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EXTRAORDINARY PUBLIC MEETING OF THE BOARD

Thursday 21st January 2010
Boardroom, Sovereign Court, 15-21 Staines Road, Hounslow

DRAFT Minutes

Present

Jacqueline Unsworth (Chair)	Non Executive Director & Chair of Capital Strategy Group
Dr. Nicola Burbidge	Chair of the Commissioning Executive Committee
Kathy-Ann Sienko	Non Executive Director/Chair of the Hounslow Community Healthcare Board
David Cahill	Non Executive Director/Acting Chair of the Audit Committee
Dr. Alison Baker	Non Executive Director
Nick Relph (late)	Interim Chief Executive
Hardev Virdee	Director of Finance
John Nicholas	Interim Deputy Chief Executive
Debbie Turner	Interim Director of Acute & Joint Commissioning
Dr. Mike Robinson	Joint Director of Public Health/Medical Director
Sue Jeffers	Director of Commissioning – Primary & Community Care

In Attendance

Sandra Bianco	Board Secretary
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Apologies

Sarah Cuthbert	Interim Chair
Charanjit Ajitsingh	Non Executive Director/Chair of the Integrated Governance Committee

1	Welcome, Introduction, and Declarations of Interest.	
	The Chair welcomed Board members.	
1.2	Declaration of Interest	
	There were no declarations of interest.	
1.3	Minutes of the meeting held on 10th December 2009	
	The minutes were APPROVED subject to the following changes: <ul style="list-style-type: none"> - 1.1: correct spelling of Ann Keene to Ann Keen. - 1.4: Tracker Survey results will form part of Primary Care report in February (not in January). 	



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1.4	Matters Arising	
	Deferred to February Board meeting.	
1.5	Chief Executive's Report	
	Deferred to February Board meeting.	
1.6	Flu Resilience and Winter Planning	
	MR advised that the Anti-retroviral Collection Point (ACP) at Montague Hall had been closed and re-opened at Herbert & Herbert pharmacy. A third wave of Swine Flu is not currently anticipated.	
2.	CORPORATE BUSINESS	
2.1	Risk Management Report and Board Assurance Framework	
	<p>JN presented the updated and revised Board Assurance Framework (BAF) and risk management report for approval before submission as part of evidence for World Class Commissioning (WCC). The revised BAF focuses on key strategic risks whilst retaining applicable risks from the older version. Lead Directors and relevant sub-committees have been assigned to ensure appropriate ownership and Terms of References (TORs) are being reviewed to deliver a more consistent and generic approach.</p> <p>Following discussion changes proposed and agreed were:</p> <ul style="list-style-type: none"> - Add risk around CQC scoring; - Add health outcomes into one of the existing points; - Revisit format and printing; - G5(ii) must come off; - GO(i) correct to: Organisational Structure 'to be' approved. - Future covering papers should list key changes from the previous report. <p>Post-submission to WCC the Committees need to take ownership and reconsider their responsibilities in the light of revised TOR.</p> <p>As this is a working document it will come back to Board on a quarterly basis.</p> <p>The Board APPROVED the report and BAF in its current format for submission to WCC with updates required every quarter.</p>	
2.2	Month 8 Finance and Activity Report	
	HV presented the Month 8 finance report and reported back on the Arbitration case with West Middlesex University Hospital (WMUH). Overall 10 issues were taken to Arbitration. The result was 70/30 in favour of WMUH. The net effect was an added pressure of around	



