

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

Monday, 30th September 2019 From 3.30pm to 4.00pm
Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD

Shared Agenda – Part 1 (held in public)

Agenda Item	Objective	Lead
<p>1. Welcome and Purpose of Meeting</p> <p>SRFT and PAT Boards have each 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>The SRFT and PAT Boards 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, specifically: <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 (PAT only). 	<p>The purpose of the public part of this shared meeting of the SRFT and PAT Boards is for the Group Board (Committees in Common) to report on progress in fulfilling the responsibilities delegated to it from the SRFT and PAT Boards.</p> <p>As both Boards have agreed common arrangements, their respective Board meetings are held as shared meetings and have a shared agenda.</p> <p>The shared agenda ensures confirmation of the decisions of each Board.</p> <p>SRFT Voting Board members: J Potter, Chairman J Willis CBE, Vice-Chairman C Reilly, Snr Independent Director C Drinkwater, Non-Exec Director H Stedman, Non-Exec Director C Mayer CBE, Non-Exec Director K Charleson, Non-Exec Director R Jain, CEO E Inglesby-Burke, Exec Nurse Director I Moston, Exec Finance Director C Brookes, Exec Medical Director J Adams, Exec Group Delivery Director D Finn, Exec Chief Improvement Officer</p> <p>Advisory/non-voting members of the SRFT Board: J Sharp, Director of Service Strategy and Development P Turkington, Salford Medical Director</p> <p>PAT Voting Board members: J Potter, Chairman T Crowley, Non-Exec Director H Stedman, Non-Exec Director C Mayer CBE, Vice Chairman R Jain, CEO E Inglesby-Burke, Exec Nurse Director D Finn, Exec Finance Director M Makin, Exec Medical Director P Crowley, Exec Transactions Director</p>	<p>Chairman</p>

	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 Shared Meeting on 29th April 2019	Minutes of the previous shared meeting to be received at this meeting, held in public. The minutes were approved at the private meetings of SRFT & PAT Boards held on 29 th April 2019.	Chairman
5.	Progress Report from the Group Board (Committees in Common)	Chief Executive to provide overview of progress made by Group Board (CiC) since the previous shared meeting, held in public in April 2019. a) SRFT Board to confirm Group Board is fulfilling its delegated responsibilities. b) PAT Board to confirm Group Board is fulfilling its delegated responsibilities.	Chief Executive
6.	Date and Time of Next Meeting:	The next scheduled shared meeting of the SRFT and PAT Boards is to take place on Monday 27 th January 2020 at 3.30pm. The 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
Pennine Acute Hospitals NHS Trust (PAHT)**

DRAFT Minutes

Part 1 - Held in Public

Monday, 29th April 2019

Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal.

Present:

Mr Jim Potter, Chairman (SRFT and PAT)

Mr Raj Jain, Chief Executive (SRFT and PAT)

Mrs Judith Adams, Executive Group Delivery Officer (SRFT)

Mr Chris Brookes, Executive Medical Director and Deputy Chief Executive (SRFT)

Mr Kieran Charleson, Non-Executive Director (SRFT)

Mr Patrick Crowley, Executive Director Pennine Transactions (PAT)

Mrs Carmen Drinkwater, Non-Executive Director (SRFT)

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

Mr Damien Finn, Executive Director of Finance (PAT)

Professor Matthew Makin, Executive Medical Director (PAT)

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

Mr Ian Moston, Executive Director of Finance (SRFT)

Professor Chris Reilly, Senior Independent Director and Non-Executive Director (SRFT)

Mr Jack Sharp, Chief of Strategy (SRFT)

Dr Hamish Stedman, Non-Executive Director (SRFT and PAT)

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 (SRFT and PAT)

Apologies:

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 28th January 2019	
3.1	Review and confirmation by the Salford Royal NHS Foundation Trust Board of Directors	

