

**Minutes of the Meeting of the Board of Directors held on
Monday 25 June 2012 at 10.00 a.m. in the
Boardroom, Clinical Skills and Corporate Services Centre,
New Cross Hospital**

PRESENT:	Mr. B. Picken	Non-Executive Director (Chair)
	Dr. J. M. Anderson	Non-Executive Director
	Ms. C. Etches OBE	Chief Nursing Officer
	Ms. V. Hall	Chief Operating Officer
	Ms. B. Jaspal-Mander	Non-Executive Director
	Mr. D. Loughton CBE	Chief Executive
	Dr. J. Odum	Medical Director (part)
	Mr. K. Stringer	Chief Financial Officer
	Mr. J. Vanes	Non-Executive Director
		Ms. M. Espley
	Ms. D. Harnin	Director of Human Resources
	Mr. M. Ogden-Meade	Interim Chief Operating Officer
IN ATTENDANCE:	Mr. A. Sargent	Trust Board Secretary
	Mr. A. Stanyard	Head of Procurement (part)
OBSERVERS:	Mr. M. Swan	Lead Governor
	Mr. B. Griffiths	Vice-Chairman, Wolverhampton LINK
	Cllr. I. Claymore	Wolverhampton City Council
	Mr. S. Kalirai	
APOLOGIES:	Mr. K. Bryan	Non-Executive Director
	Mr. R. Young	Head of Commissioning, WCPCT

Part 1 – Open to the Public

CHAIRMAN'S COMMUNICATIONS

Action

- TB.4060** The Chairman made the following announcements:
- a) He welcomed Mr. Surrinder Kalirai who would take up his duties as a Non-Executive Director of this Trust on the 1 July, 2012.

Action

- b) Mr. Kalirai was presently the Chair of the PCT's Audit and Governance Committee, and served on the Audit Committee of the Black Country Cluster Board, having been an NHS Non-Executive Director since 2006. He was observing today's meeting.
- c) The Chairman congratulated Ms. C. Etches upon recently being recognised with an OBE for services to nursing services.
- d) The resignation of Mr. David Sutton, Non-Executive Director was announced. Mr. Sutton had resigned for personal reasons and the Chairman undertook to write to express gratitude for the work he had done for this Trust
- e) The Chairman reminded the Board that this would be the last Board meeting attended by Ms. Vivien Hall, Chief Operating Officer and Deputy Chief Executive, who would be retiring on the 4 July, 2012. He referred to her long service with the Trust and on behalf of the Board paid tribute to her unstinting hard work and commitment to the success of the organisation, and wished her a long and healthy retirement. Mr. Loughton added his own good wishes and highlighted that Ms. Hall had played a very significant role in the recovery of the hospital's fortunes a few years ago. Dr. Anderson said that she had worked with Ms. Hall over many years and had found her to be a person in particular who remained calm and in control when under great pressure. Ms. Hall replied suitably.
- f) The Chairman reported that Dr. Adrian Phillips, Director of Public Health, would be leaving the City to take up the post of Director of Health in Birmingham.

BP

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS HELD ON MONDAY 28 MAY 2012

TB.4061 RESOLVED: that the Minutes of the Meeting of the Board of Directors held on Monday 28 May, 2012 be approved as a correct record, subject to the following amendments:

- a) the name of Cllr. Claymore being added to the list of those who had submitted apologies for the meeting;
- b) the sentence beginning "the Board was asked to note" in the thirteenth line of Minute TB.4018 to read as follows:

Action

“The Board was asked to note that only a few years ago patients in the Trust with c.difficile were quite ill, and there was a 40% mortality rate among such patients, whereas the situation had

now changed so that a significant number of patients with c.difficile were not so unwell as a result of it.”

- c) TB.4014 – Financial Report April 2012 – the word “August” in the third paragraph of the Minute being changed to the “May”.

MATTERS ARISING FROM THE MINUTES

TB.4062 Finance Report – March 2012: Income and Costs of the Divisions (TB.4012)

Mr. Stringer said that an update on Service Line Reporting would be reported to the confidential session of the Board in July.

KS

TB.4063 The Development and Publication of Equality Objectives to comply with Public Sector Equality Duty 2011 and the Equality Act 2010

Pursuant to Minute TB.4022, Ms. Etches indicated that work was under way to review, and where necessary change, the Director leads assigned to the various elements within the Action Plan.

