

Board of Directors

Public Minutes of the Meeting held at 2pm on Monday 2 March 2009

PRESENT

Mr J Moran		Chairman <i>in the chair</i>
Mrs R Alcock		Director of Workforce and Service Development
Mrs T Bullock		Chief Operating Officer, Director of Nursing
Mr M Chandler		Non-Executive Director
Mr WD Craig		Non-Executive Director
Dr PA Dodds		Medical Director
Mr A Ennis		Associate Director of Clinical Strategy, Development and Delivery
Mrs D Frodsham	DF	Director of Business Development
Mrs V Godfrey		Associate Non-Executive Director
Mr DP Goodwin		Director of Finance & Planning
Mr D Hopewell		Non-Executive Director
Mr M Oldham		Director of Finance & Planning Designate
Mr P Morley		Chief Executive
Dr AH Wood		Deputy Chairman and Senior Independent Director

IN ATTENDANCE

Ms M Alexander PA to Chairman and Chief Executive

*denotes action deriving from **resolutions** below

Opening the meeting, the Chairman acknowledged this was the last Board of Directors Meeting for Mr Duncan Goodwin, Director of Finance & Planning, prior to his retirement on 31 March 2009. The Chairman thanked Mr Goodwin for all the work he has done as a member of the Board of Mid Cheshire Hospitals NHS Foundation Trust and also his support to the Chairman.

DIRECTORS' INTERESTS

No Director declared, or had declared, any change to her/his interests since the Board of Directors' previous meeting.

MINUTES OF THE LAST MEETING

After discussion, it was

Resolved

- **To sign the minutes as an accurate record of the Board meeting held on Monday 2 March 2009, subject to noting that under**

09.02.7.2 Letter from Mr M Pyrah, Central & Eastern Cheshire PCT
[Section removed under S43 of the Freedom of Information Act]

09.01.10.9 Quality Matters/Lean Programme
[Section removed under S43 of the Freedom of Information Act]

ACTIONS ARISING FROM PREVIOUS MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA

09.01.10.5 VIN
Dr Wood advised the Board, his request for a report on the consequences for the Trust should development not take place on the VIN site had not been included in the Board Actions. In the discussion that followed, Mrs Frodsham advised she was to meet with the PCT on Friday and would prepare a detailed update report.

Resolved

- **To receive a detailed report at the Board Away Day of 16 March 2009** *DF*

09.01.4.3 North West Innovation Day
Mr Chandler advised, following the visit from Patient Track, three streams of review had commenced or were due to commence.

Resolved

- **To receive further updates from Mr Chandler as appropriate.** *MJC*

CHAIRMAN'S ANNOUNCEMENTS

09.03.5.2 Meeting with Ms P Ong & Mr M Pyrah, CECPT
The Chairman reported he and Mr Morley met with Ms Pauline Ong, Chair, and Mr Mike Pyrah, Chief Executive, Central & Eastern Cheshire Primary Care Trust (PCT) at which a number of items were discussed. [Sentence redacted under S43 of the Freedom of Information Act]

[Section removed under S43 of the Freedom of Information Act]

09.03.5.3 Ruth Hussey and John Ashton
The Chairman advised he had attended a conference at which the above were speakers and was focused on 'Out of Hospital'. The Chairman advised we will need to develop plans with our PCT to determine the extent that hospital services move into community settings.

09.03.5.4 Northwich Guardian Campaign - Car Parking

The Chairman advised members of the Northwich Guardian campaign against car parking charges at Victoria Infirmary, Northwich. The campaign is to run for two month period and has the backing of Mr Mike Hall, MP.

09.03.5.1 NHS Constitution

The Chairman referred members to the summary NHS Constitution which details the rights of patients and staff together with the pledges the NHS is committed to achieve. Mrs Alcock advised briefing sessions had been held last year with staff as to what changes were proposed within the Constitution and the feedback had been returned to the Department of Health.

Mrs Bullock requested that elements of the Constitution be included in discussions with the PCT particularly in relation to quality initiatives.

