

MINUTES OF THE PUBLIC MEETING
OF THE BOARD OF DIRECTORS
HELD ON TUESDAY, 24 APRIL 2012
AT 10.00 AM
IN THE BOARD ROOM
THE JAMES COOK UNIVERSITY HOSPITAL
MARTON ROAD
MIDDLESBROUGH

PRESENT:

Ms D Jenkins	-	Chairman
Dr G Ewart	-	Non-Executive Director
Professor P Hart	-	Deputy Chief Executive/Dir of Nursing & Patient Safety
Mr D Kirby	-	Vice Chairman
Mr H Lang	-	Non-Executive Director
Mrs J Moulton	-	Director of Planning
Mr C Newton	-	Director of Finance
Mr S Pleydell	-	Chief Executive
Mrs P Singleton	-	Senior Independent Director
Ms H Wallace	-	Non-Executive Director
Mrs S Watson	-	Director of Operational Services
Professor R Wilson	-	Medical Director

IN ATTENDANCE:

Mr Barry	-	Member of public
Mr M Blake	-	Member of public
Mrs M Blakey	-	Corporate Affairs Manager
Mr C Harrison	-	Director of Human Resources
Dr Jagamathan	-	member of public
Mrs W Larry	-	Acting Chairman, UNISON
Mrs A Marksby	-	Communications Lead
Mrs C Parnell	-	Company Secretary/Exec Asst to CEO
Dr Selvan	-	member of public
Ms S Judd	-	Evening Gazette
Ms K Wilkinson-Bell	-	For item 4
Ms H Williams	-	shadowing Professor Hart
Mrs C Woodgate	-	Divisional Manager - Neurosciences

1 **APOLOGIES FOR ABSENCE**

Apologies for absence from Dr Baxter and Councillor Thompson.

2 **DECLARATIONS OF INTEREST**

Mrs Singleton expressed an interest in Item 9.3.

3 **QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

4 **PATIENT EXPERIENCE STORY**

Professor Hart introduced Ms Wilkinson-Bell who provided the Board with an overview of the care which her father had received whilst a patient at The James Cook and East Cleveland Hospitals.

The key issues identified were:-

- (i) expressed gratitude for the care received by her father;
- (ii) discharge communication could be more effective particularly around aftercare provision;
- (iii) ensuring community hospitals remain integral/central to healthcare provision
- (iv) improvements in general communication between staff/patients/relatives.

Mr Pleydell thanked Ms Wilkinson-Bell for attending and stated that it was crucial that the trust continued to receive feedback from patients/relatives to continually improve its services.

Decision: 2012/April/No 1

The Board:

- (i) **The Board noted the presentation**

5 **MINUTES OF THE MEETING HELD ON**

The minutes of the meeting held on 27 March 2012 were accepted as an accurate record of proceedings.

Decision: 2012/April /No 2

The Board:

- (i) **Approved the minutes of 27 March 2012**

6 **MATTERS ARISING/ACTIONS**

6.1 **ACTIONS FROM**

It was noted that all actions had been completed or were in the process of being completed.

7 **CHIEF EXECUTIVE'S REPORT**

Mr Pleydell went through the report and drew the Board's attention to a number of additional issues not included in the report:-

- (i) The Endeavour Unit building (at JCUH site) has been shortlisted in the British Construction Award.

- (ii) The first of the engagement meetings regarding paediatric and maternity services at the Friarage Hospital, Northallerton, took place last week in Thirsk. A schedule of all venues and dates had been widely circulated.
- (iii) Discussions with the trust's commissioners in terms of contracts have now been agreed with the exception of NHS North Yorkshire & York PCT.
- (iv) Congratulated Dr Brendan McCarron who had recently been appointed chief of acute medicine.
- (v) Pleased to announce that the trust had been successful in securing funding from the SHA for a number of projects namely £703,000.
 - (a) £215,000 for reducing admission in A&E
 - (b) £108,000 for training and providing support to ward teams in dementia care
 - (c) £295,000 to continue redevelopment of mobile working devices
 - (d) £85,000 to support development work in medical activity

In addition, Mr Pleydell was pleased to report that the trust had also received funding from the Institute of Innovation & Improvement to part fund a Band 8A post looking into dementia collaboration model for pathways of care.

