

Countess/ Kisiizi Link – Project Board

Friday 13th June 2008

Countess/ Kisiizi Link – Project Board Member		Attendance	
Consultant Radiologist	Dr. Gian Abbott (GA)		Apologies received.
Head of Department (Community & Child Services), University of Chester	Ms. Ann Bryan (AB)		No apologies. No deputy.
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)		Apologies received.
Consultant Paediatrician (retired)	Dr. Gareth Evans-Jones (GE-J)	<input checked="" type="checkbox"/>	
Chief Executive	Mr. Peter Herring (PH)		Apologies received.
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)		Apologies received.
Specialist Spinal Practitioner	Miss Heather Shilliday (HS)	<input checked="" type="checkbox"/>	
Consultant in Emergency Medicine	Mr. John Sloan (JS)	<input checked="" type="checkbox"/>	
Fundraising Manager	Ms. Kate Taylor (KT)	<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"/>	

Notes

		Action
1.	Minutes Agreed as an accurate representation of the last meeting.	
2.	Membership Ms. Kate Taylor was welcomed to her first meeting.	
3.	Dr Armoni Mr. Sloan contacted Dr. Amone, the Health Minister for Uganda, recently, and he is still happy to meet the scoping visit team whilst they are in Uganda, so an email has been sent to confirm our interest, and copied to Mr. Wood and Mrs. Hoyle. Action - Mrs Hoyle agreed to follow up to make a specific appointment if possible.	SH
4.	Grand Round Presentation Mr. Adrian Shutt, former resident consultant surgeon at Kisiizi, is doing a presentation today at 1pm to the Trust's medical staff, and interested members of the Project Board. The numbers for this event have been restricted by the size of the available room, so we may wish to consider a bigger event in the future, and invite the 100+ staff who expressed an interest in this project.	

5.	<p>Fundraising Ms. Taylor, who is the Trust's new Fundraising Manager, is keen to integrate our needs into the wider hospital fundraising agenda. She has a lot of experience in fundraising and is willing to offer help and guidance to the Project Board. The Trust's next big appeal will be for Critical Care in September (called Relative Comfort) and the aim is to raise £½ million. Any approaches that the Project Board would like to make to other organisations for funding should be done through the fundraising office, to ensure there are no clashes with other initiatives, and to keep them involved.</p> <p>Action – it was agreed that once the team returns from Kisiizi, we should discuss fundraising in more detail at the August meeting. There may be a need to have a separate fundraising sub-committee.</p>	KT
6.	<p>Staff Lottery This has been re-launched with any proceeds being split 50:50 between Kisiizi and the Relative Comfort appeal.</p>	
7.	<p>Container This has now left Folkestone and should arrive in early August. The costs have been met and when it arrives in Kisiizi, they just need to unload it. If there are any issues, the container company and Kisiizi have Mike Phelan's contact details.</p>	
8.	<p>THET Links Event Several members of the group attended this event. Action - Ms. Shilliday to circulate her notes from this event to the group.</p>	HS
9.	<p>THET report As a condition of the 'seedcorn' funding we received from THET, we need to produce a report by December 2008. This will need to be completed after the scoping visit team returns from Kisiizi.</p>	Scoping visit team
10.	<p>Websites Mrs. Duffy-Brogan has agreed to create a user-friendly website for the internet and the intranet, with all of the papers and videos regarding this project.</p> <p>Action – Mrs. Duffy-Brogan to update the Project Board at the next meeting.</p>	MDB
11.	<p>Objectives for the Scoping Visit Team These have been drafted and were agreed at the meeting.</p> <p>Action – Mrs. Hoyle to circulate them to the Project Board.</p>	SH
12.	<p>Practical arrangements for the trip</p> <ul style="list-style-type: none"> - Mosquito nets have now been bought (at a cost of £130). - The e-tickets for the team have been given to Mrs. Hoyle. - The details of the transfer to the hotel in Kampala from the airport (and vice versa) are still to be confirmed, and Mr. Wood's secretary, Pam Hodgson, will follow this up if it hasn't been finalised before Mr. Wood leaves the Trust on 20th June. - Someone from Kisiizi will pick the team up from their hotel in Kampala at 9am on 9th July. - The cost of the accommodation is £14.44 per person per day (which equates to 45,000 Ugandan shillings). The Project Board agreed to round up the payment to £20, so that we can make a contribution as part of the accommodation payment. - Everyone now has their visa and has made appropriate arrangements for immunisation/vaccination. 	

13.	<p>Insurance/ Indemnity The necessary indemnity form, statement of insurance and (for Trust employees only) a statement of employment benefits will be sent to the scoping visit team directly by Mr. Wood.</p> <p>Action – Mr. Wood to send the paperwork to the team this week, and they need to return this to him signed before 20th June.</p> <p>The arrangements for Trust employees are now in place, but Chester University are still looking at finalising the cover for Mrs. Bryan.</p> <p>Cards have been issued to the team with emergency contact details, and the policy is under the Trust's name.</p> <p>Strictly speaking, doctors need to be registered with the Ugandan Medical Agency to work in the country, and we assume something similar would apply to other professions. Insurance cover for undertaking clinical activity should be obtained through an individual's professional body, and although it probably isn't relevant for this trip, it is important that the team are aware of this.</p> <p>Mr. Wood thanked Mr. Thomas and Mrs Rose Garrod for the work that has been undertaken to get the paperwork finalised.</p>	DW/ Scoping visit team
14.	The Project Board thanked Mr. Wood for his involvement in the project to date, and the important role he has played in raising its profile within the Trust. We wish him all the best in his new role.	
15.	<p>Next meeting: Friday 11th July 2008 at 12.30 p.m. in the Conference Room A, Longhouse. <i>(please note the venue for this meeting has changed)</i></p> <p>Future meetings: 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>	