

MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS HELD ON 13 APRIL 2011 AT 6 PM IN THE BOARDROOM, TRUST HQ

PRESENT	2011									
	18 01	02 03	13 04	11 05	29 06	10 08	22 09	02 11	14 12	
Mr L Higgins, Chairman	✓	✓	✓							
Dr K Ardern, Appointed – NHS ALW	A	A	A							
Mr T Ashton, Staff, Nursing & Midwifery	✓	A	✓							
Ms J Atherton, Public Leigh	✓	✓	A							
Mr T Barton, Public England & Wales	A	A	A							
Mrs R Cowburn, Appointed - UCLAN	✓	✓	A							
Cllr K Cunliffe, Appointed – Wigan Council	A	A	A							
Mr A Foster, Chief Executive	✓	A	✓							
Mr V France, Public Worsley	✓	✓	✓							
Mr T Frost, Deputy Chairman/Lead Governor	✓	✓	✓							
Miss K Fussell, Public Makerfield	✓	A	✓							
Mr A Gallagher, Public Worsley	A	A	✓							
Mr R G Ghaly, Appointed – Medical & Dental	✓	A	✓							
Mr B Greenwood, Public Wigan	✓	✓	A							
Mrs P F Gregory, Public Wigan	✓	A	A							
Ms A Heaton, Appointed - LINK	✓	✓	✓							
Mrs J Heyes, Appointed – Staff Side	✓	A	A							
Ms M Hughes, Public Makerfield	✓	A	✓							
Mrs J Irvine, Staff Nursing & Midwifery	✓	A	✓							
Mr G Jackson, Public Leigh	✓	✓	✓							
Mr J Lenney, Director of HR	✓	-	✓							
Mr F W Lever, Public Ashton	✓	✓	✓							
Mr J Maloney, Appointed – Age Concern	A	✓	✓							
Mrs C Martindale, Public Wigan	✓	✓	✓							
Mr D Oultram, Public Leigh	✓	✓	✓							
Dr A Sutton – Appointed – NHS ALW	A	A	✓							
Mrs C Swann, Staff, All Other	✓	✓	A							
Ms A Vernengo, Public Leigh	✓	✓	✓							
Mr J Walls, Public Wigan	✓	✓	✓							
Mr R Walker, Appointed – 5 Boroughs	A	✓	A							
Ms R Webster, Public Makerfield	✓	✓	✓							
Dr G Young, Appointed - CVS	A									
IN ATTENDANCE										
Mrs A Arkwright, Head of Engagement	✓	✓	✓							
Mrs J Berry, Corporate Services Administrator	✓	✓	✓							
Mrs H Hand, Trust Board Secretary	✓	✓	A							
Mr S Hand, Membership & Engagement Officer	A	✓	✓							
Mr R Sachs, Head of Quality & Safety	-	-	✓							

1. APOLOGIES

Apologies were recorded as in previous table.

2. GOVERNORS' INTERESTS

No declarations were made.

3. MINUTES OF MEETING OF THE COUNCIL OF GOVERNORS HELD ON 23.2.11 AND ACTION LOG

The minutes of the Special Meeting of the Council of Governors re Quality Accounts held on 23 February 2011 were agreed as a correct record.

Action Log 23.2.11

3. Presentation on Quality Accounts

HH would report back at a future meeting re feedback received from Governors interested in becoming involved in focus groups looking at the priorities for improvement in 2011/12.

Action: HH to report back at a future meeting on feedback received from Governors interested in becoming involved in focus groups looking at the priorities for improvement in 2011/12.

4. Other Matters To Report – Serious Untoward Incidents

It was noted that the quarterly report would be circulated to Governors when available.

HH would feedback at a future meeting on the review of membership of Governors on various committees of the Trust.

Action: HH to feedback at a future meeting on the review of membership of Governors on various committees of the Trust.

4. CHAIRMAN'S VERBAL REPORT

LH welcomed MH back to Council of Governors after a short period of illness. It was noted that the White Paper was being revisited by the Government.

5. CHIEF EXECUTIVE'S REPORT



Governors Council 13
04 11.pdf

AF gave a brief presentation outlining the highlights of the last year and the challenges facing the Trust in the future.

It was queried whether the overall plan for reduced admissions would have a detrimental effect on the financial status of the Trust. AF explained that some staff currently working for ALWCH would be transferring over to the Trust. These staff would be involved in ensuring that patients were admitted into the hospital appropriately and that timely discharge occurred. Reducing admissions and more efficient discharges would enable ward closures as patients would be more appropriately cared for in the community rather than in hospital. It was also noted that quality and safety were also impacted by high bed occupancy with a DH recommendation of 92% optimal bed occupancy. Reducing bed occupancy would improve capacity for emergency admissions as a result of major incidents.

Concern was expressed at the threat to jobs the closure of wards would bring and it was reported that the Trust was looking at ways of reducing costs of all staff including back

office functions. JL reported that a number of groups had been established looking at ways of reducing costs by doing things differently ie staff working across departments. In answer to the query on the future plans for the closed wards in the Trust, AF responded that the wards most recently closed on the RAEI site were two of the oldest wards and that these old wards would be targeted initially. LH added that investment in the site would result in having more single rooms as this was now an area in which the Trust could be penalised for non-adherence to this quality standard.