Resolved

- **To approve report**

GOVERNORS ITEMS

09.03.6.1 Council of Governors Meeting: Thursday 23 April 2009

The Chairman advised the workshops at the Council of Governors meeting of 23 April 2009 would focus on membership. A meeting of the Membership & Communications Committee had been held on Tuesday, 17 February 2009 to which all governors had been invited and a second meeting will be take place prior to the meeting of 23 April 2009.

Mr Morley advised the onus of increasing membership lay with Governors. The Trust had committed to engage 12,000 members prior to the end of 2010. Currently the Trust had 5,500 members. It was pointed out that using a company to drive membership numbers can be costly and we need to find more cost effective ways using Governors. [Sentence redacted under S43 of the Freedom of Information Act]

09.03.6.2 Governor Engagement

Following the Council of Governors meeting of 29 January 2009 , the Chairman advised he and Mr Morley will work together to look at ways of further engaging Governors within the Trust.

09.03.6.3 Governor Development Programme – 18 March 2009

The Chairman advised seven Governors had expressed an interest in attending the NHS Northwest Governor Development Programme in

Manchester on 18 March 2009. The Chairman invited members of the Board to attend to attend the Programme.

- 09.03.6.4 Mid Cheshire Hospitals NHS Foundation Trust Constitution**
The Chairman advised of potential changes that may need to be made to the Constitution.

CHIEF EXECUTIVE'S REPORT

- 09.03.7.1 Plan for Sustainable Development of the Estate**
Mr Morley advised Mr Mike Babb, Divisional Director, Estates & Facilities will make a presentation to the Board at the Board of Directors meeting of 6 April 2009.
- Resolved**
- **To receive a presentation from Mr Mike Babb at the Board of Directors meeting of Monday, 6 April 2009**
- 09.03.7.2 Contract**
[Section removed under S43 of the Freedom of Information Act]
- 09.03.7.3 ECT**
[Section removed under S43 of the Freedom of Information Act]
- 09.03.7.4 A&E Closure – February 2009**
Mr Morley advised A&E had closed for a two hour period on 5 February 2009. An After Action Review is to be completed, the outcome of which will be brought to the Board at the Board of Directors meeting of 6 April 2009.
- 09.03.7.5 Foundation Trust Network**
Mr Morley advised the Chairman was to nominate Mr Morley to stand for election as a representative for the Foundation Trust Network Board.
- 09.03.7.6 Clinical Pathway Group**
Mr Morley advised he has been asked to be the Chief Executive Sponsor of a Clinical Pathway Group organised by the NHS Northwest.
- 09.03.7.7 Cheshire Fire & Rescue**
Mr Morley advised a meeting had been held with Cheshire Fire & Rescue at which the Trust's submission was discussed. Cheshire Fire & Rescue are to review the document in detail and respond formally.
- 09.03.7.8 Skills Pledge**
Mr Morley advised the Trust had committed to the Skills Pledge within the Cheshire Region which commits the Trust to investing in skills of all

our staff. Funding will be available to assist the Trust in realising this commitment.

09.03.7.9 Keele University

Mr Morley advised he and Mrs Alcock had been invited to speak at events/seminars to be hosted over the next year by Keele University.

09.03.7.10 Monitor

Mr Morley advised members that Mr Bill Moyes of Monitor is to present at the House of Lords regarding the quality accounts of Foundation Trusts. Mr Moyes is requesting the accounts do not have to be presented to the Department of Health.

MEDICAL DIRECTOR'S REPORT

09.03.8.1 Information Technology – Message Boards

[Section removed under S43 of the Freedom of Information Act]

Resolved

- **To initially use VPN rather than an external site**

09.03.8.2 Hospital Standardised Mortality Rates

Dr Dodds advised that following Mr David Cade's retirement in December, his role remains vacant. Work is, however, ongoing and further detail will be available in the Performance Report at the Board of Directors meeting of 6 April 2009.

Resolved

- **To approve report**

STRATEGY DECISIONS

09.02.9.1 Intermediate Tier – Progress Report

Mrs Frodsham advised the Elmhurst Unit had officially opened with a number patients being received this morning and a number further patients due. [Sentence redacted under S40 of the Freedom of Information Act].

