

Meeting of the Board of Directors of Pennine Acute Hospitals NHS Trust (PAT)

Monday, 24th September 2018 From 4.00pm to 4.30pm
Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD

Agenda – Part 1 (held in public)

	Agenda Item	Objective	Lead
1.	<p>Welcome and Purpose of Meeting</p> <p>The Boards of PAT and Salford Royal NHS Foundation Trust have established a committee to which they have delegated the exercise of their powers. These committees exist as Group Committees in Common. The two respective Boards remain ultimately responsible for their individual organisations, retain oversight of the delegation arrangement and the power to revoke the authority delegated at any stage.</p> <p>During 2018/19, the PAT Board will meet in April, September and January to:</p> <ul style="list-style-type: none"> a) maintain oversight of the delegation arrangement to Group CiC; and b) fulfil reserved responsibilities, which include: <ul style="list-style-type: none"> i. to confirm the establishment of statutory committees by Group CiC and review annual performance ii. receive the Annual Report and Accounts prior to approval by Audit Committee iii. receive the Charitable Funds Annual Accounts prior to approval by Charitable Funds Committee iv. approve Strategic and Annual Plans v. approve external auditor appointments and arrangements (PAHT only). 	<p>The purpose of the public part of this meeting of the PAT Board is for the Chief Executive to report on the progress Group Committees in Common is making with respect to fulfilling the responsibilities delegated to it from the PAT Board.</p> <p>PAT Board members (all voting): Mr Jim Potter, Chairman Mr John Willis CBE, Non-Executive Director Mrs Diane Brown, Non-Executive Director Mrs Chris Mayer CBE, Non-Executive Director Sir David Dalton, Chief Executive Officer Mrs Elaine Inglesby-Burke CBE, Executive Nurse Director Mr Damien Finn, Executive Finance Director Professor Matthew Makin, Executive Medical Director</p>	Chairman

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	Agenda Item	Objective	Lead
2.	Apologies for Absence	Apologies for absence to be recorded.	Chairman
3.	Declarations of Interest	Board members to declare any relevant interests.	Chairman
4.	Minutes from the last Meeting on 30th April 2018	Chairman to present the minutes of the previous meeting. Board members to identify any inaccuracies. PAT Board of Directors to confirm approval of the minutes of the previous meeting.	Chairman
5.	Progress Report from the Group Committees in Common	Chief Executive to provide overview of progress made by Group CiC since previous meeting in April 2018. Board members to review. PAT Board of Directors to confirm progress to date and to confirm whether any further action is required by Group CiC.	Chief Executive
6.	Date and Time of Next Meeting:	The next meeting of the PAT Board will take place on Monday, 28th January 2019 at 3.30pm . This meeting will take place in the Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal.	Chairman
7.	Resolution:	To exclude the press and public from the meeting at this point on the grounds that publicity of the matters being reviewed from this point forward would be prejudicial to public interest, by reason of the confidential nature of business. The press and public are requested to leave at this point.	Chairman

**Shared Meeting of the Boards of
Salford Royal NHS Foundation Trust (SRFT) and
The Pennine Acute Hospitals NHS Trust (PAT)**

Part 1 - Held in Public

Monday, 30th April 2018

Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal.

Present:

Mr Jim Potter, Chairman (SRFT and PAT)

Sir David Dalton, Chief Executive (SRFT and PAT)

Mrs Judith Adams, Executive Group Delivery Officer (SRFT)

Mr Chris Brookes, Executive Medical Director (SRFT)

Mrs Diane Brown, Senior Independent Director (SRFT) and Non-Executive Director (PAT)

Mr Kieran Charleson, Non-Executive Director (SRFT)

Mr Damien Finn, Executive Director of Finance (PAT)

Mrs Elaine Inglesby-Burke CBE, Executive Nurse Director (SRFT and PAT)

Mr Raj Jain, Executive Director of Corporate Strategy (SRFT)

Mrs Chris Mayer CBE, Non-Executive Director (SRFT and PAT)

Mr Ian Moston, Executive Director of Finance (SRFT)

Professor Chris Reilly, Non-Executive Director (SRFT)

Mr Jack Sharp, Director of Service Strategy and Development (SRFT)

Dr Hamish Stedman, Non-Executive Director (SRFT)

Mr James Sumner, Chief Officer Salford Care Organisation (SRFT)

Mr John Willis CBE, Vice-Chairman (SRFT) and Non-Executive Director (PAT)

