

Countess/ Kisiizi Link – Project Board

Friday 11th April 2008

Countess/ Kisiizi Link – Project Board Member		Attendance	
Consultant Radiologist	Dr. Gian Abbott (GA)	<input checked="" type="checkbox"/>	
Assistant Service Manager, Surgical Division	Ms. Jeni Carden (JC)	<input checked="" type="checkbox"/>	
Principal Pharmacist	Ms. Joanne Crawley (JCr)	<input checked="" type="checkbox"/>	
IM&T	Miss. Monique Duffy-Brogan (MDB)	<input checked="" type="checkbox"/>	
Consultant Paediatrician (retired)	Dr. Gareth Evans-Jones (GE-J)	<input checked="" type="checkbox"/>	
Divisional Manager, W&C	Mrs. Sarah Hoyle (SH)		Apologies sent
PICC Service Team Leader	Mrs. Ileene Macaulay (IM)	<input checked="" type="checkbox"/>	
PA to the Head of Human Resources	Mr. Phil Owen – Secretary (PO)	<input checked="" type="checkbox"/>	
Dietitian	Ms. Abigail Price (AP)		Michelle Redgard attended on her behalf
Specialist Spinal Practitioner	Ms. Heather Shilliday (HS)	<input checked="" type="checkbox"/>	
Consultant in Emergency Medicine	Mr. John Sloan (JS)	<input checked="" type="checkbox"/>	
Chief Accountant	Mr. Ray Thomas (RT)	<input checked="" type="checkbox"/>	
Director of HR & Corporate Services	Mr. David Wood – Chair (DW)	<input checked="" type="checkbox"/>	
Head of Department (Community & Child Services), University of Chester	Ms. Ann Bryan (AB)	<input checked="" type="checkbox"/>	

Notes

		Action
1.	Minutes Agreed as an accurate representation of the last meeting.	
2.	Membership Mr. Peter Herring will replace Mr. David Wood as the co-chair and the Executive Lead of this group, as Mr. Wood is moving to work at another Trust In June. Miss. Monique Duffy-Brogan has replaced Mr. Phil Davies, due to his planned retirement in June. Ms. Ann Bryan from the University of Chester has joined the group and will be participating in the forthcoming scoping visit.	
3.	Terms of Reference The terms of reference, which were drafted by Mr. Wood, Mr. Davies, Ms. Garrod and Mr. Sloan were agreed for now, although section 3 may need to be amended after Mr. Thomas has received feedback from the Charity Commission. Action – if any amendments are required, Mr. Thomas will inform the group.	RT
4.	Fundraising Subject to us being able to put this through with our other Charities, there shouldn't be any issues with money being raised for this project. It was agreed that Kate Taylor, Fundraising Manager, would be invited to join the group.	

	<p>Action – Mr. Wood to invite Ms. Taylor to the next meeting.</p> <p>The Staff Lottery is currently being prepared for a re-launch, and this will be one source of funding for the project.</p> <p>Mrs. Redgard questioned whether we would be looking for external funding from companies, and the response was that this would depend on the reasons. We may want to sponsor people in the future for training, and this may lend itself better for external funding than sending our staff out there.</p> <p>Miss. Duffy-Brogan highlighted that there will be existing NGOs in Uganda, and it would be helpful to support them in applying for local funding. We should find out which sources of funding are prominent in the area. Miss. Duffy-Brogan has experience in this area and it was agreed that she will meet with at least a couple of members of the scoping team before they go out.</p> <p>Action – Miss. Duffy-Brogan to arrange a meeting with interested team members</p>	<p>DW</p> <p>MDB</p>
<p>5.</p>	<p>Container for Kisiizi</p> <p>Linen – due to the transfer to Synergy, the old linen is now surplus to requirements, and it has been agreed with Kisiizi that they would rather have the linen than the £5,000 it will cost to send a container with it out there.</p> <p>Additional items – there may be some space left in the container, and there were various suggestions about what could go into it (e.g. extra baby clothes from the children’s ward/ flat screen monitors/ ultrasound equipment) but there was uncertainty over how much space there would be.</p> <p>Action – Mr. Wood to speak to Mike Phelan and confirm whether there is any room to send additional items. Mr. John Sloan to co-ordinate which items should go.</p> <p>It was agreed that we wouldn’t send too many items prior to the scoping visit, so the team can confirm with Kisiizi what would be suitable.</p>	<p>DW/JS</p>
<p>6.</p>	<p>Scoping Visit</p> <p>The team has now been extended since the last meeting, as follows:</p> <ul style="list-style-type: none"> - Dr. Gian Abbott, Consultant Radiologist - Ms. Joanne Crawley, Principal Pharmacist - Mrs. Ileene Macaulay, PICC Service Team Leader - Ms. Abigail Price, Dietitian - Ms. Heather Shilliday, Specialist Spinal Practitioner <p>+ Mrs. Sarah Hoyle, Divisional Manager, Women & Children’s Division + Ms. Ann Bryan, Head of Dept.(Community & Child Services), Chester University</p> <p>a. The team have all received a Visa application form via email, which they should complete individually. The cost will be re-imbursed by the Trust.</p> <p>b. The dates of the visit have been agreed as 8 - 18/07/08, and Mr. Wood is ready to book the travel arrangements (flights, accommodation and internal transport)</p> <p>The plan is for the team to fly to Kampala (leaving Manchester at 6am on Tuesday 8th July); there is a hotel booked in Kampala that night; transport is coming from Kisiizi to pick the team up, who will stay at Kisiizi for 8 nights, then travel back to Kampala and stay overnight. They may have a meeting with the Minister of Health in the morning before flying out at 10.20pm on Friday 18th July. He asked for the team to confirm ASAP whether they wanted to book any extra</p>	

