

The Dudley Group of Hospitals

NHS Foundation Trust

Minutes of the meeting of the Council of Governors
Wednesday 4th June 2009, 6.30 – 8.30pm at the Clinical Education Centre,
Russell's Hall Hospital, Dudley

Present:

Name	Status	Representing
Mr Steve Waltho	Public Governor	Dudley Brierley Hill
Mr Peter Miller	Appointed Governor	Dudley MBC
Mrs Janet Robinson	Public Governor	Rowley Regis
Mrs Diane Lee	Appointed Governor	West Midlands Ambulance Service
Professor Linda Lang	Appointed Governor	Wolverhampton University
Mrs Pat Siviter	Public Governor	Wyre Forest
Mr Rob Johnson	Public Governor	Halesowen
Ms Jane Southall	Staff Governor	Nursing & Midwifery
Mr Bob Ferguson	Public Governor	Dudley Central
Mr Harvey Woolf	Public Governor	Dudley North
Ms Rosemary Bennett	Public Governor	Dudley North
Mr Darren Adams	Public Governor	Stourbridge
Mr Adrian Hamlyn	Staff Governor	Medical & Dental
Mr David Ore	Staff Governor	Non Clinical Staff
Mr Graham Russell	Staff Governor	Nursing & Midwifery
Mr Simon Tovey	Staff Governor	Partner Organisations
Mrs Mary Turner	Appointed Governor	Dudley Council for Voluntary Services
Mr Atif Janjua	Public Governor	Dudley Central
Ms Pamela Boucher	Appointed Governor	DGoH Volunteers appointed by DCVS

In Attendance:

Mr Alf Edwards	(Chair of Meeting)	Dudley Group of Hospitals NHS Foundation Trust
Mr David Badger	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Mr Paul Assinder	Director of Finance & Information –Secretary to the Council	Dudley Group of Hospitals NHS Foundation Trust
Mrs Ann Becke	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Mrs Denise McMahon	Director of Nursing	Dudley Group of Hospitals NHS Foundation Trust
Mrs Kathryn Williets	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Ms Sarah Briscoe	Foundation Trust Team	Dudley Group of Hospitals NHS Foundation Trust
Mr David Orme	Chairman	LINKS
Mr Matthew Elwer		PriceWaterHouseCoopers
Julie Briggs	Public Member	
Representative		Express & Star

Apologies

Mr Paul Farenden, Chief Executive
 Mr Paul Harrison, Medical Director
 Cllr Anne Hingley, Appointed Governor, Wyre Forest DC
 Mr Howard Perrin, Public Governor, Rest of the West Midlands
 Dr P D Gupta, Public Governor, Dudley Central
 Ian Mullins, Appointed Governor, Summit Healthcare
 Mrs Diane Jones, Public Governor, South Staffordshire
 Mr Roy Savin, Public Governor, Dudley Stourbridge
 Mrs Beverley Hill, Appointed Governor, Sandwell PCT
 Mr Simon Biggs, Public Governor, Dudley North
 Mrs Wendy Hadley, Public Governor, Brierley Hill
 Mr John Balmforth, Public Governor, Dudley Halesowen
 Professor Martin Kendall, Appointed Governor, University of Birmingham Medical School
 Mr Mark Cooke, Appointed Governor, Dudley PCT

Ms Rachel Harris, Appointed Governor, Dudley PCT
Mr Brian Hanford, Appointed Governor, Worcestershire PCT
Miss Nikky Gill, Appointed Governor, Youth Council
Mr Richard Brookes, Public Governor, Dudley Brierley Hill
Mrs Jane Beard, Public Governor, Halesowen
Mrs Catherine Earle, Public Governor, Stourbridge
Mr Jonathan Fellows, Non Executive Director
Mr David Wilton, Non Executive Director
Mrs Liz Abbiss, Head of Customer Relations & Communications

1. Welcome

Alfred Edwards welcomed David Orme LINKS Chairman, Julie Briggs public member and the Express and Star representative to the meeting.

A reminder was given to all Governors to sign in when attending each Council meeting.

2. Declarations of Interest

There were no declarations of interest from the Council.

3. Apologies

All apologies were listed.

4. Minutes of the Council of Governors meeting 20th May 2008

Alfred Edwards asked the Council if there were any matters of correctness about the minutes of the previous meeting.

Steve Waltho stated that section 7 of the minutes did not include his comments on supporting young people.