- (vi) Delighted to announce that HRH Princess Alexandra would officially open the Endeavour Unit on 10 May.
- (vii) The trust's Nightingale Awards would be taking place on 11 May 2012.
- (viii) The Archbishop of York would be visiting the trust on 4 May 2012.

Decision: 2012/April/No 4

The Board:

- (i) **Noted the report.**

8 QUALITY OF CARE AND PATIENT SAFETY

8.1 PERFORMANCE REPORT – PERIOD ENDING MARCH 2012

Mrs Watson went through the report and highlighted the following key issues but in general felt it was a good report and was pleased with the performance of the trust.

- (i) Circulated an amendment to page 1 of the report.
- (ii) The trust has reported an amber green rating against the governance risk rating in the Monitor compliance framework for March 2012.
- (iii) The trust failed to meet the 95th percentile on admitted pathways for 18 weeks. The Board was reminded that this was as a result of the additional 180 cases undertaken (as agreed with Tees PCTs) to reduce the waiting list backlogs. The Board asked if there was justification for further conversations to be held to reverse this outcome and Mrs Watson advised that the trust should wait until the final figures were made available.
- (iv) The final year end figure cannot be formally calculated until such time as the cancer data is finalised.
- (v) All cancer targets were achieved in February with the exception of the 62 day cancer standard.
- (vi) The trust achieved the 18 week target for non-admitted and admitted pathways of care.
- (vii) There were 3 breaches of the 28 day rebooking target.

Decision: 2012/April/No 5

The Board:

(i) Noted the report and thanked Divisions on their good performance.

8.2 MONTHLY HEALTH CARE ASSOCIATED INFECTION REPORT

Professor Hart was pleased to present the HCAI report and went through the information in detail. For the year 2011/2012, there were 2 cases of MRSA bacteraemia, against a target of 4, and there were 67 cases of C difficile, against a target of 112.

The results showed the positive steps undertaken by all clinical and non-clinical colleagues in reducing HCAs.

Decision: 2012/April/No 6

The Board:

(i) Noted the report.

9 BUSINESS SUSTAINABILITY

9.1 FINANCIAL REPORT FOR PERIOD ENDING MARCH 2012

Mr Newton went through the financial report for the period ending March 2012, and highlighted the following key issues:-

- (i) Income and expenditure position showed a £3M surplus (which was around £1.7M behind the internal target of a £4.7M surplus)
- (ii) The trust's financial performance in 2011/2012 delivered a satisfactory risk rating and cash balances were higher than planned.
- (iii) The delivery rate of P&E schemes improved throughout the year (at 82%).

Mr Kirby was reassured that the outturn position was in line with that previously forecasted and whilst the trust had not achieved its P&E plan he welcomed the improved rate of delivery. He was concerned however, that the EBITDA performance was significantly behind plan and that the trust should not rely on non operating expenses to achieve overall performance. Mr Newton commented that further clarity would be made in forthcoming months. Mr Newton responded to specific queries from non-executive directors, namely on operating expenses; additional income; P&E schemes and the programme management office in terms of realising the income from those schemes/projects and CQUIN.

Mrs Watson was asked to calculate what level of CQUIN payments the trust would have been awarded by Tees PCTs, if payment by results rather than a block contract had been in place this year.

Decision: 2012/April/No 7

The Board:

(i) Noted the report and looked forward to receiving details of the final accounts at the Board meeting in May 2012.

9.2 CAPITAL PROGRAMME 2011/2012 – 2013/2014

Mrs Moulton stated that the purpose of the report was to seek the Board's approval for the capital programme for 2012/2013 so that the information could be included in the trust's Annual Plan. Mrs Moulton went through the report in detail which provided information on the outturn position for the capital programme 2011/2012; the

resources identified for capital schemes for 2012/2013; previously committed capital; priorities for 2012/2013 identified through the annual planning process; and the outline assumptions for 2013/2014.

Mr Kirby asked what the likely process was for the 2013/2014 capital programme in terms of investment and the financing options. Mrs Moulton said that the planning and finance teams would work together on developing a firmer plan in the early part of 2012/2013 which would need to be reviewed. In terms of replacement equipment not already identified within capital programmes, it was noted that such items were usually paid for from the Chief Executive's Emergency Fund.

