

## BOARD OF GOVERNORS

Minutes of a Meeting of the  
University Hospitals Birmingham NHS Foundation Trust  
Board of Governors held on 15 March 2011

Trust Headquarters Meeting Rooms 1 & 2 QEMC

Present: Sir Albert Bore (Trust Chairman)  
Margaret Burdett (Vice Chairman)  
Kadeer Arif  
John Coleman  
Prof David Cox  
Edith Davies  
John Delamere  
Dr Tom Gallacher  
Jamie Gardiner  
Cllr James Hutchings  
Ruth Harker  
Rabbi Margaret Jacobi  
Colin McAllister  
Patrick Moore  
Tony Mullins MBE  
Erica Perkins  
Susan Price  
David Spilsbury  
Barbara Tassa  
Prof Ian Trayer  
Shirley Turner

In attendance: Julie Moore (Chief Executive)  
Fiona Alexander (Director of Communications)  
David Burbridge (Director of Corporate Affairs & Foundation Secretary)  
Clare Robinson (Non-executive Director)  
Michele Morris (Deputy Chief Nurse)  
Tim Jones (Executive Director of Delivery)  
Mike Sexton (Director of Finance)  
Viv Tsesmelis (Director of Partnerships)  
Sarah Snowden (Corporate Affairs Assistant)  
Imogen Gray (Head of Quality Development)

Members of the public in attendance: None

- G11/01**      **Welcome and Apologies for Absence**  
The Chairman welcomed everyone present to the meeting.
- Apologies for absence were received from Rita Bayley and Prof Edward Peck and from Morag Jackson and Kay Fawcett.
- G11/02**      **Quorum**  
The Chairman noted that a quorum was present and, accordingly, the meeting could proceed to business.
- G11/03**      **Minutes of the previous meeting (10 December 2010)**  
The Minutes of the meeting of 10 December were accepted as an accurate record, subject to the amendment in item G10/55 of “Metchley Park Lane” to “Metchley Lane”.
- G11/04**      **Matters Arising**  
None
- G11/05**      **Declarations of Interest**  
None
- G11/06**      **Chairman’s Report**  
The Board considered the report presented by the Chairman. With regard to paragraph 2.10 of the report, it was confirmed that it remained the intention to develop the Selly Oak site predominantly for housing, although Birmingham City Council have not signed the Special Planning Guidance that had been agreed. Whilst the SPG would have enhanced the market value of the site by giving greater assurance to a developer, it would be unadvisable to go out to market at present as land values were depressed.
- The demolition programme at the Selly Oak site is to be reviewed to see if the costs of security on the site can be reduced.
- With regard to paragraph 2.4 of the report, it was further reported that Dr Foster had now agreed that the calculation of the Trust’s mortality rate and other indicators contained a number of inaccuracies. The Trust’s scores on the Dr Foster indicators have now been reduced and the Trust is no longer shown as an outlier.
- There was discussion regarding paragraph 2.6 of the report. It was confirmed that the objective of establishing a subsidiary out-patient pharmacy was to allow sufficient separation from inpatient pharmacy activity, facilitating greater focus in both areas. It was

confirmed that robotics would be employed were appropriate.

It was agreed that the Carbon Reduction Strategy referred to in paragraph 2.13 would be made available to Governors.

The Chairman reminded Governors that the prompt system for emails was now working again and had been improved so that Governors would not receive prompts more than three times a day.

**Resolved: To receive the report**

**G11/07**

**Developments in the NHS and the Board of Governors**

The Director of Corporate Affairs explained some of the main proposals affecting the Trust and in particular the Board of Governors contained within the Health and Social Care Bill.

Following lengthy discussion about the implications of the Bill, the Chairman proposed that the Governors, or a group of them, should consider, at the earliest opportunity, what changes they might make to existing arrangements to ensure that the Board of Governors was adequately equipped to exercise its functions effectively.

It was agreed that the direction of travel proposed by the Chairman was appropriate and **IT WAS RESOLVED** that:

the issues arising for the Board of Governors out of the Bill should be considered by the Governor Development Programme Working Group; and

the Board of Governors should receive a report from that group at its June meeting, with proposed amendments to the Constitution being submitted to Monitor after that.

The Chairman also agreed to consider using the Governors' Seminar in May to examine some of the issues in greater detail.

**G11/08**

**BNHP Progress Report**

The Board of Governors considered the report presented by the Communications Director on behalf of the New Hospital Project Director, who confirmed that the final three moves into the new hospital had been scheduled for 10/11 May, 5 July and 6 October. The first of these, Move 4, was a small move and the detailed planning was well underway. The two later moves involved the relocation of all remaining out-patient activity from Selly Oak. The main focus of the planning was on capacity, car-parking, road routes and communications at the main entrance.

