

Council of Governors

MINUTES

of a meeting held on Wednesday 15th July 2009 at 5:30pm in the Blair Bell Lecture Theatre, Liverpool Women's NHS Foundation Trust

Present:	Mrs A Douglas (chair)	Deputy Chair/Governor, Scientists& Tech Staff
	Mrs D Brown	Governor, Nurses
	Mrs D Carter	Governor, Clinical Support Staff & Non Clinical Staff
	Ms A Parker	Governor, North Liverpool
	Ms M Williams	Governor, Central Liverpool
	Ms M Day	Governor, Central Liverpool
	Mrs I Drakeley	Governor, South Liverpool
	Mrs M Kelly	Governor, Sefton
	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 A Banks	Governor, Other Public
	Mrs M Hogan	Appointed Governor

In Attendance:	Mrs K Thomson	Chief Executive
	Ms E Saunders	Director of Corporate Affairs/Trust Secretary
	Ms K Doherty	Director of Human Resources
	Mr D Renouf	Acting Director of Finance
	Mrs G Naylor	Director of Nursing, Midwifery & Patient Experience
	Mr D Carbery	Non Executive Director
	Mr H Yeung	Non Executive Director

Minutes:	Miss L Florensa	Senior Executive Assistant
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1. Apologies

Mr K Morris	Chairman
Dr L Bricker	Governor, Doctors
Mrs D Akeju OBE	Governor, Midwives
Miss H Gavin	Governor, Clinical Support Staff & Non Clinical Staff
Ms B McGrath	Governor, North Liverpool
Ms A Paracha	Governor, Central Liverpool
Mrs B Stopforth	Governor, Central Liverpool
Ms A James	Governor, Central Liverpool
Mrs J Wooldridge	Governor, South Liverpool
Mrs S Foley	Governor, Other Public
Dr P Grey	Appointed Governor
Prof G Mazhindu	Appointed Governor
Cllr J Aston	Appointed Governor
Prof S Wray	Appointed Governor
Cllr M Fielding	Appointed Governor

2. Minutes of previous meeting held on 22nd April 2009

The minutes were approved as an accurate record.

3. Matters Arising

3.1 Standards for Better Health update

Ms Saunders reported that since declaring 'insufficient assurance' against two of the standards, the Trust is now working towards full compliance by November 2009. The Council would be updated in October. Ms Day thought that some of the weaknesses related more to rules to follow rather than a compliance issue. Ms Douglas clarified the decontamination equipment itself is not a problem but the storage of the equipment was the issue raised. Mrs Thomson expressed the view that as the Healthcare Commission had matured the emphasis on being able to prove compliance had increased.

3.2 Serious Untoward Incident update

Mrs Thomson reported that all patients who had been recalled had attended an appointment at the Trust during the last few months and have been put onto the right pathway of care for further support, treatment or discharge as required. The PCTs are happy with the stage the Trust is up to with this incident and had praised the way the Trust had handled the situation. Some legal claims are expected which will be assisted in any way to make the process quicker and smoother for the patient. Legal advice is being sought regarding the process to follow for the member of staff responsible. A panel will be assessing the outcome for each case, of which the result will be issued to the Council before any further press release. The governance arrangements review remains underway with an aim for conclusion in the late summer/early autumn. Mrs Wood asked where there are any patients with serious impact on their health. Mrs Thomson said there had been some but no figures are available at the moment.

4. Board Report

4.1 Board of Directors' Business: May - July 2009

Mrs Thomson updated the Council on various issues.

Messrs Bousfield

The Bar Standards Board had met and had issued Mr Andrew Bousfield with a formal reprimand and had ordered him to pay costs. However the team do not believe this result will stop any further enquiries from him to the Trust. Mrs Wood thought having been reprimanded that he wouldn't be able to continue. Mrs Thomson said the recent media requests received are not from him but it is likely that he is the driving force. Limited responses are being issued back.

Clinical Business Units

Neonatal & Pharmacy had been authorised in May. The other three units are still working towards authorisation. Strict governance and rigorous assessment had been set for each business unit similar to Monitor style of governance. Aim to authorise all units by October 2009.

