



COUNCIL OF GOVERNORS – PART 1

**FINAL Minutes of the Meeting held on Thursday 27th March 2014
4.00pm to 5.45pm**

Trust Conference Room, Burtonwood Wing, Warrington

Present:

Allan Massey	Chairman (Chair)
Carole Astley	Public Governor
Jean Pownall	Public Governor
David Ellis	Public Governor
Iris Keating	Public Governor
Roy Radley	Public Governor
David Trowbridge	Public Governor
Paul Campbell	Public Governor
Charlie Coughlan	Public Governor
Peter Folwell	Public Governor
Allan Ralston	Public Governor
Louise Cowell	Staff Governor
Alison Cullen	Partner Governor – Warrington Voluntary Action
Cllr Pat Wright	Partner Governor – Warrington Borough Council

In Attendance:

Mel Pickup	Chief Executive
Karen Dawber	Director of Nursing and Organisational Development
Simon Wright	Chief Operating Officer & Deputy Chief Executive
Tim Barlow	Director of Finance & Commercial Development
Dan Grimes	Head of Commercial Development (part)
Clare Briegal	Non-Executive Director
Mike Lynch	Non-Executive Director
Carol Withenshaw	Non-Executive Director
Colin Reid	Trust Secretary
Gayle Healey	Governor & Membership Support Manager (Minutes)

Apologies:

Peter Harvey	Public Governor
Dora Buff	Public Governor
Alf Clemo	Public Governor
Sue Bennett	Staff Governor
Gaynor O'Brien	Staff Governor
Deb Mandal	Staff Governor
Jane Birch	Staff Governor
Cllr Sue Edge	Partner Governor – Halton Borough Council
Neil Kelly	Partner Governor – Warrington Wolves Foundation
Peter Harrop	Partner Governor – University of Chester
Lynne Lobley	Non-Executive Director
Rory Adam	Non-Executive Director
Jason DaCosta	Director of Information Technology
Paul Hughes	Medical Director

	W&HHFT/COG/14/011 - Welcome, Apologies and Introductions
1	The Chairman welcomed all Governors', Staff, and Non-Executive Directors, to the Council of Governors meeting.
2	Apologies - See above listing.
	Declarations of Interest – in agenda items
3	There were no interests declared in relation to the agenda items for the meeting.
	WHHFT/COG/14/012 – Update of Strategic Plan 2014
4	The Head of Commercial Development, provided an update of the Annual Plan for 2014/15. He presented the draft plan to the Council and advised that the Trust Board had approved the plan subject to minor amendments at their meeting on 26 th March 2014. He advised that the plan had been created based on feedback of the themes from Governors' facilitated sessions, clinical sessions and a survey that was distributed to members and the public which was all underpinned by the Trusts Quality, People, Sustainability (QPS) framework and would be submitted to Monitor on 4 th April 2014.
5	The Chairman thanked the Head of Commercial Development for the update on behalf of the Council.
6	The Director of Finance and Commercial Development, provided an update of the financial plans that would be consolidated into the Annual Plan for 2014/15 and advised that the Trust was looking to report a £2.9m deficit with a Continuity of Services (CoS) rating of 3 by 31 st March 2014. He explained that the financial plans for 2014/15 would focus on improving the Trusts finances whilst not compromising on quality of care and that the Cost Improvement Programme (CIP) was realistic and achievable. This would provide the Trust with an estimated deficit of £1.5m and a CoS rating of 3 by 31 st March 2015. He also reported that work was in progress for the 2015/16 financial plans which was difficult as the Trust was expected to see unprecedented financial challenges with CIP and savings plans to deliver over the next few years.
7	David Trowbridge; Public Governor, asked if the financial plans had been shared with Local Health Economy Partners (LHE) to ensure that plans were aligned strategically. The Director of Finance and Commercial Development explained that the plans had been shared with all LHEs and negotiations had taken place until both parties were in absolute agreement with them.
8	The Chairman thanked the Director of Finance and Commercial Development for the update on behalf of the Council.
	WHHFT/COG/14/13 – Minutes of Previous Meeting 30th January 2014
9	The minutes of part 1 of the meeting held on the 30 th January 2014 were approved as a true and accurate record subject to the following amendment:
10	Minute number 18: ‘...six Governors’ had attended to observe the meeting...’, to be amended to ‘...six Governors’ attended the meeting that was held in public to observe the meeting...’.
11	The minutes of part 2 of the meeting held on 30 th January 2014 were approved as a true and accurate record subject to the following amendment:
12	The timing of the meeting ‘4.00pm to 5.45pm’ to be amended to 5.45pm to 6.00pm’.

