



Business Services
Organisation

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

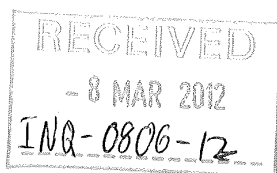
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

Your Ref:
BPC-0110-12

Our Ref:
HYP B04/01

Date:
07.03.12

Mr B Cullen
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Sir,

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS

I refer to the above and your letter of 25th January 2012.

I now enclose the following copy Hospital Council Minutes from September 1995 until December 1996: -

18.09.95, 23.10.95, 20.11.95, 11.12.95, 15.01.96, 29.01.96, 12.02.96, 26.02.96, 11.03.96,
15.04.96, 29.04.96, 20.05.96, 03.06.96, 17.06.96, 01.07.96, 12.08.96, 02.09.96, 16.09.96,
30.09.96, 14.10.96, 28.10.96, 18.11.96, 02.12.96, 16.12.96.

I am instructed that the scanning system only came into operation in 1996 and although some Minutes for 1995 were scanned in, minutes for 1994 were not. Please note that minutes of 01.04.96 and 29.07.96 meetings were not scanned into the system. The reason why these minutes were not scanned in is not known.

Yours faithfully,

Joanna Bolton
Solicitor Consultant

Email: [REDACTED]

Tel: [REDACTED]

Providing Support to Health and Social Care



THE ROYAL HOSPITALS TRUST
FORM HOSPITAL COUNCIL

The minutes of a meeting held on 18 September 1995 in the Boardroom,
King Edward Building at 2.30 pm.

PRESENT : Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr J Laird

Miss E Duffin

Mrs D O'Brien (representing Mr Hood)

Prof G Love

Mrs P Donnelly

Prof D Archer

Dr M E Callender

Dr H C Mulholland

Mr D Adams (representing Mr Walby)

Mr W N Bennett

Mr T Fannin

Ms C Burns

Mrs T Hughes

Dr H Lamki

Mr G Carson

IN ATTENDANCE: Dr G A Murnaghan

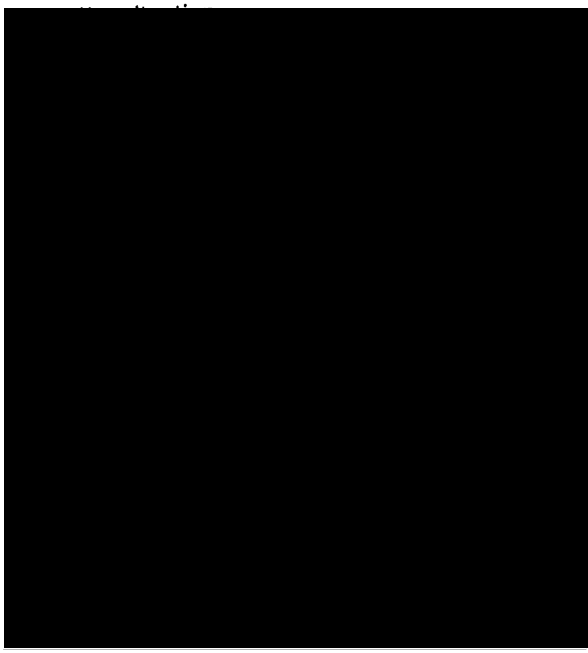
Mrs G O'Neill

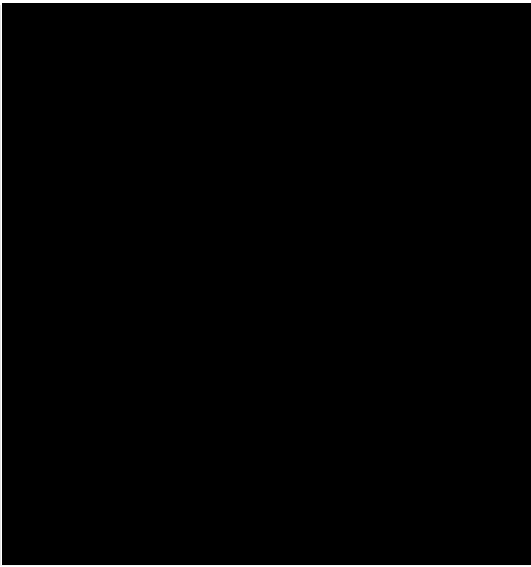
ACTION

1.00 APOLOGIES

Apologies for non-attendance were received
from Mr Hood.

2.00 CONTRACTING





TH ROYAL HOSPITALS TRUST
FORM HOSPITAL COUNCIL

The minutes of a meeting held on 23 October 1995 in the Boardroom,
King Edward Building at 2.30 pm.

PRESENT : Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr J Laird

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Prof D Archer

Dr H C Mulholland

Mr A P Walby

Mr W N Bennet t

Mr T Fannin

Ms C Burns

Mrs T Hughes

Dr H Lamki

Mr G Carson

Prof P Toner

Dr E Hicks

Prof D Simpson

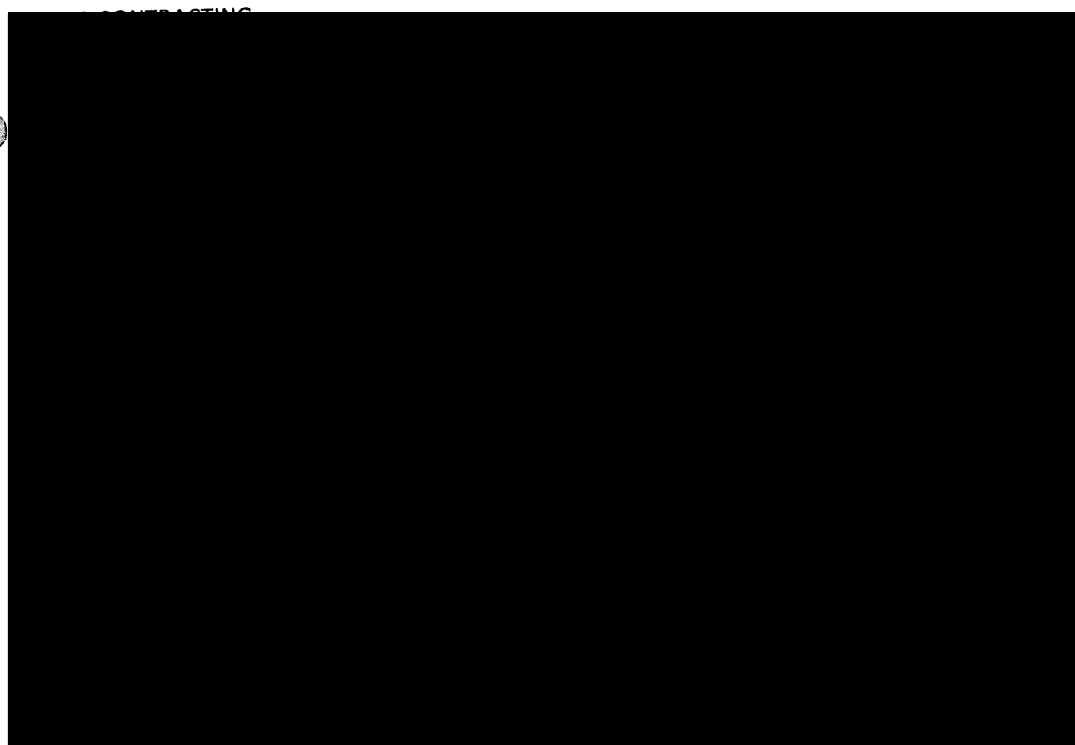
Mr E Bates

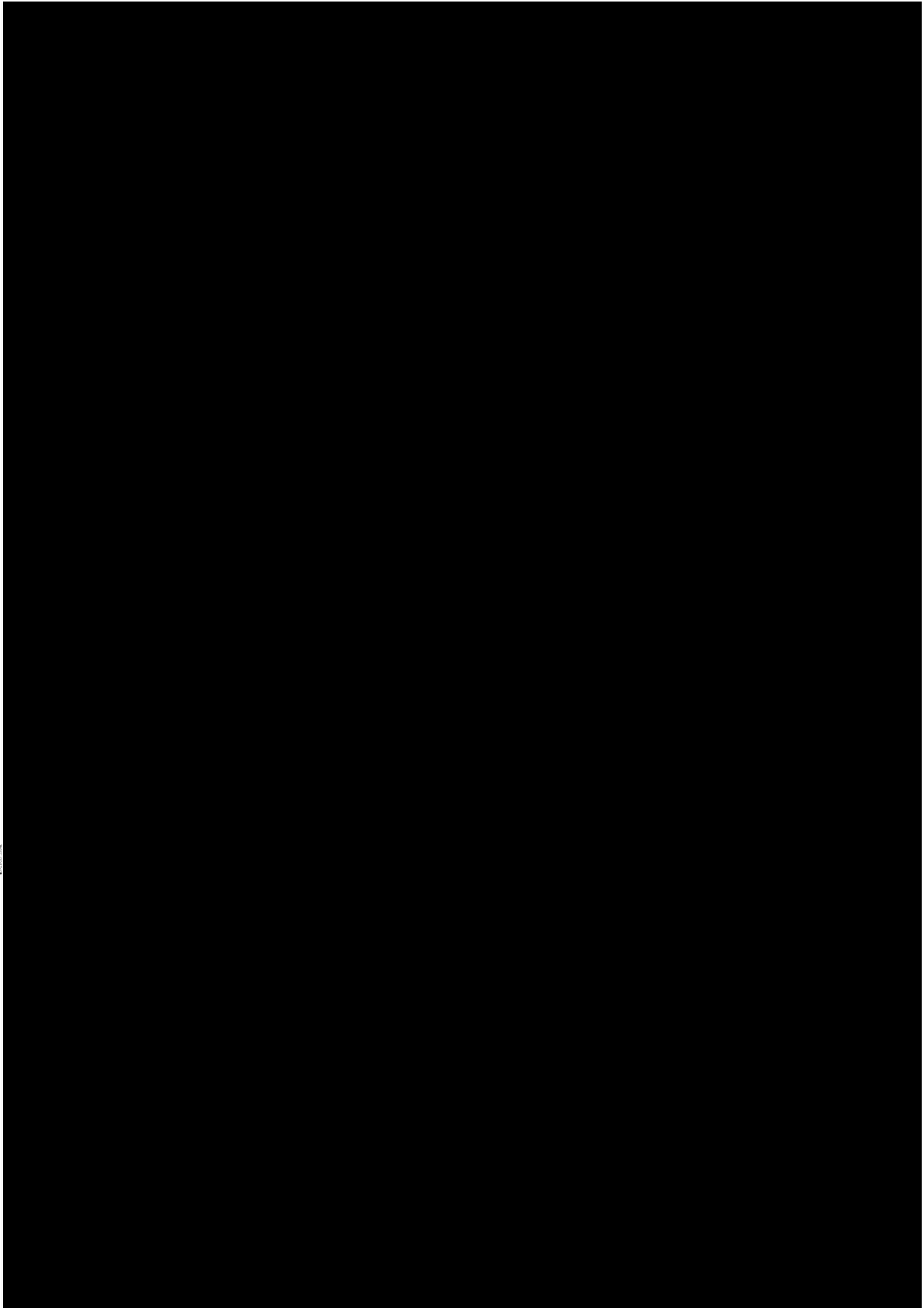
IN ATTENANCE: Mrs G O'Neill

Mrs D Loughran

1. 00 APOLOGIES

Apologies for non-attendance were received
from Dr Murnaghan and Prof Love.







they are

THE ROYAL HOSPITALS TRUST
FORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 20 November 1995 in the Boardroom,
King Edward Building at 2.30 pm.

PRESENT : Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr E M McIlralli

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Prof D Archer

Dr H C Mulholland

Mr A P Walby

Mr W N Bennett

Mr T Fannin

Ms C Burns

Mrs T Hughes

Dr H Lamki

Mr E Bates

Mr G Carson

Prof P Toner

Prof A G H Love

Dr E Hicks

Dr G A Murnaghan

IN ATTENDANCE: Mrs G O'Neill

Mrs D Loughran

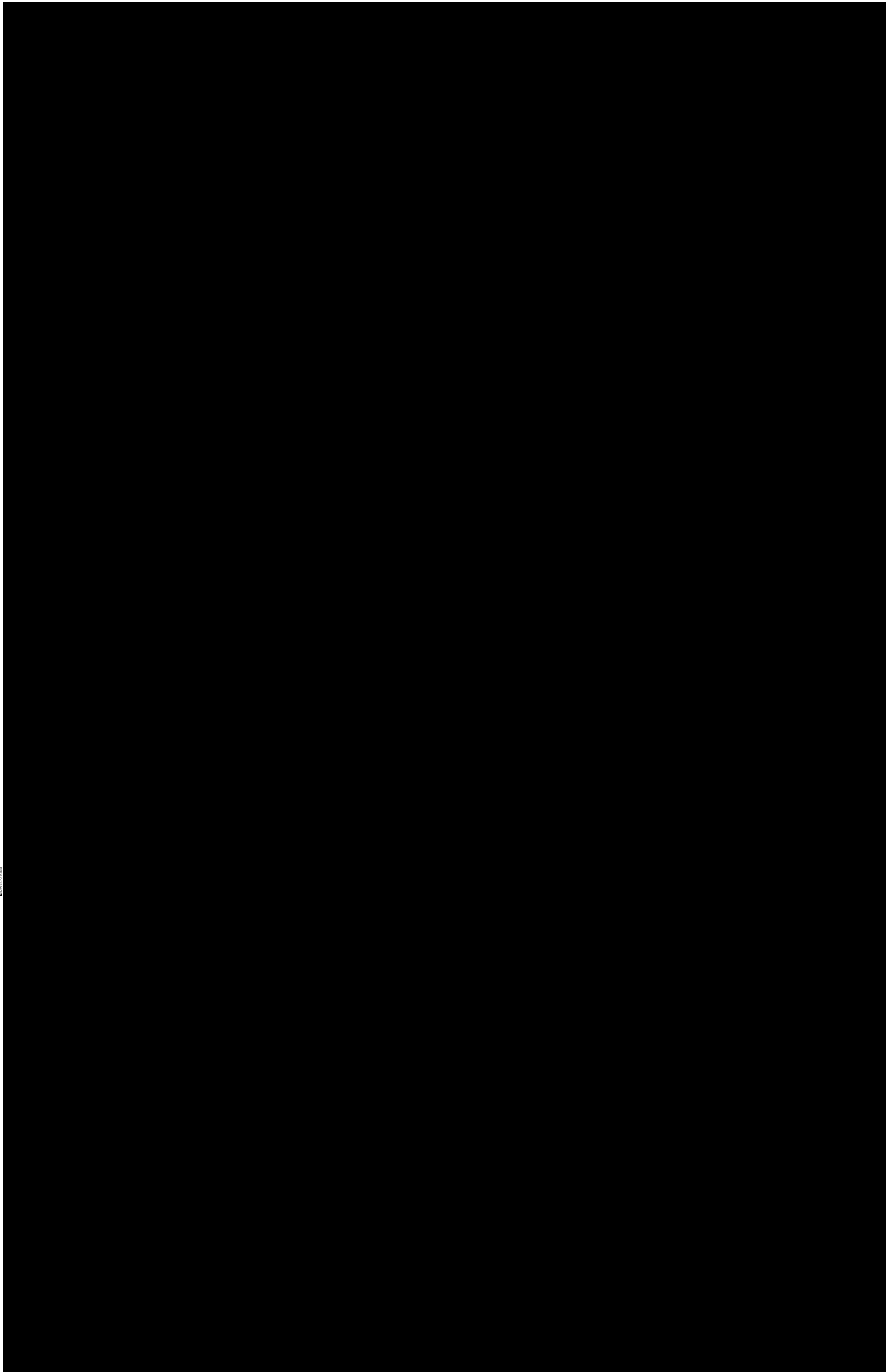
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rath

1.00 APOLOGIES

An apology for non-attendance was
received from Prof Simpson.





5.00 MEDICAL RECORDS & THE INTRODUCTION OF NEW CHARTS

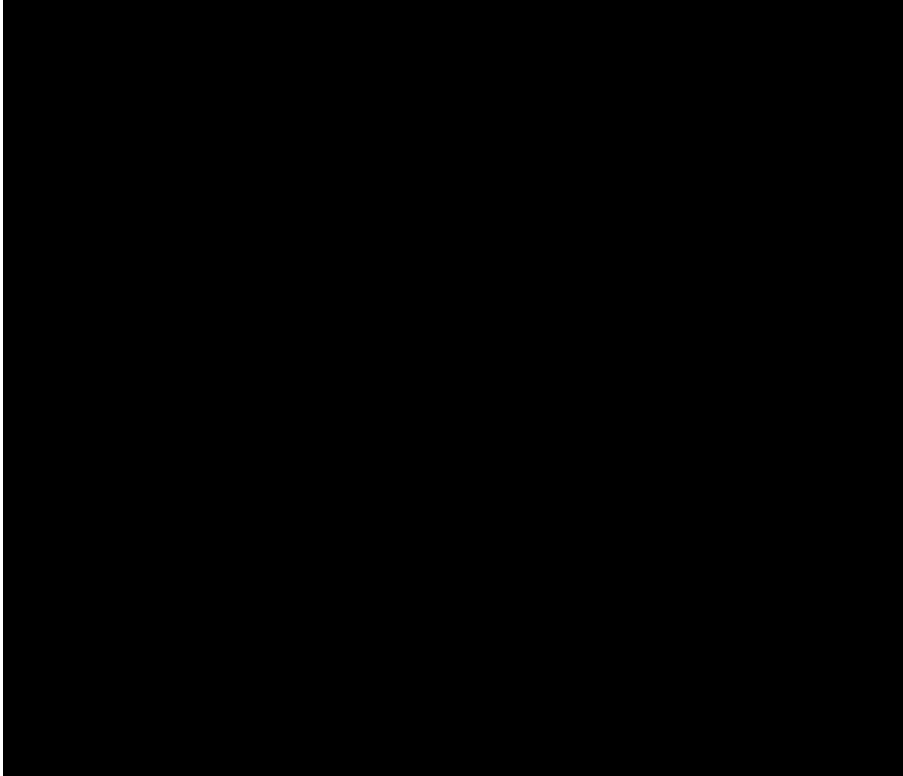
Dr Hawkins joined the meeting and reported on proposals relating to the implementation of new patient charts. He advised that the Medical Records Committee have agreed to establish a Project Team to implement the new patient chart from the 1 January 1996. He commented that from this date all new patients will be provided with the new chart and highlighted that there will be a period during which both new and old style charts will be in use. with regard to training, Dr Hawkins reported that Mr Bates and Mrs Carlile were currently drawing up a training programme and will be focusing on four main groups of staff ie ward clerks, secretaries, outpatient receptionists and medical records staff. In addition to this, short workshops will be held, preferably directorate based, to inform other groups of staff about the new chart and to identify areas of

-5 -

responsibility. Dr Hawkins advised that prior to any training taking place it was proposed that senior managers of the Project Team will meet with each Directorate Manager and Clinical Director to outline the objectives of the project and to discuss the training required to ensure that the new chart is successfully implemented. Due to the very tight time schedule to achieve implementation, Dr Hawkins stated that it is critical that directorates release staff for training as required.

Dr Hawkins briefed members on the costs

of the Board of Directors at which it was agreed that if Dr McKenna pursues the line that the Royal's obstetric services move to the Tower Block the Wreporrekseingta tPi avretsy owf ithle d Tisraussst oocni athtee themsel ves from the proposals. In any event the proposals in the draft document would not have the endorsement of the Board.



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9.00 QUALITY REPORT

Miss Duffin explained that the report circulated was a summary of the document which goes to the Eastern Board and that members could have sight of the detailed report on request.

In relation to the King's Fund Organisational Audit Dr Gaston and Miss Duffin felt that it was a very positive survey and that a lot had been gained from the process. Mr McKee referred to the observation made by the surveyors that the Hospital Council works very well as a corporate body but that firm links were needed at operational level to ensure that financial performance, activity and quality etc., are being achieved. It was agreed that the Operational Group should consider the draft report and draw up a check list of

THE ROYAL HOSPITALS TRUST
FORM HOSPITAL COUNCIL

The minutes of a meeting held on 11 December 1995 in the Boardroom,
King Edward Building at 2.30 pm.

