

**BOARD OF DIRECTORS
APPROVED MINUTES OF
MEETING**

25th JUNE 2014

**BOARDROOM
EDUCATION CENTRE
ARROWE PARK HOSPITAL**

Present:	
Michael Carr	Chairman
David Allison	Chief Executive
Cathy Bond	Non-Executive Director
Richard Dutton	Non-Executive Director
Sharon Gilligan	Director of Operations
Anthony Hassall	Director of Strategy and Partnerships
Cathy Maddaford	Non-Executive Director
Lyn Meadows	Non-Executive Director
Evan Moore	Medical Director
Alistair Mulvey	Director of Finance
Jean Quinn	Non-Executive Director
Graham Hollick	Non-Executive Director
Apologies:	
Jeff Kozer	Deputy Chair & Senior Independent Director
Jill Galvani	Director of Nursing & Midwifery
In attendance:	
Carole Self	Associate Director of Governance (minutes)
Sam Armstrong	Interim Trust Secretary
Mark Blakeman	Director of Informatics
Governors:	
	Brian Beechey, Public Governor
Members of Staff:	
	None
Members of the Public:	
	None

Reference	Minute	Action
BM 14-15/049	Apologies for Absence Apologies were noted as above.	
BM 14-15/050	Declarations of Interest There were no declarations of interest.	
BM 14-15/051	Chairman's Business The Chairman welcomed Mrs Carole Self to the meeting in her role as the new Associate Director of Governance. The Board were advised of a new consultant appointment in Gastroenterology this being Dr Paul Flanagan. The Chairman provided an overview of the current focus from the Health	

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	<p>regulator Monitor this being financial planning; A & E performance; the advice to progress with external support and the request to reconsider the 2014-16 Operational Plan against the national context. The Board were reminded of the decision not to amend the 2014-16 plan following further discussion.</p> <p>The Board was advised that John Berwick OBE would be undertaking a capability and governance review on behalf of NHS England of the Trust's principal commissioner. The Chairman confirmed that the report should be due in the next 6 weeks and made available to the Regional Director of NHS England in the first instance.</p> <p>The Chairman confirmed that the latest NHS Choices Patient Safety data had now been published and the Trust had performed well in all areas.</p>	
<p>BM 14-15/052</p>	<p>Trust 5 Year Strategic Plan</p> <p>The Chief Executive presented the Trust 5 year Strategic Plan and outlined the work undertaken to date in developing the plan which included working with external stakeholders; the feedback from KPMG on the planning process which was favourable and the engagement with the Board through a variety of workshops and Board meetings. The Board were also reminded of the previous discussions on the 2015/16 baseline position which was highlighted in the executive summary.</p> <p>The Director of Strategy and Partnerships drew the Board's attention to the summary document and confirmed that the full strategic document was contained in the private part of the meeting due to the commercial in confidence nature of this.</p> <p>The Director of Strategy and Partnerships reiterated the previous Board decision to show the 2015/16 baseline position as detailed in view of the position of the Clinical Commissioning Group CCG in relation to Vision 2018, the Better Care Fund, and the range of uncertainties that this brought. The Board considered the advantages and disadvantages and agreed to leave the baseline unchanged.</p> <p>Board Members were referred to the summary of outstanding risks which were included in the main body of the plan together with associated mitigating actions along with the outputs from the Monitor Strategic Planning Self-Assessment.</p> <p>The Board were asked to:</p> <ol style="list-style-type: none"> a) Note the process of review and iteration which the plan had been through since January 2014 b) Note the risks associated with the plan and approve the Declaration of Sustainability contained within the plan c) Approve the Monitor Strategic Plan for submission by 30th June 2014, together with the accompanying summary document d) Agree to grant delegated authority to the Chairman and Chief Executive to make any final changes necessary to the Monitor Strategic Plan prior to submission on or before 30th June 2014. 	

