

**Minutes of a meeting of Wrightington Wigan and Leigh NHS FT Council
of Governors held on 10 August 2011 at RAEI, Trust HQ Boardroom at
6pm**

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	A	A	A				
Mr T Ashton, Staff, Nursing & Midwifery	✓	A	✓	A	✓	A				
Ms J Atherton, Public Leigh	✓	✓	A	A	A	A				
Mr T Barton, Public England & Wales	A	A	A	A	A	A				
Mrs R Cowburn, Appointed - UCLAN	✓	✓	A	✓	A	✓				
Cllr K Cunliffe, Appointed – Wigan Council	A	A	A	✓	A	A				
Mr A Foster, Chief Executive	✓	A	✓	✓	A	A				
Mr V France, Public Worsley	✓	✓	✓	A	✓	✓				
Mr T Frost, Deputy Chairman/Lead Governor	✓	✓	✓	A	✓	✓				
Miss K Fussell, Public Makerfield	✓	A	✓	A	✓	✓				
Mr A Gallagher, Public Worsley	A	A	✓	A	A	A				
Mr R G Ghaly, Appointed – Medical & Dental	✓	A	✓	✓	A	A				
Mr B Greenwood, Public Wigan	✓	✓	A	A	A	✓				
Mrs P F Gregory, Public Wigan	✓	A	A	✓	✓	✓				
Ms A Heaton, Appointed - LINK	✓	✓	✓	✓	A					
Mrs J Heyes, Appointed – Staff Side	✓	A	A	✓	A	✓				
Ms M Hughes, Public Makerfield	✓	A	✓	✓	✓	✓				
Mrs J Irvine, Staff Nursing & Midwifery	✓	A	✓	A	✓	A				
Mr G Jackson, Public Leigh	✓	✓	✓	✓	A	✓				
Mr F W Lever, Public Ashton	✓	✓	✓	✓	✓	✓				
Mr J Maloney, Appointed – Age Concern	A	✓	✓	A	A	✓				
Mrs C Martindale, Public Wigan	✓	✓	✓	✓	✓	✓				
Mr D Oultram, Public Leigh	✓	✓	✓	✓	✓	✓				
Ms D Sandiford, Appointed – 5 BP					A	A				
Dr A Sutton – Appointed – NHS ALW	A	A	✓	✓	A	✓				
Mrs C Swann, Staff, All Other	✓	✓	A	A	A	✓				
Ms A Vernengo, Public Leigh	✓	✓	✓	✓	A	A				
Mr J Walls, Public Wigan	✓	✓	✓	✓	✓	✓				
Ms R Webster, Public Makerfield	✓	✓	✓	✓	✓	✓				
Dr G Young, Appointed - CVS	A	A								
IN ATTENDANCE										
Mrs A Arkwright, Head of Engagement	✓	✓	✓	A	✓	✓				
Mrs J Berry, Corporate Services Administrator	✓	✓	✓	✓	✓	A				
Ms E Foreman, Deloitte					✓	-				
Mr N Glouden, Deloitte					✓	-				
Mrs H Hand, Trust Board Secretary	✓	✓	A	✓	✓	✓				
Mr S Hand, Membership & Engagement Officer	A	✓	✓	✓	✓	✓				
Mrs D Jones, Equality & Diversity Project Manager					✓	-				
Miss K Roden, Corporate Services Clerical Officer					✓	-				
Mrs G Harris, Deputy CEO, ED Nursing & Performance						✓				
Mr D Evans, AD Estates & Facilities						✓				

Apologies

Received as listed.

1. Chairman's Remarks

Congratulations were given to VF on his recent 80th birthday. LH reported that the hospital had been put on stand by because of the recent riots in Greater Manchester.

2. Declarations of Interest

LH declared an interest in item 4 on the agenda, for which he would leave the room and Lead Governor Tom Frost would take the Chair for this item.

3. Minutes of meeting held on 17.4.11

Agreed as a correct record.

4. Matters Arising

Action Sheet 27.6.11

All completed actions were noted. HH confirmed that a review of Governors and committees would take place following the results of the next elections in September.

5. Re-appointment of the Chairman

Resolved: To reappoint Mr Les Higgins, as Chairman of the WWL NHSFT for a further three year period commencing on

LH left the room at this point and the Chair was taken by TF. The report recommending the re-appointment of Mr Les Higgins as Chairman of the WWL NHSFT for a further three year period was received.

Proposed to accept the recommendation: JM

Seconded to accept the recommendation: FL

For the proposal 16 Governors

Against the proposal: None

Abstentions: 1 Governor (JH)

LH rejoined the meeting and gave his thanks to the COG for their support. He looked forward to working with them for a further three years in what were expected to be challenging times for the NHS.

6. Re-appointment of the SID/Deputy Chair

Resolved: To reappoint Ms Louise Barnes, as SID/Deputy Chairman of the WWL NHSFT for a further three year period commencing on

LH re-took the Chair. The report recommending the re-appointment of Ms Louise Barnes as SID/Deputy Chairman of the WWL NHSFT for a further three year period was received.

