
# PAPER

MC 14/2012

# Report to the Meeting of the Members’ Council

**For Information**

**8 May 2012**

**Report from the Board of Directors**

**Executive Summary**

This report provides a headline summary of the main issues considered by the Board of Directors since the last report to the Members’ Council in February 2012. Over this time, the Board met on 29 February 2012, 28 March 2012 and 25 April 2012. The Board also held informal seminars on 15 February 2012, 14 March 2012 and 11 April 2012.

***Matters Approved:***

* Manor House Outline Business Case: the Board approved the Full Business Case and the capital investment to re-provide Adult, Older Adult and associated CAMHS and Specialist Mental Health Services at the Manor House site in Aylesbury. Kier Construction would undertake the associated design, development and construction works. In making the decision, the Board took account of Monitor’s comments on the proposed significant transaction.
* Standing Financial Instructions: the Board approved revised SFIs for the Trust.
* SIRO: the Board appointed Mike McEnaney, Director of Finance, to be the Trust named Senior Information Risk Owner (SIRO)
* Security Management NED: the Board appointed Mike Bellamy to be the Trust’s named Non-Executive Director to take a special interest in security management (the NHS Security Management Services requires all NHS organisations of have a NED in this role).
* Queen’s Diamond Jubilee: the Board approved granting an additional annual leave day on 5 June 2012 for staff in celebration of the Queen’s Diamond Jubilee.
* FY13 Budget: the Board approved the FY13 budget and annual plan.
* Oxford Pharmacy Store: the Board received an update on the performance of the Oxford Pharmacy Store (OPS) and approved a three-year plan for the service. The Board also revoked its earlier decision to divest of OPS.
* S75 Agreement: the Board approved the Trust entering into a Partnership Agreement under S75 of the NHS Act 2006 with Oxfordshire County Council. A similar agreement was being worked on with Buckinghamshire County Council.
* Equality and Diversity Report: the Board approved the publication of a report in accordance with equality and diversity legislation.
* In-year Submission to Monitor – Q4: the Board approved the in-year submission to Monitor. All targets and indicators had been met.
* Eliminating Mixed Sex Accommodation Standards (EMSA): the Board approved publication of a compliance statement in relation to EMSA.

***Matters Discussed / Noted:***

* Delayed Transfers of Care: the Board continued to discuss the approaches being taken in Oxfordshire to reduce the number of delayed transfers of care. Given concerns with the high number of Delayed Transfers of Care, the Board has requested that this issue be reported on at each Board meeting. The Chief Operating Officer leads the Trust’s efforts to work with partner agencies to reduce the number.
* Members’ Council Meeting: the Board discussed the key decisions made by the Council at its meeting in February 2012. In particular, the Board noted the Council had re-appointed Anne Grocock and Mike Bellamy for three year terms.
* Mandatory Training and Appraisal Update: the Board received updates at each meeting on actions being taken to improve mandatory training performance levels across the Trust and the implementation of a new staff appraisal process.
* Carbon Management Programme: the Board received an update on progress being made against the Trust’s Carbon Management Plan.
* Clinical Advisory Board: the Board was informed that the Trust’s Clinical Advisory Board had now been established and had met for the first time under the joint chairmanship of the Medical Director and Director of Nursing and Clinical Standards. The CAB’s membership was comprised of the Trust’s Clinical Directors, heads of key disciplines and Divisional Heads of Nursing. The CAB’s terms of reference were being finalised and thought would be given to how the Board and other key bodies were informed about its deliberations as well as how the Board would interact with the CAB.
* Staff Survey Results 2011: the Board noted the results of the 2011 Staff Survey and discussed the actions being taken on areas needing improvement.
* Health and Social Care Act 2012: the Board received a report on the main implications for the Trust on the Health and Social Care Act 2012. Noting that the Act set out changes to the role and function of Governors, the Board said that the report should be presented to Council in May 2012.
* Trust Annual Plan Q4 Progress Report: the Board noted progress against its annual plan. The FT membership objective continued to be rated red as the recruitment of members did not match the target. The Board discussed what further recruitment activities could take place and agreed that the support of Governors in recruiting members was required.
* Single Point of Access: the Board received an update on the implementation of the Single Point of Access (SPA) in Oxfordshire. The SPA offers GPs and other healthcare professionals and single point of contact into health and social care community services.
* Annual Plan 2012/13: the Board started to consider the evidence needed to make the required Board statements / declarations as part of the 2012/13 annual plan submission to Monitor.
* Innovation Health and Wealth: Innovation Health and Wealth (IHW) is a report from the Department of Health setting out the conclusions of a recent review of how the adoption and diffusion of innovation could be accelerated across the NHS. The Board consider the report and proposed actions to be taken by the Trust in line with the IHW recommendations.
* Emergency Planning: the Board received an annual report on Emergency Planning within the Trust for 2011/12.

At every monthly meeting, the Board considers the Finance Report, Performance Report, Quality Report and Benefits Programme Report.

**Recommendation**

The Members’ Council is asked to note the report.

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**Date:** 30 April 2012