

# SALISBURY NHS FOUNDATION TRUST

## Minutes of the meeting of Salisbury NHS Foundation Trust Board Held on 20 May 2013 In the Boardroom, Salisbury District Hospital

<b>Present:</b>	Mr L March	Chairman
	Mr N Atkinson	Non-Executive Director
	Dr C Blanshard	Medical Director
	Dr L Brown	Non-Executive Director
	Mr M Cassells	Director of Finance & Procurement
	Mr I Downie	Non-Executive Director
	Mr A Freemantle	Non-Executive Director
	Mr P Hill	Chief Executive
	Mrs A Kingscott	Director of Human Resources
	Mr S Long	Non-Executive Director
	Reverend Dame S Mullally	Non-Executive Director
	Miss T Nutter	Director of Nursing
<b>In Attendance:</b>	Mr L Arnold	Director of Corporate Development
	Mr P Butler	Communications Manager
	Mr D Seabrooke	Secretary to the Board
	Mr J Carvell	Governor
	Mr R Coate	Governor
	Mrs C Collins	Governor
	Dr A Lack	Governor
	Mrs C Noonan	Governor
	Dr B Robertson	Lead Governor
	Mr C Wain	Governor

### 1889/00 INTERESTS

Board members were reminded that they had an obligation to declare any interest which might impact upon the business of the Trust, both as discussed at this meeting, or outside. No Board member present declared such an interest.

### 1890/00 PAPERS FOR APPROVAL

#### 1890/01 APPROVAL OF THE TRUST'S STRATEGIC PLAN 2013-16 – SFT 3396 – Presented by LA

The Board received a report setting out the Strategic Plan which gave information about the delivery and management of agreed priorities, the first year of which had been developed with input from the Governors through the Strategy Group and at the joint meeting in April. It was noted that the full submission to Monitor included detailed financial analyses setting out the financial matrix over the life of the plan, aspects of which had been reviewed by the Finance Committee.

Other highlights included the increasing significance of the Francis Report recommendations, the local context, clinical strategy and cost improvement plans.

The assumptions about QIPP in year 3 would be reviewed before

the submission of the annual plan to Monitor.

Other highlights included:

- The impact of changes to the local army garrison, including maternity services
- Changes to the Trust's laundry service
- There should be a summary of what the Annual Plan was intended to deliver to be available to the public

Governors highlighted the following main points:

- The role of Wessex Rehab which was mentioned in the plan
- The Trust had a small number of professors working in it that would support the application for university status
- The plan needed to refer to the impact of large scale housing developments in the hospital's local area
- Any additional retail offer in the Springs redevelopment would be discussed with Governors in advance

As part of the Annual Plan submission, the Trust was required to confirm that plans were in place to ensure the delivery of all required targets during 2013/14. In some areas of cancer, patient numbers were small and small variations could affect the figures. There were also patient choice issues affecting the two week cancer pathway which were being addressed with local GPs.

In line with many other local providers the Trust was under pressure in regard to its A&E performance and it was noted that in April the figure was 92.5%. The Trust needed to achieve 96% for the rest of quarter one to comply with this target.

The Board took account of performance in the quarter to date. The Board discussed whether to declare these targets as at risk, but on balance it was felt that sufficient plans were in place to ensure compliance with the laid down target.

The Board approved the Annual Plan submission.

1890/02

**DRAFT ANNUAL GOVERNANCE STATEMENT 2013/14– SFT 3397 – Presented by TN**

The Board received the Annual Governance Statement which was included in the Trust Annual Accounts 2012/13. TN described the centrally set guidance under which the governance statement was prepared. It was also noted that KPMG and Internal Audit both provided an opinion on the workings of the internal control system. These would be reviewed in detail by the Audit Committee on Friday 24 May. PH confirmed that he was in a position to sign the Annual Governance Statement as was required, subject to the scrutiny by the Audit Committee.

The Board received a report detailing the proposals from the Joint Board of Directors to increase parking charges for staff arising from the annual review of the Transport Strategy. It was noted that the proposals had been reviewed by the Trust's Transport Strategy Steering Group. In addition to the increase in staff parking charges a review of the options available for travel to work have been carried out and the report proposed some additional measures such as the building of a secure cycle parking facility.

In developing this year's proposal a model based on that previously used by Royal University Hospital Bath had been considered – this was based on a percentage of an individual's salary, capped at a particular point. It had been decided on balance to continue with the existing 3 tier scheme for annual permit charging. The daily staff parking permits (scratch cards) would rise from £1 to £1.50 with immediate effect, subject to the Board's approval.

PH reminded the Board that there were revenue costs associated with providing the staff car parking facilities and as an example capital costs of £600,000 on laying out the most recently created car park. The additional revenues would be used in support of the enhanced security service and to offset cut backs that might otherwise need to be made in patient areas.

The Board agreed that the Joint Board of Directors would undertake the review of car park charges in future and decisions would be communicated via the Chief Executive's update report to the Trust Board.

The Board approved the recommendations in the report as follows:

1. The purchase and installation of a secure cycle facility; this would be subject to a charge to meet the costs
2. A season ticket would be increased to £9 per week
3. The increases described in the report to the current tiered system in place for staff charges
4. Increase the price of a daily scratch card to £1.50
5. Increase the monthly fee for purchased bays to £50 per month including VAT
6. Increase the cost of a parking charge notice to £30 if paid within 14 days and £90 if paid between 14 and 28 days
7. A £30 fee will be introduced for permits not surrendered upon request when changing vehicle details or payment methods
8. the increases to take effect from 1 June but that the cost of scratch cards be raised with immediate effect

#### 1891/00 **ANY OTHER BUSINESS**

#### 1891/01 **BOARD COMMITTEES**

The Board had reviewed the range of Committee memberships and the following was agreed:

- Audit Committee: Nigel Atkinson – Chair, Dr Lydia Brown, Ian Downie, Andrew Freemantle

- Clinical Governance: Dr Lydia Brown – Chair, Nigel Atkinson, Steve Long, Sarah Mullally
- Finance Committee: Luke March – Chair, Andrew Freemantle, Ian Downie, Dr Lydia Brown
- Remuneration Committee: Luke March – Chair, all NEDs
- Workforce Committee: Steve Long – Chair, Ian Downie, Nigel Atkinson, Sarah Mullally

1891/02      **DATE AND TIME OF NEXT MEETING**

10 June 2013 at 1.30 pm in the Board Room.

1892/00      **CONFIDENTIAL ISSUES**

The Board resolved to exclude press and public from the remainder of the meeting as publicity would be prejudicial to the public interest by reasons of confidential nature of the business to be conducted.