

**Minutes of the Trust Board Meeting held on 25th January 2011, 1.30pm
at No 1 Arthouse Square, 61-69 Seel Street, Liverpool**

Present:

Mr G Ben-Tovim	Chair
Mr P Wadeson	Director of Finance & Business Mgt (Acting Chief Executive)
Mr G Bell	Non Executive Director
Dr S Rihani	Non Executive Director
Prof. M Williams	Non Executive Director
Mr K Smith	Non Executive Director
Mr D Antrobus	Non Executive Director
Dr P Grey	Director of Public Health
Dr J Hussey	PEC Chair
Mrs T Bennett	Director of Service Improvement/ Executive Nurse

In Attendance:

Mrs L Beavers	Director of Strategy & Delivery
Mr A Hull	Director of Stakeholder Engagement
Mr S Kalakeche	Director Integrated Adult Health & Social Care Commissioning
Mrs C Hill	Transition Project Director
Ms A Keenan	Staffside
Mr M Marsh	Chair of Liverpool LINK
Mr S Corrigan	Associate Director NHS Resilience (item 8.2)
Ms T Drew	Named Nurse Safeguarding (item 8.3)
Mr P Fillis	Acting Business Manager Liverpool Safeguarding Children Board (item 8.3)
Ms N Miney	Executive Corporate Manager
Ms P Jones	Minutes

Apologies:

Mr D Campbell	Chief Executive
Dr E Wilkinson	Associate Director of Health Outcomes

Public: 10

001/11 Declarations of Interest

None declared.

002/11 Minutes of the Board Meeting held on 23rd November 2010

The draft minutes of the meeting held on 23rd November 2010 were noted and agreed as an accurate record of the meeting and signed by the Chair.

003/11 Matters Arising

118/10 Chief Executive's Report re NHS Health Checks: the Chair requested an update at the March 2011 Board Meeting. The Director of Service Improvement was pleased to inform the Board that 100% coverage across the city had been achieved with 85 of 95 practices signed up and 14 practices offering to provide the service on behalf of the other practices. Twenty one practices had already commenced delivery, with 2,237 participation invitation letters issued and 636 health checks already carried out.

RESOLVED

The Board:

- **Noted the comment above.**

004/11 Chair's Remarks

[Verbal]

The Chair updated the Board on events since the last meeting:

- **Out of Hospitals Programme:**
 - Visited new Speke Neighbourhood Health Centre.
 - Townsend Avenue/Tuebrook/Anfield.
 - Breeze Hill Neighbourhood Health Centre Launch.
 - Took part in Radio programme to promote Everton Park.
 - Took part in a Tour by FACT of the art installations in Neighbourhood Centres.

- **Attended Rights and Humanity Liverpool Launch, which had relocated to Liverpool.**

- Attended the Smoke Free re-launch.
- Spoke at Liverpool Mutual Homes Staff Health and Wellbeing Conference.
- Equality & Diversity Council: equality delivery system pioneered in the North West – looking at delivery across Liverpool.
- Partnership with Liverpool Football Club: commitment to collaborative support to promote health and wellbeing in the City – Kenny Dalglish and Jamie Carragher were present.
- Attended Turnaround Launch Event: this initiative offers support to women to work through issues affecting their lives. The PCT was crucial to reviving the project.
- 2020 Decade of Health & Wellbeing: 120 events took place across the city as part of the launch campaign. Launch event took place 24th January 2011. The aspirations of the 2010 Year of Health & Wellbeing had been incorporated into 2020 Decade of Health & Wellbeing. The Chair thanked all those involved including the Director of Public Health, the Director of Stakeholder Engagement and the Communications team.

