

Minutes of the Blackpool, Fylde and Wyre Hospitals NHS Foundation Trust
Council of Governors Meeting held on Monday 15th February 2010
at 9.30 am in Room 1, Health Professionals Education Centre, Blackpool Victoria Hospital

Present: Miss Beverly Lester – Chairman

Council of Governors

Public Governors:-

Mr Eric Allcock – Blackpool Constituency
Mr John Butler – Blackpool Constituency
Mr Cliff Chivers – Blackpool Constituency
Mrs Hannah Harte – Blackpool Constituency
Mr Arthur Roe – Blackpool Constituency
Mr Ramesh Gandhi – Wyre Constituency
Mrs Jean Marsh – Wyre Constituency
Mrs Anne Smith – Fylde Constituency
Mr Austin McNally – Wyre Constituency
Mr Peter Askew – Wyre Constituency
Mr Bill Holmes – Lancashire and South Cumbria Constituency

Staff Governors:-

Dr Tom Kane – Medical and Dental (for items 1 – 13)
Mrs Sam Woodhouse – Nursing and Midwifery

Appointed Governors

Mr Doug Garrett – ReBlackpool
Mr Chris Lamb – Council for Voluntary Service
County Councillor Paul Rigby – Lancashire County Council (for items 1 – 16)
Mr Brian Rowe – NHS North Lancashire (for items 1 – 16)
Ms Christine Sconce - UCLAN
Mr David Slater – Business Link

In Attendance: Mr Aidan Kehoe – Chief Executive
Mr Tim Welch – Deputy Chief Executive
Ms Corinne Siddall – Acting Director of Operations
Mr Paul Olive – Non-Executive Director
Mr Bill Robinson – Non-Executive Director
Miss Judith Oates – Foundation Trust Secretary
Mr Philip Graham – Head of IM&T (for item 2)
Mrs Carol Molyneux – Assistant Director of Facilities (for item 3)

1. Chairman's Introduction

The Chairman introduced and welcomed Ms Christine Sconce, the Associate Dean at UCLAN, who had replaced Mrs Eileen Martin on the Council of Governors.

The Chairman welcomed back Mr Cliff Chivers following his recovery from open heart surgery.

The Chairman introduced and welcomed Mr Paul Olive and Mr Bill Robinson, Non-Executive Directors.

The Chairman introduced and welcomed Ms Corinne Siddall who had been appointed Acting Director of Operations in Mr Harry Clarke's absence.

2. Vision Project

The Chairman introduced Philip Graham, Head of IM&T, who gave a detailed presentation about QulPP and the Vision Project (slides attached) and showed a DVD about how the Vision system would operate.

It was noted that this was an exciting challenge for the Trust and that the implementation process would be supported by ALERT.

3. Car Parking Proposals

The Chairman introduced Carol Molyneux, Assistant Director of Facilities, who gave a presentation about the future car parking proposals (slides attached).

Mrs Molyneux explained the proposed scheme and Mr Welch highlighted some of the financial challenges, particularly in view of the recent national consultation relating to car parking charges.

Reference was made to the document recently issued by the Government entitled "Fair For All, Not Free For All"; it being noted that leaflets were being made available to patients detailing the various concessions for car parking.

RESOLVED: That the Council of Governors approve, in principle, the proposed car parking scheme.

That regular updates would be provided to the Council of Governors.

4. Apologies for Absence

Apologies for absence were received from Mr Richard Day, Mr Andrew Goacher, Councillor Roy Haskett, Mr Chris Thornton and Mrs Mary Aubrey.

5. Minutes of the Previous Meetings

RESOLVED: That the minutes of the previous meeting held on 6th November 2009 be agreed as a correct record and signed by the Chairman.

Proposed by Mr Allcock and seconded by Mr Roe.

6. Matters Arising

i) Annual Health Check Declaration – Feedback on Actions

The Chairman drew attention to the action plan and the progress on actions following the Governors' visits to the wards as part of their Annual Health Check Declaration.

ii) Monitor's Guidance for NHS Foundation Trust Governors

The Chairman referred to the previously issued document from Monitor entitled "Your Statutory Duties – A Reference Guide For NHS Foundation Trust Governors" which members of the Board had commented was a useful document. It was noted that copies of the document were available from Miss Oates.

iii) Staff Lottery Scheme

Mr Robinson, in his capacity as Chairman of the Lottery Committee, reported that, for a number of reasons, it would not be feasible for Governors to join the Staff Lottery Scheme, ie direct debit payments from salary, legal constitution, licensing issues.

