

**Countess/ Kisiizi Link – Project Board**

**Friday 9<sup>th</sup> May 2008**

| Countess/ Kisiizi Link – Project Board Member                          |                                 | Attendance                          |                          |
|--|---------------------------------|-------------------------------------|--------------------------|
| Consultant Radiologist   | Dr. Gian Abbott (GA)            |                                     | No apologies. No deputy. |
| Head of Department (Community & Child Services), University of Chester | Ms. Ann Bryan (AB)              | <input checked="" type="checkbox"/> |                          |
| Assistant Service Manager, Surgical Division                           | Ms. Jeni Carden (JC)            |                                     | Apologies received.      |
| Principal Pharmacist   | Ms. Joanne Crawley (JCr)        | <input checked="" type="checkbox"/> |                          |
| Assistant Director of IM&T   | Mrs. 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)           | <input checked="" type="checkbox"/> |                          |
| 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  | Miss Abigail Price (AP)         | <input checked="" type="checkbox"/> |                          |
| Specialist Spinal Practitioner   | Miss Heather Shilliday (HS)     | <input checked="" type="checkbox"/> |                          |
| Consultant in Emergency Medicine                                       | Mr. John Sloan (JS)             |                                     | No apologies. No deputy. |
| Chief Accountant   | Mr. Ray Thomas (RT)             | <input checked="" type="checkbox"/> | Rose Garrod deputised.   |
| Director of HR & Corporate Services                                    | Mr. David Wood – Chair (DW)     | <input checked="" type="checkbox"/> |                          |

**Notes**

**Action**

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| 1. | <p><b>Minutes</b><br/>Agreed as an accurate representation of the last meeting.</p>  |                     |
| 2. | <p><b>Membership</b><br/>Mrs. Sarah Hoyle was welcomed to her first meeting.</p>   |                     |
| 3. | <p><b>Fundraising</b><br/>Kate Taylor, Fundraising Manager is on annual leave but will be invited to attend the next meeting.</p> <p><b>Action</b> – Mr. Wood to invite Ms. Taylor to the next meeting.</p> <p>Staff Lottery – publicity was due to go out in May, but Mr. Wood has asked Stephen Winterson for an update, and will inform the group of his response.</p> <p><b>Action</b> – Mr. Wood to update the group on the Staff Lottery launch.</p> <p>The Board of Directors has approved the charitable footing for the Kisiizi project, which will allow us to take advantage of benefits such as reclaiming VAT.</p> <p>Pennies from Heaven is also ready to be launched.</p> | <p>DW</p> <p>DW</p> |

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| 4. | <p><b>Container for Kisiizi</b></p> <p>The Linen was loaded last week, and there was enough space for several boxes of baby clothes/ toys. The container has now gone, although the expected date of delivery is not known at present. Mike Phelan is due to update Mr. Wood on the details of the container's arrival at Kisiizi, so he can confirm this to the staff at Kisiizi.</p> <p><b>Action</b> – Mr. Wood to update Kisiizi staff and the Project Board.</p> <p>Photos have been taken of these items being loaded onto the container, and this will be publicised via appropriate media across the Trust and the local community.</p>  | DW  |
| 5. | <p><b>Annual Links Day</b></p> <p>At least 5 people (John Sloan, Sarah Hoyle, Ileene Macaulay, Monique Duffy-Brogan, Heather Shilliday) are going to Imperial College on 6<sup>th</sup> June (10 – 4.30). It will be useful to get an idea about what else is going on across THET internationally, and get a greater awareness of the issues to be considered.</p> <p>THET have emailed Mr Sloan, to say there is no real need for us to make contact with the Ugandan High Commission as they have a medical representative who will already be at the meeting with the Ministry for Health in Uganda.</p> <p>Mrs. Duffy-Brogan to investigate this further, using her existing contacts and those made at the event on 6<sup>th</sup> June to follow up any useful links.</p> <p><b>Action</b> – Miss Shilliday and Mrs. Duffy-Brogan to take the lead on this and feedback at the next meeting.</p> <p><b>Action</b> – Staff attending this event should book their own travel arrangements and submit their expenses form to Mr. Wood, Mr. Sloan or Mr. Herring (who are the 3 official signatories for the charitable fund).</p> | HS/<br>MDB<br><br>JS/HS/<br>SH/IM/<br>MDB |
| 6. | <p><b>Friends of Kisiizi Day</b></p> <p>Mrs. Duffy-Brogan expressed interest in this event and asked for more details. Mr. Wood agreed to pass on any further information received.</p> <p><b>Action</b> – Mr. Wood to contact Ian Spillman for more details about this event (including timings and content).</p>   | DW  |
| 7. | <p><b>Scoping Visit</b></p> <p>The team consists of the following members:</p> <ul style="list-style-type: none"> <li>- Dr. Gian Abbott, Consultant Radiologist</li> <li>- Ms. Joanne Crawley, Principal Pharmacist</li> <li>- Mrs. Ileene Macaulay, PICC Service Team Leader</li> <li>- Ms. Abigail Price, Dietitian</li> <li>- Ms. Heather Shilliday, Specialist Spinal Practitioner</li> <li>- Mrs. Sarah Hoyle, Divisional Manager, Women &amp; Children's Division</li> <li>- Ms. Ann Bryan, Head of Dept.(Community &amp; Child Services), Chester University</li> </ul> <p>a. <b>Travel</b></p> <p>The air fares have now been paid for, and everyone should make their own arrangements to get to Manchester airport, although people were encouraged to share transport, where possible, to save costs.</p> <p>Mr. Wood has asked the Medical Director at Kisiizi to confirm the pick up details for the team's journey, on 9<sup>th</sup> July, from the Speke Hotel in Kampala to Kisiizi, and will keep the scoping visit team informed.</p>   |   |

