

# Shared Meeting of the Boards of Salford Royal NHS Foundation Trust and Pennine Acute Hospitals NHS Trust

Monday, 25<sup>th</sup> September 2017 From 3.30pm to 4.30pm  
Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD

## Shared Agenda

	Agenda Item	Objective	Lead		
1.	<p><b>Welcome and Purpose of Meeting</b></p> <p>The SRFT and PAHT 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 PAHT Boards meet in May, September and December, to:</p> <p>a) maintain oversight of the delegation arrangement to Group CiC; and</p> <p>b) fulfil reserved responsibilities, specifically:</p> <p>i. to confirm the establishment of statutory committees by Group CiC and review annual performance</p> <p>ii. receive the Annual Report and Accounts prior to approval by Audit Committee</p> <p>iii. receive the Charitable Funds Annual Accounts prior to approval by Charitable Funds Committee</p> <p>iv. approve Strategic and Annual Plans</p> <p>v. approve external auditor appointments and arrangements (PAHT only).</p>	<p><b>The purpose of this shared meeting is, for the SRFT and PAHT Boards, to:</b></p> <p><b>a) review progress made by Group CiC since April 2017 and request, if required, that Group CiC, considers further opportunities;</b></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> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>SRFT</b> <b>Voting Board members:</b> J Potter, Chairman J Willis, Vice-Chairman D Brown, Snr Independent Director C Reilly, Non-Exec Director H Stedman, Non-Exec Director C Mayer, Non-Exec Director Vacancy, Non-Executive Director D Dalton, CEO R Jain, Exec Corporate Strategy Director E Inglesby-Burke, Exec Nurse Director I Moston, Exec Finance Director C Brookes, Exec Medical Director J Adams, Exec Group Delivery Director</p> <p>Advisory/non-voting members of the SRFT Board: J Sumner, Salford Chief Officer J Sharp, Director of Service Strategy and Development P Turkington, Salford Medical Director</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>PAHT</b> <b>Voting Board members:</b> J Potter, Chairman J Willis CBE, Non-Exec Director D Brown, Non-Exec Director C Mayer, Non-Exec Director Sir D Dalton, CEO E Inglesby-Burke, Exec Nurse Director Damien Finn, Exec Finance Director Matt Makin, Exec Medical Director</p> </td> </tr> </table>	<p><b>SRFT</b> <b>Voting Board members:</b> J Potter, Chairman J Willis, Vice-Chairman D Brown, Snr Independent Director C Reilly, Non-Exec Director H Stedman, Non-Exec Director C Mayer, Non-Exec Director Vacancy, Non-Executive Director D Dalton, CEO R Jain, Exec Corporate Strategy Director E Inglesby-Burke, Exec Nurse Director I Moston, Exec Finance Director C Brookes, Exec Medical Director J Adams, Exec Group Delivery Director</p> <p>Advisory/non-voting members of the SRFT Board: J Sumner, Salford Chief Officer J Sharp, Director of Service Strategy and Development P Turkington, Salford Medical Director</p>	<p><b>PAHT</b> <b>Voting Board members:</b> J Potter, Chairman J Willis CBE, Non-Exec Director D Brown, Non-Exec Director C Mayer, Non-Exec Director Sir D Dalton, CEO E Inglesby-Burke, Exec Nurse Director Damien Finn, Exec Finance Director Matt Makin, Exec Medical Director</p>	Chairman
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## 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, 22nd May 2017

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)

Mrs Rowena Burns, 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)

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)

Dr 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)

Dr Peter Turkington, Salford Medical Director (SRFT)

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

Mrs Jane Burns, Director of Corporate Services and Group Secretary

No.	Item	Action
1.	<b>Apologies for Absence</b> All members of the Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust Boards were present at the meeting.	
2.	<b>Declarations of Interest</b> No Interests declared.	
3.	<b>Minutes from the Previous Meetings (held in public)</b>  <b>3.1 Salford Royal NHS Foundation Trust</b> Minutes from the previous meeting of the Salford Royal NHS Foundation Trust's Board of Directors on 27 <sup>th</sup> March 2017 were reviewed and approved. There were no matters arising.	

