

**Minutes of the meeting in public of the Council of Governors held on
Thursday 7 June 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 Dr L Clarke, Public Governor, High Peak constituency Mr A Craw, Public Governor, Chesterfield 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 Mr B Parsons, Public Governor, Chesterfield constituency Dr J Reece, Public Governor, North East Derbyshire constituency Mrs M Rotchell, Public Governor, Chesterfield constituency
Staff Governors	Miss E Bradley, Staff Governor, All Other Staff Mr P Whitehouse, Staff Governor, Allied Health Professionals, Pharmacists and Scientists
Appointed Governors	Cllr J Boulton, Appointed Governor, Local Authority Partners Mrs M Brown, Appointed Governor, Education Partners Cllr K Caulfield, Appointed Governor, Local Authority Partners Mrs A Parnell, Appointed Governor, Voluntary Sector Partners
In attendance	Mr S Morritt, Chief Executive Mr L Outhwaite, Director of Finance and Contracting Mrs Z Lintin, Director of Workforce and Organisational Development Ms L Andrews, Director of Nursing and Patient Care Mrs L Challis, Non-Executive Director Ms B Webster, Non-Executive Director Mr A Bostock, Partner, KPMG (Item CG48/18 only) Ms K Scott, KPMG (Item CG48/18 only) Mrs G Maiden, Acting Foundation Trust Secretary Mrs N Smith, Governor and Membership Officer
Member apologies	Mrs S Bean, Public Governor, Chesterfield constituency Mrs P Boyle, Public Governor, North East Derbyshire Mr J Burton, Public Governor, Southern Derbyshire and West Nottinghamshire constituency Mr M Gibbons, Public Governor, North East Derbyshire constituency Dr M Luscombe, Staff Governor, Medical and Dental Dr D Lyon, Public Governor, Chesterfield constituency Mrs T Moore, Appointed Governor, Education Partners Mr J Rigarsford, Public Governor, Derbyshire Dales and North Amber valley constituency Cllr J Ritchie, Appointed Governor, Local Authority Partners Mrs J Smith, Staff Governor, Nursing and Midwifery Mrs J Stringfellow, Appointed Governor, North Derbyshire CCG Mrs L Tory, Appointed Governor, Voluntary Sector Partners
Attendee apologies	Mr T Campbell, Chief Operating Officer Mrs G Collins, Medical Director Mrs A McKinna, Non-Executive Director Dr D Pickworth, Non-Executive Director Mr D Urpeth, Non-Executive Director Dr J Wight, Non-Executive Director

CG46/18 **Chairman's welcome and note of any apologies (verbal)**

Dr Phillips welcomed the members and attendees to the meeting.

The apologies for absence were received and noted.

CG47/18 **Declaration of interests (enclosure A)**

The Council received the register of Governors' interests for May 2018.

Mrs Grice declared that she had become the Chair of the Over 50s Group.

There were no other declarations of interest.

CG48/18 **Verbal questions and comments from the public (verbal)**

It was agreed to take questions from the public regarding the Wholly Owned Subsidiary as part of the related agenda item.

Members of the public raised questions on other matters concerning the following:

- The Royal Primary Care (RPC) Patient Participation Group (PPG) wished to invite someone from the Trust Voluntary Services to their meeting. It was confirmed that Mr Richard Ball would be the best person to attend.

CG48/19 **KPMG – External audit report (enclosure B)**

The Council received and noted the report from the external auditor.

Mr Bostock detailed some outcomes during the financial year (2017-18) focusing on four areas: financial statements; value for money; quality report and the whole of government accounts. He highlighted that overall it had been a good year for the Trust in the face of financial pressures across the NHS.

CG49/18 **Minutes of the meeting held on 4 April 2018 (enclosure C)**

The Council received and approved the minutes from the meeting held in public on 4 April 2018.

CG50/18 **Matters Arising from the Minutes (Enclosure D)**

The Council received and noted the report on matters arising from previous meetings.

Action CG03/18: The Director of Nursing and Patient Care gave an update regarding the actions taken in respect of sepsis. Training and raising awareness had continued with formal training, at induction, and, through 1:1 feedback and learning from audits and incidents. A range of ways to recognise and reinforce improvements and what was going well

included using star certificates to highlight personal/team improvements. A further initiative is being considered in ED where they will implement the Tick-Tock clock which will give a visual reminder of time passing. Assurance was being provided through audit data from incidents and the Hospital Standardised Mortality Ratio (HSMR). For May 2018, screening was at 100% and percentages receiving antibiotic within 60 minutes at 94.3% (inpatients) and 90.2% (Emergency Department).