[Sections removed under S43 of the Freedom of Information Act]

Mrs Godfrey requested the Board's congratulations to Mrs Frodsham on the commissioning of Elmhurst be recorded.

Resolved

- **To approve the paper**
- **To record the Board's thanks to Mrs Frodsham. MA**

09.01.10.5 Urgent Care Centre

Mrs Frodsham gave a verbal update on the Urgent Care Centre and in particular in relation to capital. In the discussion that followed it was agreed Mrs Frodsham would present a paper at the Board Away Day of 16 March 2009 at which time the Board of Directors will be asked to approve the LLP and Contract.

Resolved

- **To receive a presentation at the Board Away Day of 16 March 2009 in relation to the Urgent Care Centre DF**

09.01.9.1 Acute Physician – Business Case

[Section removed under S43 of the Freedom of Information Act]

Mrs Frodsham presented the business case. [Sentence redacted under S43 of the Freedom of Information Act] Further discussion followed in relation to income generation and costs and whilst it was acknowledged it would increase costs without a corresponding increase in income for the Division it would improve the quality of care and also allow for a reduction in the cancellation of general surgery procedures.

Resolved

[Section removed under S43 of the Freedom of Information Act]

09.03.9.4 Orthopaedic Consultant – Business Case

[Section removed under S43 of the Freedom of Information Act]

Mr Ennis presented the detail of the paper. [Section removed under S43 of the Freedom of Information Act]

Resolved

- **To approve the business case with the appointment of a locum until a permanent appointment has been made.**

STRATEGY IMPLEMENTATION

09.01.10.2 Budget 2009/10

Mr Oldham presented the paper to the Board. [Section removed under S43 of the Freedom of Information Act]

Mr Morley requested the Board's approval of the paper in order to provide a licence to operate from 1 April 2009 advising definitive figures will be available by 30 April 2009 whereupon the paper will be revised.

Mr Oldham advised the Trust had to report to Monitor by 31 May 2009 advising them of our income and expenditure plans for the financial year.

Following further discussion it was

Resolved

- **To approve the report and proceed only with minimal essential until the contract with the PCT has been signed and final figures known.**

09.01.10.5 VIN

[Section removed under S43 of the Freedom of Information Act]

Resolved

- **To approve the report**

09.01.10.8 Quality Matters/Lean Programme

Mr Morley introduced the paper and advised members the purpose of the Lean Programme was to develop the capacity and capability of our staff to ensure an effective delivery of service at a reduced cost.

[Section removed under S43 of the Freedom of Information Act]

Resolved

- **To approve the Business Case**

09.01.7.2 Appointment of Trust Secretary

Mr Morley advised the post of Trust Secretary would go to advertisement by the end of March 2009. The post will be a part-time post with candidates required to have a legal background.

Resolved

- **To approve the report**

09.03.11.1 Performance Report to 30 December 2008

Mrs Bullock presented the report.

Finance Focus

[Section removed under S43 of the Freedom of Information Act]

System Delivery Focus

Mrs Bullock presented the report and noted targets had been met for the month.

[Section removed under S43 of the Freedom of Information Act]

Mrs Bullock advised we had, year to date, 12 MRSA cases reported. Year on year, the Trust have reduced the number of MRSA bacteraemia cases with 31 cases having being reported for 2003/2004.

[Section removed under S43 of the Freedom of Information Act]

Mrs Bullock also advised communication had been received from the HCAI Monitoring Team who were complimentary concerning the Trust's current practices and also considered the Trust to be low risk.

In relation to Orthodontics, Mrs Bullock advised a meeting was to be held with the PCT to discuss a service provider whilst in relation to Ophthalmology, a locum was currently in place with recruitment for a permanent staff member due to commence.

Workforce Focus

Mrs Bullock presented the report detailing the figures and graphs shown.

Market Focus

Members were advised Ms Jane Bowhill, Head of Marketing, had commenced in post.

Resolved

- **To approve report**

ACCOUNTABILITIES

09.02.13.1.1 Workforce Committee – 20 January 2009

Mr Craig presented the minutes and advised of no additional comments

Resolved

- **To note the minutes**

09.03.13.1.2 Practice Standards Committee: Monday 9 February 2009

Dr Wood presented the minutes of the meeting and noted that following concerns raised by Dr Wood and Dr Dodds concerning the 3rd and 4th degree tears, further detail had been requested.