Proposed to accept the recommendation:	FL
Seconded to accept the recommendation:	DO
For the proposal	16 Governors
Against the proposal:	None
Abstentions:	1 Governor (JH)

7. Chair's Further Remarks

LH reported that a Board to Board meeting had taken place earlier in the day with the Bridgewater Community Health Services NHS Trust at which there had been a joint agreement to work together as a health economy. LH had also agreed to bring item 10 on the agenda forward and asked DE to present his paper.

8. Car Parking Proposals

DE gave a short presentation on the proposed investment in car parking provision and enforcement arrangements, some of the information being presented was noted as being "strictly confidential" at the current time for commercial in confidence reasons. (MH joined the meeting at this point.)

Governors welcomed the proposed investment in improved car parking arrangements for patients and staff. FL sought assurance on the shuttle bus service and received confirmation that this would offer an improved service to staff. A review of the permits for all staff would be undertaken to ensure the process was fair for all concerned. GJ noted that it was likely that this would attract press interest and it should be made clear that the final decision was for the Trust Board as there had been confusion on this issue in the press in the past. TF asked if a communication plan was in place for staff on the new arrangements and this was confirmed. DE confirmed to DO that volunteers would continue to be included within the permit holder arrangements.

DE confirmed to BG that the Parking Eye service would be provided at no cost to the Trust and in response to AF confirmed that arrangements would be in place for official visitor parking. VF re-affirmed the view that whilst the COG was pleased to be consulted on this issue the final decision would rest with the Trust Board. JH confirmed that she had agreed to issue a joint statement with DE on the new car parking arrangements. MH asked if it was possible to make some of the disabled parking bays slightly wider as this facilitated better access for patients with physical disabilities.

In finalising the discussion LH thanked the COG for their input and support for the proposed way forward. This matter would now go to the Trust Board for final approval.

Action: DE to look into provision of some wider disabled car parking bays.

9. Deputy CEO's Report

GH was welcomed to the meeting in AF's absence and gave an over view of the key headlines on performance and activity.

GH gave an explanation of the term "harm free" at the request of FL, explaining that WWL FT was one of only six hospitals in the country who had implemented this key patient safety initiative so far.

In response to AS, GH confirmed that there were several initiatives taking place to improve the management of appointments including DNAs. GH agreed to provide more details to AS outside the meeting.

GH was thanked for her helpful update and presentation.

10. WWL Wheel & Corporate Objectives Communications Plan

EK started his presentation by giving a short introduction to the establishment of the new WWL wheel and Corporate Objectives as the new organisational strategy was developed moving forward. He then went on to describe the wide range of communication tools that would be used to launch the WWL wheel to staff and public.

EK confirmed that the "paper light" proposal was mostly aimed at clinical records and the Electronic Patient Record (EPR) system.

LH thanks to EK for his informative presentation.

11. FT Membership and Election Update

The membership report was received and noted. SH gave a short report on the current position of the election process for 2011/12.

12. Governor Reports

Young People's Event Task and Finish Group

CS gave thanks to all those involved in the organisation of the event. It had proved to be an outstanding success. BG confirmed that he had been extremely pleased with the outcome of the event and he had received some very positive feedback from the schools that had attended. TF was pleased

that the event had done a lot to promote the Trust to young people. A short video of the event was to be presented at the APM in September.

LH gave his personal thanks to all involved on behalf of the Board.

Governor Meeting Report Template

AA introduced the new template she had designed to assist Governors in making reports to the COG when they had attended committee meetings. The template was welcomed by all present and would be adopted for use for reporting to future COG meetings.

Governor Development

Deloitte had been commissioned to work on a Governor development programme that would commence in September following the close of the 11/12 elections.

FTN Networking Event

MH had attended an event in Manchester which had included a workshop on benchmarking and effectiveness. This was of growing importance as the role of COGs would be strengthened further with the passing of the H&SC Bill.

QIC

PG had attended a meeting of the Medicine QIC and had raised concerns with HH and UP following the meeting because it had not dealt with the agenda effectively. HH had attended the following meeting on her behalf and had given assurance to PG that the meeting had been Chaired effectively and actions agreed.

Items for Information.

The following items were received for information:

Chairs Report REMC

Survey of NHS FT Governors 10/11

NHS member recruitment and engagement report

H&SC Briefing Report

13. Question and Answer Session

Royal Alliance

MH reported on concerns that had been raised with her by a support group in relation to changes to the immunology laboratory service as a result of the pathology services review.

GH agreed to arrange for a presentation on the pathology services review to come to the next meeting of the COG for update.

Action: GH to request presentation on pathology service changes to the next meeting of the COG.

Security – Wrightington Hospital

GJ reported that he had raised a security issue that had come to light while he was in Wrightington Hospital, at the last public Trust Board meeting.

Leigh Infirmary – Smoking Policy

VF expressed concern at the incidences of patients and visitors smoking outside Leigh Infirmary main entrance. GH confirmed that the issue of reinstating smoking shelters had been discussed but this could not be progressed as the PCT would levy considerable financial penalties if there was a change in policy.

14. Date of Next Meeting

Noted as 2.11.11