

**Minutes of the meeting in public of the Council of Governors held on
Wednesday 4 April 2018 at 1.30pm in Lecture rooms A and B, Education Centre,
Chesterfield Royal Hospital**

Present:

Chairman	Dr Helen Phillips, Chair
Public Governors	Mrs D M Weremczuk, Lead Governor and Public Governor, Bolsover Constituency Mrs P Boyle, Public Governor, North East Derbyshire Dr L Clarke, Public Governor, High Peak constituency Mr M Gibbons, Public Governor, North East Derbyshire constituency Mrs R Grice, Public Governor, Chesterfield constituency Dr M Grundman, Public Governor, Derbyshire Dales and North Amber valley constituency Mr R Jackson, Public Governor, South Sheffield & Rotherham Mrs R Ludford, Public Governor, Chesterfield constituency Mr D Millington, Public Governor, North East Derbyshire constituency Dr J Reece, Public Governor, North East Derbyshire constituency Mr J Rigarsford, Public Governor, Derbyshire Dales and North Amber valley constituency Mrs M Rotchell, Public Governor, Chesterfield constituency Mr A Crow, Public Governor, Chesterfield constituency Mrs H Ward, Public Governor, Bolsover
Staff Governors	Miss E Bradley, Staff Governor, All Other Staff Mrs J Smith, Staff Governor, Nursing and Midwifery Mr P Whitehouse, Staff Governor, Allied Health Professionals, Pharmacists and Scientists
Appointed Governors	Mrs A Parnell, Appointed Governor, Voluntary Sector Partners Cllr J Boulton, Appointed Governor, Local Authority Partners Mrs M Brown, Appointed Governor, Education Partners
In attendance	Mr L Outhwaite, Director of Finance and Contracting Mrs Z Lintin, Director of Workforce and Organisational Development Mrs G Collins, Medical Director Mrs L Challis, Non-Executive Director Mrs A McKinna, Non-Executive Director Dr D Pickworth, Non-Executive Director Ms B Webster, Non-Executive Director Mrs B O'Hagan, Deputy Director of Nursing and Patient Care Mr C Tann, Head of Estates (Item CG33/18 only) Mrs G Maiden, Acting Foundation Trust Secretary Mrs N Smith, Governor and Membership Officer
Member apologies	Mr B Parsons, Public Governor, Chesterfield constituency Cllr J Ritchie, Appointed Governor, Local Authority Partners Cllr K Caulfield, Appointed Governor, Local Authority Partners Dr D Lyon, Public Governor, Chesterfield constituency Mrs J Stringfellow, Appointed Governor, North Derbyshire CCG Mrs L Tory, Appointed Governor, Voluntary Sector Partners Dr M Luscombe, Staff Governor, Medical and Dental Mrs S Bean, Public Governor, Chesterfield constituency Mrs T Moore, Appointed Governor, Education Partners Mr J Burton, Public Governor, Southern Derbyshire and West Nottinghamshire constituency
Attendee apologies	Mr S Morrill, Chief Executive Mr T Campbell, Chief Operating Officer Ms L Andrews, Director of Nursing and Patient Care Mr P Severs, Non-Executive Director Mr D Urpeth, Non-Executive Director Dr J Wight, Non-Executive Director

CG23/18	<u>Chairman's Welcome and Note of any Apologies (Verbal)</u>	<p>Dr Phillips welcomed the members and attendees to the meeting.</p> <p>The apologies for absence were received and noted.</p> <p>The Chair led those present in a minutes silence in memory of John Wardle, ex-Governor and Elvin Barker, member of staff.</p>
CG24/18	<u>Declaration of Interests (Enclosure A)</u>	<p>The Council received the register of Governors' interests for March 2018. There were no other declarations of interest.</p>
CG25/18	<u>Verbal Questions and Comments from the Public (Verbal)</u>	<p>Members of the public raised questions concerning the following:</p> <ul style="list-style-type: none"> • Access to GP out of hours appointments by dialling 111 and the emergency department. This was possible by both routes but the 111 service were able to book appointments. • The need to formalise the relationship between Royal Primary Care (RPC) Patient Participation Group (PPG) and the Trust. An action was taken to ensure the factoring in of the RPC PPG into the final governance arrangements between RPC and the Trust when it next came to the Board.
CG26/18	<u>Minutes of the Meeting held on 7 February 2018 (Enclosure B)</u>	<p>The Council received and approved the minutes from the meeting held in public on 7 February 2018.</p>
CG27/18	<u>Matters Arising from the Minutes (Enclosure C)</u>	<p>The Council received and noted the report on matters arising from previous meetings.</p>
CG27/18(i)	<u>Outpatients appointments information</u>	<p>The Integrated Performance Report was currently being reviewed. Outpatients were running as normal and no appointments had been cancelled.</p>
CG28/18	<u>Proposed amendments to the constitution (Enclosure D)</u>	<p>The Council received the paper outlining changes to the constitution.</p> <p>Following a discussion the Council agreed:</p> <ul style="list-style-type: none"> • The minimum membership number for the 'Rest of England and Wales' constituency should be 200 to ensure that the constituency could be immediately established;

