

Board of Directors

Minutes of the meeting held in Public on Friday 27th October 2006 at 9am in the Breydon Room, Education and Training Centre, James Paget Hospital

Present:

Mr John Hemming, Chairman

Non Executive Directors

Mrs R Carter
Mr K Gaylard
Mrs J Mason
Mr H Roberts
Mrs A Stannard

Executive Directors

Mr D Hill
Mr N Coveney
Mrs W Slaney

Chief Executive
Director of Nursing & Patient Care
Medical Director

In attendance:

Mrs T Moyse
Mr A Palmer
Mr P Thompson
Mr L Wilson

PA / Executive Assistant
Head of Information Services
PPI Forum – JPH
Staff Side

There were 10 members of staff, 10 members of the public present.

Action

1. **Welcome and apologies for absence**
The Chairman welcomed all to the meeting. Apologies were received from Mrs J Cave, Director of Finance; Mrs E Cooke, Acting Director of Human Resources; Ms R Driver, Head of Communications & Foundation Secretary; Ms A Filby, Foundation & Communications Manager.
2. **Declaration of Interests**
There were none declared.
3. **Minutes of the meeting held in public on 28th July 2006**
The minutes were agreed and signed by the Chairman.
4. **Matters Arising from previous Minutes**
 - *Item 6 – Delayed Transfers of Care.* Concern was raised as to whether the Trust was on target with delayed transfers of care. The Head of Information Services reported that for the month of July the Trust was below the target of 2.5, however to date were slightly higher than target. The Director of Nursing & Patient Care highlighted the issue of delays related to older patients with mental health problems.
 - *Item 13 – Collaborative Procurement Hub.* The Chief Executive proposed to defer this item until the Director of Finance was available.

JC

5. **Performance Management Report**

The Head of Information Services presented the Performance Management Report. Two areas were highlighted to the Board as follows:

2 week wait cancer targets. The tracking system had been updated to highlight patients booked over the target and was now able to run daily checks on cancer patients.

18 weeks targets. It was reported that with the individual waiting lists the Trust was well positioned to meet the 18 week targets.

The Chief Executive presented the finance targets and reported that the Trust plans a surplus of £1.8M this year and is currently meeting all targets.

Concerns over implications of the Norfolk PCT being in deficit were raised.

The possibility of the waiting list being held at 20 weeks was discussed. The Chief Executive said he believed this was likely given the prevailing financial conditions of the commissioners. Full public notice will be given if this is the case.

6. **Infection Control**

The Director of Nursing & Patient Care presented the report stating that at the time the report was written there were 14 cases of MRSA, the figure on which the Trust is externally monitored on. To date the figure is now 15, with one patient being a triple count. Six of the cases are imports to the JPUH. The Director reported that he was currently in consultation with the Strategic Health Authority around the appropriateness of counting a patient three times. However it was noted that in comparison with other hospitals in the region the James Paget University Hospitals NHS Foundation Trust was performing reasonably well. The national target requires a 60% reduction on 2003/4 figures.

It was noted that for Clostridium Difficile the Trust was at present one of better performers in Region, although there are new strains moving eastwards.

The Director of Nursing & Patient Care thanked the PPI Forum and Dr N Elumogo for their support at the recent meeting of the Health Overview and Scrutiny Committee at Norfolk County Council.

7. **Risk Management Strategy**

The Director of Nursing & Patient Care presented the Risk Management Strategy paper. The paper outlined the key objectives which were presented to Board as part of the annual review cycle. The Board were asked to focus on the two new appendices.

The following changes were noted:

- Trust Board to read Board of Directors
- Director of Finance to read Director of Finance and Performance
- Director of Nursing & Patient Care to read Director of Nursing and Patient Services
- Minor typos; Ken Gaylard to clarify with Director of Nursing after the meeting.

The Public commended the section on openness.

The Director of Nursing and Patient Care reported that steps were in place to involve staff and that there was a robust system in place headed by the Head of Communications and Foundation Secretary.

Change of Directors' titles had also been agreed. Nursing and Patient Care became Nursing and Patient Services and Finance becomes Finance and Performance.

