



Foundation Trust Programme Board Meeting Minutes 31st March 2009

Present:

Mike Dinan (MD) (Chair)	John Wilkins (JW)
Martin Brand (MB)	Paul Cain-Renshaw (PCR)
Angie Patton (AP)	Kevin Lowe (KL)
Peter Edwards (PE)	Reuven Vazan (RV)
Caron Hitchen (CH)	Eric Roberts (ER)
Kathy Jones (KJ)	
Kerrie Martsch (KM)	

1. Apologies were received from:

Fionna Moore (FM)	Martin Flaherty (MF)	Shirley Rush (SR)	Stewart Chandler(SC)
Andrew Bell (AB)	Peter Bradley (PB)	Margaret Vander (MV)	

2. Minutes of Previous Minutes

The minutes of the previous meeting were agreed.

3. Previous Actions

All actions had been completed.

4. Priority Items

Timeline

JW presented the timeline of documentation which would require input, comment and approval over the next few months. JW will send out a weekly email of tasks and will add to the SMG diary meeting if required. There will be a standard distribution list and highlights for all active users (JW).

A brief discussion of the documents in draft form for review followed. These will be distributed:

Governance Strategy
IBP Chapters
Constitution

It is noted that the constitution will not be fully formalised until the end of the consultation and responses are analysed.

There will be a weekly schedule of the new timeline. All documents will be on Performance Accelerator and reported on, as agreed at the Trust Board a few months ago.

Highlight Report

Finance

The 08/09 financial position is finished by Service Line and will be presented to the Trust Board in April. The overall position is breakeven across the Trust.

Costing 08/09 will need to present 5 yr projection, which is populated by the Business Development team. There is also the income projection for 5 yrs and additional 3 yr projection.

08/09 is Year 0 on the model. Year 1 is easy to project. 3yr plan is substantiated. The last 2 years come from development.

Totals set by 08 ORH data which is out of date.

All run on XL model to go forward to LTFM and benchmarked against LTFM in May

Business Strategy and Marketing

Not much movement. There is a Board away day in April at which the Market Assessment Report will be reviewed. This is on schedule

Commissioning Engagement

Contract signed of 09/10. There is a change in the commissioning structure. PE to provide details on changes to sub-group.

The PbR needs to get back on track

Consultation and Communication

7 weeks in – 120 consultation docs back, mostly hard copy. No analysis has been done. AP will start analysis within the next week and feedback initial results to the group.

There has been nothing from PCTs. Need to chase the key stakeholders.

Currently looking at data protection issues to enable further use of databases and still working on other methods i.e. call logging. Will be talked about at the Board away day.

Meeting with Mike Daminarni to discuss data cleansing of the patient base.

Possible use of PTS – Nick Lawrence staff giving out forms

NSTS tracing – fraught with problems. Very labour intensive. Talk to FTN for other trusts. Spoken to other members (from March 08 event).

Consultation events – different take up dependent on location. JW will put ideas forward to MS

Governance and Membership

Thanks for attending the 20th March event. There was a very good turnout including deputy from PCT, chairman from partner organisation, people from King's and public board of Governors. Feedback will be handed back to AP for inclusion. Overall very positive.

Workforce Development

Signed SLA with commissioners. Finalised work force increase at 75/25 to be discussed at SMG away day tomorrow (1st April). Will be sharing with commissioners, phasing recruitment and training.

Transformation Investment Funding (MPET) waiting with SHA – training for student paramedic and support staff

Need to conclude discussion around clinical skill mix.

Business Planning

KM is currently working on the Governance Section with Laila. KPIs are currently causing problems and taking up a lot of time. KM is ensuring that this section fits around the compliance document.

5. Risks/Issues

CAD2010 risk to be reported on at the Programme Board meeting.

6. AOB

The updated FT Programme Board Terms of reference was tabled. Overview of the Constituency map was given, showing the base data behind the areas of the groups. The group was reminded that the map is based on the public data (ethnicity, gender, etc) and not PCT/LA boundaries.

Other items listed in AOB from the agenda have been noted in these minutes in earlier sections.

Date of Next Meeting: tbc