



## THE ROYAL WOLVERHAMPTON NHS TRUST

### Minutes of the Council of Members held on

Friday 25 May 2018

**Date:** Friday 25 May 2018

**Venue:** Board Room (GO99)  
Building 12 (Corporate Services Building)

**Time:** 12:00pm - 2:00pm

<b>Present:</b>	<b>Role:</b>
Yasmine Booth (YB)	Chair (Currently Chair role on rotation)
Karen Bowley (KB)	Matron - Rehab and Ambulatory (representing Matrons Group)
John Homer (JH)	COM member
Michael Hough (MH)	COM member
Eleanor Morris (EM)	Minute Taker (Role currently on rotation)
Diane Vikmorovic (DV)	COM member

<b>Also in attendance:</b>	<b>Role:</b>
Leanne Bood	Trust Charity Co-ordinator (part)
Neelam Mehay	Trust Freedom to Speak Up Guardian (part)

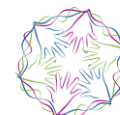
<b>Apologies:</b>	<b>Role:</b>
Bhajan Singh Devsi	COM member
Alison Dowling	Head of Patient Experience and Public Involvement
Andy Finch	COM member
Vivienne Watson-Douglas	COM member



ITEM NO		ACTION
1.	<p><b><u>Welcome and Introductions</u></b></p> <p>The Chair welcomed all to the meeting and thanked everyone for attending.</p>	
2.	<p><b><u>Apologies</u></b></p> <p>Apologies received as above.</p>	Chair
3.	<p><b><u>Notes of Previous Meeting</u></b></p> <p>Were agreed as a true and accurate record with slight amendments; to add Matron Bowley's apologies for last meeting, and to correct typing error under AOB - the recent audit was PLACE not PLCE.</p>	
4.	<p><b><u>Matters Arising from Minutes of last meeting</u></b></p> <p>There were no matters arising.</p>	
5.	<p><b><u>Workplan Review</u></b></p> <p>The workplan was briefly discussed, further updates will be circulated as required.</p>	
6.	<p><b><u>Dignity Forum and Panel</u></b></p> <p>Matron Bowley advised members about the Trust Dignity Forum which she chairs. This forum covers both our acute and community settings, and links in with the Dignity Best Practice workstream. In the last 12 months there has been a Dignity audit, which was undertaken by student and Junior doctors, nurses, and AHPs. The results were interesting and need to be fed down to ground level to fully affect change. Within the last 3 years there have been celebration events in-house to promote what we do well. The Dignity Panel is made up of members from the Trust, CCG, and local Healthwatch. It would be good if next year the COM members could be involved on the Dignity Panel.</p> <p>KB will forward information on the Dignity Forum for members information.</p>	KB/Chair



7.	<p><b>Freedom to Speak Up</b></p> <p>NM gave a talk to members on the Trust Freedom to Speak up scheme. NM is the Trust appointed Freedom to Speak up Guardian. Freedom to Speak Up is an initiative that has been bought into the NHS following the Francis ‘Speak Up Review’ 2015. The priority for F2SU is to ensure patient safety concerns are raised and acted upon. The policy at RWT applies to both staff and volunteers. NM reports to the UK National Guardian. In the Trust we also have a network of staff Contact Links who act as independent employee volunteers for staff to raise concerns. NM provides 6 monthly updates to the Board and meets quarterly with the CEO.</p> <p>RWT through F2SU is committed to providing confidential support to staff and volunteers who raise concerns, and is also committed to creating a culture of openness and transparency.</p> <p>F2SU Presentation to be circulated to all members following meeting</p>	NM/ Chair
8.	<p><b>NHS 70<sup>th</sup> Birthday</b></p> <p>LB gave the group an oversight of her role as RWT Charity Co-ordinator, and the NHS 70<sup>th</sup> birthday that is being celebrated nationally on 5 July 2018. As part of the celebrations, Trust wards and departments can host their own staff and patient tea parties. The Trust would like to hold three stalls as part of the day; 1 in New Cross, 1 in West Park, and 1 in Cannock. Leanne asked members if they would be able to help facilitate these sessions. The stalls would inform passers-by about the NHS 70<sup>th</sup> birthday, and have freebies and quizzes etc., for the public.</p> <p>Members to inform LB (via YB) if they are able to support on the 5 July.</p>	LB/Chair
9.	<p><b><u>Patient Story</u></b></p> <p>Unfortunately we were unable to show a patient story at this meeting.</p> <p>DV advised about a possible patient story and will keep us informed.</p>	DV



10.	<p><b><u>Any Other Business</u></b></p> <p>a) Members were asked to review the promotional activities plan on a weekly basis, due to possible changes in availability, and advise YB on an ongoing basis.</p> <p>b) Terms of Reference. These were tabled, members were asked to review these and provide feedback to YB by 22.6.2018 (4 weeks).</p> <p>c) Role of Chair. EM asked members who are interested in the role of Chair to provide a short statement about why they wish to become the Chair. These will then be circulated to all members so an election can take place.</p>	<p>Members</p> <p>Members/ YB</p> <p>EM</p>
11.	<p><b><u>Date and Time of next meeting</u></b></p> <p>25<sup>th</sup> July 2018 10:00 am - 12:00 pm, in <b>Board Room (GO99) Building 12</b> (Corporate Services Building)</p>	

## ACTION LOG

ITEM NO	PAGE NO	ACTION HEADING	ACTION BY	ITEM CLOSED
3	2	Amendment to last meeting	Chair	
6	2	Members to be forwarded information about the Dignity Forum and newsletter	KB/Chair	
7	3	Members to receive presentation about Freedom to Speak Up	NM/Chair	
8	3	Members to inform LB (via Chair) if they are able to support the NHS 70 <sup>th</sup> birthday events in July	COM members/LB/Chair	
9	3	Member to update about potential patient story	DV	
10	4	Review promotional activities on a weekly basis	COM members/YB	
10	4	Members to review/comment on Terms of Reference by 22.6.2018	Members	
10	4	Statement for role of chair to be provided by relevant members and circulated to COM prior to election	Interested members	