

COUNCIL OF GOVERNORS

**Minutes of the Extraordinary Council of Governors meeting
held on Monday 26 January 2009 at 6.30 pm in the Lecture Hall, Comet
Luton & Dunstable Hospital NHS Foundation Trust**

Present:

Governors present:

Public Governors:

M Rainbow	R Turner	B Gupta
J Curt	A Ali	T Rasamuthiah
A Dayton	K Barter	V Skates
M Dewar	P Brown	J Wright
R Harrison	T Cossey	J Young
G Hiscox	A Coutinho	

Staff Governors:

P Aspell	P Brown
S Brant	C Underwood
C Smith	

Appointed Governors:

P Hollick	A Slade
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Board of Directors present:

Prof S Dhillon, Chair
C Bygrave, Non-Executive Director
S Ramsden, Chief Executive
R Long, Director of Corporate Services
L Watson, Director of Personnel & Development
J Wells, Director of Service Development
A Harwood, Director of Finance
R Stokoe, Non-Executive Director
Z Iqbal, Non-Executive Director

Also in attendance:

J Payne, PA to Director of Nursing & Clinical Services (taking minutes)
B Mayes, Communications Manager
D O'Donnell, Management Consultant

S Dhillon welcomed 2 new members, Prof Andrew Slade and Ms Aliya Ali and explained the reason for calling the extraordinary meeting at short notice. The new NED appointment was urgently needed on the Board and required ratification by the full Council of Governors.

1. Apologies for absence

Apologies were received from:

P Hassan, M Hussain, G Taylor, B Hanley, P Spencer, C Chan, L Groves, A Kaas, C Smart, P Ashton

R Long confirmed that the meeting was quorate.

2. Minutes of Meeting held on 12 November 2008

The minutes were agreed as a true and accurate record.

3. Matters Arising

70th Anniversary Celebrations – B Mayes updated the Governors on the celebration events that have been planned:

- Exhibition in Wardown Museum
- 29 January – Reception in Wardown Museum
- 14 February – Luton Borough Council family day in Wardown Park
- 23 February – Volunteers holding an all day event – invites will be sent to all Governors.

B Mayes also noted that there will be much publicity and coverage on TV in the next few weeks.

Chronic Pain Management – R Long had received an update from L Grigg – discussions have been taking place with PCT centred on musculo skeletal (MSK) pain and a tender is being developed. For those patients who do not fall into that category, further discussions are taking place with the PCT.

L&D Hospital Acute Trust of the Year – S Ramsden informed the Council of Governors that unfortunately we were again unsuccessful. The winner was Cambridge Hospitals NHSFT.

Report from Board Secretary:

- i) Alya Ali has replaced Michael Ryan as Governor, Luton Public constituency.
- iii) Beds and Herts Constituency - Ballot for the vacant post is taking place with 4 candidates. Closing date is 5 February.
- iv) a – Governors attending Board of Directors meetings – 2 Governors will be attending for the first time on Friday 30 January as observers and a rota of interested Governors has been scheduled for future meetings.
- iv) b – Committees – Governors came forward to sit on PEAG group, Equality group, and Patient Representative Group. The Patient Experience report will be circulated to all Governors as arranged. JT
- iv) c - Formal meetings between Governors and the Board – the first meeting will be held on 10 February, agenda will be circulated in the next few days.
- iv) d – Governors manning a desk in the main entrance – Good number of volunteers received. Arrangements to be finalised. REL
- iv) e – Constitution – Governors have put their names forward to work with R Long to review the L&D's Foundation Trust Constitution. R Long is discussing with lawyers those areas where opportunities for change can be considered. REL
- iv) f - Governors taking sessions at Council of Governors meetings – A Dayton to give some consideration on this for the March meeting. AD

Press Releases – Governors are now receiving press releases.

SUIs – R Long liaised with Monitor. The Board agreed that currently all SUIs will be forwarded to Monitor.

Report on investigation relating to E-coli – S Ramsden confirmed that the final report is going to the Board meeting on Friday and will be circulated to Governors once this has been signed off.

REL

Minutes of Patient Representative Group - Margaret de Winter has agreed to circulate minutes to all Governors.

JT

Project supporting patients with disabilities – L Watson reported approximately 80 patients have used the facility requiring a sticker to be placed on the front of their notes. The pilot in Outpatients is taking place over the next couple of months and then it will be evaluated. It was confirmed that the use of these stickers would be subject to patient choice.