	<p>travel, so that he would let them book their own ticket. Mrs. Ieene Macaulay, Dr. Gian Abbott, Ms. Heather Shilliday and Ms. Joanne Crawley all confirmed that these dates were OK. It was agreed that Mr. Wood should book the tickets for the whole team.</p> <p>Action – if the team members who were not at the meeting (Ms. Abigail Price and Mrs. Sarah Hoyle) want to extend their travel dates, they will need to arrange this themselves.</p> <p>Action – Mr. Wood to send Mr. Thomas the names of the team, and travel dates so he can arrange the insurance.</p> <p>c. We are currently awaiting confirmation of the meeting with the Health Minister.</p> <p>Miss. Duffy-Brogan recommended that there should be a meeting with the High Commission, whilst the team are in Kampala, to find out about the key players in Health in Uganda, and this could occur on the same day as the visit to the ministry.</p> <p>d. Immunisation & Vaccination Ms. Crawley has looked at the best way to source these for the team. The travel clinic is very expensive; Malaria prophylaxis can be obtained through Boots online; Yellow Fever is best obtained through local GPs; Occupational Health is looking into whether they can do anything for us.</p> <p>Action - Ms. Crawley to send the scoping visit team details of what they will require. The team should then make their own arrangements, as it may be cheaper for individuals to go through their GP. Dr. Abbott to write prescriptions as required.</p> <p>e. Costs Action – the scoping visit team should ensure they get receipts for costs incurred for the above items</p>	<p>AP/SH</p> <p>DW/RT</p> <p>JCr/GA</p> <p>GA/JCr /IM/AP/ HS/SH/ AB</p>
7.	<p>Meeting with the Scoping Visit team Mr. Sloan suggested that the he and Mr. Wood should meet with the team outside of the project board meeting to agree objectives for the visit, and discuss cultural issues with them.</p> <p>Action – Mr. Sloan to arrange after Mr. Wood returns from leave</p>	<p>JS/DW</p>
8.	<p>Insurance Since the last meeting, our insurers have sent Mr. Thomas a summary of where we are, and there are 3 aspects to it:</p> <ol style="list-style-type: none"> 1. it is only for employees and not for volunteers (although the travel insurance will cover Ms. Bryan) 2. permanent injury benefit will extend to work done for the Trust overseas 3. the liability scheme will also extend to work done for the Trust overseas <p>Action – Mr. Thomas to find out whether we can cover Ms. Bryan under the scheme if she obtains honorary status with the Trust</p> <p>Personal accident and travel – will only cost £150 to cover everybody, as we have an existing scheme in place.</p> <p>Action – Mr. Thomas to circulate details of the cover to the scoping visit team</p> <p>Mr. Wood noted that the cover we are providing is better than that recommended by THET, but there will still be a waiver for the team to sign for the items not covered by the insurance. There is a draft, which has gone to the Trust's solicitors</p>	<p>RT</p> <p>RT</p>

	for approval, but this document will be circulated to the team by Mr. Wood once it has been agreed.	
9.	<p>Equipment Mr. Thomas advised that with regards to any equipment previously owned by the Trust being sent to Kisiizi, written agreements should be drawn up in order that the public liability claims cannot be made against the Trust.</p>	
10.	<p>Friends of Kisiizi day There is an event on 4th October for the Friends of Kisiizi, and they would be delighted if anyone wanted to go down.</p> <p>Action – if anyone would like to attend, please let Mr. Wood know by 20th June</p>	All
11.	<p>THET Annual Links Day This is on 6th June in London, and is an opportunity to find out what other hospitals are doing with THET.</p> <p>Action – if anyone would like to attend, please let Mr. Sloan know</p>	All
13.	<p>Authorised signatories Mr. Thomas asked who the authorised signatories should be, so he can inform the Chairities Commission – it was agreed that this would be Mr. Peter Herring and Mr. John Sloan as co-chairs of the project board.</p>	
14.	<p>Next meeting: Friday 9th May at 12.30 p.m. in the IM&T Boardroom.</p> <p>Future meetings: Friday 13th June at 12.30 p.m. in the Boardroom, T-Block. Friday 11th July at 12.30 p.m. in the Boardroom, T-Block. Friday 8th August at 12.30 p.m. in the Boardroom, T-Block. Friday 12th September at 12.30 p.m. in the Boardroom, T-Block. Friday 17th October at 12.30 p.m. in the Boardroom, T-Block. Friday 14th November at 12.30 p.m. in the Boardroom, T-Block. Friday 19th December at 12.30 p.m. in the Boardroom, T-Block.</p>	