No.	Item	Action
3.2	<p>Minutes from the previous meeting were reviewed and approved. There were no matters arising.</p> <p>Review and confirmation by The Pennine Acute Hospitals NHS Trust Board of Directors</p> <p>Minutes from the previous meeting were reviewed and approved. There were no matters arising.</p>	
4.	<p>Report from Group Committees in Common</p> <p>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 2019.</p> <p>The Boards of Directors of Salford Royal NHS Foundation Trust received 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</p> <p>No further business raised or discussed.</p>	
6.	<p>Date and time of next meeting</p> <p>The Chairman confirmed that the next meetings of the Salford Royal NHS Foundation Trust Board and Pennine Acute Hospitals NHS Trust Board were scheduled to take place on 30th September 2019 at 3.30pm in the Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD.</p>	
	Close.	

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Board (Committees in Common) – Sep 2019:

Summary Since April 2019: 4 formal meetings in April, May, June and July 2019

- **Board Composition:** Changes confirmed as follows:
 - Jack Sharp was appointed as the new Chief Strategy Officer. Role involved membership of the Executive Team and as a non-voting member of the SRFT Board of Directors and Group Board (CiC) (*April 2019*).
 - Confirmed in April 2019 that Mr Chris Brookes had been appointed as the Deputy Chief Executive Officer.
 - John Willis stepped down from his role as Vice-Chairman at the end of May 2019.
 - Carmen Drinkwater was welcomed as a new Non-Executive Director in April 2019.
 - Tim Crowley was welcomed as a new Non-Executive Director in May 2019.
 - Dr Peter Turkington welcomed as the newly appointed Chief Officer for Salford Care Organisation (*June 2019*)
- **Standards of Business Conduct:** including declarations of interest, review of ‘Fit and Proper Persons’ process, review of FPPR policy, compliance with FPPR, and the independence of SRFT Non-Executive Directors. Group Board reviewed and confirmed the Register of Directors’ Interests; endorsed the Chairman’s annual assessment of the Fit and Proper Person Requirement for all directors; and confirmed its determination that all Non-Executive Directors, including the Chairman of Salford Royal NHS Foundation Trust and Pennine Acute Hospitals NHS Trust were independent (*April 2019*).

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Board (Committees in Common) – Sep 2019:

- **Annual Self Certifications:** The Group Secretary confirmed the declarations required and presented the detailed management review with respect to Condition G6, Condition FT4 and Condition CoS7 (Foundation Trusts only). Group CiC reviewed and approved the current year's annual self-certifications as described within the paper, subject to review by the Audit Committee on the 24th May 2019 (*April 2019*).
- **Year-End Scorecard: Reports from Care Organisation Chief Officers** (*April 2019*), including summaries of performance against Cancer Care, Elective Care, Urgent Care, Quality & Safety, Workforce and Finance.
- **Group Board Assurance Framework/ Corporate Risk Register – Opening Position 2019/20:** reviewed and approved (*May 2019*)
- **Integrated Group Board Performance Scorecard:** reviewed and confirmed performance against key performance indicators (*May, June, July 2019*). Specific focus given to Urgent Care performance for Salford and Bury & Rochdale in May 2019. Format of scorecard reviewed and revised in order to facilitate proactive identification of performance issues and identify positive performance in order to spread best practice (*April 2019, June 2019, and July 2019*).
- **Urgent Care Improvement Plan:** approved the approach taken to developing an overarching NCA Programme Board to drive improvement in Urgent Care and agreed to review a more detailed programme delivery report each quarter (*June 2019*).
- **Monthly Finance & Activity, and PAVE reports:** reviewed and confirmed

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Board (Committees in Common) – Sep 2019:

