

The Dudley Group of Hospitals

NHS Foundation Trust

Minutes of the meeting of the Council of Governors Thursday 2nd July 2009, 6.00 – 8.00pm at the Clinical Education Centre, Russell's Hall Hospital, Dudley

Present:

Name	Status	Representing
Cllr Anne Hingley	Appointed Governor	Wyre Forest DC
Mr Howard Perrin	Public Governor	Rest of the West Midlands
Mrs Diane Jones	Public Governor	South Staffordshire
Mr Roy Savin	Public Governor	Stourbridge
Mrs Beverley Hill	Appointed Governor	Sandwell PCT
Mrs Pat Siviter	Public Governor	Wyre Forest
Mr Simon Biggs	Public Governor	Dudley North
Mr John Balmforth	Public Governor	Dudley Halesowen
Professor Martin Kendall	Appointed Governor	University of Birmingham Medical School
Mr Mark Cooke	Appointed Governor	Dudley PCT
Miss Nikky Gill	Appointed Governor	Youth Council
Mr Richard Brookes	Public Governor	Brierley Hill
Mr Rob Johnson	Public Governor	Halesowen
Mr Bob Ferguson	Public Governor	Dudley Central
Mr Harvey Woolf	Public Governor	Dudley North
Ms Rosemary Bennett	Public Governor	Dudley North
Mr Darren Adams	Public Governor	Stourbridge
Mr Graham Russell	Staff Governor	Nursing & Midwifery
Mr Simon Tovey	Staff Governor	Partner Organisations
Mr Atif Janjua	Public Governor	Dudley Central
Ms Pamela Boucher	Appointed Governor	DGoH Volunteers appointed by DCVS
In Attendance:		
Mr Alf Edwards	(Chair of Meeting)	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 Ann Becke	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Mrs Kathryn Williets	Non Executive Director	Dudley Group of Hospitals NHS Foundation Trust
Mr Paul Harrison,	Medical Director	Dudley Group of Hospitals NHS Foundation Trust
Ms Sarah Briscoe	Foundation Trust Team	Dudley Group of Hospitals NHS Foundation Trust
Mrs Liz Abbiss	Head of Customer Relations & Communications	Dudley Group of Hospitals NHS Foundation Trust
Mrs Karen Jaunzems	PALS Manager	Dudley Group of Hospitals NHS Foundation Trust
Mr David Orme	Chairman	LINKS

Apologies

Ms Rachel Harris, Appointed Governor, Dudley PCT

Mr Peter Miller, Appointed Governor, Dudley MBC

Mr Brian Hanford, Appointed Governor, Worcestershire PCT

Professor Linda Lang, Appointed Governor, Wolverhampton University
Ian Mullins, Appointed Governor, Summit Healthcare
Mrs Diane Lee, Appointed Governor West Midlands, Ambulance Service
Mrs Mary Turner, Appointed Governor, Dudley Council for Voluntary Services
Mr Steve Waltho, Public Governor, Brierley Hill
Dr P D Gupta, Public Governor, Dudley Central
Mrs Jane Beard, Public Governor, Halesowen
Mrs Catherine Earle, Public Governor, Stourbridge
Mrs Janet Robinson, Public Governor, Rowley Regis
Mr Adrian Hamlyn, Staff Governor, Medical & Dental
Mr David Ore, Staff Governor, Non Clinical Staff
Ms Jane Southall, Staff Governor, Nursing & Midwifery
Mr Paul Farenden, Chief Executive
Mr David Badger, Non Executive Director, Dudley Group of Hospitals NHS Foundation Trust
Mrs Denise McMahon, Director of Nursing, Dudley Group of Hospitals NHS Foundation Trust
Mr Jonathan Fellows, Non Executive Director, Dudley Group of Hospitals NHS Foundation Trust
Mr David Wilton, Non Executive Director, Dudley Group of Hospitals NHS Foundation Trust

1. Welcome

Alfred Edwards, Chair, welcomed everyone to the meeting and reminded all attendees to sign the attendance register.

2. Declarations of Interest

There were no declarations of interest from members of the Council.

3. Apologies

All apologies received were as shown on the attendance sheet

4. Minutes of the Council of Governors meeting 4th June 2008

Alfred Edwards asked the Council if there were any matters of correctness about the minutes of the previous meeting. The minutes were confirmed as a correct record.

5. Announcements

Alfred Edwards confirmed that Wendy Hadley, Public Elected Governor for Brierley Hill had tendered her resignation. Elections were now in progress to fill that Governor post.

