

THE ROYAL WOLVERHAMPTON HOSPITALS NHS TRUST

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
THE ROYAL WOLVERHAMPTON HOSPITALS NHS TRUST HELD ON
MONDAY 9th NOVEMBER, 2009 AT 10.00 a.m. IN
THE LECTURE THEATRE OF THE WOLVERHAMPTON MEDICAL INSTITUTE**

PRESENT:	Mr. A. Edwards	Chairman
	Mr. S. Bright	Non-Executive Director
	Mr. K. Bryan	Non-Executive Director
	Ms. V. Hall	Chief Operating Officer
	Mr. D. Loughton	Chief Executive
	Mr. B.G. Millar	Medical Director
	Mr. J. Sharples	Non-Executive Director
	Mr. K. Stringer	Director of Finance and Information
	Mr. J. Vanes	Non-Executive Director
		Ms. D. Harnin
	Mr. G.P. Penn	Director of Estates Development
IN ATTENDANCE:	Mr. C.J.D. Watkins	Trust Secretary
	Ms. H. Walker	Deputy Director of Nursing and Midwifery
	Mrs. M. Arthur	Head of Governance and Legal Services
APOLOGIES:	Ms. C. Etches, Mrs. B. Jaspal-Mander, Professor David Luesley	

ACTION

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS HELD
ON MONDAY 12th OCTOBER, 2009**

TB.2956 The Minutes of the Board of Directors, held on Monday 12th October 2009, were agreed as a correct record

MATTERS ARISING FROM THE MINUTES

TB.2957 None

DECLARATIONS OF INTEREST FROM DIRECTORS AND OFFICERS

TB.2958 None

CONSULTANT APPOINTMENTS

TB.2959 None

OPERATIONAL PERFORMANCE**TB.2960** Performance Reporting and Management

The Board considered the operational performance report for September 2009.

It was reported that the Care Quality Commission had given the Trust an excellent rating for the quality of its care and a good rating for its financial management in the latest Annual Health Check declaration. It was noted that a Foundation Trust with the same score for financial management would have achieved an excellent rating under the methodology used.

The Board noted that the hospital had now gone 100 days without any cases of MRSA; and that it had been twelve months since an MRSA case in Intensive Care. In response to a question from Mr Bryan, the Chief Executive confirmed that the Trust was likely to be penalised in future years for its high performance with MRSA with ever more stringent targets.

The Board was informed that two additional wards had now been opened to create more capacity to deal with Winter planning and expected surge from Swine Flu.

Resolved that:

- 1. The Operational Performance Report for September, 2009, be noted;**
- 2. The Board formally records its congratulations to all staff for their individual contributions towards the achievement of an excellent quality rating.**

TB.2961 Quarter 2 Annual Plan Update

The Board considered the Quarter Two assessment against the business outcomes identified within the Trust's Annual Plan 2009/2010. The Board noted that the Trust was generally making positive progress towards reaching strategic targets and were reassured that remedial action was being taken to address areas with a risk rating of either red or amber.

In response to a question from Mr Bryan on the relevance of target 2.3 (80% of workforce living within the catchment

population) the Chief Operating Officer advised that its continued justification could be reviewed at the end of year.

Resolved that the Quarter Two Assessment against the Trust's Annual Plan 2009/2010 be noted, and the remedial actions identified agreed.

EMERGENCY PREPAREDNESS

TB.2962 Emergency Preparedness – Update Report

The Chief Operating Officer updated the Board on the Trust's Emergency preparedness.

A Business Continuity Management Strategy had been developed to ensure that the Trust has arrangements in place to facilitate the recovery of its critical activities following a major disruption.

The Board was informed that the Trust had recently undertaken an emergency planning exercise and had received very positive feedback from the Regional Emergency Planning Team, particularly around the performance of the Gold and Silver Command.

One issue that had emerged was a lack of trained loggists, which had now been rectified with recent training provided for 11 members of staff.

Resolved - that the update report on Emergency Preparedness be noted, and that the Business Continuity Management Strategy be approved.

GOVERNANCE

TB.2963 Draft Amendment to Establishment Order

The Board were advised that the Secretary of State was minded to make an amendment to the Trust's Establishment Order which would increase the number of Non-Executive Directors from five to six.

Resolved - that the Secretary of State be informed of the Board's support for the proposals contained with the draft Royal Wolverhampton Hospitals NHS (Establishment) Amendment Order 2009.

