

**MINUTES OF THE FOUNDATION TRUST COUNCIL MEMBERS MEETING HELD ON  
THURSDAY 6 NOVEMBER 2014 IN THE BOARDROOM, HRI**

**PRESENT:**

Andrew Haigh	Chair
Martin Urmston	Public elected – Constituency 1
Linda Wild	Reserve register – Constituency 2
Wayne Clarke	Public elected – Constituency 2
Peter Middleton	Public elected – Constituency 3
George Richardson	Public elected – Constituency 5
Johanna Turner	Public elected – Constituency 6
Brian Richardson	Public elected – Constituency 6
Kate Wileman	Public elected – Constituency 7
Lynn Moore	Public elected – Constituency 7
Avril Henson	Staff-elected – Constituency 10
Liz Farnell	Staff-elected – Constituency 12
Bob Metcalfe	Nominated Stakeholder - Calderdale Metropolitan Council
Hilary Richards	Nominated Stakeholder – Kirklees Metropolitan Council
Janice Boucher	Nominated Stakeholder - Locala

**IN ATTENDANCE:**

Chris Benham	Deputy Director – Finance & Procurement
Kathy Bray	Board Secretary
Julie Dawes	Executive Director of Nursing
Jayne Greenhalgh	Transplant Co-ordinator
Lesley Hill	Executive Director of Planning, Performance, Estates & Facilities
Melanie Johnson	General Manager - CGSU
Ruth Mason	Associate Director of Engagement & Inclusion
Owen Williams	Chief Executive
Jan Wilson	Non Executive Director

**31/14 APOLOGIES:**

Apologies for absence were received from:

Joan Taylor	Public elected – Constituency 1
Dianne Hughes	Public elected – Constituency 3
Liz Schofield	Reserve Register – Constituency 4
Marlene Chambers	Public elected – Constituency 4
Grenville Horsfall	Public elected – Constituency 5
Andrew Sykes	Public elected – Constituency 8
Jennifer Beaumont	Public elected – Constituency 8
Mary Kiely	Staff elected – Constituency 9
Eileen Hamer	Staff-elected – Constituency 11
Chris Bentley	Staff-elected – Constituency 13
Dawn Stephenson	Nominated Stakeholder – SWYPFT
David Longstaff	Nominated Stakeholder – Clinical Commissioning Group

John Playle                                      Nominated Stakeholder – Uni. of Hudds. (for part of meeting)

David Birkenhead                              Medical Director  
Julie Hull    Executive Director of Workforce & Organisational Development  
Keith Griffiths                                      Executive Director of Finance

The Chair welcomed all Membership Councillors, Jan Wilson, Non-Executive Director and other attendees present.

### **32/14 ORGAN DONATION**

Jayne Greenhalgh, Specialist Nurse, Organ Donation employed by NHS Blood and Transplant and holding a contract with the Trust attended the meeting to give the Membership Council an update on the current status of UK transplants including the the numbers of donors and transplants on the waiting list. She outlined the benefits to individual patients and the improvements in quality of life, as well as the comfort gained by families knowing that their loved ones donations have been able to improve other peoples' lives.

The myths and misconceptions surrounding organ and tissue donation were discussed and she emphasised that all donations were treated with respect and dignity.

It was noted that the Trust donation figures were very good with excellent referral and donation rates compared with other Trusts and that the donation figures since 2008/9 had grown from 1 to 11.

The Membership Council discussed ways in which the Trust might help by improving the circulation of donation forms and reaching ethnic minorities. She ended her presentation by circulating leaflets about joining the NHS Organ Donor Register.

### **33/14 MINUTES OF THE LAST MEETING – 9 JULY 2014**

The minutes of the last meeting held on 9 July 2014 were approved as a correct record subject to the inclusion of Jan Wilson as an attendee.

### **34/14 MATTERS ARISING**

#### **a. 17/14 MINUTES OF THE MEETING HELD ON 8.4.14**

The minutes of the last meeting were agreed as an accurate record.