CE

TB.4064 Annual Report on Emergency Preparedness – threat of Industrial Action

Ms. Harnin reported, pursuant to TB.4011, that following the BMA ballot, a certain amount of industrial action by doctors had taken place on 21 June, with limited impact on services to patients. All of the staff involved had continued to undertake some duties within the Trust on that date. The response to the call for action by the BMA appeared to have been muted.

BOARD ACTION LIST

TB.4065 It was noted that reports on Care and Compassion and Supporting Patients with Dementia were included on the Agenda for today’s meeting.

RESOLVED: that the report on the Board Action List, be noted.

DECLARATIONS OF INTEREST

TB.4066 No interests were declared at this meeting.

CONSULTANT APPOINTMENTS

TB.4067 Mr. Loughton reported that since the previous Board meeting the following consultants had been appointed:

- Mr. M. Manarkattu – A & E
- Mr. N. Rukin – Urology

MEDICAL DIRECTOR

TB.4068 Seven Day Working – update

Dr. Odum presented a report which outlined progress since April with implementing seven day working across the Trust. He said that the proposals had been well received by the consultant body in the Trust, and that there had been local and national media interest in this development. He undertook to bring a further progress report to the Board in about three months time.

Welcoming the progress reported, Mr. Vanes enquired about any anticipated knock-on effect on Pharmacy or diagnostic services. Dr. Odum confirmed that practical issues of this nature were being worked through; Pathology already provided a comprehensive service, and Radiology also provided routine weekend working such as could already support seven day working. He indicated that there was no routine MRI service provided at weekends within the Trust, but this could be obtained from Birmingham. He acknowledged that there may be a requirement to review and extend Pharmacy opening hours, and this matter required further discussion.

Mr. Stringer indicated that funding for the proposal had been approved in principle by the PCT, subject to further negotiation of a number of detailed matters.

RESOLVED: that the progress report on the Implementation of Seven day working within the Trust be noted.

QUALITY AND SAFETY

TB.4069 Trust Annual Report and Quality Account 2011/12

Ms. Etches submitted the Annual Report and Quality Account 2011/12. The Trust had received feedback from the PCT and LINK, together with the External Auditor's report on the Quality Account, which contained an unqualified opinion.

However the External Auditors had made a minor recommendation in respect of the process for gathering data on VTE which had been underreported.

Members of the Board expressed appreciation of the content of the document and placed on record their thanks to the officers involved.

RESOLVED: That the Trust's Annual Report and Quality account for 2011/12 be approved and submitted to the Department of Health and NHS Choices.

TB.4070 Quality and Safety Report

Ms. Etches drew out the salient points of the monthly Quality and Safety Reports. She commented on the continuing changes in the reporting regime for pressure ulcers, which made it difficult to present an accurate picture of improvement arising from work done in the last twelve months. Commenting on the Safety Thermometer, she pointed out that the Trust had almost hit the 95% target in April, but that performance had dipped slightly in both May and June. She reported that there was stability in all the indicators associated with mortality. With regard to *C.difficile*, she said that the performance in May had slipped back, but June appeared to have improved and she would circulate an up-to-date position on 2 July in preparation for the Board to Board meeting with Monitor. She added that the *C.diff* targets would be clarified within the next month.

Turning to the nursing and midwifery staffing levels, Ms. Etches requested that the Board disregard the information provided in the report, and undertook to provide an accurate update in July.

The Board noted the Divisional Infection Prevention Performance Monitoring in May 2012 for the "five moments" for Hand Hygiene at the point of care.

CE

In response to questions, Ms. Etches confirmed that there remained pockets of concern for both pressure ulcers and falls, but no part of the Trust was causing consistent concern on either front. She confirmed that the cardiac arrests mentioned in connection with Recognition of the Deteriorating Patient had taken place in in-patient settings. She said that she had no information for medical administration errors for May, and would try to discover why performance regarding Environmental Standards had dipped in Quarter 4, particularly given the very positive PEAT scores.

CE

RESOLVED: that the monthly report on Quality and Safety be noted.