Ms Day asked is there a management programme in place to develop staff within the business units. Mrs Thomson said they are focussing efforts on the Clinical Directors and the General Managers using external programmes and a 'step it up' programme had been set up in-house for all staff. Ms Day said she had been shocked by 46% of staff not recommending the Trust as a place to work. Mrs Thomson said the Executive team had also been shocked and are working hard to find out from staff why they feel like this. Attitude and behaviour from colleagues had been identified as a main reason. Mrs Carter said staff are beginning to feel listened to at the moment and are hopeful that something positive will come out of the discussions taking place now. Mrs Douglas said the Executives visiting the different departments had a huge impact on areas as staff have become aware who the Executives are and that they are taking an interest. Ms

Doherty said 'would staff recommend the Trust to others as a service user' question would be added onto the next survey. Mrs Thomson had also held drop-in coffee mornings for any member of staff who have detailed some real issues and would like to push forward recognising and commending behavioural standards more. The next staff survey is due in October.

NED Recruitment

The Trust Board had agreed to recruit two new non-executive directors as part of the succession plan for the Board. Three executive search agencies would be asked to submit their process and costing. Mr Carbery said once in post they would set up a buddy system with the existing NED's as support is needed to understand all aspects of the Trust especially if not from an NHS background.

Performance

Mrs Thomson reported a generally strong position. Some of the cancer target thresholds remain unknown so have been marked as red to be cautious. Smoking and breastfeeding targets remain a challenge as they required a change in the behaviours of the local community. The Standards for Better Health target remains red until all actions are resolved in relation to the 'insufficient assurances'. Mrs Naylor and Ms Saunders are leading work for the Standards for Better Health and potential visit by the Care Quality Commission.

Mrs Wood said she had read a report stating the recent success with breastfeeding had led to concerns about mums who bottle feed being given less support and overfeeding using the bottle. Mrs Wood asked if anyone finds any other information on this topic could they let her know.

Swine Flu

Mrs Naylor introduced herself to the Council.

The Trust is working on its state of readiness for the pandemic. Guidelines are issued daily due to the daily update from the Department of Health (DH). Final submission of the Trust plans is due 24th July to the DH. Staff symptoms/situation reports are submitted daily.

4.2 Chief Executive's Report

4.2.1 Financial Outlook 2009-12

Mr Renouf presented the financial outlook for 2009/10 – 2012/13. The NHS is relatively protected but will experience a reduction in funding and amount of spending. To aid this the Trust is looking at various ways to save costs for example maximise efficient use of current assets; ensuring value for money by reviewing the system; exploring shared services etc. The Trust has a good track record for saving however a significant increase is required. Monitor had also asked for future financial plans from Trusts including Downside Scenarios which detail a plan for the worst case scenario.

Mrs Thomson said discussions on how to prepare for the financial climate are being held at the local chief executive meetings about how to respond to issues collectively across Liverpool rather than individually. A regional Summit meeting had also been organised to discuss further. Mrs Wood was concerned about certain health organisations would want to take over other services and the possibility they might take this opportunity while discussing collaborative work and advised to be careful with decisions. Mrs Thomson agreed that they would work together with local organisations but not at the expense of individual services or patient interest and would challenge any merger proposals. Mrs Thomson felt that the Trust would be able to make savings by being imaginative and not by changing employment contracts etc.

4.2.2 Centre for Better Births

Mr Renouf updated and assured the Council of progress towards the Centre for Better Births. The CBB works will be undertaken between June 2010 and April 2011. Mrs Thomson said there had been constant effort with the University to progress this work that all parties are now quite upbeat and excited about the research facility.

