

Calderdale and Huddersfield

NHS Foundation Trust

MINUTES OF THE FOUNDATION TRUST COUNCIL MEMBERS MEETING HELD ON TUESDAY 17 JANUARY 2012 IN THE BOARDROOM, HUDDERSFIELD ROYAL INFIRMARY

PRESENT:

Andrew Haigh	-	Chair
Kimberley Cooper	-	Public elected – Constituency 1
Harjinder Singh Sandhu	-	Public elected – Constituency 2
Wendy Wood	-	Public elected – Constituency 3
Peter Middleton	-	Public elected – Constituency 3
Christine Breare	-	Public elected – Constituency 4
Lisa Herron	-	Public elected – Constituency 5
Vera Parojic	-	Public elected – Constituency 5
Peter Naylor	-	Public elected – Constituency 6
Sarah Slade	-	Public elected – Constituency 6
Liz Schofield	-	Public elected – Constituency 7
Jeannine Hind	-	Public elected – Constituency 7
Jan Roberts	-	Public elected – Constituency 8
Janette Roberts	-	Public elected – Constituency 8
Joanna Birch	-	Staff-elected – Constituency 10
Sue Burton	-	Staff-elected – Constituency 11
Liz Farnell	-	Staff-elected – Constituency 12
Chris Bentley	-	Staff-elected – Constituency 13
Julie Couldwell	-	Staff-elected – Constituency 13
Sue Cannon	-	Nominated Stakeholder – NHS Calderdale
Jan Giles	-	Nominated Stakeholder – Kirklees PCT
Dawn Stephenson	-	Nominated Stakeholder – SWYPFT
Sally McIvor	-	Nominated Stakeholder – Kirklees MC

IN ATTENDANCE:

Kathy Bray	-	Board Secretary
Alison Fisher	-	Non-Executive Director
Keith Griffiths	-	Director of Finance
Ruth Mason	-	Associate Director of OD
Peter Roberts	-	Non-Executive Director
Helen Thomson	-	Director of Nursing
Diane Whittingham	-	Chief Executive

OBSERVERS:

Sabrina Armstrong	-	Communications/Membership Manager
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Margaret Priest - Membership Office

1/12

APOLOGIES:

Apologies for absence were received from:

Bernard Pierce	-	Public elected – Constituency 1
Linda Wild	-	Public elected – Constituency 2
Mary Kiely	-	Public elected – Constituency 9
Sue Bernhauser	-	Nominated Stakeholder – Uni. of Hudds.
Bob Metcalfe	-	Nominated Stakeholder – Calderdale Metropolitan Council
Lesley Hill	-	Director of Service Development
Julie Hull	-	Director of Personnel & Development
David Wise	-	Medical Director

The Chair welcomed everyone to the meeting and introductions were made.

2/12 **MINUTES OF LAST MEETINGS**

The minutes of the last meetings held on Thursday 10 November 2011 were accepted as a correct record.

3/12 **MATTERS ARISING**

38/11 How Do We Successfully Engage and Involve

Ruth Mason reported that following conversations with the Membership Council and DRG chairs it had been agreed that in order to ensure best use of time and resources the DRG's would be reduced from 4 to 3 per annum. This would be tested in 12 months by inclusion within the MCs Annual Questionnaire.

18/11 Update on NHS Health & Social Care Bill

Ruth Mason updated those present on the current information available on the passage of the Health and Social Care Bill. The key messages were:-

- Currently at standard reporting stage and will then go to final 3rd reading.
- Following this consideration of amendments by House of Lords before being made statute.
- Timescale likely to be April 2012.

Key changes noted:-

- Monitor's core duties of protecting patient interests now included
- Harder to cherry pick services.
- Any willing provider – need to ensure they are robust and sustainable.

4/12

CHAIRMAN'S REPORT

a. Update on Chief Executive Appointment

As the Membership Council were aware following the Extraordinary MC Meeting on the 12 December, the interviews on the 5 and 6 December had not resulted in an appointment being made. Odgers, Recruitment Specialists had undertaken a further focussed search and the Chairman reported that he had spoken to 9 interested people.

The selection panel had met on Thursday 12 January and shortlisted 2 candidates who would be invited to a formal interview on 1 February. The Membership Council would be advised of the outcome in due course and if necessary an Extraordinary Meeting would be arranged if the appointment required ratification before the next scheduled meeting on the 4 April 2012.

b. Clinical Services Strategy

Diane Whittingham updated the Membership Council on the progress with reviewing the Clinical Services Strategy. It was noted that the event held on the 28 November with staff and partners had been successful in identifying the drivers for change and themes had emerged. Since then an architecture had been set up spanning the whole healthcare economy to develop joint solutions to ensure that our communities get the right services in the right place. It was noted that the actual consultation would be led by the PCT and the Membership Council would be invited to help at different stages of the engagement process as the project develops.

c. Appointment of Vice Chair and SINED

The Chairman announced that following Carol Clark's completed tenure of office the Board had appointed

Alison Fisher – Vice Chair

Jane Hanson – Senior Independent Non Executive Director

Both appointments were effective from 1 December 2011. All present accepted these appointments.

Discussion took place regarding the Constitution and whether these appointments should have been made by the Membership Council and it was agreed that this would be clarified.

Following the meeting it was confirmed that although the Board of Directors are responsible for these appointments, clause 12.11 states "The Membership Council shall ratify the appointment of the Vice Chairman/SINED".

ACTION: AGENDA ITEM NEXT MEETING

5/12 CONSTITUTION

a. Register of Interests/Declaration of Interests

The updated Register was received. Any amendments were requested to be notified to the Board Secretary as soon as possible.

b. Updated Register of Members

The updated register of members was received for information.

