

**Minutes of the Trust Board Meeting  
held on Thursday 24 January 2008 in the Education Centre, Ashford Hospital**

Present:	Mr Clive Thompson	Chairman
	Mr Paul Bentley	Acting Chief Executive
	Mrs Liz Brooks	Non-executive Director
	Mr Norman Critchlow	Non-executive Director
	Ms Petra Cunningham	Acting Director of Human Resources
	Mr Glenn Douglas	Chief Executive
	Mr Peter Field	Non-executive Director
	Mr Ian Mackenzie	Director of Performance, Information and Facilities
	Mr Keith Mansfield	Director of Finance
	Mrs Michaela Morris	Director of Nursing and Operations
	Mrs Jenny Murray	Non-executive Director
	Dr Andrew Laurie	Associate Medical Director
	Mr Graeme Carman	Representative, Patient and Public Involvement Forum
	Dr Jonathan Morgan	Representative, Surrey PCT
In attendance:	Mrs Gail Soliman	Personal Assistant to Chairman and Chief Executive Board Secretary

		<b>Action</b>
<b>2008-1-001</b>	<p><b>Apologies for absence</b></p> <p>Dr Mike Baxter            Medical Director Ms Aileen McLeish       Non-executive Director Dr Maurice Cohen        Representative, Patient Panel</p>	
<b>2008-1-002</b>	<p><b>Minutes of the Public Trust Board Meeting held on 29 November 2007</b></p> <p>The minutes of the meeting held on 29 November 2007 were agreed as a correct record.</p>	
<b>2008-1-003</b>	<p><b>Matters arising</b></p> <p>There were no matters arising.</p>	
<b>2008-1-004</b>	<p><b>Presentation to the Board</b></p> <p><u>Facilities Department</u> Mr Dave Axten, Acting General Manager</p> <p>Mr Axten presented to the Board covering the various different elements that come within the Facilities Department. These are:</p> <ul style="list-style-type: none"> <li>• Estates</li> <li>• Sterile Services</li> <li>• Telecommunications</li> <li>• Transport</li> <li>• Hotel Services which includes parking</li> <li>• Capital Projects</li> </ul> <p>He highlighted achievements over the past year and projects planned for 2008. A copy of the presentation is available.</p>	
<b>2008-1-005</b>	<p><b>Trust Board Member Reports</b></p>	

-1	<p><u>Chairman</u> Mr Thompson had attended a number of overview meetings in regard to the discussions on merger with Frimley Park Hospital together with Chief Executives and Non-Executive Directors. He had also met with Monitor and the Strategic Health Authority, with all outside bodies indicating support for the merger. Although much work had been done, more remained before a business case could be finalised. Talks would be held with representatives from both the Patient Panel and the PPI Forum prior to any public consultation.</p> <p>Together with Mr Paul Bentley, the Chairman had met with local MPs, Philip Hammond and Alan Keen, to provide updates on progress.</p> <p>Mr Thompson had attended a meeting of NHS Confederation Acute Chairs in London where problems and concerns similar to those affecting this Trust had been raised by the members. He had also attended a Chairs meeting of the Southeast Coast Strategic Health Authority.</p> <p>A meeting of the Specialist Orthopaedic Alliance, a body representing a number of orthopaedic specialist provider hospitals, had been held in Birmingham. Discussions focussed on the long term issue of tariffs for complex procedures and on the meeting scheduled for 29 January at the House of Commons to lobby MPs for changes in the process.</p> <p>Other events included a regular liaison meeting with representatives from Spelthorne Borough Council, a meeting of the PPI Forum in Sheerwater and other internal committees. However it had been disappointing that there were no Christmas decoration competitions due to the restrictions of decoration in ward areas.</p> <p>Mr Thompson had attended an award ceremony in Guildford for a student at the hospital school who had won a competition for her Eco garden design.</p>	
-2	<p><u>Non-executive Directors</u> Mr Critchlow had attended a workshop at the Strategic Health Authority on improving standards and corporate governance, which had also been attended by Dr Morgan for the PCT.</p>	
-3	<p><u>Acting Chief Executive</u> Mr Bentley drew attention to the performance and delivery of high quality patient care. The targets for Accident and Emergency and 18 weeks will become more important towards the end of the financial year.</p> <p>The report was <b>noted</b> by the Board.</p>	
-4	<p><u>Medical Director</u> The report was <b>noted</b> by the Board.</p>	
-5	<p><u>Acting Director of Human Resources &amp; Organisational Development</u> Ms Cunningham provided an update on recruitment with a reduction in the number of leavers from December to January, recruitment to theatres had been good but slower improvement for medicine. This was recognised as a problem for all south east trusts and there had been discussions at area meetings on recruitment and retention payments.</p> <p>Final arrangements for the process of applying for medical training posts were now available. Multiple applications would be allowed and it was very important that the Trust consultants were well represented on interview panels.</p> <p>The report was <b>noted</b> by the Board.</p>	
-6	<p><u>Director of Performance, Information and Facilities</u></p>	

