

**ASHFORD & ST PETER'S HOSPITALS NHS TRUST**  
**Minutes of the Ashford and St Peter's Hospitals NHS Trust Board Meeting**  
**Held on Thursday 26<sup>th</sup> May 2005, 2 pm, in the Lecture Theatre, St Peter's Hospital**

Present: Mr Clive Thompson, Chairman  
 Mr Glenn Douglas, Chief Executive  
 Dr Mike Baxter, Medical Director  
 Ms Jayne Connelly, Director of Strategic Development  
 Mr Keith Mansfield, Director of Finance and Information Services  
 Ms Sian Thomas, Director of Human Resources  
 Mrs Joyce Winson Smith, Director of Nursing  
 Mrs Michaela Morris, Acting Director of Operations (Emergency)  
 Mr Michael Bailey, Non-executive Director  
 Mrs Liz Brooks, Non-executive Director  
 Mr Peter Field, Non-executive Director  
 Mrs Mary Riley, Non-executive Director  
 Mr Rodney Gritten, North Surrey PCT Representative  
 Mr Graeme Carman, Patient and Public Involvement Forum Representative  
 Mr Maurice Cohen, Patient Panel Representative

In attendance: Mrs Shirley Sikora, Board Secretary

**Part 1:**

Members of the public wished to bring to the Board's attention their support for a Consultant Obstetrician & Gynaecologist, who has recently been excluded from his duties at the Trust. Their concerns were duly noted by the Board.

		<b>Action</b>
<b>1.</b>	<b>Apologies for absence</b>  Apologies of absence were received from Mrs Jenny Murray, Non-executive Director, Mrs Antonia Ogden-Meade, Acting Director of Operations (Elective), Mr Humphrey Scott, MSC Chair, and Mr Graham Worsfold, Surrey Heath & Woking PCT Representative.	
<b>2.</b>	<b>Minutes of the Public Trust Board Meeting held on 24<sup>th</sup> March 2005</b>  The Minutes of the meeting held on 24 <sup>th</sup> March 2005 were agreed as a correct record.	
<b>3.</b>	<b>Matters arising</b>  The results from the forthcoming patient survey will be presented to the next public meeting.  Improvements for patient information regarding waiting times at the Pharmacy at St Peter's have been made.	<b>JWS</b>
<b>4.</b>	<b>Chairman's report</b>  The Chairman advised that various contracts had been signed since the last meeting to undertake capital works for reconfiguration.  The Chairman had attended a transport conference at Surrey County Council to address transport issues affecting general hospitals. He had attended several civic events to mark	

the end of the year in office of the local Mayors.

He had attended Chairs' meetings and a remuneration workshop at the Strategic Health Authority. Acute Chairs and Chief Executives are now putting in place key issues facing Acute Trusts in this part of the country. He had also attended a Competence-based recruitment workshop.

Further committee meetings of the Stephanie Marks Appeal had taken place, together with a press launch for the 2<sup>nd</sup> phase of the project attended by Ian Botham, who is patron of the appeal. The Mayor of Elmbridge has presented a cheque for £36,000 to the appeal; the largest single donation so far.

Carol Jones, the outgoing Mayor of Runnymede had presented a cheque for £47,000 to the Early Births Fund.

Surrey & Sussex StHA, in order to address strategic issues facing the Trust, have created a strategy group to undertake analytical work. Consultants have been appointed to oversee the project.

Successful interviews had been held to appoint to Consultant posts and a Director of Information.

#### **5. Non-executive Directors' reports**

Mrs Brooks commended the communication training day she had attended, together with approximately 70 members of staff, where medical students had praised the training provided by the Trust.

#### **6. Chief Executive's report**

The Chief Executive presented the report at Enclosure B which was **NOTED** by the Board.

The Chief Executive advised that negotiations for the creation of an orthopaedic treatment centre are still underway, led by the Director of Finance, supported by Jez Tozer, Project Manager.

The Main Entrance to the Departmental Block at St Peter's had re-opened. Finishing works are still to be undertaken. A formal opening of the entrance and the League of Friends facilities is planned for late June.

#### **7. Race Relations (Amendment) Act 2000**

The Director of Human Resources presented the plan at Enclosure C which was **APPROVED** by the Board.

The document will receive wide consultation with the local public for eventual publication on the Trust's Intranet. The Director of Human Resources explained the implications of the Act, and stressed the need for the Trust to state its commitment to the scheme. There is still more work to be done on some of the standards, and Ms Thomas explained the need for staff to attend sessions on race and diversity.

The Chairman highlighted that there are currently over 70 different nationalities at the Trust.

Mr Field, Non-executive Director, suggested that more work is done to ascertain from the ethnic workforce whether their needs are catered for within the Trust.

The Chairman, as the designated Board member for race equality, will liaise with Suzanne Gaines, IWL Project Lead, to agree priorities on the action plan.

The need for designated worship space for all faiths was agreed. Staff will be surveyed to ascertain their individual needs.