7. Election of Governor to the Nominations Committee

The Chairman reported that two Governors had expressed an interest in being elected to the Nominations Committee, namely Bill Holmes and Austin McNally, both of whom had been requested to submit an election statement which had been circulated to the Council of Governors in advance of the meeting.

Miss Oates circulated voting forms and the Chairman asked Governors to vote for one candidate.

RESOLVED: That, following a vote by the Council of Governors, Mr Bill Holmes be elected to the Nominations Committee.

8. FT Staff Governor Study

It was agreed to defer this item in the absence of Mr Goacher and Miss Daniels.

9. Fund-Raising Planning

The Chairman advised the Governors about the proposals for future fund-raising appeals/projects and asked for volunteers to join a Governors Fund-Raising Working Group to identify a shortlist of fund-raising projects for future consideration by the Council of Governors.

RESOLVED: That Anne Smith and Ramesh Gandhi, in their capacity as observers of the Charitable Funds Committee, would join the Working Group.

That Governors interested in joining the Working Group should contact Miss Oates.

10. Chief Executive's Briefing

Mr Kehoe briefed the Governors in respect of the following:-

- Adverse Weather/Winter Pressures.
- North West SHA QuIPP Governance Workshop.
- Blackpool, Fylde & Wyre Society for the Blind.
- Blackpool LINK.
- Acting Director of Operations.
- Corporate Objectives 2010/11.
- Corporate Objectives/Strategic Vision 2009/10.

Corporate Objectives 2010/11

RESOLVED: That Governors would forward comments on the 2010/2011 corporate objectives to Mr Kehoe.

At this juncture discussion took place about the Trust's involvement with the Police and within the community, ie local schools.

RESOLVED: That Councillor Rigby would forward to the Chairman details about the committee which involved stakeholders in the community in order that the Trust could become involved if appropriate.

That Mr Butler would forward to the Chairman details about the meetings held at Blackpool Football Club to ensure future representation from the Trust, if appropriate.

11. Finance Report

Mr Welch reported that the Trust was significantly ahead of planned performance for the year to date but pointed out that there were significant challenges ahead.

Mr Welch explained the work being undertaken internally and the processes being created to ensure that the Divisions returned to plan by the year end; it being noted that a more robust regime would be produced regarding the review of plan for non-performing areas and future delivery.

RESOLVED: That the outcome would be reported at the next Council of Governors Meeting.

12. Performance Report

Ms Siddall presented the Summary Business Monitoring Report for Quarter 3 and reported that operational performance had remained consistent amongst the range of indicators.

RESOLVED: That the Chairman would write to the Orthopaedic Directorate and the A & E Department to thank the staff for their hard work in maintaining the targets.

That Ms Siddall would check the reason for the employee relations section not being completed.

Mr Allcock commented that his wife had recently received excellent service in the A & E Department.

13. QuIPP Update

Mr Welch provided an update in respect of QuIPP as follows:-

- The Trust would have no inflationary increase next year and 4% - 5% efficiencies would need to be identified in-house.
- The QuIPP Programme Board was due to review the list of schemes and prioritise accordingly.

- There had been no firms plans submitted from the PCTs regarding capacity reduction.

Annual Plan 2010/11

Mr Welch reminded the Governors that the Trust was required to produce an Annual Plan for submission to Monitor.

It was noted that the final guidance would not be published until the end of March and that the timescale for submission of the final document to Monitor was 31st May.

Mr Welch stated that a Governors' Sub-Group would be convened to review the document during March and that the final document would be submitted to the Council of Governors Meeting and the Board of Directors Meeting in May.

RESOLVED: That Governors interested in joining the Sub-Group should advise Miss Oates.

