

Ashford St Peter's Hospitals NHS Trust

Minutes of the Ashford and St Peter's Hospitals NHS Trust Board Meeting Held on Thursday 25th March 2004 in the Dining Room, Education Centre, Ashford Hospital

Present

Mr Clive Thompson	Chairman
Mr Glenn Douglas	Chief Executive
Ms Jayne Connelly	Director of Strategic Development
Dr Paul Crawshaw	Deputy Medical Director (for Dr M Baxter)
Mr Nick Hulme	Director of Operations
Mr Keith Mansfield	Director of Finance and Information Services
Mrs Joyce Winson Smith	Director of Nursing
Mrs Liz Brooks	Non-executive Director
Mr Peter Field	Non-executive Director
Mrs Jenny Murray	Non-executive Director
Mr Rodney Gritten	North Surrey PCT Representative
Mrs Shirley Sikora	Board Secretary

Agenda

1. Apologies of absence
2. Minutes of the Public Trust Board Meeting held on 26th February 2004
3. Minutes of the Extraordinary Trust Board Meeting held on 9th March 2004
4. Matters arising
5. Chairman's Report
6. Chief Executive's Report
7. Patient and Public Partnership Strategy 2003-2006 – progress review
8. Update on Staff Social Facility on St Peter's site – proposal
9. Review of Corporate Objectives (3rd Quarter)
10. Clinical governance:
 - 10.1 Review of the Trust's "Top Risks"
 - 10.2 Clinical Governance Report – 3rd Quarter
11. Finance and Performance Management Report, including Staff Survey Results Presentation
12. Items to note/approve:
 - 12.1 Change to Standing Orders
 - 12.2 Hospital Radio Wey Appeal
13. Any other business
14. Date of next public meeting

[Top](#)

Part 1

1. Apologies of absence

Apologies of absence were received from, Dr Mike Baxter, Medical Director, Ms Sian Thomas, Director of Human Resources, Mrs Mary Riley, Non-executive Director, Mr Michael Bailey, Non-executive Director and Mr Graham Worsfold, Woking PCT Representative.

Action

2. Minutes of the Public Trust Board Meeting held on 26th February 2004

The Minutes of the Public Trust Board Meeting held on 26th February 2004 were **AGREED** as a correct record.

3. Minutes of the Extraordinary Trust Board Meeting held on 9th March 2004

The Minutes of the Extraordinary Trust Board Meeting held on 9th March 2004 were **AGREED** as a correct record.

4. Matters arising

There were none.

[Top](#)

5. Chairman's Report

The Chairman advised that a considerable amount of work is now to be done as a result of the consultation process; the outline business case, organisational and training work, clarification of the Estates Strategy. Working groups will now be created around each of the proposed services.

The Chairman had attended a further meeting of the Transport Group, at which agreement was achieved on a communication plan. Phase 2 of the improved car parking facilities is due to commence, new routes for the Peterbus and Intersite bus are to be piloted to meet the requirements of patients and staff. The Chairman has written to Surrey County Council, Hounslow Borough Council and other local Borough Councils suggesting a forum for the way forward.

The Chairman had attended two Surrey and Sussex Chairs' conferences, which had offered the opportunity for good networking, and identified that all Trusts are sharing the same problems.

The Chairman attended the official opening of the Littleoaks Paediatric Oncology Unit, a meeting of the Joint Staff Consultative Committee and the Woking Mayors Ball. Several "retirement chats" with members of staff had also taken place.

Report from Non-executive Directors

Mrs Liz Brooks commented on the very positive working relationship that the Trust has with North Surrey PCT.

Mr Peter Field had met with the Transport Services Department of Surrey County Council and reported that they are very much aware of the Trust's needs.

[Top](#)

6. Chief Executive's Report

The Chief Executive advised that he had attended the Board meeting of North Surrey PCT at which the reconfiguration proposal was approved with caveats.

The Chief Executive updated the meeting on the progress of the Independent Treatment Centre that the Trust and North Surrey PCT are planning for the Ashford site. He advised that the preferred bidder is now Capio, a Swedish health care company. Meetings have commenced, and although they have been very positive, Capio have been unable to answer many issues regarding operational issues. The Chief Executive advised that an orthopaedic Treatment Centre is part of the Trust's reconfiguration plans. He confirmed that the orthopaedic service is a major success for the Trust over the last year with waiting times down to very acceptable levels. The Trust must ensure that any contract with the private sector enhances those services and that it does not become fragmented. A 3 month period will now commence to negotiate all issues. The Chief Executive confirmed that the Trust has a duty to its own staff to ensure that the contract is most beneficial to them, the local health economy and the Trust.

The Chairman confirmed that orthopaedics is a well performing unit, and that the Trust is obliged to participate in the national programme for ISTC's.