No.	Item	Action
	<p><b>3.2 The Pennine Acute Hospitals NHS Trust</b> Minutes from the previous meeting of The Pennine Acute Hospitals NHS Trust's Board of Directors on 30<sup>th</sup> March 2017 were reviewed and approved, subject to including Professor Matt Makin as in attendance. There were no matters arising.</p>	<b>Group Secretary</b>
4.	<p><b>Board Assurance Framework/Corporate Risk Register 2017/18 : Opening Position</b></p> <p><b>4.1 Salford Royal NHS Foundation Trust</b> The Salford Royal NHS Foundation Trust Board of Directors received and approved the 2017/18 Opening Position of the Board Assurance Framework/Corporate Risk Register, subject to non-medical workforce issues to be reflected.</p> <p><b>4.2 The Pennine Acute Hospitals NHS Trust</b> The Pennine Acute Hospitals NHS Trust Board of Directors received and approved the 2017/18 Opening Position of the Board Assurance Framework/Corporate Risk Register, subject to non-medical workforce issues to be reflected.</p>	<b>Group Secretary</b>  <b>Group Secretary</b>
5.	<p><b>Group Standing Financial Instruction (SFI)s</b> The Executive Director of Finance (SRFT) presented proposed amendments to tender limits within the Group SFIs, to ensure alignment with established processes across Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust.</p> <p>The Salford Royal NHS Foundation Trust Board of Directors reviewed and approved the Group Standing Financial Instructions.</p> <p>The Pennine Acute Hospitals NHS Trust Board of Directors reviewed and approved the Group Standing Financial Instructions.</p>	
6.	<p><b>Establishment of Statutory Standing Committees in Common</b> The Chairman confirmed that Group Committees in Common had fulfilled the power vested in it by the Boards of Directors of the Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust to establish committees in common with respect to the following statutory committees:</p> <ul style="list-style-type: none"> <li>- Audit Committee</li> <li>- Nominations Committee</li> <li>- Charitable Funds Committee</li> </ul> <p>The Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust Board of Directors reviewed and confirmed that the statutory committees were now established as sub-committees of Group Committees in Common, and that annual performance would be formally presented to the two sovereign Boards at year-end.</p>	
7.	<b>2016/17 Annual Report &amp; Annual Accounts including Quality Report</b>	

No.	Item	Action
	<p><b>7.1 Salford Royal NHS Foundation Trust</b> In accordance with the Group's scheme of delegation, the draft Annual Report and Accounts for 2016/17 was received by the Board of Directors of Salford Royal NHS Foundation Trust.</p> <p><b>7.2 The Pennine Acute Hospitals NHS Trust</b> In accordance with the Group's scheme of delegation, the draft Annual Report and Accounts for 2016/17 was received by the Board of Directors of The Pennine Acute Hospitals NHS Trust.</p>	
8.	<p><b>Group Audit Committee Summary Report</b> A summary of the meeting held on 28<sup>th</sup> April 2017 was provided for the information of the Salford Royal NHS Foundation Trust and The Pennine Acute Hospitals NHS Trust Board of Directors.</p>	
9.	<p><b>Report from Group Committees in Common</b> The Chief Executive provided overview of key progress with respect to the establishment and work of the Group Committees in Common, including the establishment of the Board Assurance Frameworks.</p>	
10.	<p><b>Date and time of next meeting</b> 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 25<sup>th</sup> September 2017 at 3.30pm in the Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal M6 8HD.</p>	

# Shared Meeting of SRFT and PAHT Boards

## Progress Report from Group Committees in Common:

- *Establishment of Group CiC confirmed at the Boards' Shared Meeting at end of May 2017*

### Summary Since June 2017:

- **Name for Group and key priorities** (*July*)
- **Single Oversight Framework** implementation; **Statements of Assurance** from each CO
- **High level Metrics**, with performance against trajectories for each Care Organisation
- Focus on **Urgent Care** and National priorities
- **QI Strategies** in place (SRFT & PAT); **QI dashboards** for each CO; **QI as 'The Method'**
- **Mortality Review** processes reviewed and monitored
- **PAT Improvement Plan and Prep for CQC Inspection** monitored at each meeting
- **Patient & Service User Experience Report** (*July, six-monthly*)
- **Learning From Experiences Report** (*July, six-monthly*)
- **Finance and Activity Report**
- **Productivity and Efficiency – Three Year View** (*June*)
- **PAT and Group Transition** – control totals, structures and governance processes
- **PAT Transaction Process Planning** (*June and Sept*)