PRESENT : Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr E M McIlrath

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Prof D Archer

Dr C Wilson (representing Dr Mulholland)

Mr A P Walby

Mr W N Bennet t

Ms C Burns

Mrs T Hughes

Dr H Lamki

Mr E Bates

Mr G Carson

Prof P Toner

Prof A G H Love

Dr E Hicks

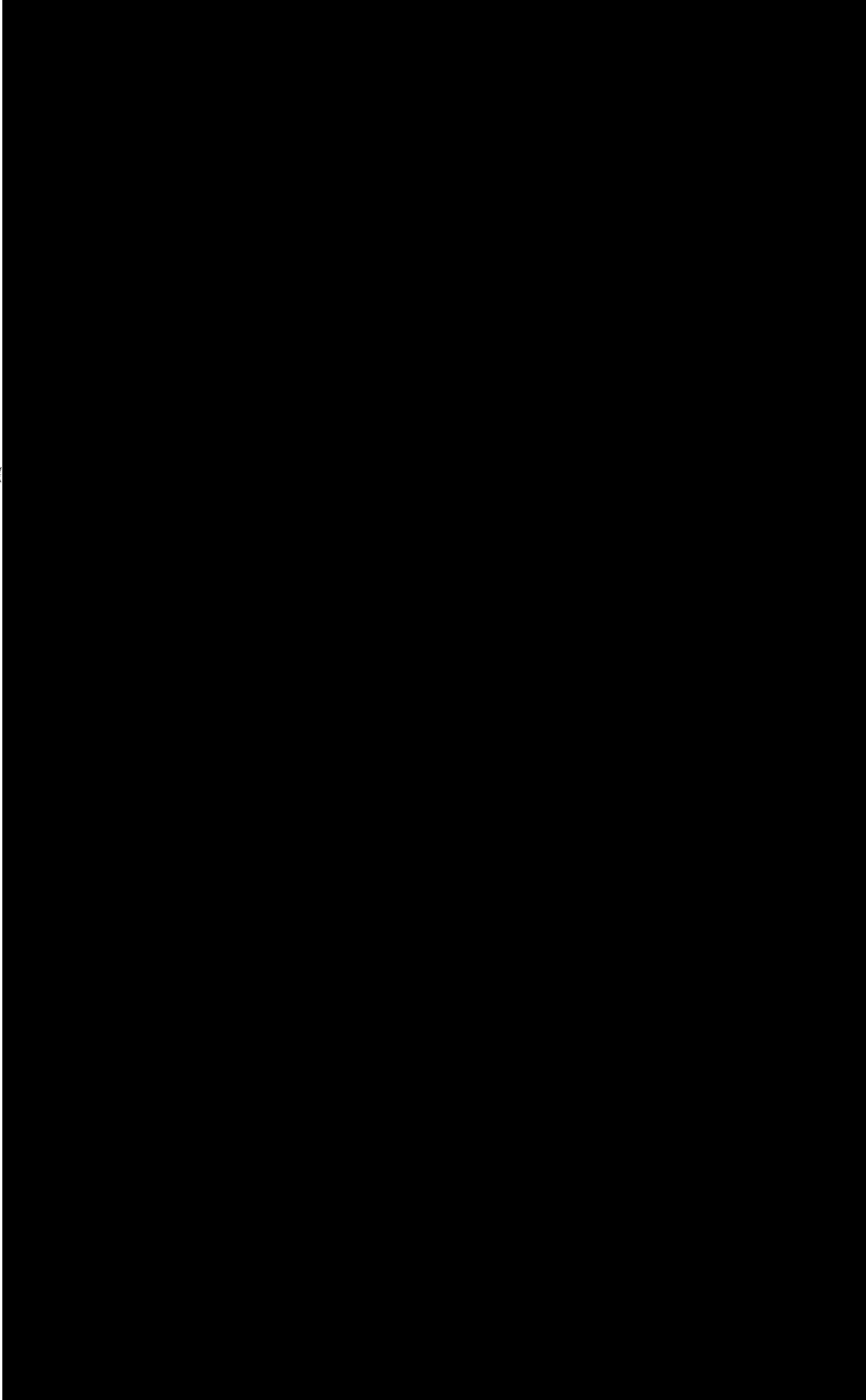
Dr G A Murnaghan

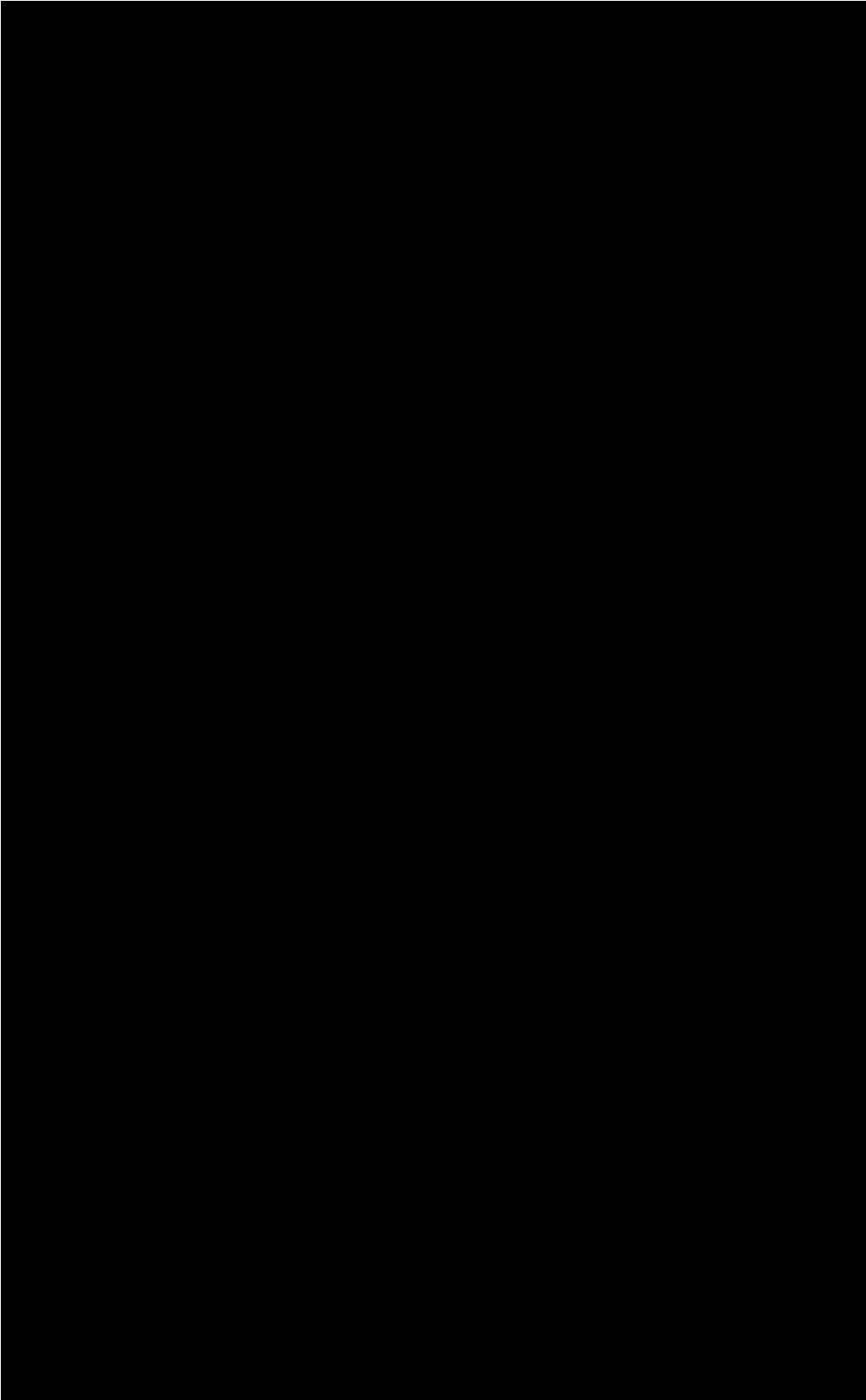
IN ATTENANCE: Mrs GO' Neill

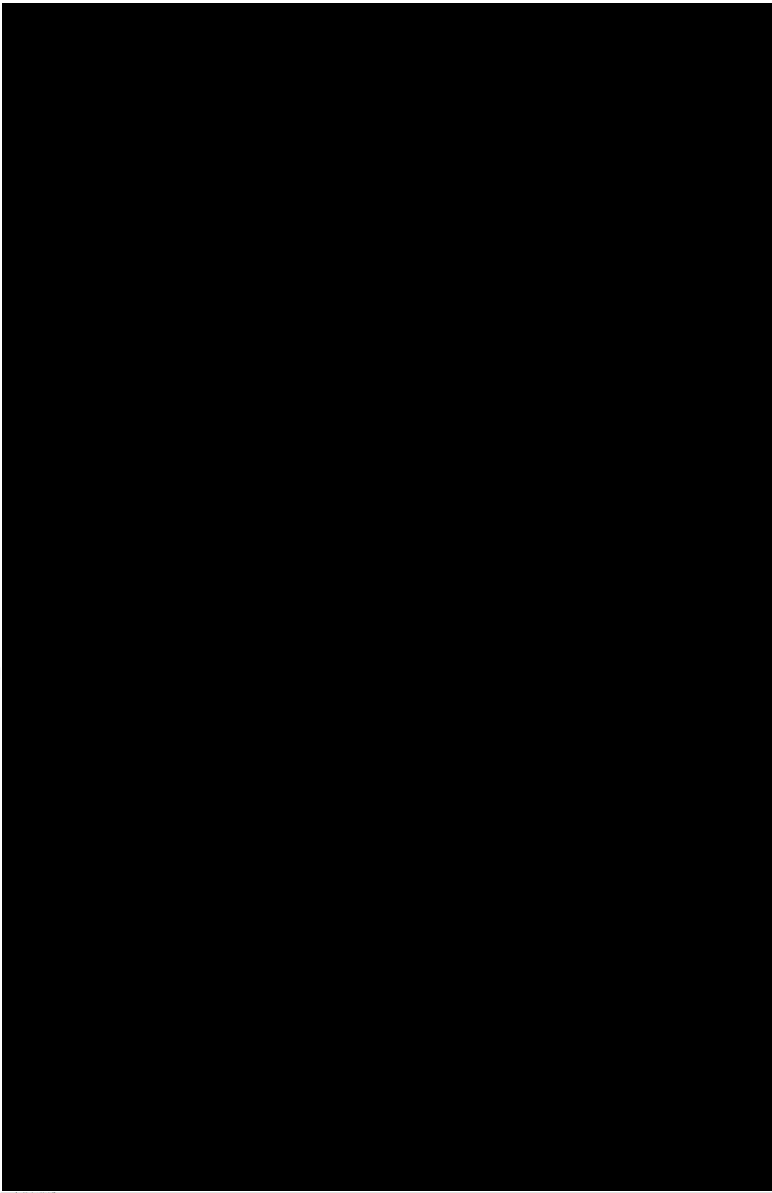
Mrs D Loughran

i.oo APOLOGIES

Apologies were received from Prof Simpson
and Dr Mulholland.







THE ROYAL HOSPITALS TRUST
INFORM HOSPITAL COUNCIL

Minutes of a meeting held on 15 January 1996 at 4.00 pm in the
Boardroom, King Edward Building.

PRESENT: Mr W S McKee (Chairman)

Dr I W Carson

Prof A G H Love

Mr I Saunders

Miss E Duffin

Mrs P Donnelly

Dr E Hicks

Dr J Gaston

Mr E Bates

Mr W N Bennett

Mrs T Hughes

Prof P Toner

Mr D Adams (representing Mr Walby)

Dr M Callender

Prof D B Archer

Mr J Hood

Dr C Mulholland

Mr G Carson

Dr E McIlrath

Mr T Fannin

Dr G Murnaghan

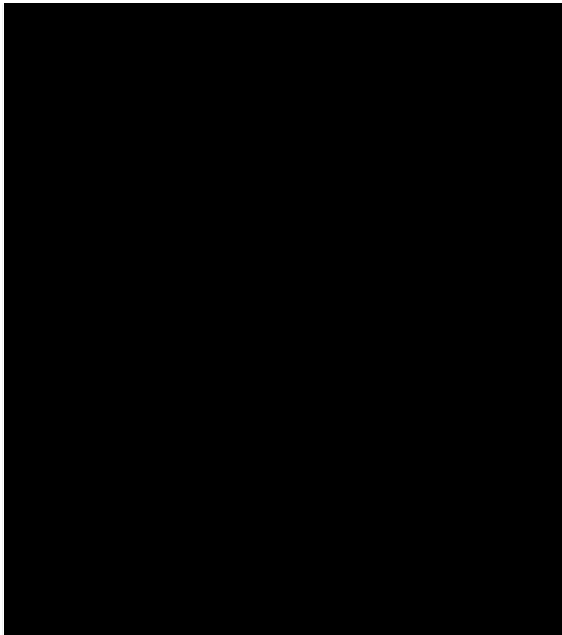
IN ATTENDANCE: Mrs G O'Neill

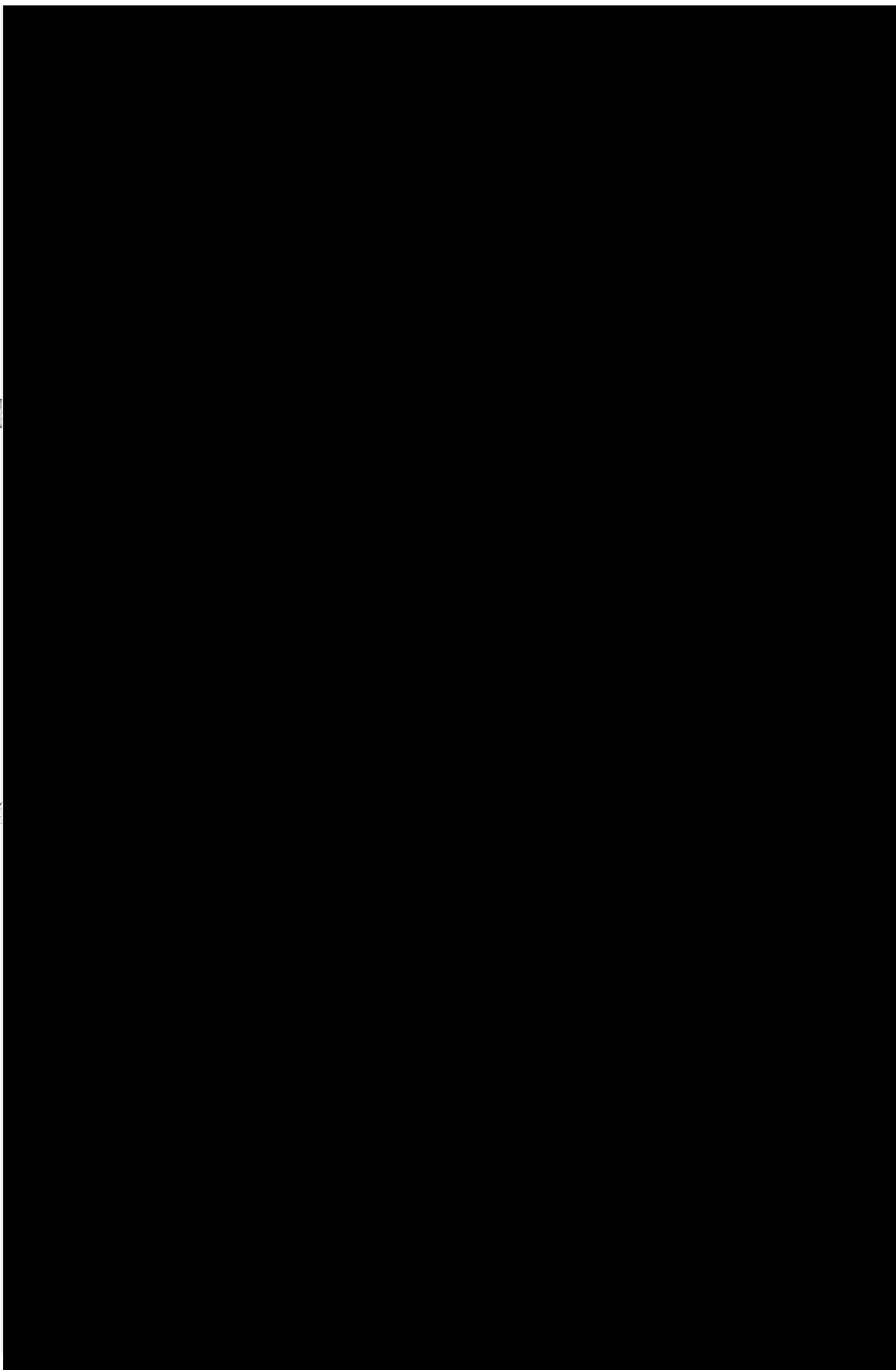
Mrs D Loughran

1.00 APOLOGIES

Apologies for non-attendance were
received from Dr Carson, Ms Burns, Mr
McCaughey, Mr Walby and Dr Lamki.

2.00 HEALTH & SAFETY





THE ROYAL HOSPITALS COUNCIL TRUST
FORM COUNCIL

The minutes of a meeting held on 29 January 1996 in the Boardroom,
King Edward Building at 2.30 pm.

PRESENT: Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr E M McIlrath

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Prof D Archer

Dr C Mulholland

Mr A P Walby

Mr W N Bennet t

Ms C Burns

Mrs T Hughes

Dr Il Lamki

Mr E Bates

Mr G Carson

Prof P Toner

Mr T Fannin

Dr M Callender

Dr E Hicks

Dr H Bharucha

Dr G Murnaghan

IN ATTENDANCE: Mrs G O'Neill

Mrs D Loughran

Before commencing the formal business of the meeting Mr McKee welcomed Dr Bharucha, recently
appointed Assistant Director of the School of
Clinical Medicine to the meeting.

