


COUNCIL OF GOVERNORS

**FINAL Minutes of the Part One Meeting held on Thursday 25th September 2014
4.00pm to 5.25pm**

Trust Conference Room, Burtonwood Wing, Warrington

Present:

Allan Massey	Chairman (Chair)
David Trowbridge	Public Governor
Dora Buff	Public Governor
Peter Harvey	Public Governor
Jean Pownall	Public Governor
Alf Clemo	Public Governor
David Ellis	Public Governor
Allan Ralston	Public Governor
Peter Folwell	Public Governor
Jane Birch	Staff Governor
Louise Cowell	Staff Governor
Gaynor O'Brien	Staff Governor
Cllr Pat Wright	Partner Governor – Warrington Borough Council
Cllr Peter Lloyd Jones	Partner Governor – Halton Borough Council

In Attendance:

Mel Pickup	Chief Executive
Simon Wright	Chief Operating Officer & Deputy Chief Executive
Karen Dawber	Director of Nursing and Organisational Development
Tim Barlow	Director of Finance & Commercial Development
Lynne Lobley	Non-Executive Director
Mike Lynch	Non-Executive Director
Carol Withenshaw	Non-Executive Director
Rory Adam	Non-Executive Director
Ian Jones	Non-Executive Director
Colin Reid	Trust Secretary
Gayle Healey	Governor & Membership Support Manager (Minutes)

Apologies:

Iris Keating	Public Governor
Roy Radley	Public Governor
Charlie Coughlan	Public Governor
Carole Astley	Public Governor
Paul Campbell	Public Governor
Sue Bennett	Staff Governor
Deb Mandal	Staff Governor
Peter Harrop	Partner Governor – University of Chester
Neil Kelly	Partner Governor – Warrington Wolves Foundation
Alison Cullen	Partner Governor – Warrington Voluntary Action
Jason DaCosta	Director of Information Technology
Paul Hughes	Medical Director
Terry Atherton	Non-Executive Director

<p>1</p> <p>2</p> <p>3</p>	<p>W&HHFT/COG/14/044 - Welcome, Apologies and Introductions</p> <p>The Chairman welcomed all Governors', Staff, and Non-Executive Directors, to the Council of Governors meeting.</p> <p>Apologies - See above listing.</p> <p>Declarations of Interest – in agenda items</p> <p>There were no interests declared in relation to the agenda items for the meeting.</p>
<p>4</p>	<p>WHHFT/COG/14/045 – Minutes of Previous Meeting 24th July 2014</p> <p>The minutes of the meeting held on the 24th July 2014 were approved as a true and accurate record.</p>
<p>5</p>	<p>WHHFT/COG/14/046 – Actions Arising from Previous Meeting</p> <p>All formal actions arising from the meeting held on 24th July 2014 were either complete or set as an agenda item.</p>
<p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p>	<p>WHHFT/COG/14/047 – Chairman's Report</p> <p>The Chairman provided the following verbal report:</p> <p>FTN/FTGA Merger: The Chairman reported that the proposed merger of the Foundation Trust Network (FTN) and Foundation Trust Governors Association (FTGA) was completed in August 2014. He advised that the FTN had now taken on the responsibility for providing the FTGA services at no extra cost to the current FTN subscription. The Trust would make a £4k saving as there would be no FTGA subscription to pay this year.</p> <p>Appointment of Chairman and Non-Executive Directors: The Chairman reminded the Council that there was an item in part two of the meeting regarding the appointment process of the Chairman and advised that he would not attend but was supportive of the recommendations in the paper.</p> <p>The Chairman was pleased to report that 77 applications had been submitted to the Trust for the Non-Executive Director role. He advised that all applications would be reviewed and submitted to the nominations and Remuneration Committee for shortlisting in October.</p> <p>Annual Members Meeting and Family Open Day: The Chairman reported on the success of the Open Day and Annual Members meeting that was held on Sunday 7th September at the Cheshire and Merseyside Treatment Centre (CMTC) at the Halton site. The Chairman thanked all Governors, the Board and staff who supported the event. He advised that Governors may consider the approach of the 2015 open day and AMM to hold them separately rather than on one day.</p> <p>Elections: The Chairman reported that elections for the new cohort of Governors was currently underway and advised that the deadline for self-nomination was Tuesday 7th October 2014. He advised the Council that the use of social media and the access of patient Participation Groups was being utilised to promote the work of the Governor to generate interest. The Public Governor election areas were:</p> <ul style="list-style-type: none"> • Beechwood, Mersey, Heath, Grange • Norton South, Halton Brook, Halton Lea • Appleton, Farnworth, Hough Green, Halton View, Birchfield • Lymm, Grappenhall, Thelwall • Appleton, Stockton Heath, Hatton, Stretton, Walton