	WHHFT/COG/14/14 – Actions Arising from Previous Meeting
13	Letter to Warrington CCG - Financial: This would be addressed in the Chief Executives Report.
	WHHFT/COG/14/15 – Chairman’s Report
14	The Chairman provided the following verbal report:
15	Governors: The Chairman reported that Desmond Keogh had resigned as a Governor for Beechwood, Mersey, Heath and Grange. He advised that as two candidates stood in the election the Constitution provided the Council with the opportunity to decide whether to offer the position to the second candidate or to hold a new election for the area. The Council voted to offer the position of Public Governor for Beechwood, Mersey, Heath and Grange to the second candidate.
16	Council of Governors Private meeting: The Chairman advised that part two of the Council of Governors’ meeting was to be attended by Governors’ only and that all Executives and Non-Executive Directors would be asked to leave prior to the commencement of the meeting.
17	Trust Open Day 2014: The Chairman reported that the Trust Board had agreed to the request by the Communications and Membership Committee (CAMC) for the Trust’s Annual Family Open Day and Annual Members Meeting to be held at the Halton site providing the Council agreed. All Governors present participated in discussing the proposal of the Family Open Day to be held at the Halton site and gave their views on the advantages and disadvantages of the idea.
18	David Ellis; Public Governor, presented the argument in favour of the Family Open Day to be held at the Halton site and noted that the CAMC had reached its decision as it was consistent with the geographical plan of the Trust and provided the opportunity to engage with the local area GP’s. He advised that the issue of transport had been noted and the use of the shuttle bus could be implemented for the day. He also advised that the event would be well promoted to ensure adequate footfall.
19	The Chairman asked if there were any Governors wishing to speak against the proposal. Pat Wright; Partner Governor expressed concern that the footfall at a Family Open Day held at the Halton site would not be as large as the footfall previously registered at Open Days previously held at Warrington. Jean Pownall; Public Governor, noted that due to the Trust’s present financial difficulties she would prefer a repeated event at the Warrington site as they had proven to be a success in previous years.
20	A vote was held and the Council agreed to host the Annual Family Open Day and Annual members Meeting at the Halton site in summer 2014.
21	Board meeting: The Chairman reported that the Trust Board met on Wednesday 26 th March 2014 and announced that two Governors’ had attended the meeting that was held in public to observe the meeting and see the Non-Executive Directors’ in action challenging and scrutinising the Board. He reported that there was a good discussion surrounding the financial position of the Trust and what was being done to address the financial year end position. He advised that it was likely that the Trust would close out the financial year with a deficit of £2.9m against the planned surplus of £1m. The Chairman advised that more detail would be given in the Chief Executives Report.
22	The Chairman reported that the Board had discussed and approved, subject to additional comments surrounding the year 2015/16, the Trusts Annual and Financial Plan 2014/16 for submission to Monitor by 4 th April 2014.

23	The Chairman reported that the Board had received a presentation on the results of the annual Staff Survey 2013 which resulted in the best performance of the annual survey to date. He advised that the results would be presented to Governors' at the Quality in Care Committee meeting at a future date.
24	The Chairman reported that the Board had received a paper on ward staffing levels which included further investment in staff on wards to support the quality of patient care. The Board approved the proposal recognising that the implementation would add additional financial pressures on the Trust in the short term however; there was recognition that the reliance of agency staff would be reduced.
25	External Events for Governors: The Chairman asked Governors that attended the external events in March if they would like to feedback to the Council.
26	David Ellis; Public Governor, advised that he had attended the North West Governors Forum on 24 th March in Preston with Peter Harrop; Partner Governor, and reported that they had received a presentation from Dickinson Hill about Complaints and Candour following the Francis Report and received a presentation from the Company Secretary of Lancashire Teaching Hospitals around Electronic Voting at elections.
27	Carole Astley; Public Governor, advised that she had attended the Foundation Trust Governors Association Spring Development Day on 26 th March in London and reported that a presentation from the National Clinical Director for Urgent Care, NHS England on Urgent & Emergency Care was very interesting and informative.
28	The Council noted the content of the Chairman's Report.
WHHFT/COG/14/16 – Chief Executives Report	
29	The Chief Executive reported on the following matters:
30	Financial Position 2013/2014: The Chief Executive reported that discussions were continuing with Warrington CCG surrounding funding that the Trust felt was due to them for the improved performance of reducing admissions and receipt of the winter funding from DH which passed through the CCG. She explained as part of negotiations the Trust had offered to accept a sum of money that was less than what was originally due to the Trust. This ensured that that the £2.9m deficit did not deteriorate any further and advised that the Trust was currently awaiting the CCG response.
31	The Chairman advised that the difficult negotiations were beginning to damage the relationship and suggested that dependant on the response from the CCG it was time for the Council to send the letter to provide a counter argument on behalf of the public.
32	Iris Keating; Public Governor, felt that as a governor she represented the public and felt that her constituents should be aware of the matter.
33	David Ellis; Public Governor, suggested that the Council hold an Extraordinary meeting that focused on the issue. Paul Campbell; Public Governor, agreed with the idea but only after final agreement had been made around the finances between the Trust and Warrington CCG.
34	Maternity Coverage in the press: The Chief Executive informed the Council that there that been recent negative press coverage with regard to the level of still births at the maternity unit. She reported there had been a few clusters of still births recorded over the last year and in 5 incidences there had been a full scale investigation which had shown some babies had not grown as much and mums had not reported loss of foetal movement. She assured the Council that even though the Trusts still birth levels were below the national average, the Trust now offered mums a choice to have a CTG scan that added a

