

**Minutes of the Calderdale & Huddersfield NHS Trust  
Board of Directors and Council of Governors Annual General Meeting held  
Wednesday 17 July 2019 at 6:00 pm  
Rooms 3 & 4, 3<sup>rd</sup> floor, Acre Mills Outpatients**

**PRESENT**

**Speakers**

Philip Lewer, Chair  
Owen Williams, Chief Executive  
Gary Boothby, Executive Director of Finance  
Alison Schofield, Lead Governor, Publicly Elected  
Rashpal Khangura, KPMG, External Auditors

**Board of Directors**

David Birkenhead, Executive Medical Director  
Helen Barker, Chief Operating Officer  
Anna Basford, Director of Transformation & Partnerships  
Andy Nelson, Non-Executive Director  
Richard Hopkin, Non-Executive Director  
Linda Patterson, Non-Executive Director  
Suzanne Dunkley, Executive Director of Workforce and Organisational Development  
Jackie Murphy, Chief Nurse  
Ellen Armistead, Executive Director of Nursing / Deputy Chief Executive from 1.7.19  
Mandy Griffin, Managing Director, Digital Health

**In attendance**

Mark Adderley, Non-Executive Director, Calderdale and Huddersfield Solutions Ltd.  
Amber Fox, Corporate Governance Manager (minutes)

**Public Elected Governors**

Annette Bell, Public Elected Governor, East Halifax and Bradford  
Brian Richardson, Public Elected Governor, Skircoat and Lower Calder Valley  
Chris Owen, Public Elected Governor, South Kirklees  
Christine Mills, Public Elected Governor, Huddersfield Central  
Dianne Hughes, Public Elected Governor, South Kirklees  
John Gledhill, Public Elected Governor, Lindley and the Valleys  
Jude Goddard, Public Elected Governor, Calder and Ryburn Valleys  
Lynn Moore, Public Elected Governor, North and Central Halifax  
Nasim Banu Esmail, Public Elected Governor, North Kirklees  
Paul Butterworth, Public Elected Governor, East Halifax and Bradford  
Rosemary Hedges, Public Elected Governor, Lindley and the Valleys (Reserve)  
Sheila Taylor, Public Elected Governor, Huddersfield Central  
Veronica Woollin, Public Elected Governor, North Kirklees

**Staff Elected Governors**

Rosemary Hoggart, Staff Elected Governor, Nurses/Midwives  
Sally Robertshaw, Staff Elected Governor, Allied Healthcare Professionals

Linzi Smith, Staff Elected Governor, Admin/Clerical  
Sian Grbin, Staff Elected Governor, Nurses/Midwives

### **Stakeholder Governors**

Emma Dickens, Locala  
Prof Felicity Astin, University of Huddersfield  
Salma Yasmeen, South West Yorkshire Partnership Foundation Trust  
Jayne Taylor, Calderdale and Huddersfield Solutions Ltd.

## **1. CHAIR'S OPENING STATEMENT AND INTRODUCTIONS**

The Chair opened the meeting by welcoming everyone to Huddersfield Royal Infirmary. This meeting is an opportunity to reflect on the last 12 months within the Trust and share the Trust's plans and challenges for the coming year.

The Chair introduced the speakers and noted that members of the Board of Directors and Council of Governors were also present in the audience.

The Chair explained several Council of Governors will have completed their tenures, including Dianne Hughes, Nasim Banu Esmail and Rosemary Hedges and he thanked them for their valuable contribution to the Council of Governors.

The Chair noted special thanks to the Chief Executive, Executive Directors, Non-Executive Directors and Council of Governors for their active involvement. The Chair particularly noted the contribution of one of the Trust's Non-Executive Directors, David Anderson, who left in September 2018 when his tenure expired after 7 years with the Trust. He also noted the contribution of Professor Peter Roberts, an Independent Non-Executive Director who left at the end of June 2018 when his tenure expired after 8 years with the Trust.

The Chair noted special thanks on behalf of the Board of Directors and Council of Governors to Jackie Murphy, Chief Nurse, for her contribution in delivering exceptional services to our patients over her years at CHFT in her departure. The Trust wish her well in her new post.

