

COUNCIL OF GOVERNORS

**Draft Minutes of the Meeting held on Thursday 28th May 2015
4.00pm to 6.00pm**

Trust Conference Room, Burtonwood Wing, Warrington

Present:

Steve McGuirk	Chairman (Chair)
Iris Keating	Public Governor
Jeanette Scott	Public Governor
Sue Kennedy	Public Governor
Peter Harvey	Public Governor
Paul Campbell	Public Governor
Carole Astley	Public Governor
Alf Clemo	Public Governor
David Ellis	Public Governor
Peter Folwell	Public Governor
Louise Cowell	Staff Governor
Peter Lloyd Jones	Partner Governor – Halton Borough Council
Pat Wright	Partner Governor – Warrington Borough Council

In Attendance:

Mel Pickup	Chief Executive
Simon Wright	Chief Operating Officer & Deputy Chief Executive
Tim Barlow	Director of Finance & Commercial Development
Jason DaCosta	Director of Information Technology
Lynne Lobley	Non-Executive Director
Terry Atherton	Non-Executive Director
Ian Jones	Non-Executive Director
Mike Lynch	Non-Executive Director
Anita Wainwright	Non-Executive Director
Colin Reid	Trust Secretary
Gayle Healey	Governor & Membership Support Manager (minutes)

Apologies:

Jim Henderson	Public Governor
Gaynor O'Brien	Staff Governor
Sue Bennett	Staff Governor
Dan Grimes	Staff Governor
Peter Harrop	Partner Governor – University of Chester
Neil Kelly	Partner Governor – Warrington Wolves Foundation
Alison Cullen	Partner Governor – Warrington Voluntary Action
Karen Dawber	Director of Nursing
Simon Constable	Medical Director
Roger Wilson	Director of Human Resources & Organisational Development

WHHFT/COG/15/24 - Welcome, Apologies and Introductions	
1	The Chairman welcomed all Governors', Staff, and Non-Executive Directors, to the Council of Governors meeting. As this was the Chairman's first meeting he introduced himself and provided a short synopsis of his background to the Council.
2	The Chairman sought agreement from the Council to reappoint Lynne Lobley; Deputy Chair and Non-Executive Director for a further period of one year from 1 st December 2015 and advised the Council that the extension had been proposed to provide general continuity for the Trust. The Council approved the recommendation. This was subject to a satisfactory review in accordance with Monitors Code of Governance.
3	The Chairman thanked Iris Keating; Public Governor and Paul Campbell; Public Governor who were attending the meeting as their last meeting as Public Governors and wished them all the best for the future.
4	Apologies - See above listing.
Declarations of Interest – in agenda items	
5	There were no interests declared in relation to the agenda items for the meeting.
WHHFT/COG/15/25 – A&E performance	
6	The Chief Operating Officer presented an update of the actions the Trust had implemented to improve the AED performance and how the urgent care system was managed. He advised that the department was part of a complex system which relied on external health partners to perform well. The Trust had created an improvement plan that focused on the internal flow of the patient pathway on presentation at the department, the delayed transfer of care once ready for discharge, the provision of intermediate care and the avoidance of admission to a ward. He reported that due to the actions taken the AED target currently stood at 94% for May and advised that the Trust was beginning to see consistent improvement but only because a whole system approach was being taken which needed to be maintained. He explained that he was pleased to see an improvement and thanked the Trust Board and Council for their patience and support over a difficult year and noted that the Trust was one of very few that were beginning to see a recovery of the AED target.
7	The Chairman advised that nationally A&E performance targets had been very high profile in the media over the last few months and thought the presentation was very useful to the Council to understand fully the challenges faced by the A&E department and the Trust to improve performance.
8	David Ellis; Public Governor asked if the Trust could penalise social services for delays that may be caused to patients waiting for external support before discharge. The Chief Operating Officer advised that there had always been the opportunity to penalise for delays however, the Trust had never implemented any penalties as it could negatively affect relationships with external partners.
9	David Ellis; Public Governor felt that it was very important for family and carers to be involved in the discussion and process of a patients discharge and to provide them with support. The Chief Operating Officer agreed that on occasion discussions could be difficult which could significantly affect the patient and advised that sub-acute care would be beneficial in that type of situation.
10	Peter Lloyd Jones; Partner Governor asked if the Trust was now satisfied that AED was adequately staffed. The Chief Operating Officer advised that an annual review of staffing levels was conducted and benchmarking against other trusts AED departments for comparison was conducted regularly.