RESOLVED

The Board:

- **Noted the Chair's report.**

005/11 Professional Executive Committee ('PEC') – Chair's Report [Verbal]

The PEC Chair updated the Board on recent activity:

- Seasonal Flu: Liverpool and Merseyside had coped well with the seasonal flu/swine flu outbreak over December.
- Interim GP Commissioning Board:
 - Two meetings had now been held since the Board has approved the Interim GP Commissioning Board. These meetings had been extremely positive and there was now representation from all four current Practice Based Commissioning ('PBC') Consortia.
 - Clarity had been achieved over how to move forward, with a desire to maintain the identities of the four PBC groups but not necessarily comprising the same constituent practices.

- Strong desire to go forward as a single GP Commissioning Pathfinder for Liverpool and it was hoped an application would be submitted in February 2011.
- PEC Chair had met with Mike Marsh, Chair of Liverpool LINK, to discuss GP Commissioning links with the future Health & Wellbeing Board and Health Watch.

RESOLVED

The Board:

- **Noted the PEC Chair's report.**

006/11 Chief Executive's Report

[Verbal]

The Acting Chief Executive updated Board members on activity since the last Board meeting: -

- Health & Social Care Bill introduced to Parliament on 19th January 2011, taking forward the Government White Paper, Equity and Excellence: Liberating the NHS (July 2010) and the subsequent Government response Liberating the NHS: Legislative Framework and Next Steps (December 2010). Subject to the bill being passed, Strategic Health Authorities would be abolished in March 2012 and PCTs by 31st March 2013, to be replaced with a new commissioning system, as follows:
 - NHS Commissioning Board – operating from Leeds
 - GP Commissioning Consortia
 - Health & Wellbeing Boards
 - Commissioning support services

In the interim PCTs were to come together in Clusters, the geography was not yet certain but more information would be released the following week. The role of the Clusters would be to (a) manage the commissioning system for the next two years during the transition and (b) support the development of the system.

Carole Hill had been appointed into a temporary role as Transition Project Director.

- **Seasonal Flu Update:**
 - Elective non-urgent surgery had been re-instated.
 - Sufficient flu vaccine was available to protect all those in at risk groups and H1N1 vaccine stock from the previous year had been

approved for release. All at risk groups could still be vaccinated and should come forward.

- All frontline staff were thanked for their hard work.
- The Director of Strategy and Delivery thanked the Emergency Planning Team for their hard work over the Christmas period in meeting the Department of Health information reporting requirements and for being on call over the period. The Chair echoed this and extended thanks to the Communications Team.

RESOLVED

The Board:

- **Noted the Chief Executive's report.**

STRATEGY

007/11 Implementation of the Neighbourhood Model [01-11]

The Director of Stakeholder Engagement presented a paper to the Board giving an update on the progress towards implementation of the Neighbourhood Model as well as the implementation of the GP Specification. He highlighted:

- Each PBC General Manager would take the lead for their group of practices. This work was not just about developing new buildings but more importantly about service improvement, working with communities and neighbourhood partners.
- The Director of Service Improvement/Executive Nurse stressed the importance of the delivery of the GP Specification and Community Nursing model to achieve neighbourhood development. These were on target for implementation from April 2011.
- The final part of the report contained progress reports from each Consortium.

Board members commented as follows:

- A Non Executive Director was concerned about practices choosing to take up some but not all aspects of the GP Specification. The PEC Chair replied that this was a local contract and practices could stay with the General Medical Services contract but whether any practices

would not participate was not yet known. However, PBC Consortia were supporting the GP specification strongly and feedback was positive.