	<ul style="list-style-type: none"> • Penketh, Cuerdley, Great Sankey North, Great Sankey South • Bewsey, Whitecross, Fairfield, Howley • Poplars, Hulme, Orford • North Mersey
12	<p>The Staff Governor election areas were:</p> <ul style="list-style-type: none"> • Medical Staff • Support Staff • Estates, Administration and Managerial Staff
13	<p>The Council noted the content of the Chairman's Report.</p>
	<p>WHHFT/COG/14/048 – Chief Executives Report</p>
14	<p>The Chief Executive reported on the following matters:</p>
15	<p>Better Care Fund: The Chief Executive provided an update of the proposal to combine NHS resources to promote the integration of health and social care within the Warrington area. The Trust had raised concern due to a lack of clarity in the plans around the impact of AED. It was planned that there would be a lower demand for acute services however; it would leave the Trust exposed to meet a possible growing demand if this was not the case. The Chief Executive advised that the Trust supported the concept, however felt that it was too soon to say that the proposal would manifest in a 3.6% reduction in AED as the Trust had seen no evidence to support it. The new submission date would be 3rd October 2014.</p>
16	<p>Monitor: The Chief Executive reported that Monitor the Independent Regulator for Foundation Trusts had written to all FTs to emphasise their concerns about achieving performance targets over the next 6 to 8 months, including AED targets, 18 week referral to treatment, all cancer targets, and ambulance response times. She advised that the trust was achieving all targets mentioned with exception of AED.</p>
17	<p>Strike Action: The Director of Nursing and Organisational Development reported that Unison had provided notice of national strike action on 13th October 2014 between 7am and 11am followed by four days of working to rule. The Trust would liaise with the Union and treat the strike as an internal major incident. She advised the Council would be updated as the situation unfolded.</p>
18	<p>The Council noted the Chief Executive's report.</p>
	<p>WHHFT/COG/14/049 – A&E Performance</p>
19	<p>The Chief Operating Officer presented how the Trust manages emergency pathways and the challenges that currently face the Accident and Emergency Department (AED) to the Council. He ran through the presentation providing a brief overview of the current status of AED and provided details of the actions undertaken by the Trust against the challenges that had arose in the department since April 2014. He advised that to ensure future performance a relentless pursuit of delivery, clinically led change, leadership, performance structures, and a reform of primary access, community access with early intervention, and access to specialist advice was required.</p>
20	<p>The Chief Operating Officer explained that with continuing challenges the suggested turnaround in performance may not arrive before March 2015 if the actions across the system were not delivered.</p>
21	<p>Cllr Pat Wright; Partner Governor, noted that there was a lack of interest of people wanting a career in domiciliary care and currently there were not enough staff to cover the care needed. She advised that WBC knew about this and was working to resolve the problem.</p>
22	<p>David Trowbridge; Public Governor, asked if there was a variation of problems between</p>

