

MEMBERSHIP COUNCIL MEETING

A meeting of the Calderdale & Huddersfield NHS Foundation Trust Membership Council will take place on Wednesday 7 November 2012 commencing at 4.00 pm in the Large Training Room, Learning Centre, Calderdale Royal Hospital

A G E N D A

1	<p>APOLOGIES FOR ABSENCE:- Dawn Stephenson, Keith Griffiths (Chris Benham, Deputy Director of Finance attending)</p> <p>Welcome:- Jan Wilson, Non Executive Director New MCs:- Martin Urmston, Marlene Chambers, Andrew Sykes, Eileen Hamer, John Playle</p>		
2	<p>To welcome the newly appointed: External Auditors Mr Trevor Rees – KPMG Partner – Relationship Lead Mrs Jillian Burrows – Senior Manager Membership Councillors</p>		
3	<p>To <u>receive</u> an update from the EXTERNAL AUDITORS</p>	TR/JB	VERBAL
4	<p>To <u>approve</u> the MINUTES OF THE LAST MEETING held on Thursday 5 July 2012</p>	AH	APP A
5	<p>MATTERS ARISING a. Update on Health & Social Care Act 2012</p>	AH	VERBAL
6	<p>To <u>receive</u> the CHAIRMAN'S REPORT a. Joint MC/BOD Workshop – 14.11.12 – Briar Court Hotel</p>	AH	VERBAL
7	<p>CONSTITUTION: a. To <u>receive</u> the MEMBERSHIP COUNCIL REGISTER – RESIGNATIONS/ APPOINTMENTS b. To <u>receive</u> the updated REGISTER OF INTERESTS/DECLARATION OF INTEREST</p>	AH	APP B
		AH	APP C

8	To <u>approve</u> the BY ELECTION TIMETABLE	RM	APP D
9	To <u>receive</u> a paper on CAR PARKING	LH	APP E
10	To <u>approve</u> the APPOINTMENT OF SINED AND VICE CHAIR	AH	VERBAL
11	To <u>receive</u> an update on HEALTH & SOCIAL CARE STRATEGY REVIEW	Chris Breare Liz Schofield	VERBAL
12	To <u>receive</u> ANNUAL/BUSINESS PLANNING TIMETABLE	LH	APP F
13	To <u>receive</u> details of the TRUST FINANCIAL AND SERVICE PERFORMANCE	CB/LH	APP G
14	To <u>approve</u> the SCHEDULE OF MEMBERSHIP COUNCIL MEETINGS 2013	AH	APP H
15	To <u>receive and action</u> as appropriate the following FAST-TRACK ITEMS: a. ALLOCATION OF MEMBERS TO SUB GROUPS/COMMITTEES	RM	<i>APP I (To follow)</i>
16	Any Others Business		
17	Date and time of next meeting – Monday 14 January 2013 commencing at 4.00 pm in the Boardroom, Sub Basement, Huddersfield Royal Infirmary		

MINUTES OF THE FOUNDATION TRUST COUNCIL MEMBERS MEETING HELD ON THURSDAY 5 JULY 2012 IN THE BOARDROOM, HUDDERSFIELD ROYAL INFIRMARY

PRESENT:

Andrew Haigh	-	Chair
Owen Williams	-	Chief Executive
Bernard Pierce	-	Public elected – Constituency 1
Linda Wild	-	Public elected – Constituency 2
Peter Middleton	-	Public elected – Constituency 3
Wendy Wood	-	Public elected – Constituency 3
Christine Breare	-	Public elected – Constituency 4
Peter Naylor	-	Public elected – Constituency 6
Liz Schofield	-	Public elected – Constituency 7
Mary Kiely	-	Staff elected – Constituency 9
Janette Roberts	-	Public elected – Constituency 8
Sue Burton	-	Staff-elected – Constituency 11
Liz Farnell	-	Staff-elected – Constituency 12
Bob Metcalfe	-	Nominated Stakeholder – Calderdale Metropolitan Council
Dawn Stephenson	-	Nominated Stakeholder – SWYPFT
Sue Bernhauser	-	Nominated Stakeholder – Uni. of Hudds.

