

BOARD OF DIRECTORS

**MINUTES OF THE MEETING HELD ON TUESDAY,
7TH FEBRUARY 2012 AT 1.15 PM IN THE BOARDROOM**

		Attendance	
Chairman (Chair)	Sir J Sharples	<input checked="" type="checkbox"/>	
Vice Chairman	Mr A Findlay	<input checked="" type="checkbox"/>	
Non Executive Director	Mrs S Dixon	<input checked="" type="checkbox"/>	
Non Executive Director	Mr A Higgins	<input checked="" type="checkbox"/>	
Non Executive Director	Mrs L Carstensen	<input checked="" type="checkbox"/>	
Non Executive Director	Mrs R Hopwood	<input checked="" type="checkbox"/>	
Chief Executive	Mr P Herring	<input checked="" type="checkbox"/>	
Medical Director	Dr V Clough	<input checked="" type="checkbox"/>	
Director of Finance	Mrs Debbie O'Neill	<input checked="" type="checkbox"/>	
Director of Nursing, Quality and Environment	Mrs G Hales	<input checked="" type="checkbox"/>	
Director of Operational Services	Mr T Lynch	<input checked="" type="checkbox"/>	
Director of Human Resources and Organisational Development	Mrs S Young	<input checked="" type="checkbox"/>	
Foundation Trust Secretary	Mr S P Cross	<input checked="" type="checkbox"/>	

In attendance:

Mrs C Raggett – Secretary to the Board

15/12 **APOLOGIES**

Apologies were received from Mr Lynch and Mrs Carstensen.

16/12 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

17/12 **TO RECEIVE AND APPROVE THE BOARD OF DIRECTORS' MINUTES OF MEETING HELD ON 10TH JANUARY 2012**

The minutes of the Board of Directors meeting held on 10th January 2012 were received as a true and accurate record save for the following amendments:

Mrs Hopwood asked that 'Dr Clough confirmed that the Trust had not been affected by the concern around PIP implants', be included in the minutes. Mr Lynch updated the Board that a request for information had been received from MHRH regarding ANY implants that had been removed from patients, their origin and manufacturer.

Mrs Hopwood asked that 'Mr Herring and Mrs Hales stated that the Quality Committee and Executive Team monitored reports raising concerns at other hospitals that were no such similar issues at the Countess of Chester Hospital' be included in the minutes.

There were no matters arising.

18/12 **TO RECEIVE THE CONTENTS OF THE INFORMATION PACK**

The Board received and noted the contents of the information pack.

19/12 **CHAIRMAN/CHIEF EXECUTIVE'S BUSINESS**

There was no Chairman/Chief Executive's business raised.

20/12 **REPORT OF THE FOUNDATION TRUST SECRETARY**

Mr Cross reported on the following matters:

- Mrs Hales had attended the Governors' Strategy and General Purposes meeting to discuss and agree the local quality indicator.
- All Board of Directors and Board of Governors, agenda and minutes were now available on the Trust's website.
- Dignity Day had been held on 1st February 2012 and governors had given very positive feedback about the day.

Mrs Hales reported that a 'Big Brother' style booth had been set up in the main reception and that over 70 people had interacted with the booth. A DVD of the interactive sessions would be created so that the Trust could utilise the information gathered. Mrs Dixon asked if this information would be used as patient stories for the Board. Mrs Hales stated that a report would be brought to a future Board meeting.

21/12 **TO REVIEW THE INTEGRATED PERFORMANCE REPORT TO MONTH 9**

Mrs O'Neill presented the integrated performance report for Month 9.

Mrs Hales reported that on the following areas:

Real-time Patient Experience – responses to the questionnaire in outpatients have been excellent with 100% being treated with dignity and respect. There was one area for improvement which was where patients were asked if they wished to receive a copy of the letter that would be sent to their GP. Mrs Dixon asked if this was due to the patient not asking or not being offered the choice to receive the copy of the letter. Mrs Hales replied that it was a mixture of issues and that posters and information would be placed around the hospital in appropriate areas to inform patients.

Dr Clough reported on the second set of SHMI data had been released and would update the Board in due course.