The council applauded the work in this area noting that training for the new Junior Doctors due in August had been planned for.

Action CG32/18: The Director of Finance and Contracting said that the Trust were not very involved in local planning decisions and considered it an overdue dialogue and he planned to work with local government going forward. Governors highlighted the need across all planning in respect of the number of housing developments currently under consideration.

CG51/18

Wholly owned subsidiary (enclosure E)

The Council received the paper providing an update on staff and broader engagement, the project plan and development of a business case for a wholly owned subsidiary (WOS).

The Director of Finance and Contracting outlined the process undertaken in talking to staff and the range of information that had been provided to inform about the Trust's exploration of the possibility for a WOS. He explained the information that had been discussed by the Board and questions were invited from governors initially and then opened up to the members of the public present.

The governors raised and discussed a range of issues including:

- Consultation with stakeholders beyond staff
- Governor role
- Definition of significant transactions
- Governor's own personal experience
- Ethics of a public body
- NHS pensions
- NHS as an employer
- Impact on future recruitment
- Use of current resources to focus on the WoS and the impact on their current roles and responsibilities

The public additionally raised concerns about the impact on staff morale, the potential introduction of a two tier workforce and asked about protections should the WOS run into debt, and where savings would be made.

The Director of Finance and Contracting noted the points made assuring they would be properly addressed in the business case and acknowledged the need to now brief more widely about the WOS.

The Council noted that there would be quality discussions before any decision was made.

CG52/18 **Site access and car parking action plan (enclosure F)**

The Council received and noted the site access and car parking action plan.

The Director of Finance and Contracting summarised the 4 stage approach highlighting the need for the Trust to demonstrate the action taken prior to applying for permission for additional car parking spaces.

CG53/18 **Royal Primary Care (enclosure G)**

The Council received the Royal Primary Care update report. On behalf of the Chief Operating Officer, the Director of Nursing and Patient Care gave an overall summary of the recent CQC visit to RPC2, the governor's visit to RPC and the workforce position.

Governors requested more information on how primary care works and it was agreed that a session would be arranged for a future joint non-executive director and council of governors meeting.

The Council was pleased to note the progress made.

CG54/18 **Governance update (enclosure H)**

The Council received and noted the governance update paper which included updates on elections, the England and Wales constituency membership, General Data Protection Regulations in terms of the membership and forthcoming membership events.

CG55/18 **Membership engagement (enclosure I)**

The Council received the membership engagement paper. The Acting Foundation Trust Secretary outlined the role of the governors in engaging with the membership and the role of the Trust to take steps to ensure the governors had the adequate skills and training to do so.

In discussion the Council stressed the need to engage with local schools and colleges. At a recent visit to a local library one of the governors had met an NHS Graduate who was promoting advice on prostate cancer who had expressed interest in becoming a governor but unaware about what it involved. This had highlighted the need to promote the role with staff as well. In order to reach out to the communities it was agreed to establish an Outreach Committee. Membership was confirmed as Mrs Caulfield, Miss Bradley, Mr Clarke, Mr Jackson and Mrs Weremczuk.

NS

CG56/18

Governors Success Criteria against Trust priorities (Enclosure J)

The Council received a paper highlighting the governors' success criteria against Trust priorities. The priorities had been updated for 2018-19 and a table presented showing how they aligned to the governor's success criteria. It was agreed that the paper be referred to the nominations committee which would decide on the priorities to be measured over the coming year.

GM

The Council discussed the following points with the non-executive directors:

- The ongoing need for the executive to be more outward looking working across South Yorkshire and Derbyshire. The Director of Finance and Contracting's joint role with Joined-Up Derbyshire was highlighted. South Yorkshire had been designated one of the advance Integrated Care Systems. The senior team for the combined Derbyshire Clinical Commissioning Group has now been finalised.
- Clinical Services Strategy and the need to engage with the Council about the core services and particularly 7 day services. The Hospital Services Review had now reported and the Board would be considering next steps later in the summer.
- Leading the Chesterfield Way had been focused on the senior development programme and the Board as a whole had considered its own development and culture recently considering diversity and its own effectiveness.

Governors thanked the Non-Executive Directors for the update.