IN ATTENDANCE:

Ruth Mason	-	Associate Director of OD
Julie Hull	-	Director of Personnel & Development
Jonathan Webb	-	Acting Director of Service Development
David Wise	-	Medical Director

OBSERVERS: None

25/12 APOLOGIES:

Apologies for absence were received from:

Harjinder Singh Sandhu	-	Public elected – Constituency 2
Lisa Herron	-	Public elected – Constituency 5
Jeannine Hind	-	Public elected - Constituency 7
Jan Roberts	-	Public elected – Constituency 8
Joanna Birch	-	Staff-elected – Constituency 10
Chris Bentley	-	Staff-elected – Constituency 13
Julie Couldwell	-	Staff-elected – Constituency 13
Jan Giles	-	Nominated Stakeholder, Kirklees PCT
Sue Cannon	-	Nominated Stakeholder, NHS Calderdale

Kathy Bray	-	Board Secretary
Helen Thomson	-	Director of Nursing
Lesley Hill	-	Director of Service Development
Keith Griffiths	-	Director of Finance
Jan Wilson	-	Non Executive Director

The Chair welcomed Owen Williams to his first Membership Council meeting and introductions were made.

**26/12 PRESENTATION FROM DR SAL UKA, CONSULTANT PAEDIATRICIAN
Re: Communication between doctors and patients**

Dr Sal Uka gave a presentation on the work of the DECS Project Group (Developing Excellence in Communication Skills) (slides attached)

Sal is part of this group and research has shown that not only do patients benefit from improved communication, but clinicians have shorter consultation times too. Sal explained where we are now, compared with other Trusts in Yorkshire & Humber and how each of our clinical areas compare with each other. Sal explained that individual good practice needs to be spread so that good communication skills are consistent across the Trust.

Sal presented both the statistical analysis (such as national inpatient surveys) and verbatim comments from patients. Sal outlined the interventions that the group have used to improve doctor communication. This includes a training programme starting in September for doctors, a poster campaign, the use of real patients' experience to inform improvements and 'Dear Doctor' notes for use on ward rounds.

27/12 MINUTES OF LAST MEETINGS

The minutes of the last meeting held on Wednesday 18th April 2012 were accepted as a correct record subject to the following amendment:

Page 2: Mary Kiely is staff elected, not public elected.

28/12 MATTERS ARISING

18/11 UPDATE ON NHS HEALTH & SOCIAL CARE BILL

A small working group have met twice to look at the provisions of the Health & Social Care Act. The group comprises Helen Thomson, Julie Hull, Peter Middleton, Janette Roberts, Alison Fisher and Peter Roberts (both non-executive directors). The group is chaired by Andrew Haigh. Guidance has been issued about the timing of implementation. The provision relating to the private patients' income cap will be implemented in October, with everything else by April 2013. This is a positive development and gives the Trust more time to consider all the implications of the new Act. Working group meetings were described as positive and robust, and the group will report back to the Membership Councillors forthwith.

7/12 UPDATE ON APPOINTMENT OF EXTERNAL AUDITORS EXTRA-ORDINARY MC MEETING 25.7.12

A sub group had been set up to progress this work (Jane Hanson, Jonathan Webb, Peter Middleton and Peter Naylor). Interviews have taken place and a resolution on the preferred firm will be brought to an Extra-ordinary Membership Council Meeting on 25 July 2012.

21/12 REGIONAL GOVERNORS FORUM – 12.5.12 HARROGATE

Liz Farnell gave a comprehensive overview of her visit to the Regional Governor's Forum meeting. She outlined the new role of the Care Quality Commission and their desire to forge stronger local links with Trusts.

29/12 CHAIRMAN'S REPORT

a. CHKS TOP 40 HOSPITAL AWARD

Andrew and Keith Griffiths attended an award ceremony hosted by CHKS and received an award for being in the top 40 hospitals. This is the third consecutive year that the Trust has received this award.

b. HEALTH STRATEGY REFRESH

The refresh of the health strategy continues and an event for the care stream leads was held on July 4th. Membership Councillors will be involved in this process as it develops.

30/12 CONSTITUTION

a. Updated Register of Members – Resignations/Appointments

The updated and revised register of members was received for information.

b. 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.

31/12 DRAFT JOINT HEALTH & WELLBEING STRATEGY, KIRKLEES

This draft strategy was attached as appendix D, and will be debated at the Membership Council Development day on July 18th. Membership Councillors were encouraged to read the document and bring their thoughts on this date. Phil Longworth, Health Policy Officer for Kirklees would also be attending. Councillor Bob Metcalfe noted that this draft strategy would be of great interest to colleagues operating in health and social care in Calderdale. He was particularly pleased to note the comment on page 12 about 'Considering new approaches to redirecting investment across the health and social care system'

Councillor Metcalfe highlighted work on the 'the 6 themes' that had been agreed as important to Calderdale residents. Recommendations from this work were due in September. Health & Wellbeing boards will form a significant part of the new landscape in health and social care. Andrew confirmed that it had been recognised that provider organisations have an important role to play and that the Trust has been involved with discussions so far. It was noted that there are

different models for health and wellbeing boards across the country, with some including providers as members and some not.