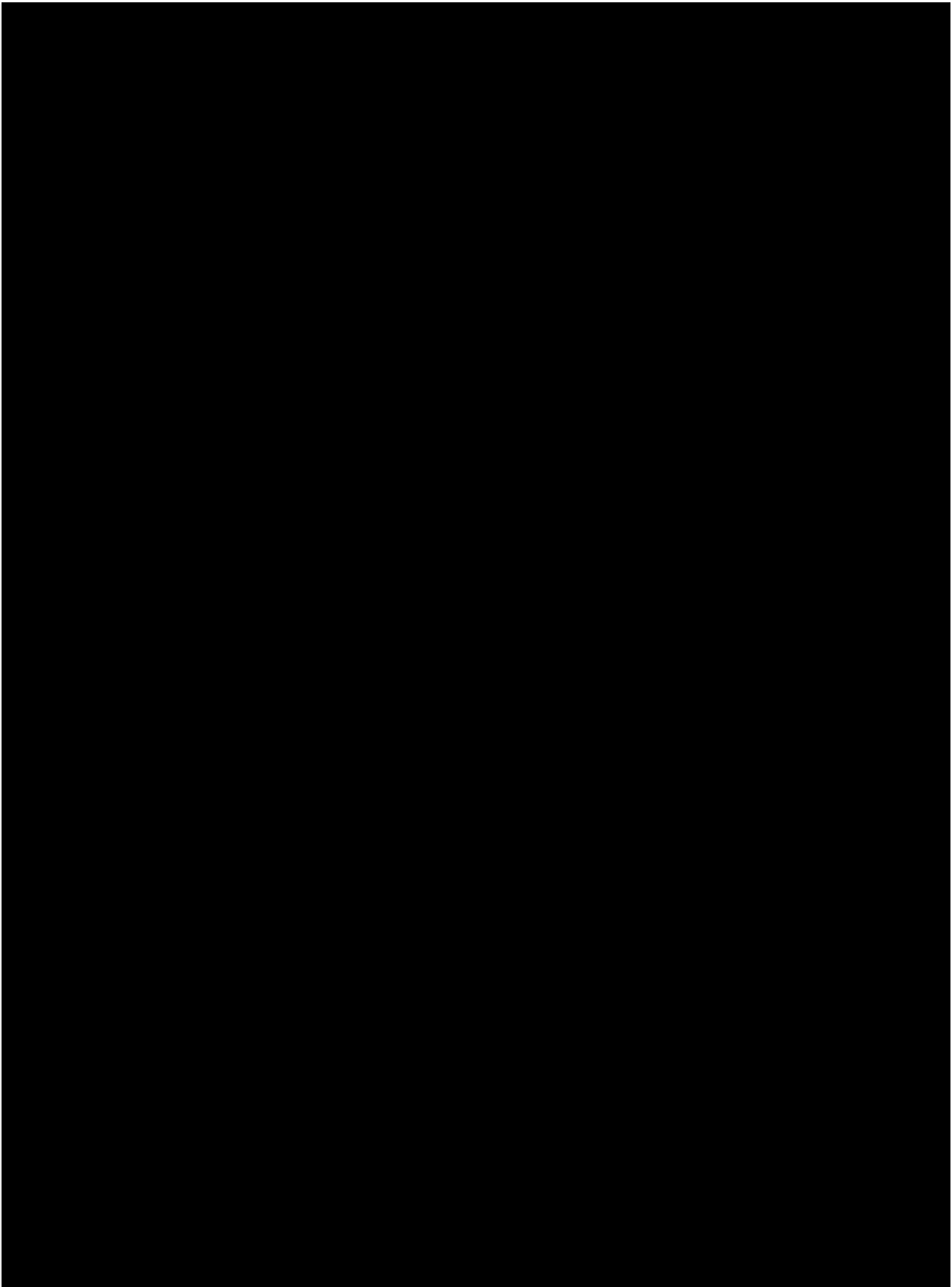
1.00 APOLOGIES

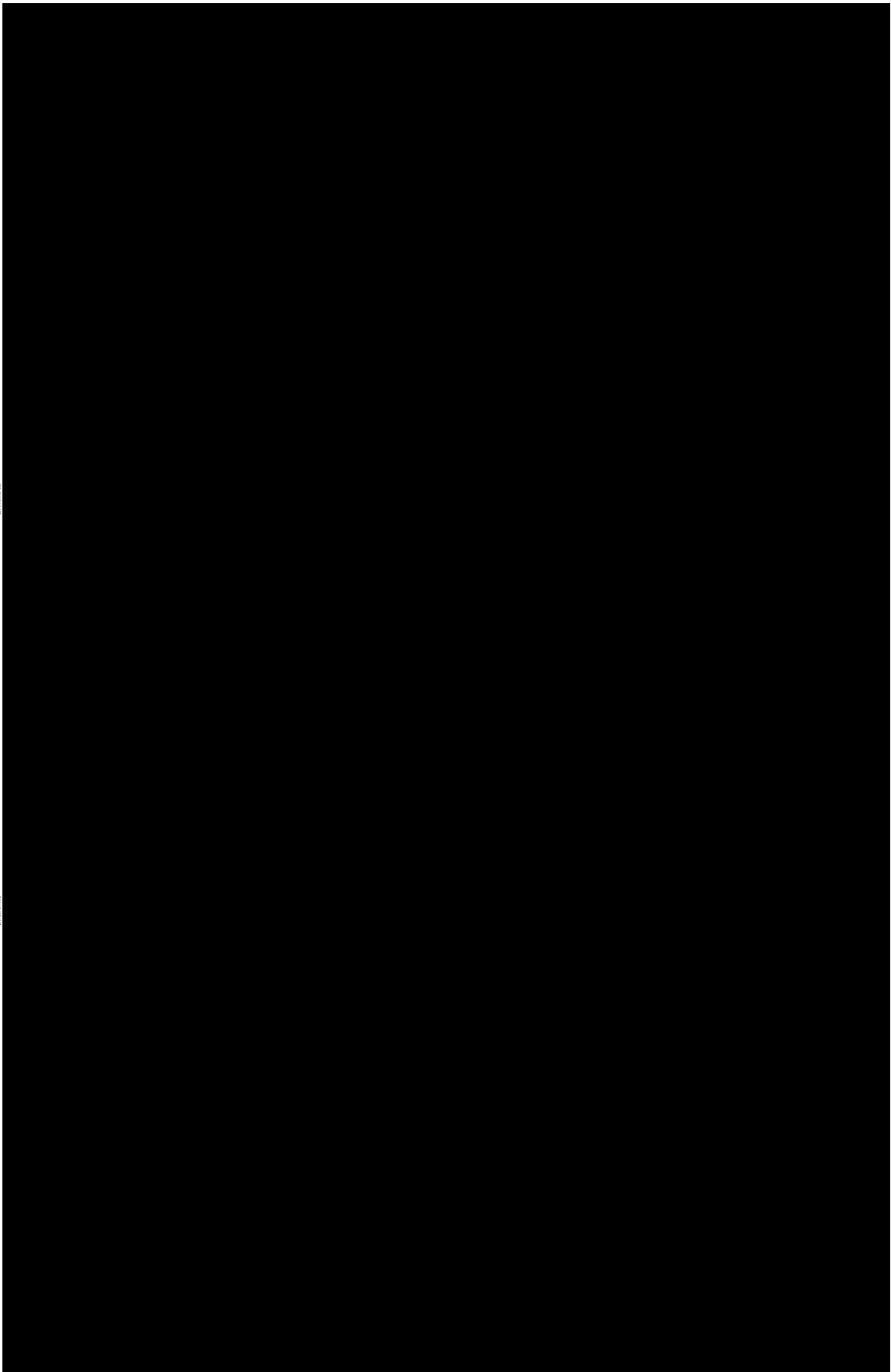
An apology was received from Prof Love.

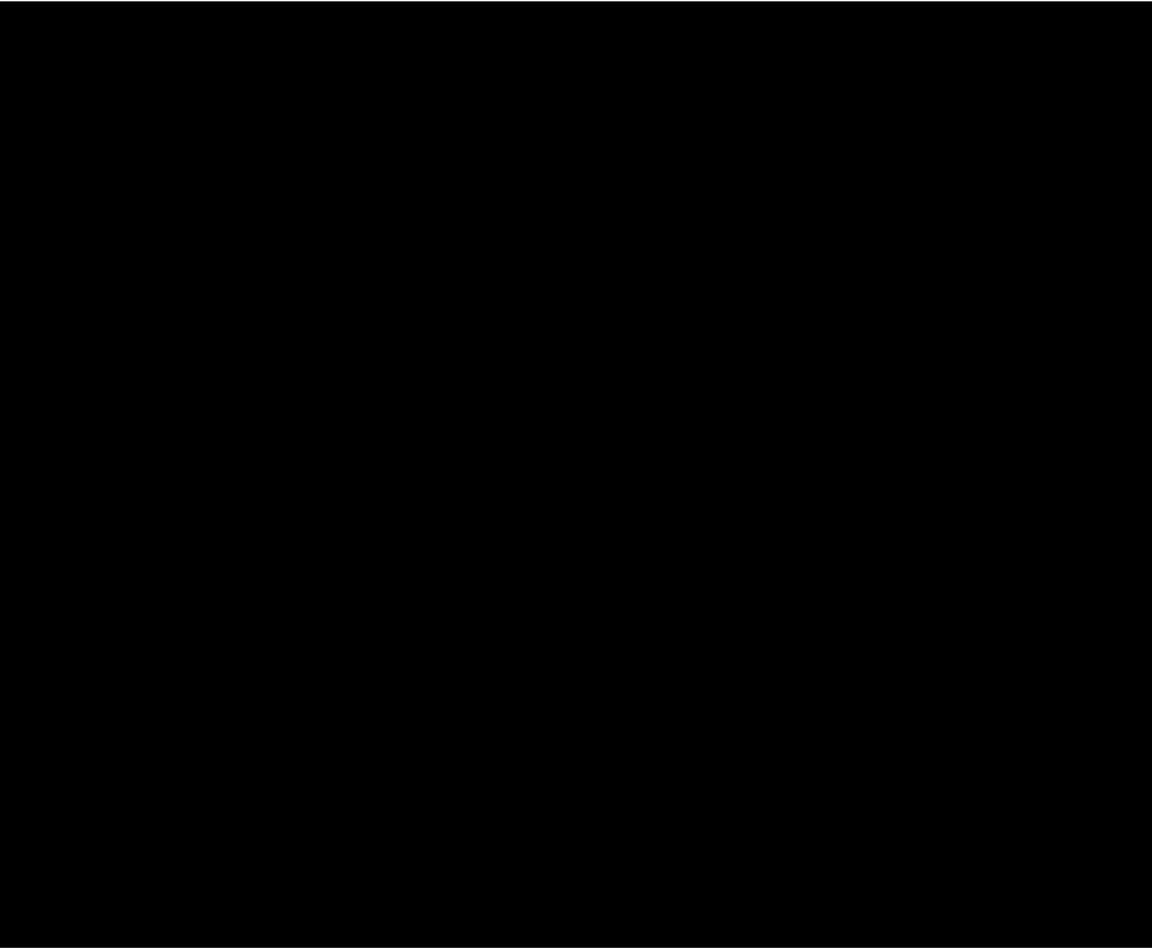
2.00 CONTRACTING

It was noted that agreement has



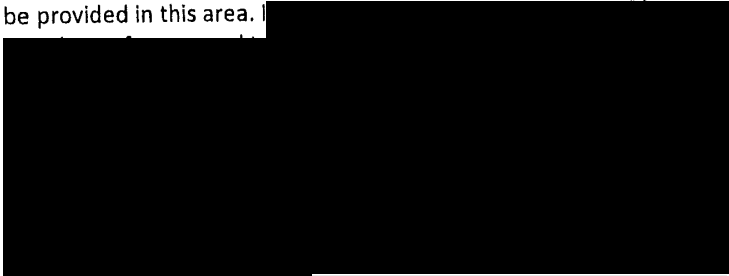






3.03 Swiss Embroidery

Mr McKee reported that at the last meeting of the Operational Group a firm recommendation was made to close and demolish the swiss embroidery in terms of it being wholly unsafe and the records stored within the building being so contaminated they could not be handled. Mr McKee advised that should Council support this recommendation the next step would be to look at what facility could be provided in this area.



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THE ROYAL HOSPITALS TRUST

INFORM HOSPITAL COUNCIL

Minutes of a meeting held on 12 February at 4. 00pm in the Boardroom,
King Edward Building.

PRESENT : Dr I W Carson (Chairman)

Mr I Saunders

Miss E Duffin

Mrs P Donnelly

Dr E Hicks

Dr J Johnston (representing Dr Gaston)

Mr E Bates

Mr W N Bennett

Mrs T Hughes

Prof P Toner

Mr P Walby

Prof D B Archer

Mrs O' Brien (representing Mr Hood)

Dr C Mulholland

Mr G Carson

Dr E McIlrath

Dr H Lamki

Mr H McCaughey

Ms C Burns

IN ATTENDANCE: Mrs G O'Neill

Mrs D Loughran

1.00 APOLOGIES

Apologies

received

Hood and

for non-attendance

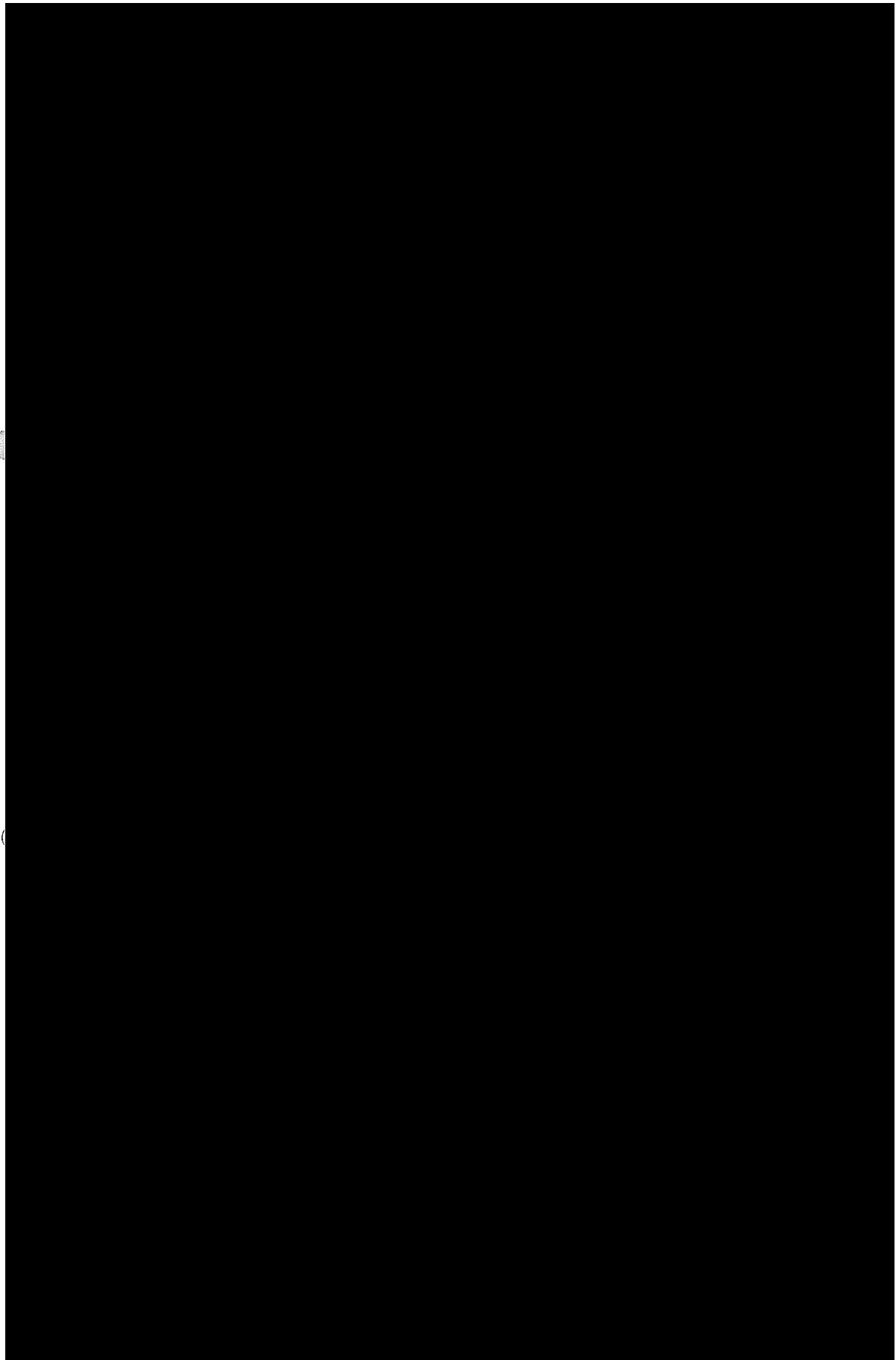
from Mr McKee, Dr Gaston,

Dr Murnaghan.

were

Mr

2.00 MINUTES



THE ROYAL HOSPITALS COUNCIL TRUST
FORM COUNCIL

The minutes of a meeting held on 26 February 1996 in the Boardroom,
King Edward Building at 2.30pm.

PRESENT: Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Dr J Gaston

Mr I Saunders

Dr E M McIlrath

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Prof D Archer

Dr C Mulholland

Mr A P Walby

Ms C Burns

Mrs T Hughes

Miss D Campbell (representing Dr Lamki)

