

EXECUTIVE DIRECTORS GROUP (EDG)**WEDNESDAY 9TH SEPTEMBER @ 9.00am – TONYS OFFICE****Present:**

Tony Chambers
 Stephen Cross
 Sian Williams

Mark Brandreth
 Ian Harvey
 Sue Phillipson

Sue Hodgkinson
 Lorraine Burnett

Apologies:

Alison Kelly & Debbie O'Neill

ACTIONS

For Discussion		
1.	<p>Urgent Care CRS (Karen Townsend and Sarah Cooper in attendance)</p> <p>Action plan outlined and Execs to be kept informed of developments.</p>	
2.	<p>Month 5 Position</p> <p>SP gave update on month 5 position and noted that there are still pressures on medical and nursing agency and drug costs together with a significant drop in emergency income.</p> <p>SH and IH to discuss ACA payments.</p> <p>TC stated that by end of September 2015 a further control statement to be imposed.</p> <p>SH and SPC/SB to give update on variable pay and non-pay to Execs 16.09.15.</p>	<p>SH/IH</p> <p>SH/SPC/SB</p>
3.	<p>Action notes from 02.09.15</p> <p>Noted.</p>	
4.	<p>IR and Action Plan (Richard Baird & Amer Rehman in attendance)</p> <p>RB gave an update on the current position in IR and the progress made to date however it was noted that there are some remaining issues that need finalising particularly in regard to the following:</p> <ul style="list-style-type: none"> • Urgent Care to fully utilise day case capacity to assist flow. Need consistency. • Work has started on SOPs but need to clearly define roles and responsibilities to ensure SOPs are uniform and 	

	<p>universal.</p> <ul style="list-style-type: none"> • Ensure pre-brief and WHO checklist working to corporate expectations. IH assisting in this respect. • Pre-assessment clinic starting in Radiology in September 2015. • Competencies and induction of teams being picked up. <p>RB drawing together a single action plan to deal with this with some rigour noting that safe care is paramount with absolute clarity on expectations across the Trust.</p> <p>IH advised that new guidance has been issued on invasive procedures which will assist discussions with the team leaders.</p>	
5.	<p>CQC Inspection</p> <p>TC advised date of CQC comprehensive inspection is 16th – 18th February 2016 with the option for CQC unannounced visits the following week.</p> <p>CQC Inspection Manager is Bridget Lees.</p> <p>TC to discuss further arrangements with AK.</p>	TC/AK
6.	<p>Lord Prior visit – feedback</p> <p>TC gave update on the visit which went well and TC is writing to Lord Prior to thank him for his visit and to extend a further invitation to visit the Trust.</p>	TC
7.	<p>Local Provider Landscape</p> <p>TC gave update and discussion took place regarding the current position at Wirral Hospital.</p> <p>LB asked to consider how we record diverts from neighbouring hospitals.</p>	LB
8.	<p>Andrew Saffron Workshop – 21st & 22nd October 2015</p> <p>MB gave details of the proposed dates for the workshops. Noted that there is some pre-work for the workshop and in particular a staff questionnaire – focus group members to agreed.</p> <p>CR to reschedule David Williams Masterclass to 28th October 2015.</p> <p>TC to organise a teleconference with Karen Middleton – CSP with SH/IH/LB/MB.</p> <p>SPC/CR to facilitate the arrangements for the sessions.</p>	CR TC
9.	<p>Multispecialty Community Provider Transformation Committee</p> <p>Discussed characteristics of new model hospital including safe</p>	

	staffing, skills and needs.	
10.	<p>Medical Workforce Summit</p> <p>IH outlined action plan to date for summit on Saturday 3rd October 2015 from 9am – 1pm. Objective is to compile thoughts of doctors in West Cheshire Area and noted that it was exclusively for clinicians.</p>	
11.	<p>Debbie O'Neill - Exec On Call w/c 14.09.15</p> <p>SH arranging cover. Noted that all Monitor returns and documents are being covered. TC and team passed their thanks to finance department. Execs offering total support to DON.</p>	
Standing Agenda Items		
12.	<p>Quality Matters to include an update of any incidents, complaints and speak out safely incl. Information Governance:</p> <ul style="list-style-type: none"> • SW reported that a baby death had been reported to STIESS and an investigation was taking place. • SW reported that there is an investigation regarding a urology death in theatre. • SW reported that Complaints Team still challenged but support in place. 	
13.	<p>Workforce Matters</p> <ul style="list-style-type: none"> • Coaching bid successful – IH picking up medical coaching. • NWLA Recognition Awards – LB picking up with SH. • Staff survey going out at end of September 2015. • Flu vaccinations start 1st October 2015. • Celebration of Achievements Awards – slide presentation – date, 27th November 2015 at 7pm at Chester Racecourse. There is a significant cost to the Trust – need more sponsorship. Execs to promote nominations for awards. • Outstanding Achievements Awards – date noted – Friday 2nd October 2015. • Discussion re concept of a 'Thank You Thursday'. 	<p>LB</p> <p>All</p>
14.	<p>Board, Governor and Legal Matters:</p> <ul style="list-style-type: none"> • Board and Committee dates circulated. • Governors Annual Members Meeting – Tuesday 13th October 2015 – CR collating market place stands – Execs to suggest services that could hold a stand. • Governor election process underway. • Fundraising – MB to judge Duck Race! -19th September 2015 	<p>ALL</p>