<p>11</p> <p>12</p>	<p>He explained that the Trust had recently appointed more AED consultants that brought the total to ten for the department which was over the national average of seven.</p> <p>Pat Wright; Partner Governor advised that Warrington Borough Council executive board had recently agreed new contracts for the expansion of the employment of more domiciliary care staff which she felt would help provide better outcomes in the future.</p> <p>The Chairman thanked the Chief Operating Officer for the presentation on behalf of the Council.</p>
<p>13</p>	<p>WHHFT/COG/15/26 – Minutes of Previous Meeting 26th March 2015</p> <p>The minutes of the meeting held on the 26th March 2015 were approved as a true and accurate record.</p>
<p>14</p> <p>15</p>	<p>WHHFT/COG/15/27 – Actions Arising from Previous Meeting</p> <p>There were no actions arising from the meeting held on 26th March 2015.</p> <p>The Chairman reported that there were no formal actions arising however, there was one informal action that was in place for the Chairs of each Committee to discuss how the Council could generate attendances to all the Committee meetings. He advised that as part of the training for new governors they would be encouraged to attend the Committee meetings so that they get a feel and greater understanding of the issues facing the Trust.</p>
<p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p>	<p>WHHFT/COG/15/28 – Chairman’s Report</p> <p>The Chairman provided the following verbal report:</p> <p>Ratification for the appointment of Senior Independent Director: The Chairman sought agreement from the Council to appoint Mike Lynch; Non-Executive Director as Senior Independent Director for the Trust. The Council approved the recommendation.</p> <p>Governor Election Update: The Chairman reported that the nomination period for the 2015 elections had concluded and provided an update of the 11 areas included in the election. There were three contested areas: Public 1 - Daresbury, Windmill Hill, Norton North Castlefields; Public 11 - Bewsey, Whitecross, Fairfield, Howley and Public 14 - Burtonwood, Winwick, Whittle Hall, Westbrook.</p> <p>There were five uncontested areas: Public 2 – Beechwood, Mersey, Heath, Grange with Joe Whyte appointed, Public 4 – Appleton, Farnworth, Hough Green, Halton View, Birchfield with Elaine Tweedle appointed, Public 5 – Broadheath, Ditton, Hale, Kingsway, Riverside with Kenneth Dow appointed, Public 9 – Culcheth, Glazebury, Croft, Poulton North with B Meager appointed and Staff Class E: Estates, Administration and Managerial with Mark Ashton appointed. The Chairman congratulated Carole Astley; Public Governor on her reappointment for a second term as governor for Public 10 – Latchford East, Latchford West, Poulton South.</p> <p>The Chairman reported that no nominations had been received for Public 3 – Norton South, Halton Brook, Halton Lea and Staff Class A: Medical and Dental which would remain vacant. He advised that plans were in place for the new intake of governors to receive induction training, with an initial 1:1 with the Trust Secretary.</p> <p>Directors: The Chairman reported that Roger Wilson had been appointed as Director of Human Resources and Organisational Development. He also reported that Simon Wright; Chief Operating Officer and Deputy Chief Executive had been appointed as Chief Executive of Shrewsbury and Telford NHS Trust and wished him well for the future.</p>

22	The Chairman reported that the national and local election had concluded. The Queens speech that followed included an NHS strategic view to move to more integrated care which would become the basis for the Trust's plan over the next five years. He advised there would be changes to various models of care and governance on a national level and was awaiting further detail to be released to understand what it meant directly for the Trust. The Chairman advised that as these changes start to occur the visibility and role of the Governors would intensify around engagement as representatives of staff, the board and the public.
23	Peter Folwell; Public Governor commented that any changes made by the trust to move into a more integrated care system would need to be large to be effective and make the most impact as he felt small changes would not be as effective.
24	Pat Wright; Partner Governor commented that all local health care organisations would need to trust each other to enable any move forward to an integrated service to ensure successful implementation.
25	The Chairman agreed with the governors' comments and advised that there needed to be a fundamental change of culture to improve the way local health services were provided to patients. It would take time for all local health care organisations to learn to work in a different way and achieve this.
26	Peter Lloyd Jones; Partner Governor was concerned that primary health services were not fully engaged moving towards a fully integrated health service and agreed with the Chairman that there would need to be a change in the way service providers looked at the provision of their service for the greater good of patients. The Chairman noted that moving to a more integrated service required immense change over a period of time and felt that the public were made aware of which services available and how they could be accessed.
27	The Chairman reported that the Trust was awaiting the outcome of the CQC inspection that was conducted in February. He reminded the Council that Monitor were also conducting a Financial Governance Review of the Trust. As part of that Review the Trust had instructed KPMG, with the support of Monitor to work with the Trust to provide a financial turnaround plan.
28	The Chairman concluded that the funding situation for the Trust would be the main driver for 2015/16 and advised that the Trust needed to act quickly to ensure governance arrangements were fit for purpose to manage the changes. Therefore as part of the governance review he suggested that the Council undertake a review of its structure in the second half of the financial year. He asked the Council to agree to the proposal of a review of the Council of Governors following the elections in June and be completed by the end of the year. The Council agreed to the proposal.
29	The Council noted the content of the Chairman's Report.
WHHFT/COG/15/29 – Chief Executives Report	
30	The Chief Executive provided the following verbal report:
31	The Chief Executive referred the Chairman's comments earlier and explained that the first indication of the new general government plans was reported in the Queens speech which was televised last week. She advised that although there was no legislative changes to the NHS planned there was a reinforcement for the NHS to move toward seven day working week and integrated health services.
32	The Chief Executive reported that a communication had been issued to all staff to inform them

