

Minutes of the 2nd meeting of the Council of Governors
Thursday 11th December 2008, 6.00 – 8.00pm at the Clinical Education Centre,
Russells Hall Hospital, Dudley

The council received a presentation on the Trust's counter Fraud Services from Lorna Barry of Deloitte's. The presentation was well received by all.

Present:

Name	Status	Representing
Mrs Wendy Hadley	Public Governor	Dudley Brierley Hill
Mr Bob Ferguson	Public Governor	Dudley Central
Mr Harvey Woolf	Public Governor	Dudley North
Mr Simon Biggs	Public Governor	Dudley North
Mr Rob Johnson	Public Governor	Dudley Halesowen
Mr Roy Savin	Public Governor	Dudley Stourbridge
Mr John Balmforth	Public Governor	Dudley Halesowen
Ms Rosemary Bennett	Public Governor	Dudley North
Mrs Jane Beard	Public Governor	Dudley Halesowen
Mr David Deeley	Staff Governor	AHP/Scientist Staff
Mr Dan Horrocks	Appointed Governor	Dudley Youth Council
Mr Alan Jones	Public Governor	Tipton
Professor Linda Lang	Appointed Governor	Wolverhampton University
Ms Diane Lee	Appointed Governor	West Midlands Ambulance Service
Mr Howard Perrin	Public Governor	Rest of the West Midlands
Mrs Diane Jones	Public Governor	South Staffordshire
Mr Richard Brookes	Public Governor	Brierley Hill
Cllr Anne Hingley	Appointed Governor	Wyre Forest DC
Simon Tovey	Staff Governor	Partner Organisations
In Attendance:		
Mr David Badger (Chairman for meeting)	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Mr Paul Assinder	Director of Finance & Information –Secretary to the Council	Dudley Group of Hospitals NHS Foundation Trust
Mrs Liz Abbiss	Head of Customer Relations & Communications	Dudley Group of Hospitals NHS Foundation Trust

1.	<p>Apologies</p> <p>Pamela Boucher Steve Waltho Alf Edwards Darren Adams Graham Russell Martin Kendell Ian Mullins Peter Miller Lola Abudu Janet Robinson Bev Hill John Balmforth Atif Janjua</p>
2.	<p>Minutes of the Council of Governors meeting 1 October 2008</p> <p>The minutes were signed as a correct record of the meeting.</p>
3.	<p>Matters Arising</p> <p>3.1 Workforce Information</p> <p>Paul Assinder introduced the staff turnover and recruitment information requested by the Council previously. David Badger confirmed that the Board of Directors keep a regular review on these figures to ensure a constant monitoring of our staffing levels and service capacity.</p> <p>Howard Perrin wanted to congratulate the Trust because if the staffing figures are a</p>

monitor of 'happiness' of staff then we have much to be proud of.

Diane Lee asked if the 'all NHS' comparative figures were adjusted for junior medical staff rotations or not. Paul Assinder confirmed they were adjusted.

3.2 Compliance with Monitor's Terms of Authorisation - Performance for Quarter 2 2008/09

Paul Assinder reported that the Trust continue to meet all of financial targets set by our regulator Monitor and are therefore categorised as a 'green' Financial rated Trust.

On the Governance Rating Paul explained that the Department of Health has set a challenging target for MRSA of 12 in the year. This is now very difficult for us to achieve by for the year, due to 4 cases of MRSA being reported in May against a monthly target of one.

Howard Perrin asked how the target is set for next year as it seems a fairly unrealistic target and will it be even less next year. Paul Assinder replied that we would expect it to remain at 12 again for next year.

Anne Hingley asked what the consequences are if we miss the target? Paul Assinder said that Monitor would look closely at what we are doing to meet our target and may put us onto monthly reporting rather than the present quarterly reporting and indeed have a range of more severe interventions available if targets and standards are continually missed.

Alan Jones suggested we may want to consider the deep cleaning regime further.

Paul Assinder also raised the fact that we have some major pressures in achieving the maximum 4 hour wait in A&E due to increased winter pressures.

In overall terms on Governance the Trust is rated as 'Amber'

For Monitor's Mandatory services Rating the Trust is still rated as 'Green'.

3.3 Governor Networks/Support Research

David Badger reported to the Council of Governors that the Trust had done some research into Governor support organisations and have requested information from the Foundation Trust Governors Association whose annual fee for membership is £3,700. This cost was thought by the Board of Directors to be reasonable and it would be worth joining for a year to see what kind of development opportunities and benefits there are for governors.

Anne Hingley asked if any other organisations offer support. Paul Assinder responded that the FTGA seems to be the main one but if anyone hears of any others to let us know and we will investigate.

David Badger agreed with the Governors that there are several key issues that need to be discussed at the communications/membership sub committee. These being the issue of Governor development, communications and relationship between governors and members and the relationship between the Board and Governors. He also said that it was really important to the Trust to work together to ensure our governors are amongst the best governors around.

3.4 Strategy Sub Committee Plans

Paul Assinder reported to the Council of Governors that the next business plan has to be with Monitor for approval in April 2009 which includes the year's plan for 2009/10 and also the outline plans for the next three years to 2012.

