

Trust Headquarters  
Russells Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**FREEDOM OF INFORMATION ACT 2000 - Ref: FOI/011153**

With reference to your FOI request that was received on 06/06/2012 in connection with 'Copy of board papers'.

Your request for information has now been considered and the information requested is enclosed.

Further information about your rights is also available from the Information Commissioner at:

**Information Commissioner**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel: 0303 123 1113  
Fax: 01625 524510  
[www.ico.gov.uk](http://www.ico.gov.uk)

Yours sincerely

Information Governance Manager  
Room 34a, First Floor, Esk House, Russells Hall Hospital, Dudley, DY1 2HQ  
Email: [FOI@dgh.nhs.uk](mailto:FOI@dgh.nhs.uk)

Please find the response to your request below

I need to request under the Freedom of Information Act a copy of the board papers for the most recent two board meetings that have taken place please. This email should be considered a formal request under the provisions contained within the act.

“The Board produces a public summary of the Board meetings which is presented to the Council of Governors meeting, which is held in public.

The Trust has therefore attached the two most recent Public Board Summaries for your information”

Paper for submission to the Council of Governors 23<sup>rd</sup> February 2012

<b>TITLE</b>	Board of Directors meeting held on 2 <sup>nd</sup> February 2012		
<b>AUTHOR</b>	Paul Assinder	<b>PRESENTER</b>	David Badger Non Executive Director
<b>CORPORATE OBJECTIVE:</b>			
Discussions at the Board of Directors meetings embrace the full range of corporate objectives.			
<b>SUMMARY OF KEY ISSUES:</b>			
The report is a full summary of matters discussed.			
<b>IMPLICATIONS OF PAPER:</b>			
<b>RISK</b>	Risk Register	Risk Score	Details:
<b>COMPLIANCE</b>	CQC	N	Details:
	NHSLA	N	Details:
	Monitor	N	Details:
	Other	N	Details:
<b>ACTION REQUIRED OF COUNCIL:</b>			
<b>Decision</b>	<b>Approval</b>	<b>Discussion</b>	<b>Other</b>
			X
<b>RECOMMENDATIONS FOR THE BOARD:</b>			
Council is asked to note the report.			

## Report of the Board of Directors to the Council of Governors

### Board of Directors Meeting held on 2nd February 2012

#### 1. Background

The Trust's Board of Directors met on Thursday 2<sup>nd</sup> February 2012 at Russells Hall Hospital. These notes summarise matters discussed and decisions made but do not form part of the formal minutes of that meeting, which have yet to be approved. Matters discussed were as follows:

#### 2. Matron's Report – Stroke and Older Peoples Services

Each month the Board receives a detailed independent report from one of the Trust's nurse matrons, in turn. This report is focussed upon the quality of services provided across the Trust and is a vehicle for alerting the Board directly to any clinical safety or quality issues expressed by any matron in the Trust, as well as a detailed presentation of work in her/his own clinical specialty. The Board noted strong performance in respect of care indicators. No matters of concern were raised by the matrons group.

The Board has previously requested a report on dementia services be presented to its March meeting.

#### 3. The Chief Executive's Report

##### a. Vascular Surgery

The Board noted with concern that, although the Black Country PCT Commissioning Cluster had awarded the service contract for specialist vascular surgery to the Trust, following an exhaustive competitive process, colleagues from New Cross Hospital, Wolverhampton had failed to cooperate with the planned transfer of services to Dudley. It was noted that the Midlands and East Strategic Health Authority (SHA) had been asked to intervene.

##### b. Director of Information Technology

The Trust has made a good appointment to this post. John Thornbury, currently Director of IT at Worcestershire Acute Trust, is expected to join the Trust in April.

#### 4. Patient Experience Strategy

The Chief Executive presented the Project Charter for a transformation programme of work in the area of patients' experience. The Board will debate the project and define key success factors at its Workshop on 16<sup>th</sup> February. Governors will have a key role in this work.

**5. Infection Control and Prevention**

The Director of Nursing presented a detailed report on the above. The Board noted that for the latest month (January) the Trust had infection levels well within anticipated parameters. The Trust has now virtually completed all actions agreed by the Board with respect to C-Difficile reductions.

