

Chesterfield Royal Hospital 
NHS Foundation Trust

**Minutes of the meeting in public of the Council of Governors held on
Wednesday 6 February 2019 at 1.30pm in Lecture Rooms A & B,
Education Centre, Chesterfield Hospital**

Present:

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| 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 constituency Dr L Clarke, Public Governor, High Peak constituency Dr M Grundman, Public Governor, Derbyshire Dales and North Amber valley constituency Mr R Jackson, Public Governor, South Sheffield & Rotherham constituency Mrs R Ludford, Public Governor, Chesterfield constituency Mrs A Margett, Public Governor, Chesterfield constituency Mr D Millington, Public Governor, North East Derbyshire constituency Mr B Parsons, Public Governor, Chesterfield constituency Dr J Reece, Public Governor, North East Derbyshire constituency Mr J Rigarlsford, Public Governor, Derbyshire Dales and North Amber valley constituency Mrs M Rotchell, Public Governor, Chesterfield constituency Mr N Shaw, Public Governor, Chesterfield constituency |
| Staff Governors | Dr R Bentley, Staff Governor, Community and Primary Care Dr M Luscombe, Staff Governor, Medical and Dental Mrs J Smith, Staff Governor, Nursing and Midwifery |
| Appointed Governors | Mrs M Brown, Appointed Governor, Education Partners Mrs T Moore, Appointed Governor, Education Partners Mrs A Parnell, Appointed Governor, Voluntary Sector Partners Mrs L Tory, Appointed Governor, Voluntary Sector Partners |
| In attendance | Mrs L Challis, Non-Executive Director Ms S Glew, Non-Executive Director Mrs A McKinna, Non-Executive Director Mrs J Stringfellow, Non-Executive Director Ms B Webster, Non-Executive Director Dr J Wight, Non-Executive Director Mr S Morritt, Chief Executive Ms L Andrews, Director of Nursing and Patient Care Mr L Outhwaite, Director of Finance and Contracting Dr H Spencer, Medical Director Mrs N Smith, Governor and Membership Officer Mr J Thorpe, Foundation Trust Secretary |
| Governor apologies | Mr F Bennison, Public Governor, Chesterfield constituency Mr J Boulton, Appointed Governor, Local Authority Partners Miss E Bradley, Staff Governor, All Other Staff Mr M Gibbons, Public Governor, North East Derbyshire constituency Mr D Lyon, Public Governor, Chesterfield Mr P Whitehouse, Staff Governor, Allied Health Professionals, Pharmacists and Scientists |
| Attendee apologies | Mr M Killick, Non-Executive Director Mr T Campbell, Chief Operating Officer Mrs Z Lintin, Director of Workforce and Organisational Development |

CG1/19

Chairman's welcome and note of any apologies (verbal)

Dr Phillips welcomed Governors and attendees to the meeting.

The Chair noted the continuing absence of Maureen and Ron Froggatt from the meeting and passed on the best wishes of all present. The best wishes of all present were also passed to Mrs Lintin and Mr Gibbons who were unwell.

The Chair welcomed Governors new to the Council:

Ruth Bentley
Norman Shaw
Ann Margett

It was noted that Frank Bennison had also been newly elected but had submitted his apologies for the meeting.

The Chair also welcomed Hal Spencer to his first meeting as Medical Director and Sue Glew who had recently been appointed as a non-executive Director.

The apologies for absence were received and noted.

CG2/19

Declaration of interests (enclosure A)

The Council received the register of Governors' interests for January 2019.

There were no other declarations of interest.

CG3/19

Verbal questions and comments from the public (verbal)

Ms J Robinson noted that the Trust has submitted its plans for a Wholly Owned Subsidiary Status to NHSI and that it had been previously stated that a response was expected in January and asked whether NHSI had carried out its initial review and whether the Trust's submission had been deemed to be at a 'significant' level of risk. Ms Robinson stated that there was considerable public interest and asked if there would be a new consultation when a response was received.

In reply it was stated that a response was still awaited from NHSI and that as soon as a formal response had been received it would be shared with Governors and staff. The Trust would seek to continue its transparent approach and would issue further communications shortly even if it was to reiterate that a response was still awaited. As NHSI consideration was a new process many of the details remained unclear but it was anticipated that a response would either seek further information and as such would require no further decision or alternatively could be a request to re-consider the plans and so require further consideration.

There were no further questions from the public.

CG4/19

Minutes of the meeting held on 12 December 2019 (enclosure B)

The Council received and approved the minutes from the meeting held in public on 12 December 2018.

CG5/19

Issues from the Governors' pre-meeting

A summary of responses to issues raised by governors is attached to these minutes as an appendix.