- A Non Executive Director was concerned about possible pressures on the Local Authority to close Children's Centres. The Director of Finance and Business Management reported that he and the Director of Public Health were due to meet with the Director of Children's Services and the City Treasurer to get a clear perspective on the City Council's intentions.
- A Non Executive Director queried the status of Norris Green in Appendix 1. The Director of Stakeholder Engagement replied that Norris Green and Walton should now be coded as green.
- A Non Executive Director was keen for reporting on Neighbourhoods to be less on the administrative side and more focussed around the delivery of the Out of Hospital programme objectives, and was keen to see improvement in the way patients were navigated through the system.
- The Director of Service Improvement/Executive Nurse was pleased to note the announcement of extra Health Visitors and Children's Nurses with regard to the impact on the Community Nursing Model and agreed to bring a paper back to the Board on how that would look in the future.
- The Chair requested that the need for GP Consortia to sign up to the GP Specification and the Community Nursing Model should be kept on the agenda for the next Interim GP Commissioning Board.
- A Non Executive Director queried at Appendix 1 why Vauxhall and Picton had developed neighbourhood health priorities and plans but had not carried out asset mapping of resources. The Director of Stakeholder Engagement noted that priorities were based on identified local health needs and GPs had defined these themselves without the need of asset mapping first.
- It was noted that accountability for delivering the objectives for neighbourhoods would lie with the PBC Consortia General Managers.
- The Director of Strategy and Delivery requested the use of QIPP services mapping for future reports.

RESOLVED

The Board:-

- **Noted the progress made with regards to the implementation of the Neighbourhood Model.**
- **Looked forward to receiving an update at the next Board meeting on the impact on the Community Nursing Model of additional Health Visitors and Children's Nursing.**

008/11 Operational Plan Update Progress Report

[02-11]

The Director of Strategy and Delivery presented an update to the Board on the NHS Operating Framework 2011/12 and progress in preparing the PCT Operational Plan. The PCT Board had already decided on the main local priorities of:

- Outside of Hospital Programme
- General Practice Specification
- Neighbourhood Development
- Implementation of QIPP Pathways
- Closing the Outcomes Gap

A second set of priorities from new areas in the Operating Framework would be addressed in the Operational Plan:

- Cancer Mortality
- Autism Services
- Military and veterans' health
- Dementia
- Support for Carers
- Health Visitors
- Family Nurse Partnership
- Safeguarding
- Abdominal Aortic Aneurysm

The Director of Finance and Business Management referred to section one of the report with a financial overview, which stated:

- There would be average recurrent growth of 2.2% but Liverpool has received 2%.

- There is an NHS pay freeze.
- A 1.5% net reduction in tariffs due to efficiency gains and changes in tariff structure.
- The Operating Framework placed strong emphasis on recruitment of more Health Visitors and improvement in access to cancer drugs and early diagnosis, to be funded within PCT baseline funding. The PCT would set aside £5million for this purpose, from efficiency gains in other areas.
- Liverpool PCT was in a strong financial position and no service reduction was envisaged. The PCT would continue to invest in areas which maximised its ability to meet its top priorities.

Board members made the following comments:

- The Director of Strategy and Service Delivery noted that the Interim GP Commissioning Board was working closely with the PCT with regard to the plans for 2012/13 and beyond and supported the priorities identified by the PCT.
- The Director of Strategy and Delivery referred to section 6.3 Military and Veteran's Health and informed the Board that the Head of Equality & Diversity had carried out an analysis of the gaps in service provision and the PCT was in a good position to meet these needs.
- The Director of Integrated Adult Health & Social Care Commissioning referred to Autism Services and noted that a mapping exercise was to be carried out to identify needs to inform future commissioning.
- A Non Executive Director asked for assurance about resource capacity in respect of the PCTs safeguarding responsibilities. Liverpool and Knowsley PCTs were bringing together safeguarding capacity to ensure this responsibility was discharged effectively. The Director of Finance and Business Management assured the Board that funding for Safeguarding would be protected and no deficiencies allowed.
- A Non Executive Director raised concerns over tariff reduction and the effect on quality and standards. The Director of Finance and Business Management replied that future commissioners had the responsibility to ensure specifications were developed which were rigorous enough to ensure good outcomes with explicit performance and quality indicators. The Director of Service Improvement/Executive

Nurse noted that contract specifications would include quality indicators and use CQUIN to continue to challenge Trusts to drive up quality.

