

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

Present:	Mr Clive Thompson	Chairman
	Dr Mike Baxter	Medical Director
	Professor Philip Beesley	Non-executive Director
	Mr Paul Bentley	Chief Executive
	Mr Norman Critchlow	Non-executive Director
	Ms Petra Cunningham	Acting Director of Human Resources and Organisational Development
	Mr Ian Mackenzie	Director of Performance, Information and Facilities
	Mr Keith Mansfield	Director of Finance
	Ms Aileen McLeish	Non-executive Director
	Mrs Michaela Morris	Director of Nursing and Operations
	Mrs Jenny Murray	Non-executive Director
	Mr Peter Taylor	Non-executive Director
	Dr Maurice Cohen	Representative, Patient Panel
	Dr Jonathan Morgan	Representative, Surrey PCT
In attendance:	Mrs Gail Soliman	Personal Assistant to Chairman and Chief Executive – Board Secretary

		<b>Action</b>
	The Chairman introduced Mr Philip Beesley and Mr Peter Taylor who had recently joined the Trust as Non-Executive Directors. He also thank Mrs Jenny Murray, whose Term of Office as Non-Executive Director ends before the September Board Meeting, for the support she had provided to the Trust over the past ten years. He wished her well in the future.	
<b>2008-1-143</b>	<b>Apologies for absence</b>  There were no apologies for absence.	
<b>2008-1-144</b>	<b>Minutes of the Public Trust Board Meeting held on 22 May 2008</b>  2008-1-035 – Referring to the appointment of Mr Bentley as Chief Executive, the Chairman clarified the requirement for a full interview process scheduled for August/September for the Chief Executive post, following the requirements of the Nolan report. Mr Bentley's current appointment is therefore as Interim Chief Executive.  The minutes of the meeting held on 22 May 2008 were then agreed as a correct record.	
<b>2008-1-145</b>	<b>Matters arising</b>	
	-1 <u>2008-1-039 Equality and Diversity</u> The issue of flashing lights has been included on the RNID action plan.	
<b>2008-1-146</b>	<b>Presentation to the Board</b>	
	<b>Medicine</b> David Fluck – Clinical Director Elaine Inglis – Acting Business Centre Manager  The presentation provided a summary of achievements and activities for the past year together with the aims and development aspirations for the future to provide a full cardiovascular and heart attack centre.  In discussion, Dr Fluck provided further information on the Junior Doctor forum, including the interface with other areas, for example pharmacy and	

		<p>infection control, and with management and management issues. It also allows the junior doctors to feedback</p> <p>On the future, Dr Fluck said that discussions were already underway on on-call interventional radiology. The Trust needed to talk to other providers to provide increased service. Many of the possible developments are linked and will require investment.</p>	
<b>2008-1-147</b>	<b>Presentation to the Board</b>		
		<p><b>Infection Control and Cleanliness</b>  Mrs Denise Flack – Matron Emergency Services  Mrs Jill Hickman – Matron Medicine  Ms Den Hallett – Matron Critical Care</p> <p>The Matrons presented the report to the Board on Infection Control and Cleanliness. This was high on their agenda and greatly influenced by the visibility of matrons and well supported by their colleagues.</p>	
<b>2008-1-148</b>	<b>Trust Board Member Reports</b>		
	-1	<p><u>Chairman</u>  Mr Thompson had attended the launch of the South East Coast document 'Healthier People – Excellent Care'. He had also participated in the Trust strategy workshop.</p> <p>He had been closely involved with the recruitment of Non-Executive Directors.</p> <p>The Chairman had attended various events to celebrate NHS 60 including the unveiling of the 'time wall' beginning the history of the Trust in a series of panels, the opening of the multi-faith centre, Any Questions, and the Annual General Meeting of the Hashim Welfare Hospital.</p> <p>Together with the Chief Executive, Mr Thompson had received a visit from Mr Philip Hammond MP. Other events had included a planning meeting for the Stephanie Marks Appeal, and a coffee morning held by the Friends of Ashford Hospital when Mr Eric Molinari and his wife, Mrs Vi Molinari, had announced their retirement as Chairman and Secretary respectively.</p> <p>Lastly Mr Thompson had umpired the cricket match when the consultants had challenged the 'rest' – the consultants being soundly beaten.</p>	
	-2	<p><u>Non-executive Directors</u>  Mrs Murray thanked the Chairman for his kind words. She said that it had been a great pleasure to have been part of the Trust for the past ten years.</p>	
	-3	<p><u>Chief Executive</u>  Mr Bentley highlighted the work undertaken during the strategic workshop which will be translated into the Integrated Business Plan. Discussions are underway for interventional radiology.</p> <p>A meeting has been arranged with Mr Robinson of the University of Surrey, for Mr Bentley together with Dr Baxter to discuss the University plans to merge with St Georges.</p> <p>Mr Bentley paid tribute to the nursing staff following a night visit he made to both hospitals.</p> <p>The report was <b>noted</b> by the Board.</p>	

