

The Shrewsbury and Telford Hospital NHS Trust

FOUNDATION TRUST PROGRAMME BOARDThursday 29th March 2012

Seminar rooms 1 & 2 SECC

MINUTES

Present:	Mr John Davies (JD) Chair	Chairman
	Mr Adam Cairns (AC)	Chief Executive
	Mrs Sue Assar (SA)	Non-Executive Director
	Mr Denis Jones	Non-Executive Director
	Mr Martin Beardwell (MB)	Non-Executive Director
	Mr Peter Vernon (PV)	Non-Executive Director
	Dr Ashley Fraser (AF)	Medical Director
	Mrs Julia Clarke (JC)	Director of Compliance & Risk Management
	Mrs Vicky Morris (VM)	Director of Quality and Safety/Chief Nurse
	Mr Neil Nisbet (NN)	Finance Director
	Miss Victoria Maher (VMa)	Workforce Director
Minutes:	Ms Carla Webster (CW)	Foundation Trust Administrator

120329-1 Apologies

Debbie Vogler, Tony Holt, Trish Titley, Barry Simms and Simon Walford.

120329-2 Minutes from previous meeting (1/3/2012)

The minutes were accepted as a true record.

120329-2a Review of Actions**Matters Arising**

- 120301-4 – Check the Management arrangement for FT membership –position confirmed re data cleanse and circulated to members by email - **Completed**
- 120301-5 JC to ensure that all risks with a residual score of 15 or over are to be placed on the Corporate Risk Register – **Completed**
- 120301-3a All members to feedback on Quality Improvement Strategy (QIS) to VM – Document has been produced and circulated. **Completed**
- 120126-3a – AO – To propose/agree an appropriate Chair with JD and make amendments (as agreed) to Strategic Stakeholder Forum ToR – outstanding – JD will chair the meetings and AO will be sending out invitations to key stakeholders for a meeting scheduled for the May 10th of May 2012. **Completed**

Carried forward

- 120126-5 – AO – Assess viability of social networking for membership recruitment/communication – This will take place in the autumn.

120329-3 Single Operating Model (SOM)

JC informed members that the SOM was discussed briefly at the Board Development day (BDD) on the 19th March 2012. The SOM is intended to ensure a consistent approach to the authorisation process of all aspirant FTs drawing on best practices from across all SHAs to provide consistent assurance to the NHS Trust Development Agency (NTDA)

120329-3a SOM Timeline

JC discussed SaTH's milestones up to July 2012.

The first drafts of all Integrated Business Plan (IBP) Chapters and the Long Term Financial Model (LTFM) needed to be submitted to SHA on the 24th April 2012.

Historic Due Diligence (HDD) phase 1 will be scheduled for May/June 2012 and would identify any actions that the trust would need to address before HDD phase 2 later in the year. The Clinical Strategy, Workforce, Estates and I.T strategies as would all need to be presented to the May BDD so they could be finalised to be submitted to the SHA with the second draft of the IBP and LTFM, along with the Membership Strategy and draft Constitution in July 2012. It was noted that Steve Peak will oversee the Clinical Service Strategy in the absence of Debbie Vogler.

ACTION: Steve Peak to oversee the Clinical Service Strategy – Tony Holt to liaise with SP

AO and JC will liaise with Health Overview Scrutiny Committee (HOSC) with regards to the Consultation and advise the SHA of their view, which would inform the SHA's decision as to whether a further consultation would be necessary.

JC has drafted the first version of the Board Governance Assurance Framework (BGAF) and will present to an Executive Directors meeting after discussion with the Chairman for comment before bringing to a BDD.

ACTION: JC Present BGAF to Executive Directors meeting in April/May

120329-3b Board Members Interviews FAQs

JC has compiled draft answers to questions for 1:1 interviews between the SHA and voting Board members. Marie Devitt is arranging these interviews for late April/early May. If members require any clarification or have any suggestions on responses to contact JC.

