POOLE HOSPITAL NHS FOUNDATION TRUST
COUNCIL OF GOVERNORS

Minutes of the fourteenth meeting of the Council of Governors of Poole Hospital NHS Foundation Trust held at 4.45 pm on Thursday 7 October 2010 at The Lighthouse, Kingland Road, Poole.

Present:
- Mr Peter Harvey Chairman
- Mr Chris Archibald Purbeck, East Dorset & Christchurch
- AVM Geoffrey Carleton Purbeck, East Dorset & Christchurch
- Mrs Emma Chamberlain Poole
- Mrs Lynn Cherrett Clinical Staff
- Mr Andrew Creamer Poole
- Mr Richard Cummins Dorset PCT
- Mrs Vivien Duckenfield Poole
- Mrs Rosemary Gould Purbeck, East Dorset & Christchurch
- Mr David Jones Dorset County Council
- Miss Kris Knudsen Clinical Staff
- Canon Jane Lloyd Non-Clinical Staff
- Mr Brian Newman Bournemouth
- Mr James Pride Poole
- Mrs Elizabeth Purcell Poole
- Mr Terry Purnell Bournemouth
- Mr Glyn Smith Bournemouth & Poole PCT
- Mrs Sandra Yeoman Poole

In Attendance:
- Mr Michael Beswick Company Secretary
- Mrs Anita Bonham Business Manager
- Mr Chris Bown Chief Executive
- Mrs Di Halliwell Associate Director of Education
- Mrs Pauline Malins Director of Communications & Marketing
- Dr Andy Mercer Bournemouth University
- Mr Martin Smits Director of Nursing & Patient Services
- Mr Paul Turner Director of Finance
- Ms Jill Retigan Secretary

CoG 65/10 Apologies for Absence

Apologies for absence were received from, Mr Nicholas King (Bournemouth Borough Council), Mrs Isabel McLellan (N Dorset, W Dorset, Weymouth & Portland), Mrs Sue Power (Clinical Staff), Mr Gerald Rigler (Poole), Dr Gail Thomas (Bournemouth University), Mr Erik Warwick-White (Poole), and Mr Michael Wilkins (Poole Borough Council).

CoG 66/10 Declaration of Interests

There were no declarations of interest pertaining to the agenda.
CoG 77/10 Minutes of the Meeting of Council of Governors held on 8 July 2010 (Paper A)

The Minutes were AGREED as a correct record of the meeting.

CoG 78/10 Matters Arising

50/10 ii) Trust Performance Report

Cannon Lloyd asked if there was increased risk in infections with bank staff doing more frequent work in external care homes. Mr Smits reported that he did not believe that it gave rise to increased risk as all staff have been trained to adhere to infection control procedures, however he noted that he was working with community colleagues to ensure best practice.

CoG 79/10 Chairman’s Comments

i) Badges

The Chairman reported that a request regarding badges had been received from Governors. Currently small name badges are issued but it was agreed an ID badge similar to those worn by staff would be preferred. The Chairman noted this would be arranged and Governors would be invited to attend the Hospital to be photographed.

ACTION: PH/JR

ii) Deputy Chair to the Council of Governors

The Chairman noted that the potential requirement for a Deputy Chair to the Council of Governors had been identified, and while the Lead Governor had been filling this gap it was outside the remit of this role. The Council AGREED a Deputy Chair should be introduced and the Chairman would write to members initially for nominations followed by a vote.

ACTION: PH/JR

Mr Archibold enquired if there is a definition of the Lead Governor and Deputy Chair remits, the Chairman would produce a document to highlight the differences in the roles and circulate to the group as part of the nomination process for Deputy Chairperson.

