

Board of Governors:	12/02/08
Item:	02/09
Enclosure:	A

MINUTES OF MEETING – 30 October 2008

1. Summary

- 1.1 The unconfirmed minutes of the meeting of the Board of Governors held on 30 October 2008 are attached.

2. Recommendation

The Board of Governors is requested to:

- 2.1 approve the minutes of the meeting held on 30 October 2008.

**MINUTES OF THE TWENTY-SECOND MEETING OF THE BOARD OF GOVERNORS
HELD AT SACKVILLE SCHOOL, EAST GRINSTEAD
30 OCTOBER 2008**

PRESENT:

Chairman	Peter Griffiths	Chairman
Stakeholder Governors:	Chris Rolley Derek Pocock Roy Daisley Sarah Creamer Tom Cochrane	East Grinstead Town Council League of Friends University of Brighton West Sussex PCT Guinea Pigs
Staff Governors:	Carol Lehan Mabel Cunningham	
Public Governors:	Adrian Fuchs Alison Tweddle Andrew Roberson Ann Horscroft Bernard Atkinson Bill Hatton Caroline Hitchcock Edward Belsey Gill Baxter Gill Brack Howard Matthews Ian Stewart	Jill Walker John Bowers Len Barlow Manya Sheldon Martin Plimmer Peter Dingemans Peter Harper Roy Daisley Sharon Watkinson Shirley Mitchell Stuart Barnett Sue Hull
IN ATTENDANCE:	Caroline Becher Heather Bunce Jeremy Beech Mary Goode Myra Scarbrough Sally Flint Sharon Colclough Shena Winning	Director of Nursing & Quality Programme Director Non Executive Director Head of Corporate Affairs Membership & Engagement Manager / minutes Director of Finance Chief Executive Non Executive Director
PART ATTENDANCE:	Ken Lavery Ted Balk	Medical Director Head of IM&T
PUBLIC:	2 members of the public attended the meeting	

PRESENTATION - 'The work of the PCT' Sarah Creamer gave a presentation in which she explained the commissioning cycle and the PCT's values. She set out the PCT's five strategic commitments and 12 strategic goals and what the PCT intended to achieve. A copy of the PCT's goals was tabled. Governors asked questions regarding cross border collaboration, geographical distances and how the PCT struck a balance between 'prevention and cure'.

PRESENTATION – ‘IT at the QVH’ Ted Balk gave a presentation on the Trust’s informatics structure, the internal network and internal software applications, plus internal security/control systems and externally hosted systems. He also explained in detail the Trust’s innovative Telemedicine system,

62/08 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

The Chairman welcomed the governors to the meeting. He also welcomed Cllr Jacquie Landriani and Margaret Ball as the Trust’s Liaison Members for the West Sussex HOSC.

The Chairman informed the governors that Tony Josling had resigned from the Trust and thus from his role as staff governor, but he had sent the Board every good wish for the future.

Apologies were received from Valerie King, Peter Evans, Renny Leach and Steve Squires.

There were no declarations of interest.

63/08 MINUTES OF MEETING HELD ON 31 JULY 2008

The Board of Governors **APPROVED:** the minutes of the meeting held on 31 July 2008 as a correct record.

64/08 MATTERS ARISING FROM MINUTES OF MEETING HELD ON 31 JULY 2008

Staff Survey – It was confirmed the results of the recent staff survey would be brought to the April 2009 Board of Governors meeting.

65/08 REPORT FROM THE BOARD OF DIRECTORS

Sharon Colclough presented the report and stated the Trust remained on target to achieve its financial targets at the end of the financial year.

Preparations were currently under way to receive the maxillofacial temporary building, which would be delivered on 28 lorries over three days from 4 November. Parking would be restricted on site for four days whilst the ‘pod’ was delivered.

Peter Griffiths drew the governors’ attention to the Trust’s ‘excellent : excellent’ rating received from the Healthcare Commission and he congratulated the executive directors for this achievement. The governors’ also gave their congratulations.

Alison Tweddle queried the Trust’s service lines and asked which services had made considerable progress. Sharon Colclough stated the executive team had taken a lot of time to look at the ‘care of the elderly’, which was a main service and which had greatly improved. Sally Flint would bring back service line reporting to the governors at a future date, for debate.

Edward Belsey asked if the Trust would be applying to Monitor regarding increasing its private patient income cap in view of the planned redevelopment. Sally Flint explained that the cap was set at the level of income when the Trust became a Foundation Trust and the only way it could be increased was if the Trust increased its income. However, Monitor was currently reviewing whether any changes should be made, after an

extensive consultation process, and the outcome and its implications for the level of the Trust's cap was awaited. Mrs Flint stated this was 'work in progress' and the QVH was following the debate with interest.

