

**Minutes of the Council of Governors Meeting**

**Thursday 10<sup>th</sup> May 2012**

<b>Present:</b>	Michael Cassidy	(Chairman) Chair
	Geoffrey Rivett	(public governor)
	Christopher Sills	(public governor)
	Sarah Weiss	(public governor)
	Patricia Bennett	(public governor)
	Suri Freedman	(public governor)
	Talaat Qureshi	(public governor)
	Jude Williams	(public governor)
	John Bootes	(public governor)
	Jamie Bishop	(public governor)
	Eli Kernkraut	(public governor)
	Robert Duke	(staff governor)
	Andrew Ezsias	(staff governor)
	Ros Constable	(staff governor)
	Louise Ashley	Associate Director of Patient Experience
	Fiona l'Anson	Deputy Director of Finance
	Dr John Coakley	Medical Director
	Melanie Mavers	Head of Clinical Quality
	David Bridger	Head of Governance (minutes)

**1. Chairman's welcome**

Michael Cassidy chairman welcomed the Governors to the meeting.

**2. Apologies:**

Nancy Hallett	Chief Executive Officer
Charlie Sheldon	Chief Nurse & Director of Governance
Eric Sorensen	(public governor)
Val Dimmock	(staff governor)
Gareth Moore	(partner governor)
Henry Muss	(staff governor)
Florence Osaigbovo	(public governor)
Clyde Baker	(public governor)
Prof. Stanton Newman	(partner governor)
Deborah James	(partner governor)
Katherine Coyne	(staff governor)

**3. Minutes of the Council of Governors meeting 22<sup>nd</sup> March 2012**

The notes from the previous Council of Governors meeting were agreed. One matter arising was discussed in respect of the provision of an update on the Health and Social care Bill to the Council of Governors. It was agreed that this would be by Seminar and that the potential to use an external speaker to present would be explored.

#### **4. Draft Annual Plan 2012/13**

Fiona l'Anson presented a paper summarising the Trust's Annual Plan for 2012/13. She explained the context for its development and the requirements set by Monitor. She described the Trust's corporate strategic goals for 2012/13 and beyond which had been identified by the Trust executive team with input from staff and Governors. She also provided the Governors with a summary of the key components of the plan including financial plans, clinical plans, regulatory requirements and leadership arrangements.

The Governors discussed the proposed objectives and content of the plan. They provided comments and feedback including the strengthening of references to staff development and the potential opportunities to the Trust following the creation of Barts Health. The Annual Plan will be presented to the next Board of Directors for final approval prior to submission to Monitor at the end of May. The Governors noted the report.

#### **5. Draft Quality Account 2011/12**

Melanie Mavers presented the draft Quality Account for 2011/12 previously circulated to all Governors for comment. This had been produced in line with the requirements of the Department of Health and Monitor. She provided those present with a summary of the account and the key priorities for 2012/13. The Account had been circulated to Hackney LINK, NHS London, Overview and Scrutiny for Hackney and the City and the Trust's commissioners. Some comments and feedback had already been received and was in the process of being reviewed. Those present discussed the content of the quality account and provided feedback including suggestions around references to elderly care, vulnerable adults, discharge failures and explanations regarding performance targets. The Governors thanked her for presenting the Account.

#### **6. Inpatient and Staff Surveys**

Louise Ashley provided the Governors with reports on the following:

##### **Inpatient Survey**

She presented the results of the CQC survey of adult inpatients 2011 which were published in April. She provided the Governors with some background information on the survey, methodology and the historical context for Homerton.

She went on to explain that the Trust scores have not really altered from the previous year. Changes implemented following last year's survey have, unfortunately, not been reflected in improved scores. The Trust's response rate has shown a small improvement and demonstrates similar results to other Trusts in the sector.

The Governors discussed the findings of the report and discussed a number of issues including; use of hand gel bottles and the fact some are often empty; use of comparator data from other Trusts; staff attitude and patient aggression. The Governors noted the content of the report.

##### **Staff Survey**

She presented the results of recently published staff survey 2011. She reported that overall the survey is positive. In summary she stated that the results are broadly similar to previous years and continued to show high levels of staff engagement and

satisfaction. However the response rate had reduced. She reported that an action plan is being developed, facilitated through the Trusts Patient Experience Group and Equalities Group.

The Governors discussed the findings of the report and discussed a number of issues including; response rates; differences between hospital and community staff responses and equality and diversity training. Ros Constable requested a copy of the full results for review as she wished to review the results in more detail. Louise Ashley agreed to send her the full results. The Governors noted the content of the report.

## **7. Draft Annual Report 2011/12**

David Bridger presented the Trusts draft Annual Report 2011/12. This had been produced in line with the requirements set by Monitor. He explained that the report provides a retrospective review of the Trusts performance over the previous year. He provided Governors with a summary of the key parts of the report including the Governance and Performance report. The report was discussed and number of comments and corrections were received. A comment was raised regarding the lack of attendance by partner Governors which the annual report had highlighted. The Governors noted the report.

## **8. AOB**

Geoffrey Rivett informed the Governors that the Foundation Trust Governors Association is holding elections for positions on the FTGA Board of Directors. If any Governor is interested in standing, details of how to apply can be obtained from David Bridger.

Two items were raised one relating to staff attitude on wards and another regarding child protection discussions with parents. Louise Ashley provided the Governors with a brief explanation of child protection procedures and how they need to be applied.

## **9. Question from the public**

None

## **10. Reserved Business – Nomination Committee Feedback**

This section of the meeting was chaired by Geoffrey Rivett as Vice Chair of the Governors as it related specifically to the Chair and his presence would have been inappropriate. Only Governors and David Bridger were present.

Geoffrey Rivett informed the Governors that the Nominations Committee of the Council of Governors, chaired by the Senior Independent NED, had met on 24<sup>th</sup> April to review the Chairman's position as his second three year term of office completes in December 2012. He spoke from an aide memoire covering the discussions of the committee and also subsequent necessary discussions that it was agreed should take place between Stephen Hay, himself and Michael Cassidy.

The Nominations Committee, aware that the Chief Executive was retiring at the end of the year, agreed that it was essential for the Trust that two such senior people did not leave simultaneously. The committee recommended that the Chairman's term of office be extended for a period of four months, but some flexibility was desirable as even though the Chief Executive recruitment procedure had started, there could be no certainty about this appointment and a new Chief Executive's start date. An overlap between a new chief executive and the outgoing chairman was highly desirable. The

Governors agreed to the Chairman's four month extended term of office, and with the view of the Nominations Committee that were circumstances to warrant it and the current chair to be available, this term might be extended if required. Governors also discussed and agreed that it was important to move ahead with the appointment of a new chair, perhaps in September when there would be more certainty about the appointment of the new Chief Executive.

The Governors asked about the procedure for the appointment of a new chair. Geoffrey Rivett, who had been involved in the appointment of the current Chair, outlined the procedure and the need to ensure that the Trust had the widest field of candidates. At this level of appointment recruitment consultants were helpful and this ensured that no stone was left unturned. A number of Governors raised concerns regarding the cost associated with using external consultants and wished to consider the possibility of this being handled in-house. Geoffrey Rivett expressed his doubt about whether, though the Chair was appointed by the Governors, it was appropriate for them to do more than express a view on the process of that appointment. It was agreed that this would be considered at the next meeting of the Council of Governors when the Chairman of the Nominations Committee Trust would be present.

The governors were informed that the appointment process for the new Chief Executive had begun and the plan is interview for the post in September. The committee noted this and asked for regular updates to be provided.