



COUNCIL OF GOVERNORS

**FINAL Minutes of the Meeting held on Thursday 24th July 2014
4.00pm to 6.00pm**

Trust Conference Room, Burtonwood Wing, Warrington

Present:

Rory Adam	Non-Executive Director & Deputy Chairman
Roy Radley	Public Governor
Peter Folwell	Public Governor
Iris Keating	Public Governor
David Trowbridge	Public Governor
Peter Harvey	Public Governor
Jean Pownall	Public Governor
Alf Clemo	Public Governor
David Ellis	Public Governor
Allan Ralston	Public Governor
Deb Mandal	Staff Governor
Cllr Peter Lloyd Jones	Partner Governor – Halton Borough Council
Cllr Pat Wright	Partner Governor – Warrington Borough Council (part)

In Attendance:

Simon Wright	Chief Operating Officer & Deputy Chief Executive
Karen Dawber	Director of Nursing and Organisational Development
Tim Barlow	Director of Finance & Commercial Development
Jason DaCosta	Director of Information Technology
Mike Lynch	Non-Executive Director
Lynne Lobley	Non-Executive Director
Ian Jones	Non-Executive Director
Terry Atherton	Non-Executive Director
Carol Withenshaw	Non-Executive Director
Colin Reid	Trust Secretary
Gayle Healey	Governor & Membership Support Manager (Minutes)
Alison Holbourn	Warrington CCG (part)
Cheryl McKay	Warrington CCG (part)

Apologies:

Allan Massey	Chairman
Mel Pickup	Chief Executive
Paul Hughes	Medical Director
Paul Campbell	Public Governor
Dora Buff	Public Governor
Carole Astley	Public Governor
Charlie Coughlan	Public Governor
Jane Birch	Staff Governor
Gaynor O'Brien	Staff Governor
Sue Bennett	Staff Governor
Louise Cowell	Staff Governor
Peter Harrop	Partner Governor – University of Chester
Alison Cullen	Partner Governor – Warrington Voluntary Action
Neil Kelly	Partner Governor – Warrington Wolves Foundation

WHHFT/COG/14/034 – ‘Primary Care Homes’	
1	The Deputy Chairman welcomed Alison Holbourn; Primary Care Programme Manager, and Cheryl McKay; Head of Programmes from Warrington Clinical Commissioning Group (CCG) and asked them to present to the Council the plans for outsourcing health services into the Warrington Community (appended to the minutes).
2	Alison Holbourn provided a brief overview of the current status of primary care within Warrington and ran through the presentation providing details of the concept of the planned Primary Care Homes scheme that would be required to be implemented to ensure a more sustainable community based service for the residents of Warrington that may require health services now and in the future.
3	Alison Holbourn explained that the new arrangements would comprise of eight virtual Primary Care Homes each covering a population of approximately 30K people that covered the whole population of Warrington registered with a GP. The plan for Primary Care Homes had been created from data externally sourced which included national policy, evidence of other areas in the UK that had implemented the plan, and engagement events throughout Warrington.
4	Alison Holbourn advised that the proposal was in the early stages of development however, implementation would begin over the next 12 months.
5	Roy Radley; Public Governor asked if the Halton area was included in the presentation plans. Alison Holbourn confirmed that the proposal was Warrington CCG’s plans for providing more community based services to the residents of Warrington. Halton had its own Clinical Commissioning Group and may wish to talk to Governors about their plans for Halton residents in the near future.
6	Alf Clemo; Public Governor, asked how the general population of Warrington would be informed about the planned changes. Alison Holbourn advised that a plan of delivery for communications to the public had been arranged with the creation of a brand just for Warrington. She felt it was very important to get the message out about how people in the Warrington area could use GP services properly and in a different way.
7	David Ellis; Public Governor, asked if Governors could view further details of the evidence that Warrington CCG had collated to underpin their proposal. Alison Holbourn advised that more detail could be provided that showed similar schemes which had been successful in other areas of the UK with high patient satisfaction and improvement of costs. She added that the greater risk to primary care would be to do nothing and continue without change.
8	Peter Lloyd Jones; Partner Governor, asked if all Warrington GPs were totally engaged with the proposal. Alison Holbourn advised that she did not expect all GPs to be in agreement with the proposal however, all GPs in the Warrington area had been informed and were engaged. She had recently attended meetings and had positive conversations with GP’s, all were in agreement that primary care needed to change.
9	Iris Keating; Public Governor, asked if the name ‘Primary Care Homes’ would be changed as she felt it was a very misleading name. Alison Holbourn advised that Warrington CCG wanted to change the name to something more suitable and asked Governors to let her know if they had any suggestions.
10	Iris Keating; Public Governor, asked if there would be any implications around the funding of acute/emergency care as money would be needed to fund the new Primary Care Homes. Alison Holbourn advised that the community would still require the same range of

