

MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS
HELD ON 15 JANUARY 2018, 5.30PM
AT ROYAL ALBERT EDWARD INFIRMARY, WIGAN LANE, WIGAN, WN1 2NN

Members' attendance record 2017-18:

		31 May 2017	19 Jun 2017	30 Oct 2017	15 Jan 2018	Attendance
Robert Armstrong	Chair (in the Chair)	✓	✓	✓	✓	100%
Bill Anderton	Public Governor, Wigan	✓	✓	✓	✓	100%
Helen Ash	Public Governor, Makerfield	A	✓	✓	✓	75%
Tim Board	Staff Governor, Medical and Dental	✓	A	A	A	25%
Les Chamberlain	Public Governor, Makerfield	✓	✓	✓	✓	100%
Kathryn Drury	Public Governor, Makerfield	✓	A	---	---	50%
Tom Frost	Public Governor, Rest of England and Wales	✓	✓	✓	✓	100%
Howard Gallimore	Public Governor, Makerfield	---	---	✓	✓	100%
Bill Greenwood	Public Governor, Wigan	✓	A	✓	✓	75%
Pauline Gregory	Public Governor, Wigan	✓	A	✓	A	50%
Dawne Gurbutt	Appointed Governor, UCLAN	A	✓	✓	✓	75%
Marie Hart	Staff Governor, Nursing and Midwifery	A	A	A	X	0%
Andrew Haworth	Public Governor, Leigh	---	---	---	✓	100%
Jean Heyes	Appointed Governor, Staff Side	X	X	✓	X	25%
Alex Hilton	Staff Governor, Other staff	---	---	✓	A	50%
Mustapha Koriba	Public Governor, Rest of England and Wales	✓	✓	A	✓	75%
Diane Lawrenson	Staff Governor, Nursing and Midwifery	A	A	✓	A	25%
James Lee	Public Governor, Makerfield	✓	✓	X	✓	75%
Lisa Lymath	Public Governor, Rest of England and Wales	✓	A	✓	✓	75%
Reg Nash	Appointed Governor, Age UK	✓	✓	A	✓	75%
Andy Savage	Staff Governor, Other staff	✓	✓	---	---	100%
Louise Sell	Appointed Governor, 5 Boroughs Partnership	A	X	X	✓	25%
Syed Shah	Appointed Governor, Local Medical Committee	✓	✓	A	✓	75%
Maggie Skilling	Public Governor, Wigan	✓	✓	✓	✓	100%
Linda Sykes	Public Governor, Leigh	✓	✓	✓	✓	100%
Corinne Taylor-Smith	Public Governor, Leigh	A	A	✓	✓	50%
David Thompson	Public Governor, Rest of England and Wales	✓	✓	✓	✓	100%
Geoff Vaughan	Public Governor, Leigh	✓	A	A	---	33%
Fred Walker	Appointed Governor, Wigan Council	✓	✓	✓	✓	100%
Mavis Welsh	Public Governor, Leigh	A	✓	A	A	25%
Gen Wong	Appointed Governor, Wigan Borough CCG	X	X	X	X	0%
James Yates	Staff Governor, Other Staff	✓	A	A	✓	50%

Key:

✓ : attended | A: apologies sent | X : did not attend

--- not a member of the council at the date of the meeting

In attendance

Karen Ashcroft	Deputy Head of Quality Improvement (for minute reference 4/18 only)
Andrew Foster	Chief Executive
Paul Howard	Trust Secretary
Carole Hudson	Non-Executive Director
Mr Neil Turner	Non-Executive Director

1/18 Chairman and quorum

Robert Armstrong took the chair and noted that due notice had been given to all governors and that a quorum was present. He declared the meeting duly convened and constituted.

2/18 Apologies for absence

Apologies for absence were received as noted in the members' attendance record, above.

3/18 Declarations of interest

There were no opening declarations of interest.

4/18 Ward and department accreditation scheme

Karen Ashcroft delivered a short presentation to apprise the Council of a new ward and department accreditation scheme, ASPIRE, which will shortly be introduced in the foundation trust.

