

Portsmouth & South East Risk Managers Network Meeting

Notes of meeting held Thursday 15th May 2003 at St. James Hospital, Portsmouth.

Present: [Code A]

1. **Apologies:** Steve King, Caroline Hetherington, [Code A]
2. **Minutes of 27.03.03 meeting were confirmed as a correct record, Matters arising: -**

- **Clip Group** - Work in progress and further report at next meeting.

Action: [Code A]

- **Risk Maturity Matrix** – Agreed to defer discussion until next meeting.

Action: [Code A]

- **Building the Assurance Framework** – Group discussed recent District Audit presentation to Trust Board at Portsmouth, members were uncertain whether this presentation would eventually be given to all Boards within the network.

3. Controls Assurance

- Members shared the difficulties experienced with reporting their controls assurance scores to the DOH.
- Also discussed how to 'manage' any standards where compliance has reduced and explored reasons for this.
- [Code A] reported the significant progress achieved at PHT now that the Trust Board is 'on board' with the controls assurance process.
- [Code A] reported some issues with the development of service level agreements particularly getting agreement with scope of service provision and cost.
- General concerns that more training in controls assurance is required for managers/lead officers and there was some doubt expressed about how much the controls assurance guide for managers had been used/taken notice of. Members agreed to give further consideration to the development of a generic controls assurance presentation/workshop for Exec Directors and Lead Officers. [Code A] suggested the possible use of the latest CD ROM produced by the Risk Management consortium as the basis for these workshops.

Action: All

4. Freedom of Information Act

- General discussion of members awareness of the act, its impact on Healthcare Trusts, systems for charging for information, etc. Agreed that a standard list of accessible information would be a good idea.
- [Code A] advised that a Good Practise Grid was due out shortly.
- [Code A] agreed to circulate a briefing paper developed on the Island, with the meeting notes, for information of the group.

- **Code A** agreed to discuss this issue with her Corporate Affairs Manager and share any further information gained with the group.
- **Code A** discussed the possibility of Beechcroft Wansborough undertaking training for PCT staff.

Action: **Code A**

5. Building the Assurance Framework

Members shared their 'good practice' in relation to this DOH requirement:

Code A Developed matrix for corporate objectives, the risk of their achievement and mechanisms for reporting performance to the Board.

Code A Undertaken a presentation to the Board linking this document to the Trusts Corporate objectives.

Code A Exec committee to meet quarterly and brainstorm key risks and agree action plans for dealing with these.

Code A Developed performance monitoring and reporting matrix. Also shared Strategic Health Authority Chief Executive '10 must do' targets as not everybody within the group had seen these.

6. Internal Control Statement

Members shared their current position in relation to the internal control statement and all were similar:

- Everyone awaiting their internal auditors opinion before finalising their statements.
- All will be submitting 'partial' compliance statements again this year.

7. Other Current Issues

Code A

- Recent visit from clinical governance support unit:
 - Very positive
 - Coming back to undertake training on advise event reporting.
 - Facilitating meeting of Risk Management committee in July.
 - Mandy to report back on this in due course.
- Updated group on current problems with Personal Accident insurance, which Portsmouth Hospital used to have in place but now lapsed. **Code A** has received favourable terms from Zurich (£7k premium for £1M cover per person/claim) but company not willing to issue policy in the name of 'Employees of the Trust'. **Code A** confirmed that provided Directors of Finance and District Auditors agree it is now permitted to purchase this cover from Exchequer funds, this having been agreed by the NHSLA.
- **Code A** advised that he currently purchases this cover, with terms similar to Zurich, from AIG, who will issue policy in the name of 'Employees'.

- Circulated policy for Production of Patient information for the information of the group – approved by CNST and available electronically on request.

Code A

- Described recent incident of back injury and possible claim. Case led to HSE improvement notice regarding Manual Handling training courses which fail to allow enough time to cover all aspects required. May be leading to prosecution. Contents of training courses now under review, to include equipment demos and local induction re equipment handling.

Code A

- Circulated recent article written for the NHSLA review magazine for information of the group. All members agreed that their Risk Management Committee agendas are overlong and committee time is difficult to manage.

8. Date & Time of Next Meeting:

Thursday 24th July

2.30pm

Venue: St. James Hospital, Portsmouth

Agenda & Minutes: Caroline