	<p>emergency care providers that are currently present. The proposals aim was to ensure that primary care could be provided in the community in the best possible way for patients.</p>
11	<p>Allan Ralston; Public Governor, noted that the concept of the virtual Primary Care Homes were for GPs to refer patients to regional health centres within Warrington CCG at another local physical location rather than to the Trust therefore reducing the amount of patients referred to Warrington Hospital. Alison Holbourn advised that Warrington CCG could provide evidence of the types of services people would need and want access to locally that can be provided by a Primary Care Home; for example community nursing.</p>
12	<p>David Trowbridge; Public Governor, asked for clarification that if a patient visited their local GP it was possible that the patient would have to travel to different Primary Care Homes for different services. Alison Holbourn advised that there were good facilities at some health centres for example Bath Street Surgery which many patients in the local area chose to go to visit. Therefore it would be logical to build services around the areas where patients want to go. She noted that some GP Surgeries could not accommodate new services due to the size of the building however, services could be brought closer to those surgeries with the Primary Care Homes plan. She assured the Council that GP Surgeries were not being dismantled, services were being added to them.</p>
13	<p>Peter Folwell; Public Governor, noted that the presentation given by Warrington CCG echoed the out of hours system previously implemented whereby GPs took turns to work late shifts and asked why GPs had agreed to work longer hours now when they were not happy with the out of hours system for that reason. He also asked if the evidence acquired in support of the Primary Care Homes had looked at reducing waste in particular the amount of time GPs spent completing paperwork required by Warrington CCG. Alison Holbourn advised that the proposal aimed to provide more services to the patient in the community. Currently each referral generated an amount of paperwork for the GP to complete usually whilst under pressure. She confirmed that Warrington GPs had spent time to look at the proposal and how they can do something to change their ways of working to reduce waste.</p>
14	<p>Pat Wright; Partner Governor asked what would happen if a patient visited their GP on for example Folly Lane and following her consultation required a blood test. Would the patient be referred to the Trust for the treatment as it would be the closest provider of that service under the new proposal? Cheryl McKay advised that it would be the patient's choice to go where they wanted. The point of the proposal was to ensure any patient who requires treatment such as a blood test would be able to be treated quickly.</p>
15	<p>The Deputy Chairman thanked the Primary Care Programme Manager and Head of Programmes for the update on behalf of the Council.</p>
	<p>W&HHFT/COG/14/035 - Welcome, Apologies and Introductions</p>
16	<p>The Deputy Chairman welcomed all Governors', Staff, and Non-Executive Directors, to the Council of Governors meeting.</p>
17	<p>The Deputy Chairman welcomed Cllr Peter Lloyd Jones who had been selected by Halton Borough Council as their Partner Governor on the Council replacing Cllr Sue Edge. Terry Atherton; Non-Executive Director and Ian Jones; Non-Executive Director were also welcomed to the Council as this was their first meeting since appointment on 1st July 2014.</p>
18	<p>The Deputy Chairman wished to pass on thanks to Clare Briegal; Non-Executive Director whose term of office with the Trust ended on 30th June 2014.</p>
19	<p>Apologies - See above listing.</p>

