

**MINUTES OF A MEETING OF THE TRUST
BOARD HELD ON TUESDAY, 25
SEPTEMBER 2012 AT 9.00AM IN THE
BOARD ROOM, CUMBERLAND INFIRMARY**

Present: Mr M Little, Chairman
Mr M Bonner, Vice Chairman
Mr M Evens, Non Executive Director
Mrs A Farrar, Interim Chief Executive
Ms C Siddall, Director of Operations
Mrs C Platton, Acting Director of Nursing

In Attendance: Mrs J Stockdale, Head of Corporate Affairs/Acting Company Secretary

TB94/12 SINGLE OPERATING FRAMEWORK

The Interim Chief Executive explained that the purpose of the SOF was to prepare forthcoming NHS FTs with the requirements of Monitor. This is the standard of reporting for key financial, quality and performance priority business. The principle is that the Trust Board must approve the report prior to submission to the SHA and this approval must be by the end of the working month.

Due to the timescales for the Trust's submission of the Single Operating Framework to the SHA, a single item Board meeting had been convened so as to review the September Framework, as this would require the Board to sign off the statement prior to being signed by the Chairman and Chief Executive.

This was the 3rd report, with the Board having approved the previous two.

The Director of Operations outlined the September Framework to Board members. She explained that following the previous month's submission, the SHA had written to the Trust querying a few items in the report and these had now been updated.

The following key items were reviewed, debated and actioned by the Board, as follows:

TFA Progress:

- Item 11 – milestone date to remain, however, commentary to record completion date as October 2012. The accountable officer for the IMA to be recorded as Mr Mike Little and Mr Jim Mackey for the BTA.
- Item 12 – milestone date to remain, however, commentary to record completion date as November 2012. The accountable officer to be recorded as Mr Jim Mackey.
- Item 13 – milestone date to remain, however, commentary to record completion date as January 2013. The accountable officer to be recorded as Mr Paul Buckley.
- Item 14, milestone date to remain, however, commentary to record completion date as March 2013. No accountable officer to be recorded for this item.

Following debate, it was also **AGREED** that the report would clearly identify the accountable officers for all the issues, so as to give the SHA more assurance on deliverability

Governance Risk Ratings:

- Ref 2d – the Acting Director of Nursing confirmed that the Trust would be compliant in relation to learning disability for the month of September.

Quality:

- Item 2 – VTE: the Director of Operations reported that this item could not be completed until Friday, 28 September, so would be inserted on that day and the Chairman and Chief Executive briefed accordingly.
- Item 8 – CAS Alerts: the Director of Operations and Acting Director of Nursing explained to the Board the CAS system (alerts for clinical systems of care by due dates). They reported there were five outstanding alerts and they would determine by Friday, the nature of risk and the due date for completion. An enhanced system would be implemented with immediate effect.
- Item 9 – Maternity Dashboard: the Acting Director of Nursing confirmed that the Trust did not currently have a maternity dashboard but was currently under development in liaison with NHS Cumbria, however, this had been delayed as they wished to also include South Cumbria. A meeting was to be held the following week to progress this. The Acting Director of Nursing would speak to Mr P Buckley at the SHA so as to confirm how the SHA wished the Trust to report this item so as to avoid reporting 'red' for governance. Mrs Farrar confirmed that the Board needs assurance and this can be given in the form of the CHKS clinical outcomes for obstetrics and should also include staff to births ratio.
- Item 12 – WHO Checklist: Verification had been received from the Surgical Division that 100% compliance had been achieved in

relation to the WHO checklist. However, it was agreed to also add "to be confirmed via clinical audit" in the commentary.

Board Statements:

- Statement 1 – This response to be recorded as 'No' for the short term, however, reports to be presented to the Board in October would provide the Board with the required assurance. Mr M Evens raised concerns relating to resources within the Governance Department. The Interim Chief Executive explained that she had a plan to address this and would share in detail at the Audit Committee later that day.
- Statement 5 – This response to be recorded as 'Yes' as it related to accounting standards and had been agreed with the Trust's Auditors.
- Statement 8 – This response to be recorded as 'No' due to issues in relation to mortality and the reduction in the WCH bed base. The Interim Chief Executive reported that good progress was being achieved in relation to the mortality review and full details and assurance would be given to the Board at the Board Development session on 9 October. In relation to the proposed reduction of 65 beds at WCH, the Interim Chief Executive explained that the Medical Director would need to outline this vision to the Board so as to provide the necessary assurances on this and put the necessary plan into action. It was expected that by the end of November, this Statement would be recording a 'Yes'.

In addition, so as to streamline the process for the signing-off of the report by the Chairman and Chief Executive within the required timescales, it was **AGREED** that the Director of Operations would work with the Head of Corporate Affairs/Acting Company Secretary to achieve this objective.

No further business was discussed and the meeting closed at 9.20am.

ACTION:

1. Document to be updated to reflect actions in sections TFA Progress, Governance Risk Ratings, Quality and Board Statements.
2. Report to clearly identify accountable officers for the delivery of all issues.
3. Director of Operations and Head of Corporate Affairs/Acting Company Secretary to streamline sign-off process for the Framework.