TB.4071 Report of the Parliamentary Ombudsman “Care and Compassion?” – published in February 2011 – RWHT gap analysis and updated actions June 2012

Ms. Etches presented a report which summarised actions undertaken in relation to the national report “Care and Compassion?”, since the matter had been reported to the Board in July 2011. The Board noted that there were two amber risks and one yellow risk in the risk profile, and accepted that the outstanding actions should, from now on, be incorporated into other mainstream action plans.

RESOLVED: that the report on actions taken in respect of the report of the Parliamentary Health Service Ombudsman “Care and Compassion?”, be noted.

TB.4072 Workforce Review of Nursing and Midwifery Stage I

Ms. Etches submitted a report which gave the background to the Workforce Review of Nursing and Midwifery which had begun in August, 2011 and had analysed the nursing workforce for the organisation. The first stage of the Review concentrated on the general roles of Band 5, 6 and 7 nurses, and the second stage would examine the clinical nurse specialist role and seek to obtain standardisation of this across the organisation. She informed the Board that stage one of the Review fundamentally supported seven day working across the Trust with a Band 7 or Band 6 nurse on duty on every shift. If implemented, the proposals would entail the recruitment of 18.23 wte Band 5 staff nurses to support the supervisory role of the ward sisters/charge nurses, 6.0 wte Band 2 Night Staff, and 1.40 wte Band 2 x-ray escort staff. She indicated that the estimated cost of the proposals amounted to £924,000. Discussions with the Commissioner to obtain approval to the proposals were ongoing, and the PCT supported the principles behind this exercise, but the recurring funding issues remained to be resolved, and further information had been provided with a view to the Commissioner reaching a decision on 19 July.

Dr. Odum voiced his support for the proposals and indicated that the medical staff also endorsed them. He commented that it was noticeable when a Band 6 or Band 7 nurse was not on duty to run a ward at a weekend. He believed that the proposals, if implemented, would help the efficient and safe running of wards at weekends and would also support seven day working.

In response to a question from Mrs. Jaspal-Mander, Mr. Loughton said that this proposal, taken together with the seven day working proposals already approved, would put this Trust in an advantageous position in terms of its service delivery and patient safety. Ms. Etches added that according to data gathered by Dr. Foster, this Trust was rated average for the number of nurses employed, with a split between 70% qualified nurses and 30% healthcare assistants in most in patient areas.

In response to a recruitment question from Dr. Anderson, Ms. Etches said that the intention in the first instance would be to redeploy, into the posts created, staff who had been recruited for winter emergency wards, and also to recruit from the newly qualified cohort in September.

RESOLVED: that the Business Case for enhancing the nursing workforce of the general in-patient areas, as detailed in the report, be approved in principle.

TB.4073 Falls Prevention

Ms. Etches introduced a progress report on the measures in place for the prevention of falls within the organisation. She confirmed that there was now 98% compliance with the care bundle approach across the Trust, and that 82% of staff who were required to be certified as competent in respect of falls prevention had now obtained this competency.

Mr. Stringer enquired about the data provided within the report, and Ms. Etches confirmed that although the overall number of patient falls was increasing, the number of patients who fell and sustained serious injury had been decreasing. She confirmed that all falls were recorded on the Safety Thermometer.

RESOLVED: that the progress report on the work being undertaken in relation to the prevention of falls within the Trust, be noted.

TB.4074 Update on Dementia Training

Ms. Etches presented a report in response to a request made at the May Board meeting, setting out training events available to raise awareness of dementia.

Members of the Board expressed their gratitude for the information provided which reflected a good range of training to raise awareness of dementia across the Trust. Dr. Odum added that GPs had also found the training useful which they had attended.

It was noted that so far only Wolverhampton GPs had been invited to participate, and the Chairman suggested that it would be worth considering extending the offer to GPs in South Staffordshire.

RESOLVED: that the update on dementia training be noted.

BUSINESS PLANNING

TB.4075 Capital Programme 2012/2013 – Month 2

Mr. Stringer submitted the monthly progress report on the Capital Programme 2012/13. He reported that the actual expenditure position at Month 2 was £2,306,628, which represented a value of £118,813 behind the cash flow plan, largely due to a smaller than forecast spend in month on the new Pathology Laboratory scheme. He added that no significant problems with delivering the Capital Programme were anticipated at this stage in the year. He also underlined the fact that the CRL had yet to be determined and explained that this was due to national issues around the surpluses declared in year-end accounts.