Mrs Jane Burns, Director of Corporate Services and Group Secretary

Apologies received from:

Professor Matthew Makin, Executive Medical Director (PAT)

Dr Peter Turkington, Salford Medical Director (SRFT)

No.	Item	Action
1.	Apologies for Absence As recorded above.	
2.	Declarations of Interest No Interests declared.	
3.	Minutes from the Previous Shared Meeting on 29th January 2018 3.1 Review and confirmation by the Salford Royal NHS Foundation Trust Board of Directors Minutes from the previous meeting were reviewed and approved. There were no matters arising. 3.2 Review and confirmation by The Pennine Acute Hospitals NHS Trust	

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No.	Item	Action
	<p>Board of Directors Minutes from the previous meeting were reviewed and approved. There were no matters arising.</p>	
4.	<p>Report from Group Committees in Common The Chief Executive provided overview of key progress with respect to the establishment and work of the Group Committees in Common since the previous meetings of the Boards in January 2018.</p> <p>The Chief Executive's report covered the following points:</p> <ul style="list-style-type: none"> • PAHT CQC Inspection Report - from 'inadequate' to 'requires improvement' & all three COs improving their individual ratings. • Crumpsall Vale Intermediate Care Unit, part of the North Manchester Care Organisation, on 22 March 2018. • Pennine Acute Hospitals NHS Trust 'Next Steps' Meetings with NHS Improvement. • A single four-quadrant slide now accompanies the Group CiC Performance Dashboard, summarising performance against four key priorities (CO Statements of Assurance provided) • Presentations from the Chief Officers of each Care Organisation, with focus on: Financial Plan, 62 Day Cancer Standard, Workforce, A&E Standard • Short Film produced showcasing each Care Organisation • Group Risk Comparator, showing how risks stand on Group BAF & CO BAFs, available for Non-Exec Directors' pre-meet with Chairman, to promote risk-based discussion and challenge. • Forecast Out-turn and Year-end Financial Positions reported • NES Clinical Service Strategy - reviewed by commissioners. NES commissioners formally set out commissioning intentions relating to services located at NMGH, serving NES populations. • Healthier Together - continued to update implementation plan & prepare phased mobilisation prior to completion of the new build. • LCOs: <ul style="list-style-type: none"> • work continued with partners, much variability, work underway to develop 'blueprint' • supported the proposed partnership agreements for each locality. • OG Surgery - work progressed with colleagues in MFT to determine operational arrangements, with mobilisation planned for Q1 2018-19 • NCA Digital Ambitions & the NCA's Five Year Digital Transformation Plan 	

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No.	Item	Action
	<ul style="list-style-type: none"> • PAHT Transition to Care Organisation structures and processes completed • Approved SCAPE status for Salford community teams: <ul style="list-style-type: none"> • Community Intermediate Rehabilitation and Supportive Discharge Team • Broughton District Nurses • 2018/19 Annual Business Plan, including Financial Plan, developed by Group CiC for presentation to the SRFT & PAHT Boards for approval • Reviewed and supported the business case to implement Trendcare across the NCA • Reviewed development of the GM Neurosciences Centre • Contracts awarded - Managed Bank Service (Nursing & Doctors) & Home Care Services • Report from Council of Governors. • Manchester LCO: North Manchester Community Service Transfer • QI Dashboard presented and reviewed (April 2018) • Patient Responsiveness Report (<i>April 2018, six-monthly</i>) • Learning From Death and Experience Report (<i>April 2018, six-monthly</i>) • Finance and Activity Report • PAT and Group Transition – control totals, structures and governance processes • Northeast Sector IT Infrastructure Stabilisation - business case • Implementation of Cyber Security Standards • Standards of Business Conduct: Board Level Directors • Code of Governance Review • Annual Self-Certifications • DRAFT 2017/18 Annual Report and Accounts • Reviewed Reports from Standing Committees: Audit Committee; Group Risk & Assurance Committee; Charitable Funds Committee; Nominations and Remunerations Committee; Executive Development Committee; Strategy and Investment Committee. 	
	The Boards of Directors of Salford Royal NHS Foundation Trust received	

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No.	Item	Action
	<p>and confirmed the progress being made by Group Committees in Common to fulfil its delegated powers.</p> <p>The Board of Directors of The Pennine Acute Hospitals NHS Trust received and confirmed the progress being made by Group Committees in Common to fulfil its delegated powers.</p>	
5.	<p>Any Other Business No further business raised or discussed.</p>	
6.	<p>Date and time of next meeting The Chairman confirmed that the next shared meeting of the Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust would take place on 24th September 2018 at 3.30pm in the Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD.</p>	
	Close.	