Mr E Bates

Mr G Carson

Prof P Toner

Mr T Fannin

Dr M Callender

Dr G Murnaghan

IN ATTENDANCE: Mrs G O' Neill

Mrs D Loughran

1.00 APOLOGIES

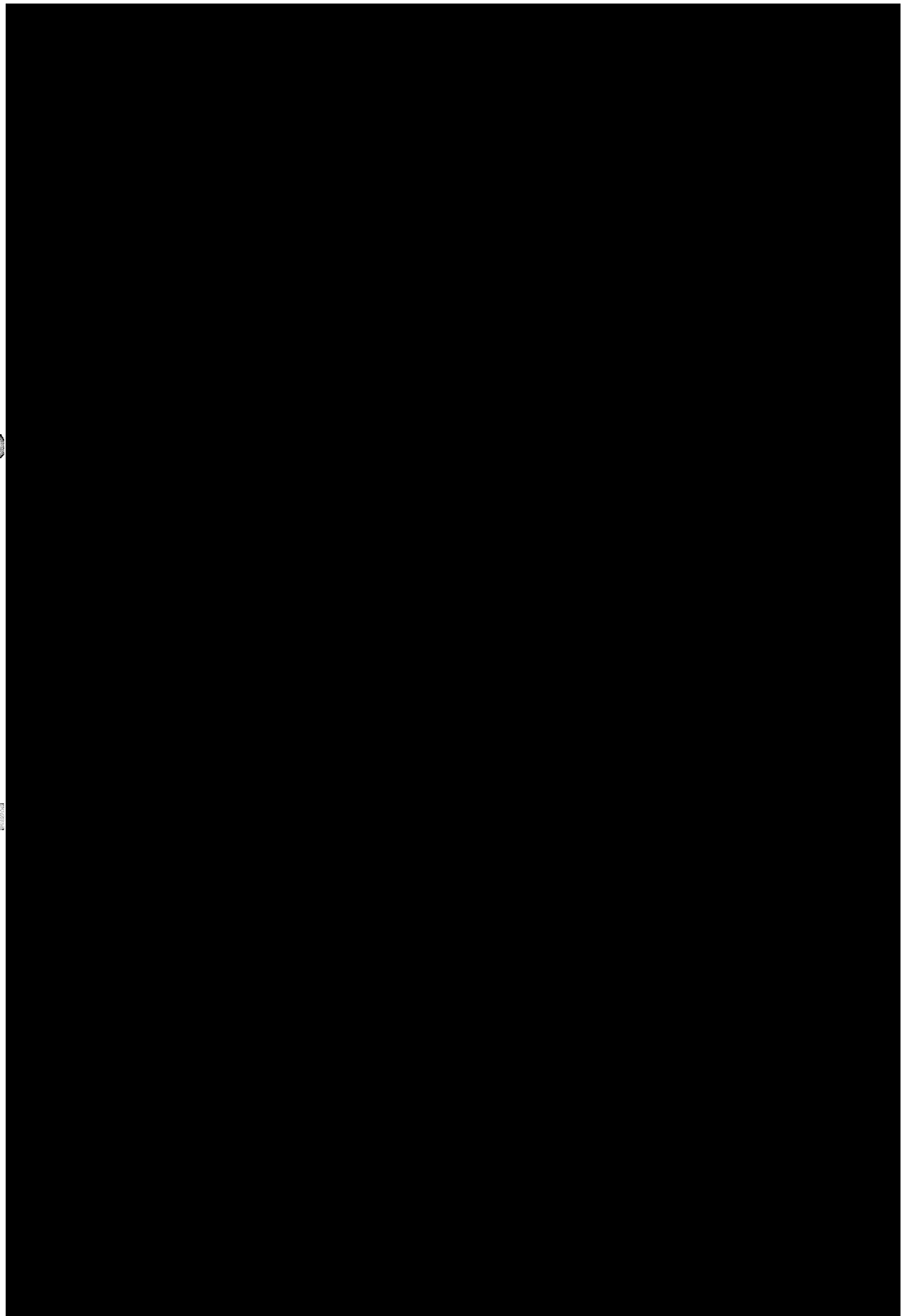
Apologies

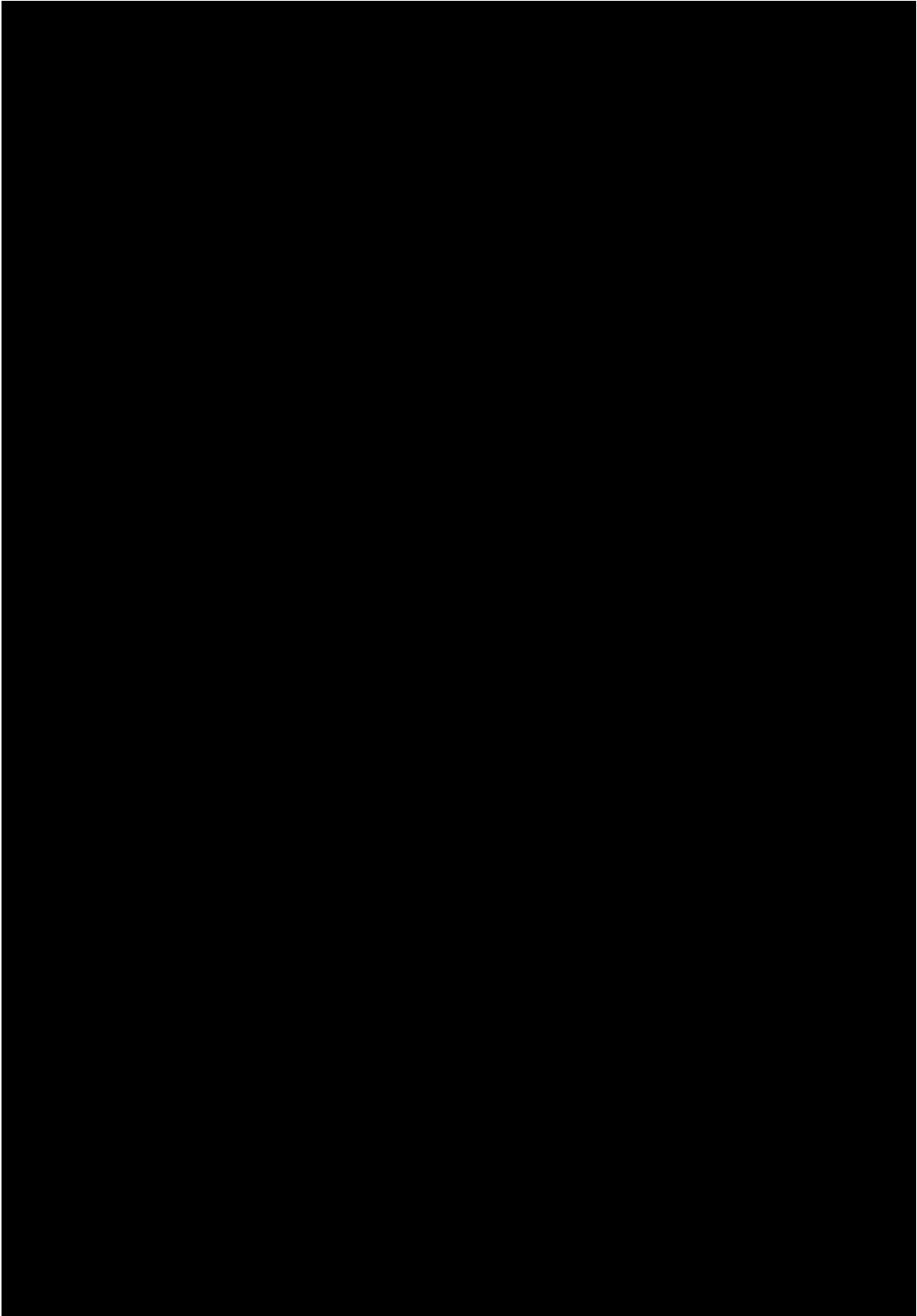
received

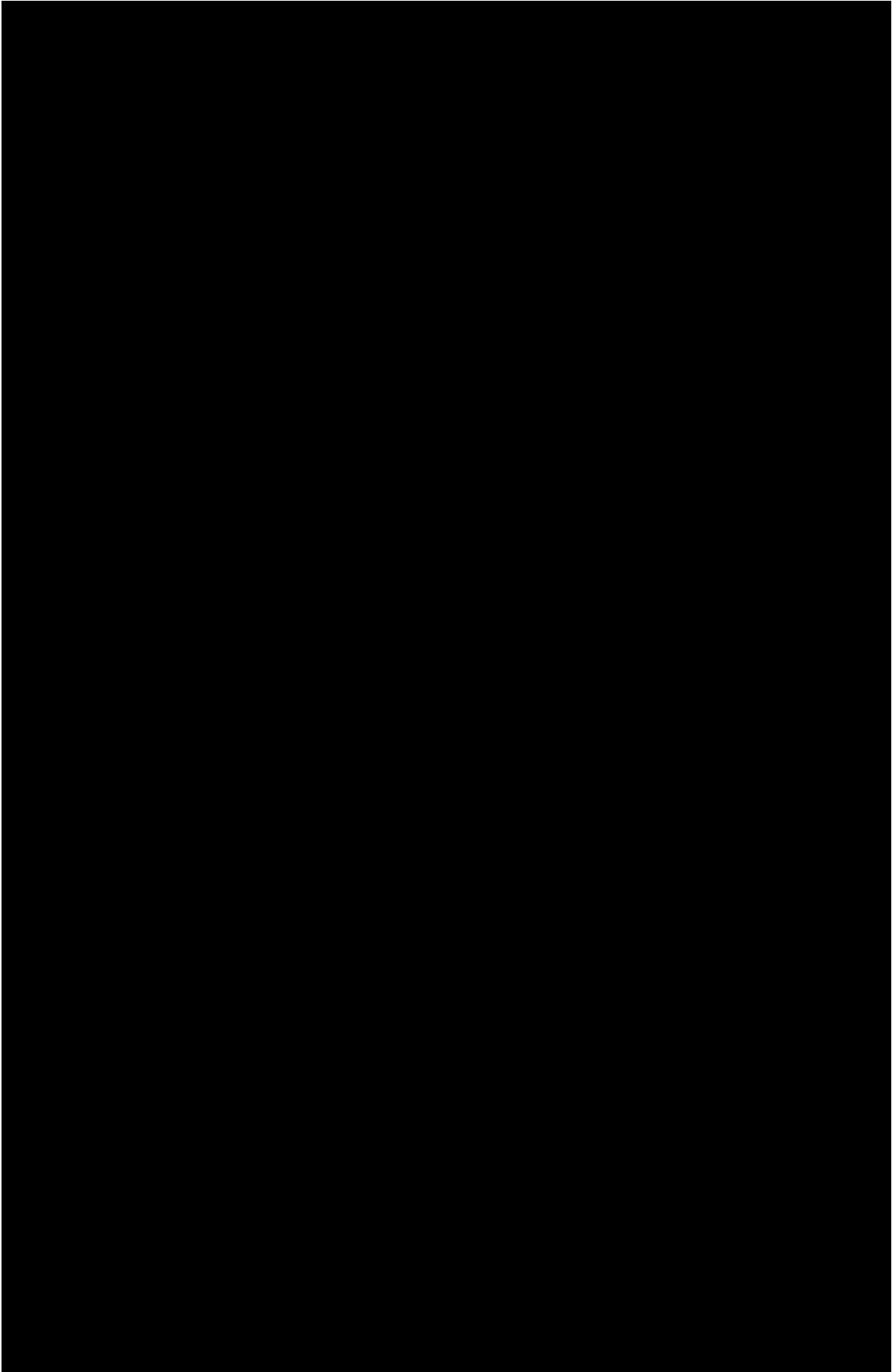
Bennett.

for non-attendance were

from Dr Hicks, Dr Lamki and Mr







THE ROYAL HOSPITALS TRUST

INFORM HOSPITAL COUNCIL

Minutes of a meeting held on 11 March 1996 at 4.00pm in the Boardroom,
King Edward Building.

PRESENT : Mr W S McKee (Chairman)

Dr I W Carson

Miss E Duffin

Mrs P Donnelly

Dr E Hicks

Dr J Gaston

Mr E Bates

Mr W N Bennett

Mrs T Hughes

Prof P Toner

Mr P Walby

Prof D B Archer

Mr J Hood

Dr C Mulholland

Mr G Carson

Dr E McIlrath

Dr J Dornan (representing Dr Lamki)

Mr T Fannin

Dr P Watson (representing Prof Love)

Dr M Callender

IN ATTENDANCE: Mrs GO' Neill

Mrs D Loughran

1.00 APOLOGIES

Apologies for non-attendance were
received from Mr Saunders, Prof Love, Dr
Lamki, Mr McCaughey, Dr Murnaghan and Ms
Burns.



4.00 CHIEF EXECUTIVE'S REPORT


4.01 Benchmarking

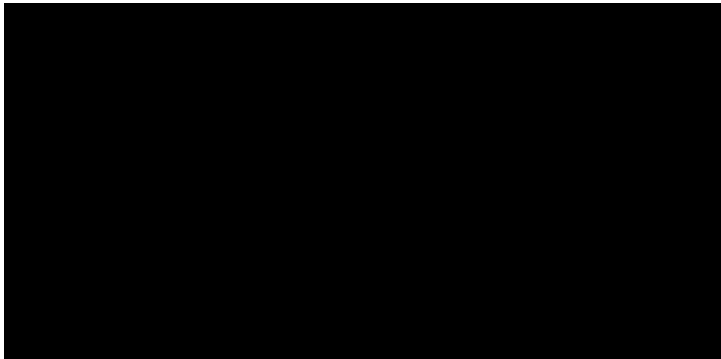
Mr McKee informed members that as part of the post-arbitration settlement the ME agreed to facilitate a benchmarking exercise between the Royal Hospitals and other major teaching hospitals. He reported that a useful meeting took place with the ME to discuss the way forward.

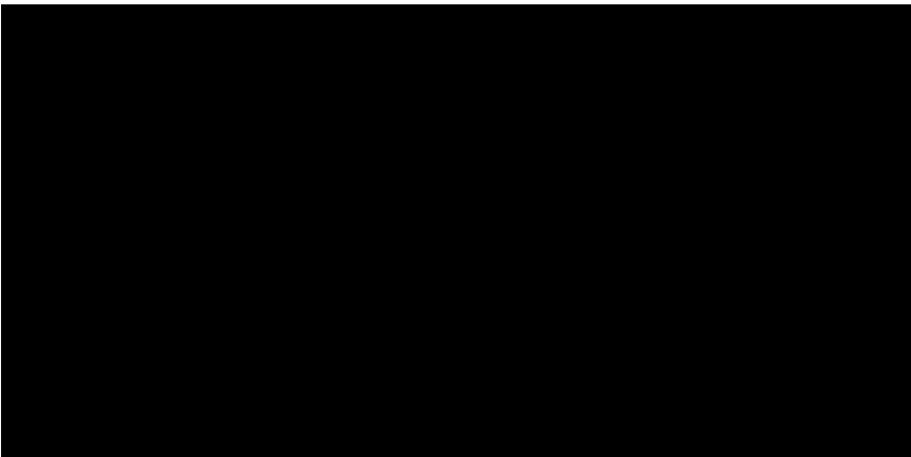
Mr McKee advised that this is a valid exercise for the Trust in terms of benchmarking "best practice" across the UK and demonstrating that it is as competitive as other teaching hospitals. He indicated that for this exercise to be credible and to be progressed

successfully there was a need to broaden the exercise to involve clinical representatives from the Hospital

Council. Mr McKee advised that the Trust propose to submit two names to the ME of professionals ie from National Audit Office and York Health Economics, with related expertise who would be interested

in conducting this exercise. He highlighted that if this exercise demonstrates that the Royal Hospitals are as competitive as other hospitals, the Trust will be seeking to have the  from the post-arbitration settlement consolidated into its baseline allocation.





7.00 COMPLAINTS REPORT FOR THE PERIOD OCTOBER - DECEMBER 1996

Mrs Webb reported that the total number of complaints received for this period were [REDACTED] which is an increase of [REDACTED] from the previous period. She advised that the average acknowledgement was [REDACTED] working days and the average response time was [REDACTED] working days. Mrs Webb informed members that in light of the implementation of the new HPSS complaints procedure it is compulsory that the Trust meets a number of performance targets from the 1 April 1996 ie the number of days for acknowledgement of complaints is reduced from [REDACTED] to [REDACTED] working days with the number of days to complete a full investigation and resolution of all complaints being reduced from [REDACTED] to [REDACTED] working days. She advised that in this period there were a total of [REDACTED] complainants who did not receive a final letter or substantive reply within the [REDACTED] working days as stated in the patients charter. She stated that this situation is unacceptable and highlighted that this was due to three main concerns:

1. Poor response time from directorates;
2. Complex issues needing time to be thoroughly investigated;
3. Increasing workload for the Complaints Department.

Mrs Webb reported that a Workshop held the previous Tuesday to apprise Clinical Directors and all senior staff of the Trust of the introduction of the new complaints procedure was very successful. She highlighted that the training aspect of the Wilson Report recommendations will

system is the need for the Trust to establish a clear local resolution process which lays emphasis on complaints being dealt with quickly. She outlined the roles of the Independent Review Panel, the Board Convener and the Ombudsman etc.

Policy - Management of Complaints
This policy was accepted by Council.



THE ROYAL HOSPITALS TRUST

INFORM HOSPITAL COUNCIL

Minutes of a meeting held on 15 April at 4.00pm in the Boardroom, King Edward Building.

PRESENT : Mr W S McKee (Chairman)

Mrs P Donnelly

Dr E Hicks

Dr J Gaston

Mr E Bates

Mr W N Bennett

Mrs T Hughes

Prof P Toner

Mr P Walby

Prof D B Archer

Mr J Hood

Dr C Mulholland

Dr E McIlrath

Dr H Lamki

Miss A Murdoch (representing Mr Fannin)

Mr H McCaughey

Dr G A Murnaghan

Ms C Burns

Mr I Saunders

Dr H Bharucha

IN ATTENDANCE: Mrs G O'Neill

Mrs D Loughran

1.00 APOLOGIES

Apologies

Dr Carson, Mr

Miss Duffin.

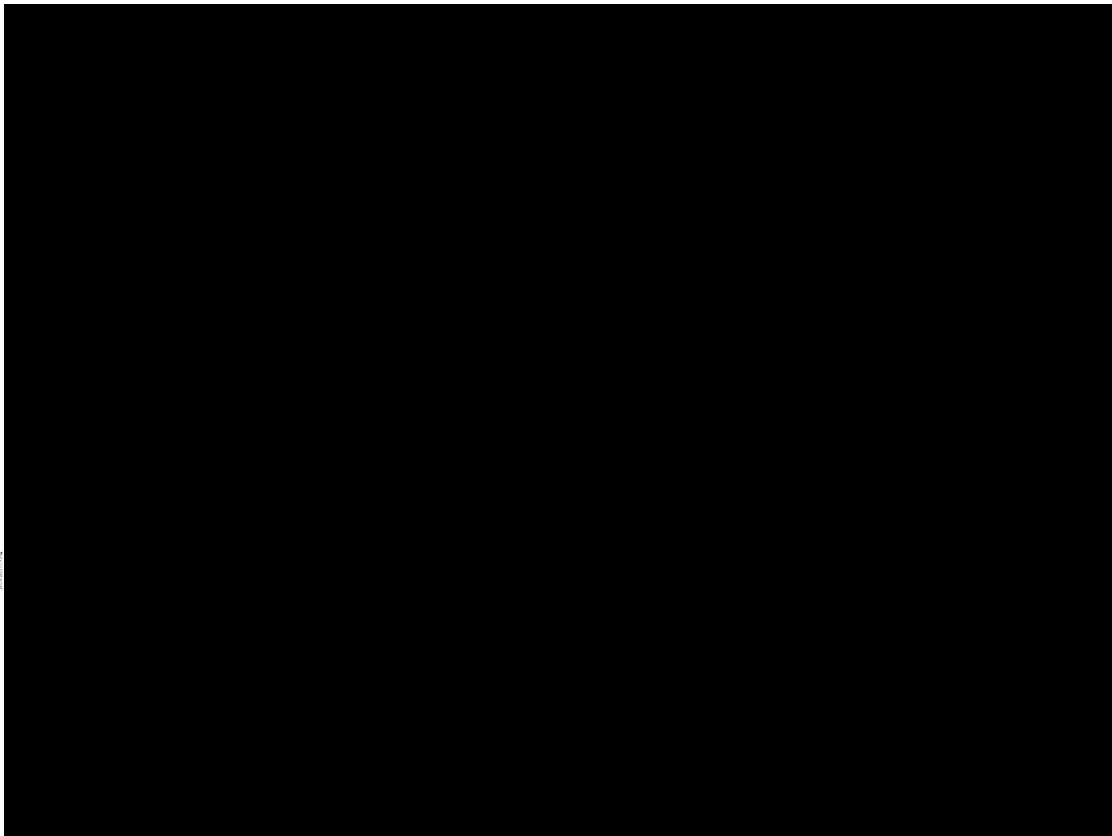
for

Fannin

non-attendance were received

Prof Love, Dr Callender and

from



3 _ 03 Benchmarking

Mr McKee

National

regard

would

Clinical

group.

advised that Brian Payne from
Audit Office would be interviewed

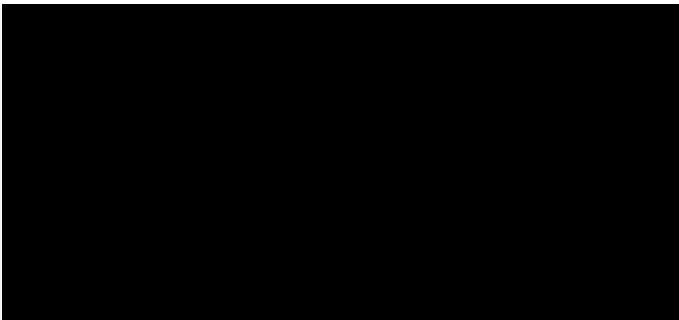
conducting this exercise. Dr
the working party and appoint
to the membership of the

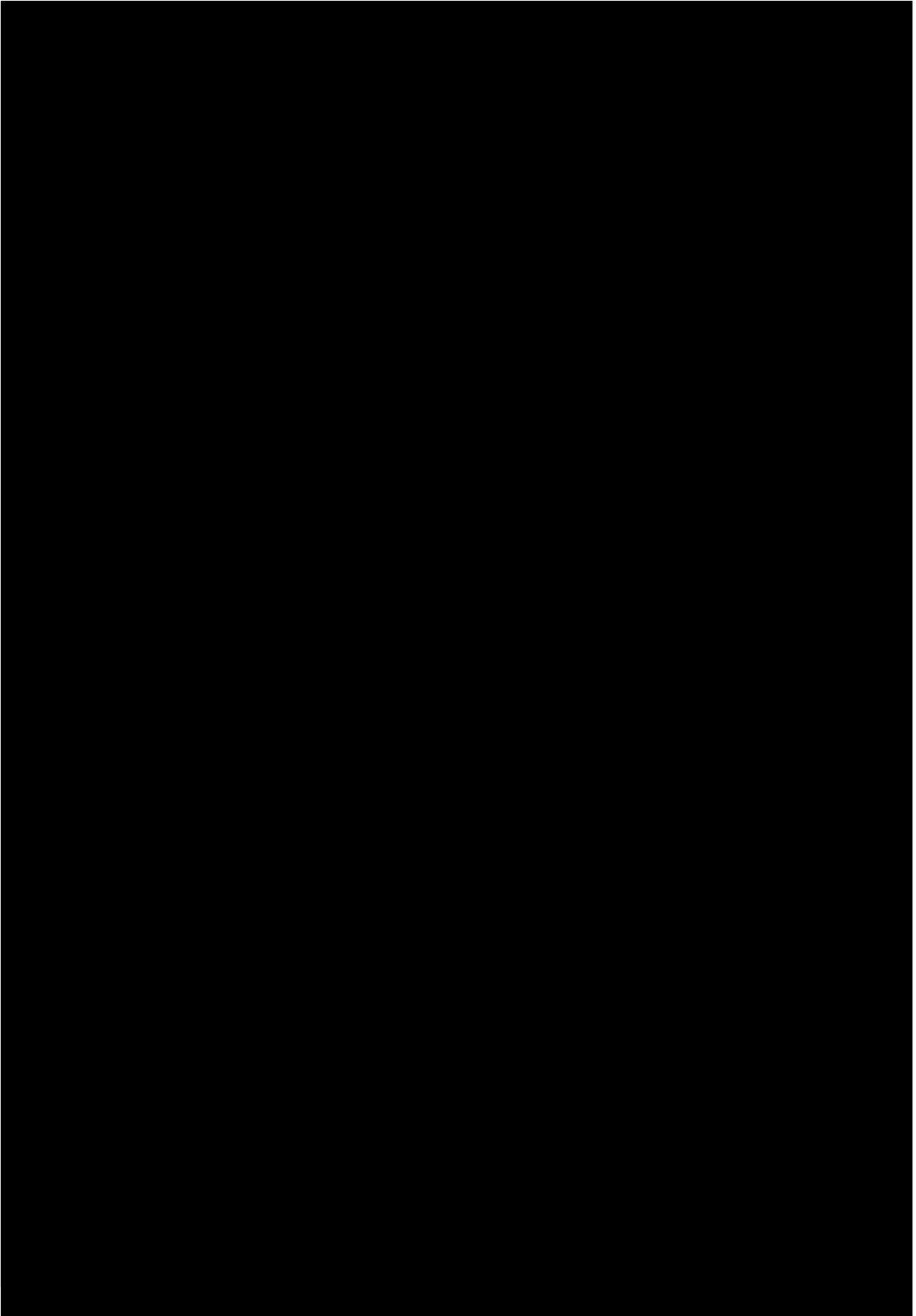
to

chair

Directors

4 _ 00 CHIEF EXECUTIVE'S REPORT





THE ROYAL HOSPITALS

FORMAL HOSPITAL COUNCIL

The minutes of a meeting held on 29 April 1996 in the Boardroom, King Edward Building, at 2.30 pm.