The importance of personal budgets for those with long term conditions was stressed.

If Membership Councillors were unable to attend on the 18th July, they were urged to let Ruth have any comments in order to inform the Trust response to the proposed strategy

32/12 CHAIRS INFORMATION EXCHANGE SUB COMMITTEE

The minutes of the last Chair's Information Exchange held on 21 June 2012 were yet to be circulated. Ruth Mason reported on the key highlights:

- Due to annual leave, Ruth Mason chaired the meeting on June 21st 2012. The purpose of these meetings was to share information and best practice from across the divisional reference groups (DRGs), and to inform the agendas for the board meetings and the Membership Council meetings
- Chair's update included information about the CHKS award; the Health and Social Care working party; challenges facing us on patient safety, particularly around infection prevention and control; and progress on the Health Strategy Refresh
- CORPORATE DRG – It had been agreed to disband this group and discuss key issues such as membership strategy and recruitment, speakers for Medicine for Members event etc at the chairs information exchange meetings.
- CWF DRG – discussions included the merging of breast surgery inpatients with gynaecology inpatients; community services merging into locality based teams; services to be offered from the Broad Street Plaza, Halifax.
- DaTs DRG – discussions included the opening of the Co-operative run outpatients pharmacy at HRI; the joint pathology feasibility work as part of the hospital group model; the division's action plan based on the results of the national staff survey
- Estates & Facilities DRG – discussions included the recent PEAT (Patient Environment Action Team) inspections; the service performance report covering such aspects as meals, laundry and cleaning; the temporary move of Kirkwood hospice onto ward 11 at HRI
- Medicine DRG – discussions included plans to help attract senior clinicians in dermatology and neurology to work for CHFT; Rob Moisey's information about developments around diabetes services; developments in our services for dementia care.
- Surgery & Anaesthetics DRG – discussions included the election of Linda Wild as the new chair of this group; Key performance indicators and the finance and performance plan for services in this division; the nurse quality indicators for things such as pressure ulcers and falls.
- Items common to all DRG agendas were: positive feedback from Membership Councillors to the respective divisional 'walkabouts';

information about the Trust's combined AGM and engagement event in September; progress on the Health Strategy Refresh.

- As part of their role as Membership Councillors, both Liz Farnell and Wendy Wood had picked up positive comments from 'mystery shopping' at the new Co-op pharmacy.

33/12 EQUALITY ENGAGEMENT & EXPERIENCE BOARD

Bernard Pierce was a member of the Equality, Engagement & Experience Board (EEEEB). Highlights from his report were:-

Progress and discussion on the EEEB can be found on the CHT website - Home page and press the Blue Button LHS marked Equality and Human Rights.

The nine protected characteristics that the EEEB is addressing are:-

- **Age**
- **Disability**
- **Gender reassignment**
- **Marriage or civil partnership**
- **Pregnancy or maternity**
- **Race**
- **Religion or belief**
- **Sex**
- **Sexual orientation**

The purpose of the EEEB is to bring together and communicate the work of the separate workstreams. An individual patient may demonstrate more than one of the protected characteristics. The electronic patient administration system is being updated to flag information on these patients.

In my capacity as MC Representative I have raised two issues:-

- Will provisions under the private patient income cap lead to inequalities?
- Service provision in relation to the age of the patient might be potential for discrimination?

Kate Moreton Deakin has retired from the Trust and Catherine Dale is now leading this work.

34/12 NOMINATIONS & REMUNERATION SUB COMMITTEES

Julie outlined that the Nominations and the Remuneration committees are statutory committees and have an important role, and it is important that they are quorate.

With the imminent changes in the Membership Council there is going to be one vacancy on each Sub Committee.

Julie asked the Membership Council to approve the Terms of Reference of the Nominations Committee and to note Appendix 1. Julie explained the role and purpose of the Remuneration Committee. It was important to note that the Membership Council will ratify decisions to appoint rather than approve.

Julie presented the skills audit of the Board of Directors. This was the first time this had come to the Membership Council, although it has been shared routinely with the Nominations Sub Committee. It will be shared with Membership Council in the future.

