

Board of Directors

Public Minutes of the Meeting held at 9.30am on Monday, 3 August 2009

PRESENT

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

In Attendance

Mrs K Edge	Deputy Director of Finance, Planning and Performance
------------	--

APOLOGIES

Ms M Alexander	Executive Assistant
Mr Dennis Dunn	Non-Executive Director
Mr M Oldham	Director of Finance & Planning

*denotes action deriving from **resolutions** below

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, 6 July 2009.

ACTIONS ARISING FROM PREVIOUS MINUTES NOT INCLUDED ELSEWHERE ON THE AGENDA

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

Resolved

- **Mrs Alcock to report back in 6 months with any further updates. This will be brought forward if there are any significant changes.**

CHAIRMAN'S ANNOUNCEMENTS

09.07.5.3 AGM

The Chairman thanked everyone for all their support at the AGM and noted that there had been an improvement in public attendance this year.

The Chairman advised that regular meetings had now been arranged with Professor Pauline Ong Chairman of Central & Eastern Cheshire PCT.

GOVERNORS ITEMS

09.08.6.1 Council of Governors Meeting - 23 July 2009

The Chairman noted that the meeting had been a positive one. Mrs Alcock informed the Board that discussions were taking place with regards to setting objectives for the Governors. Tracy Ames was thanked by the Chairman for her presentation. Mr Chandler raised the issue of Governors Code of Conduct and also that some of the Governors had expressed an interest in putting their skills to better use for the Trust.

09.08.6.2 Membership and Development - Newsletter

The Chair notified the Board that he felt the newsletter needed to link in more effectively with the Membership and Development objectives.

CHIEF EXECUTIVE'S REPORT

09.08.7.1 Deauthorisation of FTs

Mr Morley informed the Board that he had received correspondence from Monitor stating that the DH was consulting on the De-authorisation of FTs. Mr Morley requested that all comments from the Board be forwarded to him so that a collective response could be sent.

09.08.7.2 Board to Board

Mr Morley advised the Board about a Board:Board two day meeting that was being arranged at the end of October (during half term) and stated that he would not be available for this meeting. Discussion took

place as to whether the meeting should take place without Mr Morley's attendance.

Resolved

- **Mr Morley would contact the PCT to discuss the possibility of re-arranging the date.**

09.07.5.2 Northwest Summit Meeting

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

Resolved

- **Mr Morley to formally respond to letter**

MEDICAL DIRECTOR'S REPORT

09.08.8.1 Clinical Coding

Dr Dodds advised that 2 coding audits had been undertaken. The Payment by Results Data Assurance Framework, which rated the Trust in the middle 50% of Trusts; and the MCHFT Internal Clinical Coding Audit, which found the standard of clinical coding to be 'reasonably good' and attaining accuracy that equated to level 1 of Information Governance Toolkit Requirement 505.

BOARD ASSURANCE & ACCOUNTABILITIES

09.08.9.1.1 Strategic Integrated Governance Committee, 13 July 2009

Dr Dodds advised that the Trust had successfully applied for a place on the LIPS programme.

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

Resolved

- **To note the minutes of the meeting of 13 July 2009**

09.08.9.1.2 Patient Experience & Quality Committee – 16 July 2009

Mrs Godfrey presented the minutes noting the death of one of the Governors, Mr Newland Wood. The National Inpatient Survey had highlighted concerns regarding staffing levels which were now in the process of being resolved.

Resolved

- **To note the minutes of the meeting of 16 July 2009**

09.08.9.1.3 Charitable Funds Committee – 13 July 2009

An individual stated that the staff lottery had now been launched.[Name removed under S40 of the Freedom of Information Act]

Resolved

- **To note the minutes of the meeting of 13 July 2009**

09.08.9.1.4 Performance & Finance Committee – 3 July 2009

Mrs Bullock provided an update of the meeting of 3 July 2009

Resolved

- **To note the minutes of the meeting of 3 July 2009**

09.08.9.1.5 Appointments and Remuneration Committee

With regards to Executive Pay, the Chair informed the Board that this had been agreed by the NEDs and that the strategy going forward would be reviewed in October/November when new data was available.

