Part 1 Minutes of the meeting of the Board of Directors of Poole Hospital NHS Foundation Trust held at 9.00 am on Wednesday 28 November 2012 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:
Mr Michael Beswick Company Secretary
Mrs Deb Matthews Merger Programme Director
Miss Jill Retigan Secretary

The Chairman welcomed the governors, staff and members of the public to the meeting.

Mr Peter Gill, Director of Informatics for Royal Bournemouth & Christchurch Hospitals (RBCH) and Poole Hospital was introduced and welcomed to the meeting.

PHFT 395/12 Apologies for Absence

There were no apologies for absence.

PHFT 396/12 Declarations of Interest

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

PHFT 397/12 Part 1 Minutes of the Board Meeting held on 31 October 2012 (Paper A)

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

PHFT 398/12 Matters Arising – Action List (Paper B)

354/12 It was noted that a full report on Venous Thromboembolism (VTE) would be presented to the part 2 Board meeting.
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 399/12 Chairman’s Report

The Chairman reported on the following:

- A very productive Joint Governor Workshop had been held on 26.11.12 and Governors had received a presentation on the benefits of merger.
- A merger event, the Big Conversation, run by the King’s Fund to look at the cultural positives from both trusts had taken place. The event had been very constructive and the commitment of staff particularly highlighted.
- Shadow Clinical Directorates had delivered presentations to the two current Boards of Directors, reporting on how savings could be achieved through joint working. The commitment of staff was noted.
- A meeting had been held with Monitor to provide assurance that the Trust had robust and viable plans for 2013/14. The Chairman was pleased to note the meeting had been positive and she thanked Mr Bown and Mr Turner for their contribution.
- The new 3T MRI scanner would be formally opened on 13 December and invitations to the event would be issued.
- The calendar for upcoming charitable events.
- Poole Africa Link work continued and a leaflet detailing ways to purchase a Christmas gift for Wau Hospital was available. Dame Yvonne Moores reported that a large donation for this work had been received from the Farah Foundation and the next visit to Southern Sudan was planned for January 2013.

The report was NOTED.

PHFT 400/12 Chief Executive’s Report

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

- The NHS Priorities for the next two years had been published on 13 November. He detailed the content and some of the objectives including improving standards of care for the elderly, better diagnosis of Alzheimer’s Disease, better care during pregnancy and ensuring that mental health issues were treated with the same importance as physical health issues. Mr Bown also noted that each patient would have access to give feedback via the Friends and Family Test. It was noted that this document would be pivotal to the hospital’s strategy.
- A pilot for Order Communications, which connects hospitals and GPs would be introduced to identified sites over the coming months. Mr Talbot noted this was vital work which would improve accuracy of information. It was agreed that Mr Gill would provide an IT Strategy update at the Board and Council of Governors event in January.

ACTION: PG
- The withdrawal of RBCH from the South West Pay Consortium was noted and Mr Bown confirmed that Poole Hospital, along with 18 others, would consider the business case on submission in January.
- The hospital remained busy and staff demonstrated their resilience and commitment as they continued to deliver excellent care.
• The Monitor Bulletin for November was issued and it was noted the content would be fully considered and actioned by the Executive Team.

The report was NOTED.

PHFT 401/12 Amendments to the Constitution (Paper D)

Mr Beswick presented his report and requested the Board to agree in principle that the Constitution be amended with regards to the changes, individually or severally, for the move from Primary Care Trusts to a Commissioning Group, for the effects of the third Commencement Order and affecting quorum of the Council of Governors as determined by the Council.

Mr Beswick noted that the progressing of the amendments was dependent on the approval of the latest version of the Constitution and instruction that the amendment of the third Commencement Order for the Health and Social Care Act 2012 should stand alone.

The amendments to the Constitution were APPROVED in principle.

PHFT 402/12 Chairman's Report of the Quality, Safety & Performance Committee held on 26 November 2012

Dame Yvonne Moores referred to her tabled report. She reported that following a walkabout in Paediatrics it had been noted that it was a very busy area of the hospital which required complex management to match resources with clinical need. Dame Yvonne Moores highlighted the need to ensure that winter pressures were fully considered for the department. The excellent teamwork demonstrated in the Paediatric Department was noted.

The Biennial Cancer Report had been presented to the Committee and they had requested it be rebranded to ensure the whole community were aware it pertained to the Dorset Cancer Centre. She noted the excellent assessment of the Unit following the National Team Peer Review Visit.

Dame Yvonne Moores reported that the Committee had received the Annual Organ Donation Report and commended Spike Briggs, Trust lead for Organ Donation, for his effort and commitment to this work.

A presentation on the Liverpool Care pathway had been requested at the next meeting.

The Chairman thanked the committee for the detailed work they carry out on behalf of the Board of Directors.

The report was NOTED.

PHFT 403/12 Results from Monitoring of the Human Touch Campaign (Paper E)

Mr Smits reported that the Human Touch campaign continued to gain momentum with a public launch having been held on 22 November. The campaign and its importance and presence within the culture of the hospital was discussed. Mr Bown reported that the campaign was now included in induction training and the Chairman encouraged everyone present to consider involvement as a mealtime companion.
Mr Smits referred to section two of the report and the indicative results of the effect of the campaign. Following discussion it was agreed that Mr Smits would consider using the handheld feedback devices to gain more specific data.