The Board of Governors **NOTED:** the contents of the report

66/08 DIPC REPORT

Caroline Becher confirmed that Dr Paul Donaldson, the Trust's new microbiologist, had now taken up his post.

The position had not changed since her report to the July Board and remained 1 case of MRSA and 3 cases of C Difficile. They had been informed that there was going to be an unannounced Healthcare Commission visit and the Trust would be ready to welcome them.

Regarding activity, a flu campaign had taken place, with many staff coming forward to receive a flu injection. Visitors and staff were being asked to stay away from the Hospital if they had a cough, cold, vomiting or diarrhoea and this particularly applied to relatives of patients. The 'bare below the elbows' campaign continued and staff were being reminded not to visit other hospitals and then return to the QVH without using the gel rubs.

The Board of Governors **NOTED:** the verbal update

67/08 GOVERNORS STEERING GROUP

Shirley Mitchell gave a brief verbal update, stating a more detailed summary of GSG activity could be regularly found in the governors' monthly Update.

GSG portfolios A lot of work had taken place and she was still in the process of contacting governors to invite them to sit on short term working groups. The membership and redevelopment portfolios were now well established, although communications and the short term working group portfolios were still in the development stage. Although the portfolios were still evolving, the GSG were pleased with developments so far.

Governor forums Two forums were planned for June and October and governors were asked to contact the GSG if they had any topics they would like discussed.

Committees Martin Plimmer and Bill Hatton were congratulated on their successful election to the Appointments Committee and Ian Stewart was formally welcomed to the Quality & Risk Committee.

The Board of Governors **NOTED:** the contents of the verbal update.

68/08 REPORT FROM THE GOVERNOR REPRESENTATIVE

Bernard Atkinson gave a verbal report as follows:

Governors Annual Report

It had been agreed at the July Board meeting that the 'Governors' Corner' in the Annual Report would be put in the autumn Newsletter as the governors' Annual Report. For reasons of space, a précis had been included in the Newsletter, with the full text included on the QVH website via a link in the newsletter.

'From Good to Great Governance in the FTs'

A Symposium on the above topic was held in Leeds in late September hosted by the FTN. Bernard Atkinson reported it was an excellent two days aimed at FT Chairmen, executive directors and NEDs. QVH had been represented by Sally Flint, Mary Goode, Jeremy Beech and himself. There had been particular emphasis on the role of NEDs, the present achievements of FTs, the assessment of the FT system by Government, signposts for the future, and the identification of challenges and opportunities. He stated that there was much 'food for thought' for governors and a pervading sense of realism, and he was preparing a report on the Symposium from a governor perspective, which would be included in a future governors' monthly Update.

Public Presentations

Peter Dingemans had kindly obtained a copy of the Royal Navy Presentation Team's Annual Report (07/08) whose objectives were essentially those of QVH, namely engaging with the public. The RN Team, as with the Army and the RAF, had decades of experience and the report had the benefit of input from a number of experienced commercial organisations. The report made somber reading for those developing public engagement strategies. The GSG had summarised the report from a QVH perspective and the findings would be used to inform the Membership Taskforce and to ensure that governor public engagement was as focused and realistic as possible.

Board of Directors meeting (he had attended that morning)

(a) *Clinical Cabinet* - the Cabinet, first mentioned at the July 08 meeting, was now well established and beginning to make an impact. Examples included the development of the patient pathway, both for immediate and future implementation, and the Hospital redevelopment.

(b) *Financial Report (half year) to Monitor* – Bernard Atkinson stated that all concerned were to be congratulated on achieving 'on target' results at the half year stage. This had been against the challenges of loss of theatre time, together with significant variabilities in the patient mix and patient flows. Most importantly this achievement demonstrated deep understanding of the 'business'.

(c) *Hospital Redevelopment* - all governors would like to see a new hospital 'turn up one day on a truck' but realistically understood the complexities and vital detail involved in the specification, design and implementation stages.

Because QVH could perhaps be described as some five sub-hospitals connected together on a single site, the potential for the development of generic facilities for all aspects, except perhaps burns, was substantial. Clearly this was an aspect for which the existence of a Clinical Cabinet was of great value, allowing the Project Steering Group (PSG) to minimise the footprint and consequently the capital and operating costs.

Some members of the PSG had visited Queen Mary's Hospital, Roehampton, which had been designed by the Trust's architects and was both a specialist hospital and of a size similar to that envisaged for QVH. Because of the benefit gained it was likely that some members of the BofD would pay a follow-up visit to both inform themselves and to assist the Outline Business Case process.