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	<p>The Board asked if there might be a possibility that the External Support team would re-base the Trust completely. The Chief Executive confirmed that there would be flexibility in the process and this would be supported by Monitor.</p> <p>The Board recorded their thanks for the huge amount of work undertaken in producing the plan in terms of the engagement, the level of detail and the triangulation of financial and clinical outcomes.</p> <p>The Board approved the recommendations as outlined above.</p>	
<p>BM 14-15/053</p>	<p>Monitor Corporate Governance Statements</p> <p>The Interim Trust Secretary presented the Corporate Governance Statements and tabled the draft Monitor template for approval. The Board was reminded of previous discussions at the Board Development Day and at Audit Committee along with the recommendation from KPMG in terms of the use of the template, as presented, with supporting evidence for each statement.</p> <p>The Chief Executive outlined the discussions undertaken with Monitor in relation to Statement 4d on the template with regards to the Trust's ability to continue as a going concern in light of the current financial difficulties. The Board was assured from the conversations with Monitor and the Auditors statement of the accounts 2013/14 of the appropriateness of confirming the statement.</p> <p>The Chief Executive drew the Board's attention to statement 4c and the highlighted risk in relation to the A & E performance standard. The Board agreed to include an additional sentence in the risk statement which recognised the Trust's view that failure of the Q1 target was expected. The Board debated the statement in some detail to ensure that their declaration was accurate and balanced. The Board reviewed the statement against the Trust's performance as a whole together with the plans that had been put in place to address this isolated area of under-performance and agreed that on balance they were happy to confirm as they were assured that the plans were robust.</p> <p>In summary the Board approved the recommendation to confirm each of the statements, noting the risks presented as financial, A & E performance and infection control as per the template.</p>	
<p>BM 14-15/054</p>	<p>Integrated Performance Report Integrated Performance Dashboard and Exception Reports</p> <p>The Director of Informatics presented the Integrated Performance Dashboard for review by the Board.</p> <p>The Board raised concerns at the level of reserves used in the reporting period and sought assurance that the situation would improve. The Director of Finance outlined some specific action taken to mitigate the risk which included the bed closures that had been instigated in May and June, the benefit of which had not been seen as yet.</p>	

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	<p>The Board was advised of some of the issues attributable to the financial position which included staffing the consultant and medical staffing rotas in A & E and the increase in the level of demand all of which had to be managed in a safe way.</p> <p>The Director of Operations reiterated the actions put in place as part of the Urgent Care Recovery Plan to address the situation which included the need to make greater use of Enhanced Nurse Practitioners ENPs in the future.</p> <p>The Board sought assurance that the dip in demand referral rates was not a trend and was in fact impacted by the Easter Holidays as in previous years. Assurance was given that referrals were higher overall on the previous year and the gap in variance from April to May 2014 had reduced significantly from 5.6% to 1.9% although close monitoring of June and July performance would be undertaken to ensure no trend was identified.</p> <p>The Chairman asked whether the Cancer targets should be on the integrated dashboard as the Board were well sighted on all other targets with the exception of this. The Director of Operations agreed to include the cancer targets in future reports.</p>	MB
BM 14-15/055	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting held on 28th May 2014 were agreed as a correct record of the meeting.</p> <p>Board Action Log</p> <p>The Board reviewed the Action Log and agreed to close the completed actions as presented. The Associate Director of Governance also confirmed the following:</p> <p>Minute Ref BM 14-15/016 this action would now be completed in July 2014 Minute Ref BM 14-15/005 had now been completed Minute Ref BM 13-14/093 would be actioned through the Quality and Safety Committee</p>	
BM 14-15/056	<p>Any Other Business</p> <p>The Chairman recorded his thanks to Mr Armstrong for his work as Interim Trust Secretary.</p> <p>The Board recorded their thanks to both Mr Dutton and Ms Meadows for their support since 2006 and 2008 respectively as Non-Executives of the organisation. Recognition of contributions and the loss were noted.</p> <p>The Chairman recommended that Mr Hollick undertake the role of Chair of the Finance, Performance and Business Development Committee following the departure of Mr Dutton. The Board approved the</p>	

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	recommendation.	
BM 14-15/057	Items for BAF / Risk Register There were no additional items for the BAF or Risk Register.	
BM 14-15/058	Date and Time of Next Meeting Wednesday 30 th July 2014 at 9.00 a.m. in the Boardroom, Education Centre, Arrowe Park Hospital.	

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Chairman

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Date