

COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST

EXECUTIVE DIRECTORS GROUP (EDG)

WEDNESDAY 7TH SEPTEMBER 2016 @ 9.30AM – TONY'S OFFICE

ACTION NOTES

Present: Ian Harvey, Stephen Cross, Alison Kelly, Lorraine Burnett, Debbie O'Neill, Sue Hodkinson, Ian Bett

Apologies: Tony Chambers

For Discussion

Action notes from 31.08.16

Approved.

Neonatal Dashboard

Update from LB who expressed some concerns regarding activities over the past weekend.

Actions agreed:

- Meeting to be arranged urgently with clinicians led by IH
- Implement bed meeting
- AK to visit unit today (07.09.16)
- AK/LB to meet Karen Rees urgently
- Emphasis to be placed on any incidents to be datixed

Update on College Review

Open and frank discussions both internally and externally – team supportive of current situation.

Feedback included a need for a process to manage staffing and secondly undertaking a further forensic review of case notes.

Team confirmed that we have a safe unit and full report to be provided in 4-6 weeks.

AK/SH raised the issue letter from the RCN.

Agreed that recruitment of Neonatal Consultant to remain on hold.

Executive Director Shadowing

This was agreed.

Industrial Strike W/C 12th September 2016

SH updated with news that the action is not going forward next week, however agreed that LB will continue to plan future strike dates.

2year Tariff Proposals

DON asked that this be deferred to a future meeting.

Exec to Exec Meeting with CWP 13th September 2016

SH/LB outlined details of the Joint Delivery Management Committee scheduled on 9th September 2016 and would advise colleagues if the Exec to Exec meeting on 13th September 2016 was still to go ahead or whether the meetings in fact duplicated each other.

Audit Committee Action Tracker

SPC advised of the new date of the next audit committee on Tuesday 4th October 2016 and asked colleagues to review the tracker and let Claire Raggett have an update on the actions taken to date, as soon as possible.

Quality Matters to include an update of any incidents, complaints, information governance and speak out safely

AK advised that there were no new SUIs to report.
Agreed Lesley Brown to be asked to be the investigator for the OMFU matter. IB to speak to Lesley Brown.

Board, Governor and Legal Matters

- Debrief on Board workshop and Board of Directors meeting – feedback excellent day.
- Also feedback re TC presentation to Doctors re STP in the evening was very well received
- Finance Committee scheduled on 27th September 2016 – LB to invite DDs to attend
- FIGC – confirmed will go ahead on 4th October 2016 – winter planning. 1st November 2016 meeting to focus on Board Assurance Framework.
- Annual Members Meeting 4th October 2016 – SPC asked colleagues to let Claire Raggett have suggestions for the marketplace by return
- Performance Report – agreed that finance will always prepare a separate paper for Board meetings with more detail than is included within the performance report –

DON to action

- SPC confirmed the re-appointment of Ed Oliver as Non Executive Director of the Trust for a second term of office.
- AK/SPC briefed re meeting with HSE earlier in the week and confirmed that no penalty sanctions will be invoked.
- SPC briefed re CFB inquest scheduled for 10th October 2016. SPC and IH to meet to consider disclosure re neonatal review

People Matters

SH advised that Trust's new behavioural standards were moving forward and letter from TC had been sent to all staff.

PA's to be contacted re workshop schedule.

Executive video available for workshops and NEDS to be involved.

Walkabouts /Department Visits

Feedback from 1st of the month walkabouts was very good and staff appreciated the visits from the Execs.

Communication/Reputational Issues

AK updated re current communications issues.

Any Other Business

LB advised that the Trust had been reaccredited as a Trauma Unit.

LB wished to recorded thanks to John Glover for work he had done for e-prescribing for chemotherapy.