CG 6/19

Long Term Plan

Mr Morrith gave a summary of the NHS Long Term Plan which had been published on 7 January 2019 and sought to ensure the NHS was fit for the future. Following the publication of the Plan a period of engagement had commenced.

Key aspects included:

- each English area to have an Integrated Care System in place with a single CCG within two years
- moves away from the internal market with a drive for primary and secondary care to work together
- moves to bring the provider sector into financial balance within two years
- a strong drive towards digital care with a transformation of outpatient services
- develop of rapid diagnostic centres for cancer care
- development of social prescribing
- changes in primary care and a new GP contract
- increased emphasis on ill health prevention
- 3.4% annual funding growth balanced across the system though there had been research which suggested that this may not be enough to provide transformation

It was explained that whilst there was no reference to Wholly Owned Subsidiaries in the Plan though there could be an increase in shared 'back office' services.

It was stated that the Plan did not anticipate structural change and concentrated on the NHS so did not seek to make a social care settlement with an expectation that local areas would develop the most appropriate approach. It was also stated that the public health grant to local authorities had been cut.

It was reported that an initial engagement event attended by Governors had been focussed on primary care with it hoped that future events would take a wider perspective and invite people from a range of providers including adult social care.

The Council of Governors noted the update and the consequent impact that the Long Term Plan would have on the on the hospital's plans and the wider system.

CG7/19

People Strategy and Implementation Plan (enclosure C)

Details were received of the revised People Strategy for 2019-2022 and supporting implementation plan which had been approved by the Board at its recent meeting. The Strategy was based around four themes of build, lead, engage and learn and sought to support the Board ambition and strategic objectives.

The Strategy was commended for its clear and engaging presentation and integrated approach which fitted well with the aims of the Long Term Plan though it was suggested that there may have to be an increased focus on digital skills. Mrs Lintin and her team were thanked for their work in the production of the Strategy with it suggested that the work be shared at a national level.

The Council of Governors noted and supported the People Strategy 2019-22 and implementation plan.

CG 8/19

Charitable Funds update

An update was given in relation of the work of the Charitable Funds Committee and the position of the fund. It was explained that the Fund was in a strong position but suggested that it was heavily reliant on legacies with a need to ensure a more balanced position over time.

The Charity had funded a wide range of projects covering equipment, staff education and welfare and patient welfare which had made a major impact and included:

- support to the Royal Rider buggy service which was manned by hospital volunteers
- water fountains on wards
- refurbishment of relatives rooms
- support to Listening into Action projects including the placing of picnic tables so people can sit in the hospital grounds
- medical tattooing to support women who have undergone breast surgery

It was reported that Mr Godber who was currently the Assistant Finance Director had been recently appointed as the Charity Director and would amongst other priorities be working to strengthen the strategy and planning.

It was hoped to continue to make the process more accessible to assist staff, patients and Governors to get involved in fundraising and bidding for funds.

The Council of Governors noted the work undertaken and thanked members of the Committee, staff and patients for the work undertaken.

CG9/19

STP update (verbal)

It was explained that Joined Up Care Derbyshire was developing an agreed set of contracts with it anticipated that an aligned plan would be ready by March. It was hoped that this process would help participants to plan in a more integrated approach moving away from bi-lateral contracts. It was felt that the transparency of the financial position was

much improved and Mr Outhwaite was thanked for his work as Joined Up Care Derbyshire finance lead.

Whilst an associate rather than a full member of the South Yorkshire and Bassetlaw ICS the Trust was engaged with the clinical partnerships and Hospital Services Review though there had only been minimal impacts for the Trust so far. It was explained that work to develop the governance arrangements for the ICS was still in progress.

The Council of Governors noted the update.

CG10/19

Chief Executives briefing (enclosure D)

The Council received the Chief Executive's report and the following points were highlighted:

Staff Survey / Flu Vaccinations - It was explained that with a staff survey response of 71% and 86.3% of staff protected against flu the Trust was well ahead of last year and ranked amongst the very highest performing Acute Trusts in the country. All those involved were thanked for their work and support.

Listening into Action 'Pass it On' event – the Trust's biggest ever 'Pass it On Event' would be held on 21 March with more than 40 teams showcasing their projects and achievements with all colleagues invited to find more about the projects and an opportunity for staff to talk through ideas and suggestions for the launch of the fourth set of LiA teams.

Unsung Hero Finalists – Team of the Year – the Trust's volunteering team had made it through to the finals on a shortlist of 3 of the national award which recognised non-medical staff and volunteers. Team members would be attending the award ceremony in Manchester on March 1.

Further items included an update on Urgent Care Village plans, a Wholly Owned Subsidiary update, the results of recent Council of Governors elections, an update on the Quality Service Improvement and Re-design programme and details of the Long Term Plan.