	Declarations of Interest – in agenda items
20	There were no interests declared in relation to the agenda items for the meeting.
	WHHFT/COG/14/036 – Minutes of Previous Meeting 29th May 2014 & 23rd June 2014
21	The minutes of the meeting held on the 29 th May 2014 were approved as a true and accurate record.
22	The minutes of the meeting held on 23 rd June 2014 were approved as a true and accurate record.
	WHHFT/COG/14/037 – Actions Arising from Previous Meeting
23	All formal actions arising from the meeting held on 29 th May 2014 and 23 rd June 2014 were either complete or set as an agenda item.
	WHHFT/COG/14/038 – Deputy Chairman’s Report
24	The Deputy Chairman provided the following verbal report:
25	FTN/FTGA Merger: The Deputy Chairman referred to the letter the Trust had received from the Foundation Trust Network (FTN) and Foundation Trust Governors Association (FTGA) that proposed a merger with the FTN and FTGA (circulated with the papers which was noted). The Deputy Chairman advised that as a member of the FTGA, the Council could vote on whether the merger should happen. If the Council voted in favour of the merger the FTGA work would continue in the FTN and the FTGA would be dissolved. If the vote was not in favour the FTGA would be dissolved as it could not continue given the membership was collapsing and funding would be a problem for them going forward. The Council agreed to vote in favour of FTN/FTGA merger proposal.
26	Appointment of Chairman and Non-Executive Directors: The Deputy Chairman reminded the Council that the appointment process for the Chairman position and Non-Executive Director position would commence shortly. Adverts for the roles would be published in the Trust website, Warrington Guardian and Runcorn and Widnes World, the Times online, NHS Jobs and other specialised websites.
27	Annual Members Meeting and Family Open Day: The Deputy Chairman reported that the next Open Day would be held on Sunday 7 th September from 11am till 3pm at the Cheshire and Merseyside Treatment Centre (CMTC) with the Annual Members Meeting (AMM) commencing at 3pm in the Lecture Theatre, Education Centre at the Halton site. He reported that previous years AMM had been well supported by members of the Trust and asked that Governors do their best to attend as they would have the opportunity to engage with the membership and public.
28	Trust Engagement Events: The Deputy Chairman reported that the Trust was represented at the recent Disability Awareness Day on Sunday 13 th July 2014 and would also be represented at three events in August and early September. Party in the Park at Phoenix Park on 1 st August, Murdishaw Community Centre Fun Day event on 20 th August and a fresher’s fair at Warrington Collegiate on 9 th September. He requested that if any Governor wished to support the engagement team at any of the events they should contact Gayle Healey; Governor and Membership Support Manager.
29	Elections: The Deputy Chairman reported that elections for the new cohort of Governors would commence shortly. The Public Governor areas were: <ul style="list-style-type: none"> • Beechwood, Mersey, Heath, Grange • Norton South, Halton Brook, Halton Lea