Referring to the estates strategy, Mrs Moulton said she would be bringing an update to the Board. **Action: Mrs Moulton**

Decision: 2012/April/No 8

The Board:

- (i) **Approved the capital programme for 2012/2013.**

Declaration of interest - Mrs Singleton left the meeting for item 10.1

10 GOVERNANCE

10.1 REAPPOINTMENT OF SENIOR INDEPENDENT DIRECTOR (SID)

Ms Jenkins asked the Board to support the reappointment of Mrs Singleton as SID.

It was noted that the Council of Governors and the Nominations Committee had both recommended the reappointment until the end of her current term of office as a NED.

Decision: 2012/April/No 9

The Board

- (i) **Supported the reappointment of Mrs Singleton (SID) until the end of her current term of office as a NED.**

Mrs Singleton returned to the meeting

11 FOR INFORMATION WITHOUT DISCUSSION

11.1 MINUTES OF THE INTEGRATED GOVERNANCE COMMITTEE – 14 MARCH 2012

Ms Wallace presented the minutes of the Integrated Governance Committee held on 14 March 2012. She drew the Board's attention to the Information Governance toolkit score of 75% achieved this year. However, 2 areas remained non-compliant, namely IG training and pseudonymisation of data and actions were being undertaken to address these.

Decision: 2012/April/No 10

The Board:

- (i) **Noted the minutes**

11.2 ADDITIONAL RESOURCES COMMITTEE HELD ON 6 DECEMBER 2011

Ms Jenkins presented the minutes of the ARC meeting held on 6 December 2011. It was noted that Mrs Singleton was not present at that meeting.

Decision: 2012/April/No 11

The Board:

- (i) **Noted the minutes.**

11.3 INVESTMENT COMMITTEE HELD ON 7 FEBRUARY 2012

Ms Jenkins presented the minutes of the Investment Committee held on 7 February 2012.

Mr Pleydell commented that a discussion needed to be had to ensure staff views were obtained in terms of any staff payroll schemes.

Decision: 2012/April /No 12

The Board:

- (i) **Noted the minutes.**

11.4 SAFER CARE NORTH EAST: EVALUATION REPORT FOR PATIENT SAFETY PROGRAMMES OF WORK

Professor Hart stated that the purpose of the report was to provide the Board with an overview of the programmes of work linked to the Safer Care North East initiative.

In essence, the trust signed up to the then NE SHA strategic framework in 2008. The four year campaign identified 8 priority themes with safeguarding adults being added at a later date. The report outlined the progress made and the direction of travel of the organisation in terms of a patient safety culture and with the launch of the Safety Strategy in July 2011, the priority themes will continue to be progressed, improved and monitored.

It was noted that the trust had provided feedback to the SHA.

Decision: 2012/April/No 13

The Board:

- (i) **Noted the report.**

11.5 SCHEDULE OF SIGNING AND SEALING OF DOCUMENTS – PERIOD 1 NOVEMBER 2011 – 31 MARCH 2012

Mr Pleydell presented the schedule of documents which were signed and sealed during 1 November 2011 – 31 March 2012.

Decision: 2012/April/No 14

The Board:

- (i) **Noted the report.**

11.6 REAPPOINTMENT OF CHAIRMAN AND NON-EXECUTIVE DIRECTORS

Mrs Parnell stated that the purpose of the report was to inform the Board of the recommendation by the Nominations Committee and the decision by the Council of Governors at its meeting held in March 2012 to:-

- reappoint Ms Jenkins as trust chairman for a further period of three years from August 2012 to July 2015;

-
- reappoint Councillor Thompson as a NED for a further period of three years from August 2012 – July 2015; and
 - seek a replacement for Dr Ewart, NED whose tenure finishes in July 2012.

Decision: 2012/April/No 15

The Board:

- (i) **Noted the report.**

12 ANY OTHER BUSINESS

There being no further business, the meeting closed at 11.10 am

13 DATE, TIME AND LOCATION OF NEXT MEETING

The next public meeting of the Board of Directors will take place on Thursday, 31 May 2012 at 10.00 am in the Board Room, The James Cook University Hospital, Marton Road, Middlesbrough.

TO CONSIDER A RESOLUTION THAT REPRESENTATIVES OF THE PRESS AND OTHER MEMBERS OF THE PUBLIC BE EXCLUDED FROM THE REMAINDER OF THE MEETING HAVING REGARD TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, PUBLICITY OF WHICH WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST (Section 1 (2) PUBLIC BODIES) ADMISSION TO MEETINGS ACT 1960.

Signed: _____

Date: _____

Chairman