

DATE	24th September 2013
REPORT FOR	Trust Board of Directors – Part A
REPORT FROM	Alan Bell, Chair of Trust Facilities and Information Committee / Non-Executive Director
CONTACT OFFICER	Nigel Myhill, Director of Facilities
SUBJECT	The report provides the notes of the Trust Facilities and Information Committee meeting held on 19th August 2013
BACKGROUND DOCUMENT (IF ANY)	N/A
REPORT PREVIOUSLY CONSIDERED BY & DATE(S)	N/A
EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF)	The Board is asked to note the minutes for information
HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS?	N/A
HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS?	N/A
ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS?	N/A
IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED?	N/A
ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF?	N/A
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED?	N/A
ACTION REQUIRED BY THE BOARD	The Board is asked to note the minutes for information

TRUST FACILITIES AND INFORMATION COMMITTEE

Notes of Meeting held on Monday 19th August 2013 at 2.00 pm In the Modular Meeting Room, Scunthorpe General Hospital

Present:

Mr Alan Bell, Non-Executive Director (In the Chair) (AWB)
Mr Stanley Shreeve, Non-Executive Director (SS)
Mr Nigel Myhill, Director of Facilities (NM)
Mrs Kirsty Edmondson-Jones, Deputy Director of Facilities (KEJ)
Mrs Karen Griffiths, Deputy Director of Diagnostics and Therapeutics (KG)
Mrs Karen Wilson, Assistant Director of Operations (KW)
Mr Marcus Hassall, Deputy Director of Finance (MH) (*Arrived at 2.25 pm*)

In Attendance:

Mr Simon Tighe, Facilities Site Manager, DPoW (ST) - For item 3 on Part B
Mrs Karen Patterson, PA to the Director of Facilities (KLP) - Notes

PART A

No.	ITEM	ACTION
1.	<p>Apologies</p> <p>Apologies were received from:</p> <p>Dr Karen Dunderdale, Chief Nurse Mrs Tara Filby, Deputy Chief Nurse Mr Mike Roche, Director of Finance, Planning and Performance Mrs Pam Clipson, Assistant Director of Finance</p>	
2.	<p>Notes of the previous meeting held on 11th June 2013</p> <p>Item 3.1 – With regard to the question raised by Ms Parker at the previous meeting around changes to the CRC Energy Efficiency scheme, Mr Tighe agreed to check and would report back to the group by email.</p> <p>The notes of the meeting held on 11th June were approved as a true and accurate record.</p> <p><u>Matters arising not on the agenda</u></p> <p><u>Premises Assurance Model 2012</u> - Mr Myhill advised that he had been made aware that a second revised version of the Premises Assurance Model had been produced. However he had not yet completed this version on behalf of the Trust until he received assurance that it was the final version which he anticipated would be confirmed at a meeting the following week.</p>	ST
3.1	<p>Ward Redecoration Monies</p> <p>Mrs Edmondson-Jones presented the item and explained that the process had</p>	

started with phase two of the project going to the Charitable Funds Committee. The first phase has commenced but there was no update on what stage it was at but Mr Tighe advised that a market testing exercise was being done to ensure there had been no price increases.

Mrs Griffiths supported by Mrs Wilson sought clarification on whether the CFC monies were for departments as well as wards and who had agreed the programme. The Committee discussed the questions raised and confirmed that 1) the Chief Nurse had agreed a prioritised programme of works, and 2) felt that the money could be accessed for frontline departments such as outpatients but should not be used for decorating offices etc. The Committee also considered whether it might be more appropriate for this item to be overseen by QPEC and it was agreed that Mr Myhill would raise the issue with the Chief Nurse.

NM

The Committee noted the verbal report.

4.1 Estates Work Plan – July 2013

Mr Myhill presented the report and gave a brief overview.

He advised that a separate paper had been produced regarding residential properties as requested at the last meeting, which would be presented later on the agenda. He further advised that a list of community properties would be drawn up and brought to a future meeting noting that he was waiting to see an action plan to see how much work was involved which would give a better idea of timescales and would give an update at the next meeting. In conclusion Mr Myhill noted that Occupational Health was in abeyance awaiting the outcome of the Occupational Health Review.

NM

The Committee noted the report.

5.1 Patient Catering Update

Mrs Edmondson-Jones gave a verbal update noting that patient catering formed part of the work being undertaken on wards; the Trust had changed its food supplier which had gone live the previous week and food tasting sessions with the Scunthorpe Evening Telegraph had taken place with positive feedback received that the food was very good. The food trolleys are currently being manufactured and are due to be delivered at the end of September meanwhile the four trolleys being trialled were proving very successful.

The Committee noted the report.

5.2 Patient Experience Presentation

Mrs Edmondson-Jones presented the report.

The Committee reviewed the report and particular discussion took place around the dip in scores in May, it was noted however that the trend did not continue and the scores recovered after that period. It was also noted that there were issues around food quality and temperatures which had now been resolved and the cleanliness position had also recovered.

The Committee also discussed the disparity with scores across sites and the number of responses received which were much lower at the DPoW site. Mrs Edmondson-Jones agreed to investigate.

KEJ

Following discussion the Committee accepted the report.

7.1 Chief Nurse Matrons' Report

In the absence of Mrs Filby, Mr Myhill presented the report.

The Committee reviewed the report and several questions were raised.

Mr Shreeve asked if the Matrons' report covered public areas and advised that he had received three complaints in the previous week regarding the ladies toilets. It was confirmed that the report did not cover public areas as this would create a capacity issue for ward staff. Mr Tighe explained the role of the domestics and how they picked up issues as part of their duties and the reporting mechanisms in place.

The Committee also noted that the issue around fridge temperatures was not improving and discussed who would be the most appropriate person to raise concerns with. Following discussion it was identified that the Chief Nurse was the person to contact and agreed that Mr Myhill would raise the issue with her.

NM

Discussion took place around issues with dust and Mrs Edmondson-Jones advised that since Hospedia had stopped cleaning, the domestics were picking up issues with dusty air vents on a reactive basis when there was an increase in dust, but this would be picked up by the new HAS role.

The issue of split chairs was also discussed and it was noted that in the ward areas where this had been identified, managers were looking at replacement through Charitable Funds.

Mr Shreeve raised the issue of drug medicine cabinets not being locked and sought assurance that this was being addressed. Mrs Griffiths explained a new system which had been piloted and explained how the system worked, following which it was planned to invest in the roll out of new lockable cabinets.

Following discussion the Committee accepted the report.

3.2 Power Studio Technical Issues *(Taken out of sequence on the agenda)*

In the absence of Mr Rocke, Mr Hassall reported that he could not provide an update as he had not been briefed on the issue.

It was suggested that this item would be better discussed at the Facilities and Information IM&T meeting.

After some consideration it was agreed to transfer the item to the F&I IM&T forum and that Mrs Patterson would arrange for this to be done.

KLP

8. Any other Business

There was no other business for discussion.