**6. Risk Committee Report**

The Board received a report from David Badger on the activities of the Risk Committee.

**7. Corporate Reputation and Peer Perception Report**

The Chief Executive presented the findings of a West Midlands NHS comparative report undertaken by Birmingham City University.. The Trust had received high peer ratings on the quality of its management but less well on communications. Trust Directors rated its financial standing higher than our peers.

**8. Equality and Diversity Report**

The Board received a detailed report on compliance with the Equality and Diversity legislation and in particular on staff training needs. A progress report will be received in April

**9. Board Secretary's Report – Council of Governors**

The Board of Directors noted the Council of Governors sub Committee structure and approved Director and Non Executive appointments to serve on Committees.

**10. Information Technology – Lessons Learned from the implementation of the Emergency Dept IT Project**

The Director of Finance & Information presented a report on lessons learned following the highly successful implementation of electronic patient records and white board technology in the Emergency Dept at Russells Hall. Key messages were the early involvement and resourcing of clinical champions in the Dept and the deployment of specialist application experts.

**11. Audit Committee Report**

The Board received a report from Jonathan Fellows on the work of the Audit Committee.

**12. Transformation Project Update**

The Director of Operations and Transformation reported upon the work of the lean transformation project team. The next phase of work will include requesting and cross charging of diagnostic tests; out patients services; and renal services.

**13. Research and Development**

The Medical Director presented the clinical R&D Strategy for submission to the national funding and supervisory body. The Board approved the Strategy.

#### **14. Orthopaedic Products**

The Board approved a tender evaluation report and awarded a structured contract to a number of suppliers, with an annual value of £0.5m, for the above.

**PA Assinder**

**Director of Finance & Information**

**Secretary to the Board**

Paper for submission to the Council of Governors  
Thursday 23<sup>rd</sup> February 2012

<b>TITLE</b>	<b>Board of Directors meetings held between March and May 2012</b>		
<b>AUTHOR</b>	<b>Paul Assinder</b>	<b>PRESENTER</b>	<b>David Badger Non Executive Director</b>
<b>CORPORATE OBJECTIVE:</b>			
Discussions at the Board of Directors meetings embrace the full range of corporate objectives.			
<b>SUMMARY OF KEY ISSUES:</b>			
The report is a full summary of matters discussed.			
<b>IMPLICATIONS OF PAPER:</b>			
<b>RISK</b>	<b>Risk Register</b>	<b>Risk Score</b>	<b>Details:</b>
<b>COMPLIANCE</b>	<b>CQC</b>	<b>N</b>	<b>Details:</b>
	<b>NHSLA</b>	<b>N</b>	<b>Details:</b>
	<b>Monitor</b>	<b>N</b>	<b>Details:</b>
	<b>Other</b>	<b>Y/N</b>	<b>Details:</b>
<b>ACTION REQUIRED OF COUNCIL:</b>			
<b>Decision</b>	<b>Approval</b>	<b>Discussion</b>	<b>Other</b>
			<b>X</b>
<b>RECOMMENDATIONS FOR THE COUNCIL:</b>			
Council is asked to note the report.			

## **Report of the Board of Directors to the Council of Governors**

### **Board of Directors Meeting held on 1<sup>st</sup> March, 5<sup>th</sup> April and 2<sup>nd</sup> May 2012**

#### **Background**

The Trust's Board of Directors met on three occasions (above) at Russells Hall Hospital. These notes summarise matters discussed and decisions made but do not form part of the formal minutes of that meeting. Matters discussed were as follows:

#### **1. Matron's Independent Reports**

Each month the Board receives a detailed independent report from one of the Trust's nurse matrons, in turn. This report is focussed upon the quality of services provided across the Trust and is a vehicle for alerting the Board directly to any clinical safety or quality issues expressed by any matron in the Trust, as well as a detailed presentation of work in her/his own clinical specialty. The Board noted strong performance in respect of care indicators. No matters of concern were raised by the matrons group at any meeting in the period.

The Board has previously requested a report on dementia services be presented to its March meeting.

#### **2. Presentation by the Women & Children's Directorate (May 2012)**

The Clinical Director and General Manager of the Directorate made a comprehensive presentation on the activities of the Directorate to the Board.

