Minutes of the Trust Board Meeting held on Thursday, 26th May 2011, 2.00pm at Sherwood Place, Sherwood Drive

Present:

Board, Non Executive Directors
Professor William Pope, Chairman
Mr Malcolm Brighton
Ms Naomi Eisenstadt
Mr Peter Kara
Mr Euan Henderson
Mr John Eaton

Board, Executive Directors
Dr Nick Hicks
Mr Graham Ball
Mrs Gillian Prager
Mrs Jeannie Ablett

GP Associate Board Members
Dr Nicola Smith
Dr Darren Moore

In Attendance
Ms Pam Tresise
Dr Sarah Whiteman
Mrs Raffelina Huber
Ms Cathy Walker
Mr Alan Hastings, LINKs
Mrs Jackie Archer, Minute Secretary

Observing Attendees
Chris Knibb
Naomi Brown

51/11 Apologies for Absence
Marvelle Brown

52/11 Minutes of Previous Meeting Held on 31st March 2011
Accepted as a true record of the meeting

53/11 Matters Arising Not on the Agenda
None

54/11 Declaration of Interests
Alan Hastings declared an interest for item 9.

55/11 Chairman’s Business
William Pope welcomed everyone to the meeting and gave a brief account of his background and experience.
WP thanked MB for his service to the PCT throughout his time as Chairman. He also expressed his thanks to the Non Exec and Exec Teams for their continued support in driving the cluster process forward.
Details of appointments to the new organisation will be announced on 8th June, or as soon as possible thereafter.

56/11 Questions from the Public
None
57/11 Governance Arrangements for Cluster
Gillian Prager presented the paper.
GMP thanked PT for her work in producing the documents. The papers have previously been presented to the Board of NHS Northamptonshire.

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<td>Executive Team delegated to look at the requirements as detailed in MB’s ‘single board’ cluster model explanation; to devise the most appropriate and simple structure going forward, in line with the Board’s approval to adopt a single board approach.</td>
<td>Cluster Lead Exec Director</td>
<td>27th July 2011</td>
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The Board approved the adoption of the initial governance arrangements as set out in the ‘single board’ approach of the paper, to allow the Cluster to develop. The Board agreed that the Cluster ‘single board’ approach governance structure be revised with reference to legal opinion as appropriate.

58/11 Transforming Community Services Update
Heather Wicks presented the paper.
The Heads of Agreement will be reviewed in Part II.
The Board discussed:
- The revised transaction date of 1st November and the continued challenges associated with the timescale.
- Support from the Board to continue with Plan A which remains the Board’s preferred course of action, subject to review if necessary in the light of further information as it may become available.
- Alternative options for divestment/triggers for this approach.
- External support from internal auditors with regard to the decision making process and options available.
- Social enterprise/stand alone option.
- Resource/capacity for additional work required to look at alternative options.
- Early sight of the commissioner business case

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<td>Exec to specify and scope assistance from RSM Tenon Report to be ready by 8th July.</td>
<td>HW</td>
<td>8th July 2011</td>
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The Board approved the approach being taken to specific issues highlighted in the paper and mandated the executive team to continue with the current priorities and approaches to the programme
The Board noted the progress made to date.
The Board agreed to discuss the Heads of Agreement between MKPCT and MKHFT in Part II.

59/11 Determining New Pharmacy Applications
Jeannie Ablett presented the paper.
The Board noted the contents of the report.

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<td>Review date of 1 year to be added to the Terms of Reference</td>
<td>JA</td>
<td>With immediate effect</td>
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The Board agreed to delegate authority to a Pharmacy Applications Panel to take decisions regarding determination of pharmacy applications.
The Board agreed the Terms of Reference for that panel with the addition of the review date as detailed above.

60/11 Performance Management Report
Graham Ball presented the paper.
The Board discussed:
- Pleased to see a fall in the all age all cause mortality figures for men.
- The Board noted that Stroke performance concerns have been escalated to Public Health colleagues. Recovery plans expected by 8th June.

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<td>Document needs to draw attention to pages 10-12 to give a fuller picture of performance</td>
<td>GVB</td>
<td>July 2011 Board</td>
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<tr>
<td>Stroke performance recovery plan to be presented to the next Board meeting</td>
<td>HW</td>
<td>July 2011 Board</td>
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The Board discussed and commented on the contents of the report.

61/11 Corporate Objective 1: Finance Report
Graham Ball presented the paper.
The Board discussed:
- Positive meeting with the auditors.
- Capital scheme – confirmation that figures (particularly IT) are being reviewed in light of a demising organisation.
- Draft letter of representation – Accountable Officer and Audit Committee to review content prior to finalising and also to cross reference with related party transactions.
- The Board expressed disappointment that the contract with the FT has not yet been signed, GVB to update Board Members via email by close of play on Friday, 27th May.

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<td>For discussion outside of meeting: Board to sign off accounts following the Audit Committee Meeting on 7th June, arrangements to be confirmed. The Board delegates authority to GVB/NH/WP/GMP to decide how this will be conducted.</td>
<td>GVB/WP/NH/GMP</td>
<td>7th June</td>
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<tr>
<td>GVB to update Board Members via email with regard to the signing of the contract with the FT.</td>
<td>GVB</td>
<td>27th May</td>
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The Board noted and agreed the financial position at the end of the financial year 2010/11 subject to the satisfactory completion of the external audit on the completed accounts.
The Board commented on the draft letter of representation.
The Board approved the 2011/12 capital programme to be implemented subject to receipt of the requisite funding allocation.