<p>30</p> <p>31</p> <p>32</p> <p>33</p>	<ul style="list-style-type: none"> • Appleton, Farnworth, Hough Green, Halton View, Birchfield • Lymm, Grappenhall, Thelwall • Appleton, Stockton Heath, Hatton, Stretton, Walton • Penketh, Cuerdley, Great Sankey North, Great Sankey South • Bewsey, Whitecross, Fairfield, Howley • Poplars, Hulme, Orford • North Mersey <p>The Staff Governor areas were:</p> <ul style="list-style-type: none"> • Medical Staff • Support Staff • Estates, Administration and Managerial Staff <p>The Trust Secretary advised that a pamphlet would be included in the nomination packs that highlighted the role of Governors and thanked Iris Keating; Public Governor and David Ellis; Public Governor for their assistance with the creation of the pamphlet.</p> <p>Board meeting: The Deputy Chairman reported that the Trust Board would meet on Wednesday 30th July 2014 which would include a presentation from an external person talking about dementia friends, a number of Annual Reports from the Head of Midwifery; Safeguarding; and Infection Control as well as the usual papers such as the Quality Report; Infection Control quarterly report; CQC monitoring Report; Finance and Corporate Performance Report. He invited Governors to attend and observe the meeting as he felt the reports would give the Governors the opportunity to gain a good understanding of Governance and operation of the Trust.</p> <p>The Council noted the content of the Deputy Chairman's Report.</p>
<p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p>	<p>WHHFT/COG/14/039 – Deputy Chief Executives Report</p> <p>The Deputy Chief Executive reported on the following matters:</p> <p>Urgent Care Centres: The Deputy Chief Executive provided an update of the planned urgent care centres due to open at Widnes and Runcorn and advised that the Trust was currently securing capital to redesign the ground floor of Widnes learning resource centre. The car park had been completed which boasted 250 free parking spaces. Halton Minor Injuries unit was to be converted to an urgent care centre and confirmed that capital for the redesign had been secured. Both new centres were due to open in November 2014.</p> <p>Car Parking: The Deputy Chief Executive reported that work had been completed on the new pay and display system for both sites. He advised that a vehicle recognition system had been implemented and would go live in the next few months. The new parking system should help the disbursement of parking at the front of the site.</p> <p>A&E: The Deputy Chief Executive advised that the accident and emergency department had recently been experiencing real pressure as it had 1000 more attendances over the last quarter than usual and would be grateful if Governors could thank staff for how hard they have been working during a very difficult time if they were passing. He advised that the issues surrounding delivery of A&E 4hr targets had been discussed at the Monitor Quarterly Reporting Compliance Committee.</p> <p>The Council noted the Deputy Chief Executive's report.</p>
<p>39</p>	<p>WHHFT/COG/14/040 – Consultation with Constituency members</p> <p>Public: David Trowbridge; Public Governor, reported that he had recently attended Disability Awareness Day on Sunday 13th July 2014 and would also attend Party in the</p>

<p>40</p> <p>41</p>	<p>Park at Phoenix Park on 1st August 2014 to support the Trust.</p> <p>Staff: There was no feedback from Staff Constituency members.</p> <p>Partner: There was no feedback from Partner Constituency members.</p>
<p>42</p> <p>43</p> <p>44</p> <p>45</p>	<p>WHHFT/COG/14/041 – Report from Governor Committees</p> <p>i. Quality in Care Committee – 8th July 2014 The Council noted the draft minutes of the Quality in Care Committee held on 8th July 2014.</p> <p>ii. Communications and Membership Committee – 9th July 2014 David Ellis; Public Governor and Chair of the Communications and Membership Committee, referred the Council to the draft minutes of the meeting held on the 9th July 2014 and advised that the Committee had been provided with a verbal update of the arrangements of the Annual Members Meeting and Family Open Day at the Halton site to be held on Sunday 7th September 2014.</p> <p>David Ellis; Public Governor, and Chair of the Communications and Membership Committee, advised that the Committee had received feedback of the first two Outreach Presentations that had been presented to Mencap and the MS Society in Penketh. The Committee had also discussed the timescale of implementation for the membership focus group and survey for 2014 that would focus on outpatient services.</p> <p>The Council noted the draft minutes of the Communications and Membership Committee held on 9th July 2014.</p>
<p>46</p> <p>47</p> <p>48</p>	<p>WHHFT/COG/14/042 – Council of Governors Committee Terms of Reference</p> <p>The Deputy Chairman explained that the Terms of Reference for the Quality in Care Committee and the Communications and Membership Committee had been reviewed by the respective Committees' and asked the Council to approve the proposed minor changes.</p> <p>The Deputy Chairman explained that the Monitor Quarterly Compliance Committee would review their Terms of Reference at the September meeting and present the proposed minor changes at the next Council of Governors meeting during the same month.</p> <p>The Council of Governors' approved the minor changes to the Terms of Reference for the Committees.</p>
<p>49</p>	<p>WHHFT/COG/14/043 – Any Other Business</p> <p>There being no other business the Deputy Chairman closed the meeting.</p> <p>Dates of future meetings: Date: Thursday 25th September 2014 Time: 4.00pm till 6.00pm Venue: Trust Conference Room, Warrington Hospital.</p>

The agenda and minutes of this meeting may be made available to public and persons outside of Warrington and Halton Hospitals NHS Foundation Trust as part of the Trust's compliance with the Freedom of Information Act 2000.