

To: Kelly Alison (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[alison.kelly9@ I&S] Brandreth Mark (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[mark.brandreth1@ I&S] O'Neill Debbie (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[debbie.o'neill@ I&S] Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[tony.chambers@ I&S] Cross Stephen (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[stephen.cross1@ I&S] ; Hodkinson Sue (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[sue.hodkinson@ I&S] Harvey Ian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[i.harvey@ I&S] ; Williams Sian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[sian.williams16@ I&S] Burnett Lorraine (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[lorraine.burnett@ I&S] Phillipson Sue (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[sue.phillipson@ I&S]

Cc: Cleverley Debra (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[debbie.cleverley@ I&S] Dodd Debbie (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[debbie.dodd1@ I&S] Raggett Claire (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[claire.raggett@ I&S] Crocombe Mary (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[mary.crocombe@ I&S]

From: Jones Claire (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[/O=MAIL/OU=NHSFB13/CN=RECIPIENTS/CN=IKPUWHFY]

Sent: Tue 08/09/2015 4:11:30 PM (UTC+01:00)

Subject: EDG 09.09.15 - 9am start

[EDG notes 02.09.15.doc](#)
[FW_FOR ACTION_Transformation_MCP Board Merger and Membership .msg](#)
[FW_Notification of the Quality Surveillance Team visit programme 2016 - Chester.msg](#)
[Stocktakes 2015-2016.docx](#)
[FW_NHS North West Leadership Recognition Awards 2015 - Deadline Extended.msg](#)
[Notification of Trust Major Incident Exercise.msg](#)
[EDG Agenda 09.09.15.doc](#)

Dear All

Please see attached papers for EDG on the 09.09.15 at 9am in Tony's Office

Stephen Cross is down to take the notes and apologies have been received from Alison Kelly and Debbie O'Neill. Sian Williams and Sue Phillipson will be attending on their behalf.

Thanks

Claire Jones
PA to Tony Chambers, Chief Executive
PA to Mark Brandreth, Director of Operations & Planning/Deputy Chief Executive

Countess of Chester Hospital NHS Foundation Trust
Liverpool Road
Chester
CH2 1UL
01 I&S

EXECUTIVE DIRECTORS GROUP (EDG)

WEDNESDAY 2nd SEPTEMBER @ 9.30am – TONYS OFFICE

Present:

Mark Brandreth
Sian Williams
Lorraine Burnett

Sue Hodgkinson
Tony Chambers
Ian Harvey

Debbie O'Neill
Stephen Cross

Apologies:

Alison Kelly

ACTIONS

For Discussion		
1.	Action notes from 26.08.15 Tony welcomed Lorraine to the meeting.	
2.	I&S	LB/KT/JG/HN

	I&S	
3.	Lord Prior visit: • 1300 Tony and Duncan (TC office) • 1330 Sue and Alison to join. Matching acuity with workforce. Cultural element. • 1400 To meet procurement (Andy) ?theatres • 1430 end • ? Meet local press (15mins) SC to explore using bariatric seminar room for the session	SC
4.	I&S	SH/SW CJ SH
5.	Weight Management and Smoking Cessation: I&S	DON/MB
6.	Listening Events: • Organised and arranged. TC to do a brief 'day in the life' event. SW to host. • SW to chase up comms as some concern over events being publicised. • PALS to take notes at events	SW
7.	Walkabouts: • Walk about went well. Purposeful and well received by staff. • TC to write blog and we will think more about how we communicate.	TC
8.	Staff Survey: • Joint walkabouts with staff side agreed. Dates to go in the diary. Debbie C to organise.	SC
Standing Agenda Items		
9.	I&S	

To: Chambers Tony (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[tony.chambers@I&S]
Cc: Jones Claire (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[claire.jones28@I&S]
From: Brandreth Mark (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[O=MAIL/OU=NHSFB14/CN=RECIPIENTS/CN=CXZQZ8H9]
Sent: Wed 02/09/2015 3:05:57 PM (UTC+01:00)
Subject: FW: FOR ACTION: Transformation/MCP Board Merger and Membership

Claire for next exec team please.