CG57/18

Integrated Performance Report (Enclosure K)

The Council received and noted the integrated performance report to 30 April 2018. The Chief Executive shared the new more relevant and user friendly format of the report pointing out the exceptional performance in line with key national performance indicators. He was pleased to report that the previous week the Trust had been the 5th highest performing Trust.

The executives present highlighted key aspects from the report.

CG58/18

Issues from the Governor's pre-meeting

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

Donor Cards

Several patients had made enquiries about where to get donor cards where from.

Who receives a donor card

An Organ Donor Card is sent out to everybody who registers to donate for the first time. If you amend your details or re-register a new donor card is not sent.

Some people who have signed up as donors may never have received an organ donor card as they first registered before sending out a card to people who registered for the first time had been introduced.

Ordering a replacement card

If you have mislaid your donor card and would like a replacement, or have registered but never received a card and would like one, contact the Organ Donor Line on 0300 123 23 23.

Wigs

The Trust has excellent facilities for cancer patients. Is it possible to extend these services to patients with Alopecia?

100 years of WW1

Was the Trust participating in anyway?

Decontamination unit tender

What were the plans for Governor representation?

In discussion it was agreed that the Director of Finance and Contracting would give some thought as to how to involve or brief governors.

LO

Health and safety (H&S)

The Head of H&S was leaving the Trust. It had been reported to governors that only the fire aspect of the role had been assigned.

In discussion governors highlighted the specialist role of H&S in hospitals. The Director of Finance and Contracting agreed to give some clarity about the situation.

LO

Trust Newsletter

Mr Jackson highlighted the importance of a printed newsletter particularly for elderly people who weren't computer users. Was it possible to find an inexpensive printer or sponsor for a newsletter? This would be considered by the new Outreach Committee.

CG59/18

Finance and performance committee (FPC) assurance update (enclosure L)

The Council noted the update. No questions were raised.

CG60/18

Quality assurance committee (QAC) assurance update (enclosure M)

Mrs Challis highlighted key items including the little improvement noted in duty of candour compliance however acknowledged the additional measures now being put in place with progress being scrutinised at divisional assurance meetings and additional educational sessions.

CG61/18

People committee (PC) assurance update (enclosure N)

Dr Phillips highlighted the extent of the Board's ambition with regards the Staff Survey which was on the agenda. (See CG62/18)

CG62/18 **Staff survey results update (Enclosure O)**

The Council received the update on the Trust-wide and local action planning on the 2017 Staff Survey results. The Director of Workforce and Organisational Development highlighted the attention being given to the actions taken at the People Committee as well as at the Board. The aim was to be the best and to have a focus on key themes including building the engagement framework.

The Council noted the update.

CG63/18 **Chief Executive's briefing and sustainability transformation programme (STP) update (enclosure P)**

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. The Council noted the Pulse Check which was underway from 25 May through to 22 June 2018 and also the Pathology rationalisation.

CG64/18 **Joint non-executive director and council of governor meeting 16 May 2018 feedback**

The Joint Council of Governor and non-executive meeting had welcomed the Wolverhampton NHS Trust on 16 May 2018 to learn from their experience of primary care within its governance structure. It had provided some good practice which would be considered by the Board in more depth.

CG65/18 **Governor feedback**

The NHS Providers governor's conference had been attended by some of the governors which had been useful in terms of networking however, they had anticipated there being more information about the existing approaches to system level monitoring.

CG66/18 **Items for information (enclosures Q- T)**

The Council received and noted the following items:

- Board Assurance Framework (BAF) (Enclosure Q)
- High Level Risk report (Enclosure R)
- Minutes of the PPI committee 1 May 2018 draft (Enclosure S)
- Council of Governors work programme (Enclosure T)

CG67/18 **Date and Time of Next Meeting**

The next meeting of the Council was scheduled for:

Date: Thursday 26 July 2018
Time: *12.30pm – 4.00pm
Venue: Lecture Rooms A and B, Education Centre
*The open session would commence at 1.30pm.

CG68/18 **Any Other Business (Verbal)**

The Council noted:

Jeremy Hunt's recent visit to Chesterfield Royal Hospital.

CG69/18 **Review of the Meeting (Verbal)**

The meeting had kept to good time and taken appropriate consideration of the public questions around the wholly owned subsidiary.

CG70/18 **Collation of Written Questions from Members of the Public**

There were no written questions from members of the public.

CG71/18 **Close of Meeting**

The meeting closed at 4.00pm.