

## Darlington Primary Care Trust Extraordinary Board Meeting

held on Thursday 5 November 2009  
Hall Garth Hotel, Coatham Mundeville, Darlington

### CONFIRMED MINUTES

<b>Present:</b>	Ken Greenfield Bunny Forsyth Linda Marks Sandra Pollard Yasmin Chaudhry Anna Lynch Pat Taylor	Chair Non Executive Director Non Executive Director Non Executive Director Chief Executive Acting Director of Public Health Joint Director of Finance
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<b>In attendance:</b>	David Gallagher Elizabeth Graham Amanda Hume Theresa Huddart Pat Keane Brian Key  Jill Matthewson June Tulley Cameron Ward Janet Walker	Director of Partnerships and Services Director of Nursing and Clinical Quality Director of Delivery and Performance Interim Director of Transition Director of Strategy and Involvement NE Director of Commissioning Mental Health and Learning Disabilities and Offender Health Executive Assistant to the Chief Executive (minutes) Director of Innovation and Development Chief Operating Officer Executive Assistant to the Chair (observing)
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Ken Greenfield, Chair, welcomed everyone to the meeting.

		<b>Action</b>
<b>09/10/01</b>	<p><b>Declaration of Interests</b></p> <p>There were no interests declared.</p>	
<b>09/10/02</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence had been received from Carol Charlton, Miriam Davidson, Hilton Dixon, Brian Everett, John Flook, Melanie Pears and Mike Taylor.</p>	

<p><b>09/10/03</b></p>	<p><b>Strengthening Commissioning: Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions</b>  <i>Chief Executive – Yasmin Chaudhry</i></p> <p>In presenting the paper, Yasmin Chaudhry said that the board was being asked to approve the scheme of delegation in respect of standing orders, reservation and delegation of powers and standing financial instructions for NHS Darlington. Theresa Huddart said that the documents, which had been based on a standard template produced by the Department of Health, had already been discussed by members of the board and members of the audit committee at previous meetings. She said that the comments received at previous meetings had been incorporated into the documents being presented. NHS County Durham board would be asked to approve the same documentation with the exception of the section on community health services which had been included only in the NHS Darlington documentation.</p> <p>Theresa Huddart highlighted some of the more recent amendments that had been made to the documentation. She confirmed that the Chairs of the audit committees of both NHS Darlington and NHS County Durham had agreed the documentation. Legal advice had been received from Hempsons which recommended that some further minor amendments be made.</p> <p>Ken Greenfield thanked executive and Non Executive Directors of the board for the work that had been done on producing the governance documents. He said that he had spoken to John Flook, Chair of the audit committee, who had confirmed his acceptance of the documentation.</p> <p>Pat Taylor reported that she had met with the Chairs of both audit committees and provided assurance that the amendments they had made simplified the flow of the documents and had not significantly altered the content. Amendments had also been made to reflect the appointment of a Chief Operating Officer for NHS Darlington. Further consideration would need to be given by NHS County Durham and Darlington Community Health Services to their governance arrangements.</p> <p>The board approved the standing orders, reservation and delegation of powers and standing financial instructions.</p>	
<p><b>09/10/04</b></p>	<p><b>Strengthening Commissioning: Governance and appointments to statutory committees</b>  <i>Chief Executive - Yasmin Chaudhry</i></p> <p>Members of the board gave consideration to the membership of the board's statutory committees.</p>	

**Audit and Risk Committee**

It was agreed that membership of the audit and risk committee would comprise of all of the Non Executive Directors and that the Chair of the committee would be John Flook. Membership would exclude the Chair of the statutory board.

**Remuneration and Terms of Service Committee**

It was agreed that membership of the remuneration and terms of service committee (RATS) would comprise of the Chair of the statutory board and all of the Non Executive Directors.

Theresa Huddart outlined the position with regard to the RATS committee of NHS County Durham and the proposed joint RATS committee.

**Integrated Business Board**

There was discussion about the membership for the integrated business board (IBB). It was agreed that Ann Calman, Chair of NHS County Durham, would be appointed as Chair of the IBB and that Ken Greenfield, Chair of NHS Darlington would be appointed as Vice-Chair of the IBB.

With regard to board representation for practice based commissioning (PBC), it was noted that Dinah Roy, lead PBC Chair for Sedgefield, had been nominated by the PBC Chairs as the board representative for both NHS Darlington and NHS County Durham.

Membership of the IBB was agreed as follows:

Ann Calman	Chair of NHS County Durham (Chair)
Ken Greenfield	Chair of NHS Darlington
Malcolm Cook	Non Executive Director, NHS County Durham
Annie Dolphin	Non Executive Director, NHS County Durham
Brian Ebbatson	Non Executive Director, NHS County Durham
Jenny Flynn	Non Executive Director, NHS County Durham
John Flook	Non Executive Director, NHS Darlington
Bunny Forsyth	Non Executive Director, NHS Darlington
Linda Marks	Non Executive Director, NHS Darlington
Sandra Pollard	Non Executive Director, NHS Darlington
Jim Smith	Non Executive Director, NHS County Durham
Keith Tallintire	Non Executive Director, NHS County Durham
Yasmin Chaudhry	Joint Chief Executive
David Gallagher	Director of Partnerships and Services
Amanda Hume	Director of Delivery and Performance
Pat Keane	Joint Director of Strategy and Involvement
Brian Key	NE Director of Commissioning Mental Health and Learning Disabilities and Offender Health
Anna Lynch	Acting Director of Public Health
Pat Taylor	Joint Director of Finance
June Tulley	Director of Innovation and Development
Cameron Ward	Chief Operating Officer

	<p>Brian Everett and Melanie Pears would not be members of the IBB as they were both members of the community health services sub-committee.</p> <p>The board agreed membership of the sub-committees of the board as outlined above.</p>	
<b>09/10/05</b>	<p><b>Joint Executive Arrangements</b> <i>Chief Executive - Yasmin Chaudhry</i></p> <p>Yasmin Chaudhry presented a paper which set out the proposed joint executive arrangements for NHS Darlington. It was proposed that in addition to the accountable officers, the statutory board should include membership which would ensure strategic advice. It was therefore proposed that there should be a Joint Director of Strategy and Involvement with membership of the board. The proposed executive board membership was:</p> <p>Joint Chief Executive, Joint Director of Finance, Acting Director of Public Health, Director of Clinical Quality, Joint Director of Strategy and Involvement.</p> <p>Referring to the Joint Director of Finance post, Yasmin Chaudhry said that HR guidance had been sought and Pat Taylor, formerly Director of Finance for NHS County Durham, had been 'slotted in' to the post of Joint Director of Finance for NHS County Durham and Darlington. The same process would be followed for the post of Joint Director of Strategy and Involvement.</p> <p>The board confirmed the executive arrangements for NHS Darlington statutory board, as outlined above, with effect from 1 November 2009.</p>	
<b>09/10/06</b>	<p><b>Other Business</b></p> <p>There was no other business.</p>	
<b>09/10/07</b>	<p><b>Date and time of next meeting:</b></p> <p>The next statutory board meeting of Darlington Primary Care Trust would be held 2.30 – 5.30 pm on Thursday 21 January, venue to be confirmed.</p>	

Signed..... Dated.....