MINUTES OF A MEETING OF THE BOARD OF DIRECTORS (THE "BOARD") OF HAMPSHIRE HOSPITALS NHS FOUNDATION TRUST ("HHFT")

HELD ON 29 NOVEMBER 2013 AT THE ARK, BASINGSTOKE

PRESENT:

Elizabeth Padmore  Chairman
Mary Edwards  Chief Executive Officer
Andrew Bishop  Chief Medical Officer
Robert Beveridge  Non-executive Director
David French  Chief Financial Officer
Donna Green  Chief Operating Officer/Chief Nurse
Nicola Horlick  Non-executive Director
John MacMahon  Non-executive Director
Philip Whitehead  Non-executive Director
Jeff Wearing  Non-executive Director

"Chairman"
"ME"
"AJB"
"RB"
"DAF"
"DG"
"NH"
"JMM"
"PW"
"JW"

IN ATTENDANCE:

Charlotte Maybury  Assistant to Company Secretary and General Legal Counsel
Elizabeth Eddie  Head of CMO Service
Andy Thomas  Chief Information Officer

"CM"
"EE"
"AT"

The Chairman welcomed members of the Board and members of the public to the meeting. The Chairman explained that the meeting was a meeting of the Board in public and not a public meeting and that as such, no questions would be taken from the public during the meeting.

133/13 APOLOGIES FOR ABSENCE

There were no apologies for absence.

134/13 DECLARATION OF INTEREST

There were no new declarations of interest.

135/13 PATIENT STORY

DG reflected on a recent encounter with an inpatient at the BNHH restaurant. The patient had bought food in the canteen because they did not like the food provided on the wards. The encounter highlighted the need for improved flexibility and to accommodate special tastes. DG explained that she is working to try to continuously improve catering for inpatients noting the importance for both nutritional need and patient experience.

JMM reflected on a recent Frontline Friday experience on Freshfield Ward where he had enjoyed helping out with various aspects of patient care. JMM noted that the atmosphere on the ward was extremely positive and that he had been very impressed with the care patients received. He thanked Annette Barrow and the staff on Freshfield Ward for helping to organise his visit.
136/13 MINUTES OF A MEETING OF THE BOARD HELD ON 25 OCTOBER 2013

It was suggested that 128/13 be reworded to read “look at the terminology of the whistleblowing policy”. CM was instructed to amend the minutes accordingly.

Subject to the above amendment, the minutes were agreed as a true record of the meeting.

137/13 MATTERS ARISING

DG reported that HHFT was named ‘Best Organisation for Serving the Community’ at the national WoW! Awards ceremony in London on 25 November. A small group of staff from various areas attended the event and accepted the award for HHFT.

129/13 – DG reported that in preparation for the pending CQC inspection regarding safeguarding children she and Helen Hudson, named nurse for safeguarding children, had undertaken a walk round on the BNHH and RHCH sites. Areas that regularly care for children were able to demonstrate a good knowledge of policies and procedures. Some more awareness in adult areas and additional training about the links to domestic violence may be helpful.

138/13 CHAIRMAN’S REPORT

The Chairman congratulated HHFT on being awarded ‘Best Organisation for Serving the Community’ at the national WoW! Awards ceremony.

The Chairman reported on a helpful and engaging joint Board and Council of Governors workshop which took place on 5 November 2013.

The Chairman reported on the recent FTN Chair and CEO Conference that she had attended at which Andy Burnham, Shadow Health Secretary, presented his vision of healthcare. It was noted that ED target waiting times are likely to continue to be high on the national agenda. The Chairman reported that the FTN Board had recently appointed a new Chairman, Dame Gill Morgan.

The Chairman reported on the results of the recent governor elections. Three new public governors have been elected and one new staff governor. The Chairman noted thanks to those governors ending their terms for all their hard work.

139/13 CHIEF EXECUTIVE’S REPORT

ME presented the CEO Report.

ME reported that performance is still on track but noted that keeping the GP front of house system at BNHH will be important. ME highlighted that Specialist mental health nurses will be recruited to work in ED. ME noted that the GP front of house system was being piloted at RHCH, by Care UK and is available outside office hours currently.

The Board discussed the bed management escalation plan and was reassured by the progress made. ME noted that the system is equipped to deal with an increased number of patients, however there could be a risk of capacity pressure if large numbers of patients
were to arrive at the same time of day.

ME reported that there had been 2 cases of C.Diff in the last month. ME noted that HHFT have invited Public Health England to visit in December to review the measures in place for infection control. ME confirmed that results from the C.Diff screening pilot will be shared with the Board.

