

Countess/ Kisiizi Link – Project Board

Friday 8th August 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)	<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"/>	
Assistant Director of IM&T	Mrs. Monique Duffy-Brogan (MDB)	<input checked="" type="checkbox"/>	
Consultant Paediatrician (retired)	Dr. Gareth Evans-Jones (GE-J)		Apologies received.
Chief Executive	Mr. Peter Herring (PH)	<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)	<input checked="" type="checkbox"/>	
Fundraising Manager	Ms. Kate Taylor (KT)	<input checked="" type="checkbox"/>	
Chief Accountant	Mr. Ray Thomas (RT)	<input checked="" type="checkbox"/>	

Also in attendance:

Mike Thomas, Dean of Faculty, University of Chester
Stephen Winterson, Director of Marketing & Communication

Notes

		Action
1.	Minutes Agreed as an accurate representation of the last meeting.	
2.	Websites We already have an intranet page with some information on it, but we'd like to open this up wider and also create an internet site. Action – Monique Duffy-Brogan, John Sloan, Sarah Hoyle and Stephen Winterson agreed to meet and agree the content of these pages, and feedback to the next Steering Group meeting. Sarah Hoyle agreed to arrange this meeting.	SH/ MDB/ JS/ SW
3.	Presentation from the Scoping Visit Team The team presented their feedback from the scoping visit, and thanked the Trust for the opportunity to go to Kisiizi. Action – Sarah Hoyle to circulate the presentation slides to group members There was some discussion around where we go from here, and what the priorities	SH

	<p>should be for the next few years. It was agreed that they need to be high impact projects, and we will discuss the options at our next meeting.</p> <p>Action – John Sloan, Sarah Hoyle and the scoping visit team will meet in the next few weeks, and identify projects for discussion at the next project board meeting on 12th September. The project board will then agree which projects should be undertaken, project leads will be identified and asked to bring a project plan to the following meeting on 17th October.</p>	JS/ SH/ Scoping Visit Team
4.	<p>Link between the Trust and the University of Chester John Sloan discussed a paper on the 'Evaluation of links between North and South Healthcare organisations' and highlighted the importance of academic input.</p> <p>Action – John Sloan to circulate this paper to the project board.</p> <p>Mike Thomas, Dean of Faculty, University of Chester, stated that he is looking at a long term investment into this link, and he is keen to develop a plan for how this will work. It was agreed that once the projects have been identified, Ann Bryan will continue to provide the link with the University.</p>	JS
5.	<p>Fundraising After some discussion, it was agreed that once we have identified the project plan, we will have a clearer idea about what the cost implications will be, and a fundraising plan can then be created.</p> <p>Action – Fundraising to be put on the agenda for the October meeting.</p>	PO
6.	<p>THET report We need to produce a report by December, but Sarah Hoyle has been working on this following the visit, with the help of the scoping visit team, and there won't be a problem meeting this deadline.</p>	SH
7.	<p>North West Links Heather Shilliday established links with Sefton PCT after meeting them at the THET conference. Once we've embedded our objectives, it may be worth considering a regional link, and this could be something we re-visit in a few months time.</p>	
8.	<p>50th Anniversary Celebrations at Kisiizi There will be a celebration from 14 – 16th November at Kisiizi, and Peter Herring, will be invited. Sarah Hoyle said that it would be appreciated by Kisiizi if a senior member of staff from the Trust attended.</p>	
9.	<p>Grand Round John Sloan has arranged for the scoping visit team to present their feedback to the Grand Round on 24th October.</p>	
10.	<p>Communication Stephen Winterson asked what message the group wanted to communicate to staff/ the public. It was agreed that we would send out a bulletin to let staff know that the team have been to Kisiizi, and follow this up in October with a large poster/ press release detailing the 3 year plan.</p> <p>Action – Stephen Winterson to draft a staff bulletin to provide an overview of the project and to link with Heather Shilliday over what photos can be used.</p> <p>Ann Bryan suggested that Stephen Winterson linked in with Clare Wildman from the Communications team at the University of Chester, to ensure that the messages from both organisations to their staff/ the public are consistent.</p>	

11.	<p>Next meeting: Friday 12th September at 12.30 p.m. in the Boardroom, T-Block.</p> <p>Future meetings: 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>	