The Chief Executive commented on a recent Express and Star report that the Trust had overspent by £400,000 in respect of the Pathology Laboratory scheme. He indicated that this additional expenditure was due to the SHA not giving speedy consent to the Trust to sign the contract for the work, which had led to the Trust incurring significant additional cost owing to an increase in the price of steel products.

RESOLVED: that the progress report on the Capital Programme 2012/13 (as at Month 2), be noted.

(Note: The Chairman left the room and Mr. Vanes assumed the Chair for the next item)

TB.4076 Any Qualified Provider (AQP) Arrangements 2012/13

Ms. Espley drew attention to the main points of a report on the implementation of Any Qualified Provider commissioning arrangements during 2012/13. She indicated that the outcome of the Trust's submission was likely to be known in the next fortnight.

Mr. Loughton suggested that it would be beneficial to explore the possibility of entering into partnership arrangements with other organisations, particularly in respect of large scale community services.

In response to questions, Ms. Espley confirmed that the services which were now subject to AQP arrangements would have to be available on Choose and Book after twelve months.

RESOLVED: that the report on the implementation of Any Qualified Provider (AQP) Commissioning arrangements, be noted.

(Note: Dr. Odum left the meeting at this point, and Mr Picken took the Chair again)

TB.4077 Report of the Change Programme Board

Ms. Espley presented the report on the progress of the Change Programme Board for Month 2, and highlighted that 25% of the CIP target for the entire year had been achieved by the end of Month 2, and that it was now planned to deliver 74% of the year's total by October. This represented a good spread of the target through the year although there remained slippage on a number of schemes and the Change Programme Board in July would consider proposals for mitigating the slippage.

Mr. Vanes commented that the successful implementation and of the sickness absence scheme was critical.

RESOLVED: that the report of the progress of the Change Programme Board for Month 2, be noted.

GOVERNANCE

TB.4078 Board Assurance Framework/Trust Risk Register

Ms. Etches guided the board through the monthly report on the Board Assurance Framework/Trust Risk Register. She drew attention to the risks on the Board Assurance Framework which had now been closed or moved to the Risk Register on the basis that they were either managed to an appropriate level or the risk had been completely closed. The Board noted the two red risks on the Board Assurance Framework.

Ms. Etches said that, in respect of the Health Visiting Services, there had recently been a significant leadership change and fortnightly meetings chaired by the Interim Chief Operating Officer were held to maintain “pace and grip” on the necessary modernisation of this service. Commenting on the red risk “Failure to Reduce Never Events”, Ms. Etches pointed out that there had been no further Never Events since the May Board meeting and that fifty-eight days without an occurrence had now elapsed. She added that she had accompanied Dr. Odum and the teams to present details of this Trust’s Never Events to the Black Country Cluster.

Ms. Etches added that not only had the risk relating to sustained critical press coverage now been closed, but there had recently been significant positive press coverage of the work of this Trust, and that on 4 July this Trust would be a finalist at the awards presented jointly by the Health Service Journal and Nursing Times in respect of dementia and the infection prevention team. In addition, the Trust would be finalists at the HSJ Awards for Efficiency in Procurement, and Efficiency in Administration and Clerical Services.

RESOLVED: that the monthly report on the Board Assurance Framework/Trust Risk Register, be noted.

TB.4079 Board Assurance Committee Annual Report

Mrs. Jaspal-Mander presented the Annual Report on the work of the Board Assurance Committee.

RESOLVED: that the report be noted.

TB.4080 Trust Management Team – Terms of Reference

The revised Terms of Reference for the Trust Management Team were submitted. These had been approved by the Trust Management Team on the 22 June, with the proviso that for the time being the Change Programme Board would report on a monthly basis.

RESOLVED: that the revised Terms of Reference for the Trust Management Team, as now submitted be approved, subject to the Change Programme Board reporting monthly, for the time being.

OPERATIONAL PERFORMANCE

TB.4081 Performance Report

Ms. Hall guided the Board through the monthly operational Performance Report and from the Exception Reports highlighted: the progress against *c.difficile* (cumulatively year to date below target by 2.5); the 62 day wait for first treatment from consultant screening – all cancers (during May one patient breached this target – low patient numbers make this indicator vulnerable); and the A & E unplanned reattendance rate.