- A Non Executive Director noted that the Quality Health Council would assure quality standards were well maintained.
- The Chair commented that the Operational Plan needed to contain reference to the new equality delivery system.

RESOLVED

The Board:-

- **Noted the main points of the NHS Operating Framework 2011/12.**
- **Noted the progress in preparing the PCT's Operational Plan 2011/12.**
- **Looked forward to receiving the Operational Plan 2011/12 at the March 2011 Board meeting, which would include reference to the new Equality Delivery System.**

009/11 Lead PCT for Emergency Planning and Response in Merseyside Annual Report November 2009 – November 2010 [03-11]

The Director of Strategy and Delivery introduced a report to the Board which provided assurance regarding the organisation's Lead PCT responsibilities for emergency planning and supporting information. Liverpool had lead PCT responsibility for the whole of Merseyside. She took the opportunity to thank the Associate Director for NHS Resilience and his Team for their expertise and commitment during the year.

The Associate Director for NHS Resilience noted that the report highlighted activities for the last 12 months.

The Chair of the Integrated Governance Committee made the point that changes in the commissioning system during the transition could result in greater demands on a smaller number of staff, particularly in terms of Silver and Gold emergency functions and that this should be a new risk on the

Corporate Risk Register and Board Assurance Framework. The Director of Strategy and Delivery noted that this type of risk and others associated would be identified by the Transition Project Team. The Transition Project Director informed the Board that an update on the Transition Programme would be presented at the next Integrated Governance Committee and to the Board in March 2011. It was noted that the risk of staffing levels/additional strain on existing resources would be placed as a new risk on the Board Assurance Framework and Corporate Risk Register.

RESOLVED

The Board:-

- **Noted the content of the report.**
- **Noted that additional reports would be provided where appropriate.**
- **Looked forward to receiving the a paper on the Transition Programme at the March 2011 Board meeting.**

010/11 Findings from local Serious Case Reviews Presentation

[04-11]

The Director of Service Improvement/Executive Nurse introduced the Acting Business Manager of the Liverpool Safeguarding Children Board and the new Designated Nurse across Knowsley and Liverpool PCTs. The Acting Business Manager for the Liverpool Safeguarding Children Board gave a presentation to the PCT Board on the findings from Serious Case Reviews, as required by the Care Quality Commission.

The Board made the following comments on the presentation:

- A Non Executive was concerned about families evading the system by continually moving across Local Authority boundaries and how to overcome this. The Acting Business Manager for the Liverpool Safeguarding Children Board stressed the importance of transfer of resources and information and involvement of neighbouring Local Authorities in Serious Case Reviews. The Designated Nurse noted that the NHS tended to get involved in cases at an earlier stage than the

Local Authority therefore the risk was lessened. The PEC Chair stressed the importance of communication at the front line.

- A Non Executive Director commented that there appeared to be mistrust between agencies which might impact on timely interventions and also wanted to know who implemented the findings from the Serious Case Review. The Acting Business Manager commented that the way professionals from across agencies were trained in Child Protection had a significant positive impact in this area. The Liverpool Safeguarding Children's Board had a performance management role in ensuring action plans were implemented.

RESOLVED

The Board:-

- **Noted the findings from the Serious Case Reviews.**
- **Noted that through its performance management systems and processes that the recommendations from Serious Case Reviews for NHS providers were monitored and updated regularly.**
- **Were assured that the Liverpool Safeguarding Children Board would provide additional assurance through its Liverpool Safeguarding Children Performance Management sub-Committee.**

PERFORMANCE

011/11 Financial Performance Report

[05-11]

The Director of Finance and Business Management presented the Financial Performance report as at 31st December 2010 to the Board. He noted:

- Nothing significant to report and he reconfirmed an anticipated surplus of £14m.
- There continued to be an overspend in GP prescribing. The Liverpool Medicines Management team were investigating the causes in order to enable remedial action to be considered.