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|    | <p>The minutes of the last meeting stated that the team will fly into Kampala – this is incorrect, the team will fly to Entebbe via Amsterdam, and then have a short transfer by road to Kampala where they will stay on their first night in Uganda.</p> <p>The cost for the accommodation (including all meals) has now been confirmed by Kisiizi as £13-14 per day per person.</p> <p>It was queried whether the team will need any spending money, and there is very little to spend it on, but Mr. Wood will confirm which currency would be best to take.</p> <p><b>Action</b> – Mr. Wood to confirm the travel details from Kampala to Kisiizi, and which currency the team should take with them.</p> <p>b. <b>Visa</b><br/>It is recommended that if the team members haven't already applied, they should do so now. A single entry tourist visa is valid for 3 months from the date it is issued.</p> <p><b>Action</b> – the scoping visit team should apply for their visas individually, and let Mr. Wood have the receipts for the postal orders that they use to pay for it.</p> <p>c. <b>Immunisation &amp; Vaccination</b><br/>Individuals should arrange everything through their local GP except the anti-malarial, which will be obtained through the Trust.</p> <p><b>Action</b> - Ms. Crawley to write the anti-malarial prescriptions for Mr. Sloan to sign.</p> <p>Mosquito nets will be purchased by the team on arrival in Uganda.<br/>The team are reminded that they will need to buy insect repellent before they travel.</p> <p>d. <b>Costs</b><br/>Mr. Wood reported that just over £1,000 had been committed on accommodation/transfers for the team, and £4,000 on flights. This has used up most of the money raised from the Celebration of Achievement event and the THET grant, but there won't be a huge amount of additional costs to come.</p> <p>e. <b>Insurance</b><br/>A list has been circulated of the cover that will be provided. If it isn't stated then it isn't covered.</p> <p><b>Action</b> – Ms. Garrod to chase the insurers for the full statement so the team can read this in detail.</p> <p><b>Action</b> – Mr. Thomas to confirm whether we can cover Ms. Bryan under the scheme if she obtains honorary status with the Trust.</p> <p>Mr. Thomas has received verbal confirmation from the NHSLA that this trip is covered under RPST (Risk Pooling Schemes for Trusts), and he is waiting for confirmation from CNST (Clinical Negligence Scheme for Trusts).</p> <p>An indemnity statement is being drafted by Stephen Cross, which each of the scoping visit team will need to sign.</p> <p><b>Action</b> – Mr. Wood to meet Stephen Cross and finalise the indemnity statement.</p> | <p>DW</p> <p>SH/IM/<br/>JCr/AP/<br/>HS/AB/<br/>GA</p> <p>JCr/JS</p> <p>RG</p> <p>RT</p> <p>DW</p> |
| 8. | <p><b>Meeting with Scoping Visit Team</b><br/>Mr. Sloan to meet with the scoping visit team and set some objectives before the next meeting of the Project Board on 13<sup>th</sup> June. The THET Links event on 6<sup>th</sup> June may also provide some useful ideas.</p>   |   |

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|     | <b>Action</b> – Mrs. Hoyle to arrange this first meeting.  | SH    |
| 9.  | <b>Student Nurse attachment to Kisiizi</b><br>Sharon Weldon has organised for herself an attachment at Kisiizi for a month at the end of May, and will return 2 weeks before our team get there, so Mr. Wood has asked her to speak to Mrs. Hoyle about anything of a practical or professional nature that she would like to draw to our attention.   |       |
| 10. | <b>Dietetics Today</b><br>Abigail Price has put an article in this month's edition of Dietetics Today, and has asked for other Dietitians across the country to get in contact if they have any useful information which could help the project. She has had a couple of responses already, and will feedback at the next meeting.<br><br><b>Action</b> – Miss Price to feedback at the next meeting.  | AP    |
| 11. | <b>Mr. Adrian Shutt</b><br>Mr. Adrian Shutt, who was the General Surgeon at Kisiizi until recently, will be in Liverpool soon and we would like to arrange a meeting with him and the scoping visit team.<br><br><b>Action</b> – Miss Shilliday to ask Dr. Sissons for Mr. Shutt's email address, so Mr. Sloan can contact him (as Mr. Sloan met him at Kisiizi) and get his availability for a meeting.   | HS/JS |
| 12. | <b>Executive Sponsor</b><br>The Chief Executive, Mr. Herring is to be invited to the next meeting, to ensure a handover from Mr. Wood who will be leaving the Trust on 20 <sup>th</sup> June.<br><br><b>Action</b> – Mr. Wood to invite Mr. Herring.   | DW    |
| 13. | <b>Next meeting:</b><br>Friday 13 <sup>th</sup> June 2008 at 12.30 p.m. in the Boardroom, T-Block.<br><br><b>Future meetings:</b><br>Friday 11 <sup>th</sup> July at 12.30 p.m. in the Boardroom, T-Block.<br>Friday 8 <sup>th</sup> August at 12.30 p.m. in the Boardroom, T-Block.<br>Friday 12 <sup>th</sup> September at 12.30 p.m. in the Boardroom, T-Block.<br>Friday 17 <sup>th</sup> October at 12.30 p.m. in the Boardroom, T-Block.<br>Friday 14 <sup>th</sup> November at 12.30 p.m. in the Boardroom, T-Block.<br>Friday 19 <sup>th</sup> December at 12.30 p.m. in the Boardroom, T-Block. |       |