ACTION: PH/JR

CoG 80/10 Trust Performance Report (Paper B)

Mr Bown spoke to his paper, noting the following:

i) The Trust was performing well against most targets;

ii) The results for Diagnostic Access Targets had been affected by current waiting times in Endoscopy but noted a plan was now in place and an improvement would be seen by December;

iii) Mr Bown was pleased to note no cases of MRSA Bacteraemia had been identified in August and September and Clostridium Difficile continued to be managed effectively;

iv) The Trust continued to enjoy good results for all cancer access targets except for the 14 Day Breast Symptomatic Target which had been affected by patient choice;

v) Mr Bown noted that despite national changes to the Accident and Emergency Four Hour Target, which has been reduced from 98% to
95%, the Trust continue to measure themselves against and exceed the 98% target;

vi) The full finance report had not been included in recent Board papers due to pressure of the Monitor submission.

vii) Mr Bown noted that a meeting with Health and Social Care Partners to discuss Delayed Transfers of Care had been held and significant commitment received.

Mrs Cherrett enquired about the Fractured Neck of Femur and Trauma situation and potential winter pressures, Mr Bown agreed that these areas had been under strain during August but the situation was now resolved. It was noted that reductions in beds was planned to be negated by reducing length of stay and already excellent results are being seen with the introduction of the Rapid Access and Consultant Evaluation. Mr Bown stated that the key to mitigating winter pressures would be the further improvement work on length of stay. The question was raised as to flexibility during the winter should work go over plan. Mr Bown noted that over winter performance mostly related to non elective work and this was paid by results although the Trust were aware of the need to ensure the extra work did not cause more cost that the income generated. It was also noted that an Escalation Plan had been approved at the September meeting of the Hospital Executive Committee.

Mr Smith asked about Serious Untoward Incidents (SUI) Mr Smits noted that every SUI is investigated and he could report numbers were very low and with no common theme. The Chairman noted that every SUI was presented to the Board of Directors to ensure lessons were learnt from every case.

Mr Newman noted an elderly acquaintance who had waited two and a half weeks to transfer to a community hospital bed and asked who pays for such delays. Mr Bown reported funding from the PCT was provided but this was not satisfactory as it did not provide appropriate care for the patient and affected the flow of patients through the hospital.

Mr Carleton noted the changes to finance reports and the lack of the full finance report. Mr Bown introduced Mr Turner the new Director of Finance who gave a brief update on the current financial situation and noted his intention to introduce a financial dashboard and an integrated report which included finance, access and targets. It was agreed that this would provide the level of detail required by the majority of Governors however the Chairman suggested Mr Carleton and Mr Pride hold regular monthly meetings with the Director of Finance to discuss the Trust’s finances in more detail. The Council of Governors were happy to AGREE the suggestion.

ACTION: PH/GC/JP

Mr Bown reported the Financial Recovery Plan continued to be implemented and projects were being implemented to improve patient care. It was noted that staff were being very supportive. Mr Bown noted he was confident that the identified £6.5 million pounds savings for 2010/11 and £12 million pounds savings for 2011/12 would be attained and noted his appreciation of the dedicated and hardworking staff.

Mr Pride enquired about the robustness of the process for charging private patients. Mr Bown noted the scope for improvement in this area and that this was currently being focussed on.
Mr Smith asked what the next step with Monitor was. The Chairman replied that the submission requested by Monitor has been prepared and a meeting with Monitor was scheduled for two weeks time, after that meeting Monitor would make a formal response.

The report was NOTED

CoG 81/10  Content of Quality Report 2010/11 (Paper C)

Mr Smits reported that in 2010 guidance was issued in April for completion by June and guidance for 2011 has not yet been received but again completion by June would be required. Mr Smits asked if the Governors would like to have an input into the quality report and if so how this should be taken forward. The Council AGREED it would like a small group set up to link with Mr Smits, the Chairman will circulate a note inviting nominations and arrange the first meeting.

ACTION: PH/MS

It was further agreed this would be an agenda item at the January 2011 meeting.

ACTION: PH/JR

CoG 82/10  University Hospital Status Proposal (Paper D)

A presentation on the University Hospital Status Proposal was given by Mr Bown and Dr Andy Mercer of Bournemouth University.

Mr Bown reported the aim of the presentation was to ask the Council of Governors to demonstrate their support for the Trust applying to become a University Hospital and if this was approved to further agree to the change of name.