The Trust had recently received the uncontested results of the elections to the Council of Governors from the Electoral Reform Services (ERS). Mr David Ward had been elected to the post of Public Governor for Tipton whilst Jane Elvidge, Principal Pharmacist in Medicines Management, had become the new Staff Governor for Allied Health Professionals and Healthcare Scientists.

It was also brought to the Council's attention that Sarah Briscoe was leaving the Trust on 31st July 2009. Alfred Edwards thanked Sarah for her work during her time at the Trust. Liz Abbiss and Erica Pearce will assist with Governor communications and issues until the new staff member is recruited and in post.

6. To approve the recommendation of the Nominations Committee on the appointment of a Chief Executive

The Chairman reminded members that the final step in the process of recruitment of a new Chief Executive was to approve the recommendation of the Nominations Committee.

One of the short listed candidates, Adrian Pennington, had accepted an alternative post as Director of a of an NHS National Programme and had withdrawn. The two remaining candidates were Paula Clarke and Darren Hurrell.

The final interview panel comprised Frank Harsent (CEO Gloucester Hospitals FT), Ian Cummins (CEO West Midlands SHA) , David Badger (Deputy Trust Chair) and Alf Edwards.

The panel accepted feedback arising from the candidate presentations and the other meetings that had taken place.

Both candidates performed professionally throughout the day and in response to the same set of questions at final interview.

Under questioning, the panel felt that Darren Hurrell had not yet developed adequate experience to step up to the role of CEO at an FT such as Dudley and that he was therefore not appointable to this post.

Paula Clarke was currently CEO at a smaller and successful FT at Burton and had provided assurance to the panel regarding her ability to step up to the larger role.

The interview panel was unanimous in its conclusions.

The Nomination Committee therefore recommends to the Council of Governors that Paula Clarke is offered the post of Chief Executive at Dudley Group of Hospitals FT

The Council of Governors approved the recommendation of the Nominations Committee on the appointment of Paula Clarke as the Trusts new Chief Executive.

Alfred Edwards thanked Governors for their help in the appointment process and stated that the outcome was to remain confidential until noon on the following day.

7. Matters Arising:

7.1 Amended Non Executive Terms of Office

Paul Assinder informed the Council that Enclosure 2 was an amended list of Non Executive Terms of Office.

7.2 Update from the Appointments Sub Committee

Paul Assinder, on behalf of David Badger, provided an update on the process for the appointment of a Chairman and Non Executive Director following Alfred Edwards and Ann Becke's Terms of Office coming to an end in October. Both Alfred Edwards and Anne Becke had indicated an intention to seek reappointment and the Constitution sets out a process for this based upon:

- 1) A reappraisal of job description and personal specification.
- 2) Clarification from applicants of any change to their circumstances.
- 3) A comparison of their suitability for the role.

The Appointments Committee met on the 12th June 2009 and the following was discussed:

- 1) Comments on job description and personal specification, which were subsequently considered and accepted by the Nominations Committee on 25th June 2009.
- 2) Comments on the process for the appointment and reappointment of the Chairman and the Non Executive Directors. The views of Executive Directors were considered as to the reinforcement of the role of Council of Governors in agreeing the process for Non Executive Directors.
- 3) Agreed the basis for assessing the suitability of candidates using these 4 points:
 - Changes to candidates circumstances of the job description and personal specification (i.e. any changes in skills required).
 - Documentary evidence of performance appraised
 - Views of the Non Executive Directors summarised by Chair/Deputy Chair
 - Views of the Executive Directors summarised by the Chief Executive

The Council of Governors Appointments Committee will make a recommendation to the Council of Governors at the August meeting.

Professor Martin Kendall highlighted the importance of arranging meetings of the Council of Governors and Nominations Committee to enable appointments/re-appointments of Non Executives to be organised in good time.

8. Presentations

8.1 NHS Litigation Authority Presentation

Alfred Edwards gave apologies for the cancelled NHS Litigation Authority presentation by Sue Nicholls, and confirmed this had been rescheduled for the next Council meeting.

8.2 PALS Presentation

Karen Jaunzems, PALS Manager at the Trust, provided a presentation on the Trusts Patient Advice and Liaison Service (PALS) (A copy of the presentation is attached).

The presentation looked at:

- NHS Complaints 2006-07
- Healthcare Commission Audit Oct 2007
- What is 'PALS'?
- PALS in Dudley
- Patient Information
- 'On-the-spot' help and advice
- Examples of changes
- PALS Activity
- Patients' Comments
- How you can help

Roy Savin asked if the PALS team communicate with ward staff when issues are raised. Karen Jaunzems confirmed that the team checks with wards to see if issues have been resolved or whether incidents happened as stated.