Chris Watkins

TB.2964 Standards for Better Health – Mid-year Declaration

The Deputy Director of Nursing and Midwifery informed the Board of the Trust's compliance status against the core standards for Better Health from 1st April, 2009 to 30th September, 2009 and requested the approval of the Board for the compliance position to be declared.

Mr Bright confirmed that Board Assurance Committee had considered the matter and were satisfied with the Declaration.

Resolved - that the Standards for Better Health – Mid-year Declaration be noted and approval given for a full compliance position to be declared during the period 1 April and 31 October 2009.

TB.2965 Records Management Strategy

Approval was sought of the Records Management Strategy. It was noted that supporting policies in respect of Corporate Records and Medical Records had previously been approved by Trust Management Team.

Arising from a suggestion from Mr Bright, it was agreed that the Strategy should include reference on control with third party contractors.

Resolved that the Records Management Strategy be approved, subject to the inclusion of reference to its applicability to third party contractors.

Chris Watkins

QUALITY AND SAFETY**TB.2966** Productive Ward, Releasing Time to Care - Update

The Board was updated on progress with implementation, quantitative results, impact on wards and the learning shared in relation to the Productive Ward initiative. It was noted that this programme had now become an exemplar model of good practice. The Chief Executive reported that there was a growing divide between those wards adopting new Productive Ward practices and those yet to embrace the change.

Mr Bright stated the importance of emphasising that this programme was about freeing up time, improving quality, patient safety and patient satisfaction and not about saving money.

It was noted that Productive Theatre was the next part of the

programme. Mr Vanes added that the principles of Productive Ward were transferrable to other parts of the public sector and to this end it was suggested that the PCT and local authority be invited to a Productive Ward showcase event.

Resolved that the update report on the Productive Ward, Releasing Time to Care, be noted.

TB.2967 Showcase Hospitals Project Update

The Board were advised that the Trust continued to benefit from being part of the Showcase project by promoting the organisation nationally and also from trialling new products before committing to their introduction into the organisation.

Resolved that the update report on the Showcase Hospitals Project be noted.

HUMAN RESOURCES

TB.2968 Appraisal Rates/Mandatory Training

The Director of HR introduced a report which provided a breakdown of staff who have received appraisals and mandatory training.

It was noted that corporate and some clinical areas were regularly below target for conducting appraisals and work needed to be done to identify the underlying reasons for this, such as lack of capacity or cultural issues. The Board indicated that this was a matter that it wished to see addressed.

Resolved that the report regarding Appraisal Rates/Mandatory Training, be noted.

TB.2969 CRB update

The Director of HR introduced a report which set out the current position regarding CRB checks for staff. She set out the Trust's current policy on the frequency of checks. It was noted that 91% of staff in Paediatric and Maternity Departments had had their annual check and that reminders had gone to staff where this was still outstanding.

Mr Bright noted and accepted the action plan in place to ensure all checks were up to date and sought clarification around whether any staff commenced employment prior to a CRB check. In response, it was noted that a risk assessment

was carried out where checks had not been completed and where appropriate new starters were given supervision until the clearance received. In response to a question, Mr Bright was advised that third party organisations were required to give assurances that they had satisfactory processes in place.

The Director of HR also outlined the requirements of the Vetting and Barring Scheme, which takes effect from June 2010. It was noted that its provisions included criminal sanctions for failing to register - for both employer and employee.

Resolved that the current position with regard to staff CRB checks, be noted.

WEST MIDLANDS STRATEGY FOR CHILDREN NEEDING SURGERY

TB.2970 The Board were advised of a number of reviews that had taken place over the last few years with a remit of determining a strategy for the provision of children's services across the West Midlands.

A three day deliberative event was held in October involving 120 key stakeholders, including more than 50 clinicians who met to agree a high level plan for the future provision of services for children needing surgery. A summary paper from the event was attached at Appendix 1 to the report.

The Specialised Services Commissioning Group is preparing the strategy paper for submission to the December Strategy Board on behalf of the West Midlands SHA. The Trust needs to undertake a high level assessment of its current service provision and a Steering Group will be established to oversee progress.

Resolved that the report on the West Midlands Strategy for Children Needing Surgery be noted, and the proposed next steps be approved.

FINANCE AND INFORMATION

TB.2971 Financial Position to the end of September 2009

The Board was updated on the Trust's current financial position. It was noted that at the end of September, 2009 the Trust's income and expenditure shows a surplus of £8,144k; £3,326k above plan.

It was noted that the increase in the Control Total to £8M had

been approved and that the Trust had paid back £4.4M in loans, thereby clearing risk around loans.