The Chair welcomed Ellen Armistead, the new Executive Director of Nursing / Deputy Chief Executive from 1<sup>st</sup> July 2019.

## **2. APOLOGIES**

Apologies were received from:

### **Board of Directors**

Andrea McCourt, Company Secretary  
Lesley Hill, Managing Director, Calderdale Huddersfield Solutions Ltd. (CHS)  
Karen Heaton, Non-Executive Director  
Alastair Graham, Non-Executive Director

### **Governors**

Brian Moore, Public Elected Governor, Lindley and the Valleys  
John Richardson, Public Elected Governor, South Kirklees

Stephen Baines, Public Elected Governor, Skircoat and Lower Calder Valley  
Dr Peter Bamber, Staff Elected Governor, Doctors/Dentists  
Chris Reeve, Locala  
Helen Hunter, Healthwatch  
Cllr Megan Swift, Calderdale Council  
Cllr Lesley Warner, Kirklees Council

### **3. MEDICAL SERVICES SHOWCASE**

Ashwin Verma, Divisional Director for the Medical Division presented an update on service improvements in Cardiology, Respiratory and Elderly Care.

The aim was to develop the cardiology, respiratory and elderly care services into single site models:

- Consultant presence 7 days a week
- Continuity of care
- Better access to speciality beds
- Enhanced care unit for respiratory patients
- Acute frailty service
- More daycase procedures
- Maximise benefits of EPR
- Better patient environment
- Acute Medical Floor
- Future Proof services and future opportunities

The Electronic Patient Record went live in May 2017 and the clinical services moved December 2017. A total of 8 months planning was involved which centred around patient, carer and staff engagement, working with other agencies such as the Yorkshire Ambulance Service (YAS) and approval was sought from the CCG, Health and Scrutiny Committee and Trust Board.

The benefits of the medical service improvements are:

- Less harm falls
- Less serious incidents
- Electronic Patient Record (EPR) ensures we are better at managing sepsis
- Less people die in hospital
- People with frailty have comprehensive assessment; more are managed at home
- Better access to procedures (e.g. PCI)
- More consultants and specialist staff want to work at CHFT
- Nurse retention and sickness is better

### **4. FINANCIAL REVIEW ANNUAL ACCOUNTS APRIL 2018 – MARCH 2019**

Gary Boothby, Executive Director of Finance presented the Annual Accounts, full details of which were available in the Annual Report.

## **EXTERNAL AUDIT OPINION ON ANNUAL REPORT/QUALITY ACCOUNTS**

Rash Khangura, External Auditor from KPMG gave a presentation outlining the work undertaken by the external auditors on the Annual Report and Accounts and the Quality Accounts.

## **5. FORWARD PLAN**

Owen Williams, Chief Executive welcomed everyone and thanked staff, volunteers and Governors for their work and commitment in caring for patients.

The Chief Executive described the close working with different organisations and partners in the West Yorkshire and Harrogate Health Care Partnership. These changes and more collaborative working will continue to happen across these different partnerships. He discussed the services and how care is provided to make journeys as simple as stress-free as possible.

The Trust will continue to develop and become part of the local community, in terms of economic opportunities and employment. The biggest contributors to climate change and climate effect are the NHS. The Trust have an ambition to contribute to the local communities.

## **6. ELECTION RESULTS 2019 AND APPOINTMENTS**

The Chair reported that the second half of the meeting would concentrate on the Council of Governors Annual General Meeting.

The Chair shared the results of the elections run by the Electoral Reform Services on behalf of the Trust over the period 17 April 2019 to 5 July 2019. This had resulted in 4 public seats being filled and 2 staff seats being filled.

The Chair extended a welcome to the newly elected and re-elected governors which is available in the Register of Governors in the packs.

Brian Moore was announced as the new Lead Governor effective from the 19<sup>th</sup> July 2019.

## **7. COUNCIL OF GOVERNOR UPDATE – OVERVIEW OF THE COUNCIL OF GOVERNORS CONTRIBUTION DURING 2018/19**

A video of the lead governor, Alison Schofield was shared which outlined her contribution as lead governor during 2018/19, the support the Trust has provided the governors to support the role and a welcome to the new governors joining this year.

