

## BOARD OF GOVERNORS

Minutes of a Meeting of the  
University Hospitals Birmingham NHS Foundation Trust  
Board of Governors held on 9 December 2009

Trust Headquarters Meeting Rooms 1 & 2 QEMC

Present:	Sir Albert Bore (Trust Chairman) Margaret Burdett Rita Bayley Prof John Buckels Prof David Cox Edith Davies John Delamere Ann Durham Jamie Gardiner Cllr James Hutchings Ruth Harker Rabbi Margaret Jacobi Raff Colin McAllister Rosanna Penn Erica Perkins Monica Quach Barbara Tassa Prof Ian Trayer Shirley Turner Joan Walker
In attendance:	Clare Robinson (Non-executive Director) David Burbridge (Director of Corporate Affairs & Foundation Secretary) Kay Fawcett (Chief Nurse) Tim Jones (Executive Director of Delivery) Morag Jackson (New Hospital Project Director) Mike Sexton (Director of Finance) Sarah Snowden (Corporate Affairs Assistant)
Members of the public in attendance	Steve Parsons (BWH) A nother (Chair, BWH) A nother (BWH)

### GO9/33

#### **Welcome and Apologies for Absence**

The Chairman welcomed everyone present to the meeting. In particular, he welcomed [Rafieli] to his first meeting since being

appointed as the MOD stakeholder governor.

Apologies for absence were received from Kadeer Arif, , Paul Brettle, Valerie Jones, Prof Edward Peck, Anne Waller, Shazad Zaman and Tony Mullins.

**GO9/34**

**Quorum**

The Chairman noted that a quorum was present and accordingly the meeting could proceed to business.

**GO9/35**

**Minutes of the previous meeting (21 September 2009)**

The Minutes of the meeting of 21 September 2009 were accepted as an accurate record.

**GO9/36**

**Matters Arising**

**GO9/38** – Governors were asked to check the details of the appointments to various committees and groups that had been sent to them. It was noted that Rita Bayley was to represent the Board of Governors on the Care Quality Group, in place of John Delamere.

The Chairman reported that a list of all seminar dates had been circulated to Governors. Topics for January and February had been determined and the March seminar would be a joint meeting with the Board of Directors.

**GO9/37**

**Declarations of Interest**

There were no declarations of interests.

**GO9/38**

**Chairman's Report**

The Board considered the report presented by the Chairman concerning the work of the Board of Directors. In addition, the Chairman reported that the Board of Directors had conducted a self-appraisal of its performance. A number of actions had been agreed including:

- a) that the non-executive directors would meet twice yearly with the Chairman in the absence of the executive directors; and
- b) that the board of directors and the individual directors should look more to development needs than training.

The Chairman referred to item 4.9 in the report, regarding Downside Planning and was pleased to report that Monitor had given very positive feedback regarding the Trust's submission, which they were now citing as an example of good practice. The Director of Finance was asked to give a summary of the downside plan to the Board of Governors when the Finance and Activity report was dealt with.

With regard to item 2 in the report, the Chairman commented

that the Trust may recruit at executive team level in the near future, in order to pick up some of the issues previously handled by Sam Chittenden.

**GO9/39**

**BNHP Programme Status Report**

The meeting considered the report presented by Morag Jackson, New Hospital Project Director. Progress on the project remained good.

The Trust was due to take occupation for the installation of major medical equipment tomorrow. This would be marked by a media event on 22 December regarding the installation of the first CT Scanner.

The Trust's preparation and training for the moves was progressing well. By April, it was expected that between 60 and 70% of staff involved in the Phase 1 move will have undergone familiarisation. Workforce planning was proceeding to plan.

A number of variations had been implemented to allow for technological advances. Work on the new roads had commenced and, whilst it was acknowledged that this was causing a degree of disruption to traffic, the end result would be advantageous. Work on Vincent Drive was expected to be finished in January, but the Bristol Road works would take longer.

It was agreed that an additional visit for those Governors who had been unable to make the previous date would be arranged in the second or third week of January. The Executive Director of Delivery agreed to organise a separate visit to the Learning Hub.