Kathryn Williets asked how PALS worked with volunteers. Karen Jaunzems confirmed that she worked with Jane Fleetwood, Volunteers Coordinator, as volunteers deal with patients daily around the hospital and act as a mechanism for feeding back issues. Alfred Edwards asked how many volunteers the Trust had and was told the amount was 350.

John Balmforth asked what training the volunteers received. Karen Jaunzems advised that volunteers were vetted in the same way as staff and attended various training courses including Corporate Induction, Manual Handling and Visual Impaired training. All courses have to be completed before volunteers can assist in certain areas of Trust.

Martin Kendall raised the issue of discharge times for patients. Karen Jaunzems agreed that this was an issue within the Trust however each patients discharge was dependant on a number of different factors.

Martin Kendall asked how the Council of Governors could engage with the PALS Team. Karen Jaunzems informed the Governors that a new database would be available soon that would allow Governors to see the number of complaints received. This would bring issues to light. It would also help the PALS Team if when Governors receive issues or complaints they would forward the details to the PALS Team, to deal with the matter.

9. Update from the Communications Sub Committee

9.1 Response to Monitor consultation on the Role of Governors

Darren Adams, Vice Chairman of the Communications Sub Committee gave feedback to the Council on the recent Governor discussions held on the 15th June 2009 in relation to the

Monitor publication *Guide for NHS Foundation Trust Governors: Meeting Your Statutory Responsibilities*.

Those Governors attending the event had confirmed that it was good to meet other Governors in an informal setting and learn about their role.

A/P 01 Darren Adams to circulate notes of the consultation meeting. All Governors to provide feedback.

The Communications Sub Committee would like to implement the following actions:

1. A series of workshops will be arranged to discuss the appraising of the Chair and Non Executive Directors.
2. Add an item for next months Council of Governor meeting agenda to discuss how current Governor involvement could be encouraged and developed further.
3. Currently the Board of Directors are reviewing the Trust against the Mid Staffs report. The Council would like to know the Trust findings and if there are any actions that need to be taken.
4. The Communications Sub Committee would like to ask all Governors to attend and help at the next member's health fair.

Liz Abbiss wanted to encourage Governor interaction at the member's health fairs as over 100 members attend. The next one was due to be held on the 23rd September 2009. Some suggestions were:

- The Foundation Trust Team could provide a Governor workshop for members prior to the health fair.
- Governors could do a presentation to members at the health fair and a session afterwards. Alfred Edwards agreed that his was a powerful forum to liaise with public members.

Paul Assinder asked about the Governors response to Monitor on their publication *Guide for NHS Foundation Trust Governors: Meeting Your Statutory Responsibilities*. Darren Adams confirmed that a response was required by the end of July. Paul Assinder agreed to respond on behalf of the Trust and Governors.

A/P 02 Paul Assinder agreed to respond to Monitor on behalf of the Trust and Governors on publication *Guide for NHS Foundation Trust Governors: Meeting Your Statutory Responsibilities*.

9.2 Governors visit to Chesterfield Royal NHS Foundation Trust

Simon Biggs provided the Council with an update on a recent Governor visit to Chesterfield Royal NHS Foundation Trust Some of the topic discussed included:

- Historical background
- Issues they faced as new FT
- Talking to members in constituencies
- What sub committees they had
- How Governors and Board of Director interact
- Staff Governors

Simon Biggs has produced a five page report which will go out to Governors to review and provide suggestions

A/P 03 Simon Biggs to forward feedback from Chesterfield Royal NHS Foundation Trust visit to Council of Governors. All Governors to review and forward their suggestions.

The note from this visit and Governor feedback will help the Communications Sub Committee to action points to address any issues faced by Governors.

10. Foundation Trust Membership Update

Liz Abbiss highlighted the current membership growth. Earlier in the day, with Erica Pearce, Liz had attended the LINK launch and they had recruited 20 new members. On Saturday 4th July Liz and Erica would be at Stourbridge Health Centre to promote the hospital and recruit new members. If any Governors have any ideas for recruiting please forward them to Erica Pearce.

11. Any Other Business

Care Quality Commission (CQC) Handout

Liz Abbiss informed all Governors of a Care Quality Commission (CQC) Handout that has the latest guidance deadlines and dates which will form part of the CQC reviews. Some Governors are taking part in these reviews.

12. Date of the next meeting:

The next meeting of the Council of Governors will be held on **20th August** in the Clinical Education Centre, 1 Floor, C Block, Russell's Hall Hospital