	Halton CCG and Warrington CCG. The Chief Operating Officer advised that 80% of the Community access problems came from Warrington.
23	Alf Clemo; Public Governor, noted that if the faults within Community Services were rectified it would take pressure off the Trust. The Chairman advised that all LHEs needed to be involved to solve the pressures as they could not be solved by the Trust alone.
24	The Chairman suggested that further in depth information about the performance of AED could be addressed at a future Governor Quality in Care Committee.
25	The Council noted the A&E performance presentation.
26	Jane Birch; Staff Governor, advised that some of her constituents were worried about the impact on patient care due to severe shortage of staff and the current vacancy freeze for the Administration and Clerical (A&C) review and asked the Chief Executive for an update.
27	The Chief Executive reported that the A&C review was a vast project which was part of the Cost Improvement Programme (CIP) for 2014/15 and could potentially save the Trust £0.5m. She advised that the project would review Medical Records and reception areas to possibly implement new technological opportunities such as self-booking that would provide a different way of how the public interacted with the Trust.
28	The Chief Executive confirmed that there was a vacancy freeze for A&C staff as the Trust was preparing for any implications the new technology may bring. Over the next two years the Trust would recruit fixed term posts rather than substantive posts to ensure redundancies would not occur during the transformational period. She advised that consultations were ongoing with staff side representation and IT had showcased the new technology to staff at drop in sessions.
29	Jane Birch; Staff Governor, suggested the Trust could recruit NHS Apprentices on 12 – 15 month Fixed Term Contracts to bridge the gap and support existing staff to continue to deliver high standard patient care. The Chief Operating Officer noted that the Trust was aware of staff anxiety and agreed to raise the issue at the next ICIC meeting.
30	Jane Birch, Staff Governor, reassured those present that comments made to her as Staff Governor were made by individuals who were not concerned about their own situation, but that of the patients who were not receiving the level of service they expected.
	WHHFT/COG/14/050 – Consultation with Constituency members
31	Public: David Trowbridge; Public Governor, reported that he had recently attended Party in the Park at Phoenix Park on 1 st August 2014 and Warrington Collegiate Fresher's Fair on 9 th September 2014 to support the Trust.
32	Staff: Jane Birch; Staff Governor, reported that she had received very positive feedback from stall holders and the public at the Open Day held on 7 th September 2014, everyone she spoke to were impressed and delighted that it was such a great success.
33	Partner: There was no feedback from Partner Constituency members.
	WHHFT/COG/14/051 – Report from Governor Committees
34	i. Quality in Care Committee – 2nd September 2014 The Council noted the draft minutes of the Quality in Care Committee held on 2 nd September 2014.
35	ii. Communications and Membership Committee – 3rd September 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 3 rd

	<p>September 2014 and advised that the Committee had received feedback from the Party in the Park event that was held on 1st August, and feedback of the Outreach Presentation that had been presented to the Women's Institute at St Thomas Church in Stockton Heath on 16th September 2014.</p>
36	<p>David Ellis; Public Governor, and Chair of the Communications and Membership Committee, thanked The Associate Director of Communications, Trust Secretary and Governor & Membership Support Manager on behalf of the Committee for their contribution to the Open Day held on 7th September at Halton.</p>
37	<p>The Council noted the draft minutes of the Communications and Membership Committee held on 3rd September 2014.</p>
	<p>iii. Monitor Quarterly Reporting Compliance Committee – 10th September 2014</p>
38	<p>a) Minutes The Council noted the draft minutes of the Monitor Quarterly Reporting Compliance Committee held on 10th September 2014.</p>
39	<p>b) Terms of Reference The Trust Secretary explained that the Terms of reference for the Monitor Quarterly Reporting Compliance Committee meeting had been reviewed by the Committee and asked the Council to approve the proposed minor changes.</p>
40	<p>The Council of Governors' approved the changes to the Terms of Reference for the Monitor Quarterly Reporting Compliance Committee.</p>
	<p>WHHFT/COG/14/052 – Any Other Business</p>
41	<p>The Chairman advised the Council that the date of the next Council of Governors meeting had been changed to Thursday 27th November 2014 to provide an opportunity for the outgoing Governors' to attend their last meeting in November.</p>
42	<p>There being no other business the Chairman closed part one of the meeting.</p> <p>Dates of future meetings: Date: Thursday 27th November 2014 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.