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	<p>£2m for the PCT.</p> <p>Regarding the overall Acute service pressures of the £15 million Acute over-performance experienced, the PCT can absorb £7 million but requires funding for the balance of £8 million. The SHA are aware of the resultant financial pressures and the need for the additional funding to continue with the Healthcare for London and Polysystems agendas as set out in the Operating Plan and the CSP.</p> <p>It was important to have a continued focus on other key performance areas and any savings programmes would not adversely affect these areas.</p> <p>Key CSP programmes such as the Urgent Care Centre (UCC) and Referral Facilitation System (RFS) require focussed attention and feedback on these issues is to be brought to the Board in February.</p> <p>An extraordinary meeting of the Finance and Delivery Committee (F&DC) has been called for 28th January to which all Board members are invited.</p> <p>NR advised that, in light of the difficult financial situation, the PCT was not in a position to continue with the full range of services currently offered and that certain services would need to be curtailed. HV noted that other PCTs were in a similar position although with more financial flexibility.</p> <p>The Board NOTED the financial position report.</p>	<p>FF 1.10</p>
<p>2.3</p>	<p>Delivering the Operating Plan</p>	
	<p>John Nicholas (JN) advised that the Commissioning Intentions had been released to all Providers and external Stakeholders. It was noted that Paper E was compiled before the results of Arbitration and the latest financial position. JN to clarify the links from CSP to budget setting for the Board in February.</p> <p>The Board NOTED the Commissioning Intentions paper.</p>	<p>JN 2.10</p>
<p>3.</p>	<p>COMMISSIONING BUSINESS</p>	
<p>3.1</p>	<p>World Class Commissioning (WCC)</p>	
	<p>The deadline for the WCC submission is Monday 25th January 2010. Areas of progress were listed and included:</p> <ul style="list-style-type: none"> • stakeholder survey –response rate increased to 52% from 51 % last year with an overall increase in total respondents; and 	



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<ul style="list-style-type: none"> • Competencies evidence in support of the self assessment scorer had been complied and will be cross-references to all key documents. <p>The final pack to be disseminated to all Board members with further guidance.</p> <p>The WCC Panel Day date is 11th March 2010 and will take place in Hounslow. A Mock Panel Day is planned beforehand with anticipated external and internal assistance to fully prepare for the Panel Day.</p> <p>JN presented Paper F, Appendix A on Governance. Following discussion around some of the ratings it was agreed:</p> <ol style="list-style-type: none"> 1. p.11: Board (Organisation) leave as Green. 2. p.8, 9 and 10: (Finance) leave as Amber as judgement will be made on deliverability. 3. p.15: add text. <p>Paper F, Appendix B JN reported on the revised Organisational Development Plan. It had been updated with further cross-referencing to the CSP, reflections on the Board Development Tool (BDT), and stronger focus on the immediate task regarding review of Interims. In addition a detailed action plan for 2010/11 was included in the appendices.</p> <p>Suggestions made:</p> <ol style="list-style-type: none"> 1. mention should be made regarding Sarah Cuthbert, Interim Chair for NHS Hounslow who is looking to step down at the end of March 2010. 2. UCC and RFS to be given added emphasis. <p>Paper F, Appendix C – Communications and Engagement Operating Plan 2010/11. This report was presented as an addendum to the Communications Strategy approved at the last Board. There would need to be further work done to prioritise activities and focus on support of the key deliverables in the CSP considering the limited capacity of the Communications team. JN to agree clear priorities for the Communications Team and revise as part of the overall budget setting process. For 2010/11.</p> <p>In response to a query by Colin Stacey, a member of the public, regarding a meeting between the Diabetes UK Group and PCT representatives, it was agreed that JN and MR would arrange.</p>	<p>JN/MR 3.10</p>
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3.2	Commissioning Strategy Plan (CSP)	
	<p>NR announced that responses to our CSP submission had been received from SHA and NW London Sector and focussed largely on the need for greater clarity on our plans for Polysystems. Sue Jeffers (SJ) will respond by Friday addressing the issue regarding access at Feltham and Ashford.</p> <p>HV felt that the Finance submission was inadequate and would resubmit following changes to the Plan.</p> <p>NR reiterated the need for all to focus on achieving a “Good” rating on Performance for the year end and into next year.</p>	
4	URGENT BUSINESS	
	None.	
6.	Public Forum	
6.1	In response to a query regarding the anticipated savings from the UCC, NR estimated £2 million to include some savings from reductions in short-stay hospital admissions. This has been achieved by Hammersmith & Fulham and members of the public were welcome to visit their Centre.	
6.2	<p>A member of the public asked why savings plans produced every year continually failed to deliver. NR responded that this PCT faced particular problems in working with three Acute Trusts. It would allow greater focus when the PCT can function solely as a Commissioner.</p> <p>[The meeting ended at 16:50]</p>	
7.	Next Meeting of the Board	
	The next Board meeting will be held on 11 th February 2010 in the Boardroom, NHS Hounslow 15-21 Staines Road, Sovereign Court, Hounslow at 14:00.	