

ASHFORD & ST PETER'S HOSPITALS NHS TRUST
Minutes of the Trust Board Meeting
Held on Thursday 30th November 2006, in the Lecture Theatre, St Peter's Hospital

Present Mr Clive Thompson, Chairman
 Mr Glenn Douglas, Chief Executive
 Mr Keith Mansfield, Director of Finance
 Mrs Antonia Ogden Meade, Director of Business Development & Performance
 Dr Mike Baxter, Medical Director
 Mr Ian Mackenzie, Director of Information & Facilities
 Mr Paul Bentley, Director of Human Resources
 Mrs Ruth Lallmahomed, Associate Director, Nursing (for Michaela Morris)
 Mrs Liz Brooks, Non-executive Director
 Mrs Jenny Murray, Non-executive Director
 Mrs Aileen McLeish, Non-executive Director
 Mr Peter Field, Non-executive Director
 Mr Norman Critchlow, Non-executive Director
 Mr Maurice Cohen, Patient Panel Representative
 Mr Graeme Carman, Patient & Public Involvement Forum Representative
 Dr Jonathan Morgan, Surrey PCT Representative

In attendance: Mrs Shirley Sikora, Board Secretary
 Mrs Gail Soliman, PA to Family Services

Part 1:

The Chairman welcomed Dr Jonathan Morgan to his first meeting. He has replaced Mr Rodney Gritten as (North) Surrey PCT Representative.

The Chairman advised that this would be the last meeting for Mrs Shirley Sikora, Board Secretary, who is to move to the North West at the end of the month. Mrs Gail Soliman, PA to Family Services, has been seconded to this role from 1st January 2007. He paid tribute to the support she had given to the Board and its members over the last 6 years, and to the Trust for 17 years.

	Action
<p>1. Apologies for absence:</p> <p> Michaela Morris, Director of Nursing & Acute Services</p>	
<p>2. Minutes of the Public Trust Board Meeting held on 28th September 2006</p> <p> The Minutes of the public meeting held on 28th September 2006 were agreed as a true record.</p>	
<p>3. Minutes of the AGM held on 28th September 2006</p> <p> The Minutes of the AGM held on 28th September 2006 were agreed as a true record.</p>	
<p>4. Matters arising:</p> <p> 4.1 <u>Car parking SPH – planning application submitted</u></p>	

The Director of Information and Facilities advised that planning permission for an upper level and controlled barrier entry had been submitted to Runnymede Borough Council. The outcome is expected in January.

5. Presentations:

- 5.1 Medical Directorate
David Fluck, Clinical Director, Medicine
Catherine Townsend, Business Centre Manager, Medicine

Dr Fluck and Ms Townsend presented the key achievements of the Medical Directorate over the last year and aims for the future.

Reconfiguration of the Medical Wards, together with Turnaround processes had been the major focus, together with helping to meet the 4 hour A&E target. Cancer waiting times have been reduced and there had been no breaches. Staff Bank and Agency costs have also been reduced. He also described the significant clinical developments over the year.

The future challenges are engagement with the outcome of Settings of Care, develop the reconfiguration of wards by creating a dedicated Stroke/Head Injury Unit, increase potential for income streams and to be financially viable.

- 5.2 Business Development Plan
Rebecca Rose, Strategy & Planning Manager
Sara White, Marketing & Planning Manager

Ms Rose and Ms White presented the agenda attachment. They detailed the work they had undertaken to establish the Business Development Plan, and identified the key next steps.

The Medical Director confirmed his support for clinicians to be involved in the marketing process, noting that each Business Unit will identify a clinical marketing lead.

The Chairman commended the work undertaken since the last presentation and the progress they have made

The plan was **noted** by the Board.

6. Trust Board Member Reports:

- 6.1 Chairman

The Chairman had attended the annual Staff Appreciation Awards in November. It had reinforced his views that the standards within the Trust are very high, with staff at all levels demonstrating their commitment to patients.

He also thanked the four local Mayors for making the individual presentations.

Settings of Care has again been the main focus; he had attended meetings with local Trusts, the PCT, SHA and local MP's. There is still an enormous amount of work to be done; public consultation will now not be entered into until early in the New Year.

Turnaround still dominates the Finance agenda; it is essential to achieve break-even at the year end.