ME informed the Board that two palliative care consultants had recently been appointed. ME noted that there is no hospice in Winchester. DG reported that she is currently exploring the possibility of expanding the Andover hospice, and the possibility of creating appropriate rooms at RHCH.

ME reported on the recent visit of CQC to the Basingstoke site. ME confirmed that there were no significant concerns highlighted thus far, and that the CQC report is due next week.

140/13 Governance Report

AJB presented the governance report.

AJB reported that a review of data quality had taken place. AJB explained that the review had shown a variation in the definition of ‘patient move’. This will be standardised in future which may result in a change in the figures.

ME noted the significant improvement in the percentage of complaints acknowledged within 3 working days.

AJB reported on the recent visit of the CQC to BNHH. AJB explained that the CQC inspected BNHH against five of the CQC outcomes. AJB noted that the visit will help to inform how robust the Trust’s internal governance reporting is in providing assurance.

AJB also explained how the new CQC intelligence report ranking is calculated and reported that HHFT is ranked in Band 4 out of 6.

AJB and DG reported on the government response to Francis and other Reports and noted that one of the recommendations is that there should be monthly ward reports on staffing levels to the Board.

It was explained that this might include planned/actual numbers of staff at ward level. The Board discussed various ways of displaying staffing numbers and ratios on Trust sites to make it meaningful for patients and DG is developing a proposal for discussion.

AJB confirmed that the Trust had fulfilled its statutory obligation in its response to the Francis report and that a programme of workstreams is ongoing.

The Board discussed learning from governance data. AJB agreed to consider whether complaints should be presented by theme as well as by division in future reports.

DG updated the Board on the significant efforts by wards to reduce pressure ulcers. DG reported that 17 wards had acquired no grade 3 or 4 pressure ulcers in over a year including Freshfield, F1, the Firs and some surgical wards. The Board noted the progress made. DG confirmed the commitment to continue to reduce pressure ulcers.
141/13  IT DEVELOPMENT UPDATE

AT provided a presentation on recent and future IT developments.

AT reported progress against the plan for integrating all the IT systems and noted that HHFT is one of the only Trusts to have a single handover tool. He updated the Board on future plans and developments to enhance systems. AT is also focussing on linking CCG and Community and primary care systems into EPR. AT reported that the Hampshire Health Record is already linked into EPR which enables GPs to view hospital records and vice versa, which is particularly useful in ED.

It was agreed that AT would provide a demonstration on the use of EPR at a future Board seminar.  

CM was asked to circulate the slides and a glossary of terms to the Board after the meeting.  

ACTION

142/13  CORPORATE PERFORMANCE

DAF presented the Corporate Performance report.

DAF reported that HHFT is currently in a strong position. Compliance with ED target of less than 4 hours wait was achieved at 98% in the last month and DG noted that HHFT is currently the best in the region for ED waiting times. Compliance with the RTT target was strong last month although Orthopaedics missed the target of 90% for RTT at 89.8%. However, the orthopaedic waiting list is reducing which shows improvement.

DAF also noted some issues for non-admitted patients RTT in Dermatology and Ophthalmology but that HHFT was compliant overall.

DAF reported that RHCH GP referrals are 10% higher than this time last year.

143/13  FINANCE REPORT

DAF presented the Finance Report.

DAF reported that there is currently a surplus of £0.6m which is lower than plan. Surplus was expected to be higher due to the number of working days in October. Income was reported as being above plan and activity on plan.

DAF noted an historic issue of drugs not being recharged accurately and confirmed that changes in the pharmacy process have been implemented to prevent this happening in future.

DAF reported that recent staff recruitment had increased expenditure and noted that expenditure on bank staffing should be reduced now substantive staff are in post.

DAF reported that YTD penalties for missed targets stands at £1.4m, which is mainly due to the missed C.Diff target.

DAF noted the potential to secure £6.8m through CQUIN, and the need to explore how this might be achieved in future.

ACTION
BOARD OF DIRECTORS
31 JANUARY 2014

DAF confirmed that CIP will be discussed as part of the financial planning seminar later in the programme.

144/13 AOB

The next meeting will take place on 31 January 2014, at The Ark, Basingstoke.

145/13 Close

The Chairman requested that the members of the public be excluded from the next meeting due to the confidential nature of matters to be discussed.

There being no further business, the meeting closed.

Signed as a true record by

[Signature]
CHAIRMAN