

Council of Governors

MINUTES

of a meeting held on Wednesday 22nd April 2009 at 5:30pm in the Blair Bell Lecture Theatre, Liverpool Women's NHS Foundation Trust

Present:	Mr K Morris	Chairman
	Mrs A Douglas	Deputy Chair/Governor, Scientists & Tech Staff
	Miss H Gavin	Governor, Clinical Support Staff & Non Clinical Staff
	Ms A Parker	Governor, North Liverpool
	Ms M Williams	Governor, Central Liverpool
	Mrs B Stopforth	Governor, Central Liverpool
	Ms A James	Governor, Central Liverpool
	Ms M Day	Governor, Central Liverpool
	Mrs J Wooldridge	Governor, South Liverpool
	Mrs I Drakeley	Governor, South Liverpool
	Mr G McKeating	Governor, Sefton
	Mrs P Jones	Governor, Sefton
	Mrs V Kehoe	Governor, Knowsley
	Mrs A Smith	Governor, Knowsley
	Mrs D Wood	Governor, Other Public
	Mrs S Foley	Governor, Other Public
	Mrs A Banks	Governor, Other Public
	Dr P Grey	Appointed Governor
	Prof G Mazhindu	Appointed Governor
	Prof S Wray	Appointed Governor
	Cllr M Fielding	Appointed Governor
In Attendance:	Mrs K Thomson	Chief Executive
	Ms E Saunders	Director of Corporate Affairs/Trust Secretary
	Ms C Salden	Director of Service Development
	Mr D Renouf	Acting Director of Finance
	Mrs C Hedley	Acting Director of Nursing, Midwifery & Patient Quality
	Mr D Carbery	Non Executive Director
	Mr H Yeung	Non Executive Director
Minutes:	Miss L Florensa	Senior Executive Assistant

1. Apologies

Mrs D Akeju OBE	Governor, Midwives
Dr L Bricker	Governor, Doctors
Mrs D Brown	Governor, Nurses
Mrs D Carter	Governor, Clinical Support Staff & Non Clinical Staff
Ms B McGrath	Governor, North Liverpool
Ms A Paracha	Governor, Central Liverpool
Mrs M Kelly	Governor, Sefton
Dr J Atherton	Appointed Governor
Cllr J Aston	Appointed Governor
Mrs M Hogan	Appointed Governor

2. Minutes of previous meeting held on 21st January 2009

The minutes were approved as an accurate record.

4.3.1 Operational Plan 2009/10

Ms Salden presented the Trust's operation plan for 2009/10 to the governors and highlighted key achievements across the five corporate aims. Mrs Day thought the sickness and absence figures still appeared problematic. Mrs Thomson said they had reduced these figures but were not where the Trust aspired to be. Mr Morris said the Trust figures did not reflect badly when benchmarked against other NHS Trusts but are poor compared against non-NHS organisations.

Miss Kehoe thought the introduction of the Neonatal Baby Diaries was of great benefit to families.

Ms Salden discussed the three key drivers of quality, contracting & competition and financial environment. Mrs Wood asked could they consider increasing the private patient cap to increase income and put this towards the NHS. Mr Morris said this is a political issue which the Trust can't influence. Dr Grey said the PCT are also looking at quality through public health measures and said it would be useful to look at CQUINs data in the future.

Ms A James joined the meeting at this point.

Areas of clinical and non-clinical risk were highlighted. Mrs Thomson reported that a meeting was to be held on Friday with members of the Management Executive Board to go through a process to determine the Trust's principal risks for 2009/10. A risk contingency has been identified to fund developments required to mitigate the main risks.

Miss Kehoe queried what staff background would they be looking for to fill the Clinical Information Manager position. Ms Salden said it would be open to both clinical and non-clinical backgrounds as it is how they develop the clinical excellence strategy and best fit the job description.

Mr Renouf presented the financial plan for the year, highlighting that the economic climate would begin to impact on the NHS within the next year. Contracts had been set to reflect the level of income in 2008/09. Through the cost improvement programme the Trust had secured £3.2 million last year, which all directorates had worked hard to achieve. Clinical initiatives will require financial backing so the Board has agreed to reduce the planned surplus level to create resources reserve described by Mrs Thomson to cover the clinical priority list. The ambitious capital plan set last year continues into 2009/10.

Ms Salden left the meeting at this point.

3. Matters Arising

Research for Patient Benefit - PGD consultation

Mrs Douglas informed the Council that the first application had been unsuccessful. The team were now working with the Research & Development team to take forward the proposal.

3.1 Standards for Better Health

Ms Saunders thanked those who took part in the scrutiny of evidence meeting for the core standards. Aspects of the process became a learning experience as new members took part

and required background information not generally provided to those who had participated before.

Once the scrutiny process had been completed, including peer assessment between the directorates, the Trust was unable to report full compliance due to insufficient assurance in relation to two of the standards – medicines management and decontamination of medical devices. Ms Saunders stressed that services are safe in both areas; the issue is that the Board did not feel there was robust enough evidence to demonstrate compliance for the full year. It is a better option for the Trust to declare that it is not fully compliant in case of a Care Quality Commission inspection and to put action plans in place for the future. Mrs Thomson said this is a very thorough process and is the first year they had completed the peer assessment so there are higher levels of assurance across all standards. The likely consequence however is that the Trust won't achieve an 'excellent' rating for quality of services but can still be awarded 'good'.

Mr McKeating commented that a document managing system would be helpful to support the process in the future. Mrs Thomson agreed and that this was being looked at by the IM&T team.

3.2 Governor Development Programme

Three providers had been contacted to present to the working group. Two had already presented and the final one booked in towards the end of April. Ms Saunders asked for a wider group to help to determine the final shape of the programme during July so that it could begin in September.

