

King's College Hospital NHS Foundation Trust Board of Directors - PUBLIC

Minutes of the meeting of the Board of Directors held at 14:30 on Tuesday, 27 March 2012 in the Dulwich Committee Room, King's College Hospital.

Members:

Prof. Sir George Alberti (GA)	Chair
Graham Meek (GM)	Non-Executive Director, Vice Chair
Prof. Alan McGregor (AM)	Non-Executive Director
Marc Meryon (MM1)	Non-Executive Director (Agenda Item 1-2.7 and 4)
Faith Boardman (FB)	Non-Executive Director
Tim Smart (TS)	Chief Executive
Angela Huxham (AH)	Director of Workforce Development
Dr. Michael Marrinan (MM)	Medical Director
Roland Sinker (RS)	Director of Operations
Simon Taylor (ST)	Chief Financial Officer
Dr. Geraldine Walters (GW)	Director of Nursing & Midwifery
Jane Walters (JW) - <i>Non-voting Director</i>	Director of Corporate Affairs
Jacob West (JW1) - <i>Non-voting Director</i>	Director of Strategy

In attendance:

Tamara Cowan (TC)	Assistant Board Secretary (minutes)
Sue Slipman	Shadow Non-Executive Director
Anthony Merrifield (AM1)	KCH Charity
John Moxham	KHP Executive
Fiona Clark	Governor
Christine Clarkson	Governor
Liam Greene	Public Observer
Sandeep Dosanj	Medical Student

Apologies:

Chris Stooke (CS)	Non-Executive Director
-------------------	------------------------

<u>Item</u>	<u>Subject</u>	<u>Action</u>
012/33	<u>Apologies</u> Apologies for absence were noted.	
012/34	<u>Declarations of Interest</u> There were no declarations of interests raised.	

<u>Item</u>	<u>Subject</u>	<u>Action</u>
012/35	<u>Chair's Action</u>	
	<p>It was noted that as previously agreed by the Board, the Chair approved the Trust's Quarter 4 Monitor Submission, due to the timing of the Board meeting. The final version was circulated by email, to Board members for comments and submitted to Monitor on 30 April 2012.</p> <p>The submitted report is included in the meeting papers below for information.</p>	
012/36	<u>Minutes from the meeting held on 27 March</u>	
	<p>The minutes of the meeting held on 27 March 2012 were approved as a correct record.</p>	
012/37	<u>Matters Arising/Action Tracker</u>	
	<p>The action tracker was noted.</p>	
012/38	<u>Chairman and Non-Executive Directors' (NEDs) Report</u>	
	<p>The report of Chairman and NED activity for the period was noted.</p>	
012/39	<u>Update on Council of Governors Activities</u>	
	<p>The Chair provided an update on the Governors activities:</p> <ul style="list-style-type: none"> • Governors attended the Directors' Surgery on 11 April. Governors were provided with the opportunity to hear more about the Transformation Programme, Annual Plan, Trust Performance and Finance and KHP in a less formal setting; • Governor Strategy Committee met on 26 April and received presentations on the Integrated Care Pilot and KHP; • Patient Experience & Safety Committee met on 18 April. Governors shared with each other their motivation for becoming involved in the Trust and considered further the opportunities available for Governor involvement in patient experience and safety matters; and • The Council of Governors would meet on 09 May at 18:00. 	

<u>Item</u>	<u>Subject</u>	<u>Action</u>
012/42	<u>Performance Report – Month 12</u>	
	<p>The Board noted and discussed the Trust’s performance for the period.</p> <p>The Chair advised that the Finance and Performance Committee conducted an extensive review and discussion around the performance report earlier.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • The Trust ended the year in a good position; • The Trust had conducted a major incident exercise (Emergo) which was assessed by the Health Protection Agency and an exercise around emergency planning for the Olympics (Bikini); • The Trust had been successful in bidding for additional dental care contracts which are currently undergoing the necessary governance processes to ensure that additional facilities and sites are in line with required standards; • A recent audit confirmed the Board can be assured that none of the Trust’s night discharges have been clinically inappropriate; and • The executive team and the finance and performance committee had had lengthy discussions about the measures which it was proposed the Trust will self-certify against for 2012/13. The Quality and Governance Committee would also consider these measures at its next meeting on 08 May. Given increasing demand on services, a trend which is likely to continue, referral to treatment targets are of significant concern for the Trust. A final proposal will be brought to the Board for its approval on 22 May as part of the Annual Plan approval process. 	
012/43	<u>Innovation Report</u>	
	<p>The Board noted the proposed Trust wide initiatives to help launch, develop and embed a culture which would support innovation and the consistent and systematic implementation of best practice.</p>	
	QUALITY AND SAFETY FOCUS	
012/44	<u>Quarterly Patient Experience Report</u>	
	<p>The Board noted and discussed the quarterly patient experience report.</p> <p>The following key points were raised:</p> <ul style="list-style-type: none"> • The Trust has well established, and some newer mechanisms to capture the experience of patients, and drive ongoing improvement; • Over 25,000 patients utilised these methods to provide feedback during 2011/12; 	