		<p>Mr Mackenzie advised the Board that quarter 2 had not been signed off as stated in his report. The PCT had raised additional queries but final agreement should be reached shortly.</p> <p>The report was <b>noted</b> by the Board.</p>	
	-7	<p><u>Director of Finance</u> The workshop for senior management and clinical staff held last week to look at the Trust three year plan had been well attended. Some further work on departmental budgets was required but the final plan would be ready for signing off within the required timescale.</p> <p>The report was <b>noted</b> by the Board.</p>	
	-8	<p><u>Director of Nursing and Operations</u> The national requirement for more matrons would increase those in the Trust from 15 to 17. One appointment had already been made with shortlisting for the other post completed.</p> <p>Mrs Morris advised the Board that the new dress code, bare below the elbows and no ties, would be adopted from the beginning of February.</p> <p>The report was <b>noted</b> by the Board.</p>	
<b>2008-1-006</b>	<b>Performance</b>		
	-1	<p><u>Activity</u> Of particular note from the report were:</p> <ul style="list-style-type: none"> <li>• an increase in elective activity</li> <li>• new outpatients above plan – local delivery targets by the PCT not achieved</li> <li>• changes to Rapid Access Clinic now achieving required targets but could still give concern</li> <li>• 18 weeks and cancelled operations could also be areas for concern</li> </ul>	
	-2	<p><u>Finance</u> Mr Mansfield reported that the Trust remained in surplus at £414k for the first nine months with the forecast £2.5million as plan. The asset sale had been delayed due to concerns regarding access which were being dealt with by the lawyers.</p>	
	-3	<p><u>A&amp;E 4 hour target</u> The A&amp;E target year to date was 96% but would attain the required 98% with data from the walk-in centres. There was evidence that the action plan had improved performance.</p>	
	-4	<p><u>18 week update</u> Significant improvements towards both admitted and non-admitted 18 week targets had been made. However there was still some way to achieve the March milestones. There had been good utilisation of main theatres, an improvement on percentage of day surgery cases, but significant waiters in diagnostics.</p>	
<b>2008-1-007</b>	<b>Contracting position 2008/2009</b>		
	<p>Negotiations were continuing with Surrey PCT on the contract for 2008/2009 and should be completed to allow sign off by the end of February.</p>		
<b>2008-1-008</b>	<b>Budget setting 2008/2009</b>		
	<p>The budget setting for 2008/2009 is almost complete. Internal spend on capital projects is around £8million and a priority list from the applications received will be drawn up.</p>		

2008-1-009	<p><b>How is the Board assured?</b></p> <p>Following the workshop in December 2007, amendments had been made to the meeting schedule. Further work was being undertaken to adjust and enhance the regular monthly directorate performance meetings to incorporate clinical governance. The Corporate Objectives for 2008/2009 will be more closely reflected in the Assurance Framework and this will be discussed at the Integrated Governance Advisory Committee meeting in March.</p>		
2008-1-010	<p><b>Governance</b></p>		
	-1	<p><u>Standards</u> A progress report will be tabled at the Board meeting in March and those domaine areas that are compliant will be signed off. The sign off process will be completed at the Board Seminar in April.</p>	
	-2	<p><u>NHSLA</u> The Trust underwent the inspection for NHSLA Standards during a 2-day visit earlier in January. Immediate feedback was extremely positive and the Trust has been asked to submit a further few pieces of evidence. The Trust would then receive confirmation that level 2 NHSLA (CNST) had been maintained.</p>	
	-3	<p><u>Clinical Governance</u> The summary report for clinical governance was noted by the Board. Of particular mention was the number of MRSA infections, 9 to the end of December against an year target of 17, and the significant improvements in the numbers of C.difficile infections during quarter 3.</p>	
	-4	<p><u>Health and Safety Report</u> The report was <b>noted</b> by the Board.</p>	
	-5	<p><u>Cleanliness</u> The Department of Health had made it a requirement that Matrons and Clinical Directors report on cleanliness directly to Trust Boards on a quarterly basis. This first report was written but presentations were planned for future. The report contained a Red/Amber/Green (RAG) table and the cleaning specifications for the Trust.</p> <p>In discussion it was felt that consideration be given to non-ward areas and that patients should be asked for their opinions.</p> <p>The report was <b>noted</b> by the Board.</p>	
	-6	<p><u>Hygiene code</u> The report following an unannounced visit in July 2007 had been received by the Trust in December 2007. Recommendations were incorporated into an action plan and were nearly completed.</p> <p>The report and action plan were <b>noted</b> by the Board.</p>	
2008-1-011	<p><b>Merger</b></p> <p>Preparatory work continues to progress with final due diligence and a draft business plan. Both Trusts had met with the SHA and PCT, separately and jointly.</p> <p>It was anticipated that the Board would be in a position to make the final decision to proceed with consultation at the meeting in March.</p>		
2008-1-012	<p><b>Items to note/approve</b></p>		
	-1	<p><u>Quality Strategy</u></p>	

		<p>The Board had previously approved the Quality Strategy. Some revision, largely wording, had been required for NHSLA Standards and Mr Thompson has taken Chairman's action to issue the amended document.</p> <p>The Board noted the Chairman's action.</p>	
	-2	<p><u>Finance Committee</u> The minutes of the Finance Committee meetings on 19 November 2007, 17 December 2007 and 14 January 2008 were noted by the Board.</p>	
	-3	<p><u>Integrated Governance Advisory Committee</u> The minutes of the Integrated Governance Advisory Committee for 14 November 2007 were noted by the Board.</p>	
	-4	<p><u>Car park policy</u> The Board discussed the car park policy. Comments and suggestions included:</p> <ul style="list-style-type: none"> <li>• the policy should refer to vehicle type</li> <li>• is there a car park security standard?</li> <li>• no reference to patient/motorcycle costs</li> <li>• what is the legal status of fines and clamping?</li> </ul> <p>Any comments should be made to either Mr Bentley or Mr Mackenzie within 10 days. The aim was not to raise money but to manage parking. Income would be reinvested into security, and facilities such as showers for cyclists.</p> <p>The policy would be ratified at the March Board meeting.</p>	
<b>2008-1-013</b>		<p><b>Any other business</b></p> <p>There was no other business.</p>	
		<p><b>Date of next public meeting</b></p> <p>Thursday 27 March 2008 1400-1600 Education Centre, Ashford Hospital</p>	