TC

- A membership of 600 for the 'Rest of England and Wales' constituency would trigger the need for the Council to consider elected representation was approved;
- A 12 month trial allowing named deputies for partner governors bearing in mind that for the voluntary sector governors that would require an internal voluntary sector election.

CG29/18

Review of the draft of the Council section of the annual report (Enclosure E)

The Council received the draft of the Council of Governors section of the annual report.

Members asked for changes to be made to reflect their more active involvement demonstrating their input, influence and resulting outcomes. A number of examples were given including their involvement in induction processes for new governors and executives, the Non-executive and Council relationship, ward visits, infection control meetings. The Governor and Membership Officer would progress these changes.

NS

CG30/18

Governors Success Criteria against Trust priorities (Enclosure F)

The Council received a paper highlighting the governors' success criteria against Trust priorities.

The Council discussed the following points with the non-executive directors against each of the success criteria:

CG30/18(i)

1.1 To provide excellent quality of care and improve the experience of patients and to implement improvements which would lead to outstanding care and 1.2 Prioritise capital and revenue funding to support delivery of the Quality Strategy

The Quality Assurance Committee was monitoring the Quality Strategy closely and had been assured by continuing good progress being made against the quality of care priorities with the exception of Sepsis. Governors questioned in detail about why the sepsis standard had been impacted over the winter and expected the non-executive directors to be fully appraised of lessons learned and provided with evidence of actions taken to address the situation. An action was taken for escalated reporting to the non-executive directors on sepsis.

GC

CG30/18(ii)

2.1 Transform and build efficiency within the portfolio of core services based on business modelling and analysis

The Hospital Services Review report was expected at the beginning of May. An opportunity would be sought for the Review team to attend the joint non-executive and Council of Governors meeting.

LC/NS

CG30/18(iii)

2.2 Maximise opportunities to implement integrated care models that a) reduce inappropriate admissions; and b) streamline pathways

Urgent Care Village – A small delay had occurred due to the depth of the bedrock discovered when building the foundations. Otherwise the build was progressing well.

7 Day Services - The associated risk had been considered at the Quality Assurance Committee recognising the resource required and considering the robustness of statistics.

Royal Primary Care – the CQC report had been considered by the Finance and Performance Committee and the Board and although still requiring improvement some significant improvement had been made.

CG30/18(iv) 3.1 Establish an agreement with all partners over the objectives to be delivered within the local partnerships and work within the Derbyshire and South Yorkshire STP's to shape and deliver system objectives and 3.2 Establish a clear sense of the 'shape' of the Trust as a consequence of partnership choices

The executive were working closely with local partners. Mr Outhwaite had taken on the role of system finance lead with the Derbyshire STP.

CG30/18(v) 4.3 Ensure leaders live our values and actively prioritise staff engagement and involvement and 4.5 Build a healthy workforce with strong personal resilience

The People Committee continued to overview progress of Listening into Action and 'Leading the Chesterfield Way'.

The Quality Assurance Committee had been disappointed that the Commissioning for Quality and Innovation (CQUIN) scheme element relating to improving staff health and well-being had not been achieved despite the improvements made.

CG30/18(vi) 5.1 Retain organisational independence and 5.3 Establish organisational arrangements which satisfy the criteria for being deemed 'Well-led'

The Trust was facing a difficult financial position and the finance and operation plans for the coming year would be considered as part of the Board Development day planned for 18th April 2018.

Governors thanked the Non-Executive Directors for the update.

CG31/18 Integrated Performance Report (Enclosure G)

The Council received and noted the integrated performance report to 28 February 2018.

The executives present highlighted key aspects from the report.

The Council particularly asked about data relating to Royal Primary Care. This was planned for inclusion in section 6 of the report which would

provide single page summaries of each of the divisional level integrated performance.

CG32/18

Issues from the Governor's pre-meeting

A number of issues had been raised by governors in their pre-meeting:

Car Parking

The proportion of car park spaces available for staff to visitors and patients. A balance was important. The Governors had been asked to complete the car parking survey. (Also see item CG33/18)

Hospital heating

Very high temperatures had been experienced. These had been resolved immediately once raised.