**ACTION: MSm**

The Board commended Dr. Prem Fade and Mrs Mandy Baker for their enthusiastic leadership of the Human Touch.

The report was NOTED.

**PHFT 404/12 Summary of Complaints Report (Quarter 2) (Paper F)**

Mr Talbot presented the report which had been considered in detail by the Quality, Safety & Performance Committee.

He noted the work of the Patient Advice and Liaison Service (PALS) and how they solve issues and negate a large number of potential complaints. The Board agreed that the learning and changes derived from complaints was very valuable.

The report was discussed and the rise in complaints regarding discharge was noted. Factors, including the RACE Unit and expectations from carers, and funding issues related to ongoing care for the elderly, were considered.

The excellent work of Mrs Carrie Stone, Legal Services Manager was noted.

The report was NOTED.

**PHFT 404/12 Chairman's Report of the Finance & Investment Committee held on 26 November 2012**

Mr Mitchell referred to his tabled report and noted the following:

- The Month 7 Finance Report had been scrutinised and demonstrated that the Trust remained broadly on plan.
- Confirmation of additional funds from the PCT in payment for activity had been received.
- Merger costs had been scrutinised and while it was forecast they would remain on budget, referral of the merger case to the Co-Operation and Competition Panel (CCP) would add pressure.
- The Claims Report had been scrutinised and likely changes to insurance premiums for Obstetrics would make it very challenging to provide a service that breaks even without changes to PbR.
- A Business Case for the PACs business case had been scrutinised and the Finance and Investment Committee would recommend that it be approved by the Board of Directors in today’s Part 2.

The report was NOTED.

**PHFT 405/12 Integrated Trust Performance Report (Paper G)**

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

Detailed discussion took place particularly in regard to:
The challenge to financial performance with costs higher than anticipated and the full level of cost reductions not realised.

The expectation that the PCT would provide additional income for extra activity in 2013/14.

All Monitor and performance targets had been met with the exception of Stroke. Mrs Sherry noted that relocation of the Stroke Unit combined with a high number of admissions had caused the result and this was not expected to be an ongoing issue.

The small increase to delayed transfers of care and the continual monitoring and work to optimise relationships with partners.

The access to outpatient appointments, and the work to balance capacity with demand. Mrs Sherry reported that this was subject to weekly consideration by specialty and an exception report for Dermatology and Gastroenterology would be included in the next Integrated Performance Report.

ACTION: MShy

The rise in mortality was discussed. Mr Talbot reported that work to validate coding was underway and some issues had been identified. He noted that the September results were awaited. The Board requested that wider understanding of mortality be a subject for a Seminar.

ACTION: RT

Work with the PCT to manage Endoscopy pressures continued and agreement for a third room allowing five additional sessions had been reached.

The bed occupancy remained high.

The VTE target had failed by 0.9% and a report would be considered at the part 2 Board meeting.

The report was discussed and NOTED.

PHFT 406/12 Merger Update (Paper H)

Ms Matthews presented the report and noted the process with the OFT continued and meetings and deadlines were detailed. She noted the planned licence date of 01.07.13 could be subject to delay.

Work on the Transitional Plan, which focussed on plotting processes to ensure an integrated organisation, was underway. Ms Matthews highlighted ongoing media interest and noted the consideration being given to increased public involvement; plans to engage external support for communications were noted.

The report was NOTED.

PHFT 407/12 Chairman's Report of the Audit & Governance Committee held on 21 November 2012

Mrs Lang presented a tabled report and noted the meeting was concerned with normal committee business and there was nothing exceptional to report.

The Council of Governors had appointed new External Auditors, Deloitte LPP, and their representative Susan Barratt had attended her first Audit & Governance Committee. She noted that Mrs Barratt would be present at the January Council of Governors meeting.

The report was NOTED.
PHFT 408/12 Register of Directors Interests (Paper I)

The Chairman presented the annual review of the interests declared by the Board of Directors.

The report was NOTED.

PHFT 409/12 Today’s Board Seminar

The Chairman reported that the Board Seminar would be about the South West Pay Consortium in preparation for the submission of the Business Case in January 2013.

PHFT 410/12 Questions from the Council of Governors

Two questions from Governors had been received:

From Jane Lloyd - 'In the light of the recent decision by RBCH to withdraw from the Consortium, what, if any, are the implications for our joint merger discussions?'

From Kris Knudsen: Following the withdrawal of Royal Bournemouth and Christchurch Hospitals from the South West Pay, Terms and Conditions Consortium where does that leave PHFT and its continued involvement with the Consortium in light of the proposed merger?

Mr Bown responded that Poole Hospital remained a member of the Consortium and a full discussion would take place on receipt of the business case.

A response would be issued to Canon Lloyd and Ms Knudsen.

ACTION: MB/JR

PHFT 411/12 Any Other Business

The Chairman reported that Councillor John Adams is the appointed Governor for Bournemouth Borough Council. It was noted Cllr. Adams held the same position for the Council of Governors of RBCH.

The Chairman noted that a joint meeting of the two boards was scheduled for 12 December and detailed the Board and Governor event planned for 19 December.

PHFT 412/12 Date and Time of Next Meeting

Board meeting to take place on Wednesday 30 January 2013 in the Board Room, Poole Hospital.

PHFT 413/12 Withdrawal of Press and Public

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