CG11/19

Quality Accounts 2018/19 (enclosure E)

It was explained that the Trust was required to produce and publish a public annual report which provided key data on the quality of services. The report gave details of the indicators list and of the requirement of the Council Governors to identify a local indicator and draft a commentary.

In previous years the Council of Governors had asked the Patient and Public Involvement Committee (PPI) to recommend a local indicator and draft a commentary on behalf of the Council. Therefore in order to ensure that there would be sufficient time to prepare a commentary the paper had been first considered at the PPI Committee which had recommended, in line with NHSI recommendations, that the Summary Hospital-level Mortality Indicator be selected as the local indicator.

The Council of Governors

- ***Confirmed the recommendation of the Patient and Public***

Involvement Committee that the Summary Hospital-level Mortality Indicator be selected as the local indicator.

- ***Confirmed the nomination of the Patient and Public Involvement Committee to draft a commentary on behalf of the Council of Governors for inclusion in the Quality Account 2018/19 which would be presented to the Council of Governors for agreement at the meeting scheduled for 14 March 2019.***

CG12/19

Governor Feedback

E cigarettes policy

In relation to the recent change in hospital policy to allow the use of e-cigarettes in hospital grounds it was explained that the policy change reflected advice received from the National Centre for Clinical Excellence (NICE), Public Health England and Derbyshire's Public Health Department that there was growing evidence that e-cigarettes are significantly less harmful than cigarettes and useful as part of smoking cessation measures. The policy amendment allowed patients, relatives and visitors to use e-cigarettes on site but outside only and away from courtyards and entrances – as well as away from areas where there are babies and children.

A range of concerns were expressed about the change in policy and the process were expressed with it suggested that

- there had been no involvement of Governors or prior notification of such an important change in policy;
- that it presented a move away from a 'proud to be smoke free' approach and could encourage cigarette users to smoke in hospital grounds;
- that vaping created 'smoke' which was not pleasant to have to walk through and;
- that vaping 'smoke' could have health impacts itself.

In response it was suggested that e-cigarettes were significantly less damaging to health than cigarettes, that there was compelling evidence that e-cigarettes could help in smoking cessation and that what was expelled when 'vaping' was almost entirely water vapour.

It was explained that the policy had been taken through the normal approach and agreed by the Hospital Leadership Team but that clarification of the approach would be provided. In terms of the support offered to patients it was explained that all adults admitted to hospital for more than 24 hours were already screened to determine their smoking status with those who smoked offered nicotine replacement support and referral to stop smoking support. It was suggested that it might be helpful to consider the work of the smoking cessation nurse at a future meeting of the Council.

See
appendix

CG13/19

Items for information (enclosures F - K)

The Council received and noted the following items:

- Board Assurance Framework Q3 (enclosure F)
- Integrated Performance Report (enclosure G)

- High Level Risk report (enclosure H)
- Minutes of the PPI committee 18 December 2018 draft (enclosure I)
- Minutes of Corporate Citizenship Committee 11 December 2018 draft (enclosure J)
- Council of Governors work programme (enclosure K)

It was noted that whilst Governors who had undertaken a ward visit were invited to the Patient and Public Involvement Committee there was no requirement to attend.

In terms of enclosure G Integrated Performance Report the contrast between the performance of the Emergency Department and the below target performance for Friends and Family scores was identified. In response it was suggested that it could reflect a range of factors but a range of responses had been put in place and that performance was now improving. It was noted that a detailed review of the Integrated Performance Report was undertaken at Board as part of the role of non-executive Directors holding executive Directors to account for performance with the issue highlighted and a presentation received on the matter at a recent Board meeting.

CG14/19 **Date and Time of Next Meeting**

The next meeting of the Council was scheduled for:

Date: Thursday 14 March 2019
 Time: *12.30pm – 4.00pm
 Venue: Lecture Rooms A and B, Education Centre,
 Chesterfield Royal Hospital

*The open session would commence at 1.30pm.

CG15/19 **Any Other Business (Verbal)**

It was reported that the Care Quality Commission report had now been formally received by the Trust which had confirmed the overall rating of Good with the number of areas classified as Requiring Improving falling from 17 to 3.

CG16/19 **Collation of Written Questions from Members of the Public**

There were no written questions from members of the public.

CG17/19 **Close of Meeting**

The meeting closed at 3.35pm.

