



ACUTE HOSPITALS SUB GROUP MEETING

**Friday 25 June 2010
The Driffield Business Centre
Driffield**

Action

1. **Apologies:** Ron Hart, Diana Sandy, Sharon Terry, Jean Turner, Maggie Whitlock.

Present: Ruth Marsden (Chair), Sylvia Whitton, Geoff Mitchell, Pam Child, Julia Bugg (note taker).

Chair welcomed Dr Mitchell and introduced those present. Dr Mitchell gave a brief summary of his background and reasons for joining the group, as well as confirming that this had been a direct result of contact with RM regarding Hull NHS Trust issues and her reassurance that as a network LINK is able to exert powers, contrary to the Stafford Group's dismissive opinion.
2. **Minutes of previous meeting:** The minutes from the meeting held on 17/05/2010 were accepted as a true record subject to the changing of rational to rationale on page 4. **SO**
3. **Matters Arising:** Chair confirmed that the information requested by MW had been provided.

7. Foundation Trust Status – Because of a lack of assurance in two key areas, told more work is needed and so should now make status in the autumn. Discussion took place around this issue. Elections and change of government has delayed this. Must continue to meet statutory obligations but are 'holding fire' until they know what the new government will require.

All other matters on agenda.
4. **Quarterly Integrated Governance Report:** This report has been received by the Host and attempts have been made to distribute it. However, it is a very large document, which can't be electronically transferred. As it is a confidential document it can't be posted onto the website and the costs incurred with copying and posting are so large that this is not an option. RH

was going to give a summary of the report to the meeting but unfortunately has been unable to attend. It was suggested that an Executive Summary may be available and that a request be made for this.

SO
Request Exec
Summary from Trust.

Chair suggested that a failure to receive a summary may have to result in the printing of the document despite the costs involved.

**5. Memorandum
of
Understanding
: Hull and East
Yorkshire
Hospitals
Trust (HEYHT)**

It has now been acknowledged that Margaret Parrot has received this. Chair reported that this document was created from a M of U used at a high level, which was amended to suit our needs. Chair read Trust's response, including its criticisms of the proposed M of U to the meeting. Discussion of this document took place. It was agreed that the Sub Group should meet and talk with the Trust and that a letter should be sent thanking them for their response, giving the dates of the next meetings and inviting their representatives to meet. Additionally, it was agreed that a special meeting could be convened if necessary.

SO
Letter to Trust inviting
them to a meeting.

M OF U to GM.

Copy of Trust's letter
to all.

GM requested a copy of the M of U. Chair confirmed that a copy of the Trust's letter would be copied to all.

**6. Quality
Accounts:**

Hull and East Yorkshire Health Trust – Group read the response submitted and highlighted that the issues have not changed in many years.

Scarborough and North Yorkshire – Group read response given, 500 words as collaboration with North Yorkshire LINK.

North Lincolnshire and Goole – 'Who Cares' produced the response and we did not alter their document.

**7. Overview and
Scrutiny
Committee:
Re-aligning
relationships
and work**

Letter from OSC distributed to the group. Some discussion took place regarding this document.

Suggested that a representative of OSC should be a member of ERYLINK as there is no conflict of interest and we are complementary organisations. OSC powers along with our E & V should make us a powerful tool. Also suggested that we should work together more closely, to this end it was decided to write to the Chair of the OSC for health, inviting them to our next meeting

RM/SO
Write to chair of OSC
for health and invite
to our next meeting.

Request a
representative from
OSC join ERYLINK.

and requesting a representative join LINK.
Ensure that the letter clearly details why we want to meet.

8. Enter and View Programme:

E & V to Ward 2 (Stroke Unit), referred to in the minutes of the previous meeting, is currently in the process of being validated. SO to check its current position and ensure that it is available at the next meeting.

SO
Ward 2 report to be available at next meeting.

Ward 11 – RH hoped to do this with LS but due to LS's change of circumstances this has not occurred. Group agreed that we should contact LS and see if she is still able to do E & V. If not a volunteer will be needed to carryout this visit with RH.

SO/JB
Email LS and check her availability for E & V.

Ward 12 (Neurology) – to be undertaken by SW and LS if possible. If LS not available then A Rowlands to be asked if she is amenable to carrying out this visit.

SO/JB
Check AR's availability for E & V.

AAU – Chair's draft visit report was presented to the group. Amendments recorded as per discussions, alterations to be made by note taker prior to sending for checking. Chair reported that RH has confirmed that he is happy with the report. Send to AAU Matron, Elizabeth Thorpe for checking. Discussion within the group suggested that as this report is so poor, the normal lines of reporting are not sufficient and that it should be sent to the Trust and the Strategic Health Authority. In order to do this discussion must take place at the Lead Group. This should be added as an agenda item at their next meeting. Chair invited members to let her have their ideas or recommendations as soon as possible to enable her to ready a document of recommendations at the next meeting. Decision regarding to whom it will be sent to be made at the next meeting.

SO/JB
Amend AAU report then send to Elizabeth.thorpe@hey.nhs.uk for checking.

SO/JB
Agenda item at Lead Group meeting 7 July 2010.

ALL
Ideas or recommendations to Chair ASAP.

Chair
Recommendations document for next meeting.

SO
Agenda for next meeting.

SW
Finalise A & E report.

A & E – SW has yet to finalise her additions to the report RM produced. Will be ready for next meeting.

JB
Arrange venue, lunch etc.

Enter and View Training – 1 July Driffield Business Centre, 10 am to 2.30 pm. Lunch and refreshments will be provided. Will run regardless of small numbers and another date to be made available for those unable to attend.

Enter and View Visits – Ward 11, Ward 12, Ward 6, Ward 60 and AAU revisit. Dates to be arranged. Outpatients was suggested as an area we should be visiting. It was suggested that a piece be placed in the newsletter as follows:

The Acute Hospital Sub Group is interested in getting your views on Outpatients' Experiences. If you have an experience which you'd like to share with us please contact us at

*ERYLINK
35 Eastgate North
Driffield
YO25 6DG*

*By telephone on 01377 232135
Or by Email erylink@hwrcc.org.uk*

CRB – Pam Childs and Geoff Mitchell need to complete the necessary forms for this. SO to send out.

GM – add to list for July 1 E & V training.

PC requested last 2 PALS reports for Hull Hospitals. JB requested to locate and send to her.

9. AOB:

JB distributed PALS and Complaints cards. Chair suggested that the preferred size was business card, rather than post card. JB explained that this had been tried but that the text was so small it was unreadable. Agreed to go with the current format. All present took supply. JB to produce for all.

Patient Passport distributed to group.

Hospital Discharge Report distributed to group. Add as a agenda item for next meeting.

Details of Next Meetings:

26 July 2010, 10 am to 12 pm Beverley Minster Board Room.

Meeting Closed: 12.05 pm

SO/JB
Piece on newsletter asking for feedback on Outpatient experience.

SO
CRB paperwork to PC and GM.

JB
Add to list

SO/JB
Hull Hospitals PALS reports to PC.

JB
PALS and Complaints cards to be produced for all.

SO
Agenda Hospital Discharge Report for next meeting.