Paul proposed that we work back from the April deadline and work with the Service Strategy sub committee. There is some work to do internally around the Operating Framework and the tariffs all need to be worked out into the financial plan for 2009-10 by the end of January. The Trust should then have a better idea of its financial prospects for the planning period.

David Badger outlined how we need to work with the Council from the views of individual

	<p>governors to a joint council of Governors 'comment' for consideration by the Trust Board in its final deliberations.</p> <p>Anne Hingley said she would be keen to be on the service strategy group.</p>
5.	<p>To note the results of the ballots for :</p> <p>5.1 Nominations Committee Harvey Woolf & Prof Martin Kendall are elected as CoG representatives</p> <p>5.2 Remuneration Committee Roy Savin & Darren Adams are elected as CoG representatives</p> <p>Paul Assinder announced the results of the ballots and also tabled a short report from Deloitte's & Co who had been commissioned by the Trust to advise on the election process.</p>
6.	<p>Update from The Communications Sub-Committee</p> <p>Simon Biggs reported that the group had met twice since the last full council meeting. There are terms of reference agreed, which have been circulated on the weekly communications bulletin.</p> <p>The group have identified three key areas of communication for governors:</p> <ul style="list-style-type: none"> • Trust Board • Other Governors • Members <p>The group realise there are many other audiences but these are the ones they will focus on to begin with.</p> <p>It has also been agreed that the Trust Board will report to the Council of Governors through a Trust Board Summary from Liz Abbiss which will be attached with the weekly communications each month. Governors will report to the Trust Board through Liz Abbiss in the first instance. Governors can contact each other directly or at full council meetings. The group are working on ways for governors to communicate with members and there may be a 'credit card' or leaflet with useful tips on.</p> <p>Simon welcomed any ideas from other governors on channels for communication or how to talk to each other e.g. via emails or website.</p> <p>Jane Beard wanted to thank the sub committee for their work and that we can now start to see a way forward and things are being actioned for the governors.</p>
7.	<p>Foundation Trust Membership Update</p> <p>Liz Abbiss gave an update on the membership team's activities since the last full council meeting and how membership numbers continue to increase in all areas. The team have been working hard to get out and recruit new members including events at Halesowen College where 71 young people signed up as members. The team are learning which events are useful and which not so good but welcomed any suggestions from Governors for places or events to go to. Liz thanked the Governors who have throughout the year been to many events across the three hospital sites to drive up membership and awareness of Foundation Trust status.</p> <p>Liz also reported that there is a calendar of events being drawn up for next year which will include the regular on site monthly recruitment and other external events and careers evenings and we are looking at how we develop contacts with hard to reach groups. The team are planning two 'health fairs' next year for members and invited governors to be there to meet members.</p> <p>Linda Lang suggested we involve the PCT in the fair – Liz Abbiss advised this is already underway.</p> <p>Dan Horrocks suggested the event was a day long event with a market place feel so that members can find out about different services.</p> <p>Harvey Woolf wanted to pass his thanks onto Sarah Briscoe and Erica Pearce for all their hard work on recruitment.</p>

	<p>Simon Biggs suggested we look at putting links from other websites to our online membership form e.g. the DOSTI website.</p> <p>Roy Savin suggested we ensure leaflets are around all three hospital sites.</p> <p>Action: Liz Abbiss to ensure all sites have plenty of leaflet stocks and posters on how to become a member.</p> <p>Rob Johnson suggested the general membership posters could be personalised to each constituency with pictures of the governors for that area on them.</p> <p>Action: Liz Abbiss to get posters re designed and printed.</p>
<p>8.</p>	<p>Any Other Business</p> <p>David Deeley raised concerns for staff governors on what exactly their remit is with regards to pursuing specific staff related issues and asked whether there could be a dedicated session with the staff governors to discuss this.</p> <p>David Badger responded that any governors with any such concerns can talk directly to the Chairman as the Board is currently having further discussions on the best way to develop relationships with our governors.</p> <p>Action: Liz Abbiss to arrange session with Janine Clarke and staff governors</p> <p>Richard Brookes asked what the recruitment and training process is for cleaning staff and how are the Board assured of these processes.</p> <p>Paul Assinder responded to say that Interserve our cleaning contractor provides our cleaning service and therefore is responsible for the recruitment and training of those staff. The Trust monitors closely the levels and quality of cleaning for infection control issues etc and there are detailed procedures in place to ensure our cleaning schedules are compliant with the Hygiene Code and up to current standards. There are random inspections and matrons report independently to the Board on cleanliness issues.</p> <p>Dan Horrocks asked if Governors can get staff discounts in the canteen. It was then subsequently raised that Governors do not have proper photo ID cards.</p> <p>Action: Paul Assinder to raise the issue of discounts and ID with Directors.</p> <p>Roy Savin asked if there could be a standard template for emails for Governors</p> <p>Action: Liz Abbiss to circulate to Governors</p> <p>Paul Assinder advised the Council of Governors that they have now all indicated their preferred terms of office and he would be writing to them individually to confirm this and outline the process they will need to follow when the time arises.</p> <p>Action: Paul Assinder to write to Governors with preferred terms of office.</p> <p>David Badger thanked all of the Governors for their hard work and support during 2008 and wished everyone festive good wishes from the Board of Directors for 2009.</p>
<p>9.</p>	<p>Date of the next meeting: The next meeting of the Council of Governors will be held on 19th March 2009</p>