Change in policy to cancer drugs – to be brought forward to next meeting.

AP

4. Appointment of new Non-Executive Director

S Dhillon thanked everyone for agreeing to bring this item forward. V Skates presented the paper on behalf of C Smart. Following the resignation of Mr A Williams as Non-Executive Director, and in line with the agreed process an Appointments Committee was held on 1 December 2008. 77 applications were received in total. Members of the appointments committee were:

Professor S Dhillon
Mrs P Aspell, Staff Governor
Mr V Skates, Public Governor Luton
Ms C Smart, Appointed Governor
Mrs L Watson (in attendance)
Ms V Morton (external member of panel)

The recommendation made to the Council of Governors was the appointment of Mr D Mellon as Non-Executive Director.

V Skates confirmed that Mr Mellon's CV and experience fitted in with requirements. R Turner noted that the specification that was circulated was misleading as it did not make it clear that high level financial skills were required. This was endorsed by A Dayton and M Rainbow.

SD explained that the NED vacancy was advertised for someone with Strategic development, high level business and commercial skills and Finance. The applications received were of a very high standard. Following the interviews three candidates were suitable to be appointed as NED's but D Mellon was selected since he was the best candidate and also brought extensive Financial skills.

The Council of Governors were asked to vote on the appointment.

The Non-Executive Remuneration & Nominations Committee unanimously recommended to the Council of Governors the appointment of Mr D Mellon to this post with immediate effect for a period of 3 years.

The Council of Governors approved the recommendation with 2 abstentions.

5. Result of ballot for membership on the Non-Executive Remuneration & Nominations Committee

L Watson reported that a ballot for membership on the Non-Executive Remuneration & Nominations Committee had taken place and following the receipt and counting of the voting forms, Mr Anthony Coutinho was duly appointed.

6. Approval of Replacement Public Governor for Luton

R Long reported that Partha-Sarathi Trivedi has resigned from his role of public elected Governor for the Luton Constituency due to ill health. He drew attention to Item 12.22 of the Constitution which states two options for filling the seat. The Council of Governors were requested to confirm the method to be adopted for filling the vacant Luton Public Constituency Governor's seat and proposed that 12.22.2 is adopted: "to invite the next highest polling candidate for that seat at the most recent election, who is willing to take office, to fill the seat until the next annual election, at which time the seat will fall vacant and subject to election for any unexpired period of the term of office." R Long noted that he has approached the next highest polling candidate and on approval of the Council of Governors this candidate is prepared to accept. Professor Slade queried when the next annual elections will take place and R Long confirmed that this would be in the summer of 2009.

The Council of Governors were asked to vote on appointment as Governor "the next highest polling candidate for the seat"

The recommendation received unanimous approval.

7. Any Other Business

S Ramsden reported the pressure on the hospital at the moment including high number of admissions, high number of deliveries in maternity, pressures on surgery with regard to 18 week wait, and staff shortages. He stated that an internal crisis plan had been instigated two months ago and a daily meeting of Executives with General Managers in attendance took place. This meeting has now been reduced to twice weekly. One consequence of the pressure was breaching the 4 hour wait target in A&E. We were probably one of the first hospitals in the country to meet the winter crisis. S Ramsden and S Dhillon have met with Monitor to give assurances that there are plans in place to deal with the crisis. S Dhillon noted that S Ramsden's secondment to Patient Safety Campaign was also flagged up and it has been agreed that this is reduced to one day per week and then reviewed regularly.

A question arose as to staffing levels. L Watson noted that an additional ward has opened requiring further staff. Bank resources have been utilised. It is recognised nationally that there are not enough trained nursing staff.

V Skates made the point that some of the problems are beyond our control to meet the targets and it does not make sense that the Trust has to bear the problem of such high numbers of admission. S Dhillon confirmed that we do not have a choice.

S Ramsden noted that a management consultant, jointly funded with the PCT, is currently working with us and he has identified a number of areas to be addressed.

R Turner commented that there should be triggers to alert the Trust before targets are breached. S Dhillon explained the reasons that triggered Monitor's interest. With regard to the PCT, this is a contractual agreement. J Wells added that a long term strategy has been developed to put in a system where the Trust can forecast a flux but some of this is also dependent on what happens in primary care before being admitted and following discharge.

8. Date of Next Meeting:

18 March at 6.30 pm in the Lecture Hall, Comet

SD thanked the Governors for agreeing to this extraordinary meeting.

The meeting closed at 7.15 pm

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