PRESENT: Mr W S McKee (Chairman)

Dr I W Carson

Mr H McCaughey

Mr W N Bennett

Mrs E Hayes } (representing Dr Gaston)

Dr D Wilson }

Mr I Saunders

Miss E Duffin

Mr J Hood

Mrs P Donnelly

Mrs F Friers (representing Prof Archer)

Dr C Mulholland

Mr A P Walby

Ms C Burns

Dr H Lamki

Mr G Carson

Mr T Fannin

Dr E Hicks

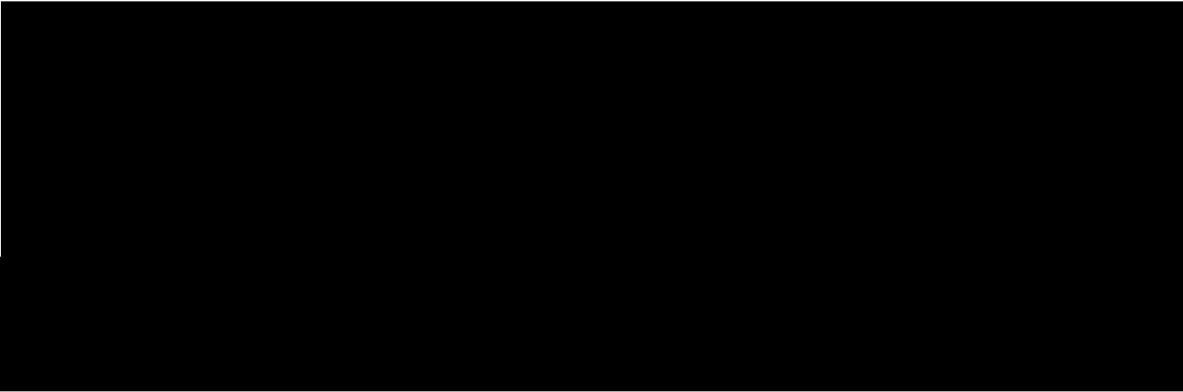
Prof A G H Love

IN ATTENDANCE; Mrs G O'Neill

Mrs D Loughran

1.00 APOLOGIES

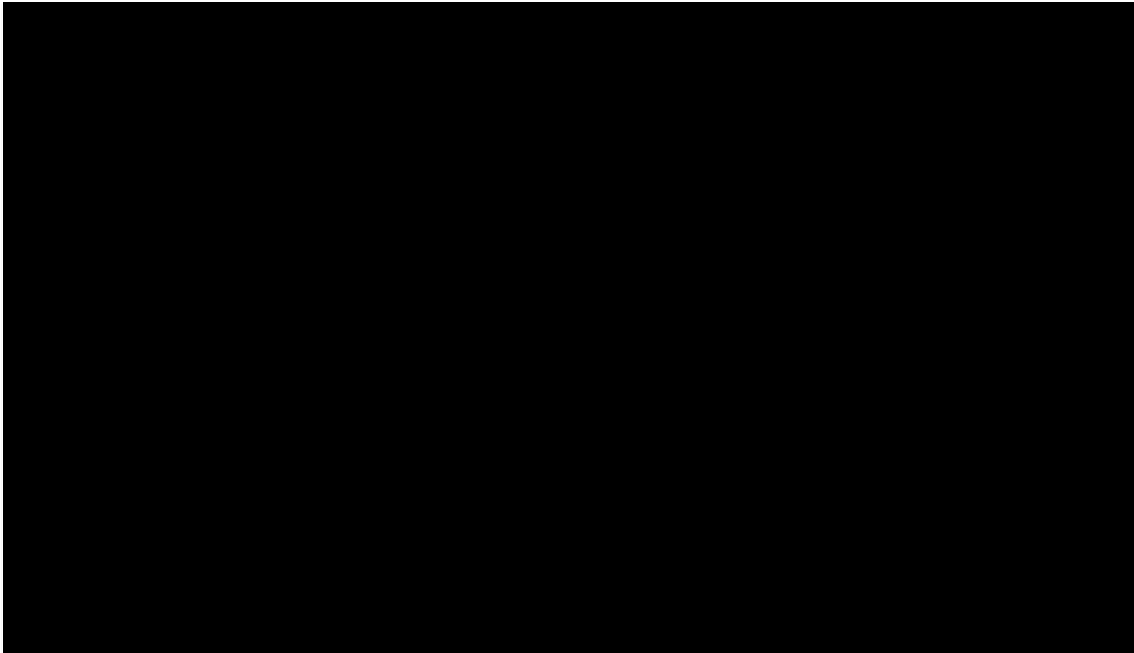
Apologies for non-attendance were received from Dr Gaston, Dr Murnaghan, Prof Archer, Dr Bharucha, Mrs Hughes and Mr Bates.



7.00 CHIEF EXECUTIVE'S REPORT

7.01 Trust Board

Mr McKee informed Council that meetings of the Board of Directors would now be held on the first Thursday of the month. He was pleased to announce the appointment of [REDACTED] as a new Non-Executive Director and that Dr G Baird and Mr J Carson had agreed to have their terms of office renewed. It was noted that [REDACTED] had declined the offer to continue as Non-Executive Director for a further term.



8.00 RISK MANAGEMENT

Dr Carson briefed members on some progress which has been made on risk management issues. He drew attention to a workshop which has been scheduled for September on medical negligence issues which would address matters such as communication of information to patients and how to reduce the Trust's level of liability. It was noted that to date three seminars have been held on complaints handling and which would be rolled out throughout the site.

SIGNED:

DATE:

THE ROYAL HOSPITALS

INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 20 May 1996 at 8.30 a.m., in the Boardroom, King Edward Building.

PRESENT: Mr W S McKee (Chairman)
Dr I W Carson
Mrs P Donnelly
Dr J Gaston
Mr E Bates
Mr W N Bennett
Mrs T Hughes
Miss E Duffin
Prof P Toner
Mr P Walby
Prof D B Archer
Mr J Hood
Dr C Mulholland
Dr E McIlrath
Dr H Lamki
Mr H McCaughey
Ms C Burns
Mr G Clarke (representing Dr Hicks)
Mr R S Cooke (representing Mr Fannin)
Mr I Saunders
Mr G Carson
Prof A G H Love

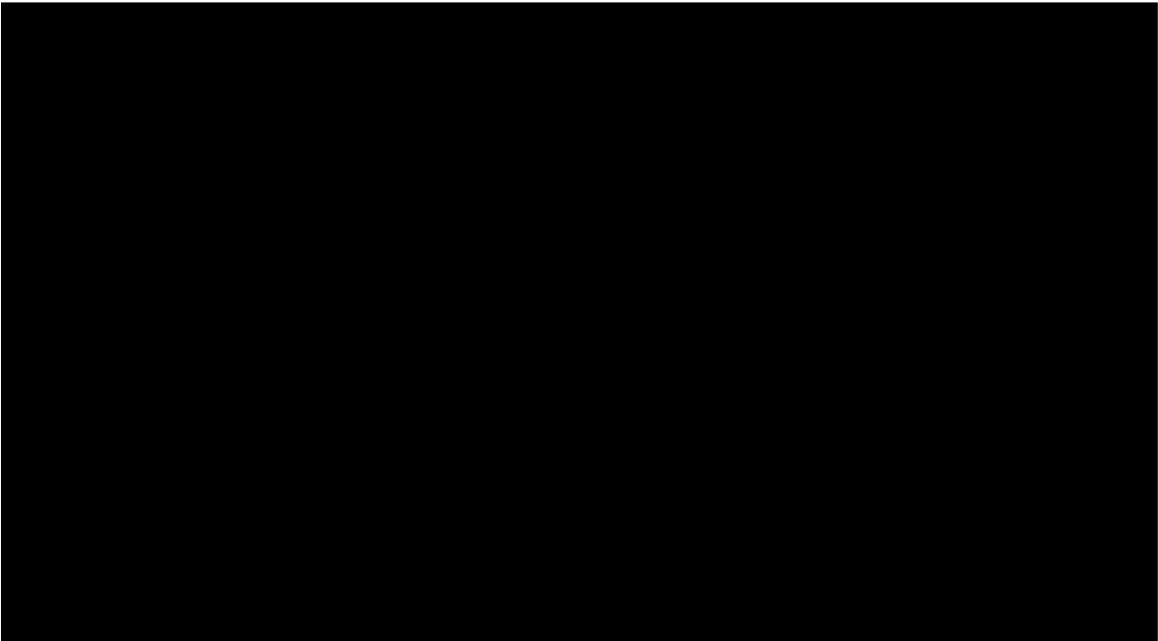
IN ATTENDANCE: Mrs G O'Neill
Mrs D Loughran

1.00 APOLOGIES

Apologies for non-attendance were received from Mr Fannin, Dr Murnaghan and Dr Hicks.

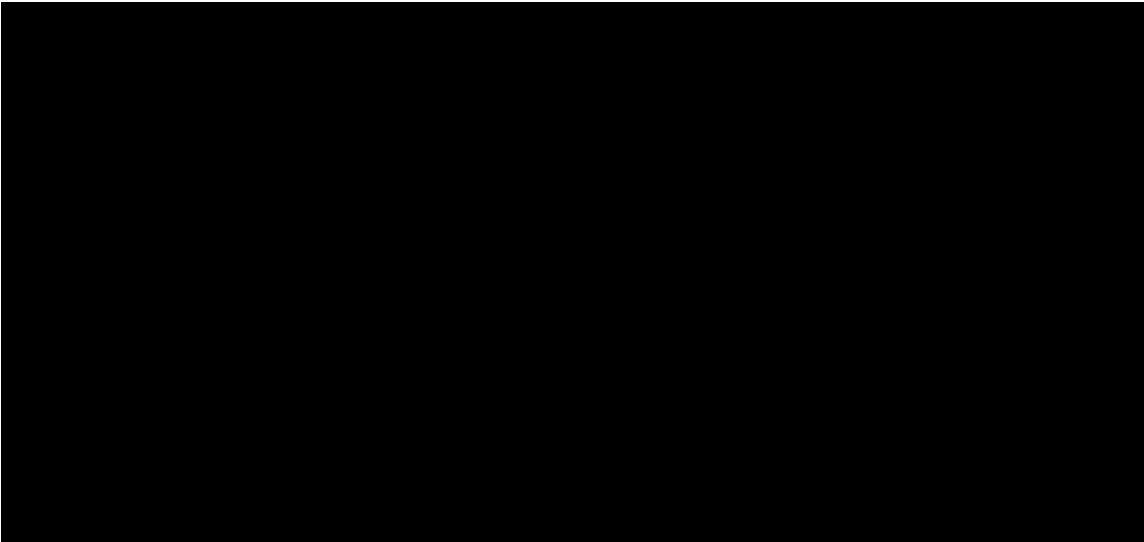
2.00 MINUTES

The minutes of the previous meeting held on 15 April 1996 were confirmed.



7.00 CESSATION OF ELECTIVE SURGERY

A suggested theatre schedule to accommodate the closure of theatres during the summer months was tabled. Mr McCaughey cautioned that this level of reduction may not close the gap with the Eastern Board and it may be necessary to take further action later in the year. In general it was felt this plan could be implemented and Dr Gaston indicated that every effort was being made to provide anaesthetic cover for theatre sessions. Dr Carson stressed the need for surgeons to raise with their clinical directors any difficulties they may encounter so that a speedy resolution can be reached. The need get the health and safety work in the ophthalmic theatres to contract immediately was stressed in order that the Trust maximise the opportunity of closing theatres. Following the press conference it was proposed that a letter would go to all GPs reiterating why the need for this action has to taken and it was agreed that the Northern Ireland Postgraduate Council should be included in this notice. Mr McKee congratulated those members of HC involved in successfully taking this exercise forward.



THE ROYAL HOSPITALS

FORMAL HOSPITAL COUNCIL

The minutes of a meeting held on 3 June 1996 in the Boardroom, King Edward Building, at 2.30 pm.

PRESENT:

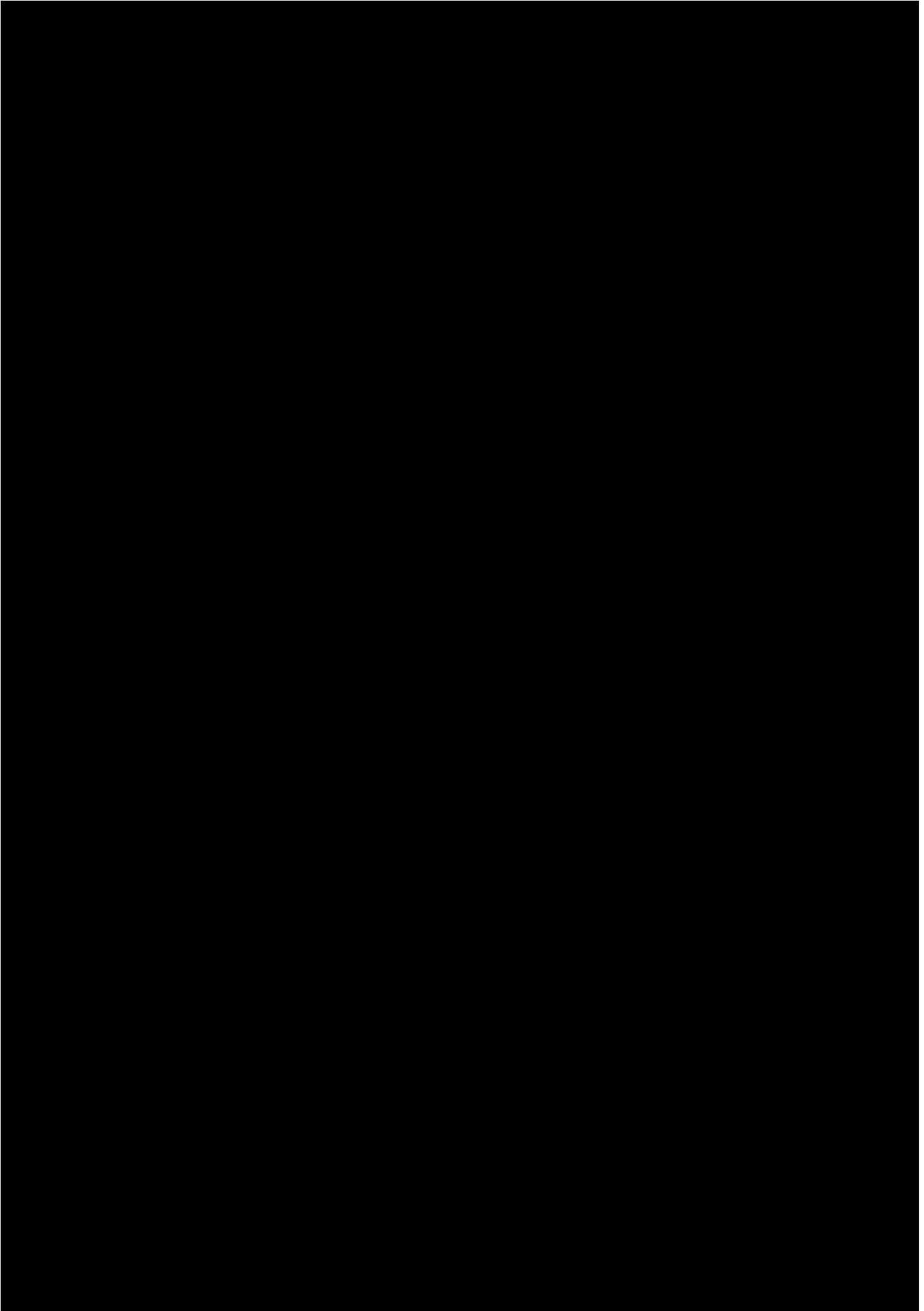
Mr W S McKee (Chairman)
Dr I W Carson
Mr H McCaughey
Mr W N Bennett
Dr J Gaston
Mrs R Garvey (representing Mr Saunders)
Mr E Bates
Miss E Duffin
Mrs T Hughes
Mr J Hood
Mrs P Donnelly
Prof D B Archer
Dr C Wilson (representing Dr Mulholland)
Mr A P Walby
Ms C Burns
Dr H Lamki
Mr G Carson
Mr T Fannin
Dr E Hicks
Dr J Laird (representing Dr McIlrath)
Prof A G H Love
Prof P Toner

IN ATTENDANCE:

Mrs D Loughran

1.00 APOLOGIES

Apologies for non-attendance were received from Dr Murnaghan, Mr Saunders and Dr Mulholland.






8.00 BENCHMARKING

Mr Bennett reminded members that the benchmarking exercise commissioned jointly by the Trust and ME was one of the outcomes following last years arbitration. He advised that the exercise will focus on relative performance of the RHT and is seen by the Trust as an opportunity to compare its performance against leading teaching hospitals locally and provincially. Mr Bennett indicated that should the Trust prove competitive in its costs it will support the case for additional income.

Mr Bennett informed members that a Steering Group has been established comprising Mr McKee (Chairman), Dr Carson, Mr Bennett, Mr Bates, Mr McCaughey, representations from the ME, Mr Brian Payne, External Advisor and Gillian Russell as Project Manager. In addition to this, a Project Board has also been established comprising Dr Carson (Chairman), a number of clinical directors, Mr J Stewart, a representative from the Finance Department and Gillian Russell. It was noted that an interim report will be produced during the months of July/August with a full and final report being provided at the end of the year which will inform the final funding for 1996/97 and future years.



THE ROYAL HOSPITALS

INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 17 June 1996 at 4.00 pm in the Boardroom, King Edward Building

PRESENT: Mr W S McKee

Dr I W Carson

Mrs P Donnelly

Mr E Bates

Mr W N Bennett

Mrs T Hughes

Miss E Duffin

Prof P Toner

Mr P Walby

Mrs D O'Brien (representing Mr Hood)

Dr C Mulholland

Dr E McIlrath

Dr H Lamki

Mr H McCaughey

Mr T Fannin

Mr G Carson

Prof A G H Love

Dr G Murnaghan

IN ATTENDANCE: Mrs G O'Neill

Mrs D Loughran

1.00 APOLOGIES

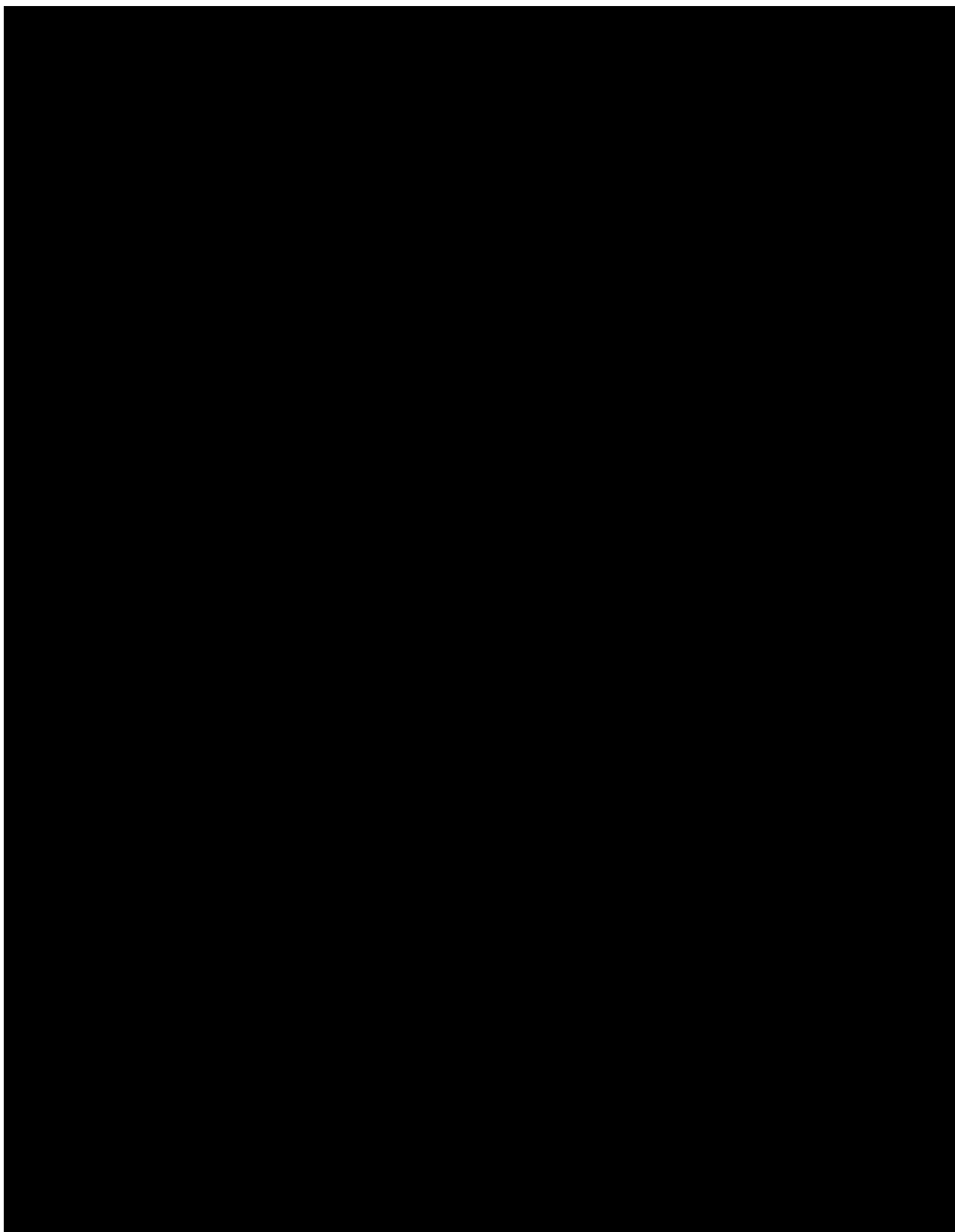
Apologies for non-attendance were received from Ms Burns and Mr Hood.