In response to a question by Dr. Anderson, Ms. Hall indicated that the performance regarding A & E unplanned reattendance rates tended to reflect that there was a lack of suitable support and help in the community, leading to patients returning to A & E.

The Board also noted that: performance against A & E time to initial assessment (for ambulance patients) was slightly down on the April figure; the percentage of GPs receiving correspondence within twenty-four hours of discharge was being monitored weekly; and the Trust was renegotiating its share of the performance plan for Smoking Quitters. Ms. Hall reported that for the target “Number of People Offered an NHS health check”, 140 people had attended an event held in May leading to a health check, and implementation of the remedial action plan was under way.

The Chairman urged that progress be made in respect of the turnaround time for correspondence to GPs, and Ms. Hall acknowledged that this had been recently discussed at the Trust Management Team where the desire to make progress had been restated by the Executive Directors.

Ms. Etches noted the WHO Checklist performance and undertook to investigate whether the Trust had now obtained 75% compliance in out-patient areas.

Ms. Hall said that a detailed quarterly performance report would be brought to the Trust Board, commencing in July.

CE

RESOLVED:

- a) that the monthly Operational Performance Report, be noted;
- b) that the Board Statements and the Provider Management Regime self-certification be approved, and that the Chairman and Chief Executive be authorised to sign the return on behalf of the Board.

FINANCE AND INFORMATION

TB.4082 Financial Position of the Trust May 2012 (Month 2)

Mr. Stringer presented the Finance Report for May 2012 (Month 2) and drew attention to the surplus of £1,261,000, which was £92,000 above the Month 2 Income and Expenditure Plan. Total income at Month 2 was £62,638,000, which was above plan by £855,000. He pointed out that Directorate expenditure was adverse to plan by £671,000, which was mostly due to pay budgets. The Board noted also that the Trust was over performing against PCT activity in elective monthly activity, non-elective monthly activity, A & E monthly activity, out-patient first monthly activity, and out-patient follow-up monthly activity.

In response to a question from Mr. Vanes, Mr. Stringer explained the significance to the Trust of the national “freeze” date for fully coding activity data against the Specialised Services Contract.

Mr. Vanes enquired about the performance of Division 1 against the CIP Plan. Mr. Stringer acknowledged that Division 1 needed to make greater progress and had accordingly been challenged on this by the Change Programme Board.

RESOLVED: that the Finance Report for May 2012, be noted.

TB.4083 External Audit – Final ISA260

Mr. Stringer drew out the main points of the final ISA260 provided by the Trust’s independent auditors, PriceWaterhouseCoopers. He mentioned the matters outstanding and the manner in which each one had been resolved and noted that the auditors had been able to issue an unqualified audit opinion on the financial statements and an unqualified conclusion on the Trust’s use of resources. Mr. Stringer added that this matter had also been considered in detail by the Audit Committee.

Mr. Vanes confirmed that the Audit Committee on 7 June had examined this document, along with the Annual Accounts, in detail. He said that the external auditors had been complimentary about the work done by this Trust. During the year under review there had been the very significant transaction around TCS but nothing materially negative about that transaction had surfaced in the accounts or in the opinion from the external auditors, and this should be viewed as a validation of the Trust’s strong approach to a major transfer of undertakings..

The Board expressed their appreciation to the Chief Financial Officer and his team for the work done in connection with preparing the Annual Accounts for 2011/12.

RESOLVED: that the Final ISA260 from PriceWaterhouseCoopers, be noted.

TB.4084 External Audit – Management Representation Letter

RESOLVED: that the Management Representation Letter, as now submitted, be approved and signed off by the Chief Executive and Chief Financial Officer.

TB.4085 Financial summary of year ended 31 March 2012 based upon Annual Accounts Submission

RESOLVED: that the contents of the Financial Summary Report for the year end 31 March 2012, be noted.

TB.4086 Audited Annual Accounts 2011/12

Mr. Stringer presented the Audited Annual Accounts for 2011/12 and commented that all of the key statutory requirements had been achieved. In addition, the Audit Committee on 7 June had examined the accounts in detail along with the statements by PriceWaterhouseCoopers.

RESOLVED: that the Audited Accounts for 2011/12, be approved.

