

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

Monday, 27<sup>th</sup> January 2020 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. <b>Welcome and Purpose of Meeting</b></p> <p>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 April, September and January 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 the public part of this shared meeting of the SRFT and PAHT Boards is for the Group Board (Committees in Common) to report on progress in fulfilling the responsibilities delegated to it from the SRFT and PAHT Boards.</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> <p><b>SRFT Voting Board members:</b>                      J Potter, Chairman                      C Mayer CBE, Vice-Chairman                      C Reilly, Snr Independent Director                      C Drinkwater, Non-Exec Director                      H Stedman, Non-Exec Director                      T Crowley, Non-Exec Director                      K Charleson, Non-Exec Director                      R Jain, CEO                      E Inglesby-Burke CBE, Exec Nurse Dir.                      I Moston, Exec Finance Director                      C Brookes, Exec Medical Director/Deputy CEO                      J Adams, Exec Group Delivery Director                      D Finn, Exec Chief Improvement Officer</p> <p><b>PAHT Voting Board members:</b>                      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 Transaction Director</p> <p><b>Advisory/non-voting members of the SRFT Board:</b>                      J Sharp, Chief Strategy Officer                      P Turkington, Salford Medical Director and Chief Officer</p>	<p>Chairman</p>

	Agenda Item	Objective	Lead
2.	<b>Apologies for Absence</b>	<b>Apologies for absence to be recorded.</b>	Chairman
3.	<b>Declarations of Interest</b>	<b>Board members to declare any relevant interests.</b>	Chairman
4.	<b>Minutes from the last Shared Meeting on 30<sup>th</sup> September 2019</b>	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 & PAHT Boards held on 30 <sup>th</sup> September 2019.	Chairman
5.	<b>Progress Report from the Group Board (Committees in Common)</b>	Chief Executive to provide overview of progress made by Group Board (CiC) since the previous shared meeting, held in public in September 2019.  <b>a) SRFT Board to confirm Group Board is fulfilling its delegated responsibilities.</b> <b>b) PAHT Board to confirm Group Board is fulfilling its delegated responsibilities.</b>	Chief Executive
6.	<b>Date and Time of Next Meeting:</b>	The next scheduled shared meeting of the SRFT and PAHT Boards is to take place on Monday 30 <sup>th</sup> March 2020 at 3.30pm. The meeting will take place in the Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal.	Chairman
7.	<b>Resolution:</b>	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

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

## Minutes

### Part 1 - Held in Public

**Monday, 30<sup>th</sup> September 2019**

Humphrey Booth Lecture Theatre, Mayo Building, Salford Royal.

#### Present:

Mr Jim Potter, Chairman (SRFT and PAHT)  
Mr Raj Jain, Chief Executive (SRFT and PAHT)

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)  
Ms Nicky Clarke, Chief People Officer  
Mr Patrick Crowley, Executive Director Pennine Transactions (PAHT)  
Mr Tim Crowley, Non-Executive Director and Chair of Audit Committee (SRFT and PAHT)  
Mrs Carmen Drinkwater, Non-Executive Director (SRFT)  
Mrs Elaine Inglesby-Burke CBE, Executive Nurse Director (SRFT and PAHT)  
Mr Damien Finn, Executive Director of Finance (PAHT)  
Mrs Chris Mayer CBE, Vice-Chair (SRFT and PAHT)  
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 PAHT)  
Dr Peter Turkington, Salford Medical Director and Chief Officer (SRFT)

Mrs Jane Burns, Director of Corporate Services and Group Secretary (SRFT and PAHT)

#### Apologies for Absence

Professor Matthew Makin, Executive Medical Director (PAHT)

No.	Item	Action
1.	<b>Apologies for Absence</b> Apologies received as noted above.	
2.	<b>Declarations of Interest</b> No Interests declared.	
3.	<b>Minutes from the Previous Shared Meeting on 29th April 2019</b>	
3.1	<b>Review and confirmation by the Salford Royal NHS Foundation Trust</b>	