A/P 01 Section 7 of previous minutes to be amended and signed

5. Matters Arising:

5.1 The Annual Plan

Paul Assinder confirmed that the Board of Directors would have a visit from Monitor on the 8th June. Due to changes in the NHS budget Monitor had asked the Trust to re-address the finance side of the plan and resubmit in July.

5.2 Fourth Quarter Performance Update 2008-9

Paul Assinder informed the Council that the Trust had met all of its financial targets and waiting times except those in A & E as shown in enclosure 3. The Trust is currently meeting all targets for this financial year.

Dr Adrian Hamlyn commented that meeting targets on A&E was partly dependant on bed availability. With the Trust plans to expand into Wyre Forest, there would be a need to address bed capacity. Alfred Edwards confirmed that the Trust was experiencing peaks in summer time similar to those seen at winter time. The Trust was addressing this difficult situation by looking at bed configuration. Paul Assinder assured the Council that this was a national issue and that Monitor had confirmed that 27 acute trusts had missed their A&E targets in the last quarter. The Trust had opened up additional capacity to meet demand. Steve Waltho stated that it was a credit to the Trust that they had an action plan in place to address the bed capacity issues.

5.3 Non Executive Directors Terms of Office and Appointment Process

Paul Assinder informed the Council that Ann Beck Non Executive Director, who had served 4 years at the Trust, would see her contract end on the 31st October 2009. Alfred Edwards, Chairman, would also see his contract end on the 31st October 2009. Those Governors in the Appointments Sub Committee would be responsible for the appointment of Non Executive Directors and the Chairman. The rules of election are as stated in the Trusts Constitution. There would be a 40 day timetable beginning from the 15th July 2009. The Appointments Sub Committee would declare recommendations to the full Council on the 10th September 2009.

It was also put to the Council to appoint Paul Assinder as Secretary to be the Returning Officer and appoint Deloitte's to audit the ballot process. Alfred Edwards asked the Council for any comments. Dr Adrian Hamlyn asked if the Trust had considered the Electoral Reform Service (ERS) as used in other Trusts. Paul Assinder confirmed that they could be used however Deloitte's offered a better cost effective service.

The Council of Governors agreed to the appointment of Paul Assinder as Secretary to be the Returning Officer and appoint Deloitte's to audit the ballot process.

6. Presentations

6.1 Pandemic Plans

Paul Oxley, Project Manager at the Trust, provided the first presentation on Pandemic Plans (A copy of the presentation is attached).

The presentation looked at:

- Current situation with swine flu
- What the local response was
- Contingency Planning for a Pandemic
- DGoH Contingency Plan for a Pandemic
- PCT Arrangements
- Personal Protective Equipment
- Staffing Issues
- Civil Contingencies Act
- Communications

Atif Janjua asked if the Trust had addressed the issue of security should panic arise. Paul Oxley confirmed that the Trust has looked at hospital security, lock downs and CCTV. The Trust had also liaised with police assessed areas of the Trust and the provision of advice.

6.2 Safeguarding Children

Carole Weston, named nurse for Safeguarding Children, provided the second presentation titled Safeguarding Children (A copy of the presentation is attached).

The presentation looked at:

- Statutory Framework
- Principles underlying the Children Act 1989
- Types of Abuse
- What to do if you're worried a child is being
- What happened in Haringey
- Impact on Dudley
- Joint Key Issues Identified by Health

Dr Adrian Hamlyn commented that as there appeared to be pressure on social workers and health visitors, were local authorities doing anything to address this? There was also a need for more Paediatricians and additional training. Carol Weston confirmed that the Government was looking to increase the number of social workers and health visitors. Atif Janjua asked if there other areas of abuse being investigated such as abuse at home or bullying at school. Carol Weston said there were anti-bullying campaigns at school and the Trust monitors cases of children's sickness in hospital.

Diane Lee asked if the Trust had a vulnerable adult's policy, to which Carol confirmed there was.

6.3 Annual Health Declaration

The final presentation was provided by Sue Nicholls, Quality Manager. Sue provided a talk on last year's process and results of the Trusts 'Standards for Better Health – Annual Health Check'. The results were provided to Governors as Enclosure 1 at the full Council of Governors meeting held on 20th May 2009.

