

Minutes of the Council of Governors Meeting
Thursday 23rd May 2013

Present:	Tim Melville-Ross	Chairman
	Geoffrey Rivett	Public Governor
	Jude Williams	Public Governor
	Patricia Bennett	Public Governor
	Suri Freedman	Public Governor
	Stuart Maxwell	Public Governor
	John Bootes	Public Governor
	Sarah Weiss	Public Governor
	Clyde Baker	Public Governor
	Eli Kernkraut	Public Governor
	Eric Sorensen	Public Governor
	Ros Constable	Staff Governor
	Andrew Ezsias	Staff Governor
	Jonathan McShane	Partner Governor
	Tracey Fletcher	Chief Executive
	Charlie Sheldon	Chief Nurse and Director of Governance
	Dylan Jones	Chief Operating Officer
	Dr John Coakley	Medical Director

In Attendance:

David Bridger Head of Governance (minutes)

1. Chairman's welcome

Tim Melville-Ross welcomed the Governors to the meeting.

2. Apologies:	Prof. Stanton Newman	Partner Governor
	Talaat Qureshi	Public Governor
	Jo Lobenstein	Public Governor
	Julia Bennett	Public Governor
	Val Dimmock	Staff Governor
	Henry Muss	Staff Governor

David Bridger informed the Governors that he had received one Governor resignation from, Henry Muss, Staff Governor. Those present thanked Henry for his work for the Council of Governors and wished him well for the future.

3. Minutes of the Council of Governors meeting 28th March 2013

The minutes from the previous Council of Governors meeting were agreed.

Stuart Maxwell enquired about the availability of papers for the Board of Directors meetings. Papers are posted on the Trust website ahead of the meeting and to minimise printing costs copies can be made available on request.

Andrew Ezsias enquired as to whether Governors would be allowed access to the Part 2 papers for the Board of Directors meeting. Tim Melville-Ross explained that at present the papers for part 2 of the meeting are confidential. He explained the reasons for this which is due to issues of patient, staff and commercial confidentiality as well as the formal discussions of strategic issues.

Sarah Weiss wished it noted that she was grateful to be sent the Board of Directors minutes and agendas.

4. Quarterly Quality Report

Charlie Sheldon presented the quarterly quality report. He provided a summary of the report and highlighted the data presented for the national patient safety thermometer and that the Trust is to be set targets for improvement next year. The Trust has achieved a 94% harm free care against a national target of 95%.

The Trust is maintaining high levels of incident reporting which is considered a positive sign that staff feel comfortable reporting adverse events.

The Trust is continuing to work toward reducing the numbers of patients developing pressure sores and has seen a decrease in the number of grade two sores in the community since the last quarter. There is an action plan managed by the Heads of Nursing in place to address this issue and it remains a key area of focus for the Trust.

Those present discussed the report and raised a number of questions including:

- There would appear from the local patient survey results that there is some negative feedback in relation to patient discharge, particularly in relation to provision of advice – this issue is acknowledged and whilst the levels of satisfaction are improving the Trust is continuing to focus on patient discharge as a Quality Account priority.
- Are patients provided with adequate information about their conditions and what to expect on discharge – The Trust has a library of leaflets and patients are provided with information/leaflets at pre-assessment. The Trust has a committee which reviews and approves patient information and ensures any issues are identified and addressed.
- Is there public or Governor representation on the Quality Improvement Committee – there is not, the Trust has patient representation on the Patient Safety Committee and Governor representation on the Patient Engagement and Experience Committee as well as the Clinical Audit and Effectiveness Committee.

5. Annual Report 2012/13

Charlie Sheldon presented the draft 2012/13 Annual Report. This had been produced in line with relevant guidance issued by Monitor. Governors were requested to forward any drafting points to David Bridger. The Governors discussed the report and raised a number of queries including:

- Regarding staff involvement and engagement, it is possible that staff do not necessarily feel involved and developed – the Trust is working on a program of organisational development lead by the Director of Organisational Transformation. This program will include significant engagement with staff.
- Should the Trust have a Director of Workforce at executive level – the Trust has all the required Executive Directors in place supported by an Associate Director of Workforce.
- What is happening regarding the Trust sustainability agenda – the Trust has recently restructured the Estates department incorporating sustainability responsibilities into one of the senior posts.
- With respect to the Trust A&E performance data in the report have there been any issues recently – The Trust has been busy and there have issues with A&E performance in April but this has improved during May.
- The Trust must be complimented on the good performance reported in the last year, has there been any significant issues raised by the Trust auditors –there have been no significant issues raised.

- Are the statements regarding pay awards correct – these are correct.
- The report is not a particularly easy read for members of the public – this was noted whilst acknowledging the balance between the prescribed requirements and accessibility for the public.

6. Annual Plan

Dylan Jones presented the main narrative for the Trust Annual Plan. He summarised the key areas of the plan and key priorities. The plan is due to be submitted to Monitor by the end of May.

The Governors discussed the plan including the ambition to increase the turnover of the Trust, the role of the Director of Organisational Transformation, the relationship of the plan to the Trust objectives and the commitment to learning and development of staff.

7. Constitutional Review

Charlie Sheldon presented a paper setting out the revised wording for clause 25.2 in relation to the definition of significant transactions. He provided an explanation of the proposed wording which had been drafted with reference to the limits set by Monitor in relation to significant transactions.

The Governors approved the wording which would now be considered and approved by the Board of Directors at their meeting in May.

8. Role of Lead Governor

David Bridger presented a paper setting out the role of the Lead Governor and the terms of the appointment. He provided a summary of the proposed process by which a new Lead Governor will be selected which will be by self nomination. Governors will be requested to vote at the next Governors meeting for their preferred Lead. The Governors approved the process outlined in the paper. David Bridger will write to all public Governors asking them to self nominate if they wished.

9. AOB

One item was raised regarding Patient Led Assessments of the Care Environment (PLACE). These are new assessments replacing the old PEAT inspections. The Trust is scheduled to carry out an assessment and is seeking volunteers from the Governors to participate in the assessments.

10. Questions from the public

Two points were raised.

Concern was raised regarding notification to members of the Council of Governors meetings – the Trust does include meeting dates in the Memberlink newsletter as well as publicising the dates on the Trust website.

Governors are not very often seen out and about – this was acknowledged and there may be a need to improve the visibility of Governors to the membership.