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Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Committees in Common – September 2018:

Summary Since April 2018: 3 formal meetings in May, June, July and Information Reports in August

- **Group CiC Performance Dashboard, including presentations from the Chief Officers of each Care Organisation**, with focus on: Financial Plan, 62 Day Cancer Standard, Workforce, A&E Standard (CO Statements of Assurance provided)
- **Pennine Cancer Access Update** reported
- **Care Organisations Urgent Care Improvement Plans specifically with respect to GP Streaming** reported
- **Group & CO BAFs Opening and Q1 Positions** reviewed, promoting risk-based discussion and challenge
- Learning and outcomes presented by participants of the **Clinical Leadership Programme 2017-18**
- **Board Composition** – As two of SRFT's longest serving Non-Executive Directors will retire from their positions on 31st March 2019, reviewed required skills and expertise for two new non-executive directors; Financial Strategy and Organisational Development.
- **General Data Protection Regulation (GDPR)** compliance reviewed, including required actions to be taken forward
- **Group Single Oversight Framework** version 2 reviewed and approved
- **PAHT CQC Action Plan** reviewed

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Committees in Common – Sept 2018:

- **Development of People Strategy** including strategies for Leadership, Contribution Framework 2.0, Talent Management, Learning & Organisational Development, HR Policies & Sourcing. Review of the mobilisation plan and identification of risks and controls for implementation
- **National Inpatient Survey 2017** – Reviewed summary of results and improvement work in place in Care Organisations
- **Approved SCAPE status for Salford Lance Burn District Nursing Team. Deferred SCAPE status for Salford East Central 0-19 Service**
- **Clinical Negligence Incentive Scheme for Trusts (PAHT)** – Approval of report to NHS Resolution including level of compliance with 10 criteria
- **QI Dashboard** presented and reviewed (*July 2018*)
- **Learning From Death Report** (*July 2018*)
- **Significant clinical risks** reviewed (*June, July 2018*)
- **UKAS Pathology Accreditation (Salford)** – Update regarding the recent visit with respect to Cellular Pathology accreditation
- **North Manchester Theatres** – Theatres 1-4 to remain closed. Update received regarding options appraisal

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Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Committees in Common – Sept 2018:

- **North East Sector Clinical Services Strategy** – Revised timetable for completion, October 2018. Commissioner intention to develop a ‘single North East Sector’ commissioning function
- **NCA Service Development Strategy (SDS)** – Timetable revised to align with the NES Clinical Services Strategy. Sessions held in June/July focussed on service areas and alignment with GM Theme 3. SDS to be structured within 5 areas: Integrated Health and Care Services, Single Shared Services, Women’s and Children’s, Specialist Centres and Diagnostic and Clinical Support Services
- **North West Sector** – Composite business case for Healthier Together and Major Trauma has been produced. Developments regarding Benign Urology, Elective Orthopaedics, Dermatology, Stroke TIA
- **Local Care Organisations** - Work continued with partners, variability regarding developments, work underway to develop ‘framework’
- **Group Transaction** – Work is on-going in the various work streams and governance processes to meet the revised timeline for production of the strategic case (December 2018).

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Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Committees in Common – Sept 2018:

- **Establishment of a Delivery Management Office**
- **Finance and Activity Report**, including SRFT Financial Recovery Plan and PAHT Long Term Financial Model
- **Scale and Standardisation of BCLC Programmes** reviewed
- **PAHT Capital Programme 2018/19** – Review of risks and opportunities and approval of required changes
- Reviewed and supported the **Major Trauma Business Case**
- **Contracts award:** Managed service contract (MSC) for cellular pathology for the Northern Care Alliance, Vascular Ultrasound Services, Security contract for the provision of manned and electronic security solutions (PAHT)
- Approved the **renewal of Leases for St James' House and Summerfield House** (SRFT)
- **Sealed Documents** reported
- **Report from Council of Governors** (June 2018)
- Reviewed reports from **Standing Committees:** Audit Committee; Group Risk & Assurance Committee; Charitable Funds Committee; Nominations and Remunerations Committee; Executive Development Committee; Strategy and Investment Committee.

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