	<p>that the Trust anticipated a deficit of £15m for the end of the 2015/16 financial year. In order to provide for working capital to support the Trust’s provision of services the Trust had sought financial support from Monitor which would take the form of loans of up to £15m. She explained that these were difficult times for the Trust and that it was imperative that the quality of care to patients did not suffer due to lack of financial resource. The Chief Executive advised that the Governors would continue to be kept up to date with the Trust’s sustainability challenges through its committees.</p>
33	<p>The Chief Executive referring to the Chief Operating Officer’s presentation earlier in the meeting advised that improvements in the A&E 4hr target looked to be commensurate with the opening of the intermediate care facility in Daresbury Wing. She advised that Warrington CCG had committed to fund the extra beds in the facility for 6months, however given its recent impact on the patient pathways in the Trust she hoped that the CCG would see its benefits and fund it longer term. The Chief Executive advised that patients would benefit from the integration of services and the Trust was very keen to work towards this either through collaboration or providing the services itself. The Chief Executive provided the Council with her vision and that of the Executive of the provision of integrated care.</p>
34	<p>Peter Harvey; Public Governor commented that the Chief Executives report was very encouraging and felt it would give health partners confidence to work together to find better ways of communicating messages to the public to keep them engaged and informed about future integration of services.</p>
35	<p>Alf Clemo; Public Governor suggested to approach younger generations with messages of change as it was more difficult to change the mind set of adults.</p>
36	<p>Sue Kennedy; Public Governor felt inspired by the discussion, liked the idea of a systems thinking approach and wondered how the Trust could escalate plans to begin implementation. She suggested inviting MPs to future meetings so they could be kept informed of the Trust’s situation.</p>
37	<p>The Chairman advised that change could be successful if the Trust could communicate the messages to the public well. He felt that the Trust may have to invest more in communications to achieve this well.</p>
38	<p>Paul Campbell; Public Governor noted that a continuity of message was required by all health partners to avoid public confusion.</p>
39	<p>The Council noted the content of the Chief Executives Report.</p>
	<p>WHHFT/COG/15/30 – Consultation with Constituency members</p>
40	<p>Public: none reported</p>
41	<p>Staff: none reported</p>
42	<p>Partner: non reported</p>
	<p>WHHFT/COG/15/31 – Report from Governor Committees</p>
43	<p>i. Quality in Care Committee – 5th May 2015 Peter Folwell; Public Governor, referred the Council to the draft minutes of the meeting held on 5th May 2015 and advised that the Committee had received a report on staffing levels, a report from Louise Cowell; Staff Governor who had attended the recent Patient Experience Group meeting and ward visit reports from B12 conducted in March and B14 which had been conducted in April.</p>

44	The Council noted the draft minutes of the Quality in Care Committee held on 5 th May 2015.
45	<p>ii. Ratification of the Governor Statement and Ward Observations Visits Statement for the Quality Report</p> <p>The Council approved the Governor Statement and Ward Observation Visit Statement for the Quality Report.</p>
46	<p>iii. Communications and Membership Committee – 6th May 2015</p> <p>David Ellis; Public Governor and Chair of the Communications and Membership Committee, referred the Council to the draft minutes of the meeting held on the 6th May 2015 and advised that the Committee had received the membership year-end report and initial results of the outpatients survey He advised that the Committee also received an update of the plans for the hospital family open day to be held on Sunday 5th July and thanked Helen Riley; Governor and Membership Support Officer for her work organising the event.</p>
47	The Council noted the draft minutes of the Communications and Membership Committee held on 6 th May 2015.
48	<p>iv. Monitor Quarterly Reporting Compliance Committee – 22nd May 2015</p> <p>Peter Folwell; Public Governor and Chair of the Committee reported that the Committee had received an update of the CIP project plans for 2015/16 and had agreed to receive a regular update at each meeting in future.</p>
49	The Council noted the draft minutes of the Monitor Quarterly Reporting Compliance Committee held on 22 nd May 2015.
WHHFT/COG/15/32 – Any Other Business	
50	The Chairman presented Iris Keating; Public Governor and Paul Campbell; Public Governor with a small gift on behalf of the Council as a thank you for their time spent with the Trust as governors.
51	There being no other business the Chairman closed the meeting.
	<p>Dates of future meetings: Date: Thursday 23rd July 2015 Time: 4.00pm till 6.00pm Venue: Trust Conference Room, Warrington Hospital.</p>

The agenda and minutes of this meeting may be made available to public and persons outside of Warrington and Halton Hospitals NHS Foundation Trust as part of the Trust's compliance with the Freedom of Information Act 2000.