

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

Monday, 29th April 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> <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 (PAT only).</p>	<p>The purpose of the public part of this shared meeting of the SRFT and PAT Boards is for the Group 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</p> <p>PAT Voting Board members: J Potter, Chairman J Willis CBE, Non-Exec Director H Stedman, Non-Exec Director C Mayer CBE, Non-Exec Director 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>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>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 28th January 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 in March 2019.	Chairman
5.	Progress Report from the Group Committees in Common	Chief Executive to provide overview of progress made by Group CiC since previous shared meeting, held in public in January 2019. Board members to review, collectively. Confirmation of any request to Group CiC, from: a) SRFT Board of Directors b) PAT Board of Directors	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 30 th September 2019 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

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

Approved Minutes

Part 1 - Held in Public

Monday, 28th January 2019

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

Mr Damien Finn, Executive Director of Finance (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)

Professor Chris Reilly, Non-Executive Director (SRFT)

Mr Jack Sharp, Director of Service Strategy and Development (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

Apologies received from:

Dr Hamish Stedman, Non-Executive 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 24th September 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	

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No.	Item	Action
3.2	<p>no matters arising.</p> <p>Review and confirmation by The Pennine Acute Hospitals NHS Trust 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 September 2018.</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 No further business raised or discussed.</p>	
6.	<p>Date and time of next meeting 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 29th April 2019 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 – April 2019:

Summary Since January 2019: 2 formal meetings in January and March 2019

- **Group CiC Performance Dashboard and CEO Report**, including detailed update regarding Performance Indicators, Financial Position, NCA Single Oversight Framework (*January 2019*), RCP JAG Accreditation on GI Endoscopy at Fairfield, North Manchester, Rochdale Infirmary and Royal Oldham (*January 2019*), GM Theme 4 work programme (*March 2019*), PCFT Community Services transfer, Strategic Case Update (*January 2019*) and Key Performance Metrics (*January 2019*)
- **Urgent Care Update, including Care Organisation Winter Assurance Reports**, comprehensive update provided and actions agreed to support performance
- **Care Organisations Chief Officer Presentations**, included Financial control, ED performance, improvement trajectory, 2 week waits, 62 day cancer standard, agency spend, workforce
- **CQC Action Plan Updates: SRFT** progress reviewed, noted response times to complaints has improved, **PAHT** progress reviewed, areas remaining challenged include IM&T solutions, workforce and the application of MCA/DOLs and Safeguarding.
- **QI Improvement Strategy Implementation: Progress Report** reviewed and confirmed the QI progress report and Care Organisation QI Dashboards (*January 2019*)

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Progress Report from Group Committees in Common – April 2019:

- **Learning from Deaths Quarterly Report**, mortality review data from Q1 18/19 reported, overview of Mortality and Morbidity Meetings, key themes identified to support shared learning (*January 2019*)
- **NCA Risk Management Strategy**, supersedes PAHT and SRFT Risk Management Strategies, ratified and supported development of documents following MIAA recommendations (*March 2019*)
- **Complaints Handling Policy and Dealing with Unreasonably Demanding, Persistent or Vexatious Complainants Policy** reviewed and confirmed (*March 2019*)
- **People Report including 2018 National Staff Survey Outcome** reviewed and confirmed (*March 2019*)
- **NCA EU Exit Preparations Report** reviewed and CiC supported the NCA's direction (*March 2019*)
- **Annual Review : FT Code of Governance** reviewed and confirmed compliance with provisions including explanation of why the Trust had departed from B.7.1. (*March 2019*)

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Progress Report from Group Committees in Common – April 2019:

- **Sealed Documents** reported
- **Board Composition** – Mrs Diane Brown stepped down from her role as Senior Independent Director at the end of March 2019
- **Approved SCAPE status** - for Salford Care Organisation Swinton District Nurses and East Central 0-19 Team
- **Chairman's Report from the Council of Governors – meeting held on 21 March 2019** reviewed and confirmed the information provided
- **Business Development** Work continues in preparation for expected national procurement process for Intestinal Failure and opportunities being explored via the Group Diagnostic & Pharmacy and Corporate functions
- **Theme 3 Programme** - site specific proposals subject to endorsement by GM Joint Commissioning Board. Proposals are largely in line with the strategic direction outlines in the NCA Service Development Strategy (*January 2019*)
- **North East Sector Clinical Services Strategy** – Acute Clinical Service Strategy work paused pending submission of Strategic Outline Cases by SRFT and Manchester NHS Foundation Trust and subsequent analysis by NHSI (*January 2019*)

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Progress Report from Group Committees in Common – April 2019:

- **North West Sector** – discussion continues with NHSI regarding financing requirements of the capital for the Acute Receiving Centre / Major Trauma business cases (*January 2019*)
- **Local Care Organisations** – within the NES footprint are currently developing plans for a significant increase in scope and responsibility for 2019/20, NCA providing leadership within each. (*January 2019*)
- Reviewed mitigation of **Estate and Digital Risks**
- **2019/2020 Business Planning** - reviewed the development of the 2019/20 Annual Business Plan and approved an additional Strategic Aim: Ensure quality and growth in research and education to contribute to outstanding care and outcomes (*January*). Approved submission to NHSI of the 2019/20 Annual Plans subject to final amendments. Approved the Care Organisation trajectories to deliver against mandated targets. Approved the 2019/20 Strategic Objectives and deliverables, agreed the key risks to delivery and supported CEO and Chair approval of final amendments.
- Reviewed reports from **Standing Committees**: Audit Committee; Group Risk & Assurance Committee; Charitable Funds Committee; Group Executive Development Committee.