4.2.3 Tenders for women's services

Mrs Thomson reported that Liverpool PCT, weeks after signing off the contract with the Trust, had decided to put gynaecology assessment and termination of pregnancy services out to tender. Mrs Thomson had been assured by the CEO of Liverpool PCT that the tender would not be going ahead however discussions being held elsewhere indicate the opposite. It is hoped that the PCT would not follow the tendering process, especially in light of recent discussions regarding saving money and collaborative work. Ms Day said they would not want to be caught out of a service again similar to the breast proposal. The expertise is already at this Trust and there would be a cost to the Trust to tender for the service. Mrs Thomson undertook to keep the Council informed of the issue.

5. Council of Governors Business

5.1 Membership Strategy Committee

In Mrs Wooldridge's absence, Ms Saunders reported that planning towards the annual members meeting and Open Day on Saturday 12th September is underway and asked for any volunteers from the Council to help set up the CoG stall. The key speech would be on Centre for Better Births by Dr Siobhan Quenby. There would not be a second presentation after the meeting this year.

The Foundation Express magazine would be renamed 'Generations', with 'News for the members of the LWFT' as a strap line.

Ms Saunders reported recruitment drive for new members continues using several routes including external support to go out to health fairs and other public venues. Membership forms will be sent out with outpatient appointment letters on a trial basis and the response rate evaluated. Ms Saunders informed the Council on the outcome of the Knowsley road show. There had been a lot of work towards setting it up however only two members attended. The Committee learnt that members won't attend these functions in large numbers so will aim to set up a similar event within an already established group. Mrs Banks identified a useful group and would liaise with Ms Saunders. Mrs Wood said there is a stall in Birkenhead market which has been used for elections in the past which could be used. Mrs Smith and Mrs Kehoe said they had felt supported arranging the event in Knowsley.

5.2 Public Engagement Committee

Nil to report

5.3 Corporate Social Responsibility Committee

Nil to report

5.4 Remuneration Committee

On Professor Wray's behalf, Ms Saunders reported that the Committee had met regarding the remuneration of Mrs McCracken during the period of the secondment of the chairman Mr K Morris. Mrs Smith informed the Council that they had discussed the proposal thoroughly and approved the request. The Council noted the Remuneration Committee's decision.

5.5 Nominations Committee

Nil to report

6. Trust Secretary Business

6.1 2009 Election update

Ms Saunders informed the Council that sadly three of the longest standing governors - Mrs Wood, Mrs Drakeley and Miss Gavin - would be required to step down at this election round due to the timing of the transition schedule under the constitution. They will come to the end of their term in September 2009. Ms Saunders expressed the hope that they would remain as active members and continue to participate in various groups within the Trust. Mrs Wood said she had enjoyed her time as a Governor and thanked the Council. Ms Saunders reported that they would also be losing Mrs Akeju, Ms McGrath and Mrs Foley who had decided not to stand for re-election for personal reasons.

6.2 Governors' Development Programme

Ms Saunders informed the Council that they had approved the proposal from OPM to deliver the development programme. A few members of the Council are required to join the planning group to plan and shape the programme. Dates for the actual training would then be canvassed. Ms Smith said the proposal appears to be a good plan and is more thorough than the original induction.

7. Items for Information

7.1 Annual Plan to Monitor 2009/10

No questions were raised.

7.2 Annual Report and Accounts 2008/09

Ms Saunders advised that the report had not been released to the public yet and asked the governors not to share the report until it had been laid before parliament. Mrs Kehoe said she thought the report was good.

8. Any other business

Mrs Kehoe noted the new exterior brand signs had been put up and looked very good.

Mrs Banks informed the Council that the next Northwest Governors Forum on 15th October would be hosted by Bolton Trust. This Trust would host an event in Spring.

Mr McKeating thanked the governors and those that would be leaving the Council for helping and making him feel welcome.

Ms Parker asked is there plans in place for staff off sick with swine flu. Mrs Naylor said the current process would be followed and return to work path followed. Every case is taken on an individual basis.

Mrs Thomson thanked the governors that would be leaving. Mrs Thomson said after nearly a year in post that she had been impressed with how the Council operates by being both supportive and offering challenge to the Board.

9. Date and time of next meeting

Wednesday 21st October 2009 at 5.30pm in the Blair Bell Education Centre