Nice snappy title for a meeting! "Multispecialty Community Provider Transformation Committee"

Regards

Mark Brandreth
Executive Director, Operations & Planning
& Deputy Chief Executive

Executive Office

Tel: 01 I&S

Email: Mark.Brandreth1@I&S

From: Brooks Jennifer (NHS WEST CHESHIRE CCG)

Sent: 02 September 2015 14:59

To: Appleton Lesley (NHS WEST CHESHIRE CCG); Ashcroft Helen (NHS WEST CHESHIRE CCG); Birnie Sandra (CHESHIRE AND WIRRAL PARTNERSHIP NHS FOUNDATION TRUST); Fennah Suzanne (NHS WEST CHESHIRE CCG); Gregson Jonathan (NHS WEST CHESHIRE CCG); Hill Simon (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Lee Alison (NHS WEST CHESHIRE CCG); Magrath Aidan (NHS WEST CHESHIRE CCG); Marsh Laura (NHS WEST CHESHIRE CCG); McAlavey Andrew (NHS WEST CHESHIRE CCG); Murphy Anne (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Murray Sarah (NHS WEST CHESHIRE CCG); O'Dell Susan (NHS WEST CHESHIRE CCG); O'Toole Paula (CHESHIRE AND WIRRAL PARTNERSHIP NHS FOUNDATION TRUST); Perry Barbara (NHS CHESHIRE AND MERSEYSIDE COMMISSIONING SUPPORT UNIT); Tim Welch (Tim.Welch@I&S); Pomfret Steve (NHS WEST CHESHIRE CCG); Quinlan Fay (NHS WEST CHESHIRE CCG); Reynolds Fiona; Dodd Jennifer (NHS WEST CHESHIRE CCG); James Gareth (NHS WEST CHESHIRE CCG); Robinson Kerry (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); jamaila.tausif@I&S; Taylor Jonathan; Trent Roger (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Walsh Cathy (NHS WEST CHESHIRE CCG); Jeffs Alistair; anushta.sivananthan@I&S; critchley julie (CHESHIRE AND WIRRAL PARTNERSHIP NHS FOUNDATION TRUST); Brandreth Mark (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Harvey Ian (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); sheena.cumiskey@cv.I&S; david.harris@I&S

Cc: Breen Jodie (CHESHIRE AND WIRRAL PARTNERSHIP NHS FOUNDATION TRUST); Brown Jenny (CHESHIRE AND WIRRAL PARTNERSHIP NHS FOUNDATION TRUST); Cairns Gordon (gus); Hallmark Janet (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Hardimansmith Jean; Howdle Cathy (A.Jeffs PA); Joseph Frank (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Rogers Julie (NHS WEST CHESHIRE CCG); Salter Kenneth (ken); Williams Jayne (NHS WEST CHESHIRE CCG); Jenny.Brown@I&S; Jones Claire (COUNTRESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Mel Bloor-Steen; yvonne.martin@I&S

Subject: FOR ACTION: Transformation/MCP Board Merger and Membership

Dear All

As you may be aware the Transformation Committee and Multispecialty Community Provider Programme Board have now merged to become the Multispecialty Community Provider Transformation Committee, as agreed by Sheena Cumiskey and Laura Marsh.