- **Q1 2019/20 Performance:** reviewed analysis of Q1 performance against key mandated standards for Urgent Care, Finance, Waiting List Management, and Cancer Wait times.
- **Sustainable Development Management Plan (April 2019):** reviewed and approved the next phase of development to deliver the NCA's Sustainability Strategy and Sustainable Development Management Plan.
- **QI Improvement Strategy Implementation & NCA Quality Improvement Dashboard:** reviewed and confirmed the QI Progress Report and Care Organisation QI Dashboards (*April 2019*).
- **QI Strategy 2019-2024:** reviewed and approved the Quality Improvement Strategy 2019-2024, and confirmed that a proposed timeline for the projects to be prioritised would be considered via the Group Executive Quality Committee (June 2019).
- **CQC Action Plan Updates:** good progress noted against both SRFT and PAHT action plans (*April 2019, July 2019*). Noted that a further CQC inspection of PAHT would be taking place between July and September 2019.
- **Learning from Deaths Quarterly Report,** reviewed quarterly reports on mortality review data from Q2, Q3 and Q4 18/19, overview of Mortality and Morbidity Meetings, challenges to completion of Structured Judgement Reviews, engagement with bereaved families and carers, and key themes identified for improvements to support shared learning. Confirmed progress on the action plan devised by Oldham CO to support with HSMR (*April 2019, July 2019*)
- **Learning from Experience:** reviewed and confirmed progress regarding the management of incidents, complaints and learning and supported the actions being taken (*April 2019*).

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Board (Committees in Common) – Sep 2019:

- **Patient and Service User Experience:** reviewed and confirmed progress regarding patient and service user experience (*April 2019*). Patient and Service User Experience Strategy reviewed and approved (*June 2019*).
- **People Report:** reviewed and confirmed the People Report and approved the Learning Needs Analysis delivery plan (*June 2019*).
- **Clinical Leadership Programme** – presentation received from Cohort 13, noting the positive effects and experience from the programme (*May 2019*)
- **Equality, Diversity and Inclusion Annual Report:** reviewed the NCA's first combined Annual Equality, Diversity and Inclusion (EDI) Annual Report and confirmed support to the recommendations to take into consideration the size of existing inequalities in future decision and include proposed future actions (*May 2019*).
- **Health & Safety 2018/19 Annual Report:** reviewed and confirmed (*May 2019*)
- **Diagnostics & Pharmacy Group Transformation:** presentation received on the planned Diagnostics & Pharmacy transformation work
- **Rapid Diagnostic Cancer Development: Strategic Outline Case:** approved the further development of the case to Outline Business Case and establishment of a formal programme, noting that a formal proposal would be presented to GM Cancer Board to secure support and resources for the development of NCA detailed plans (*June 2019*).
- **Control Centre:** proposed programme considered, and business case reviewed. Case approved subject to final independent and legal assurances being received. Acknowledged that regulatory approval would be required (*April, May, July and Aug 2019*)

Shared Meeting of SRFT and PAHT Boards

Progress Report from Group Board (Committees in Common) – Sep 2019:

- **NMGH Celebration Event:** The Group Board supported a proposal to host a Celebration Event at North Manchester to showcase significant improvements and thank staff for their achievements (*July 2019*).
- **NAAS/SCAPE:** approved SCAPE status for Eccles District Nurses (SCO), Surgical Triage Unit (SCO), Emergency Department (OCO) and the Coronary Care Unit (NMCO) (*July 2019*)
- **Information Management & Technology – Risk Management Progress Report and Next Steps:** reviewed and confirmed the current infrastructure risks, approach to mitigation and on-going communication approach (*July 2019*).
- **NES Community Services Transfer Report:** confirmed that transfer of in-scope community services from Pennine Care NHS Foundation Trust to the NCA had been successfully enacted on 1 July 2019 (*July 2019*). Recognised that ongoing work would be required in line with the agreed Post Transaction Implementation Plan and Risk Management Framework.
- **Reports from Standing Committees** received and reviewed as follows:
 - Group Executive Risk & Assurance Committee (*April, May, June, July 2019*)
 - Audit Committee (*May 2019*)
 - Group Charitable Funds Committee (*May 2019*)