

ACTIONS OF FORMAL EXECUTIVE MANAGEMENT TEAM HELD ON 20 MAY 2015

ITEM	ACTION	BRING BACK TO EMT ON
<p>Present:</p> <p>CIC – Helen Ray (Chair), Jeremy Rushmer, Debbie Freake, Nick Strong, Stephanie Preston, Eric Gardiner, Morven Smith, Peta Hayward, Yvonne Fairbairn, Sue Halsall, Gail Naylor. v/c WCH – Les Morgan, Ann Farrar (joined the meeting at 1.00pm), Peter Weaving v/c Cobalt - Nicky Moon. Shirley Warburton (Notes)</p> <p>1. Apologies for Absence</p> <p>Apologies were received from Steve Shanahan, Denis Burke, Nick McDonough and Ramona Duguid.</p> <p>2. Minutes of Last Meeting</p> <p>Mrs Ray summarised the Actions of the last meeting. It was noted that:</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Mr Morgan is sending the WCH Project Update Report Re: the fire to FIP on Thursday 28 May • Mrs Preston is updating the A&E Improvement Plan with some additions suggested by Mrs Farrar. • The A&E Improvement Plan will be included as an Addendum to the next Core Performance Report. <p>3. WCH Emergency Care Rota – Preparations for August 2015</p> <p>Mrs Preston gave a verbal update on the WCH Emergency Care Rota and Preparations for August 2015 and the plan to replace the 7 FY1 doctors at WCH. Following a lengthy discussion it was agreed:</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> • Mrs Preston will produce a report with proposals on the above for EMT next Wednesday. <p>4. Fire Safety CIC</p> <p>Mrs Halsall presented a comprehensive report advising of good progress. There was a full discussion by the Executive Team members and the recommendations were approved.</p> <p>5. CIC Redevelopment</p> <p>Dr Rushmer reported this was our opportunity to develop an extension to the Cumberland Infirmary based on key principles agreed by the Clinical Leaders. The feedback had been positive and supportive and we now have a draft set of principles for the Executive Team to consider.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • Engagement takes place with the Business Units and the need to plan some Communications about that. 	<p>L Morgan</p> <p>S Preston</p> <p>S Preston</p>	

<ul style="list-style-type: none"> • Time together with the staff would be needed to involve them to help us resolve some of the concerns around the CIC site. • Mrs Farrar is to set up a “Project Board” which will lead on this development.. • Mrs Farrar has drafted a letter to be sent round for feedback and suggests the first Project Board takes place in July (this gives six weeks notice). • Mrs Farrar asked for the Executive Team to consider the draft principles and sign off by next week. <p>6. Medical Engagement Plan</p> <p>Dr Rushmer advised Christine Lightfoot has updated this Action Plan following a positive discussion with MSC members the previous week. The five priorities are:</p> <ol style="list-style-type: none"> a) Recruitment Process (PH) b) Job planning (HR) c) Leadership of the SAS Doctors (JR) d) Re-write MSC constitution e) Implement ‘Freedom to speak (JR) <p><u>Action:</u></p> <ul style="list-style-type: none"> • Mrs Farrar emphasised we need to concentrate on the top 5 priorities following the MSC Involvement Meeting on 15 May 2015. We need to produce one slide for each of the 5 priorities for the next MSC. 	<p>P Haywood</p>	
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