	-4	<u>Medical Director</u> The report was <b>noted</b> by the Board.	
	-5	<u>Acting Director of Human Resources &amp; Organisational Development</u> Ms Cunningham advised that, since compiling her report, latest detail on the medical staffing turnover for August showed most posts were allocated. An online induction programme was also in place.  The report was <b>noted</b> by the Board.	
	-6	<u>Director of Performance, Information and Facilities</u>  The report was <b>noted</b> by the Board.	
	-7	<u>Director of Finance</u> Mr Mansfield advised that the sale of the central site, jointly owned with Surrey and Borders Partnership Foundation Trust, would not be going ahead. The revised offer in the current property market had not been acceptable. Both Trusts will be reviewing how best to utilise the area.  The report was <b>noted</b> by the Board.	
	-8	<u>Director of Nursing and Operations</u> Mrs Morris advised that she was working on an advisory group on safer nursing strategy.  The maternity unit had been successful in recent maternity services awards for the work on improving care to women in Bronzefield prison.  The report was <b>noted</b> by the Board.	
<b>2008-1-149</b>		<b>Performance</b>	
	-1	<u>Activity</u> Mr Mackenzie provided some further detail on 'red' items. He also advised that the length of stay group had reconvened.	
	-2	<u>Finance</u> Mr Mansfield advised that there was a £3.3million surplus income over expenditure year to date, £250k under plan. South East Coast had indicated that the Trust should plan for a year end surplus of an extra £2.7 million over and above the £5.5million already advised.  The first quarter had seen an increase in temporary and agency staffing and work was ongoing to explain the rise. Analysis of non-pay spend should identify why this was also increased.	
<b>2008-1-150</b>		<b>Foundation Trust Application</b>  Mr Mackenzie introduced two members of the Ernst & Young team, Mrs Sarah Tunkel and Mr Peter Bellamy, who will be supporting the Trust through the Foundation Trust application process. He also confirmed that 1 October 2009 had been agreed with South East Coast as the planned date for the licence for Foundation Trust. One of the first key issues is the development of an Integrated Business plan, the first draft to be signed off by the Trust Board at the October Seminar.  Work would also commence on a membership strategy and this will be taken forward by the programme manager who joins the Trust during August. Work has also started on further refining the Long Term Financial Model.	

2008-1-151	<p><b>NHS Next Stage Review</b></p> <p>The Board discussed both the national 'Next Stage Review – High Quality Care for All', and local South East Coast 'Healthier People – Excellent Care' documents. The Trust will be responding to the South East Coast document and to the NHS Constitution.</p> <p>Greater emphasis is placed on patients and clinicians to take the lead, moving from targets to quality and local definition of excellence, with a quality factor featuring in payment in future years. The Constitution brings together rights from other legislation and includes choice.</p> <p>It was agreed that both delivery documents must inform Trust strategy and forward planning.</p>		
2008-1-152	<p><b>Patient Survey</b></p> <p>Mrs Morris presented the action plan following the Patient Survey results and advised that of the four workstreams, she was leading mixed sex accommodation and catering, Dr Baxter on patient communication and Ms Cunningham on recruitment and retention.</p> <p>The next survey in the Autumn will survey patients attending the hospitals this month.</p>		
2008-1-153	<p><b>Governance</b></p>		
	-1	<p><u>Board Assurance Framework – Summary</u> Mrs Morris advised that the summary sheet will be tabled at Board every month with the full document every three months, next due in September. The Framework had been reassessed.</p> <p>The Board noted the Summary sheet.</p>	
	-2	<p><u>Infection Control Report</u> Dr Shaw provided a quarterly report on Infection Control issues. The annual report is due in September.</p>	
	-3	<p><u>Deep Clean Plan for 2008/09</u> The Board noted the Deep Clean Plan for the current year.</p>	
	-4	<p><u>Health and Safety Report</u> The Board noted the Health and Safety Report.</p>	
2008-1-154	<p><b>Items to note/approve</b></p>		
	-1	<p><u>Business case – Consultant Anaesthetist</u> The Board approved the business case for a Consultant Anaesthetist.</p>	
	-2	<p><u>Business case – Consultant Cardiologists</u> The Board approved the business case for two Consultant Cardiologists.</p>	
	-3	<p><u>Business case – Consultant Trauma and Orthopaedics</u> The Board approved the business case for a Consultant Trauma and Orthopaedics.</p>	
	-4	<p><u>Minutes – Special Trust Board Meeting</u> The Minutes of the Special Trust Board Meeting held on 16 June 2008 were approved.</p>	

<p><b>2008-1-155</b></p>	<p><b>Any other business</b>  Dr Cohen raised three separate issues.</p> <ul style="list-style-type: none"> <li>• The policy on smoking on the hospital sites.</li> <li>• The variation of availability of MRIs between inpatient and outpatient.</li> <li>• The perceived lack of communication between the Trust and the Intermediate Care Team.</li> </ul>	
	<p><b>Date of next public meeting</b></p> <p>Thursday 25 September 2008 (incorporating the Annual General Meeting)  1400-1600  Education Centre, Ashford Hospital</p>	