The agreed membership of the newly formed group is provided below:

- Sheena Cumiskey (meeting Chair), Chief Executive, CWP
- Jonathan Gregson, Chair, Primary Care Cheshire
- Andy McAlavey, Medical Director, WCCCG
- Laura Marsh, Director of Transformation, WCCCG
- Gareth James, Chief Finance Officer, WCCCG
- Steve Pomfret, Governing Body GP, WCCCG
- Jenny Dodd – Assistant Chief Officer, WCCCG

- Jean Hardiman Smith, Patient Leader, WCCCG
- Gus Cairns, Patient Leader, WCCCG
- Ken Salter, Patient Leader, WCCCG
- Fiona Reynolds, Director of Public Health, CWAC
- Alistair Jeffs, Head of Commissioning People, CWAC
- Mark Brandreth, Deputy Chief Executive, COCH
- Ian Harvey, Medical Director, COCH
- Tim Welch, Director of Finance, CWP
- Julie Critchley, Service Director, CWP
- Anushta Sivananthan, Medical Director, CWP
- David Harris, People and OD Lead, West Cheshire
- Jonathan Taylor, Chief Executive, Healthwatch

The first meeting of the merged group will take place as follows:

Date: Thursday 24th September 2015
Time: 10.00 – 12.30
Venue: Room E, 1829 Building

For members listed above, can you please update your diary accordingly, a full list of confirmed future meeting dates/venues is to follow.

If you are not listed in the membership above could you kindly release any dates you have on hold in your diary.

If you have any queries, please do not hesitate to contact me.

Kindest Regards

Jennifer Brooks

Programme and Project Support Co-ordinator
 NHS West Cheshire Clinical Commissioning Group
 1829 Building, Countess of Chester Health Park, Liverpool Road, Chester CH2 1HJ

Tel Ext: 01

Internal :

<http://www.westcheshireccg.nhs.uk/>

Making sure you get the healthcare you need

I&S

To: Jones Claire (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[claire.jones28@
From: Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[O=MAIL/OU=NHSFB10/CN=RECIPIENTS/CN=DWJ9008B]
Sent: Fri 04/09/2015 3:22:12 PM (UTC+01:00)
Subject: FW: Notification of the Quality Surveillance Team visit programme 2016 - Chester
[Chester Notification Letter 2016.doc](#)

For info on EDG

Best Wishes
Tony

Tony Chambers
Chief Executive

Countess of Chester Hospital NHS Foundation Trust

Tel: 01 **I&S**

Twitter: **I&S**

From: Wilson Louise (NHS ENGLAND)

Sent: 04 September 2015 13:37

To: Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)

Cc: Thomas Helen (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Hawe Jed (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST); Lee Alison (NHS WEST CHESHIRE CCG)

Subject: Notification of the Quality Surveillance Team visit programme 2016 - Chester

Importance: High

Dear Tony

Please see attached correspondence from Richard McMahon, Deputy Head of Quality Surveillance Team (Operations & Service Reviews), relating to the Quality Surveillance Team visit programme for 2016.

Kind regards

Louise

Louise Wilson

Quality Manager

Quality Surveillance Team (formerly National Peer Review Programme)

Commissioning Operations

NHS England

Tel: 07 **I&S**

louise.wilson19@ **I&S**

National Office:
Quality Surveillance Team
Area B, 6th Floor, Skipton House
80 London Road
Elephant and Castle
London
SE1 6LH

richardmcmahon@ **I&S**

Tel: 01 **I&S**

4 September 2015

Mr Tony Chambers
Chief Executive
Countess of Chester Hospital NHS Foundation Trust
Countess of Chester Health Park
Liverpool Road
Chester
CH2 1UL.

Dear Tony

Notification of the 2016 Peer Review Visit Programme for Cancer Services

We wrote to all acute trusts in June 2015 informing them that the National Peer Review Programme is now the Quality Surveillance Team (QST), part of the Specialised Commissioning Directorate of NHS England. In the briefing document that was attached to that letter, it was explained that the QST will continue to be responsible for peer review visits to all cancer services as well as visits to any service provided through specialised commissioning.

The peer review visit programme for cancer for 2016 has now been agreed nationally and I am writing to you to inform you that there will be a comprehensive round of external peer review visits to all trusts providing services for cancer of the unknown primary (CUP); there may also be a number of targeted peer review visits. CUP visits will take place between February and July 2016 and the planned dates for the visits are included in the table below.