Resolved that the report on the Financial Position of the Trust to the end of September, 2009 be noted.

TB.2972 Request for Charitable Funding

The Board considered a report setting out details of a request for Charitable Funding of £54,500 plus VAT to support the purchase of a Bioptics Pixarray 100 Digital Specimen equipment.

Resolved that the request for Charitable Funding of £54,500 to support the purchase of equipment, be approved.

TB.2973 IT Strategy

The Board was advised that the document had been approved by the ICT Strategy Group and was a statement of intent. Further work is being undertaken to define an economy wide patient record strategy.

Mr Bright sought assurances that the strategy would fully take into account and support the NHS Number project.

Resolved that the IT Strategy, be approved.

TB.2974 IT Infrastructure

The Board considered a Business Case for investment in IT infrastructure, which contained three options.

Mr Bright suggested that implementing the full solution under Option 3 would be preferable to Option 2. In response, it was noted that Option 2 had been constructed around affordability constraints and that ultimately Option 3 did offer the best solution. The Board indicated that in principle it supported implementation from the outset of the full solution under Option 3.

It was agreed to proceed with Option 2, but to identify whether the additional investment for Option 3 could be contracted for upfront allowing the Trust to proceed immediately with that option. Clarification on the outcome of this would be provided at the next meeting.

Resolved - that the Business Case for investment in IT Infrastructure be approved, initially on the basis of Option 2, but that Option 3 be implemented if the additional investment required could be contracted for from the outset.

BUSINESS PLANNING

TB.2975 Ten Year Capital Programme

Resolved that the Ten Year Capital Programme be approved.

TB.2976 Capital Programme 2009/10 – Month 6 progress report

Resolved that the Month 6 Progress report on the Capital Programme 2009/10 be noted.

TB.2977 Outline Proposal for the Refurbishment of the Appleby Suite

The Board were advised of the basis for the Business Case for the refurbishment and conversion of the Appleby Suite into two wards, together with related works.

Mr Sharples sought clarification on how capital expenditure costs were to be controlled on this project. In response, the Board noted that as with other capital projects, a quantity surveyor would monitor costs against specification. It was also noted that the initial stages of the project were relatively low risk and that the major parts of the project would be controlled as a result of using fixed price modular buildings set against a fixed specification.

In response to a question, it was noted that Department of Health contributions towards establishing single-sex accommodation would be netted from the £3.6M capital cost.

Mr Vanes questioned whether future changes to Department of Health critical requirements might leave the hospital over provided in critical care beds. In response, the Chief Executive advised that regardless of such changes, this investment would provide additional capacity to deal with future needs.

Resolved that the basis for the Business Case for the Refurbishment of the Appleby Suite, be noted and endorsed.

ACTION

TB.2978 Revised Capital Programme 2009/10

A copy of the Revised Capital Programme 2009/10 accompanied the report.

Resolved that the Revised Capital Programme 2009/10 be approved.

TB.2979 Contract Award for the Design Team for the new Pathology Building

Following an OJEU process for the procurement of the design team for the new pathology building, 6 tenders were received. It was recommended that the Board agree that the tender award should be made to Keppie Design at a tender price of £567,500. A full report was attached as Attachment 13.5a to the report.

Resolved that a tender award be made to Keppie Design as Design Team for the new Pathology Building at a tender price of £567,500.

FEEDBACK OF BOARD SUB-GROUPS

TB.2980 Minutes of the Infection Prevention Committee held on 24th September, 2009

Received and noted.

TB.2981 Minutes of the meeting of the Charities Committee held on 25th August, 2009

Received and noted.

TB.2982 Minutes of the HR Sub-Group held on 17th September, 2009

Received and noted.

POLICIES

TB.2983 It was noted that the following Policies had been approved by the Trust Management Team on Friday 6th November, 2009.

- OP65 Capacity Management
- CP09 Cytotoxic Policy
- OP69 Overseas Visitors
- HS11 Medical Devices
- Corporate Records Management
- Records Management

ACTION

- Patient Identification
- Palliative Care
- Safeguarding Vulnerable Adults
- OP26 Security
- Appendix to Isolation Policy, Renal Dialysis

MATTERS RAISED BY MEMBERS OF THE GENERAL PUBLIC AND COMMISSIONERS, AND RESPONSES

TB.2984 There were no issues raised under this item.

DATE AND TIME OF NEXT MEETING

TB.2985 Monday 14th December 2009 at 10:00, Lecture Theatre, Wolverhampton Medical Institute