Key points raised during the presentation:

- The Health Care Commission (HCC) was now known as the Care Quality Commission (CQC).
- The 2008/09 declaration had 7 criteria Safety, Clinical and Cost Effectiveness, Governance, Patient Focus, Accessible and Responsive Care, Care Environment and Amenities and finally Public Health.
- All evidence was put to the Board of Directors and a review conducted by Deloitte's
- The Trust declared there was insufficient assurance for safeguarding children.
- The Trust was now doing quarterly self assessments which were reviewed by Trust Board.
- The Trust was waiting for new standards information which will be cascaded to and involve Governors.

Denise McMahon confirmed that the Board of Directors was aware that they did not fully involve the Council of Governors in last year's declaration. However this year the Board welcomes Governor involvement. Any Governors that have any suggestions or have a particular area of interest they would be interested in working in, can they please contact Sue Nichols.

7. Update from the Communications Sub Committee

Darren Adams, Vice Chairman of the Communications Sub Committee, provided the Council with a background history and role of the sub committee.

It was agreed by the Committee that the following points should be raised at the next full council meeting:

7.1 Press Enquiries

Mandy Green, Communications Manager, will provide Governors with a protocol on how to deal with press enquiries. However the following points need to be shared with Governors:

- Governors should pass on any press enquiries to the Communications Team.
- Governors should consult with the Communications Team before submitting letters/article to newspapers.
- Governors and the Trust proactively use the press to promote the Trust and membership.

7.2 Governor meeting – 15th June 2009 – Monitor Publication *Guide for NHS Foundation Trust Governors: Meeting Your Statutory Responsibilities*

The Committee discussed the format for the full Governor meeting arranged on the evening of 15th June 2009 to measure best practice against the Monitor Publication Guide for NHS Foundation Trust Governors: Meeting Your Statutory Responsibilities. Governors would be tabled in to groups to look at Sections 3 to 8 and answer the three questions below:

1. Where are we?
2. Where do we want to be?
3. What do we need to do or have in place to get to where we want to be?

This would then be followed by a feedback session with all Governors.

7.3 Any questions Governors would like raising at the FT visit in June?

Darren Adams confirmed that members of the Communications Sub Committee would be visiting Governors at the Chesterfield Royal Hospital NHS Foundation Trust on the 26th June 2009 to discuss best practice. If any Governors have any questions that would like the sub committee to raise at the visit can they please inform Sarah Briscoe.

8. Foundation Trust Membership Update

With reference to Enclosure 5, Paul Assinder confirmed that the Trusts total staff and public membership was 13575.

9. Any Other Business

Health Fair

Sarah Briscoe reminded Governors of the forthcoming Health Fair for Members on the 10th June 2009. This second event was themed around Cancer Awareness where trust members could listened to various presentations on various cancers and their treatments, care pathways and cancer prevention. There would also be various demonstration rooms for members to talk to cancer experts and look at various equipment used to diagnose cancer. Sarah Briscoe added that the Foundation Trust Team welcomed Governors to attend the event as it was an excellent way to meet members from their constituencies. Darren Adams commented that the standard of the posters used to promote the health fairs was excellent.

Appointment of Chief Executive

Alfred Edwards confirmed that all Governors would be involved in the appointment of the new Chief Executive. The Trust will meet with an external body to look at potential candidates and a date had been set for the 24rd June 2009 for all stakeholders and Governors to meet candidates. Rob Johnson asked what level of interaction Governors would have. David Badger confirmed that recruitment would be led by the recruitment firm but there would be a presentation by all candidates in the lecture theatre.

Parking

Dr Adrian Hamlyn asked if the issues raised at the previous Council meeting on parking had been discussed at the recent Board of Directors meeting. Alfred Edwards confirmed he had received a letter from Dr Hamlyn and will respond with the Board meeting outcome.

Constituency Maps

Steve Waltho thanked the enthusiasm of the Chair Simon Biggs and the Vice Chair Darren Adams at the Communications Sub Committee. It had been noted that there was a frustration amongst public Governors as they did not know their constituency boundaries. Steve confirmed that he is now able to provide constituency maps for Governors.

Meeting Rooms

Alfred Edwards asked Governors for feedback on using the lecture as a venue for Council meetings. It was agreed that the venue was excellent for presentations but the air-conditioning was as issue.

10. Date of the next meeting:

The next meeting of the Council of Governors will be held on **2 July** in the Clinical Education Centre, 1 Floor, C Block, Russells Hall Hospital **(TBC)**