AF was asked about the Trust's plans for horizontal integration. AF stated that work around the centralisation of pathology services should be finalised by the middle of the following year which would bring huge savings. A number of other services were being considered and cardiology services was one area where good progress had been made with a number of consultants from Bolton and Salford already using the theatres in the Trust.

A query was made on whether back office functions would also be included in the Trust's plans for horizontal integration and AF confirmed that a number of issues were being considered within the Royal Alliance eg legal services, specialised estate services, IT services.

6. STAFF SURVEY REPORT



Staff Survey 2010
presentation.pdf

JL gave a brief presentation (attached) outlining the results of the Staff Survey which had taken place in 2010. He assured those present that a number of improvements had been made since the survey had been undertaken. In particular, the area of communication by senior managers with their staff had been an area highlighted in the governance review undertaken by PricewaterhouseCoopers PLC. An action plan had been formulated as a result of the survey and was progressing well.

It was queried whether the Staff Survey represented a sample from all Trust sites and this was confirmed. JL confirmed that staff were randomly selected and covered the whole workforce.

The number of staff working additional hours was queried and whether this would be costing the Trust more in overtime pay. JL responded that this was a valid point but that it was not clear from the survey whether the additional hours worked were paid or unpaid. However, it was a concern that many staff were working additional hours and the potential detrimental effects on their health and wellbeing. This needed to be looked at further.

The robustness of the survey was queried and whether it could be biased. JL responded that a similar question had been asked in a previous job of his and that a full staff census had been taken. The results of the census had been very similar to the survey previously completed so he believed that the system was very robust. He added that his presentation was a summary and that the full results were available on the internet if Governors required further information.

7. FT MEMBERSHIP UPDATE



MembershipProfilingR
eport.pdf

SH tabled a report (attached) which had been received from Membership Engagement Services and gave a brief summary of the findings. He indicated that there would be some further recruitment dates coming up shortly and asked Governors to contact him if they were interested in joining him ie:

- Armed Forces Day event on 25 June was to be held at Leigh Sports Village. Last year's event had resulted in 60-70 new members.
- Community Life Event would take place on 22 June at Leigh Sports Village.
- Young People's Event on 5 July at the DW Stadium.

8. QUALITY ACCOUNTS UPDATE

RS stated that it had previously been planned that the latest draft of the Quality Accounts would be brought to this meeting. However, a number of additions/alterations were still being made. RS expressed his appreciation for the contribution which a number of Governors had made to finalising the Quality Accounts since it had been brought to the Council of Governors on 23 March. RS stated that the final version of the Quality Accounts would be brought to the Audit Committee in May in order to meet the deadline for submission to Monitor.

9. CONSULTATION CORPORATE OBJECTIVES AND ORGANISATIONAL DEVELOPMENT FRAMEWORK

JL stated that a hard copy of the leaflet giving details of the Trust's Corporate Objectives and Organisational Development Framework had been circulated to all staff asking for comments and the deadline for feedback was approaching. JL stated that he would circulate hard copies to all Governors for information.

Action: JL to ensure that copies of the leaflet giving details of the Trust's Corporate Objectives and Organisational Development Framework were circulated to all Governors for information.

It was suggested that the Trust should be aiming to be in the top 10% rather than 20%, as stated in the leaflet. JL stated that he would welcome feedback from the Governors.

10. GOVERNOR REPORTS

a. Updates from Governor Sub Committees:

i. Communications Sub Committee

TF reported that the Communications Sub Committee was working on the production of the next newsletter which was due out shortly. He welcomed contributions from interested Governors. Feedback received from the newsletter had been positive and was improving.

ii. Task & Finish Group – Young People's Event

The Young People's Event had been arranged to take place in July at the DW Stadium and was bringing partners together in the health economy of Wigan.

b. Any other reports from Governors:

Engagement Committee

TF reported that the Engagement Committee continued to meet regularly and that a lot of good work was being done in this area.

Medical Education Centre

LH reported that preliminary discussions had commenced with the Local Authority and NHS Ashton, Leigh and Wigan (PCT) on how the centre could be used for 14-16 year olds on various health issues and advice on clinical careers.

Attendance at various Trust Committees

Charitable Trust Board: GJ reported that he had recently attended a Charitable Trust Board meeting as an observer. He had found the meeting very interesting and had learnt a lot. He encouraged other Governors to attend Trust Board meetings now that they were being held in public.

Engagement Committee: TF echoed GJ's opinion and indicated that he had found it very interesting to work closely alongside the Trust's Non Executive Directors and witness the complexity of the work of the Trust.

Service & Site Strategy: JW reported that he had been involved in many meetings relating to the Service & Site Strategy and had been impressed with the professional way that this had been handled and the hard work involved.

11. QUESTIONS AND ANSWERS

Surgical Checklist

AV asked if she would be able to see a copy of the surgical checklist which had recently been introduced in the Trust. LH agreed to ensure that this was sent to her.

Action: AV to be sent a copy of the surgical checklist for information. (LH/JB)

Mileage Allowance for Governors

GH queried whether there would be any increases in the mileage allowance for Governors in the light of the recent increase in the cost of petrol. AA responded that some research had been done to benchmark mileage allowances and it had been revealed that Governors were paid at a higher level than those in other organisations.

12. TIMING OF MEETINGS

This item was carried forward to the next meeting as HH was not in attendance.

13. DATE AND TIME OF FUTURE MEETINGS

Joint Meeting with Trust Board on 11 May 2011 in the Long Drawing Room, Wrightington Hospital.