED:

To implement with colleagues in the south west, other networks and trade unions, the recently agreed changes to national Agenda for Change terms and conditions.

To work with NHS Employers to promote future and timely discussions over pay, terms and conditions to ensure they are fit for purpose.

To utilise existing forums and networks, for example the south west chief executives forum and Foundation Trust Network, to feed into national discussions on pay, terms and conditions.

In light of the proposed merger with RBCH the Board of Poole Hospital also AGREED that:

Optimising terms and conditions, the provision for which is already contained within existing Agenda for Change agreements, would only be explored in the event that merger with RBCH did not take place.

Should future progress against ensuring fit for purpose national pay, terms and conditions be insufficient, existing channels and networks would be used to raise concerns.

**PHFT 091/13 Monitor – Quality Governance Framework – Trust Status**

Mr Smits reported that the Monitor Quality Governance Framework would form part of future submissions which would be presented to the Board. He noted that PricewaterhouseCooper were currently looking at quality governance arrangements for the potential new organisation.

The report was NOTED.

**PHFT 092/13 Chairman’s Report of the Finance & Investment Committee held on 25 March 2013**

Mr Mitchell referred to his tabled report and noted the following:
At the end of eleven months the Trust remained on track to achieve the planned surplus and a Financial Risk Rating (FRR) of three.

The delays to the merger would increase the risk of upward pressure on costs.

The draft 2013/14 budget had been scrutinised and it would be challenging to achieve break even.

The Capital Budget would require careful consideration for all scenarios.

The report was NOTED.

PHFT 093/13 Chairman’s Report from the Quality, Safety & Performance Committee held on 25 March 2013

Dame Yvonne Moores referred to her tabled report and noted following:

- The committee had agreed the Same Sex Declaration.
- Quality elements of the 2013/14 Contract had been discussed
- The committee had scrutinised a detailed mortality report and been assured that the Trust’s results were below average and trends and alerts were monitored closely. It was noted that the mortality graph in the Integrated Performance Report displayed results by a 3 month average.
- The Essence of Care monthly report would be submitted to the next meeting at their request.

The report was NOTED.

PHFT 094/13 Integrated Trust Performance Report (Paper 6)

Mr Turner, Mrs Sherry, Mr Smits and Mrs Taylor presented the report and highlighted key areas.

Detailed discussion took place particularly in regard to:

- Financial results for month 11 confirmed that the monthly and yearly targets remained on plan.
- It was expected that the end of year accounts would show an operating surplus of £1.5m, a cash position of £15m and a FRR of three. The underlying position of the Trust was break even and the results had been achieved through significant additional income.
- The excellent results in Endoscopy.
- A further mixed sex breach had been recorded. It was expected that the refurbishment in Ansty Ward would help to improve the position.
- The Emergency Department remained busy with unusual patterns of presentation. Despite the best efforts of staff the standard had not been met for March.
- Delayed Transfers of Care continued to improve and the plan for 2013/14 was to avoid all delays. In future informal delays would be included in the report.
- The effective management of Norovirus.
- It was anticipated the Trust would report four MRSA cases, which was disappointing but did not breach the Monitor target.
- The number of cases of Clostridium Difficile recorded to date was 25 against the target of 25 for the year. Discussion with Commissioners regarding cases that were not attributable to the Trust was ongoing.
The correlation between short hospital stays and readmission rates was under examination.
The Red Cross Service had proved very successful although funding had been withdrawn by Commissioners. The Red Cross would fund the service for the next three months.
Hospital staff had continued to provide an excellent service and the Chief Executive would consider ways to ensure that the appreciation of the Board of Directors was communicated to them. **ACTION: CB**

The report was discussed and NOTED.

**PHFT 095/13 Merger Update**

This item had been dealt with under minute 088/13.

**PHFT 096/13 Chairman's Report of the Audit & Governance Committee held on 13 March 2013**

Mrs Lang referred to her tabled report and noted the following:

- The committee had been reassured by the latest reports from Internal Audit, which had contained very few recommendations for improvement.
- A full report on Emergency Preparedness had demonstrated that the Trust had all necessary plans in place with ongoing training and practice events scheduled.

The report was NOTED.


Mr Turner presented the report which provided detail on the new NHS provider licence, which would be issued to Foundations Trusts and become effective from 1 April 2013. It was noted that the current Terms of Authorisation would be replaced by 27 conditions, which were detailed in the report.

The new Risk Assurance Framework (RAF) was currently under consultation. This would replace the Compliance Framework and would come into force as of 1 October 2013. Mr Turner detailed the proposed changes to the risk ratings which would change to a 1-4 scale rather than a 1-5 scale.

The report was discussed in detail. The Chairman agreed that the Board would be given the opportunity to ensure they were fully conversant with the new licensing regime. **ACTIONS: AS/MB**

The report was NOTED.

**PHFT 098/13 Today’s Board Seminar**

The Chairman reported that the subject of the Board Seminar would be to consider the available options for Poole Hospital should the merger not proceed.
Questions from the Council of Governors

There were no questions from the Council of Governors received.

Any Other Business

There was no other business.

Date and Time of Next Meeting

Board meeting to take place on Thursday 25 April 2013 at Salterns Harbourside Hotel, 38 Salterns Way, Poole BH14 8JR.

Withdrawal of Press and Public

The Chairman moved that any members of the public and representatives of the press should withdraw from the meeting.