Responses to queries noted at the meeting of the Council of Governors held on 6 February 2019

| Item | Issue | Response |
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| <p>Issues from the Governors' pre-meeting</p> | <p>Peak Heart Throbs The response given to the original question was noted and that it would not be possible to waive the fee. However it was thought that the charge especially when added to the charges levied for parking was high for a group which supported the aims of the hospital.</p> <p>As such it was requested that consideration be given to further reducing the fee charged for the use of the facilities.</p> | <p>Response to be confirmed.</p> |
| | <p>Whilst the introduction of free to access wifi was welcomed concerns were raised that there was a requirement to add in lots of personal details.</p> | <p>The registration process is set by NHS Digital and all suppliers of NHS WiFi have to comply with this, the Trust is not able to change the process.</p> <p>I suspect that those who have not been asked to provide details may have registered for NHS WiFi at other sites.</p> <p>Ian Hazel Associate Director of ICT</p> |
| | <p>It was suggested that there had been a number of negative stories in the Derbyshire Times and suggested that further work be undertaken to build a more positive relationship which reflected a more balanced picture.</p> | <p>The Trust works hard to maintain excellent relationships with all media outlets and has a positive relationship with the Derbyshire Times which is reinforced by regular meetings with the editor. The Derbyshire Times publishes a range of stories concerning the hospital with for example 10 stories published in January covering topics such as reporting that there had been 27 thefts from patients over a 12 month period, details of a coroners case, changes to vaping policy, an insight into winter pressures, a report on the CQC good rating and the impacts of missed appointments. Media coverage across all outlets is tracked and</p> |

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| | | <p>followed up as necessary.</p> <p>With the growing impact of new media social media usage is also tracked with 54 Facebook posts from the hospital being seen by 198,727 people in January and 126 tweets posted by the hospital on Twitter receiving 143,400 impressions.</p> <p>Simon Morritt Chief Executive</p> |
| | <p>It was suggested that there would be value in enhancing the Trust's relationship with local schools and colleges to offer career opportunities for young people. In response it was noted that much work was undertaken and that it would be useful to receive a summary.</p> <p>It was also noted that Mrs Moore was due to attend an event in Doncaster and would feedback to the Council of Governors.</p> | <p>In terms of careers the Trust regularly attends schools and careers with events recently attended including:</p> <ul style="list-style-type: none"> • Netherthorpe school to teach Basic life support to year 12 students. • Derby University to talk to 14 year olds from Bolsover school about careers in the Health sector and Nursing. Follow up events have been requested by the teachers present at the event. <p>In addition the Trust has recently become involved in Joined Up Careers Derbyshire which brings together local partner organisations to support the current and future health and social care workforce and so would anticipate that through this will be invited to more local careers events.</p> <p>In terms of careers the Trust regularly attends schools and careers with events recently attended including:</p> <ul style="list-style-type: none"> • Netherthorpe school to teach Basic life support to year 12 students. • Derby University to talk to 14 year olds from Bolsover school about careers in the Health sector and Nursing. Follow up events have been requested by the teachers present at the event. <p>In addition the Trust has recently become involved in Joined Up Careers Derbyshire which brings together local partner organisations to support the current and future health and social care workforce and so would anticipate that through this will be invited to more local careers events.</p> <p>In terms of work experience the Trust arranged 135 work experience placements between April 2018 – March 2019.</p> <p>Of these work experience placements:</p> |

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| | | <ul style="list-style-type: none"> • 57 were part organised for college or school • 36 were for gaining access to Higher Education or professional training, including medical school and • 33 were organised for themselves. <p>The placements included:</p> <ul style="list-style-type: none"> • 27 nursing Cadetships • 18 medical work experiences • 9 Midwifery cadetships • 81 other work experience opportunities within the hospital that consist of 1 day up to 1 week of which involved the full range of services <p>Zoe Lintin Director of Workforce & Organisational Development</p> |
| | <p>Fire Safety – it was suggested that the issues had not been fully addressed and requested that a meeting be set up with Mr Outhwaite, Mr Parsons and Mrs Challis to seek to address the concerns.</p> | <p>Meeting arranged for 11 March.</p> |
| <p>Governor feedback – e-cigarettes policy</p> | <p>A clarification of the approach to agreement of policy change was requested.</p> | <p>Matters in relation to executive policy which concern the day to day running of the hospital fall under the responsibility of the Chief Executive and Executive Directors and are overseen by the Trust Board. Within that process, policies are kept under review by the relevant staff and when in need of review either due to a change in circumstances or expiry of the policy are considered with the relevant staff partner group or technical group and are brought to the Hospital Leadership Team for approval.</p> <p>In this case following consideration of the matters by the Corporate Citizenship Committee and Health and Wellbeing Committee the new policy was approved by Hospital Leadership Team on 14 December 2018. Whilst the hospital has a large number of policies it is however acknowledged that it perhaps could have been predicted that this policy would evoke strong feelings with consequent efforts needed to ensure that Governors were</p> |

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| | | aware of the policy together with details of the consultation undertaken and underpinning advice before it was announced publically. Simon Morritt Chief Executive |
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