

King's College Hospital

NHS Foundation Trust

King's College Hospital NHS Foundation Trust BOARD OF DIRECTORS

Minutes of the meeting of the Board of Directors held at 14.00 hrs on
Tuesday, 26th February 2008 in the Dulwich Committee Room, King's College Hospital

Present:	Michael Parker (MP)	Chair
	Robert Foster (RF)	Non-Executive Director (Vice Chair)
	Rita Donaghy (RD)	Non-Executive Director
	Maxine James (MJ)	Non-Executive Director
	Prof Alan McGregor (AM)	Non-Executive Director
	Malcolm Lowe Lauri (MLL)	Chief Executive
	Dame Jacqueline Docherty (JD)	Deputy Chief Executive/Executive Director of Nursing and Operations
	Michael Griffin (MG)	Executive Director of Human Resources
	Prof John Moxham (JM)	Executive Medical Director
	Simon Taylor (ST)	Chief Financial Officer
Non-voting Directors:	Roland Sinker (RS)	Director of Strategic Development
	Ahmad Toumadj (AT)	Director of Capital, Estates and Facilities
	Jane Walters (JW)	Director of Corporate Affairs
In attendance:	Rita Chakraborty (RC)	Assistant Board Secretary (minutes)
	Sally Lingard (SL)	Ass. Director of Communications and Marketing

Item	Subject	Action
08/18	Apologies Dr Martin West.	
08/19	Declarations of Interest None.	
08/20	Chair's Action None.	

08/21 Minutes of the meeting held on 29th January 2008

The minutes of the meeting held on 29th January 2008 were APPROVED subject to the following amendments.

08/06 – Patient Safety and Service Quality Centre

- Paras 2, 3 and 4 - change “NM” to “NF”

08/13 – CSC Update

- Para 7, 1st sentence - “... the trust’s experiences [add] *to encourage CSC to take appropriate action.*”
- Para 8, add after 1st sentence – “*However, because of King’s Isoft system development, it was deemed more appropriate to negotiate a separate deal without BT.*”

08/22 Matters Arising/Action Tracking

08/06 – circulate PSSQ governance structure to Board – RC to follow up.

08/23 Chair & Non-Executive’s Report

Maxine James’ update was tabled.

The recent visit by Hugh Taylor, Chief Permanent Secretary to the Department of Health, had included a range of discussions and a visit to the Blood Sciences Laboratory.

The Board NOTED the Chair and Non-Executive’s Report.

08/24 Chief Executive’s Report

The Trust is slightly off trajectory to meet the 18-weeks target by the end of March. The associated challenges, and high activity levels in the Emergency Department, mean that the Trust is presently unable to assist NHS London with their request to alleviate shortages elsewhere through over-performance.

The Board NOTED the Chief Executive’s Report and CE Brief.

08/25 Finance Report – Month 9

Month 9 activity suggests that the full year surplus will reach £12m.

At the recent Finance Committee, there was a lengthy debate regarding the budget for 2008/09. ST had subsequently developed a financial model based on a CIP target of 3.5%, as recommended by the committee, and the associated surplus of £12.5m.

The CIP would be differentially applied across divisions and split between cost reduction and increased income targets. As corporate departments were not in a position to generate savings on a similar scale to the divisions, this may result in higher targets for the divisions themselves.

The Board recognised that, in order to maintain the current levels of activity beyond March, the Trust will need to invest significantly in IT infrastructure to facilitate greater efficiency and savings.

The Board NOTED the Finance Report Month 9 and NOTED that the proposed budget for 2008/09 will be presented to the Board in April.

08/26 Principles of Engagement between the Board of Directors and the Board of Governors

JW presented the item. At their February meeting, the Board of Governors had commented on the draft document and the covering report accompanying this item included their comments. Following any further suggestions from the Board of Directors, a final version would be circulated to both Boards in May.

The Board considered the report and the Governors' comments and made the following observations:

- Any mediation process should be swift and simple, therefore both Boards should carefully consider who was best placed to fulfil this role.
- The issue of whether information was commercially sensitive should be determined on a case by case basis avoiding an overly-prescriptive approach.

JW asked Board members to forward any further comments by 7 March.

The Board NOTED the Principles of Engagement between the Board of Directors and the Board of Governors.

<ul style="list-style-type: none">• Further comments to JW by end of following week.	BoD – 07 March
<ul style="list-style-type: none">• Circulate timetable for 2008 Governor elections.	RC – 18 March

08/27 Information Governance – Monitor Certification: Compliance with Data Protection act 1988

ST presented the item. The Trust had been asked by Monitor to respond by 15 February. A declaration of partial compliance had submitted and an action plan was being drafted to address areas of non-compliance.

The following areas were of particular importance:

- Clarity as to what constitutes 'personal details'
- The pace of transfer from manual to electronic records

The Board RATIFIED the certification submitted to Monitor.

08/28 Membership Development Strategy 2008-2011

JW introduced the item. The Membership Strategy had been approved by the Board of Governors at their recent meeting, having been developed through the Membership Committee of the BoG.

JW drew the Board's attention to the following issues:

- An action plan was in place to specifically target younger people through academic institutions including local universities and FE colleges.
- New involvement mechanisms were being piloted, such as membership panels, the first of which would focus on Specialist Medicine.
- The Trust aimed to secure a total of 11,000 public and patient members by 2011 through incremental increases of approximately 1,000 per year between 2008 and 2011.

The Board made several suggestions about increasing the number of younger members including targeting the sixth forms of local schools. JW explained that this had been tried previously with little success.

The Board APPROVED the Trust's Membership Development Strategy 2008-2011.

08/29 Information Items

The Board NOTED the following:

Confirmed Minutes of Committee Meetings

- Performance Committee – 10 January 2008

08/30 Any other Business

Community Meetings

JW thanked Board members for confirming their availability. A detailed programme and a list of attendees for the events would be circulated shortly.

08/31 It was resolved that the public should be excluded from the meeting whilst the remaining business was under consideration as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

08/32 Date of Next Meeting:

Tuesday 18th March 2008 at 2.00 pm in the Dulwich Committee Room.