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No.	Item	Action
3.2	<p><b>Board of Directors</b> Minutes from the previous meeting were reviewed and approved. There were no matters arising.</p> <p><b>Review and confirmation by The Pennine Acute Hospitals NHS Trust Board of Directors</b> Minutes from the previous meeting were reviewed and approved. There were no matters arising.</p>	
4.	<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 since the previous meetings of the Boards in April 2019.</p> <p><b>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.</b></p> <p><b>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.</b></p>	
5.	<p><b>Any Other Business</b> No further business raised or discussed.</p>	
6.	<p><b>Date and time of next meeting</b> The Chairman confirmed that the next meetings of the Salford Royal NHS Foundation Trust Board and The Pennine Acute Hospitals NHS Trust Board were scheduled to take place on 27<sup>th</sup> January 2020 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 Board (Committees in Common) – Jan 2020:

Summary Since Sept 2019: 3 formal meetings in Oct, Nov and Dec 2019

- **Monthly Integrated Group Board Performance Scorecard:** reviewed and confirmed. Separate presentation on cancer access target performance received and reviewed, and next steps agreed (*Oct 2019*)
- **QI Improvement Strategy Progress Report & NCA Quality Improvement Dashboard:** reviewed and confirmed (*Oct '19*)
- **Salford Locality Plan Refresh:** presentation received (*Oct 2019*)
- **Q2 2019/20 Performance:** reviewed against key mandated standards (*Oct 2019*)
- **Patient and Service User Experience:** progress reviewed and confirmed (*Oct 2019*)
- **Patient Flow Improvement Programme Update:** reviewed and confirmed (*Nov 2019*)
- **Health and Safety Report:** reviewed and confirmed (*Oct 2019*)
- **Clinical Leadership Programme** – presentation received from participants (*Oct 2019*)
- **Winter Planning Update:** presentation received and reviewed (*Oct 2019*)
- **Group Learning Report, comprising Learning from Deaths and Learning from Experience:** reviewed and confirmed (*Oct 2019*)
- **Monthly Finance & Activity, and PAVE reports:** reviewed and confirmed
- **Contract and Tender Awards approved:** Orthopaedic Knee Implants (*Oct 2019*)

# Shared Meeting of SRFT and PAHT Boards

## Progress Report from Group Board (Committees in Common) – Jan 2020:

- **PAT Data Centre Procurement:** contract award approved (*Oct 2019*)
- **SRFT Lease: Accommodation for Social Care Services:** approved (*Oct 2019*)
- **IM&T Loan Application and IM&T Programme:** approved (*Dec 2019*)
- **Long Term Plan Implementation Framework:** reviewed (*Oct 2019*)
- **Key Strategic Development Updates:** received (*Oct, Nov, Dec 2019*)
- **Salford - Neuro Rehabilitation Business Case:** proposed approach (*Nov 2019*)
- **NCA Security Services:** future provision and management approach reviewed (*Dec 2019*)
- **PAT Estate Due Diligence Update:** reviewed and approved request to apply for additional emergency capital funding for 2020/2021 for essential backlog maintenance works (*Oct 2019*)
- **Orthopaedic Services:** preferred options for future provision confirmed (*Dec 2019*)
- **Hosting: GM Single Shared Services:** Approved (*Nov 2019*)
- **NCA Fundraising Strategy:** reviewed and confirmed (*Nov 2019*)
- **Productivity – Investment Strategy:** approved contract with key partner (*Nov 2019*)
- **Proposed Pension Flexibilities:** received (*Nov 2019*)
- **SRFT Chair position: Role descriptor/person specification:** approved (*Dec 19*)

# Shared Meeting of SRFT and PAHT Boards

## Progress Report from Group Board (Committees in Common) – Jan 2020:

- Received regular report from all **Standing Committees**:
  - Group Executive Risk & Assurance Committee (*Oct, Nov 2019*);
  - Audit Committee (*Oct 2019*);
  - Nominations, Remuneration and Terms of Service Committee (*Nov 2019*);
  - Group Executive Development Committee (*Oct, and Nov 2019*);
  - Strategy and Investment Committee (*Nov 2019*).
- **Additional Information available at all meetings**:
  - Care Organisation and Business Unit Statements of Assurance (*Oct, Nov, and Dec 2019*)

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