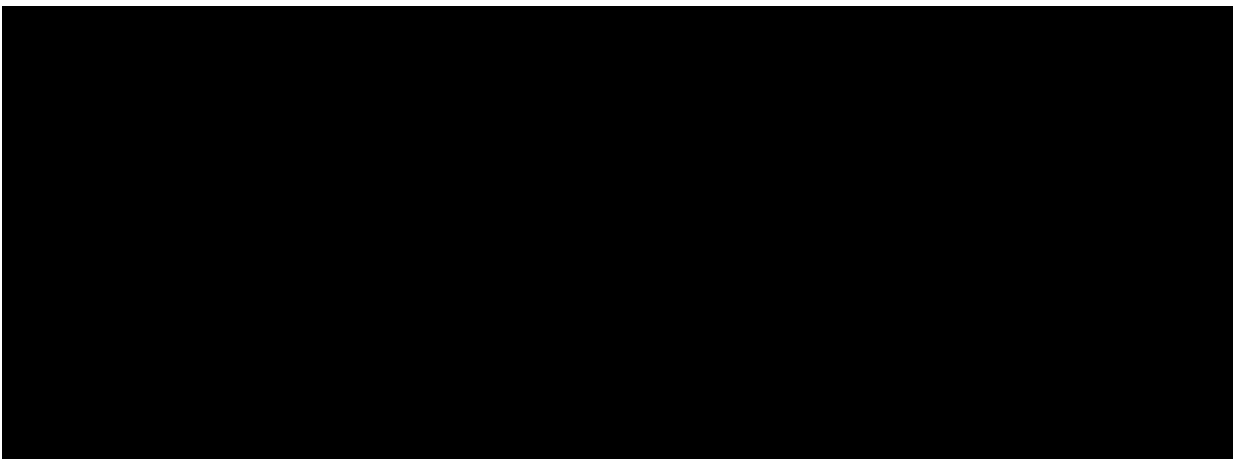
2.00 HEALTH & SAFETY

Mr McKee welcomed Dr Stevens in his capacity as Director of Occupational Health to the meeting.

Dr Stevens drew members attention to the Annual Health and Safety Report for the period 1.4.96. - 31.3.96. and highlighted the major issues contained within same. He referred to Table 1 which provides a comparison of the accident numbers and violent episodes involving staff for 1994/95 and 1995/96 and reported that there has been little change in the total amount of accidental injuries recorded for this year ie [REDACTED] compared to [REDACTED] reported in 1994/95. Dr Stevens highlighted that violence to staff is an issue of increasing prominence and a working party has been established to develop a policy and action plan for the prevention and management of violent situations. Incidents involving sharp clinical instruments, including needles, continue to be a main cause of injury. There was a total number of [REDACTED] sharps injuries reported which is likely to be an underestimate as data provided for a District General Hospital suggests an injury rate of [REDACTED] injuries. Dr Stevens highlighted that the main problem is an under reporting of sharps injuries.

With regard to risk management, Dr Stevens reported that during the year [REDACTED] near misses were recorded. He advised that current knowledge regarding near misses/accident rates suggest these





7.01 Strategy for Paediatric Services

Dr Mulholland briefed members on the work undertaken over the past year to produce a strategy for paediatric services. He advised that a significant proportion of the work has been carried out by Mr Bates and a series of meetings have taken place with various groups ie GPFHs, Eastern and Southern Boards, members of local Medical Committees, etc., following which a list of principles were drawn up. These principles were signed up to by the aforementioned groups. Since that time, Dr Mulholland reported that a Group has been in place within RBHSC whose remit is to produce a strategy for Paediatric services taking into account wider issues such as ECRs, community linkages etc. He advised that it is hoped to widely circulate the draft strategy as a consultation document by September following which it will then be finalised and launched as an official document.

The Meeting Ended.

THE ROYAL HOSPITALS

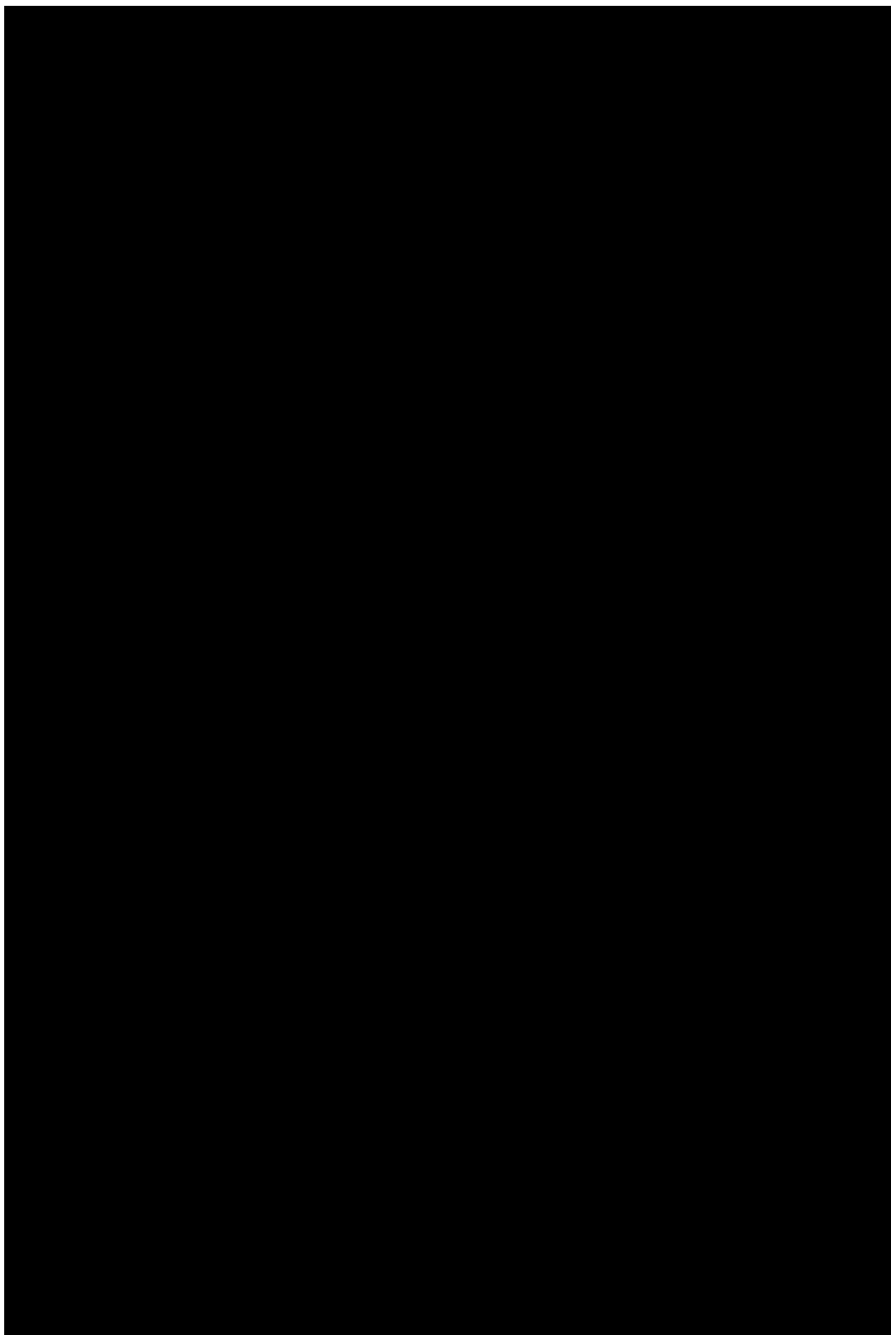
FORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 1 July 1996 at 2.30 pm in the Boardroom, King Edward Building.

PRESENT: Dr I W Carson (Chairman)
Mr H McCaughey
Mr W N Bennett
Dr D Wilson (representing Dr Gaston)
Mr I Saunders
Mr E Bates
Mrs M Castles (representing Mrs Hughes)
Mr J Hood
Mrs P Donnelly
Mrs F Friers (representing Prof Archer)
Dr C Mulholland
Mr D Adams
Dr D Gilmore
Mr P Sharpe (representing Ms Burns)
Dr A Harper (representing Dr Lamki)
Mr G Carson
Mr T Fannin
Dr E Hicks
Dr E McIlrath
Prof P Toner

IN ATTENDANCE: Mrs G O'Neill
Mrs D Loughran
Mrs G Murtagh

Before commencing the formal business of the meeting, Dr Carson welcomed Mr D Adams and Dr D Gilmore to their first Hospital Council meeting as Clinical directors of ENT and Medicine respectively. Members were informed that Dr J Dornan was appointed Clinical Director of Obstetrics and Gynaecology and will take up the post on 1 August 1996.

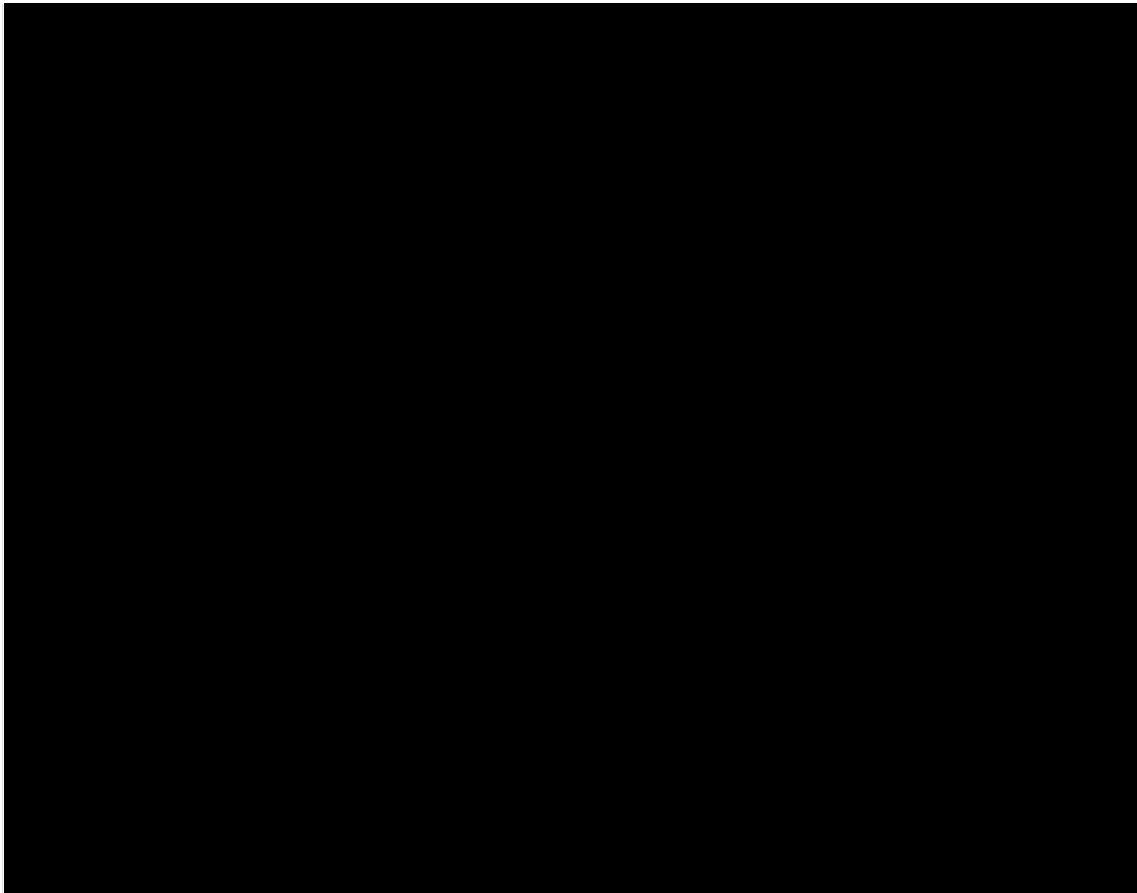




7.00 MATTERS ARISING FROM THE MINUTES

7.01 Hospital Council Workshop

A paper providing a follow-up on the actions agreed at the recent Council workshop was noted. Dr Carson informed members that the first meeting of the Education, Teaching and Development Committee is scheduled to take place on Friday, 5 July 1996.



SIGNED: _____

DATE:

THE ROYAL HOSPITALS

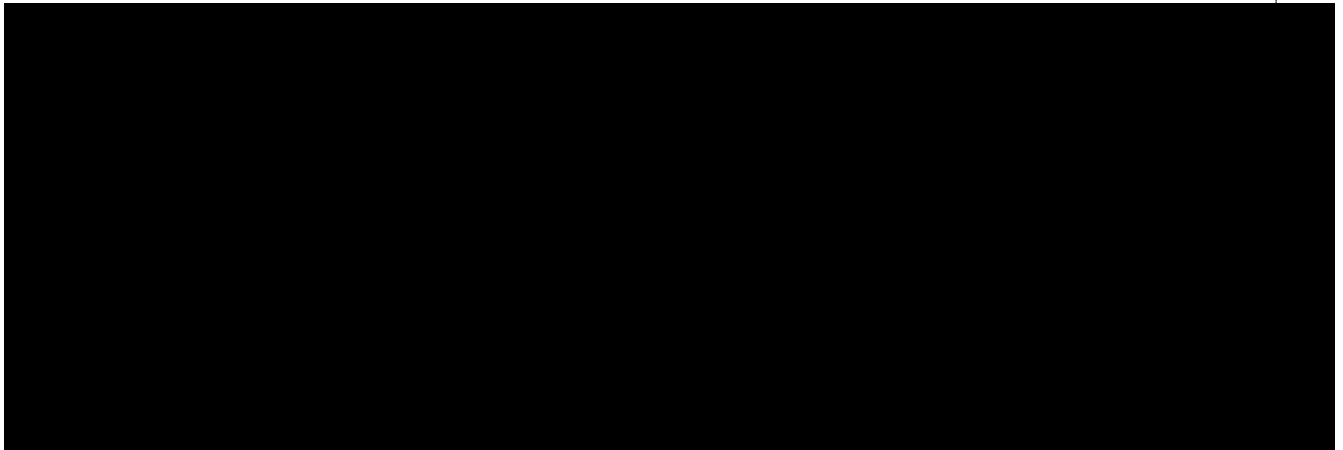
INFORMAL HOSPITAL COUNCIL

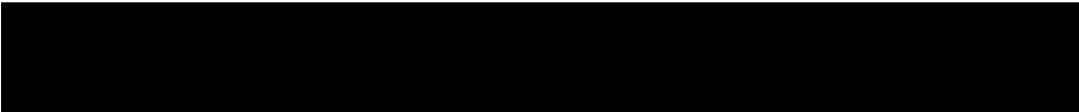
Minutes of a meeting held on 12 August 1996 at 4.00 pm in the Boardroom, King Edward Building.

PRESENT: Mr W S McKee
Mr E Bates
Mr W N Bennett
Mrs T Hughes
Miss E Duffin
Dr C Mulholland
Mr H McCaughey
Mr T Fannin
Mr G Carson
Prof A G H Love
Miss R Fox (Representing Mrs P Donnelly)
Dr Gaston
Mr J Hood
Dr J Dornan
Mrs F Friers (Representing Professor Archer and Mr D Adams)
Mr I Saunders
Prof D Hadden (Representing Dr D Gilmore)
Dr E Hicks
Ms C Burns
Ms M Walsh (Representing Professor Toner)

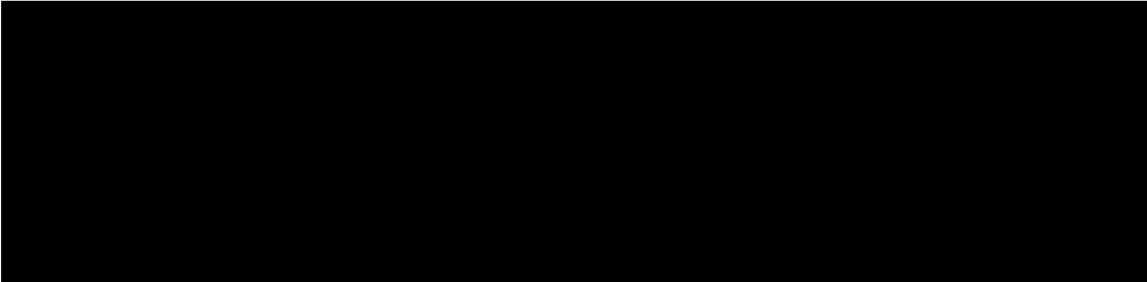
IN ATTENDANCE: Mrs G O'Neill
Mrs G Murtagh

1.00 APOLOGIES Apologies for non-attendance were received from
Dr G Murnaghan, Mrs P Donnelly, Dr I W Carson, Dr Gilmore, Professor Toner.





4.00 CHIEF EXECUTIVE'S REPORT



4.02 Standards Committee Minutes

The minutes of the meeting held on 14 May 1996 were noted. Miss Duffin agreed to put in writing amendments to some points contained in the minutes.

4.03 Subvention - Paediatrics Directorate

Mr McKee advised that a detailed case is available which demonstrates the extent of the funding deficit in the Paediatric Directorate. This has been submitted to the Regional Medical Services Consortium, who acknowledge

the problem and have agreed to review the position with a view to offering support as the opportunity arises.

In light of this, the Subvention will be removed from Paediatrics and the funding reinstated with relevant Directorates.

4.04 Agency Nurses

Mr McKee referred to the report which had been circulated to Hospital Council on the recruitment of Agency Nurses. The conclusions of the working group were that the recruitment of agency staff is closely scrutinised and is maintained at the minimum level necessary to deal with workload.

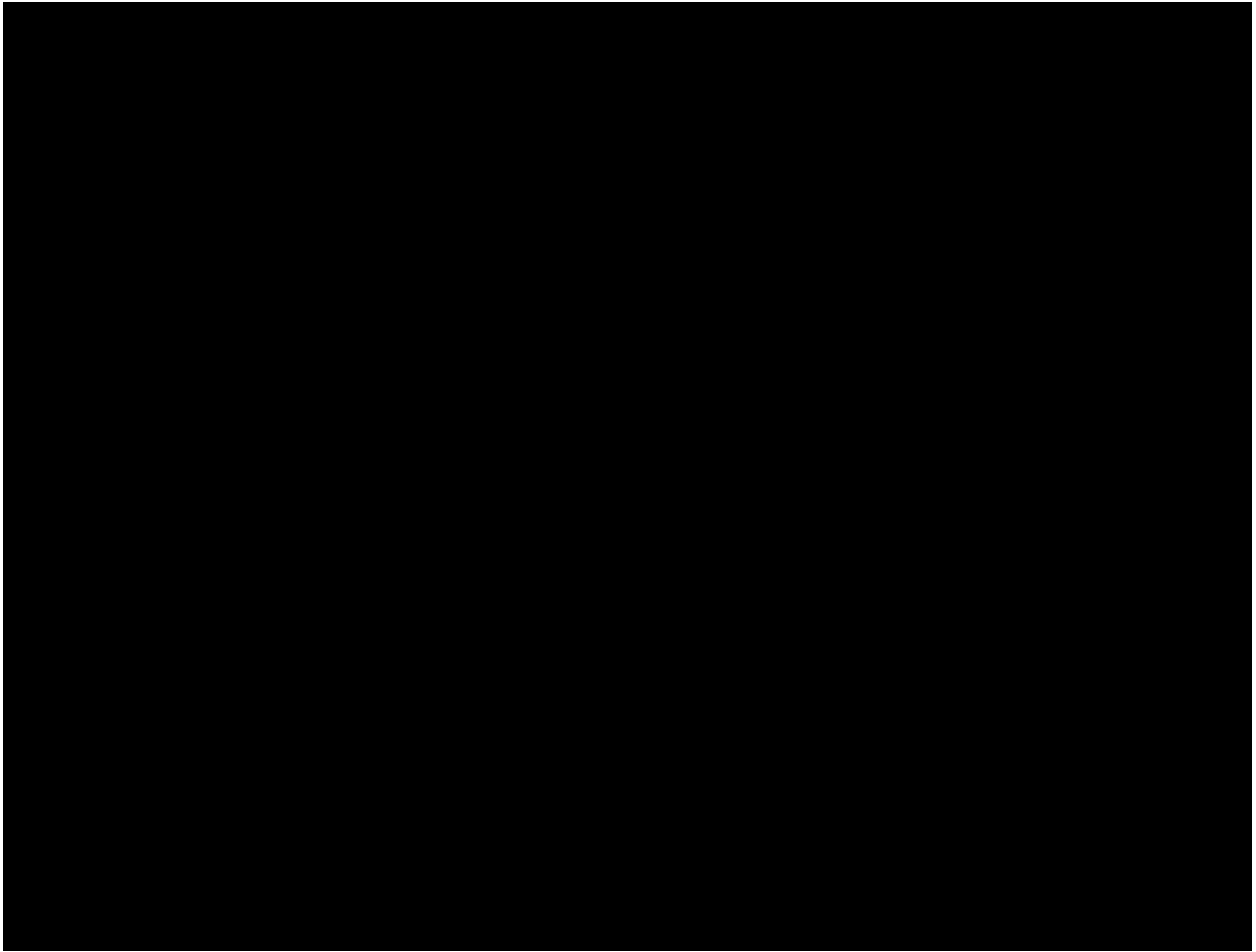
Mr McKee commended the efforts of everyone involved in this exercise.