Service:	Cut off Date for Submission of Evidence:	Date of Visit:
CUP Measures for Hospitals (14-1D-1m)	Tuesday 5 January 2016	Wednesday 3 February 2016

Please note that this visit will take place on the same day as another CUP service so potentially could be at an alternative venue.

The targeted (risk based) visits to cancer services will be based on an assessment of the trust's published validated self assessments (VSAs). Please note that as we

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transition our processes to those associated with our new quality surveillance function, this year no feedback on trust VSAs will be provided other than notification of teams to be visited. You will be notified separately of which teams will undergo targeted visits; it is anticipated this will be by the end of November 2015.

In addition, it is anticipated that there will be a round of visits to selected specialised commissioned services. I will notify you at the earliest opportunity if any of these visits are to services provided by your trust.

As you are aware, the success of the peer review programme relies on the ongoing commitment of both the trust in supporting the process and members of your clinical teams putting themselves forward to participate as reviewers. We do not underestimate the commitment this entails not only from individuals but also the trust itself. Reviewers report that participating provides them with invaluable insight into service development opportunities and helps them prepare for their own review. With all this in mind I would be grateful for your support in encouraging members of your clinical teams, and your CUP service in particular, to put themselves forward as reviewers for the programme. Training and support will be provided free of charge by the QST and all travel costs to training events and review visits are met by the programme.

Should you have any questions about the contents of this letter, in the first instance please contact your local quality manager, Louise Wilson on **I&S** or at louise.wilson19@I&S

Yours sincerely

PD

Richard McMahon PhD
Deputy Head of Quality Surveillance Team
(Operations & Service Reviews)

Cc: Ms Helen Thomas, Lead Cancer Nurse, Countess of Chester Hospital NHS Foundation Trust
Mr Jed Hawe, Trust Lead Cancer Clinician, Countess of Chester Hospital NHS Foundation Trust
Ms Alison Lee, Chief Operating Officer, NHS West Cheshire CCG
Ms Sue McGorry, Quality Lead, North West Hub, Specialised Commissioning NHS England
Ms Tina Long, Director of Nursing and Quality, Cheshire, and Merseyside Sub Regional Team, NHS England
Dr Kieran Murphy, Medical Director, Cheshire, and Merseyside Sub Regional Team, NHS England
Ms Jan Vaughan, Associate Director, Cheshire & Merseyside Strategic Clinical Network
Mrs Louise Wilson, Quality Manager, Quality Surveillance Team, NHS England

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INQ0107706_0068

Stocktakes 2015/2016

<u>Department</u>	<u>Date</u>	<u>Time</u>
Planned Care	14.10.15	9am – 10am
Urgent Care	21.10.15	9am – 10am
D&PS	28.10.15	9am – 10am
IM&T	18.11.15	9am – 10am
Urgent Care	06.01.16	9am – 10am
Planned Care	20.01.16	9am – 10am
D&PS	27.01.16	9am – 10am
IM&T	10.02.16	9am – 10am
Urgent Care	06.04.16	9am – 10am
Planned Care	13.04.16	9am – 10am
D&PS	20.04.16	9am – 10am
IM&T	18.05.16	9am – 10am
Urgent Care	06.07.16	9am – 10am
Planned Care	13.07.16	9am – 10am
D&PS	27.07.16	9am – 10am
IM&T	31.08.16	9am – 10am
Urgent Care	05.10.16	9am – 10am
D&PS	12.10.16	9am – 10am
Planned Care	19.10.16	9am – 10am
IM&T	30.11.16	9am – 10am
Urgent Care	04.01.17	9am – 10am
D&PS	11.01.17	9am – 10am
Planned Care	18.01.17	9am – 10am