**Resolved : to accept the progress reported in the New Hospitals Project Director's report.**

**GO9/40**

**Report on Infection Prevention and Control up to 30 November 2010**

The meeting considered the report presented by the Chief Nurse. The Trust had had eight MRSA bacteraemia so far this year, compared with 23 for the equivalent period last year. It has been 60 days since the last bacteraemia.

With regard to C.Difficile, the numbers for November were 19, of which 13 were reportable. Whilst this represents a significant reduction, there remains room for further improvement and additional work regarding the environment is being undertaken.

The Trust had had to close one ward for a few days in December to deal with a suspected outbreak of norovirus.

The Trust continued to see a very small number of patients with Human Swine Flu, associated with co-morbidities. The current number of patients in the Trust with HSF was two. Staff uptake of the swine flu vaccination remained variable and the Trust was actively encouraging staff to take up the vaccination.

The Governors agreed that the Trust's improvements in infection control and prevention were commendable and that they wished to recognise the hard work undertaken and congratulate staff on the results.

**Resolved: to accept the report on infection prevention and control progress.**

**GO9/41**

**Performance Indicators Report**

The Governors considered the report presented by Tim Jones, Executive Director of Delivery, who further reported that the Trust had missed the A&E 4 hour wait target in October. There had been a significant rise in activity across the West Midlands. The Trust was now back on track to achieve the target for November and remained on track for the year as a whole.

The rules for the new cancer targets were still in a state of flux. The Trust's performance on the two week wait target continued to improve and achievement was expected this month. The Trust was still being penalised for referrals received close to or outside the target 62 day period.

Work was being undertaken to ensure consistency of approach across the Trust with regard to PDRS.

There was discussion about the involvement of staff side in relation to sickness absence and the Executive Chief Nurse agreed to discuss this further with Barbara Tassa.

**Resolved: to accept the report on progress made towards achieving performance targets and associated actions.**

**GO9/42**

**Finance and Activity Performance Report for the period ending 30 September 2009**

The Governors considered the report presented by Mike Sexton, Director of Finance, who reported that the Trust has recorded a surplus of £7.128 million at the end of Quarter 2. Whilst this was slightly below plan, he remained confident that the Trust was on track to achieve the planned surplus for the whole year. Whilst activity was below plan, targets had not been phased and it was expected that activity would increase to achieve target levels in the second half of the year.

The Trust's Financial Risk Rating remained at 4, in line with its financial plan.

The Trust was managing a number of operational pressures, including the impact of the European Working Time Directive and a shortfall in the number of posts filled by the Deanery, which was leading to additional use of agency staff to cover junior doctors' shifts.

With regard to downside planning, the DF explained that the Trust has had a 10 year plan for some time. This is subject to regular review by the Audit Committee and regular refreshment.

The Trust was required to submit a shorter term, more detailed downside plan to Monitor. The plan had focussed on delivering savings on a recurrent basis rather than making one-off knee-jerk reaction cuts. Workforce plans were based on natural wastage and there were no significant implications regarding redundancies.

The Trust was looking at the possibility of recruiting junior doctors from abroad, as national planning continued to be out of kilter with requirements. By way of example, it was proving difficult to recruit sufficient A&E doctors.

**Resolved: to receive the report.**

**GO9/43**

**Governors' Engagement with Members and the Care Quality Commission**

The meeting considered the report presented by the Director of Corporate Affairs. During discussion, it was noted that Rita Bayley was involved with the LINKs.

**Resolved:**

- 1. That a standing committee be constituted to consider and approve any comments that the Board of Governors may wish to make to the CQC; and**
- 2. That the following be appointed to the committee:**

**Margaret Burdett;  
Shirley Turner;  
Rita Bayley;  
John Buckels; and  
Ruth Harker.**

**GO9/44**

**Any other business**

The Chairman informed Governors that they would be receiving individual letters from the Foundation Trust Governors' Association, about FTGA events. Individuals with an interest in attending such events were asked to liaise with the Trust to ensure even representation.

**GO9/45**

**Date of Next Meeting**

**Tuesday 16 March 2010**

**Pre-meeting 9.30am Meeting 10am-12noon**

**Meeting Rooms 1 & 2 Trust Headquarters QEMC**