Resolved

- **To note the minutes of the meeting of 6 July 2009**

09.03.6.4 Changes to the Constitution

The Chairman advised of the processes that need to be adopted for Monitor approval and referred to the paper that had already been approved at the Council of Governors meeting.

Resolved

- **To agree the amendments covered by points A) – D) in the paper presented to Board acknowledging that item D needs further clarification. Mrs Bullock will provide alternative wording for item D for Board and Governor consideration before documentation is sent to Monitor.**

STRATEGY DECISIONS

09.07.7.3 Ten out of 10

Mr Morley advised that all consultation sessions with staff had now taken place. Mr Morley outlined the comments that had been received. Dr Dodds commented on his disappointment at the lack of staff attendance to the consultation sessions.

09.06.7.2 East Cheshire NHS Trust

There was no further information to report.

09.08.10.1 Obstetrics & Gynaecology Consultant

The Business Case was presented by Mr Ennis, following which Dr Wood enquired as to whether provision in the budget had been made. This was confirmed and further discussion took place regarding the benefits of 1 Consultant to replace 2x Locums.

Resolved

- **To approve the Business Case**

09.08.10.2 Charitable Fund Appeal

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

Resolved

- **To accept in principle the concept paper and prepare a more detailed strategic options paper for the November Board**

09.08.10.3 Automated Telephone Reminder System

The business case was presented by Mrs Bullock. Discussion took place regarding the 2 companies able to provide this system. A 6 month trial period has been offered after which the Trust would sign for 5 years if happy with service received. [Sentence redacted under S43 of the Freedom of Information Act]

Resolved

- **Section removed under S43 of the Freedom of Information Act**

STRATEGY IMPLEMENTATION

09.08.11.1 Clinical Service Strategy Update

Mr Ennis indicated a change to the format of the Board Away Day in September.

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

09.06.10.5 Pathology Collaborative

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

09.08.11.2 Safeguarding Children and the Care Quality Commission Review

Mrs Bullock presented a report in response to a letter received from Monitor as a result of the CQC publication regarding Safeguarding arrangements in the NHS. Mrs Bullock outlined the Trusts current position in relation to the proposed minimum requirements and that work was now ongoing to ensure requirements for CQC registration would be met by April 2010. The Board were also informed that Bentley

Jennison had audited the Trusts Safeguarding arrangements in June and were awaiting the final report. Initial verbal feedback indicated no major gaps.

Resolved

- **To publish on the website our declaration on safeguarding children.**

PERFORMANCE MANAGEMENT

09.08.12.1 Performance Report

Report was presented by Mrs Frodsham. Concerns were raised over the increased number of complaints that were being received. Work is being undertaken to look at trends and whether this is as a result of Mid Staffs.

An increase in Swine Flu cases could result in non-achievement of targets. Lengthy discussions took place regarding how best to deal with this issue.

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

Finance

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

Workforce Focus

Discussions took place regarding Mandatory Training. The Chair questioned the possibility of Divisions being charged a penalty for staff non-attendance, such as inability to attend other training until such time as mandatory training had been undertaken. The Workforce Committee will review options

09.08.14 Visits of Accreditation, Inspection or Investigation

It was noted that the Advancing Quality Audit had now taken place and the Annual Midwifery Audit was due to take place on 27 August 2009.

09.08.15 BOARD ACTIONS

After discussion, it was

Resolved

- **To approve the revised schedule of Board of Directors' actions**

09.08.16 ANY OTHER BUSINESS

Mrs Alcock informed the Board that Mr Morley has been nominated and shortlisted for the NHS Leadership Award.

Mr Craig mentioned a letter he had received.. Mrs Bullock stated that she had written to the individual advising him that the issue would be reviewed through the Trusts integrated governance framework and he would be informed of the outcome of this. [Sentences redacted under S40 of the Freedom of Information Act]

09.08.17 TIME, DATE AND PLACE OF FORTHCOMING MEETING

9.30am Monday, 7 September 2009 in the Board Room at Leighton Hospital

Signed

Chairman

Date