4. Board Report

4.1 Chairman's Report

Mr Morris reported that the Trust had had a successful year and were in a good position to take forward this financial year.

The Annual Health Check targets largely show green indicators and a couple of amber. The 18 week information has been hard work to collect as a large number of case notes have been checked manually and IT systems are needed to make this task easier. Mrs Thomson said it is more difficult for specialist trusts to meet the targets as larger trusts have greater volumes of patients which give economies of scale.

4.2 Board of Directors' Business: February - April 2009

For information.

Mrs Thomson informed the governors that a change could already be felt in the financial environment as they had just finished a very difficult contracting round and thanked the executive and non-executive team.

Gail Naylor had been appointed as the new Director of Nursing, Midwifery & Patient Quality.

4.3 Chief Executive's Report

4.3.2 Serious Untoward Incident update

Mrs Thomson thanked those who attended the short notice briefing a couple of weeks ago. A copy of the press release and the brief had been sent out to all the governors.

Since going public the Trust had been reasonably pleased with the way the press had dealt with the issue. Several members of the team had spent a lot of time with the health correspondent from the Daily Post and Echo to emphasise the importance of responsibility to the patients and avoiding panic among the public. The news hit the local radio and TV news and some nationals. No further requests had been received from the media since the release. A helpline was established which was manned by staff who stayed after hours and at weekends to take calls and direct patients appropriately. Tremendous support had been received from colleagues at Liverpool, Sefton and Knowsley PCTs. Recalling of patients had begun with clinic slots being made available specifically for these patients and the helpline had been stepped down.

Mr K Morris asked the governors if they had felt suitably informed before the press release. Mrs Drakeley said she had found the information alarming so it was useful to be prepared before it hit the press and to be able to ask questions at the briefing for a better understanding. Mrs Thomson said a 'lessons learnt' exercise from the event would be carried out later in the year.

4.3.3 Healthcare Commission report into Mid-Staffordshire FT

Mrs Thomson said this report had been debated at the Board meeting and it would also be useful for the governors to read. The Clinical Governance Committee had been tasked to review the actions from the Mid Staffordshire report and from the Birmingham Children's Hospital report and Northwick park report from three years ago. Mrs Wooldridge said the Mid Staffordshire report identifies a closed Board which is extremely different from this Trust which has always been transparent. Mrs Wood highlighted the death of a mother reported recently by another trust who had required a caesarean section over the weekend but had no suitably senior staff on duty so waited and asked would this happen here. Mrs Thomson said she hoped this would never happen at Liverpool Women's as emergency cover is available from consultant on-call arrangements and adequate staff to stabilise patients on wards. It would be a consultant decision when to carry out caesarean section. The Trust is working towards the 24/7 senior staff cover with the PCT. Mrs Smith said the Trust report on Mid-Staffordshire was much easier to read and understand compared to the Healthcare Commission report.

5. Council of Governors Business

5.1 Membership Strategy Committee

Mrs Wooldridge informed the governors that the roadshow in Knowsley is next Tuesday 28th April 5:00pm at Manor Farm resource centre. The programme would be as follows:

- Dr A Weeks - Mulago partnership presentation
- Mrs Thomson/Mr Morris - Trust Services
- Mrs Wooldridge - Governors role
- Q&A session

Invitations had been sent to members of that constituency. A press release advertising the event would be issued in the Echo/Post. Wirral and Sefton were suggested as areas to hold roadshows in the future. Dr Grey said the PCT are setting up 20 localities within the city and there could be an opportunity to link with these when they are developed.

The new look *Foundation Express* was circulated. Mrs Wooldridge said with the new branding they had decided to take this as an opportunity to re-launch the newsletter and rename it and asked for any suggestions. Mrs Day said she would be happy for the Committee to choose

ultimately as the closest to the project. Ms James suggested that they Google the name chosen to check it isn't used elsewhere locally.

Mrs Wooldridge said anyone is welcome to join the committee.

5.2 Public Engagement Committee - Nil to report

5.3 Corporate Social Responsibility Committee – Nil to report

Mr K Morris said a revamp of this committee was required.

5.4 Remuneration Committee

Prof Wray said they had held the last meeting electronically due to time constraints. The Remuneration Committee unanimously agreed with Mrs Yvonne Rankin's appraisal. Recommendations were sent to the Nominations Committee.

5.5 Nominations Committee

Mr K Morris said the Nominations Committee reviewed the recommendations received from the Remuneration committee. The Nominations Committee approved the recommendation to reappoint Mrs Y Rankin.

The Council of Governors approved Ms Rankin's re-appointment for three years.

Dr Grey left the meeting at this point.

6. Trust Secretary Business

6.1 Feedback from National Governor Forum

Ms Gavin and Mrs Brown attended the national governors' forum. Ms Gavin reported that there was a clear divide between experienced and new governors highlighted by the amount of irrelevant questions and a negative feel to the session. Ms Saunders thought by this feedback that the north west forum is more user-friendly and of more value than the national forum and it was perhaps the right decision by the Council to not sign up to it.

Prof Mazhindu left the meeting at this point.

Mr Morris said he had received a note from the national FTN and regional FTN asking for feedback. Mrs Douglas agreed that the regional meetings are very different and always positive. This Trust had offered to host the November regional meeting and would need to organise the agenda.

6.2 NHS Constitution

Ms Saunders alerted the governors to the legal status of this document. There is nothing brand new in this document but it brings many of the pre-existing rights together in one place. National surveys are already being framed around the provisions of the Constitution so it is beginning to feature in the service.

7. Items for Information

Ms Saunders said the election cycle would shortly commence and she would be writing to individuals involved.

8. Any other business

No other business discussed.

9. Date and time of next meeting

Wednesday 15th July 5.30pm in the Blair Bell Education Centre