TB.4087 Procurement Strategy

Mr. T. Stanyard, Head of Procurement, attended the meeting for this item and presented the Procurement Strategy for the three year period 2012/13 – 2014/15.

In response to questions, Mr. Stanyard indicated that the biggest “new idea” in the Strategy was engagement and innovation, whereby there would be closer work with clinicians around procurement, and closer engagement with the 220 suppliers with whom the Trust spent 90% of its procurement funds. He indicated that the implications of the CIP for procurement were acceptable, and that there was a work plan to deliver the £1,347,000 which was the target for the procurement element of the CIP.

Mr. Stanyard asked whether a Non-Executive might be able to work with him to sponsor and support the procurement strategy.

Mr. Loughton indicated that this would not be possible at the present time due to the existing pressures on the number of Non-Executive Directors available, but he undertook to help Mr. Stanyard to engage with some of the clinicians in the Trust.

Action

DL/TS

Mr. Loughton requested that progress updates be brought to the Trust Board on a two monthly basis for the time being. He also requested to discuss further, outside the meeting with Mr. Stanyard, the performance by Jonathan Wedgbury, CEO HealthTrust Europe . Mr. Stanyard indicated that this year he anticipated they would deliver £475,000 worth of savings against the Trust's fee of £110,000.

RESOLVED: that the Procurement Strategy for the three year period 2012/13 – 2014/15 be approved.

HUMAN RESOURCES

TB.4088 HR Strategy Implementation Plan progress review – April 2012

Ms. Harnin presented a progress review on the HR Strategy. The Board discussed the extent of temporary staffing in the Trust, and noted the desirability of creating an internal junior doctor bank.

The Chief Executive stressed that such a move would be desirable in terms of cost and quality, but a move away from using Agency Bank staff depended upon achieving a concerted effort by all Trusts in a given area.

RESOLVED: that the progress report on the HR Strategy Implementation Plan, be noted.

TB.4089 2011 National CQC Staff Survey Results

Ms. Harnin presented a report giving an overview of the 2011 National CQC Staff Survey results for the Trust, which showed a response rate of 45% (an increase of 6% over the response in 2010). She drew the Board's attention to the local use of ChatBack which achieved a higher response rate than the National Survey. She undertook to circulate to members of the Board a note summarising the differences between the Trust's ChatBack and the National CQC Staff Survey.

DH

RESOLVED: that the overview of the 2011 National CQC Staff Survey Results for this Trust, be noted.

TB.4090 Health and Wellbeing Project update

Ms. Harnin presented an update on the sickness management pilot scheme. The Board noted that whilst there had been positive outcomes from some of the original pilot departments, others had not yet shown an impact, and Human Resources were working closely with those areas to evaluate the issues and refine the action plan moving forward. The report also indicated that inconsistencies in the reporting between HR systems and Finance systems were the subject of a separate piece of work to improve management information.

RESOLVED: that the progress report on the Sickness Management Pilot Scheme, be noted.

FEEDBACK FROM BOARD SUB-COMMITTEES

TB.4091 Minutes of the meeting of the Trust Management Team held on 20 April 2012

In response to a question from Dr. Anderson, Ms. Hall said that this Trust did not undertake bariatric surgery.

RESOLVED: that the Minutes of the meeting of the Trust Management Team held on 20 April 2012 be noted.

TB.4092 Minutes of the meeting of the Infection Prevention and Control Committee held on 27 April 2012

RESOLVED: that the Minutes of the meeting of the Infection Prevention and Control Committee held on 27 April 2012 be noted.

TB.4093 Chairman's Summary of the meeting of the Audit Committee held on 7 June 2012

Mr. Vanes presented this item, and highlighted that the Audit Committee on 7 June had concentrated on matters relating to the Trust's Annual Accounts 2011/12.

RESOLVED: that the oral update on the meeting of the Audit Committee held on 7 June 2012 be noted.

TB.4094 Minutes of the meeting of the Board Assurance Committee held on 26 April 2012

RESOLVED: that the Minutes of the meeting of the Board Assurance Committee held on 26 April 2012 be noted.