8. **Equality Scheme**

The Chief Executive reported on the changes in legislation and the proposal to have one equality scheme. There are seven areas to assess and there would be one senior officer leading on each area. The areas to assess are as follows:

- Strategy
- Employment
- Access to Buildings
- Communications
- Access and Delivery of Services
- Demographic Participation
- Training.

There would also be a need to engage the community and ensure partnership with staff side.

The Board **agreed the proposals** outlined within the report.

The next report to the Board of Directors would be to discuss timescales. It was noted that this would involve a lot of extra work for staff but was an important area of work and must be completed.

LC

9. **Healthcare Commission Annual Performance**

The Chief Executive highlighted the summary of Trust performance to the Board.

The failure around access to GU Medicine was based on figures over a period of 1 day per quarter on a voluntary return. The Medical Director had agreed to review the GUM Clinic access performance, which is reported as being the best in Norfolk, Suffolk and Cambridge, and bring a paper to the next Board meeting.

WS/AMF

The Chief Executive reported that the overall figures were well received by the media but did not have the same impact as the three star rating system.

10. **Terms of Reference – Audit Committee and Healthcare Governance Committees**

The joint annual review of the Terms of Reference for the Audit Committee and the Healthcare Governance Committee had taken place. The Chair of the Healthcare Governance Committee presented the Board with a new set of Terms of Reference stating that those sent with the Board papers were draft.

The Board of Directors **approved** both Terms of Reference.

11. **Acute Services Review and Future of the JPUH**

The Chief Executive gave a presentation to the Board of the development of the hospital over the 15 years of his employment with the Trust and highlighted key strategic issues to sustain the success of the Trust. A copy of the presentation would be attached to the notes for information. Some of the areas highlighted within the presentation are as follows:

TM

- the 'University' aspect in the title is more important than foundation status
- staff uplift is significant compared to activity
- huge increase in patients admitted and elective surgery
- huge increase in day cases and A&E attendances
- new challenges, e.g. Practice Based Commissioning, Payment by Results
- core services, in particular A&E, Emergency and Surgery to remain within the hospital.

It was noted that the Trust's vision statement should include a section on education and training. The Chairman to take to next Governors Council Strategic Planning meeting on 20 November for approval.

JH

The Trust would also need to highlight to Dr Paul Watson at the SHA that there are now three teaching hospitals within the Eastern Region.

12. **Chairman's Report**

The Chairman reported that since the last public meeting the following had taken place:

- 1st August Foundation Status announcement.
- 14th August first meeting of the newly formed Governors Council, including induction.
- Four sub committees formed for the Governors Council; Nomination & Remuneration; Membership; Strategic Planning and Audit Performance.
- Chairman and Chief Executive visits to wards and departments on and off site.
- Currently in process of looking for a new Chief Executive.

13. **Questions from the Public**

There were no questions from the Public.

14. **Any Other Business**

Palliative Care Appeal. The official launch of the Palliative Care Appeal raised £4,500 bringing the total to date to an impressive £45,000.

The PPI Forum Food Watch survey is now available on the Strategic Health Authority website.

Finally, the Chairman thanked the Chief Executive for his fifteen years exemplary service and leadership with the James Paget University Hospital and wished him and his wife a healthy and enjoyable future in his new role. This was greeted with public acclaim.

15. Date, time and venue of next meeting

The next meeting to be held in public will be on Friday 26th January 2007 at 9am in the Boardroom, James Paget Hospital.

16. To resolve 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

Signed

Date

Distribution:

Board members; Ms R Driver; Staff Side representative; Mr J Bond; Mr P Thompson
Papers will be available on the website by the Monday before the meeting; link emailed to Governors.

Contact details:

Ann Filby, Foundation & Communications Manager, James Paget University Hospitals NHS Foundation Trust, Lowestoft Road, Gorleston, Great Yarmouth, Norfolk NR31 6LA

Tel. (01493) 452162

Fax (01493) 452078

ann.filby@jpaget.nhs.uk

www.jpaget.co.uk