- Capital Plan 2010/11: to the end of January, expenditure was lower than planned but assurance was given that by the year end expenditure would be at the planned level.
- The Director of Finance and Business Management and the Non Executive Chair of the Audit Committee stressed the need to spend capital monies in line with the capital plan otherwise the money would be lost to the PCT.

RESOLVED

The Board:-

- **Noted the financial position as at 31st December 2010 and outturn expenditure forecast for Liverpool Primary Care Trust.**
- **Noted the update on the 2010/11 Capital Plan.**

012/11 Performance Report

[06-11]

The Director of Strategy and Delivery presented the Performance Report to the Board noting that detailed information was given only for areas showing as amber or red. She highlighted:

- Breastfeeding: the Greenbank Ward high breastfeeding prevalence figure was correct and the reasons why were being investigated in order to assess whether any good practice could be shared.
- Appendix 1 contained a detailed report on obesity in primary school age children and Appendix 2 contained a Better Hospitals Programme Exception Report.

Board Members commented as follows:

- The Chair commented on the decrease in obesity and the good work being done in respect of stroke services. The Director of Service Improvement/Executive Nurse noted that Liverpool was in the top five nationally for stroke delivery and was the top Trust in the North West.

- The Director of Strategy and Delivery commented on the small increase in breastfeeding rates and acknowledged the efforts of Liverpool Women's Hospital.
- A Non Executive Director raised the issue of non attendance with respect to appointments and what could be done to raise awareness of the impact of this problem. The Director of Strategy and Delivery noted that this formed part of the individual Trust contracts. A discussion took place on the different communication tools and actions that could be used by Trusts and it was noted that there was not a standard approach or continuity. The Director of Strategy and Delivery agreed to bring a report back to a future Board.
- The Chair requested, for the next report, more detail in order to understand the underlying reasons for the under-achievement in the teenage pregnancy reduction target, particularly whether effective targeting was taking place.

RESOLVED

The Board:-

- **Noted the delivery of Key Performance Indicators and Vital Signs.**
- **Approved the actions undertaken for performance risk.**
- **Looked forward to receiving updates in the next report on Teenage Pregnancy for the March 2011 Board meeting and Non Attendance research report at the May 2011 Board meeting.**

GOVERNANCE

013/11 Corporate Risk Register

[07-11]

The Director of Finance and Business Management presented the Corporate Risk Register as at December 2010 to the Board. He noted that:

- Progress against action plans was highlighted in blue font.
- Risk 13 – 'Flu' Pandemic and lack of capacity to lead response and impact on targets and PCT priorities: this had been removed but would be replaced with a different set of risks arising from the Transition

Programme around organisational staffing levels and workload challenges.

- The December 2010 Corporate Risk Register and been discussed and scrutinised by the Integrated Governance Committee which had met on 17th January 2011.

RESOLVED

The Board:-

- **Scrutinised the Corporate Risk Register.**
- **Accepted the robustness of the assurances provided.**
- **Noted that a further revised document would be presented in March 2011.**

014/11 Proposals for the Establishment of a Shadow Health and Wellbeing Board [08-11]

The Director of Public Health presented a paper to the Board on the proposed arrangements for the implementation and establishment of a Shadow Health and Wellbeing Board from April 2011, developing the arrangements already in place via the Health and Wellbeing Partnership Board (Section 75 Board) established in November 2009. This Board was attended by the PCT Chair and Chief Executive, the Director of Public Health and Director of Integrated Adult Health & Social Care Commissioning as joint appointments with the Liverpool City Council and PCT Non Executive Directors Karl Smith and Graham Bell along with the Liverpool City Council Health Cabinet member. The Chair noted that the Shadow Health & Wellbeing Board would report to the PCT Board.

The Director of Integrated Adult Health & Social Care Commissioning noted that the paper had already been approved at the Liverpool City Council Cabinet meeting, subject to approval by the PCT Board.

The Chair of Liverpool LINK confirmed his support for the proposal.