Alison Fisher has been asked to stay on for an extra year in her role as Non Executive Director. This is made possible through the Constitution. There has been a 50% turnover in board members in recent times which is seen as a risk by Monitor therefore this provision within the Constitution was invoked to extend Alison's tenure to promote stability.

Peter Naylor urged colleagues to stand for these statutory committees. Subject to the amendment 10.1 (delete 'or' and insert 'of') the Terms of Reference were approved.

It was noted that even if we include the Chair's skills, we still have an additional need for financial expertise on the board which is the focus of the NED recruitment process which is about to start. Given the results of the skills audit, it was questioned as to why we weren't recruiting communications, and community development skills, respectively. Julie replied that it was possible to 'buy in' this type of skill, rather than recruit a non executive Director with these specific skills and other skills were felt to have been more important. Sue Bernhauser commented that it had been very difficult in the past to recruit non executive directors with clinical skills. This was due to 'turbulence' in the NHS and a possible reluctance for clinicians to put themselves forward for this role. Sue Bernhauser and Linda Wild endorsed how interesting it is to sit on the Nominations Committee and that it was a way to make a real contribution to the work of the Trust.

It was agreed that the Membership Councillors would be emailed to ask to volunteer for these two committees. If needed, following this, Andrew would make approaches to Membership Councillors to fill vacancies.

ACTION: Board Secretary

35/12 TRUST FINANCIAL AND SERVICE PERFORMANCE

Jonathan outlined the Trust Finance & Service performance report:

- Finances – we are currently undertaking more activity than we planned therefore this affects our income and costs. We are in discussions with commissioners about how we can reduce this. We haven't achieved our

efficiency savings as at the end of May and divisions are being asked to review their CRES plans.

- We are currently hitting service targets except the C.Diff target which is indicated as red. We currently had 14 cases so far with a ceiling of 33. MRSA: the ceiling is 4 bacteraemia for the year and we currently have 1 already.
- A discussion was held about the volume and type of attendances at A&E. Owen reminded the meeting that it was not helpful to have a fixed mindset about not being able to influence attendances at A & E. It was important to involve public education and our commissioners in thinking differently about how we tackle such issues as A & E attendances, for example how can we use our website as a tool to help in demand management? It was agreed that use of A & E was an important issue that needed to be addressed with all partners across the health & social care community. This would involve a paradigm shift, particularly around the use of limited financial resources.

36/12 ELECTION PROCESS FOR DEPUTY CHAIR

Andrew outlined the process for the election of Deputy Chair and the role of the Lead Governor. The Membership Council agreed to accept the process for electing the Deputy Chair.

At this point Andrew Haigh left the meeting.

37/12 CHAIR AND NON EXECUTIVE DIRECTORS ANNUAL APPRAISAL

Julie set the context for the appraisal process of the Chair and the Non Executive Directors. Andrew was interested in looking at modifying the process for next year, possibly to include 360 degree assessment. Julie also noted that Sue Bernhauser is stepping down in her role as appraiser.

Sue confirmed that the appraisals had taken place and was pleased to confirm a high level of consensus about Andrews's skills and abilities. There were no negative comments and Andrew agreed with suggestions for his development. Andrew had been chairman for less than a year and had had a very steep learning curve. Andrew was excited about his role and about working with Owen, and was working hard to develop his networks and experience.

Peter Naylor acknowledged Sue's expertise and professionalism in delivering the Chairs appraisal and was thanked for her work on behalf of the Membership Council.

Andrew rejoined the meeting at this point.

38/12 PROPOSED SCHEDULE OF MEMBERSHIP COUNCIL MEETINGS 2013

For information

39/12 FAST-TRACK ITEMS

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

- a. Updated Calendar of Activity & Allocation of MCs & Chairs to Sub Committees/Groups
- b. Notes of Extra-Ordinary meeting held on 24.5.12 re Annual Plan

40/12 ANY OTHER BUSINESS

Peter Middleton had attended the Board of Directors as an observer. He noted that the DNA rate went unchallenged at the meeting and urged the Board of Directors to challenge more. Sue Burton confirmed that the Division of Medicine is addressing this as a priority.

Councillor Bob Metcalfe raised the issue of a recent article in the Halifax Courier headlined ‘Hospital bosses close cancer ward’. Owen agreed that we could have managed this message better. This story had been supplied by one of our staff, which highlighted the importance of having staff engagement in future service developments.

Membership Councillors were reminded about the ‘Understanding Quality in the NHS’ training session on July 12th and the Development session with Ken Tooze on July 18th.