Mrs Hales reported on the successful introduction of a new document for dementia patients, where the family can complete details of the person the patient was before they were diagnosed with dementia.

Mrs Hales reported on War on Waste and Medicines Management. Work is continuing in these areas and improvements have been made following the introduction of e-prescribing on the wards, as information was now available immediately on screen.

Mr Lynch advised that the Emergency Department was holding its performance position even though there had been a cold snap.

Mr Lynch updated the Board on the 62 day cancer targets which had failed to be achieved for quarter 3. He gave an overview of the number of cases involved and the specialities involved. He stated there was particular pressure around Urology staffing, the complex cases lung cancer patients and there were concerns around diagnostic delays. He advised that during the 62 day period a patient would need to have a lot of diagnostic tests and the health of the patient must be taken into account when scheduling the tests. Mr Lynch stated that the escalation policy had been upgraded and reviews were taking place on a daily basis.

Mr Lynch reported that there were no significant issues with the 18 week RTT target and that new targets would be introduced with the Operating Framework for 2012/13.

Mrs O'Neill gave an overview of the financial performance of the Trust and stated that there was a slight adverse variance of £42k at month 9 against plan.

The Board discussed the over performance of the PCT and Betsi Cadwaladr contracts. Mr Findlay asked if there were any concerns around the Trust receiving payment for the over performance. Mrs O'Neill stated that to date Q1 and Q2 had been paid and that Q3 invoices were due to be raised. The Trust is heading into the time of year when challenges may be made but there were no concerns at present.

Mrs O'Neill outlined the CRS position to date and stated that some workstream areas remain a red risk, although these are being covered in the position to date.

Mr Higgins raised the forecast outturn for Urgent Care and that he had noted this had changed considerably and asked why this had occurred. Mrs O'Neill replied that the change in the forecast was due to the activity in December being lower than anticipated.

Mrs Dixon asked for further information on junior doctors and costs. Mr Herring replied that this issue would be covered in the strategic discussion. Mrs Hales stated that a report would be brought to a future Board meeting.

The Integrated Performance Report for Month 9 was received by the Board.

22/12

TO RECEIVE AN INFECTION CONTROL REPORT QUARTER 3 OCTOBER 2011 – DECEMBER 2011

Dr Clough presented the Infection Control Report for Quarter 3 and gave an overview of the number of cases of MRSA, C.Difficile and Norovirus.

Dr Clough reported that there had been no cases of MRSA since July and that the number of C.Difficile cases were lower than the previous year.

Dr Clough stated that there had been 7 ward closures due to Norovirus, which totalled 236 bed days lost. Mrs Dixon asked about the current situation with Norovirus as it was quite prevalent in the community. Dr Clough replied that there were no wards currently closed due to Norovirus.

The Board received and noted the contents of the report.

23/12

TO RECEIVE AND APPROVE THE AUDIT COMMITTEE TERMS OF REFERENCE

Mr Findlay presented the amended Audit Committee Terms of

Reference to the Board.

Mr Findlay stated that the terms of reference reflect the latest guidance from the HFMA.

The Board received and approved the amended Audit Committee Terms of Reference.

24/12 **TO RECEIVE AND APPROVE THE STANDING FINANCIAL INSTRUCTIONS**

Mrs O'Neill presented the amended Standing Financial Instructions to the Board.

Mrs O'Neill reported that these had been approved by the Audit Committee. She made reference to the summary and the changes around the introduction of income authorisation and the increase of limits.

Mr Findlay requested authority on behalf of the Board to include the amended Audit Committee Terms of Reference within the Standing Financial Instructions.

The Board received and approved the amended Standing Financial Instructions and agreed the inclusion of the amended Audit Committee Terms of Reference within them.

25/12 **STRATEGIC VISIONING WORKSHOP**

The Board then held a Strategic Visioning Workshop, the outcome of which is to be taken to the joint workshop with the Board of Governors on Tuesday 6th March 2012.

26/12 **DATE AND TIME OF NEXT MEETING**

Tuesday, 6th March 2012 at 1.15 pm – Lecture Hall, Education and Training Centre