-4-



5.00 COMPLAINTS REPORT

Mrs Webb joined the meeting to present the Complaints Report for the period



THE MEETING ENDED

THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL
HEALTH AND SOCIAL SERVICES TRUST

FORMAL HOSPITAL COUNCIL

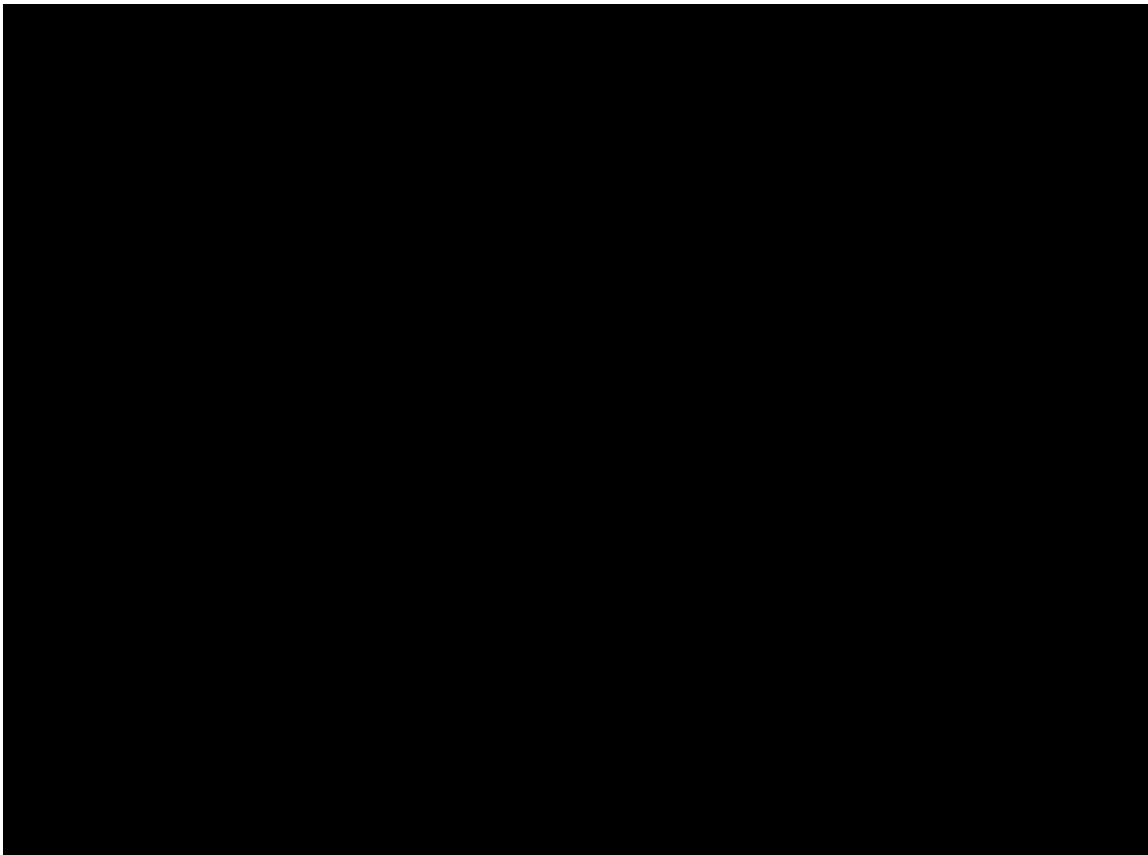
Minutes of a meeting held on 2 September 1996 at 2.30 pm in the Boardroom, King Edward Building.

PRESENT: Mr W S McKee (Chairman)
Dr W A Carson
Mr H McCaughey
Dr J Gaston
Mr I Saunders
Mrs D O'Brien (Representing Mr Hood)
Mrs P Donnelly
Mr D Adams
Professor D Archer
Dr C Mulholland
Dr D Gilmore
Dr J Dornan
Mr G Carson
Mr T Fannin
Dr E Hicks
Mr C McCarroll (Representing Dr McIlrath)
Professor P Toner
Miss E Duffin
Mr E Bates
Mr N Bennett
Mrs T Hughes
Mr P Sharpe (representing Ms Burns)

IN ATTENDANCE: Mrs G O'Neill
Mrs G Murtagh

1.00 APOLOGIES:

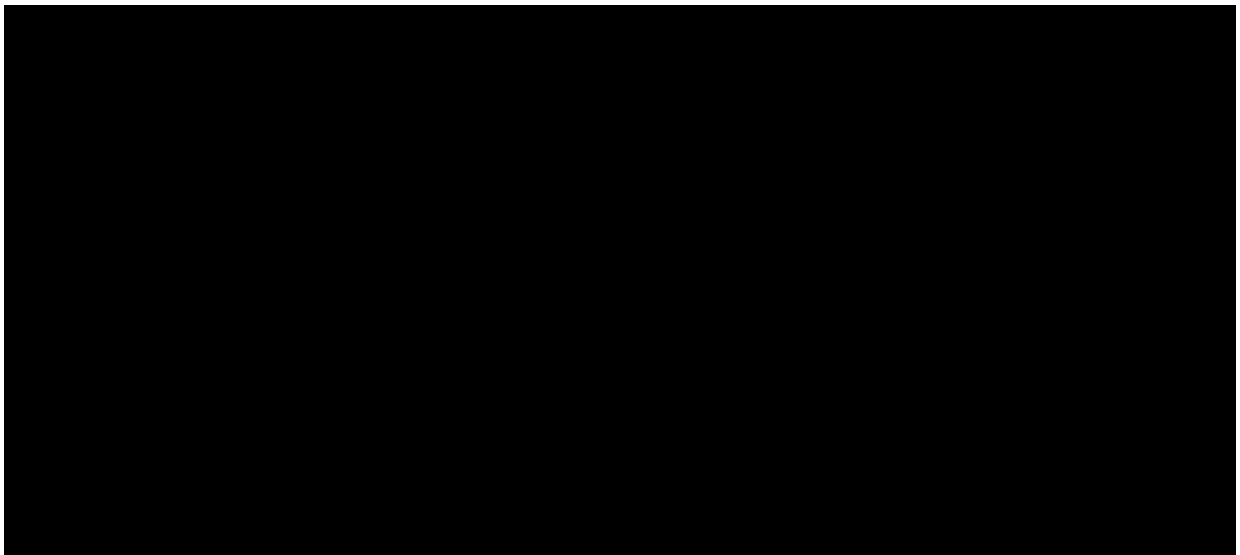
Apologies for non-attendance were received from Mr Hood, Dr McIlrath, Ms C Burns and Dr G A Murnaghan.



7.00 CHIEF EXECUTIVE'S REPORT

7.01 Benchmarking

Members noted the progress report on the benchmarking exercise which had been circulated for information.



THE ROYAL HOSPITALS

INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 16 September 1996 at 4.00pm in the Boardroom, King Edward Building.

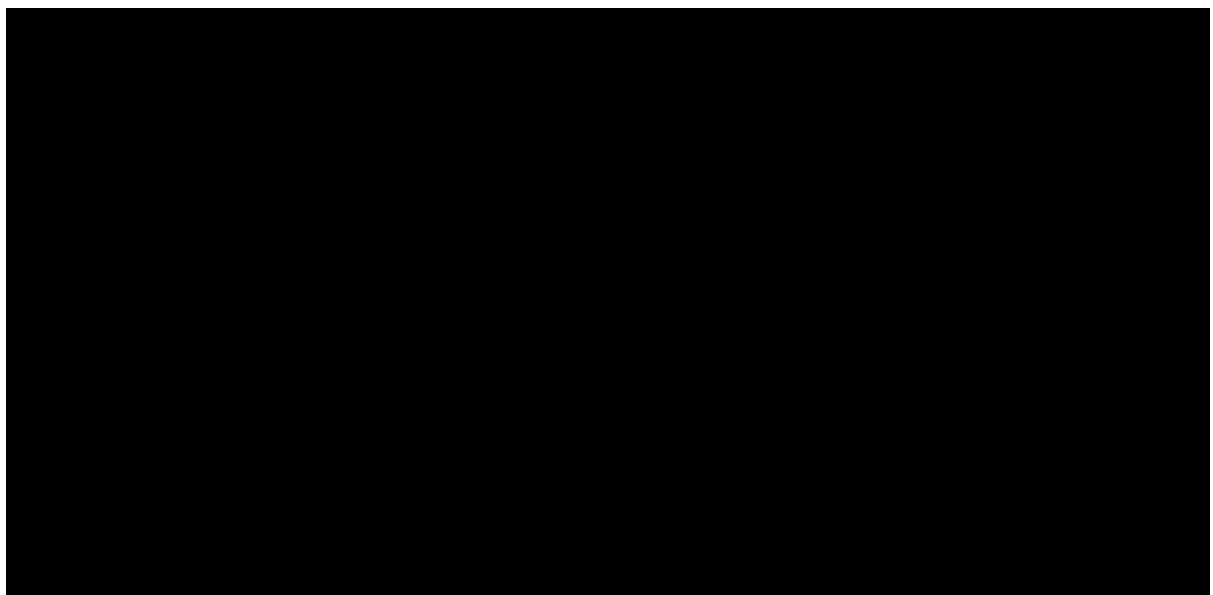
Present:

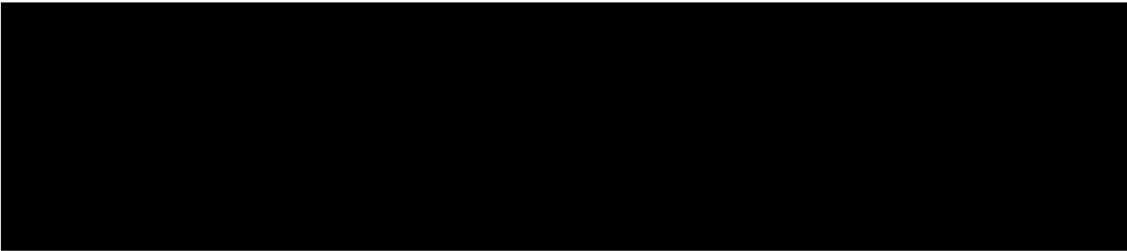
- Dr I W Carson
- Mr E Bates
- Dr H C Mulholland
- Mr T Fannin
- Mr G Carson
- Prof A H G Love
- Mrs P Donnelly
- Dr J Gaston
- Mr J Hood
- Dr J Dornan
- Prof D B Archer
- Mr D Adams
- Mr I D F Saunders
- Dr D Gilmore
- Dr E Hicks
- Ms C Burns
- Prof P G Toner
- Dr E M McIlrath

In attendance: Dr G Murnaghan
Mrs G O'Neill
Mrs M Flynn

1.00 APOLOGIES

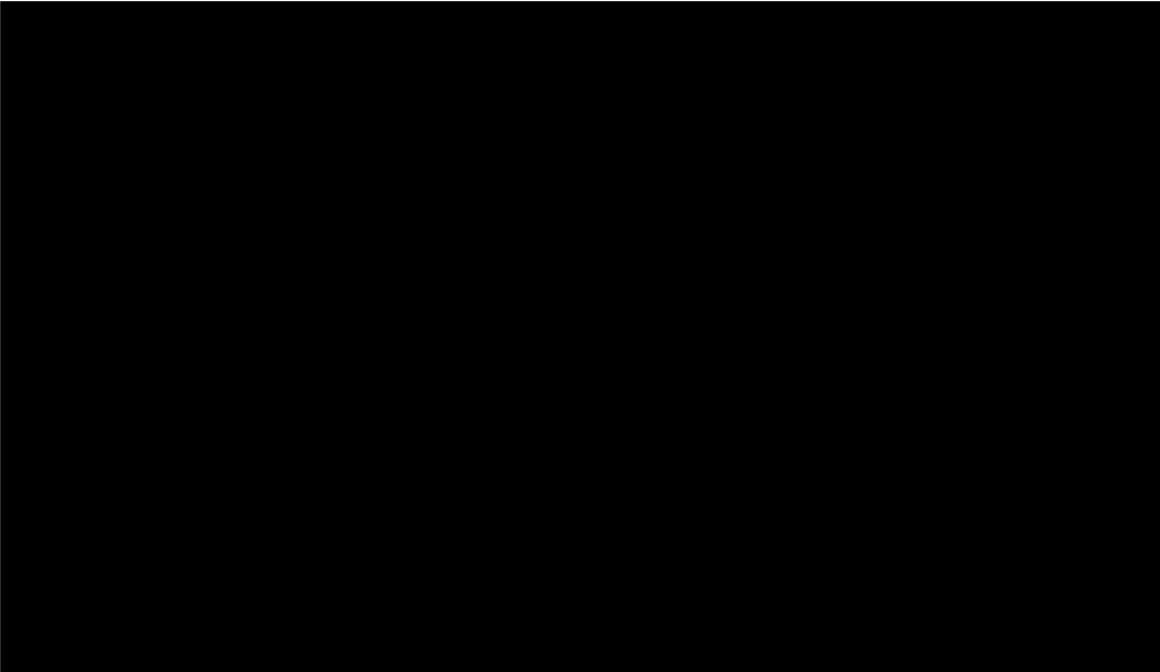
Apologies for non-attendance were received from Mr McKee, Mr McCaughey, Mr Bennett, Mrs Hughes and Miss Duffin.





4.00 CHIEF EXECUTIVE'S REPORT

On behalf of the Chief Executive, Dr Carson informed Hospital Council that Dr Hicks had been appointed as Director of Paediatrics and he welcomed her formally on to the Hospital Council.




6.00 QUARTERLY RISK MANAGEMENT REPORT (PAPER HC58/96)

The Risk Management Steering Group had circulated a quarterly report showing issues being dealt with over the last 3/4 months.

Concern was expressed at the number of incidents of violence to staff, particularly in Accident and Emergency. Records of incidents have been recorded and steps have been taken to limit access.

We have re-appointed Sedgwick NI Risk Services Ltd as our advisors for another term on Liability and Insurance issues. An activity and action list outlining the services provided by Sedgwick was supplied.

Medical Negligence claims (total reserves and payments from 1993-1995). The total amount of claims outstanding now stood at  Dr Murnaghan reported that there was considerable discussion in Great Britain on how Trusts will deal with Medical Negligence claims. The model for

This service would be the start of the Receipt and Delivery points as we come to the start of the new build. Ms Burns asked for the co-operation of the Hospital Council in ensuring that parked cars do not interrupt deliveries for the new patient meal service.

The meeting ended.

THE ROYAL GROUP OF HOSPITALS AND DENTAL HOSPITAL

HEALTH AND SOCIAL SERVICES TRUST

FORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 30 September 1996 at 4.00 pm in the Boardroom, King Edward Building.

PRESENT: Mr W S McKee (Chairman)
Dr I W Carson
Professor G Love
Mr H McCaughey
Dr D Wilson (Representing Dr Gaston)
Mr I Saunders
Mr J Hood
Mrs P Donnelly
Mr D Adams
Professor D B Archer
Dr C Mulholland
Dr D Gilmore
Miss C Reilhill (Representing Dr J Dornan)
Mr T Fannin
Dr E Hicks
Dr J Laird (Representing Dr McIlrath)
Professor P Toner
Miss E Duffin
Mr E Bates
Mr N Bennett
Ms C Burns

IN ATTENDANCE: Mrs G O'Neill
Mrs G Murtagh

1.00 APOLOGIES

Apologies for non-attendance were received from Dr McIlrath, Dr Dornan, Mr G Carson, Dr Gaston, Dr Bharucha and Mrs T Hughes.

THE ROYAL HOSPITALS
INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 14 October 1996 at 4.00 pm in the
Board Room, King Edward Building

PRESENT: Mr W McKee
Dr I Carson
Dr H C Mulholland
Mr E Bates
Dr J Dornan
Ms C Burns
Mrs T Hughes
Dr D Gilmore
Dr E Hicks
Mrs P Donnelly
Dr E McIlrath
Mr T Fannin
Mr I D F Saunders
Mrs F Friers for Professor D B Archer/Mr D Adams
Mr H McCaughey
Mr G Carson
Mr N Bennett
Dr Wilson for Dr J Gaston

In Attendance: Dr A H Stevens
Mrs G O'Neill
Ms C Reihill
Mrs M Flynn

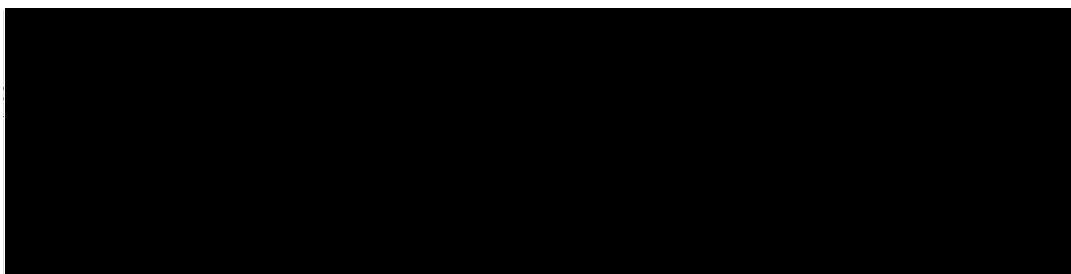
1.00 APOLOGIES:

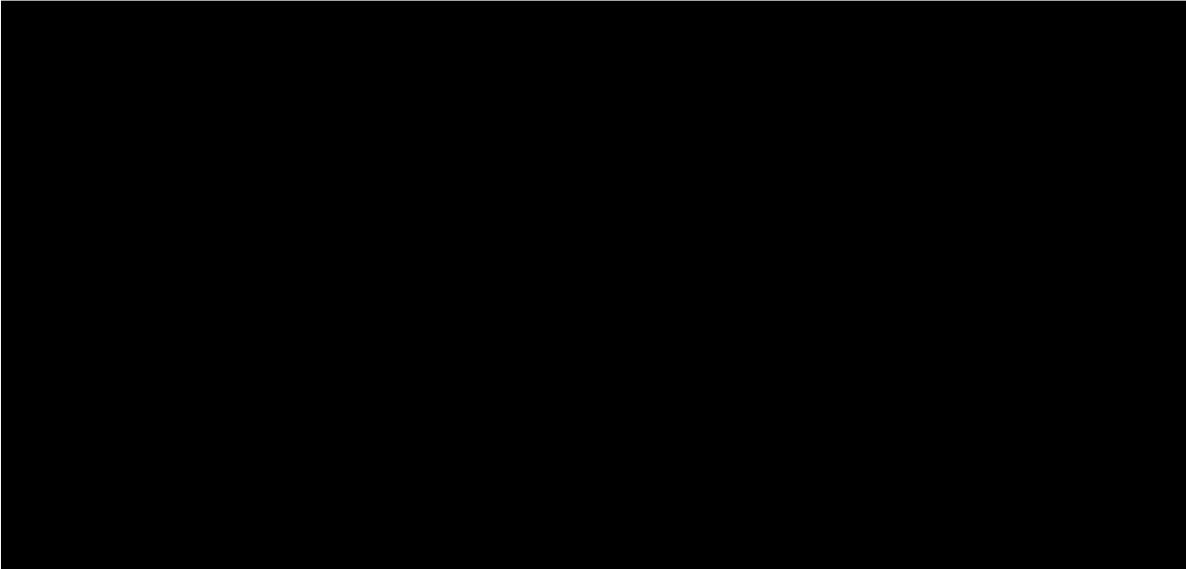
Apologies for non-attendance were received from Mr J Hood
Miss E Duffin, Professor Toner, Dr G Murnaghan.