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The Chairman asked that the recently issued Healthcare Standards, on which the Trust will be self-assessed in October, be discussed initially at the Board Seminar in June, followed by the Public meeting in July.

JWS

## 8. Clinical Governance Report

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

A decrease in the number of complaints compared to last year was noted, however, many of the complaints involve complex issues.

The Director of Nursing advised that the PALS service is piloting 'PALS champions' at ward level with designated link persons in each area.

As part of the Patient and Public Partnership Strategy, Welcome Folders are being introduced to bedsides. The project at St Peter's is financially supported by the League of Friends.

Risk management – an overall decrease in the number of incidents, although the total number of grade 3 and grade 4's remain the same.

The Director of Nursing detailed the improvements the Trust has initiated to improve the rates of infection: a 3<sup>rd</sup> Consultant has been appointed to commence at the beginning of June, although two Infection Control Nurses are leaving, the Trust will look to create a Consultant Nurse to raise the profile and level of expertise, antibiotic guidelines are being reviewed and issued to all doctors, Dickens Ward will become an MRSA-free zone from 5<sup>th</sup> June, and improved systems for chasing TB contacts.

New systems are in place to feedback on NICE guidance.

Sixteen HealthCare Assistants have completed NVQ training.

Mr Bailey comments on the recent problems experienced by the Appointments Centre due to staff sickness and highlighted the need for a back-up service. The Chairman asked that a report be presented to the next Board meeting, to include statistical data, of the amount of calls received, waiting time to speak to an operator and number of calls unanswered.

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## 9. Finance Report

The Director of Finance presented the report at Enclosure E which was **NOTED** by the

Board.

The Director of Finance advised that the Trust had achieved all key targets for the second year in succession, including a financial balance with support of the StHA. The StHA have advised that they will not eliminate the historic debt as the Trust has not met its 5 year statutory duty. The Trust has only delivered approximately half of the previous year's CRES programme due to the large volume of extra patient activity undertaken. He advised the Board that it has a statutory duty to set a balanced budget for the current year. Negotiations are still proceeding with the StHA.

The Chairman reminded the Board that although the Trust had broken even with the support of a government grant of £13m, which will not be forthcoming in 2005-6 but the Trust had come from a level of support of £21.5 million three years ago.

The Director of Finance advised of the very significant cash shortage across the whole of the region and much of the NHS and immediate action will be taken by Trust to curtail spend.

The Board noted that on three separate occasions, the Strategic Health Authority had stated their intention to cancel the historic debt if targets were met, but that this had not been actioned.

#### 10. **Operations Report**

The Acting Director of Operations (Emergency Lead) presented the report at Enclosure F which was **NOTED** by the Board.

Mrs Morris introduced the new Trust Score Card, advised that it is in its final draft version, explained its format, and highlighted that 'patient focus' is the main priority.

The Trust is doing extremely well on the key access targets, but unfortunately had to report a 12 hour breach this month. The 4 hour A&E target had averaged at 99.7%. However, this one breach was in the context of greater control and teamwork in A&E and the Board congratulated all concerned with the sustained performance.

Concern was expressed regarding the new cancer targets, identifying a potential risk to achieving the 31 and 62 day targets by December 2005.

E- booking is going to plan; the Trust went 'live' on 19<sup>th</sup> May.

The number of medical 'outliers' on surgical wards has decreased. Work is ongoing in this area.

#### 11. **A & E targets**

Discussed within the Operations Report.

#### 12. **Human Resources Performance Report**

The Director of Human Resources presented the report at Enclosure G which was **NOTED** by the Board.

A full report on Agenda for Change will be presented at a future meeting.

#### 13. **Items to note/approve:**

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13.1 Register of Interests

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

13.2 Register of Gifts and Hospitality

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

13.3 Finance Committee Minutes for 18<sup>th</sup> April and 16<sup>th</sup> May 2005

The Director of Finance presented the Minutes at Enclosure J which were **NOTED** by the Board.

13.4 Audit Committee Minutes for 18<sup>th</sup> April 2005

The Director of Finance presented the Minutes at Enclosure K which were **NOTED** by the Board.

13.5 Conduct, capability, ill health and appeals policy and procedures for practitioners

The Director of Human Resources presented the policy at Enclosure L which was **APPROVED** by the Board.

**14. Any other business**

Mr Dimond referred to the previous evening's presentation by Dr Clive Grundy to members of the Patients' Forum regarding MRSA, enquiring why more is not done to decrease the incidence rate to match that of the Netherlands.

Mrs Brooks enquired whether medical staff are screened, Ms Thomas replied that the Trust is seeking evidence as to its effectiveness.

Mr Dimond enquired of the amount owed by the Trust to creditors, and suggested the extension of GP's hours to help promote the E-booking programme.

Mr Carman shared Mr Dimond's concerns regarding the issue of MRSA.

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

Thursday 28<sup>th</sup> July 2005, 2pm, Dining Room, Education Centre, Ashford Hospital