ACTION: Board Members

- 120329-3c Board Observation template**
Annex C from the SOM is the template that the SHA will use to observe a formal Board meeting. JC advised this was likely to be in April or possibly May. It was agreed there would be a pre-meeting before the Trust Board meeting on the 26th of April 2012.
- ACTION:** CW to advise Barbara Graham (BG) of pre-meet @9am on 26 April and for BG to issue Board Observation template to members with Board papers
JC to check whether Part 1 and Part 2 observation
- 120301-4 SHA Summary Update (RAG rated AMBER/RED)**
JC presented the SHA report there has been no change from previous month's position with the trust rated as Amber/red due to the financial and performance position reported in the PMR. Based on performance reported for February 2012 the SHA rating stated that 'Performance remains a challenge and will continue to be for the next few months. Trust has demonstrated improvements but Delayed Transfers of Care (DTCO) and Referral to Treatment (RTT) continue to pose a challenge. A number of quality concerns re-emerged at the end of February'. The Trust is subject to "escalated oversight" by the SHA. A formal escalation process has been initiated by the SHA in response to this and a telephone conference was arranged for the next day (30 March)
- 120329-4a Quality Governance (RAG rated GREEN)**
VM reported that all milestones are completed. Next stage is to launch the Quality Improvement Strategy (QIS) to the Centres. VM would also be checking the chapters of the IBP to ensure a quality thread ran through them and would send comments to JC by 10 April 2012
- ACTION:** VM, All Members
- 120329-4b Financial Governance (RAG rated AMBER)**
NN informed members that the key milestone had been agreeing a budget the Board had now approved this. The LTFM is drafted and locked down for over the 5 years.
- He would now be in a position to complete Chapter 7
- He reported that the I.T strategy has been drafted. Chris Needham is currently looking at the Estates reconfiguration which will be a major part of Estates strategy. Both would be ready for the May Board Development Day. Would need to assess CIPs against quality and safety impact.
- 120329-4c Business Development (RAG rated GREEN)**
The strategy team is currently facing a capacity problem;. AO had updated IBP chapter 2.
- AO confirmed that arrangements for the first meeting in May of the Stakeholder Forum were in hand and being progressed
- 120329-4d Workforce and Organisational Development (RAG rated GREEN)**
VMa is continuing with developing the Workforce and OD strategies. IBP chapter 8 just needs some fine tuning and the Workforce plan needs to link with the LTFM.

120329-4e Governance (RAG rated GREEN)
JC informed members that the Membership Strategy and action plan had been issued for comments. The Board Governance Assurance Framework (BGAF) would be presented at the Board Development Day in May or June.

CIPs and Quality Impact Assessments signed off by the Medical director, nurse Director and Director of Operations needed to be discussed with the Board and evidence of Board scrutiny and rejected CIPs were required as part of the Board Governance Assurance Framework. Discussions had taken place with the PMO Director

120329-5 **FT Policy, Guidance & Membership update**

There are currently 12,624 members (7192 public and 5432 staff members). The membership office continues to work with local colleges and schools and is looking at ways to engaged young people.

JC announced that two volunteers who have spent most Wednesday afternoons since February have already recruited 243 new FT members.

120329-6 **Risk Log**

Members discussed the risk log. It was agreed that each risk owner (Director) would update their risk to include an external as well as internal dimension.

ACTION: Tony Holt with Risk Owner

120329-7 **Any Other Business**

Sub Committee

MB felt that we needed to look at monitoring the performance some committees. It was noted that Deloitte will be carrying out a Committee review and presenting to the May Board Development Day

120329-8 **Date of Next Meeting**

Thursday 26th April 2012, Seminar Rooms 1 & 2 SECC

Foundation Trust Programme Board

Thursday 29th March 2012

Actions

Item	Action / Recommendation	Responsibility	Deadline
120329-3a	Steve Peak to oversee the Clinical Service Strategy – Tony Holt to liaise with SP	TC	NA
	Present BGAF to Executive Directors meeting	JC	April/May
120329-3b	1:1 interviews between the SHA and voting Board members If members require any clarification or have any suggestions on responses to contact JC.	Board Members	NA
120329-3c	Advise Barbara Graham of pre-meet @9am on 26 April and for BG to issue template to members with Board papers	CW	29/3/12
	Check whether Part 1 and Part 2 observation	JC	3/4/12
120329-4a	Check the chapters of the IBP to ensure a quality thread ran through them and would send comments to JC.	VM -All	10/4/12
120329-6	Risk owner (Director) would update their risk to include an external as well as internal dimension.	Risk owner/TH	17/4/12
	Outstanding Actions None		
	Carried forward		
120126-5	Assess viability of social networking for membership recruitment/communication	AO	Autumn 12