The Chair thanked Alison for her support and advice during her year as Lead Governor.

## **8. QUESTIONS AND ANSWERS**

The Chair gave opportunity for those present to raise any general questions of the Board or Council of Governors.

**Q:** Ed Greenwood – Calderdale Foundation Trust is a member of the GIRFT Process with NHS England, has the Trust measured themselves against model hospital and are there positive signs of improvement?

**A:** Ashwin Verma confirmed there have recently been 'Get it Right First Time' visits with external groups to review Cardiology services and Acute Medicine services. They were using the Acute Medical services to review how the GIRFT process would work. It was extremely positive, and they were impressed by the new services. An elderly medicine GIRFT hasn't taken place yet; however, benchmarking with all other Trusts took place last July – September 2018. It shows the Trust are ahead in terms of other Trusts e.g. education, staff retention, patient experience. The frailty team complete a comprehensive geriatric assessment and only 38% of Trusts in the country deliver this and CHFT are one of them.

**Q:** Two specialists helped with the medical service reconfiguration and I left as a governor two years ago. The Divisional Reference Group were well ahead of plans, how much help did you need?

**A:** Ashwin Verma responded that the help was needed, two visits from the Royal College took place which confirmed the areas needing improvement and the direction of travel. This gave the Trust outside credibility of what was being planned. Locating the elderly care on one site is better for patients. All the wards are doing quality improvement to enhance patient care and ensuring patients receive the right care in the right place. Nursing retention has improved, and sickness is lower. Compared to nationally the Trust are in a very good place.

**Q:** Pauline Nugent who is passionate about the NHS stated the community are frightened about there being no Accident and Emergency Department. Who can the community talk to, to work together? Will the Trust become involved in planning a people's commission, to bottom this out once and for all?

**A:** The Chief Executive explained the Trust has given evidence to the People's Commission when Calderdale Council asked. The Trust will contribute, if asked, to a People's Commission.

**Q:** Portia Roberts-Pophay – I am interested in sickle cell carcinoma and there is a particular focus on sickle cell in parliamentary group and it has been raised in parliament. What assurances can the Trust provide to confirm there have been improvements in sickle cell carcinoma? I am particularly interested in the electronic patient record and the lack of availability of this record in Leeds etc. I would like to see the Trust actively reach out to communities and see the benefits in doing this. There should be a more pro-active approach and the community are willing to work with the Trust on this journey.

**A:** The Chief Executive responded with the approach to diversity and how the Trust recognise the difference in people. Renee Comerford has been undertaking work around frailty and the BAME network. However, there is still a gap in knowledge and the Trust are not yet able to provide assurance. The Trust are undertaking a piece of work to understand the gap, for example, in mental health and there is still work to do regarding sickle cell carcinoma. The aspirations of the Trust are to ensure care is consistent so that patients don't have to describe their care needs to different providers.

**Q:** What is the child assessment for autism in this Trust?

**A1:** The Executive Medical Director explained that there are no specific targets and offered to look into this further if additional information could be provided.

**Q:** How come this hospital Trust is in continuity of deficit, is it PFI continuity?

**A:** The deficit is a fact and conversations are required to understand what is important right now.

**Q:** Paul Butterworth – The financial figures and staff totalling 4,800 in the annual report works out that on average staff are paid £46k per year. If you look at Executives (not Non-Executives), you are looking at over £1m in pay for 9 staff members. Should you be looking at reducing that top-level costs to look after patients? How does this help the Trust meet the equality process?

**A:** The Chair responded that compared nationally, the Executives at the Trust don't get paid as much as other Trusts. The Chair is proud of this Trust and the hard work of the Executives at CHFT and confirmed that the Trust does meet the equality process.

## **9. DATE AND TIME OF NEXT MEETING**

Members were invited to attend next year's Annual General Meeting to be held at Calderdale Royal Hospital, date to be confirmed.

The Chair thanked everyone for attending and the questions asked and closed the formal meeting at approximately **19:30 pm**.