GENERAL BUSINESS

TB.4095 Approved Policies: Policies approved by the Trust Management Team at the meeting held on 22 June 2012

Mr. Loughton reported that the following Policies had been approved by the Trust Management Team at its meeting held on 22 June, 2012:

- Inclement Weather Policy (HR07)
- Dress Code Policy (HR22)
- Induction and Mandatory Training Policy (OP41)
- Prevention and Control of MRSA, VRE and other antibiotic resistant organisms Policy (IP03)
- Linen Policy (IP05) Policy for the Management of Risks associated with Pathology and Radiology, Clinical Diagnostic and Screening Tests (CP50)
- Blood Culture Collection Policy (IP16)
- Norovirus Policy (IP18)
- Hand Hygiene Policy (IP0)

TB.4096 Matters raised by members of the general public and commissioners

Cllr. Claymore raised the following matters:

- a) The City's Health and Wellbeing Strategy recognised the serious problem caused by alcohol abuse in the City and a mortality rate twice as high as some other neighbouring areas, with a particularly serious impact on the 18-25 years age group. Cllr. Claymore indicated that the Licencing Committee would be considering this matter shortly and he hoped that all agencies, including the Trust, would work together to mitigate the problem. The Chairman assured Councillor Claymore that the Trust had recently seen a presentation from Dr Phillips to highlight the health related problems of alcohol abuse, and it was committed to playing its part with other agencies across the City.
- b) Councillor Claymore welcomed the Procurement Strategy and the stated commitment to support local businesses whenever possible. The Chairman confirmed that the Board recognised the role of the Trust in relation to the local economy, subject to complying with NHS Procurement guidelines.
- c) He referred to a recent newspaper article about the Trust's involvement in providing work experience for young people, and hoped that it would be widely publicised to attract young people from a wide range of backgrounds.

- d) The Director of human Resources commented briefly on the success of the scheme to date, and made reference also to separate workstreams relating to apprenticeships and graduates.

Mr B Griffiths, LINK, congratulated Ms Etches upon receiving her honour, and went on to note the apparent lack of progress in reducing the number of pressure ulcers. He asked whether there was any timescale for improvement to be seen. The Chief Executive said that progress in reducing the number of pressure ulcers would come slowly.

TB.4097 Date and Time of next meeting

The Board noted that the next meeting was due to be held on Monday 23 July, 2012 at 10.00 a.m. in the Boardroom of the Clinical Skills and Corporate Services Centre, New Cross Hospital.

TB.4098 Exclusion of the press and public

RESOLVED: that pursuant to the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted.

This part of the meeting closed at 1.00 p.m.

Minutes of the Special Meeting of the Board of Directors held on Monday 9th July 2012 at 10.30 a.m. in the Boardroom, Clinical Skills and Corporate Services Centre, New Cross Hospital

PRESENT:	Mr. B. Picken	Non-Executive Director (Chair)
	Dr. J.M. Anderson	Non-Executive Director
	Ms. C. Etches OBE	Chief Nursing Officer
	Ms. V. Hall	Deputy Chief Executive
	Mr S. Kalirai	Non-Executive Director
	Mr. K. Stringer	Chief Financial Officer
	Mr. J. Vanes	Non-Executive Director
	Ms. D. Harnin	Director of Human Resources
	Ms. M. Espley	Director of Planning and Contracting
IN ATTENDANCE:	Ms. H. Davis	Head of Strategy and Service Redesign
	Mr. A. Sargent	Trust Board Secretary
APOLOGIES:	Mr K Bryan	Non-Executive Director
	Mr D. Loughton CBE	Chief Executive
	Mrs. B Jaspal-Mander	Non-Executive Director
	Mr. M. Ogden-Meade	Interim Chief Operating Officer
	Dr J Odum	Medical Director

Part 1 – Open to the Public

DECLARATIONS OF INTERESTS FROM DIRECTORS AND OFFICERS

TB.4109 No interests were declared

NON-EXECUTIVE DIRECTORS – APPOINTMENTS TO ROLES

TB.4110 The Chairman told the Board that he had called this Special meeting in order to ensure that key Non-Executive Directors' roles were filled, in view of the current absence of Mr Keith Bryan.

RESOLVED:

- (a) That Mr. J. Vanes be appointed as Acting Vice-Chairman of the Board, with immediate effect;**

- (b) That Dr J. Anderson be appointed as Acting Senior Independent Director, with immediate effect;**
- (c) That Mr S. Kalirai be appointed as Acting Chair of Audit Committee, with immediate effect.**

The meeting closed at 10.40am