Everyone acknowledged the valuable contribution of Sue Bernhauser, Peter Naylor and Jan Roberts to the Membership Council. This was their last meeting and Andrew thanked these three for their work and enthusiasm in their role.

There was to be an Extra-Ordinary Membership Council meeting on July 25th to discuss the appointment of auditors (Hospital Boardroom, HRI at 4pm)

41/12 DATE AND TIME OF NEXT MEETING

Thursday 20 September 2012 at the Shay Stadium, Halifax
Formal AGM 7.00 pm
Engagement event & Health Fair 5.30 pm

The Chair thanked everyone for their contribution and closed the meeting at 6.40 pm.

.....
Mr Andrew Haigh, Chairman

.....
Date

NHS Foundation Trust
MEMBERSHIP COUNCIL REGISTER
AS AT 1 NOVEMBER 2012

KEY:

Blue = Vacant positions subject to bi-election winter 2012

CONSTITUENCY	NAME	DATE APPOINTED	TERM OF TENURE	ELECTION DUE
PUBLIC – ELECTED				
1	Bernard Pierce	4.10.07 7.10.10	3 years 3 years	2013
1	Martin Urmston	20.9.12	3 years	2015
2	Linda Wild	1.10.08 22.9.11	3 years 3 years	2014
2	Harjinder Singh Sandhu	7.10.10	3 years	2013
3	Peter John Middleton	22.9.11	3 years	2014
3	Wendy Wood	7.10.10	3 years	2013
4	Marlene Chambers	20.9.12	3 years	2015
4	Christine Breare	1.10.08 22.9.11	3 years 3 years	2014
5	VACANT POST			Bi-election 2012
5	Lisa Francis	7.10.10	3 years	2013
6	VACANT POST			Bi-election 2012
6	VACANT POST			Bi-election 2012
7	VACANT POST			Bi-election 2012
7	Liz Schofield	22.9.11	3 years	2014
8	Andrew Sykes	20.9.12	3 years	2015
8	Janette A Roberts (Deputy Chair)	4.10.07 7.10.10 24.10.11 20.8.12	3 years 3 years 1 year 1 year	2013 2012 2013

STAFF – ELECTED				
9 - Drs/Dentists	Mary Kiely	22.9.11	3 years	2014
10 - AHPs/HCS/Pharm's	VACANT POST			Bi-election 2012
11 - Mgmt/Admin/Clerical	Eileen Hamer	20.9.12	3 years	2015
12 - Ancillary	Liz Farnell	6.10.09 20.9.12	3 years 3 years	2012 2015
13 - Nurses/Midwives	Chris Bentley	6.10.09 20.9.12	3 years 3 years	2012 2015
13 - Nurses/Midwives	Julie Couldwell	22.9.11	3 years	2014
NOMINATED STAKEHOLDER				
University of Huddersfield	John Playle	1.9.12	3 years	2015
Calderdale Metropolitan Council	Cllr R Metcalfe	18.1.11	3 years	2014
Kirklees Metropolitan Council	VACANT POST			
NHS Kirklees PCT	Jan Giles	6.7.11	3 years	2014
NHS Calderdale PCT	Sue Cannon	16.4.08 23.9.11	3 years 3 years	2011 2014
South West Yorkshire Partnership NHS FT	Dawn Stephenson	23.2.10	3 years	2013

MC-REGISTER MC – 1.11.12

DECLARATION OF INTERESTS – MEMBERSHIP COUNCIL AS AT 1 NOVEMBER 2012

The following is the current register of the Membership Council of the Calderdale & Huddersfield NHS Foundation Trust and their declared interests. The register is maintained by the Foundation Trust Office, and holds the original signed declaration forms. These are available for inspection by contacting the office on 01484 347186.

DATE OF SIGNED DECLARATION	NAME	MEMBERSHIP COUNCIL STATUS	DIRECTORSHIP	OWNERSHIP	CONTROLLING SHAREHOLDING	AUTHORITY IN A CHARITY /BODY	VOLUNTARY OR OTHER CONTRACTING FOR NHS SERVICES	OTHER EMPLOYMENT (PAID OR NON-PAID) & MEMBER OF PROFESSIONAL ORGAN'S
10.10.07	Janette A ROBERTS	Public-elected Constituency 8	-	-	-	-	<ul style="list-style-type: none"> - Patient Rep of Yorkshire Cancer Network. - Patient Rep on Cancer Local Implementation Team. - Patient Rep for Clinical Audit. - Patient Rep for PEAT Inspection. - Co-Chair of Cancer Connections. - Patient Rep for Gynae. Forum. - Member – CHFT Organ Donation Cttee 	
29.10.07	Bernard PIERCE	Public-elected Constituency 1	-	-	-	-	<ul style="list-style-type: none"> - Patient Rep for PEAT Information to Patient Steering Group - Patient Rep for local GP Practice's Groups 	
12.6.08 13	Sue CANNON	Nominated Stakeholder – Calderdale PCT	Executive Director of Quality & Engagement	-	-	-	-	