#### **3. Presentation by the Trauma & Orthopaedics Directorate (April 2012)**

The Clinical Director and General Manager of the T&O Directorate made a comprehensive presentation on the activities of the Directorate to the Board. In particular the Board noted that The Dudley Group was in the top three best performing trusts in the country for the treatment of hip fractures

#### **4. The Chief Executive's Reports**

##### **a. Vascular Surgery**

The Board noted that the Trust achieved a creditable 96.8% data contribution rate in submitting care data to the national quality database and has recorded a 0% mortality score and a 'green' rating from the external assessors for vascular surgery. This is important since the Trust has been awarded the contract to provide this service for the Black Country.

##### **b. Deputy Director of Operations (Estates and Facilities)**

The Trust has made a good appointment to this post. Robert Graves has joined from West Midlands Police and commenced in post on 13<sup>th</sup> March 2012.

##### **c. New EVAR Suite**

This was officially opened by Margot James MP on 9<sup>th</sup> March 2012.

##### **d. George Eliot**

The Trust has expressed a formal interest in being considered as a preferred partner to the George Eliot Trust in Nuneaton. There are significant service similarities between the Trusts and the Board agreed that it should undertake some further research and undertake early discussions with the Board of the G. Eliot and the SHA (Strategic Health Authority). The SHA will consider a business case on the preferred approach of the George Eliot Board at its meeting in June.

**5. Quality Accounts 2011-12**

The Board approved the Trust's Quality Accounts for 2011-12.

**6. Research & Development Report 2011-12**

The Board approved the Trust's Research & Development Report 2011-12.

**7. Infection Control and Prevention**

The Director of Nursing presented detailed reports on the above at each Board meeting. The Board noted that for the latest quarter the Trust had infection levels well within anticipated parameters. The Trust has now completed all actions agreed by the Board with respect to *C. Difficile* reductions. The Trust has agreed to formally request the CQC to inspect Russells Hall to lift its outstanding concerns that relate to *C. diff* numbers last summer.

**8. Risk Committee Reports**

The Board received reports from Ann Becke on the activities of the Risk Committee.

**9. Finance & Performance Committee**

The Board received reports from Paul Assinder on the activities of the Finance & Performance Committee.

**10. Audit Committee Report**

The Board received a report from Jonathan Fellows on the work of the Audit Committee.

**11. Charitable Funds Committee**

The Board received reports from Kathryn Willietts on the activities of the Charitable Funds Committee.

**12. Organ Donation Report 2011-12**

David Badger presented the report of the Organ Donation Task Force.

**13. Commissioning Contract 2012-13**

The Board received regular detailed reports on the negotiation of 2012-13 clinical service contracts with local PCTs (Primary Care Trusts) and CCGs (Clinical Commissioning Groups).

**14. Board Secretary's Report – Council of Governors**

The Board of Directors noted the Council of Governors sub Committee structure and approved Director and Non Executive appointments to serve on Committees.

**15. Transformation Project Updates**

The Director of Operations and Transformation reported regularly upon the work of the lean transformation project team. The next phases of work will include requesting and cross charging of diagnostic tests; out-patients services and renal services.

#### **16. Pathology Services**

The Board was advised of work commissioned by the Strategic Health Authority which supported the significant reorganisation of pathology services within the Region. The Board has encouraged discussions with other local pathology providers.

#### **17. Risk Register and Board Assurance Framework**

The Board received regular updates of the Corporate Risk Register and Board Assurance Framework documents.

#### **18. Dementia Services**

The Board received a major presentation by Dr Michael, Consultant in Geriatric Medicine on the development of services for people with dementia.

#### **19. Estates Diagnostic Report**

The Board received a diagnostic study of the Trust's Estate. The Board has commissioned a detailed estates strategy to support its strategic plan.

#### **20. Losses**

The Board approved the write-off of nine losses (mainly NHSLA awards) totalling £53,060.

#### **21. Inpatients Survey 2011**

The Board noted some significant improvements on the 2010 Survey.

**PA Assinder**

**Director of Finance & Information**

**Secretary to the Board**

**May 2012**