Chelsea and Westminster Hospital NHS
NHS Foundation Trust

Board of Directors Meeting 23 February 2012
Extract of approved minutes

Time: 5pm
Location: Chelsea and Westminster Hospital NHS Foundation Trust - Boardroom

Present

Non-Executive Directors	Prof. Sir Christopher Edwards	CE	Chairman
	Sir John Baker	JB	
	Jeremy Loyd	JL	
	Prof Richard Kitney	RK	
	Sir Geoffrey Mulcahy	GM	
	Karin Norman	KN	
Executive Directors	Heather Lawrence	HL	Chief Executive
	Amanda Pritchard	AP	Deputy Chief Executive
	Lorraine Bewes	LB	Director of Finance
	Therese Davis	TD	Director of Nursing
	Mike Anderson	MA	Medical Director
In attendance	Catherine Mooney	CM	Director of Governance and Corporate Affairs
	Mark Gammage	MG	Director of Human Resources

1 GENERAL BUSINESS

1.1 Welcome and Apologies for Absence — CE

There were no apologies received.

1.2 Declaration of Interests — CE

There were no declarations of interest.

1.3 Minutes of the Meeting of the Board of Directors held on 26 January 2012 — CE

Minutes of the previous meeting were approved as a true and accurate record.

The Board received an update on item 3.11/Jan 12 ‘Proposal for shared IT and telephony across the Fulham Road’. The Royal Marsden Hospital has confirmed that they will participate. The Royal Brompton Hospital is prepared to participate with telephony at this stage and may participate in shared IT in 3-6 months time.

The project will be considered as two projects; one involving telephony and including Imperial and the other involving IT. It was noted that Moorfield’s Eye Hospital and West Middlesex Hospital wished to be involved. Concern was expressed that the project does not become so large so that it is unmanageable, however the importance of having keen participants was emphasised.

The Trust is now doing due diligence around the figures.

1.4 Matters Arising **CE**

1.3/Jan/12 Implications of North West London Document
The three groups were taken forward as agreed and progress was discussed in the recent meeting on strategy.

1.4/Jan/12 Doughty House options
This is now being discussed with the Executive team and will be brought back to the Board in March.

3.9/Oct/11 Paediatric burns proposal and impact of reallocation of IT capital
The IT Strategy sub-group met and confirmed that there is sufficient capital to achieve the strategy within the timeline.

3.7.1/Jan/12 Strategy update
It was confirmed that the strategy update had been circulated.

3.7.2/Jan/12 Vision, Strategic priorities and Corporate Objectives 2012/13
This has been updated as agreed at the last Board.

1.5 Chairman's Report **CE**

There was no report from the Chairman

1.6 Chief Executive's Report **HL**

Netherton Grove Update

It was noted that the Board and some governors had visited the Netherton Grove extension and were impressed with the quality of the environment. A new project board for future work is being set up. The project is in the tender phase.

North West London Reconfiguration

The North West London Reconfiguration was discussed in the meeting on strategy.

Academic Health Sciences Partnership

The Academic Health Sciences Partnership is progressing and the search for the Managing Director/Chief Executive has commenced.

NWL Local Education and Training Board (LETB) Development

This is proceeding. There will be three LETBs in London who will work together. The NWL will use the same governance arrangements as for the Health Innovation Education Cluster (HIEC). There will be a pathfinder application in the next three weeks and if successful the shared group will be set up.

Wayfinding Project

There will be a report on the Wayfinding Project to the Board in March.

The Board also received a verbal update on the CQC visit which occurred on 21

February 2012.
Six standards were assessed and 12 areas were visited including A&E, paediatrics, surgery, AAU and maternity unit. There were no major or moderate concerns and minor comments were made. The assessor commented that patients liked being here and staff liked being here. All the wards were well prepared. Maternity in particular had very good feedback. There was a concern about hand hygiene audit compliance where doctors' compliance has not improved significantly.

A formal report is expected in two weeks time.

2.1 Finance Report – January 2012* **LB**

This item was starred and taken as read.

2.2 Performance Report – January 2012* **AP**

Clarification was requested on why patients left A&E without being seen. It was explained that this tends to be those with minor illness who give up waiting and it mostly occurs in the Urgent Care Centre. This is 5% of all patients and is much lower than at other centres.

It was also noted that the weekly 4 hour trend in A&E was on track but there was a much steeper decline than we had hoped for. This reflects the pressures in A&E and the whole hospital.

It was noted that last Friday was the worst day for breaches and there was a risk of not meeting 98% in February. However, the performance has been 99.9% since then and we may still achieve the target.

3.1 Assurance Committee Report – January 2012* **KN**

This item was starred and therefore taken as read.

3.3 Working Capital Facility – Board Resolution **LB**

The Board approved the Working Capital Facility Resolution.

3.4 Remuneration Committee Report **CE**

The Remuneration Committee met on 26th January 2012. The Committee discussed a background to pay in the NHS paper which outlined some of the key issues affecting the Trust including the freeze on "cost of living" pay increases, the effect of increments on our pay budget and the potential implication of the Hutton Review. The contribution of the executive directors was recognised but in the current political and economic climate the committee did not feel that it would be appropriate to award pay inflation.

3.5 Nominations Committee Report **CE**

The Nominations Committee met on 26th January and again on 2nd February at which it decided to appoint Saxton Bampfylde as the executive search company to support the recruitment to the CEO position. A job description and person specification was discussed with the Nominations Committee and this is being finalised. A meeting has been arranged on 5 and 6 March to meet medical and non-medical staff, and governors have been invited.

Saxton Bampfylde was chosen as the recruitment agency. The post will be advertised in the next week or so. The advert will be in the Sunday Times and in the Health Services Journal.

4 ITEMS FOR INFORMATION

4.1 Nominations Committee Terms of Reference – final **CE**

This item was taken as read.

4.2 Audit Committee Minutes – 31 January 2012 – will be provided at the March Board **JB**

4.3 Assurance Committee Minutes – 30 January 2012 **KN**

This item was taken as read.

4.4 Finance & Investment Committee Minutes – 19 January 2012 **CE**

This item was taken as read.

5 ANY OTHER BUSINESS

None.

6 DATE OF NEXT MEETING – 29 March 2012

NB: These minutes are extracts from the full minutes and do not represent the full text of the minutes of the meeting. For information on the criteria for exclusion of information please contact the Foundation Trust Secretary.

Signed by

Christopher Edwards

Prof. Sir Christopher Edwards
Chairman