To: Jones Claire (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[claire.jones28@i&S]
From: Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[O=MAIL/OU=NHSFB10/CN=RECIPIENTS/CN=DWJ9008B]
Sent: Tue 08/09/2015 9:24:34 AM (UTC+01:00)
Subject: FW: NHS North West Leadership Recognition Awards 2015 - Deadline Extended

For EDG please

Best Wishes
Tony

Tony Chambers
Chief Executive
Countess of Chester Hospital NHS Foundation Trust
Tel: 01244 512345 I&S
Twitter: @NHS_NW I&S

From: Deborah Arnot, Director, NHS North West Leadership Academy [mailto:Cynergy2@i&S]
Sent: 07 September 2015 12:22
To: Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)
Subject: NHS North West Leadership Recognition Awards 2015 - Deadline Extended



13th SEPTEMBER, MIDNIGHT!

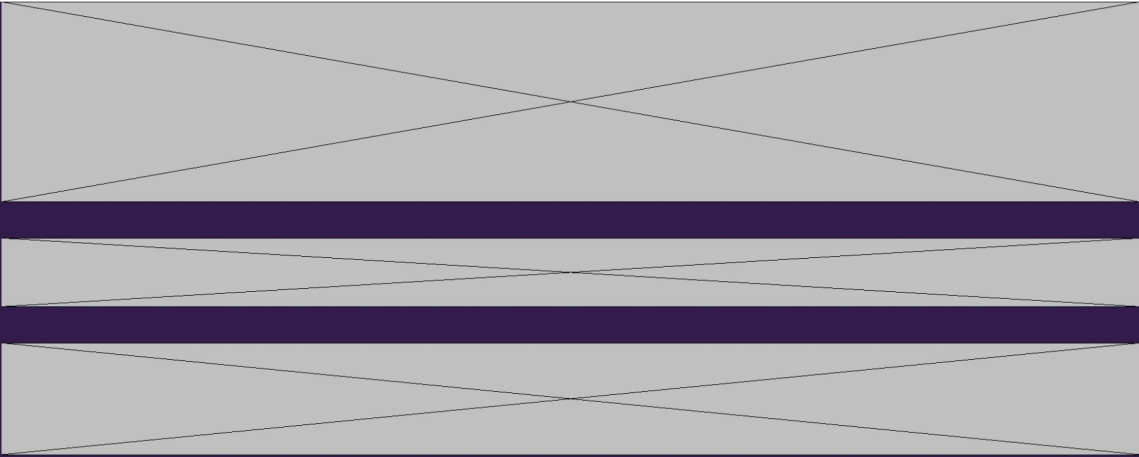
We need your help in putting people forward who truly deserve recognition for what they do – the extra hours and above and beyond they put in every day, their compassionate and caring nature no matter what, for constantly being inspirational and helping and supporting others, or for always keeping their cool and managing to navigate a team through the trickiest of challenges.

We know there are hundreds of you out there in the North West doing all of these things, day in day out so please, just take a few minutes to write it down and send it to us so that we can recognise, share and celebrate this fantastic work and the amazing people we work alongside.

There are nine categories you can make a nomination in, and don't forget, you can put yourself forward.

If you want to check whether your organisation has made a nomination, please call Dawn Nisbet on 07827 860 207.

- NHS Board/Governing Body of the Year
- NHS Development Champion of the Year
- NHS Emerging Leader of the Year
- NHS Innovator of the Year
- NHS Inspirational Leader of the Year
- NHS Leader of Inclusivity of the Year
- NHS Award for Outstanding Collaborative Leadership
- NHS Mentor/Coach of the Year
- NHS Patient Champion of the Year