RESOLVED

The Board:-

- **Approved the establishment of a Shadow Health and Wellbeing Board in Liverpool from April 2011.**
- **Agreed that officers, through delegated authority of the Chief Executives of Liverpool City Council and Liverpool Primary Care Trust, should proceed with plans to enable this arrangement to be put in place from April 2011.**

015/11 PCT Governance Structure – Update

[09-11]

The Director of Finance and Business Management presented a brief update to the Board on the transitional arrangements in response to the proposed NHS reforms and outlined the requirement for PCT clusters to be established. At present guidance was being awaited from the Department of Health on the proposed cluster structure and it was uncertain as this stage what the future governance structure would be. He noted that this had already been discussed at the January 2011 Integrated Governance Committee meeting and the paper was merely for noting at this stage.

RESOLVED

The Board:-

- **Noted the updated information regarding transitional arrangements and requirement for PCT clusters.**
- **Looked forward to receiving an update once more information was known.**

016/11 Charitable Funds Annual Report & Accounts

[10-11]

The Director of Finance and Business Management presented the Liverpool PCT Charitable Funds Annual Report & Accounts which had been approved and adopted on behalf of the Board by the PCT's Audit Committee under delegated authority on 18th January 2011. The Audit Commission had now conducted an Independent Review of the Report and there were no significant issues which had been brought to its attention and it was now to be submitted to the Charity Commission before 31st January 2011.

He drew the Board's attention to the figure on page 8 for direct charitable expenditure in 2010 of -£300k which was due to the offsetting of monies put aside for the Chair of Oncology position.

It was agreed by the Board to delegate sign off/submission to the Charities Commission to the Audit Committee after having been formally noted by the PCT Board.

RESOLVED

The Board:-

- **Noted the attached document which would be submitted to the Charity Commission before 31st January 2011 and delegated final sign off for such submission to the Audit Committee.**

COMMITTEE MINUTES FOR NOTING

017/11 Committee Minutes for Noting

Charitable Funds Investment Committee – 6th September 2010 (approved draft)

A New Health Service for Liverpool Programme Board – 14th September 2010

OD/HR Committee – 16th September 2010

Stakeholder Engagement Committee – 17th September 2010

Commissioning Committee – 3rd November 2010

Professional Executive Committee – 9th November 2010

Integrated Governance Committee – 2nd November & 1st December 2010

Liverpool First Executive Board – 7th December 2010

Interim GP Commissioning Board – 14th December 2010

The PEC Chair requested that with regard to the PEC minutes and the Interim GP Commissioning Board minutes, each time the Interim GP Commissioning Board was mentioned it needed to be stated clearly that it was the **Interim** GP Commissioning Board, even when referred to in initial format (IGPCB). It was agreed that this would be carried out via the Board minute taker.

RESOLVED

The Board:-

- **Noted the minutes and the PEC Chair's comments.**

COMMITTEE TEMPLATES FOR NOTING

018/11 Committee Templates for Noting

Stakeholder Engagement Committee – 30th November 2010

Integrated Governance Committee (Extraordinary) – 1st December 2010

Commissioning Committee – 1st December 2010

OD/HR Committee – 2nd December 2010: it was noted that the staff one to one meetings had been postponed until March as it was hoped guidelines on future structures would be issued in the near future.

Interim GP Commissioning Board – 14th December 2010

Integrated Governance Committee – 17th January 2011

RESOLVED

The Board:-

- **Noted the reporting templates**

019/11 Any Other Business

None

020/11 Date of Next Meeting

Tuesday 29th March 2011 at 1.30pm at No 1 Arthouse Square 61-69 Seel Street, Liverpool.

021/11 Exclusion of the Press and Public

THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, MEMBERS OF THE PRESS AND PUBLIC WERE EXCLUDED FROM THE MEETING AT THIS POINT

Signed by the Chair: _____

Date: _____