#### **b. 22/14c AGM AND HEALTHFAIR – 18.9.14**

Thanks were given by the Membership Council to all staff involved in the AGM and Healthfair this year. It was felt that the Healthfair had been exceptionally good this year with many interesting and interactive presentations. Wayne expressed concern at the lack of public attendance at the event and it was requested that any members who could offer help should put themselves forward to sit on the AGM Planning Sub Group. Liz Farnell offered her help to the group. It was suggested that post-event publicity in local media and a tie-in event on the back of Celebrating Success might prove helpful.

**ACTION: Ruth Mason**

**c. 23/14a PROCEDURE FOR THE APPOINTMENT OF DEPUTY CHAIR/LEAD GOVERNOR APPOINTMENT**

It was noted that Martin Urmston had been appointed unopposed to this position from 18.9.14 for a 12 month period.

**d. 25/14 CAR PARKING ENFORCEMENT**

The Director of Planning, Performance, Estates and Facilities reported that the recent changes to parking enforcement at Calderdale had been notified to the local council, along with discussions about the road architecture. The Chief Executive reported that conversations were continuing with the local authority.

**e. 26/14 LEARNING TOGETHER**

Ruth Mason confirmed that business cards were being produced for the Membership Council and it was hoped that these would be available by Christmas 2014.

**ACTION: RM**

**35/14 TRUST FINANCIAL AND SERVICE PERFORMANCE**

Lesley Hill, Director of Planning, Performance, Estates and Facilities and Chris Benham presented the Performance and Finance reports as at the end of September 2014. The key issues of concern were noted:-

**PERFORMANCE REPORT**

**Elective Inpatient Activity** – underperformance noted. Plans were in place to recover some of the position. However, given the underperformance, there had been no corresponding level of savings. It was noted that DATs were not achieving the 18 week referral to treatment target nor the maximum 6 week diagnostic waiting time target. A plan had been developed to rectify the position which was being monitored by the DATs Divisional Business Meeting.

**Perfect Week** – Details regarding the pilot 'Perfect Week' being run at the beginning of November were shared with the Membership Council. This was a whole health economy initiative and the aim was ultimately to have in place best practice for patient flow and discharge arrangements. A full week programme was being scheduled for January 2015.

Kate Wileman asked that consideration be given to ensuring that the 'real time monitoring' standards are met when discharges are made.

**IT Modernisation Programme** – Discussion took place regarding the IT modernisation programme. It was noted that John Rayner, Director of Health Informatics had presented an update last July to the Membership Council. It was felt that by January further information may be available regarding the Electronic Patient Record System and it was agreed that if so, John Rayner would be invited to attend.

**ACTION: KB – JANUARY 2015 MC AGENDA**

**C.Diff** - It was noted that there had been no further cases in September. This still remains a challenging target given that we have had 14 cases against a year end ceiling of 18. Plans to improve the position were being rolled out across the Trust and quarterly audits conducted to monitor compliance.

**HSMR** – The current HSMR rate was 109 and the SHMRI (standard hospital mortality rate indicator) was 111. It was noted that a great amount of work was being undertaken through the Care of the Acutely Ill Patient pathway but other trusts were progressing this at a faster rate to this Trust and therefore CHFT was likely to be in the bottom few performers.

Linda Wild asked what the timeframe for the Care of Acute Ill Patient programme was and the Chairman advised that this programme had been on going for some time and now was being refocused to drive further changes and improvements had started to be seen. It was agreed that this issue would be discussed at a Membership Council Development Session in the future.

**ACTION:** Ruth Mason – MC Development Programme agenda item.

**Princess Royal** – It was noted that there was no definitive date for the closure of Princess Royal. The membership council noted the plans made to relocate services within the town and Trust sites.

## **FINANCE REPORT**

Chris Benham presented the finance report as at 30 September 2014 (Month 6).