The Chief Executive will progress on behalf of the Trust in all negotiations with the PCT.

It was suggested that representatives from the Capio undertake a presentation to the Board of their proposals for services.

[Top](#)

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7. **Patient and Public Partnership Strategy 2003-2006 – progress review**

The Director of Nursing presented the progress review at Enclosure C which was **NOTED** by the Board.

The Director of Nursing talked through the agenda attachment highlighted the success of the Patients Panel, a very enthusiastic group of volunteers, who engage in a number of committees to help inform discussion. The Patient Advice and Liaison Service has developed significantly, there is now also a base on the Ashford site. Despite an increase in the number of complaints, the department has continued to meet 100% the 20 day response target.

An area of concern is patient information leaflets which require considerable resources to develop. The Director of Nursing also cited Individual bedside information folders which are to be created at an estimated cost of £8,000.

As well as paper documentation is it planned to incorporate such patient information into the bedside TV screens currently being installed.

Mr Gritten, North Surrey PCT representative, asked whether sponsorship for such literature is considered or encouraged. The Director of Nursing replied that specific leaflets for relevant associations are utilised, but this is not possible in all areas as many are generic.

Mrs Murray, Non-executive Director, congratulated the Complaints Department for their tremendous hard work in decreasing response times.

The Chief Executive suggested that Directorates develop action plans to prioritise leaflets as resources are limited.

[Top](#)

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8. **Update on Staff Social Facility on St Peter's site – proposal**

The Chief Executive advised that regrettably, the Board were not able to receive a proposal for a Staff Social Facility on the St Peter's site at this meeting. He advised that tenders had been received which were in excess of the amount originally specified and that architects have been asked to reconsider their costings. It was anticipated that fuller information could be provided at the next public meeting.

The Board confirmed its support for a staff social facility and asked, as an interim, that a social club facility be provided for the short term. The Chief Executive confirmed that he will take a personal overview of all proposals for the facility

Mr Gritten asked that the needs of the PCT and Mental Health Trust are accommodated.

[Top](#)

9. **Review of Corporate Objectives (3rd Quarter)**

The Director of Strategic Development presented the paper at Enclosure D which was **NOTED** by the Board.

[Top](#)

10. **Clinical governance:**

10.1 Review of the Trust's "Top Risks"

The Chief Executive presented the plan at Enclosure E which was **NOTED** by the Board.

10.2 Clinical Governance Report – 3rd Quarter

The Director of Nursing presented the report at Enclosure F which was **NOTED** by the Board.

The Director of Nursing talked through the agenda attachment highlighting areas of achievement.

The Chairman queried the level of audit of clinical decisions and treatment and asked whether Directorates are doing all that they can to address the issues. The Deputy Medical Director replied that within each Directorate there is someone designated to take issues forward and address them systematically.

The Board discussed the increasing number of falls experienced by patients that fortunately do not result in serious injury. The Director of Nursing advised that there is more staff awareness of reporting incidents and that the caseload mix of patients, ie elderly and frail, would present a high number of falls. She stressed the need for full risk assessments to be made on all patients upon their admissions, and that Trust figures also reflect what is happening in the community. There is a Falls Project Group led by North Surrey PCT to monitor the situation.

[Top](#)

11. **Finance and Performance Management Report, including Staff Survey Results Presentation**

The Director of Finance and Director of Operations presented to the meeting the Trust's current standing towards the key targets at the end of the financial year.

The Director of Operations commented that all targets will be achieved by the year end and congratulated all staff for their tremendous support and hard work. By the end of March all outpatients will be seen by 13 weeks and inpatient episodes will take place within 6 months. Although there are still some cancelled operations, the situation is improving due to better theatre scheduling. The A & E Department achieved 90% in meeting its 4 hour waiting target. All urgent cancer referrals are seen with 2 weeks. Delayed transfers of care have dramatically reduced, however, there is an issue surrounding social services discharges.

The Director of Finance confirmed at overspend of £1.1 at the end of February and predicted this should reduce to below £1m at the year end.

The Chairman extended congratulations to everyone for the dramatic improvements in performance that have been made. The Trust is now delivering quicker and safer care, staff are working together more, with more direction.

The Board **NOTED** the Finance Report.

[Top](#)

12. **Items to note/approve:**

12.1 Change to Standing Orders

The Director of Finance presented the paper at Enclosure H which was **NOTED** by the Board.

12.2 Hospital Radio Wey Appeal

The Chief Executive presented the paper at Enclosure I which was **NOTED** by the Board.

13. **Any other business**

There was none.

14. **Date of next public meeting:**

Thursday 27th May 2004, 2 pm, Dining Room, Education Centre, Ashford Hospital

[Top](#)