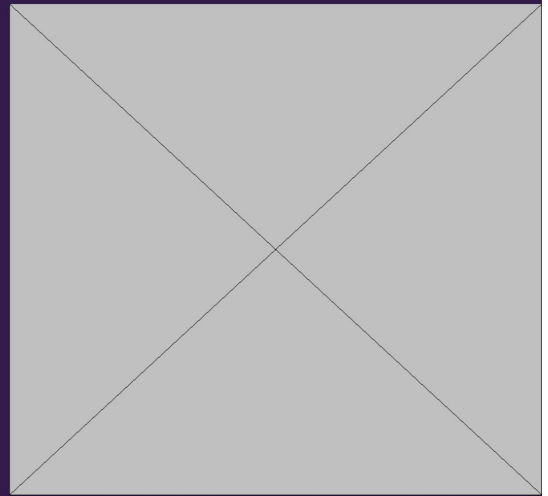


NHS North West Leadership Recognition Awards

Mercure Dunkenhall Hotel, Blackburn

3rd December 2015

6pm onwards



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To: Chambers Tony (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[tony.chambers@I&S] Fogarty Julie (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[julie.fogarty@I&S] Stevens James (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[james.stevens1@I&S] Laundry Nicholas (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[nlaundy@I&S] Millward Ruth (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[ruthmillward@I&S] Kenny Siobhan (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[siobhankenny1@I&S] Preston Keith (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[keith.preston@I&S] Raggett Claire (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[claire.raggett@I&S] Shaw Alan (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[alan.shaw@I&S] Stoakley Barbara (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[barbara.stoakley@I&S] Healey Carmel (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[carmel.healey@I&S] Owen Christopher (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[christopher.owen@I&S] Smith Clair (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[clairsmith@I&S] Edwards Clare (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[clare.edwards5@I&S] Wilson David (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[davidwilson4@I&S] Appleton-Cairns Dee (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[dee.appleton-cairns@I&S] Woolgar Gavin (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[gavin.woolgar1@I&S] Kelleher Ged (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[ged.kelleher@I&S] Galt Gill (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[gill.galt@I&S] Rutter Gill (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[gillrutter@I&S] Bett Ian (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[ian.bett1@I&S] Evans Jane (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[jane.evans19@I&S] Windsor Joanne (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[joanne.windsor@I&S] Crawley Joanne (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[joanne.crawley@I&S] Grimes Kathleen (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[kathleen.grimes@I&S] Godfrey Martin (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[martin.godfrey@I&S] Challinor Nicolle (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[nicolle.challinor@I&S] Rooney Peter (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[peter.rooney@I&S] Lister Tim (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[tim.lister@I&S] Howorth Robert (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[robert.howorth@I&S] Walker Samantha (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[samantha.walker6@I&S] Deveney Steve (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[steve.deveney@I&S] Bruty Nigel (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[nigel.bruty@I&S] Donaldson Sue (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[sue.donaldson@I&S] Blackhall Tracy (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[tracy.blackhall@I&S] Jones Mark (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[mark.jones22@I&S]

From: Kelly Alison (COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST)[O=MAIL/OU=NHSFB04/CN=RECIPIENTS/CN=HGGJ5NV6]

Sent: Tue 08/09/2015 3:42:33 PM (UTC+01:00)

Subject: Notification of Trust Major Incident Exercise

Dear Colleague

On 23rd September 2015 a Live Major Incident Exercise is taking place at The Airbus Factory at Broughton, North Wales. This is an ideal opportunity to hold a complementary Trust Major Incident Exercise to test and review our Major Incident Policies, Plans and Action cards.

The recent tragic aircraft crash at Shoreham (20 Aug 2015) and the gas tanker fire on the M56 highlight that a Major Incident can happen anytime, anywhere, any place and we have a legal duty to be prepared.

COCH Exercise Aim

To promote knowledge and understanding of Trust Major Incident Plans, followed by a live test of Trust policy, preparedness and capability to deal with the challenges of a multi casualty incident.