62/11 Corporate Objective 2: Commissioning Safe Services to Agreed Quality Standards
Gillian Prager presented the paper and requested that the Board note her thanks to South Central SHA Clinical Standards Team for their support in the past.
GMP thanked the Provider arm for their continued cooperation and improvement, resulting in the achievement of full CQUIN targets for 2010/11.
The Board discussed:
- The FT have not met all their CQUIN targets, some have only been partially met. GMP and SW are currently reviewing internal assurance processes with the Medical Director of the FT.
- Contracts department to agree the Clause 32 penalty for Schedule 3.
- The Clinical Quality Review Group will be closely monitoring the performance of Schedules 3 and 18 to ensure delivery of contracted quality objectives and targets.
The Board discussed and noted the contents of the paper.

63/11 Corporate Objective 3: Transition
Jeannie Ablett presented the paper.
The Board discussed:
- The second Gateway Review meeting has been postponed in order to take stock of the position of the four consortia within the Cluster.
- ASR is progressing rapidly; the appointment of an external consultant is underway. There will be a full report to the Board in September.

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<td>ASR Report to the Board</td>
<td>NH</td>
<td>September 2011</td>
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The Board noted the contents of the report.

64/11 NHS Milton Keynes Workforce
Raffelina Huber presented the paper.
The Board discussed:
- Consultation document - positive feedback received from both staff and GP consortia with regard to the creation of an arms length commissioning organisation.
- The outcomes of the NED and Executive Director interviews will be announced on 8th June.
- JE commended the Executive Team for their continued commitment during the cluster appointment process; this was echoed by the Board.
- Workforce indicators – there are no immediate areas of concern.

The Board noted the contents of the report.

65/11 Corporate Risk Register
Nick Hicks presented the paper.
- Specialist Commissioning – GVB to follow up on red risk status and update to next Board Meeting.
- Mutual risk registers and board assurance framework to be reviewed at a corporate governance meeting between GMP/PT and Jan Norman from NHS Northamptonshire due to take place on 27th May.

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<td>Update to the July Board Meeting of red risk status for Specialist Commissioning</td>
<td>NH</td>
<td>July 2011</td>
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The Board discussed and noted the contents of the report.

66/11 NHS Milton Keynes Directors Report
Noted.

67/11 MKCHS Management Report
Noted.

68/11 South Central Ambulance Service Tripartite Agreement
Noted.

69/11 GP HealthcareMK Board Meeting Minutes – 7th & 21st May
Noted.

70/11 PremierMK Board Meeting Notes – 3rd May 2011
Noted.
71/11 Provider Committee Minutes (Draft) – 15th April 2011
   Noted.

72/11 LINKs Annual Report – previously circulated by LINKS
   Noted.

73/11 Solutions for Public Health Board Meeting Notes – 25th March 2011
   Noted

74/11 Any Other Business
   JE commended Cathy Walker and the Community Team on their extensive work and
   commitment to the achievement of the savings plan.

75/11 Date of next meeting
   7th June – Final accounts sign off – Board format to be agreed (see minute 61/11)
   July 2011, to be confirmed following alignment with NHS Northamptonshire

   Endorsed as an accurate record of the PCT Board meeting held on 26th May 2011.

   ........................................   ......................
   William Pope    Chairman           Date
Minutes of the Trust Board Meeting held on Tuesday, 7th June 2011, 12:00 at Sherwood Place, Sherwood Drive

Present:

**Board, Non Executive Directors**
- Professor William Pope, Chairman
- Mr Malcolm Brighton
- Mr John Eaton
- Mr Peter Kara
- Marvelle Brown (via teleconference)

**Board, Executive Directors**
- Mr Graham Ball
- Mrs Jeannie Ablett
- Mrs Gillian Prager
- Mr John Eaton

**In Attendance**
- Ms Pam Tresise (minutes)
- Gary Rowley – Chief Accountant
- Belinda Freeman – Internal Audit
- Mick West – External Auditor
- Nicola Jackson – External Auditor

76/11 **Apologies for Absence**
- Nick Hicks, Euan Henderson and Naomi Eisenstadt

77/11 **Declaration of Interests**
- None

78/11 **Adoption of Accounts**

The accounts and statement of internal control have been received and approved by Audit Committee and the following noted:

- There is a formulaic error on one page (p24, Schedule of Depreciation) which does not impact on the overall balance of accounts.

- The Annual Governance Report from the external audit is satisfactory.

- Statement of Internal Control:
  - Minor changes to page v regarding TOPAS and WICU and compliance action plan
  - Paragraph relating to Equality, Diversity & Human Rights – sentence to be amended relating to ‘audits’ - to read ‘external review’
  - Paragraph relating to Information Governance – a minor amendment to the text was agreed.

- There were no other points of materiality although some of the variances between 2009/10 and 2010/11 figures were discussed and explained.

- The Audit Committee recommends the accounts to the Board with these agreed changes.

**The Board resolved to adopt the Accounts and Statement of Internal Control 2010/11**
Marvelle Brown wished to raise issues relating to the following Audit Committee papers:
- GPCC governance
- TCS progress
- PC contracts paper
All to be discussed at a future meeting; to be determined, (followed up at Audit Committee)

**Any other Business**
Will Pope thanked the MKPCT board members for all they have done, and in anticipation of all that some members will continue to go on to do in the future.

**79/11 Date of next meeting**
July 2011, to be confirmed following alignment with NHS Northamptonshire governance arrangements

Endorsed as an accurate record of the PCT Board meeting held on 7\textsuperscript{th} June 2011.

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William Pope  Chairman  Date
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