Antonia Ogden-Meade had been appointed to the role of Director of Business

Development and Acute Service, and Michaela Morris as Director of Nursing and Acute Services.

The Chairman had held a workshop for the new Business Managers; the focus being change management and the current context of the NHS.

He had also attended the AGM of Ashford Hospital League of Friends, the St Luke's Day Service, and toured the St Peter's site with the Mayor of Runnymede.

6.2 Non-executive Directors

Mrs Brooks advised that the Improving Working Lives Group are trying to establish a social venue for staff to meet, to be operational early in the new year.

Mrs Murray reported she had chaired a further meeting of the Patient First Group. The present focus is 'information and communication'. A group has been formed to look at the content of patient leaflets, and a patient comment card will be piloted within MAU, SAU, Outpatients, Imaging, Cedar, Juniper and Kingfisher wards.

Mrs Murray also commented on mixed sex wards. The Board debated whether it is possible to avoid mixed sex bays within wards, and **agreed** that more work is needed to ensure single sex areas within all wards. The Board asked that data be provided for the next meeting to provide a clearer indicator of the present situation.

Mrs McLeish commended the hard work by all staff in reducing pay and non pay expenditure with regard to cost savings as part of Turnaround and the huge achievements made so far.

6.3 Chief Executive

The report was **noted** by the Board.

The Chief Executive added that he had attended a meeting of the Patients' Panel where feeding of patients had been high on the agenda. He acknowledged that much work has still to be done and noted that Matrons and Ward Managers see this as a major priority.

6.4 Director of Finance

The report was **noted** by the Board.

6.6 Director of Business Development and Performance

The report was **noted** by the Board.

6.7 Medical Director

The report was **noted** by the Board.

Dr Baxter added that much work has taken place on a new clinical management structure to reflect the revised organisation. Each Business Unit will identify a Clinical Lead, and the 4 new Associate Medical Directors would have the opportunity to attend Trust Board meetings.

Dr Baxter also reported there had been 3 MRSA cases this month, (the target is 2). A root cause analysis has been applied. He confirmed that infection control is a clinical

**Bed
Management
Team**

and political focus for the Trust and re-emphasised the role of the Director of Infection Control. MRSA data will now regularly appear on the monthly performance report.

6.8 Director of Human Resources

The report was **noted** by the Board.

6.9 Director of Information & Facilities

The report was **noted** by the Board.

Mr Mackenzie also advised that the Trust had been approached by 5 other Trusts to offer advice re clinical coding.

7. Performance Report

The Director of Information and Facilities presented the Performance Report and took the Board through the revised format.

The Director of Finance confirmed that the Trust is now seeking to break even each month to ensure full break even at the end of the financial year.

The report was **noted** by the Board.

8. Health & Safety

Mr Field, Non-executive Director, asked that future reports detail non clinical incidents to staff. This was **agreed**.

MM

The Board **noted** the report.

9. Items to note/approve:

9.1 Minutes of Finance Committee 16.10.06

The Minutes were **noted** by the Board.

9.2 Minutes of Audit Committee 16.10.06

The Minutes were **noted** by the Board.

9.3 Chairman's Action, Child Trust Funds

The action was **noted** by the Board.

9.4 Minutes of Governance Advisory Committee 15.11.06

The Minutes were **noted** by the Board.

9.5 Personal liability of Non-executive Directors

The personal liability of Non-executive Directors was **noted and approved** by the Board.

10. **Any other business**

Inpatient meals

Mr Carman, PPI Forum Representative, expressed concern that one of the hot meals received by inpatients will cease and be replaced by 'soup and a sandwich'. The Board discussed this proposal, and asked that a report be provided for the next meeting following the 4 week trial. It appears regrettable that both the Patients' Panel and Forum had not been part of the consultation.

IM

Mobile phone usage

The Board debated mobile phone usage within the hospitals. They **agreed** that notices should be placed in ward areas, directing patients and relatives to an identified 'common area' where mobile phones may be used.

IM

The Director of Finance confirmed that no income is received by the Trust from the Hospicom bedside telephone service. The contract is centrally driven by the Department of Health.

11. **Date of next public meeting: Thursday 25th January 2007, 2 pm, Lecture Theatre, Ramp, St Peter's Hospital**