

Summary report of the meeting of the Board of Directors held on Friday 2 March 2012

This report presents a brief summary of the issues discussed at the March 2012 meeting of Liverpool Women's NHS Foundation Trust Board of Directors.

1. Unannounced visit by the Care Quality Commission

The Care Quality Commission (CQC) made an unannounced inspection visit to the Trust on 7 February 2012. The verbal feedback given by the inspectors at the end of their visit was largely very good, with positive comments made to them throughout the day by patients and staff alike. The formal written report is awaited from the CQC.

2. Emergency preparedness and business continuity

The Trust had confirmed to NHS Merseyside its full compliance in respect of emergency preparedness and business continuity, and had been commended on its work.

3. Breast screening move

The breast screening service based at the Trust will move to Broadgreen Hospital later this year. The Trust does not provide this service but has hosted it for a number of years. Its move provides us with an opportunity to use the space occupied in a different way, for patients of Liverpool Women's.

4. Patient story

The Board listened to a patient story, told by the Trust's Lead and Deputy Lead Genetic Counsellors on the patient's behalf and with her consent.

5. Operational plan 2012/13

Directors considered the priorities for the Trust from April 2012, to be confirmed at the Board meeting that month. They would be confirmed following agreement of activity and income contracts with commissioners and prioritisation of capital monies, together with discussion by the Trust Management Group (senior clinicians and managers from across the Trust).

6. Budget setting 2012/13

Board members were briefed on the budget setting process for 2012/13 and reminded that the Trust was required to retain a minimum financial risk rating (FRR) of 3, as determined by Monitor (the independent regulator of Foundation Trusts). The cost improvement programme for 2012/13 would be £6m.

7. Reproductive Medicine Unit / Hewitt Centre

Arrangements were confirmed for changes in the Reproductive Medicine Unit / Hewitt Centre with effect from 1 April 2012. The current contract with North West Fertility would be dissolved and the Trust would resume control of the Hewitt Centre.

The Unit's Clinical Director (Charles Kingsland), Senior Embryologist (Rachel Gregoire) and Interim Lead/Project Manager (Chris White) outlined the proposals for developing the service. These included the use of advanced technology to support clinical decision making by being better able to evaluate sperm and embryo quality and improve the chances of successful pregnancy.

8. Marketing

The Board considered an outline marketing strategy which would support its aim to be the leader in caring for women, babies and families. Improving the Trust's website and reception areas were recommended as priorities, as was giving very clear messages about what it could offer to both patients and referring clinicians.

10. Performance and assurance as at January 2012

Directors reviewed the Trust's performance and assurance report.

11. Policy approval process

Revised arrangements were confirmed for the approval of Trust policies. In particular a Policy Approval Committee will be established by the Board's Governance and Clinical Assurance Committee to ensure consistency across policies.

12. Board business cycle 2012/13

The Board agreed its business cycle for 2012/13. This included moving to a programme of bi-monthly formal meetings and bi-monthly discussion/development sessions.

A note about Liverpool Women's Board of Directors

Liverpool Women's Board of Directors comprises seven Non-Executive Directors (including the Chair) and six Executive Directors. The Board is responsible for determining the Trust's strategy and business plans, budgets, policy determination, audit and monitoring arrangements, regulations and control arrangements, senior appointment and dismissal arrangements and approval of the Trust's annual report and accounts. It acts in accordance with the requirements of its Foundation Trust terms of authorisation. These are available on Monitor's website at <http://www.monitor-nhsft.gov.uk/>.

Members of the Board are:

<i>Non-Executive Directors</i>	<i>Executive Directors</i>
Mr Ken Morris (Chair)	Mrs Kathy Thomson (Chief Executive)
Mr Allan Bickerstaffe	Mrs Vanessa Harris (Director of Finance)
Mr Steve Burnett	Mr Jonathan Herod (Medical Director)
Ms Liz Cross (interim Vice Chair)	Mrs Gail Naylor (Director of Nursing, Midwifery & Patient Experience)
Mr Ian Haythornthwaite	Ms Caroline Salden (Chief Operating Officer)
Dr Pauleen Lane	Mrs Michelle Turner (Director of Human Resources & Organisational Development)

There is currently a vacancy for a Non-Executive Director (NED), to be considered by the Trust's Council of Governors which is responsible for appointing the Chair and NEDs of the Board.

If you have any queries on this summary report, please contact in the first instance Julie McMorran, Trust Secretary, at julie.mcmorran@lwh.nhs.uk / 0151 702 4033.