# Shared Meeting of SRFT and PAHT Boards

## Progress Report from Group Committees in Common:

- **Staff Engagement Progress Report** (*July*)
- Development of the **Clinical Service Strategy and LCOs across the NE Sector**
- Development of the **GM Neurosciences Centre** (*May and July*)
- **MoU: SRFT and Centre for Healthcare Innovation, Singapore**
- **Business Cases – PAT Unified Communications; PAT EPR**
- **PAHT Pathology Service Report**
- **Tenders, Contracts, Leases**
- **SCAPE recommendations**
- **Report from Council of Governors** and development of Group Council of Governors
- **Review of Composition of Group CiC** – determined required skills of incoming NED
- Regular Report from Standing Committees :
  - Audit Committee,
  - Risk & Assurance Committee,
  - Development Committee
  - Strategy and Investment Committee

**Salford Royal NHS Foundation Trust (SRFT) & Pennine Acute Hospitals NHS Trust (PAT)**

<b>Title of Report</b>	<b>Arrangements for Annual Members/Public Meetings</b>
<b>Meeting</b>	<b>Shared Meeting of the Board of SRFT and PAT</b>
<b>Author</b>	<b>Rebecca McCarthy, Deputy Group Secretary</b>
<b>Presented by</b>	<b>Jane Burns, Director of Corporate Affairs/Group Secretary</b>
<b>Date</b>	<b>25<sup>th</sup> September 2017</b>

<b>Executive Summary</b>	<p>The Annual Members Meeting of Salford Royal NHS Foundation Trust will be held on Tuesday 3<sup>rd</sup> October from 6pm in the Frank Rifkin Lecture Theatre, Salford Royal.</p> <p>The Annual Members Meeting of Pennine Acute Hospitals NHS Trust will be held on Wednesday 4<sup>th</sup> October from 6pm in Auditorium, Education Centre, Fairfield General Hospital.</p>
<b>Annual Plan Objective</b>	
<b>Principal Associated Risks</b>	
<b>Recommendations</b>	For Information.

**Public and/or Patient Involvement**

**(Including equality related impacts)**

These meetings are open to the public and those attending have been informed that adjustments can be made to support those who require attending.

**Communication**

An email or a letter has been sent to all members, for both SRFT and PAT. Communications have also been sent to local partner organisations and advertised locally.

**Freedom of Information**

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Confirm to the Group Secretary which applicable exemptions apply to the whole document or to highlighted sections.



## Agenda

# Annual Members' Meeting 2017

Tuesday 3rd October 2017, from 6pm  
Frank Rifkin Lecture Theatre,  
Level 1, Mayo Building, Salford Royal

- |   |                 |
|---|-----------------|
| 1. Welcome and Introductions  | Chairman        |
| 2. Apologies for absence  | Chairman        |
| 3. Minutes from the last meeting – On 5 <sup>th</sup> October 2016  | Chairman        |
| 4. <b>Chairman's Report:</b> - Including Governor and Non-Executive appointments since the 2016 Annual Members' Meeting and results of the 2017 Council of Governor Elections             | Chairman        |
| 5. <b>Overview of the last year and plans for 2017/18</b> - Including presentation of the Annual Report and Accounts 2016/17 and the Auditor's Reports on the Accounts and Quality Report | Chief Executive |
| 6. <b>Governor Perspective</b> - Including an overview of how the Council of Governors has discharged its responsibilities throughout the last year                                       | Lead Governor   |
| 7. Questions and Answers  | All             |
| 8. Close  | Chairman        |

## **Annual Public Meeting 2017**

**Wednesday 4th October 2017, from 6pm  
Palmers Auditorium, Education Centre, Fairfield General Hospital**

- |  |                        |
|--|------------------------|
| <b>1. Welcome and Introductions</b>  | <b>Chairman</b>        |
| <b>2. Apologies for absence</b>  | <b>Chairman</b>        |
| <b>3. Minutes from the last meeting – On 6<sup>th</sup> October 2016</b>   | <b>Chairman</b>        |
| <b>4. Chairman’s Report:</b> - Including results of the 2017 Shadow Group Council of Governor Elections  | <b>Chairman</b>        |
| <b>5. Overview of the last year and plans for 2017/18 -</b><br>Including presentation of the Annual Report and Accounts 2016/17 and the Auditor’s Reports on the Accounts and Quality Report | <b>Chief Executive</b> |
| <b>6. Questions and Answers</b>  | <b>All</b>             |
| <b>7. Close</b>  | <b>Chairman</b>        |