In response to a question from Tom Frost, Karen Ashcroft advised that the assessment process will cover all staff within a particular ward or department and will not focus solely on nurses. Additionally, in response to a comment from Fred Walker, Karen Ashcroft confirmed that the collation of data in support of the assessment process would be undertaken by the assessment team so as to avoid any additional burden on operational staff.

The Council received the presentation and noted the content.

Karen Ashcroft left the meeting.

5/18 Minutes of the previous meeting

The minutes of the previous meeting held on 30 October 2017 were agreed as a true and accurate record.

6/18 Chair's opening remarks

The Chair noted that the Chief Executive would be providing a comprehensive update as part of his report and therefore provided a short verbal update on a number of activities since the previous meeting of the Council of Governors. In particular, he confirmed that the foundation trust had not yet received reports from the various inspections that took place in November 2017.

7/18 Chief Executive's report

The Chief Executive delivered a presentation which covered the following key areas:

- Highlights and lowlights as at month 9 2017-18;
- Important developments;
- Areas of concern and areas of potential;
- Accident and Emergency; and
- Staff opinion survey.

In response to a question from Corinne Taylor-Smith, the Chief Executive noted that the majority of doctors involved in the overseas doctors “learn, earn and return” programme had been from India and thus any impact of the United Kingdom’s withdrawal from the European Union on the programme would be minimal.

In response to a question from Fred Walker, the Chief Executive provided an overview of the circumstances leading up to the rollback of the health information system (HIS) in the Accident and Emergency Department. He confirmed that the rollback to the previous IT system was a temporary measure pending improvement of the new system following staff feedback.

The Council received the presentation and noted the content.

Syed Shah joined the meeting.

8/18 Performance reports

A copy of the corporate performance report and the corporate finance report, both for the period to 30 November 2018, had been circulated with the agenda for information. Governors were invited to discuss the content with the non-executive directors present.

Tom Frost drew the Council’s attention to the Hospital Standardised Mortality Ratio (HSMR) figure and sought an explanation of how the board ensures that the standardised figure of 100 remains appropriate. In response, Carole Hudson commented that Dr Martin Farrier, the Associate Medical Director, had become a leading figure on this issue and had presented on the topic extensively; both internally and externally. She further noted that the board is assured that the reported HSMR figures are correct and that the clinical coding practices in use reflect patient’s co-morbidities accurately. The Chair highlighted the fact that HSMR had been scrutinised in detail by the board over recent months and the pleasing reduction in HSMR was acknowledged.

In response to a question from Bill Anderton around referrals to HM Coroner, Carole Hudson advised that the Audit Committee receives a biannual report from the legal services team. Bill Anderton also highlighted the number of patient appointments cancelled, as shown on page 11 of the report, and confirmation was provided that these figures include those appointments which are brought forward or are moved on clinical grounds. The Chief Executive confirmed that the method of reporting against this metric was nationally-prescribed.

Mustapha Koriba enquired how the non-executive directors in attendance felt about the reports they had received, to which Neil Turner replied that, if non-executive directors are

not satisfied, they will ask for a more detailed report to be provided and can refer specific matters to committees for further review. Carole Hudson also advised the Council that the board is willing to learn lessons, and confirmed that a review of the decision making around the introduction of HIS into the Accident and Emergency Department had been commissioned to better understand where this could have been improved.

The Council received the report and noted the content.

9/18 Agreement of locally-determined indicator for the Quality Account 2017-18

The Chair presented a report which had been circulated with the agenda to invite the Council to select the locally-determined indicator for audit as part of the Quality Account 2017-18. He noted that the matter had previously been discussed at a dedicated workshop on 20 November 2017 and that the report had been produced following feedback received at the workshop.

Following discussion, the Council selected the modified early warning score (MEWS) as the locally-determined indicator for 2017-18.

10/18 Resolution to exclude representatives of the press and members of the public

The Council resolved to exclude representatives of the press and members of the public from the remainder of the public.

11/18 Date, time and venue of next meeting

The next meeting of the Council of Governors will be held on 16 April 2018, 5.30pm at Royal Albert Edward Infirmary, Wigan Lane, Wigan, WN1 2NN.