

The Shrewsbury and Telford Hospital NHS Trust

TRUST BOARD – 27 JANUARY 2011**OUTCOME SUMMARY OF THE MANAGEMENT EXECUTIVE MEETING HELD ON 21 DECEMBER 2010**

Present : Tina Cookson - Chair (COO), Debbie Vogler (DoS), Julia Clarke (DCRM), Vicky Morris (DQS), Tony Brown (for FD), Mary Heber (DD1), Peter Skitt (DGM1), C Beacock (DD2), Sara Biffen (DGM2), Patricia O'Neill (DIPC)

In attendance : Dr R Campbell & Elaine Hodson (for Item 112) and Gill Gittins (Secretary)

Apologies: Adam Cairns (CEO), Ashley Fraser (Acting MD), David Gilbert (FD) and Andrew Kent (DGM3)

Min. No.	Title	Decision/Recommendation and/or further action	Responsibility /Deadline
110	MINUTES	Minutes of the previous meeting held on 18 November 2010 were approved.	
111	UNRESOLVED ITEMS		
(80.3)	Improving Services for Children in Hospital Services	DoS advised this will be added to a future EDs Strategy meeting.	DoS
(85.4)	Car Parking Management	Item deferred until June 2011.	DCA – June 11
(105.4)	Annual Corporate Plan Mid Year Review	At the request of the Chairman an end of year review will go to the Board in April 2011.	DoS – Apr 2010
112	PRESENTATION		
	National Sentinel Stroke Audit	Dr Campbell and Elaine Hodson attended for this item. Dr Campbell gave a PowerPoint presentation. The MD was Executive Lead this year and next year the Executive Lead for stroke will be COO or DQS. Elaine Hodson to brief COO/DQS outside the meeting.	E Hodson/ DQS or COO
113	CORP. OBJECTIVE:	ENHANCING PATIENT EXPERIENCE, SAFETY & EFFECTIVENESS	
113.1	HCAI Update	The DIPC reported 2 cases of MRSA bacteraemia year to date compared to 4 cases this time last year. There were 4 cases of C difficile reported in November. Hand Hygiene was now 97%. The DQS will deal with Swine Flu incidents.	DQS
113.2	High Risk Update	Members discussed and NOTED the report and the actions taken.	
113.3	WMQRS Action Plan	Action Plan had been updated last week which now gives a current position and also how to progress the sections in the action plan. The action plan will be updated on a monthly basis with the PCT at the Quality Review Group. DQS will be co-ordinating the review internally.	DQS
113.4	Improving Scheduling Services	Second submission. Executive Directors had met earlier in the day and deferred this item until January 2011 as it was important that the Centre Chiefs were in post to influence the level of devolution and direction of travel for these services. COO to take comments back to DGM3.	COO/DGM3
113.5	Cytology Cervical Screening	COO to meet DGM3 outside the meeting to discuss further.	COO
113.6	Patient Beverage Service	Members noted the proposal which had the potential for improving quality and efficiency. The DQS said she would want a patient evaluation before an agreement was reached. Members SUPPORTED IN PRINCIPLE but a final decision will be taken based on the outcome of the pilot.	DoS/J Yale
114	INCREASING PRODUCTIVITY		
114.1	Improvement Programme M8	Members received an update and were informed that savings had increased to 63%.	

115	SUPPORTING & DEVELOPING WORKFORCE		
115.1	HR Policies	Members APPROVED HR47 Managing Staff exposed to blood borne viruses in the workplace, HR32 Health Retirement and HR37 Employment Break Scheme. HR53 Dress Code and Appearance policy was also approved subject to an amendment under Key Standards, Section 5.3, 10 th bullet relating to mobile phones; and Dress Code and Appearance – theatre Scrubs Uniform Section 9.1 & 9.2 requiring clear guidelines.	DCRM
116	WORKING IN PARTNERSHIP AS THE PROVIDER OF CHOICE		
116.1	The future configuration of hospital services in Shropshire, Telford & Wrekin	The DoS introduced the paper which updated members on the current position. The documents summarised some of the work that needed to be completed over the next three months.	
117	ENSURING A CLINICALLY VIABLE AND FINANCIALLY SUSTAINABLE ORGANISATION		
117.1	Finance Report M8	Members received a summary report. It was noted that the FD had asked Divisions for suggestions on how to manage/control costs in the latter part of the year. Proposals will be reviewed by Tony Brown in more detail with the FD and then reported to EDs.	FD
117.2	IPR M8	Members NOTED the report.	
117.3	Hospital Management Executive Meeting Dates for 2011	The list of meetings to be held in 2011 was AGREED . Membership will include the new Centre Chiefs.	
118	ACHIEVING NHS FT STATUS		
118.1	FT Update	It was noted that a letter had been sent from the Chairman to Andrew Lansbury providing more detail of the timeline and the work that needs to be completed. The key milestones were presented which would put the Trust in a position to be authorised as an FT by December 2013. The absolute deadline for all Trusts was April 2014. Members NOTED the update.	
118.2	Business Development update	Members were advised of the key headline developments. Members NOTED the update. This report will become a quarterly report.	
119	REVIEW OF MEETING	The COO asked for guidance on what type of meeting ME is. It was confirmed that discussions should take place outside ME and decisions made at the meeting.	
120	ANY OTHER BUSINESS	None.	
121	DATE OF NEXT MEETING	The meeting schedule for 18 January 2011 was subsequently cancelled due to the number of apologies received. The next meeting will be 15 February 2011 at 2 pm Room D, Education Centre, PRH.	ALL
	OUTCOME SUMMARIES FOR INFORMATION	Members NOTED the contents of the outcome summaries relating to : <ul style="list-style-type: none"> ▪ Division 1 (27 October 2010) ▪ Division 3 Board (28 October and 25 November 2010) ▪ Capital Planning (11 November 2010) ▪ Clinical Governance Executive (9 November 2010) ▪ Risk Group (21 October 2010) ▪ STICC (21 September 2010) 	