COCH Exercise Objectives

1. To encourage wide pre-exercise familiarity with the Trust Major Incident Plans and Action cards
2. To review the appropriateness of the current pre-determined initial response to a Major Incident notification
3. To test and review guidance for defining and declaring a Major Incident/ Standby
4. To directly involve members of the Trust EPRR committee in a live Major Incident test
5. To identify strengths, weakness and improvements to be made to the Trust Major Incident Plans
6. To test the lines of communication and support available from Cheshire & Wirral Partnerships NHS Trust

Exercise Participants

This is a Live Test of our Trust Major Incident Plans all below identified participants must attend in person or be represented by a fully briefed Deputy

Group 1 (Initial Incident Management Team)

- On Call Executive - Wednesday 23rd September 2015
- On Call Manager - Wednesday 23rd September 2015
- Clinical Site Co-ordinator – To be nominated by James Stevens
- Emergency Dept. Consultant – To be nominated by Nick Laundry

Group 2

All lead members of Trust EPRR Committee, or nominated and fully briefed and prepared Deputy

Joining Instructions

All required participants must report to the Trust Boardroom for registration and briefing at 1400 hrs on Wednesday 23rd September 2015. If not available, to nominate and fully brief a named deputy.

Your participation will be required until 1700 hrs.

Participants should respond to Siobhan Kenny, Risk and Patient Safety Secretary, confirming attendance - siobhankenny1@I&S

Participant Preparation

Prior to the start of this exercise participants are required to -

- Ensure they are fully familiar with the Trust Major Incident Plan (SharePoint)
- Ensure they are fully familiar with their personal/Departmental/Divisional Major Incident Action cards
- Ensure they are fully aware of Trust expectations of their roles/business areas
- Be fully prepared to share understanding and suggestions for improvement with other exercise participants

I am sure you will recognise that this is an important event, and one requiring full commitment. We need just 3 hours commitment out of a full year.

Please remember the exercise is designed and intended to test Trust policies, procedures and guidance, and is not a test of individuals. _

Regards,

Alison

#hello my name is...

Alison Kelly
Director of Nursing & Quality
Countess of Chester Hospital NHS Foundation Trust

Tel: (01 [I&S](tel:01244512345))
Email: alison.kelly9@I&S

COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST

EXECUTIVE DIRECTORS GROUP (EDG)

WEDNESDAY 9TH SEPTEMBER 2015 @ 9AM – TONY'S OFFICE

For Discussion		
	9sm – 10am – Urgent Care CRS (Karen Townsend & Sarah Cooper)	Mark Brandreth
	Action notes from 02.09.15 (attached)	Tony Chambers
	10am – Richard Baird – IR and Action Plan	Mark Brandreth
	Lord Prior Visit – Feedback	Tony Chambers
	Local Provider Landscape	Tony Chambers
	Andrew Saffron Workshop – 21 st & 22 nd October 2015	Mark Brandreth
	Multispecialty Community Provider Transformation Committee (attached)	Mark Brandreth
	Medical Workforce Summit	Ian Harvey
	Debbie O'Neill – Exec On-call w/c 14.09.15	Sue Hodgkinson
Standing Agenda Items		
	Quality Matters to include an update of any incidents, complaints and speak out safely Information Governance	Alison Kelly
	Board, Governor and Legal Matters	Stephen Cross
	Workforce Matters - Celebration of Achievement - NWLA Developing a Coaching Culture Programme - North West Leadership Recognition Awards 2015 (attached)	Sue Hodgkinson Tony Chambers
For Information		
	Notification of the 2016 Peer Review Visit Programme for Cancer Services (attached)	Tony Chambers
	Stocktake Dates 2015/2016 (attached)	Lorraine Burnett
	Trust Major Incident Exercise (attached)	Sian Williams

12.30pm – Medical Photography – Filming Tony, Mark, Ian and Stephen for Jane's leaving lunch

Notes: Stephen Cross

Apologies: Alison Kelly & Debbie O'Neill (Sian Williams and Sue Phillipson attending on their behalf)