[Section removed under S40 of the Freedom of Information Act]

Resolved

- **To note the minutes**

09.03.13.1.3 Audit & Assurance Committee: Monday, 9 February 2009

Mr Chandler presented the minutes and made the following points:

- The Terms of Reference of Committees were approved subject to Mr Hopewell's comments
- Bentley Jennison had been appointed as the Trust's Internal Auditors for the period 1 April 2009 to 31 March 2012
- The premiums for NHSLA have increased by 51%.

At Mr Morley's request, it was noted Accountable Officers are to be advised in advance, when papers for which they are responsible are to be reviewed.

Resolved

- **To note the minutes.**

09.03.13.1.4 Patient Experience & Quality Committee – Wednesday, 4 February 2009

Mrs Godfrey requested the Terms of Reference be brought to the Board Meeting of 6 April 2009 as paper copies of the proposed Terms of Reference had not been made available to members.

Resolved

- **To note the minutes**
- **To receive the Terms of Reference for discussion at the Board of Directors meeting of 6 April 2009**

09.03.13.1.5 Infrastructure Development Committee – Wednesday 28 January 2009

It was advised Mr Mike Babb, Divisional Director, Estates & Facilities will present to the Board of Directors meeting of 6 April 2009 in relation to the Capital Programme 2009/10.

Resolved

- **To note the minutes**
- **To receive a presentation from Mr M Babb at the Board of Directors meeting of 6 April 2009**

09.03.13.1.6 Performance & Finance Committee, Friday 30 January 2009

In relation to Finance, Mrs Bullock gave a brief background to the report to be completed by Mr Stephen Eaton and Mrs Jayne Hartley into ward establishment to include funding and rostering.

Resolved

- **To note minutes**
- **To receive the above report at Board of Directors meeting of 6 April 2009**

09.02.13.2 Integrated Governance

Dr Dodds advised Integrated Governance had been discussed at the Board Away Day of 23 February 2009 at which members had been present, with the Board Assurance Framework to be discussed at the Board Away Day of 16 March 2009

Resolved

- **To approve report**

09.01.13.5 [Section removed under S42 of the Freedom of Information Act]

Resolved

- **To approve the report**

09.01.13.6 Visits of Accreditation, Inspection and Investigation

- Mr Morley advised no visits of accreditation, inspection and investigation had occurred during the month other than those noted on the Board of Directors Agenda.

09.01.14.1 BOARD ACTIONS

After discussion, it was

Resolved

- **To approve the revised schedule of Board of Directors' actions, subject to including amendments to the schedule to be presented to the Board meeting on Monday 6 April 2009 MA.**

09.01.15.1 ANY OTHER BUSINESS

Board Away Day – 16 March 2009

Mr Morley advised the venue for the Board Away Day of 16 March 2009 was the Ramada Encore Hotel in Crewe rather than Willington Hotel. The agenda for the meeting shall include Board Assurance Framework, VIN, Contract implications, risks for LLP, targets and standards for next year.

Mrs Alcock advised members she would be unable to attend the Board Away Day.

Cancer Peer Review Programme

Mrs Bullock advised members of the Cancer Peer Review Programme. Ms Dingle is to provide an update on the validation process. Mrs Bullock advised the review will take place in September 2009 and requested a Non Executive Director representative for the programme. In response to Mrs Bullock's request, the Chairman requested additional information to enable the selection of most appropriate Non Executive Director.

Monitor – IFRS

Mr Goodwin advised advice is awaited from the Trust's auditors with regard to what assurances are required by Monitor by 31 March 2009.

Safeguarding Childrens Board

Mrs Bullock advised the Local Safeguarding Childrens Board had been divided into two in accordance with the local authority unitary split. One shall be responsible for East Cheshire and the second shall be responsible for West Cheshire & Chester

09.01.16.1 TIME, DATE AND PLACE OF FORTHCOMING MEETINGS

9.30am, Monday 6 April 2009 in the Board Room at Leighton Hospital

Signed

Chairman

Date