The main points highlighted from the report were:-

- The year to date Income and Expenditure position for Month 6 is a deficit of £2.22m, against a planned deficit of £0.73m.
- The cash position at the end of September 2014 is £14.89m (£3.6m below plan).
- Capital spend to date of £7.80m (£3.79m below plan).
- The Monitor 'Continuity of Service Risk Rating (CoSSR) is 2 at the end of September 2014 (plan was 3), and the forecast is to end the year at level 2, plan was 3 (on a scale of 1= poor to 4= good).
- Year end reforecast requirements.

### **Key Points and Risks**

- Reforecast position reports a deficit of £4.29m.
- CIP schemes to deliver £9.55m, £9.98 behind plan.
- Capital forecast to spend £21.31m
- Cash balance of £14.40m.
- Reserves utilised after investment within nursing and A&E staffing.
- Winter pressures
- CoSSR of 2
- Monitor.

### **36/14 CHAIRMAN'S REPORT**

- a. **CHAIR'S INFORMATION EXCHANGE MEETING – 21.10.14** – The minutes of the meeting held on the 21 October 2014 were accepted as read and it was noted that these had been discussed within the informal part of the meeting.
- b. **UPDATE ON OUTLINE BUSINESS CASE** – It was noted that this had been discussed within the informal part of the meeting.

### **37/14 PATIENT EXPERIENCE AND ENGAGEMENT IMPROVEMENT PLAN**

Julie Dawes gave a powerpoint presentation, in addition to the paper circulated with the papers, which outlined the work undertaken since her appointment to modernise the approach to patient engagement and complaints within the Trust.

The presentation included:-

- Review of complaints process and responsibilities within the Trust.
- Number of complaints received over last 12 months
- Themes of complaints and timescales from receipt to response by divisions.
- Patient Feedback – friends and family
- Patient and Public involvement – to build on current activity, look at gaps particularly those groups with protected characteristics, review PPI strategy
- Patient experience – breakthrough event had taken place.
- In summary there had been a great deal of work undertaken and individual learning had followed. Patients stories were being used for teaching purposes and a recent patient story had been made into a DVD. More work was planned along with regular newsletters.

### **38/14 CONSTITUTION**

#### **a. MEMBERSHIP COUNCIL REGISTER**

The updated register of members was received for information.

#### **b. REGISTER OF INTERESTS/DECLARATION OF INTERESTS**

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

### **39/14 QUALITY ACCOUNTS**

Mel Johnson presented a powerpoint presentation which updated the Membership Council on the planning for 2015-16. An update on this years priorities was received around:

- Supported Self Management
- CAIP Programme
- Diabetes
- IV Antibiotics

The Membership Council were assured that work would continue to monitor progress against priorities and this would be brought back to the Membership Council, together

with consideration of which local indicators we would like to see. It was noted that this would be discussed at the Membership Council Development Session to be held on the 3 December 2014.

**ACTION: MC DEVELOPMENT SESSION AGENDA – 3.12.14**

**40/14 PROPOSED SCHEDULE OF MEMBERSHIP COUNCIL FUTURE MEETINGS 2015**

The dates with venues for the meetings agreed at the last meeting were circulated and accepted by all.

**41/14 ADDITIONAL INFORMATION**

The following information was received and noted:

- a. **Updated Membership Council Calendar 2015.**
- b. **Draft Joint MC/BOD Formal AGM Minutes – 18.9.14**

**42/14 ANY OTHER BUSINESS**

**a. PRINTING OF PAPERS**

Hilary Richards asked whether it was necessary for the Membership Council to be issued with coloured photocopied papers. It was noted that the Integrated Board Report traffic light report would be required in colour. The Chairman advised that the Trust, in line with NHS directives was working towards a paperless NHS by 2018. It was agreed that individual Membership Councillors would be canvassed as to whether they would like paper or electronic copies.

**ACTION: RM/KB**

**43/14 DATE AND TIME OF NEXT MEETING**

Tuesday 20 January 2015 in the Boardroom, Huddersfield Royal Infirmary commencing at 4.00 pm

The Chair thanked everyone for their contribution and closed the meeting at 6.15 pm.

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**Mr Andrew Haigh, Chairman**

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**Date**