<u>Item</u>	<u>Subject</u>	<u>Action</u>
	<ul style="list-style-type: none"> • The Trust has made good progress on improving cleanliness; • Over the past two years the number of formal complaints have reduced, however, there has been a trend of increasing numbers during the year in line with increasing patient activity • ‘How are we doing?’ scores have largely remained largely static overall, but with continued improvement in cleanliness scores; • The target of 500 volunteers has been exceeded by 100, with a plan to have 1000 volunteers by year-end. Introduction of volunteers have resulted in measurable improvements in patient experience. The King’s Charity is to be thanked for its continued support for the programme; • The Trust results in the National Outpatient Results have fallen slightly since 2009. The Trust is now ranked third in London; • The Trust is currently working hard to address outpatient issues. The appointment booking process has been centralised, patient experience and customer care training is being rolled out to more staff, patient feedback from initiatives such as ‘in your shoes’ have been included in the redesign of patient services and the Trust plans to roll out real-time patient feedback; and • The national inpatient survey results 2011 had recently been published, and a full report would be presented to the Quality and Governance Committee. <p>The Board noted that Trust was making progress in improving patient experience, however, there needed to be a continued focus on this area.</p> <p>It was agreed that RS/JW1 /JW would pick these issues up as part of the Patient Experience workstream of the Transformation Programme.</p>	<p>RS/JW1/ JW</p>

012/45

Care Quality Commission (CQC) Inspection – Full Report

The Board noted and discussed the CQC Report.

The result of the visit was very positive with good feedback from patients and relatives. The Trust was deemed compliant with all essential CQC standards. The CQC, however, provided one improvement action to ensure ongoing compliance with safe storage of medicines on three wards.

This issue is being addressed through an action plan, informed by an audit of medicines security across the Trust and a formal response in respect of the improvement action would be issued to the CQC shortly.

<u>Item</u>	<u>Subject</u>	<u>Action</u>
012/46	<p><u>KHP Update</u></p> <p>Professor John Moxham provided the Board with an update on King's Health Partners (KHP) recent activities.</p> <p>The following key points were raised:</p> <ul style="list-style-type: none"> • Work on developing the Academic Health Sciences Networks (AHSNs) continues; • Each AHSN probably will be provided with £10m to promote innovation in the NHS; • AHSCs must belong to an AHSN; • There will probably be a South London AHSN. KHP is working with colleagues from St Georges and others; • Application/Accreditation guidance will be issued shortly; • KCH is pleased with the appointment of a KHP Professor of Surgery and strongly stresses the importance of this person having a significant presence on the Denmark Hill site; and • There is a strong business case for a PET/CT on the Trust site which it is hoped will be supported by KHP. 	
012/47	<p><u>Revised Strategic Committee Terms of Reference</u></p> <p>The Board approved the revised Strategy Committee Terms of Reference which had been updated to reflect current reporting committees.</p>	
012/48	<p><u>Monitor Q4 Submission</u></p> <p>The Board noted the Monitor Q4 Submission submitted on 30 April 2012.</p>	
012/49	<p><u>Information Governance Annual Report</u></p> <p>The Board noted the annual information governance report.</p>	
012/50	<p><u>Strategy Committee Annual Report</u></p> <p>The Board noted the annual report from the Strategy Committee.</p>	
012/51	<p><u>Confirmed Board Committee Minutes</u></p> <p>The Board noted the following Committee minutes:</p> <ul style="list-style-type: none"> – Finance & Performance – 28 February 2012 – Equality and Diversity – 06 December 2012 	

012/52

Any Other Business

Equality and Diversity Chair

It was noted that Marc Meryon, having served as Vice Chair, will now assume the role of Chair of the Equality and Diversity Committee.

012/53

Date of Next Meeting

Tuesday, 29 May 2012, 11:00 – Dulwich Committee Room.