Royal Primary Care

Governor visits to engage with RPC had been difficult to arrange. Dr Phillips would personally work to expedite.

HP

Governor activities in the annual report

This had been raised as part of an earlier item (See CG29/18).

Reaching the membership and raising awareness of the governor role

Governor vacancies were advertised within the membership of the constituency of the related vacancy. There was a need to consider the membership and related communications. A new Council sub-committee had been proposed to take this forward however only one governor had put themselves forward. The Acting Trust Secretary, Governor and Membership Officer were working with the Lead Governor to move this forward.

GM/NS/D
W

Trust involvement in planning consultation

The new building impacts on the accident and emergency department and overall business of the Trust. New building could also be of benefit to Royal Primary Care. What Trust engagement is there with the Local Authorities?

LO

CG33/18

Access to the site – draft car park review and option appraisal

The Council received the draft car park review and option appraisal paper.

In discussion the Council considered costs of providing charging points for electric cars; the balance required in the ratio between staff and visitor and patient parking, the very 'live' staff conversation about car parking; enabling flexible working and working from home, where appropriate for some roles, as part of the solution.

The Council thanked Mr Tann for a comprehensive report and recognised that there was not an easy solution and asked for the site access decision in respect of car parking to be at Board level.

CG34/18 **Finance and Performance Committee (FPC) assurance update (Enclosure I)**

Mrs McKinna explained that each of the divisions would be asked to present their finance and operating plan for 2018-19 beginning with RPC. The committee would then monitor and invite by exception only if they went off plan.

CG35/18 **Quality Assurance Committee (QAC) assurance update (Enclosure J)**

Dr Pickworth highlighted key aspects of the report not already covered in the meeting; the timing of the Integrated assurance report had still to be resolved. This was now part of a Board action and included reviewing the scheduling of the assurance committee meetings.

CG36/18 **People Committee (PC) assurance update (Enclosure K)**

The Staff Survey was on the agenda. (See CG37/18)

CG37/18 **Staff Survey results (Enclosure L)**

The Council received the Staff Survey results now the embargo had been lifted.

In discussion the Council considered the level Listening into Action (LiA) Had become embedded across the Trust. It was acknowledged that LiA hadn't covered some pockets across the Trust however in the areas where the LiA approach had been used the feedback was very positive.

The Council highlighted the importance of staff, giving them the tools to do their work and enabling them to give quality care. It was essential for Line managers to be able to actively engage with staff and that initiatives were followed through.

The Board had considered how better to support it and were looking for a clear set of targets and measures, with a continuation of existing initiatives, which would be overviewed by the People Committee.

CG38/18 **Chief Executive's briefing and Sustainability Transformation Programme (STP) update (Enclosure M)**

The Council received the Chief Executive's report which included the STP update and other items which had been covered through the agenda items presented.

CG39/18 **Governor Feedback**

The Joint Council of Governor and non-executive meeting would be welcoming the Wolverhampton NHS Trust on 16 May 2018 to learn from their experience of primary care within its governance structure.

CG40/18

Items for information (Enclosures N-Q)

The Council commented on the following items:

- Draft Minutes of the PPI committee – 6 February 2018 (Enclosure P)
The Patient and Public Involvement Committee had discussed the Urgent Care Village and asked the Trust to re-consider the name.

- Quality Accounts – statement from the Trust’s Council of Governors (Enclosure R)

Mrs Webster requested a change to the wording on page 2 under project work. *‘The Council are grateful to the Mayor’s appeal for raising funds for this initiative which was being underwritten by the Charity Funds Committee.’*

The Council received and noted the following items:

- Board Assurance Framework (BAF) (Enclosure N)
- High Level Risk report (Enclosure O)
- Minutes of the corporate citizenship committee (Enclosure Q)
- Council of Governors work programme (Enclosure S)

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NS to
feedback
to author

CG41/18

Date and Time of Next Meeting

The next meeting of the Council was scheduled for:

Date: Thursday 7 June 2018
Time: *12.30pm – 4.00pm
Venue: Lecture Rooms A and B, Education Centre

*The open session would commence at 1.30pm.

CG42/18

Any Other Business (Verbal)

There was no further business

CG43/18

Review of the Meeting (Verbal)

The meeting had kept to good time.

CG44/18

Collation of Written Questions from Members of the Public

There were no written questions from members of the public.

CG45/18

Close of Meeting

The meeting closed at 4.00pm.