With regard to signage for the Emergency Department, the Director of Communications confirmed that some of the new signs had now been erected with further signage to come. In particular, a bigger A&E sign will be installed this week. Planning permission was required for larger signs and, due to the cost of both the sign and obtaining such permission, an assessment would be made after the intermediate sized signs had been in place before proceeding with further signage.

There was discussion regarding the further road works, including works to the Main Drive. It was confirmed that the timing remained as originally scheduled. i.e. after Phase 6 of the move. Birmingham City Council has considered bringing the works forward but are yet to reach a conclusion on that. It was reported that the road to Car park F would become a two way road and that issues regarding cycle paths had been raised with BCC.

**Resolved: to receive the report.**

**G11/09**

**Quarterly Infection Control Report**

The Governors considered the paper presented by the Deputy Chief Nurse, who was pleased to be able to report that the Trust had remained within trajectory for both MRSA and C.Difficile for the year. She further reported that the Trust had had two outbreaks of norovirus in February, but that the affected wards had only been closed for four to five days.

Following discussion about the use of Chlorine, the Deputy Chief Nurse confirmed that, as this was quite a harsh substance, it was used carefully to avoid adverse impact to people and the fabric of the building.

**Resolved: to receive the report.**

**G11/010**

**Quarterly Clinical Quality Report**

The Board of Governors considered the report presented by the Head of Quality Development, who confirmed that the Trust's performance against the measures included in the report was generally very good. Missed doses remained a focus for root cause analysis, although this format will now be extended to other issues. It was intended to publish patient experience data on the Trust website at the end of March.

There was discussion regarding the quality indicators relating to imaging, complaints, VTE risk assessments and mortality following stroke. It was agreed that the next quarterly report would provide additional detail regarding the variations in the last of these

indicators.

There was further discussion about the inclusion of vulnerable patients in the gathering of patient experience data, given that such patients may not be able to use the questionnaires. The Deputy Chief Nurse explained that volunteers are used to work closely with such patients, staff are aware that they can assist patients with providing feedback and that the patient councils have a role as well.

**Resolved: to receive the report**

**G11/011**

**Quarterly Care Quality Report**

The Board of Governors considered the report presented by the Deputy Chief Nurse. Rates of patient feedback had improved and details of the cancer survey would be included in the next report.

The Deputy Chief Nurse reported that hourly care rounds were set to commence the following day. The Trust had worked with the DH to develop a rapid spread model, rather than conduct local pilots. Patients would be checked every hour for specific indications, such as food, equipment, drinks and spectacles, and would be asked if they had any worries or concerns. Governors welcomed this initiative, which made patients the focus of care.

Complaints had increased and the next report would provide more detail.

**Resolved: to receive the report.**

**G11/012**

**Quarterly Performance Indicators Report**

The Board of Governors considered the report presented by the Executive Director of Delivery. Delayed transfers of care had increased; this was partly due to the pressure on Emergency admissions across the West Midlands resulting in the Trust taking patients from outside the Birmingham area where its links with social services were less developed.

The level of emergency admissions had also impacted on the stroke target performance, as it affected the ability to reserve specific stroke beds, although root cause analysis work had indicated that staff sometimes assume no beds are available when this may not be the case.

There was discussion regarding delayed transfers of care and the impact of local authority funding on community care. South Birmingham PCT were supporting Birmingham City Council in developing an enablement centre and the Trust was doing all it

could to assist with this complex issue.

Copies of the draft annual plan were provided to Governors for discussion at the joint seminar on 29 March.

**Resolved: to receive the report.**

**G11/013**

**Finance and Activity Performance Report**

The Governors considered the report presented by the Director of Finance, who confirmed that the Trust remained on trajectory to deliver the planned surplus at the end of the financial year. The trust would remain at a Financial Risk Rating level of 3. The impairment loss to be included in the annual accounts for the year was likely to be a little less than originally envisaged.

Negotiations with the PCT for the forthcoming year were continuing and the FD was confident that progress would be made to resolve the funding gap between the PCT's proposals and the Trust's expectations.

**Resolved: to receive the report.**

**G11/014**

**Governors' Feedback**

None

**G11/015**

**Appraisal Of Chairman And Other Non-Executive Directors**

Those attendees other than Governors left the meeting. The Governors considered the report from the Remuneration Committee for Non-Executive Directors. The Chairman confirmed that he had conducted an appraisal of all the non-executive directors and had provided a report of the outcomes of that to the Committee. All appraisals had been satisfactory. The Chairman left the meeting and the Governor Vice Chair took the chair.

The Governor Vice Chair reported that the Committee had also received a report from the Senior Independent Director regarding the Chairman's appraisal, which again had been satisfactory.

**RESOLVED: that the appraisals as reported by the Chair/Senior Independent Director be accepted.**

**G11/016**

**Any Other Business**

None

**G11/017**

**Date of Next Meeting**

**Friday 17 June 2011**

**Pre-meeting 9.30am**

**Meeting 10am**

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