6/12 CHAIRS INFORMATION EXCHANGE SUB COMMITTEE

The Chairman reported that the minutes of the last Chairs Information Exchange had been circulated with the agenda and the contents were noted.

Ruth reported that the Chair's Information Exchange Group appeared to be working well and had been established for nearing 12 months. The meetings offered the opportunity for DRG Chairs to share information, receive updates from the Chairman and agreeing agenda items for the formal Membership Council Meetings.

The Chairman reported that following his attendance at the Chairs Regional Network, it was noted that an event was being planned for Lead Governors to meet and this was likely to be held in the summer, once the Bill has been passed.

7/12 APPOINTMENT OF EXTERNAL AUDITORS PROCESS

Keith Griffiths reported that the first meeting of the Sub Group would be held on Friday 20 January. Following this further information would be fed back to the next meeting.

ACTION: AGENDA ITEM NEXT MEETING

8/12 FINANCIAL AND SERVICE PERFORMANCE

In the absence of Lesley Hill, Keith Griffiths presented the Service Performance report for the Foundation Trust as at the end of December 2011. It was noted that the Trust was on target to achieve all targets and indicators and the report highlighted the details of the achievements and levels of reporting around the following fields:-

- Access –
 - Work continued to identify suitable patients for treatment within 24 hours following TIAs (trans-ischaemic attacks, or 'mini stroke'). Currently 59% had been achieved against a target of 60%.
 - 18 week Referral to Treatment – Discussions were on going with Monitor, CQC and DOH regarding whether this target would be extended to all sub specialties in the coming year.
- Cancer Targets – all targets met.
- Patient Experience – all targets met around CDiff, MRSA, MSSA and screening for all elective inpatients for MRSA. It was noted that Helen Thomson would give a detailed update on Healthcare Associated Infections later in the meeting.

Keith Griffiths, Director of Finance outlined the financial highlights:

- Overall Income and Expenditure position at 31.12.11 is a surplus of £0.27m, against a planned surplus of £1.65m.
- Income is above plan by £1.64m
- Expenditure is £3.02m above plan
- Cash position at end of December 2011 of £12.55m (£2.9m above plan)
- Capital spend to date of £6.4m (£2.71m below plan). Deliberate action to protect cash position in the light of financial pressures.

- Financial risk rating of 4 reported to Monitor at the end of Q3, 2011/12 (on a scale of 1-5 (5 good))
- Forecast year end deficit of £1.5m against a planned surplus of £0.5m
- Income position protected by c. £2.0m due to “Contract Floor” with PCTs
- Key actions:-
 - activity/productivity increase
 - full delivery of all savings plans
 - prioritisation of all capital expenditure
 - focus on 2012/13 and beyond

9/12 REVIEW OF TRUST PROCESSES TO REDUCE THE INCIDENCE OF HEALTHCARE ASSOCIATED INFECTION (HCAI)

Helen Thomson gave a presentation outlining the content of the paper which had previously been discussed and agreed at the last Board of Directors and Executive Board Meetings. Details of the annual MRSA bacteraemia counts since 2001/2 were noted together with the estimated cumulative rates of hospital acquired C.Diff from April 2011 to date. The Trust’s current position was noted:-

MRSA 5 – ceiling of 5 (Monitor 6)
C.Diff 26 – ceiling of 58

It was noted that a full review of all actions and interventions over the last 4 years had been examined. The experience and learning from other organisations had been obtained and the findings, along with the recommendations were outlined within the paper circulated.

10/12 FAST-TRACK ITEMS

The Membership Council received the following information for noting and actioning as appropriate.

- a. Updated Calendar of Activity & Allocation of MCs to Sub Committees/Groups
- b. Annual Membership Councillors Questionnaire – Key Themes

11/12 ANY OTHER BUSINESS

a. Members Engagement Event

Ruth advised that the next Members Engagement Event was scheduled for Wednesday 29 February at 5.30 for 6.00 pm at HRI. The purpose of the event was to look at the focus for our quality agenda and obtain the views of members. It was hoped that Membership Councillors would be available to help host the evening.

b. In House Member Recruitment

Ruth Mason reported that the Membership Office was reviewing the Recruitment Strategy and as part of this had arranged some in-house recruitment sessions in the Trust within clinic reception and foyer areas. To date this had been successful in recruiting 43 members. Any Membership Councillors willing to help were welcomed.

c. Annual Visit from representatives of Monitor

The Chairman reported that representatives had recently made their annual visit to the Trust to meet with Executive Directors and have discussions about future plans. The meeting had gone ahead uneventfully.

d. MC Agenda

The Chairman asked for thoughts on the content and running of the MC Formal meetings. Any suggestions were welcome, but on the whole the thoughts of those present were “if it isn’t broken why mend it”. It was however felt that more discussion and debate would be undertaken in the future once the content of the Healthcare Bill is formally received.

e. Commissioning Presentation

It was requested that the slides from Jan Giles presentation on Commissioning held prior to the meeting be circulated to all Membership Councillors for information.

ACTION: Ruth Mason

f. Farewell from Diane

As this was Diane Whittingham’s last formal MC Meeting she took the opportunity to thank everyone for their work with the Foundation Trust and particularly those who helped form the Membership Council at Authorisation. The Membership Council had added great value to support the organisation to its current position and thanked everyone for the opportunity to have open and honest debate.

Janette Roberts, on behalf of the Membership Council wished Diane all the best for the future.

12/12 DATE AND TIME OF NEXT MEETING

Wednesday 4 April 2012 commencing at 4.00 pm in the Large Training Room, CRH

The Chair thanked everyone for their contribution and closed the meeting at 5.30 pm.

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Mr Andrew Haigh, Chairman

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Date