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18.9.08	Linda WILD	Public-elected Constituency 2	-	-	-	-	Employed by BMI Hospitals	
6.10.08	Christine BREARE	Public-elected Constituency 4	-	-	-	-	-	
6.10.09	Christine BENTLEY	Staff-elected Constituency 13	-	-	-	-	-	
6.10.09	Liz FARNELL	Staff-elected Constituency 12	-	-	-	-	-	
1.3.10	Dawn STEPHENSON	Nominated Stakeholder – South West Yorkshire Partnership Foundation Trust	Director of Corporate Development	-	-	Voluntary Trustee - Dr Jackson Cancer Fund	Voluntary Trustee - Kirklees Active Leisure (KAL)	
22.10.10	Harjinder Singh SANDHU	Public-elected Constituency 2	-	-	-	-	-	-
22.10.10	Wendy WOOD	Public-elected Constituency 3	-	-	-	-	-	-
22.10.10	Lisa Francis	Public-elected Constituency 5	-	-	-	-	-	- BSc Radiography student at Bradford University. - Clinical placement at Calderdale Royal Hospital.
11.1.11	Bob METCALFE	Nominated Stakeholder – Calderdale Council	-	-	-	-	-	-
22.6.11	Jan GILES	Nominated Stakeholder, NHS Kirklees	-	-	-	-	-	University of Huddersfield Sessional Lecturer. Member of Managers in Partnership. Member of AVMA

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6.10.11	Julie COULDWELL	Staff-elected Constituency 13	-	-	-	-	-	- N.M.C - R.C.N
6.10.11	Mary KIELY	Staff-elected Constituency 9	-	-	-	Consultant in Palliative Medicine, Kirkwood Hospice	As before	- Medical Defence Union. - B.M.A. - Assoc. for Palliative Medicine of GB & Ireland
10.10.11	Elizabeth SCHOFIELD	Public-elected Constituency 7	-	-	-	Support Officer for Halifax & Calder Valley M.S. Society	-	MS Society
10.10.11	Peter John MIDDLETON	Public-elected Constituency 3	-	-	-	-	-	-
10.9.12	Prof John PLAYLE	Nominated Stakeholder – Huddersfield University	-	-	-	-	-	Nursing Midwifery Council
16.10.12	Marlene CHAMBERS	Public-elected Constituency 4	-	-	-	-	-	-
15.10.12	Andrew SYKES	Public-elected Constituency 8	-	-	-	-	-	- School Governor Hinchliffe Mill J&I - Employee (Internal Audit) RSM Tenon Group plc
9.10.12	Eileen HAMER	Staff-elected Constituency 11	-	-	-	-	-	-
10.10.12	Martin URMSTON	Public-elected Constituency 1	-	-	-	-	-	- Ministry of Justice - Chartered Society of Physiotherapy

Please notify Kathy Bray, Board Secretary immediately of any changes to the above declaration:- 01484 347186 or Kathy.bray@cht.nhs.uk or return the attached with amendments.

¹⁵
Status:- ALL COMPLETE

DRAFT – BI-ELECTION TIMETABLE – 2012-13

DAY	DATE	ACTION
Thursday	TBC	Members Extra-ordinary Meeting or ? email - Formal Election Announcement
Friday	25 January 2013	Issue of Results to Trust
Thursday	24 January 2013	Close of Ballot
Friday	4 January 2013	Voting packs despatched by ERS to members
Thursday	3 January 2013	Notice of Poll Published by ERS provided to Trust
Wednesday	19 December 2012	Electoral data to be provided by Trust. Uncontested report provided to Trust
Monday	17 December 2012	Final date for Candidate withdrawal
Thursday	13 December 2012	ERS & CHFT publish summary of nominated candidates upon validation
Wednesday	12 December 2012	Deadline for receipt of nominations
Tuesday	27 November 2012	ERS/CHFT issue the Notice of Election. Nomination forms to be made available to CHFT
Tuesday	13 November 2012	Briefing Sessions for prospective Council Members – Large Training Room, Learning Centre, Calderdale Royal Hospital
Thursday	15 November 2012	Briefing Sessions for prospective Council Members – Boardroom, Sub Basement, Huddersfield Royal Infirmary