Mr Bown noted this change had been a strategic aim for the hospital from 2007 when Foundation Trust status was achieved. The title had historically been associated with hospitals which provided medical training but this had now changed to include other clinical professions. It was noted Dorset HealthCare NHS Foundation Trust has achieved this status.

The clear benefits for such hospitals were that they were able to attract high calibre clinical staff, therefore providing a high quality of service to patients. Dr Mercer noted the further benefits of research opportunities, practice development units and business and enterprise opportunities, i.e. saleable products from research, etc. Both presenters agreed the two organisations had an excellent relationship and history of collaboration and the proposed change would be the next logical step.

Mrs Chamberlain asked if there were any risks and Mr Bown replied that one of the risks was that the title would be awarded under a three year agreement with Monitor and if we did not deliver the title could be removed. Otherwise apart from set up costs the other risks were associated with not achieving University status. Mr Bown reported the application would be managed by Mrs Halliwell and the Education Team. Mrs Duckenfield noted that the current in house education was outstanding.

Mr Carleton enquired what costs would be incurred and whether this application would have an effect on the Royal Bournemouth and Christchurch Hospitals. Mr Bown stated there were no identifiable costs between the
Hospital and University; other costs were mainly set up costs and were not significant and Bournemouth Hospital was also pursuing university status. Mrs Knudsen raised specific concerns around costs and Mrs Halliwell expressed her concern that if we do not move forward with the proposal the Trust would continue to miss opportunities due to the lack of infrastructure. Mr Smits noted that while some costs would be incurred the opportunities from funding for research and innovation would outweigh them, noting that this year the Trust had achieved significant surpluses from research and an agreement for a theatre tray designed by our staff to hold equipment had just been signed.

Discussion regarding research and grants took place. Mr Bown noted that current areas of research already included were cancer, cardiology and rheumatology and closer working with Bournemouth University would increase opportunities for qualitative research to improve patient care. It was noted that each piece of research was individually agreed and the Trust retained the power to only undertake work that would not be detrimental to finances.

Mr Carleton noted that Governors were unaware of current research, etc. at the Trust and the Chairman agreed this might be a future agenda item.

**ACTION: PH**

Mr Bown asked for support and authority from the Council of Governors to process the application and this was AGREED.

**CoG 83/10 Future Plans & Priorities Reference Group Revised Terms of Reference (Paper e)**

The Revised Terms of Reference was AGREED.

**CoG 84/10 Appointment of New Non-Executive Director (Paper F)**

The Chairman thanked the members of the Nominations and Remunerations Committee for their work in interviewing for a new Non-Executive Director. He noted that there were five strong candidates and a unanimous decision to nominate Michael Mitchell, who is currently a Non-Executive Director with NHS Bournemouth & Poole. The Council AGREED the recommendation from the Nominations, Remuneration & Evaluations Committee and the Chairman contacted Mr Mitchell.

**ACTION: PH**

The Chairman noted that Mrs Hall would come to the end of her term as a Non-Executive Director in January 2011 and has notified him she would not stand again.

The Nominations, Remuneration & Evaluations Committee requested approval from the Council of Governors to consider the other candidates from the recent interviews and either nominate without further interview or to advertise the vacancy. This request was APPROVED.

**ACTION: PH/NREC**

**CoG 85/10 Nomination of a Publicly Elected Member for NREC**

The Chairman noted a vacancy had arisen on the Nominations and Remunerations Committee which should be filled by someone with HR experience. Mr Pride was unanimously ELECTED to the position.
CoG 86/10  Annual Report & Accounts 2009/10 (Paper G)

Mr Bown presented the Annual Reports and Accounts 2009/10 and noted this would be discussed at the Annual Members Meeting scheduled to follow this meeting.

Mr Newman asked if a section on research was included in the report, Mrs Malins noted this was not the case but she would include this as an article in the next Members Newsletter. Mr Newman noted that he would also like to see it mentioned in the Annual Report. Mrs Malins noted that the Annual Report was that of the directors of the Trust and its format and content were heavily prescribed.