The Board of Governors **NOTED:** the contents of the verbal update

69/08 NEW CHIEF EXECUTIVE

Peter Griffiths presented the report, stating it was the governors' duty to approve the appointment of a new Chief Executive and to satisfy themselves that due and proper process had been followed.

He confirmed that governors had been thoroughly involved in the recruitment process and he thanked Ann Horscroft as Chairman of the Appointments Committee for her input. Mrs Horscroft had been involved from the beginning and throughout the process and she would be able to answer any questions from the governors as to whether the process had been thorough and correct.

Peter Griffiths thanked the group of governors who had met with the candidates. He was asked if an offer had been made and he confirmed that an offer had been made and accepted, subject to the governors' approval.

The Board of Governors **NOTED:** the thorough recruitment process and **APPROVED:** the appointment of Dr Adrian Bull as the Trust's new Chief Executive.

Following the vote of approval the Chairman informed the governors that once he was in post Dr Bull would be meeting with as many of the governors as possible.

Martin Plimmer, on behalf of the governors, thanked Sharon Colclough for everything she had done to allow the governors to continue to develop. Her support had been very constructive and most engaging and had set a precedent for the new Chief Executive to follow. The Board of Governors were looking forward to the continuation of a similar approach in the future.

70/08 HOSPITAL REDEVELOPMENT – PROGRESS REPORT

Mrs Bunce gave a verbal update, stating a huge amount of work was in progress but not a lot completed at present. Governors were updated as follows:

- the Trust had met with East Grinstead GPs and had offered two locations on site
- the functional content which set out what was needed to rebuild within the organisation was complete
- care pathways had been identified
- they were now on benchmark version 4, which set out the nonclinical service areas included in the new build

Regarding increased capacity, Edward Belsey asked for the projected growth and was informed the projections from the strategic work predicted between 15% and 20%.

Martin Plimmer queried, given the current economic climate, whether the Trust's surpluses would be affected. Sally Flint stated the Trust had a well documented audit trail and was building up its cash surpluses for a purpose. The rate of return was queried and Sally Flint confirmed the Trust was still getting a good rate of return. The Trust was keeping its financial investments very tight with the main banks and intended to continue to do so in the future. She was very mindful of the current financial situation.

The Board of Governors **NOTED:** the verbal update

71/08 MEMBERSHIP REPORT AND MEMBERS' VIEWS AND FEEDBACK

Myra Scarbrough presented the report and requested that governors met and engaged with as many members as possible in order for the Trust to gain feedback on the redevelopment.

Governors were asked to collect notices setting our future Board meeting dates at the end of the meeting and put them in their local GPs and dentist waiting rooms.

Ian Stewart reported that on a recent tour of wards with Caroline Becher he had spoken to a visiting consultant surgeon, who had been very impressed with the work ethic at the hospital compared to others he visited.

The Board of Governors **NOTED:** the report

72/08 PLANNING PROCESS FOR 2009/10

Sally Flint informed the Board that the process for governor involvement into the annual planning cycle had not been very successful in the past. She explained the process was not about the document itself, but was an ongoing exercise throughout the year which also fully involved governors. The Annual Plan was based on the five year Service Review and the format of the Annual Plan document was very prescriptive by Monitor.

The Service Review 2007/2012 had involved governors in a discussion on strategic planning and an environmental analysis at the end of September '07, SWOT workshops had taken place during October '07 and there was a joint Board meeting at the end of November '07 concerning Strategic Option Development and Preferred Option. The Governor Representative also attended all Board of Director meetings when items discussed and agreed became part of the planning process.

A draft Annual Plan would be available for the February Board of Governors meeting and governors would be taken through the document. The Annual Plan would also be brought back to the April Board of Governors meeting, as Monitor required the governors saw a copy of the final document it before it was sent to Monitor.

Sally Flint confirmed she was working closely with the GSG.

The Board of Governors **NOTED:** the verbal update.

ANY OTHER BUSINESS

- GSG Ann Horscroft supported the efforts of the GSG in involving as many governors as possible in the work of the Board
- Sackville School the meeting agreed the venue was cold, uncomfortable and would not be used for Board of Governor meetings again.
- West Sussex HOSC Margaret Ball informed the Board that it had been noted and recorded at the last West Sussex HOSC panel meeting how well the QVH had done. Jacquie Landriani stated that on her first tour of the Hospital she had been impressed at how proud the staff were of where they worked.

73/08 QUESTIONS FROM THE PUBLIC

There were none.

**TO CONSIDER A MOTION TO EXCLUDE THE PUBLIC IN ORDER TO DISCUSS
CONFIDENTIAL BUSINESS**

The Board of Governors **APPROVED:** the motion

Peter Griffiths thanked Margaret Ball and Jacquie Landriani for coming to the meeting and they left.

Chairman:..... Date:.....