BRIEFING SESSIONS FOR PROSPECTIVE CANDIDATES		
Tuesday	13 November 2012 5.30 for 6.00 pm	Large Training Room, Learning Centre, Calderdale Royal Hospital HX3 0PW
Thursday	15 November 2012 5.30 for 6.00 pm	Board Room, Sub Basement, Huddersfield Royal Infirmary HD3 3EA

VACANT POSITIONS			
CONSTITUENCY		TENURE	NUMBER OF MEMBER VACANCIES
PUBLIC			
5	Brighouse, Elland, Greetland, Stainland, Rastrick, Skircoat	1 Year (Sept 2013)	1
6	Bingley Rural, Clayton, Great Horton, Hipperholme, Lightcliffe, Illingworth, Northowram, Shelf, Odsal, Queensbury, Thornton, Tong, Wibsey, Wyke	3 Years (Sept 2015 & 2 Years (Sept 2014)	2
7	Mixenden, Ovenden, St John's, Sowerby Bridge, Town, Warley	2 Years (Sept 2014)	1
STAFF			
10	Allied Health Professionals/Healthcare Scientists/Pharmacists	3 Years (Sept 2015)	1

VISITOR CAR PARKING CHARGES

Calderdale Royal Hospital and Huddersfield Royal Infirmary

Introduction

Over a period of the last few months work has taken place to examine the impact of the increased running costs associated with the income from Hospital car parking charges. The last increase of car parking charges for patients and visitors at the main Hospital sites was in April 2005 and since that time the Trust has increased its cross-site Shuttle Bus service, upgraded its external CCTV coverage with plans to carry out further work in the next few months on enhancing the system, introduced a manned system of car parking ticket validation, together with the provision of temporary car parking spaces at the Acre Mill site at Huddersfield, which in turn, has freed up more space on the main hospital site for patient and visitor parking. At the same time, an evaluation of car parking charges for patients and visitors to other local Acute Hospital sites has taken place and it has been ascertained that in the majority of cases car parking charges for patients and visitors are subject to increase on an annual or bi-annual basis.

The purpose of this paper is to seek an understanding of the views of the Membership Council on this issue to aid the Board when making their final decision.

Visitor Car parking Charges

The current visitor rates apply when parking in the car parks at HRI and CRH, up to 2 hours - £1.50 (approx 80% of visitors pay this rate) and for up to 4 hours £2.50. Cost of parking for 24 hours is £5.00 and at present a 30 minutes parking free period is in place. It must be noted that car park income also assists in the funding of the Hospital Bus Shuttle service, barrier maintenance costs, purchase of permits and barrier passes, associated car park signage and car park management fees (currently managed by ISS Mediclean). This funding is also utilised to provide a manned system of ticket validation. This ensures that those people whose health condition means that they have to park frequently at either Hospital can do so, free of charge.

Visitor Car Parking Charges at Other Hospital Sites

	Up to 2 hours	Up to 4 hours
Bradford Royal Infirmary	£2.00	£3.70
Mid York's Hospitals	£2.50	£3.70
Barnsley DGH	£2.50	£3.00
Sheffield Hallam/Northern Gen	£2.60	£3.70

Future Developments

At present the Acre Mill site provides a temporary solution to off-site car parking at Huddersfield Royal Infirmary but as part of the Ace Mill development a permanent car park will be constructed by the end of Summer 2013. Work to examine the feasibility of providing extra on-site car parking at Calderdale Royal Hospital is currently taking place. Work is also underway to look at the feasibility of freeing up more spaces for patient and visitor car parks at both HRI and CRH, specifically in the main car parks of both hospitals and at the South Drive car park at HRI.

Public Transport to the Hospital Sites

During peak times both hospital sites are well served by public transport. Bus timetables are available at hospital general offices, main entrances and in the A&E departments. Information regarding public transport is now available on the Trust website under the link – How to Find Us (Public transport). Visitors can click on a direct link to the Metro site where there is a dedicated section on hospital bus routes. Visitors can plan a journey using this link and all information is completely up-to-date.

It is proposed to increase awareness via admission and appointment letters, ensuring timetables are available in more areas and via trust News and the Internet site.