14. Membership Report

Mrs Smith reported that a further 750 members needed to be recruited in order to achieve the target of an additional 1000 members by 31st March 2010. Mrs Smith asked the Governors for their help with recruitment by approaching people direct and asking them to complete a membership form.

Mrs Smith also provided feedback on the results of the survey from the December edition of Your Hospitals in relation to the role of the Governor.

Discussion took place about methods for increasing membership and a number of suggestions were made as follows:-

- Deliver leaflets to Blackpool Sports Centre and other Sport Centres (John Butler/Membership Officer).
- Arrange with the Estates Department for boxes to be made available on the wards for membership forms (Membership Officer).
- Ensure there is notification about membership at every hospital entrance (Austin McNally/Membership Officer).
- Arrange for stands to be available in Out-Patient Clinics and for the stands to be manned by volunteers (Membership Officer).
- Arrange for membership material to be available at National Veterans Week in June (John Butler/Membership Officer).
- Ask the Parish Councils to publish the Trust's website and information about membership in the parish residents' newsletters (Paul Rigby/Membership Officer).
- Arrange for a stand/posters/leaflets to be provided in Knott End Library (Chris Lamb/Membership Officer).

15. Items Referred from the Membership Committee

There were no items referred from the Membership Committee other than some of the actions listed in item 14.

At this juncture, the Chairman advised the Governors that the post of Membership Officer was currently vacant and would be advertised shortly.

16. Complaints Report

Mr Kehoe presented the quarterly complaints report for the period 1st July 2009 to 30th September 2009 and 1st October 2009 to 31st December 2009 together with the PALS Comparison Report for the same periods and explained that the trends were quite variable.

It was noted that the Trust had retained the 25 day response target to ensure discipline within the system.

17. Serious Untoward Incidents

Mr Kehoe provided feedback on the most recent serious untoward incidents and the actions being taken to prevent further occurrences.

The Chairman stated that she had attended a Patient Safety Event the previous week and it was re-assuring to learn that the Trust's actions in relation to patient safety were in line with good practice.

18. Board Assurance Framework Summary

19. Corporate Risk Register Summary

The Board Assurance Framework Summary and Corporate Risk Register Summary for the period 1st October 2009 to 31st December 2009 were provided for information.

20. Quality Report

Mr Welch advised the Governors that all Acute Trusts and PCTs were required to produce Quality Accounts. It was noted that the guidance had not yet been finalised, however, a draft document has been prepared which would be forwarded shortly to stakeholders, including Governors, for their views/comments.

RESOLVED: That Governors would respond to the draft Quality Accounts upon receipt in February/March.

21. Feedback from Governor QuIPP Sub-Committee

It was noted that the first meeting of the Governor QuIPP Sub-Committee took place on 18th December 2009 and it had been agreed that the Governors would participate in patient safety walkabouts once they had undertaken a half day lean training session.

22. Feedback from North West Staff Governor Event

Mrs Woodhouse reported that Mr Goacher and herself had attended the North West Staff Governor Event held on 14th January 2010 and discussion had centred around whether Staff Governors were free to speak and free to act. Mrs Woodhouse confirmed that there were no issues of concern from this Trust in this respect.

23. Chairman's Communications

- The Chairman was pleased to report that the Trust had achieved the Gold Standard for Investors In People.
- The Chairman reminded the Governors that a Sub-Group had been convened last year to agree the Governors' objectives for the forthcoming year and suggested the same arrangement for 2010/11.

RESOLVED: That Governors interested in joining the Sub-Group should advise Miss Oates.

- The Chairman advised the Governors that Mrs Denise Wilson had resigned from the Council of Governors and notification about her replacement was awaited from Lancashire Care Trust.
- The Chairman reminded the Governors about the planned visits to Rossall Hospital on 2nd and 4th March.
- The Chairman reported that the Trust was applying for University Hospital Status and that attainment was subject to consultation which, hopefully, would commence on 1st April 2010.

24. Motions or Questions on Notice

There were no motions or questions on notice.

25. Urgent Motions or Questions

There were no urgent motions or questions.

26. Date of Next Meeting

The next meeting will take place on Wednesday 19th May 2010 at 9.30 am in Room 4, Health Professionals Education Centre, Blackpool Victoria Hospital.