2.00 MINUTES

The minutes of the previous meeting held on 12 August 1996
were confirmed.

3.00 MATTERS ARISING FROM THE MINUTES





6.00 Occupational Health & Safety Report (Paper HC60/96)

Dr Stevens had been invited to address Hospital Council to discuss the Trust's health and safety performance for the first 6 months of the financial year. With regard to Accident Data, the trend remained similar to the last number of years. The number of reported back injuries was less than in the previous 6 months but incidents of physical violence on members of staff had shown a considerable increase. Staff were better informed on the procedure for reporting such incidents.

The Disability Discrimination Act due to come into force on 2 December 1996 extends the rights of disabled people to bring them into line with all others. A précis of the requirements of the Act was circulated.

European Week of Health & Safety at Work: A recent seminar was held to raise the profile of safety representatives. The event was also supported by Managers and other key staff.

Confidential Counselling and Advice Service (CCAS): The service was handling an average of 2/3 calls per month. Many problems were related to stress outside the workplace. A review of the service was planned for the end of 1996.

Near Miss Reporting: To improve awareness and emphasise the importance of accurate reporting, a seminar would be organised for the end of October 1996.

Mr McKee thanked Dr Stevens for his report and stressed that there should be a clear focus on health and safety matters at Directorate level and he asked Council to ensure this was the case.

7.0 Any Other Business



THE ROYAL HOSPITALS

HOSPITAL COUNCIL

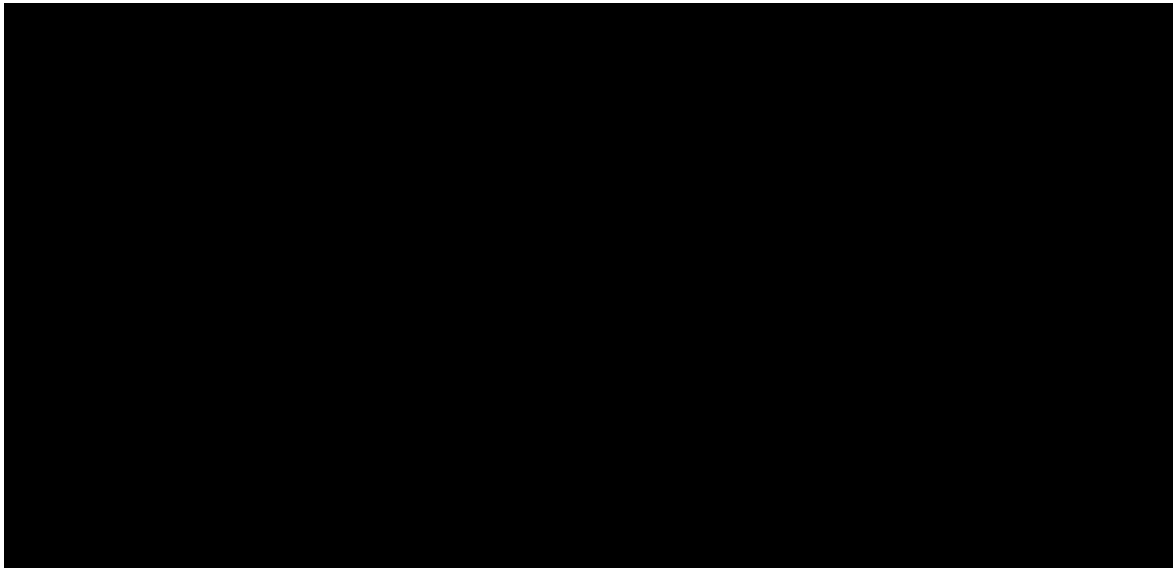
Minutes of a formal meeting held on 28 October 1996 at 2.30 pm in the Boardroom, King Edward Building.

PRESENT: Mr McKee (Chairman)
Dr I W Carson
Mr H McCaughey
Dr J Johnston (Representing Dr J Gaston)
Mr J Hood
Mrs P Donnelly
Mr D Adams
Mrs F Friers (Representing Prof Archer)
Dr C Mulholland
Dr D Gilmore
Sr E Bannon (Representing Dr J Dornan)
Mr T Fannin
Dr E Hicks
Dr McIlrath
Prof Toner
Miss E Duffin
Mr E Bates
Mr N Bennett

IN ATTENDANCE: Mrs G O'Neill
Miss P O'Callaghan (Observer)

1.00 APOLOGIES

Apologies for non-attendance were received from Prof Love, Mr Saunders, Dr Gaston, Prof Archer, Dr Dornan, Ms C Burns, Mrs T Hughes.



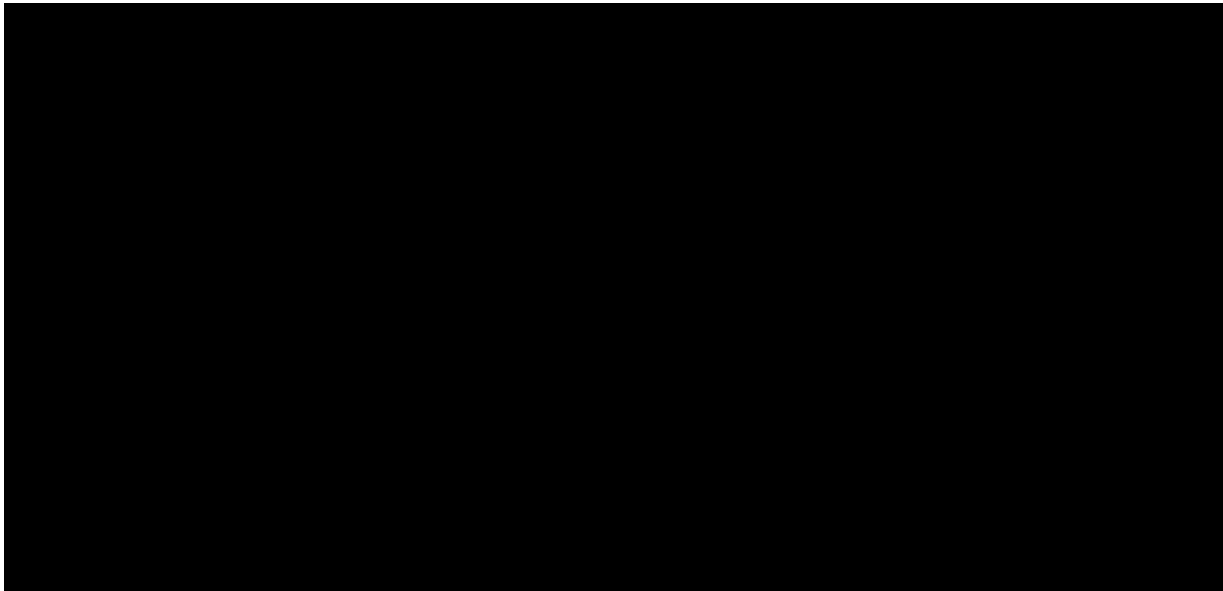
6.03 Formal Hospital Council Meetings

It was agreed that a review of the working of Hospital Council would be discussed at the forthcoming workshop and this would include the start time of formal meetings.

7.00 CHIEF EXECUTIVE'S REPORT

7.01 Director of Nursing

Mr McKee advised that following Miss Duffin's decision to retire at the end of the financial year, an advertisement was being placed for the Director of Nursing post.



THE ROYAL HOSPITALS
INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 18 November 1996 at 4.00 pm in the
Board Room, King Edward Building

PRESENT: Mr W McKee
Dr I Carson
Dr H C Mulholland
Mr E Bates
Ms C Burns
Mrs T Hughes
Mrs M Mallon
Dr E Hicks
Mrs P Donnelly
Dr E McIlrath
Mr T Fannin
Mr I D F Saunders
Mrs F Friers for Professor D B Archer
Mr H McCaughey
Mr G Carson
Mr N Bennett
Dr J Gaston
Miss C Reihill for Dr Dornan
Mr J Hood

In Attendance: Mrs G O'Neill
Dr Murnaghan
Mrs M Flynn
Mr M Passey
Mrs P Webb

1.00 APOLOGIES:

Apologies for non-attendance were received from Miss E Duffin
Dr D Gilmore, Dr J Dornan, Prof D A Archer, Prof P G Toner,
Prof G Love



4.00 CHIEF EXECUTIVE'S REPORT

4.01 Trust Board Minutes Paper HC6396

These had been circulated. Mr Hood drew attention to the fact that a section had been omitted. Amended copies would be circulated.

Mr McKee referred to the Director of Nursing Services post. He informed the meeting that there had been a great deal of interest expressed. The Job Description which had been drawn up did not include Outpatients and he stated that Mr Bates would take responsibility for this area with immediate effect.

Senior Manager's Workshop

This proved to be a very successful event with between 60 and 70 people in attendance. The conference was enjoyed by the Senior Managers and provided useful discussion but it was felt that the format should be reviewed. Mr McCaughey and Mrs Mallon would bring their recommendations to Hospital Council.

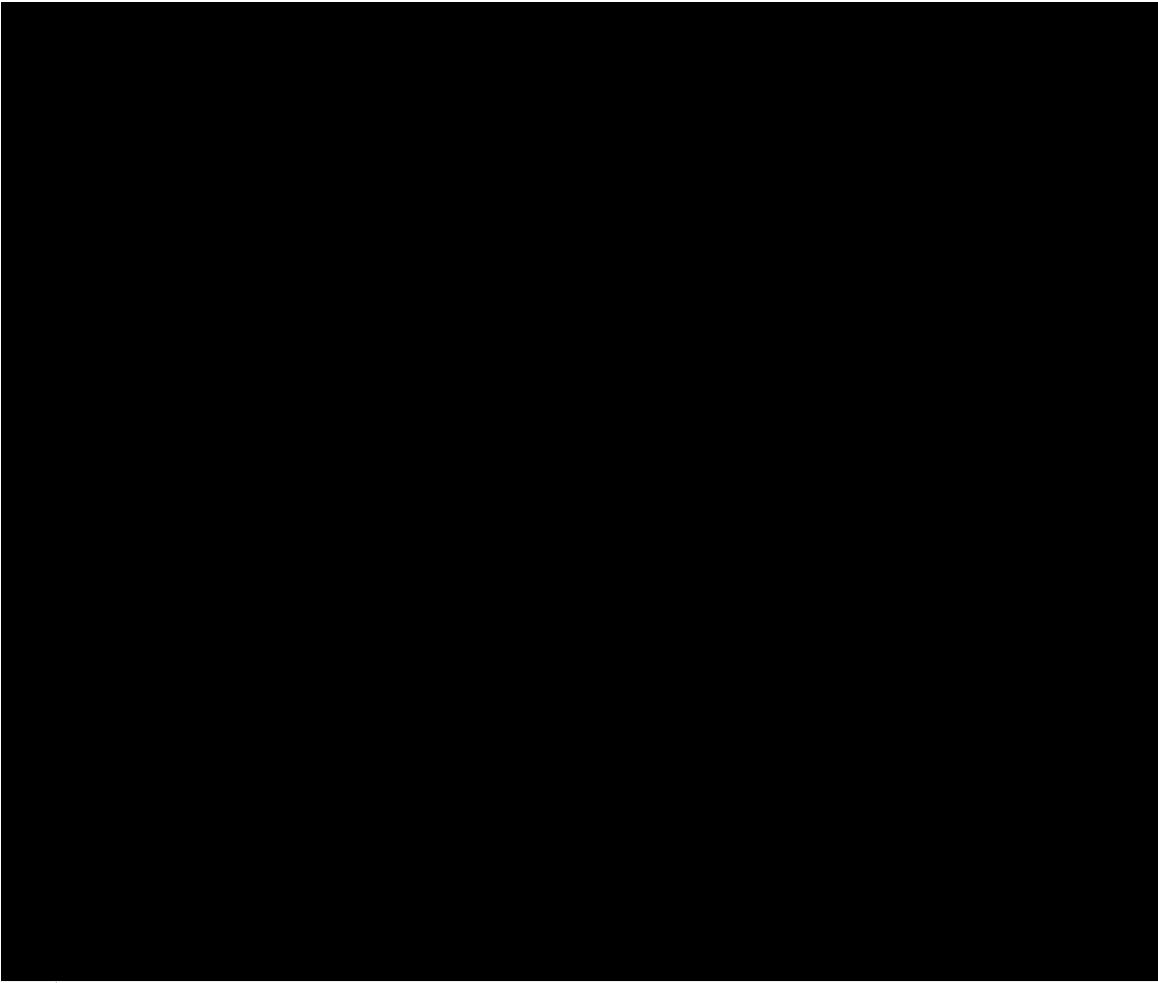
Hospital Council Workshop

The programme for this event was being finalised. It was planned to invite Non-Executive Directors to the opening evening session and to commence work before rather than after dinner. The Vision of Success would be reviewed for a launch of the document next year and it was felt that a discussion on capital development might be useful.

Other topics to be discussed were:

Operational Plan and how to move this forward

What relationship do we wish to forge with other Providers, BCH, Mater, Lagan Valley, Multifund etc.



The meeting ended.

THE ROYAL HOSPITALS

FORMAL HOSPITAL COUNCIL

Minutes of a formal meeting held on 2 December 1996 at 2.30 pm in the Boardroom, King Edward Building.

PRESENT:

Mr W S McKee
Mr E Bates
Mr W N Bennett
Miss E Duffin
Dr C Mulholland
Mr H McCaughey
Mr T Fannin
Mr G Carson
Prof A G H Love
Mrs P Donnelly
Dr Gaston
Mr J Hood
Dr J Dornan
Mr D Adams
Prof Archer
Mr I Saunders
Dr D Gilmore
Dr E Hicks

Ms C Burns

Dr M Walsh (Representing Professor Toner)
Dr Laird (Representing Dr McIlrath)

IN ATTENDANCE:

Mrs G O'Neill

1.00 APOLOGIES

Apologies for non attendance were received from Dr I W Carson, Dr G A Murnaghan, Dr McIlrath and Professor Toner.



8.00 INTERIM REPORT ON BENCHMARKING

Mr Bennett tabled the slides which would be used for the presentation to Trust Board on the Interim Report. The draft report would also be considered by the Steering Group the following week. He stated that the primary purpose of the Benchmarking exercise was to demonstrate to the Management Executive and others that the Trust's costs are competitive and that the £2.75m subvention should be consolidated into the Eastern Board's contract with the Trust.

H explained that the exercise looks only at cost and does not take account of STAR or income and he gave a brief overview of the findings in relation to clinical and support services. The indicators used to measure clinical performance were average length of stay and average cost per episode. When compared to the Great Britain peer group overall performance was very good and cost profiles were below average in most specialties. A similar exercise showed that when compared with the other five major acute hospitals in Northern Ireland the Trust's performance was considerably better in terms of cost and length of stay.

In relation to support services, i.e. Domestic, Porters and catering, the domestic services area is an issue and the costs of which are being offset by the lower cost being achieved on the clinical side. Council noted the steps being taken to review performance and standards in this area, and to implement the necessary changes.

Mr Bennett stated that this information will be used internally to give Directorates an opportunity to understand where the differences in performance are between them and their peer groups and to identify the action which needs to be taken to improve performance. He remarked that this report would be used to influence contracting this year as it demonstrates to Boards and GP Fundholders that in terms of clinical performance the Trust is more efficient and effective than other acute hospitals in Northern Ireland.

THE MEETING ENDED

THE ROYAL HOSPITALS

INFORMAL HOSPITAL COUNCIL

Minutes of a meeting held on 16 December 1996 at 4.00 pm in the
Board Room, King Edward Building

PRESENT: Mr W McKee

Dr I Carson

Dr H C Mulholland

Mr E Bates

Dr E Hicks

Mrs P Donnelly

Dr E McIlrath

Mr T Fannin

Mr I D F Saunders

Professor D B Archer

Mr D A Adams

Mr H McCaughey

Mr G Carson

Mr N Bennett

Dr J Gaston

Dr J Dornan

Mr J Hood

Professor P G Toner

Professor G Love

Dr D Gilmore

In Attendance: Mrs G O'Neil

Mrs M Flynn

1.00 APOLOGIES

Apologies for non-attendance were received from Miss E Duffn, Ms C Burns
and Dr G A Murnaghan

2.00 MINUTES OF PREVIOUS MEETING

present.

3.00 MATTERS ARISING FROM THE MINUTES

3.01 AHRP - Written Progress Report HC69/96

Mr McCaughey had prepared an AHRP Update Report on progress to date.

He advised that queries on individual issues and service moves could be raised
with him.

With regard to Medical Records and the best method for the exchange of clinical
information between sites, he felt the best approach would be to look at each
individual service and the various options which are available. The risks
involved in exchanging or copying charts would be carefully considered.

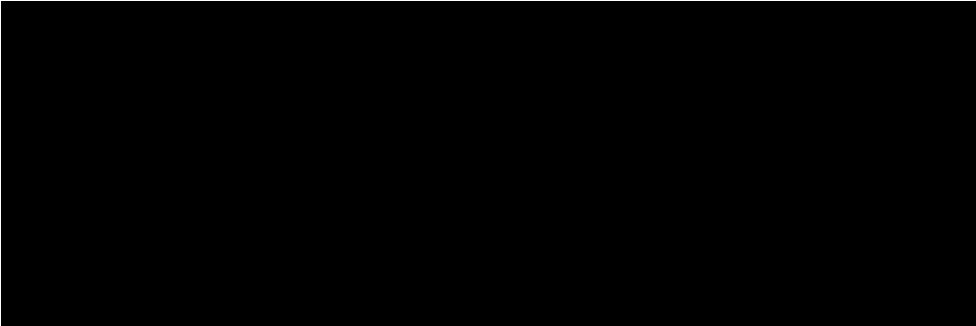
Human Resources:

advert for the surgical post was placed.

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4.03 Meeting with Medical Staff Committee

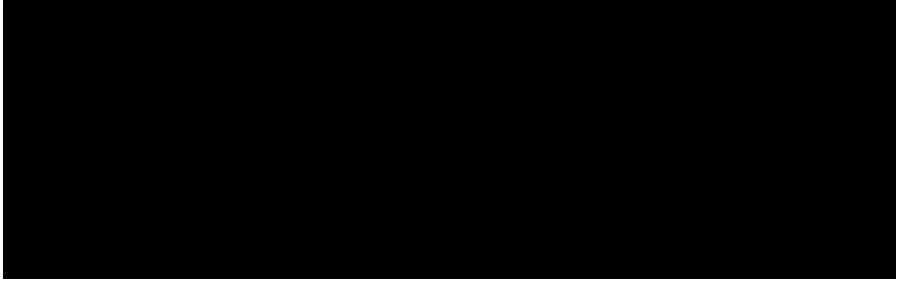
The Chairman and Mr McKee met with a core group of the above committee. They asked to be given copies of Trust Board, Council and Operational Group minutes to share with their members. Clinical Directors were of the opinion that such minutes were always available for medical staff to view and that the Core Briefing sheet was used to communicate relevant information arising from these meetings. It was felt that the method of communicating information to clinical colleagues was the responsibility of Clinical Directors and that greater attendance by Medical staff at Directorate meetings would ensure they were kept informed of important issues. The view was expressed that the Chairman and Chief Executive should be given an opportunity to address meetings of the Medical Staff Committee. Mr McKee stated that, as guided by the Hospital Council, he would meet again with the core group of Medical Staff Committee to discuss the best way of dealing with this matter.



6.00 PATIENTS RECORDS.

A short paper had been circulated and Mr Bates suggested that anyone who had serious reservations on the way forward should discuss them with him. Council gave agreement in principle to the recommendations of the report and invited Mr Bates to go forward with this initiative.

7.00 ANY OTHER BUSINESS



7.02 Nurse Education

Professor Love enquired if the decision to provide nurse education on the main university campuses would include attachments in clinical settings. Mr McKee explained that it would not be entirely classroom based and training would still be carried out in a clinical environment. He stated that it did however raise questions regarding the use of accommodation.

7.03 Neurosciences

Mr Fannin informed Council of the decision to close 11 beds in Neurosurgery and that the situation was unlikely to change until the middle of January. This