**ACTION: PM**

Mr Carleton was concerned that Governors had only seen the report that day and he and Mr Pride questioned what the role of Governors was in relation to the report. Mrs Malins confirmed there was a strict process to be followed; the report was being present to the Council of Governors at its first meeting following the laying before Parliament and the Governors were now being asked to receive the report. Mrs Malins noted that the report was available on the Trust’s public website and published on the Monitor website. The Chairman requested the link to the Monitor website where the document sits prior to publication be emailed to Governors as soon as possible in the future.

**ACTION: PM**


CoG 87/10  Current Regulatory Position Update

As noted above the plan has been submitted to Monitor and a meeting with Monitor was scheduled for later in October. The Chairman noted that the revised plan would be released to Governors subject to Monitor’s agreement.

**Action: PH**

It was noted the Quarter One Submission to Monitor had previously been circulated by the Chairman to Governors.

CoG 88/10  Governor Election 2010 Update

Mrs Malins noted that of the 8 seats up for election, 7 were taken by current Governors who were re-elected:

- Mrs Vivien Duckenfield
- Mr James Pride
- Mrs Elizabeth Purcell
- Mr Terence Purnell
- Mrs Rosemary Gould
- Mrs Lynn Cherrett
- Cannon Jane LLoyd

The Chairman noted his thanks to Mr Warwick-White, who had decided not to stand for re-election, for his work and contribution to the Nomination, Remuneration and Evaluation Committee and the Council of Governors.
The Chairman also thanked appointed representatives, Mr Cummins and Dr Thomas who were standing down after a term of three years.

**CoG 89/10 Reports from Reference Groups:**

i) **Fundraising and Membership Engagement, September 2010 (Paper I)**

Mrs Yeoman reported that a concert was held at the Lighthouse on 2 October and raised £3,000 for the Wish List and the Neonatal Unit.

She noted that membership applications had been handed out at an Osteoporosis meeting and that the presentation made to the Group had been well received.

ii) **Future Plans & Priorities, September 2010 (Paper J)**

Mr Pride reported there had been considerable disquiet following this meeting and emphasised the need for Governors to be included in planning and priorities. Mr Bown noted his concern and confirmed he would be attending the next meeting. The Chairman would also ensure the involvement of the Governors in the Trust’s Strategic Planning process.

**ACTION:** PH/JR

Mr Pride expressed his wish to resign from the group and nominated Mr Carleton to take his place. The Council of Governors AGREED Mr Carleton would replace Mr Pride on the Future Plans and Priorities Group with immediate effect. The Chairman thanked Mr Pride for his leadership of the Group.

iii) **Staff Communications, June 2010**

Mrs Malins noted that staff surgeries continue with comments going back to the Chairman and Mr Bown. The Bright Ideas Programme was also ongoing.

**CoG 90/10 Future Agenda Items**

Future agenda items identified were:
- Research within the Trust;
- Quality Report 2011 – Governor Input

**ACTION:** PH/JR

**CoG 91/10 Motions on Notices**

The Chairman noted that he had received no Motions on Notices for the meeting.

**CoG 92/10 Urgent Motions or Questions**

The Chairman noted that he had received no urgent motions or questions for the meeting.

**CoG 93/10 Any Other Business**

i) **Clash of Meeting Dates**
The Chairman noted the date of his Briefing on Part 2 of the Board of Directors Meeting with Governors clashed with the South West Governor Exchange Network Meeting. It was agreed the Chairman would reconvene his meeting.

**ACTION: PH/JR**

**CoG 94/10** Dates and Times of Next Meetings

- Thursday 6 January 2011 at 5.30 pm
- Thursday 7 April 2011 at 5.30 pm
- Thursday 7 July 2011 at 5.30 pm
- Thursday 6 October 2011 at 4.45 pm

**CoG 95/10** Withdrawal of Press and Public

The Chairman asked any members of the public and representatives of the press to withdraw from the meeting.

**ii) Barn Dance**

Cannon LLoyd reported that tickets for the Barn Dance at St. Peters church in support of WAU are still available.