HOSPITAL CAR PARKING

Future Charges

With effect from January 2013 it is proposed that the following charges are introduced for HRI and CRH sites and brought into line with other Trust sites:

Up to 2 hours parking	-	£2.00 (currently £1.50)
Up to 4 hours parking	-	£3.70 (currently £2.50)
Up to 24 hours parking	-	£5.00 (remains as present)
On site car parking at Acre Mill	-	£2.00 per day.

The free period in place at both HRI and CRH, which is currently 30 minutes will be increased to 45 minutes.

The car parking pricing structure will be reviewed on an annual basis.

Staff Car Parking Charges

Staff car parking Charges are also the subject of review and discussions will shortly take place at the Staff Partnership forum.

Gary Ashton
General Manager (Estates & Facilities)

Calderdale and Huddersfield NHS Foundation Trust

Timetable for Preparation of the Annual Plan 2013

Objective

Annual Plan to be signed off by Board of Directors in May 2013.

Timetable

The proposed timetable for Annual Plan completion within the Trust is:

December 11th 2012 – guidance for annual planning submitted for approval by Executive Board

December 18th 2012 – Following December Executive Board guidance for annual planning circulated to all divisions and corporate directorates

During December and January divisions work up plans involving all stakeholders

January 31st 2013 - first cut of completed financial and business planning proformas submitted by Divisions

February 2013 – All annual plan proposals discussed during F&P February meetings

28th February 2013 – Complete division and corporate directorate annual plans submitted to service development

Completed financial proformas submitted to Finance

12th March 2013 – integrated Trust annual plan submitted as a paper for Exec Board and to stakeholders including Membership Council and Staff Side.

April 2013 – integrated trust annual plan submitted as a paper for Board of Directors.

Financial Position to September 2012

- The overall Income & Expenditure position for Q2 2012/13 is a surplus of £1.72m, against a planned surplus of £1.37m.
- Cash position at end of September 2012 of £20.95m (£1.63m above plan).
- Capital spend to date of £2.50m (£0.27m below plan)
- The current forecast year end position is to achieve a surplus of £2.85m, compared with a plan of £3.00m.
- Financial Risk Rating of 3 at the end of September 2012 and for forecast year end position, as planned (on a scale of 1 – 5).

Financial Position to September 2012

- It should be noted that :
- The year to date position includes £1.9m funding anticipated from commissioners for Mutually Agreed Resignation Scheme (MARS) severance costs to support transformational changes within the Trust.
- Focus needs to be on:
 - Delivery of Cash Releasing Efficiency Savings (CRES). The size of the challenge to deliver will increase in future months.
 - Achievement of Commissioning for Quality and Innovation (CQUIN) targets to ensure quality standards are met and income is secured.

Service Performance

Access (to September 2012)

- Referral to treatment times (18 weeks)
- Delayed transfers bed days - % of occupied bed days
- % cancelled operations and those not readmitted within 28 days
- % of patients spending < 90% of their stay on a stroke unit
- High risk TIAs treated within 24 hours
- Total time in A&E



Cancer (to September 2012)

- 2 week GP referral to 1st outpatient appointment
- 31 day diagnosis to treatment
- 31 day diagnosis or subsequent treatments – Surgery & drug
- 62 days urgent referral to treatment
- 62 days referral to treatment from screening
- 62 days referral to treatment from symptoms
- Urgent referrals for breast symptoms



Patient Experience (to September 2012)

- Clostridium difficile infection
- MRSA bacteraemia reduction
- Screening of all elective inpatients for MRSA



SCHEDULE OF MEMBERSHIP COUNCIL FUTURE MEETINGS 2013

DAY/DATE	TIME	VENUE	PURPOSE OF MEETING
2013			
Monday 14 January 2013	4.00 pm	Boardroom, Sub-basement, Huddersfield Royal Infirmary HD3 3EA	Members Public Meeting
Tuesday 2 April 2013	4.00 pm	Large Training Room, Learning Centre, Calderdale Royal Hospital HX3 0PW	Members Public Meeting
Wednesday 3 July 2013	4.00 pm	Boardroom, Sub-basement, Huddersfield Royal Infirmary HD3 3EA	Members Public Meeting
Thursday 19 September 2013	PM - to be confirmed	Venue to be confirmed	Joint BOD & MC Annual General Meeting for Members and Public
Wednesday 6 November 2013	4.00 pm	Large Training Room, Learning Centre, Calderdale Royal Hospital HX3 0PW	Members Public Meeting

/KB/SCHEDULE OF MC MEETINGS 2012-13MC