<p>35</p> <p>36</p>	<p>level of reassurance for them with around half of mums taking up the offer.</p> <p>CQC Unannounced Inspection – Report Update: The Chief Executive informed the Council that the Care Quality Commission (CQC) had submitted their report for the unannounced inspection that was conducted on 28th January at the Warrington site. The inspection focused on dementia and elderly care services wards including A2 A3 A8 A9 and UCC. She advised that the report confirmed that there were no areas of concern of non-compliance with the CQC Essential Standards that had been identified. She advised that the CQC was complementary regarding the overall quality of care the Trust provided to patients. The report would be made public via the CQC website.</p> <p>The Council noted the Chief Executive’s report.</p>
<p>37</p> <p>38</p> <p>39</p>	<p>WHHFT/COG/14/17 – Consultation with Constituency members</p> <p>Public: There was no feedback from Public Constituency members.</p> <p>Staff: There was no feedback from Staff Constituency members.</p> <p>Partner: There was no feedback from Partner Constituency members.</p>
<p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p> <p>45</p> <p>46</p>	<p>WHHFT/COG/14/18 – Report from Governor Committees</p> <p>i. Monitor Quarterly Reporting Compliance Committee – 19th February 2014 The Council noted the draft minutes of the Monitor Quarterly Reporting Compliance Committee held on 19th February 2014.</p> <p>ii. Quality in Care Committee – 11th March 2014 Paul Campbell; Public Governor, and Deputy Chair of the Quality in Care Committee, referred the Council to the draft minutes of the of the meeting held on 11th March 2014 and advised that the Committee had received an update on the Quality Report and had agreed to select Grade 3 Pressure Ulcers as the local indicator for the 2014/15 Quality Accounts.</p> <p>Paul Campbell; Public Governor, and Deputy Chair of the Quality in Care Committee, advised that the Committee had also received an update of the workforce dashboard and the friends and family test. The Committee were informed that the Acute Care Team had created ‘Five Words One Action’ which meant that any member of staff who approached a patient’s bedside would introduce themselves and offer the patient a drink which was a simple way of promoting social interaction and ensured adequate hydration.</p> <p>The Council noted the draft minutes of the Quality in Care Committee held on 11th March 2014.</p> <p>iii. Communications and Membership Committee – 12th March 2014 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 12th March 2014 and advised that the Committee had unanimously agreed to hold the Annual Family Open Day at the Halton site rather than at Warrington in 2014.</p> <p>David Ellis; Public Governor, and Chair of the Communications and Membership Committee, advised that the final version of the Outreach Presentation had been completed and that organisations/community groups would be approached in the next few weeks. The Committee also received an update the next series of members’ events that would be held in Q1 of 2014 and reported that the Spring Edition of the Your Hospitals newsletter was in the final stages of production.</p> <p>The Council noted the draft minutes of the Communications and Membership Committee</p>

	held on 12 th March 2014.
	WHHFT/COG/14/19 – Any Other Business
47	There being no other business the Chairman closed the meeting. Dates of future meetings: Date: Thursday 29 th May 2014 Time: 4.00pm till 6.00pm Venue: Trust Conference Room, Warrington Hospital.

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.

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