

BOARD OF GOVERNORS

Minutes of a Meeting of the
University Hospitals Birmingham NHS Foundation Trust
Board of Governors held on 21 September 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 Lt Gen L Lillywhite Colin McAllister Rosanna Penn Erica Perkins Monica Quach 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	None

GO9/33

Welcome and Apologies for Absence

The Chairman welcomed everyone present to the meeting. Apologies for absence were received from Kadeer Arif, Barbara Tassa, Paul Bettle, 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 (19 June 2009)**
The Minutes of the meeting of 19 June 2009 were accepted as an accurate record.
- GO9/36** **Matters Arising**
GO9/26 - The Director of Corporate Affairs reported that the vacant position for public Governor for the Erdington and Hodge Hill area had been filled by the appointment of Monica Quach, who had been unopposed.
- 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 Transport Task and Finish Group would be bringing its final report to the Board of Directors later this week, following which it would be circulated to the Governors. The Chairman was pleased to note that substantial progress had been made with the local bus operators and he was optimistic about the re-routing of buses to come into the new hospital.
- There was a discussion regarding the work undertaken regarding falls.
- The Chairman asked the Board of Governors to make a number of appointments, as follows:
- Vice-Chair of the Board of Governors
Margaret Burdett and Ruth Harker were nominated for appointment as Vice-Chair of the Board of Governors, and Margaret Burdett was appointed following a ballot.
- Board of Governors' Remuneration Committee:
Jamie Gardiner (Patient Governor);
Ian Trayer (Public Governor);
James Hutchings (Stakeholder Governor);
John Buckels (Staff Governor);
Board of Governors' Nominations Committee:
Shirley Turner (Patient Governor);
Ian Trayer (Public Governor);
Ruth Harker (Stakeholder Governor);
Erica Perkins (Staff Governor);

Membership Recruitment Group:

Colin McAllister;
Valerie Jones;
Edith Davies;
Rosanna Penn;

Foundation Trust Governors Association:

Rosanna Penn;
Rita Bayley;

Volunteer Council:

Shirley Turner (Chair);
Edith Davies;
Anne Waller;

Patient and Carer Councils:

Jamie Gardiner;
Colin McAllister;
Valerie Jones;
Shirley Turner;
Margaret Burdett;
Edith Davies;
Rita Bayley;
Ann Durham;
Tony Mullins;
Rosanna Penn;
Joan Walker;

Models of Care Group:

Erica Perkins;
Rosanna Penn;
John Delamere;
Valerie Jones;

Care Quality Group:

Shirley Turner;
John Delamere;
Rosanna Penn;
Erica Perkins;

Organ Donation Task Force:

Ann Durham;

Disability Users Group:

Colin McAllister;
Shazad Zaman;

Governors Development Programme:

Valerie Jones;
Margaret Burdett;
Edith Davies;
Rita Bayley;

Communications and Patient Information Group:
Jamie Gardiner;

Publications Strategy Users Group:
Colin McAllister;
Monica Quach;

Transitional Care and Young Adult Group:
Monica Quach.

It was agreed that the Chairman would make appointments to fill vacancies as and when required. In addition, all Governors were reminded that they were welcome to join the Trust's volunteer, adopt-a-ward and drop-in session programmes.

Finally, the Chairman reported that the schedule of Governor seminars had been set through to the end of the year and that details would be circulated to Governors shortly.

GO9/39

BNHP Monthly Programme Status Report

The meeting considered the report presented by Morag Jackson, New Hospital Project Director. Progress on the project remained good, with 71% of the building having been handed over by the builder to Consort. The Trust was hopeful that the Roads Variation would be signed off by the end of the week, which would mean that the main entrance would be in place for Phase 1 of the move and that the road structure would be in place one to two years earlier than originally planned.

The NHPD reported that the Trust's internal move planning was going well and that training and familiarisation had commenced, using a number of methods including electronic and mock-ups at Selly Oak. She confirmed that there were no adverse financial implications of the building being completed ahead of schedule as the Trust was not under any obligation to accept an early handover, were that to be proposed.

There was a discussion regarding catering arrangements for the new hospital. Kay Fawcett, Chief Nurse, reported that the Trust was currently reviewing the options for bulk provision of catering, with the focus being on ensuring that the right food gets into the patients, but confirmed that the new hospital would have dietetic kitchens for those with special needs.

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

GO9/40

Report on Infection Prevention and Control up to 31 August 2009

The meeting considered the report presented by the Chief Nurse. The Trust had had eight MRSA bacteraemia so far this

year, compared with 18 for the equivalent period last year and against the trajectory of 30 for the year. With regard to C.Difficile, the numbers to date were 92, compared with 271 for last year, of which 69 were reportable compared with 210 last year. This represents a significant reduction.

With regard to Human Swine Flu, the Trust had seen a very small number of patients with this although, nationally, a second wave was expected. The Trust has plans in place and it was agreed that the Chief Nurse would circulate a briefing note on the Trust's plans to the Governors. There was a discussion regarding resistance amongst health service workers to the swine flu vaccination. The Chief Nurse reported that the Trust was doing all it could to encourage staff to take up the vaccination.

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's performance against most of the new cancer targets had improved in Quarter 2, albeit there had been some difficulty in understanding some of the national rules. The Accident and Emergency wait and the 18 week wait targets were no longer considered a significant risk to the Trust, given the level of attainment to date.

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

GO9/42

Trust Annual Plan 2009/10

The Governors considered the paper presented by the Executive Director of Delivery.

Resolved: to accept the final draft of the Trust Annual Plan 2009/10.

GO9/43

Finance and Activity Performance Report for the period ending 30 June 2009

The Governors considered the report presented by Mike Sexton, Director of Finance, who reported that, whilst the surplus of £3.5 million at the end of Quarter 1 was slightly below plan, he remained confident that the Trust was on track to achieve the planned surplus for the whole year. Activity had been a little sluggish but was now increasing and again, he expected activity to be as planned for the whole year. The Trust's Financial Risk Rating remained at 4.

There was a discussion regarding the impact of the European

Working Time Directive on junior doctors' working hours. It was reported that the Trust was having to cover vacant posts and was considering alternative ways of employing doctors to fill these gaps.

Resolved: to receive the report.

GO9/44

Extension of External Auditor's Appointment

The meeting considered the report presented by the Director of Corporate Affairs, who reported further that the Audit Committee had considered this matter at its meeting on 17 September. The Committee had a detailed discussion (during which the FD and others commented on the performance of KPMG), the Committee agreed to recommend to the Board of Governors that the option to extend the appointment of KPMG as the Trust's External Auditors by a further two years (to expire on 31 March 2012) should be exercised. The Committee's decision took particular account of (a) the rigorous nature of the competitive tendering exercise which had been undertaken in 2007, (b) the generally favourable comments about the performance of KPMG over recent years and (c) the desirability, on account of the New Hospital development, of retaining the same External Auditors over the next couple of financial years.

Resolved:

- 1. to accept the recommendation of the Audit Committee; and, accordingly,**
- 2. that the option to extend the appointment of KPMG as the Trust's External Auditors by a further two years (to expire on 31 March 2012) should be exercised.**

GO9/45

Any other business

Lt Gen Lilywhite informed the Board of Governors that he wished them to know how pleased he was with the care that military patients received at UHB. He referred Governors to the BBC programme "Wounded" and welcomed the depiction of the care provided to the military and the very good results of that care.

GO9/46

Date of Next Meeting

**Wednesday 9 December 2009
Pre-meeting 9.30am Meeting 10am-12noon
Meeting Rooms 1 & 2 Trust Headquarters QEMC**