

DRAFT

COUNCIL OF GOVERNORS – ANNUAL MEMBERS MEETING

Minutes of the Meeting held on Monday 26th September, 1.00pm to 3.00pm in the Lecture Theatre, Education Centre, Diana Princess of Wales Hospital, Grimsby

Present:

Dr Jim Whittingham	Chairman	Mr Ray Oxby	Public Governor
Mr Philip Bond	Lead Governor	Mr Jeff Shaw	Public Governor
Mr Hugh Rogers	Public Governor	Mrs Eileen Blanchard	Public Governor
Mr Ron Kitching	Public Governor	Mrs Lesley Barsley	Staff Governor
Mrs Maureen Dobson	Public Governor		
Mrs Sheila Fisher	Public Governor		
Mr Jeremy Baskett	Public Governor		
Mrs Susan Diack	Public Governor		

In Attendance:

Ms Karen Jackson	Chief Executive
Mr Nigel Myhill	Director of Facilities and Information
Mrs Wendy Booth	Head of Governance and Trust Secretary
Mr Alan Bell	Non Executive Director
Mr Neil Gammon	Non Executive Director
Ms Angie Smithson	Director of Operations
Mrs Jane Heaton	Director of Organisational Development and Workforce (Acting)
Mrs Sarah Everatt	Assistant Head of Governance – Membership and Assistant Trust Secretary
Miss Eleanor Coy	Directorate Secretary (for the minutes)

1. Welcome and Introduction

Dr Whittingham introduced himself and welcomed everyone present.

PART A – ANNUAL MEMBERS’ MEETING

2. Overview of Last Year and This Year (Karen Jackson)

Ms Jackson explained that this has been a difficult financial year but commented on her pride in Trust staff and the performance achieved. Ms Jackson gave a detailed presentation on the Trust’s performance, challenges, service developments and continued focus.

3. Trust Priorities 2012 / 13 (Karen Jackson)

Ms Jackson presented in detail the Trust priorities and explained the issues which the Trust needs to focus on.

4. Questions from the Public

- Mr Harold Edwards (public) questioned whether the Trust has compared agency staff costs to Trust staff costs. Ms Smithson explained that internal bank staff are used in preference to external agencies which results in a low nursing agency spend. She went on to report that the biggest area for agency spend is for consultants, particularly in specialist areas, as there is no internal bank for this. Agency spend is continually reviewed. Mrs Lakshmy Subramanian to provide Mr Edwards with information on the cost of agency staff. **Post meeting note – action complete.**
- Mr George Baker (public) questioned whether the future Trust strategy included hospital provision at each of the current three localities. Ms Jackson responded that the Trust see a future for all three sites but that this needs to be in the context of the South Humber Review. Mr George Baker also questioned when the Trust expect to charge for walking aids and the process for recovering these once the patient no longer has a need for them. Ms Smithson commented that commissioners have done a review of equipment and that she will obtain from commissioners a date as to when they are expecting to report.
- Mr Jeremy Baskett (governor) asked if any additional services will be available in the Louth area to which Ms Smithson replied that two more Outreach clinics have been offered for consideration to GP's.
- Mr Ray Oxby (governor) asked what governance arrangements are in place for conflicts of interest in the South Humber Collaboration. Ms Jackson explained the structure of the review consists of a clinical stakeholder forum and three chief executives with a role to scope the overall vision of how healthcare will look. She went on to explain that no decisions can be formalised until they have been ratified by the Board of each of the three healthcare organisations. Mr Ray Oxby then questioned how the governance for the Local Authorities' new role with regards to the Health and Social Care Boards would fit into this. Ms Jackson commented that it has some of the same individuals involved and the Reference Group should aid this.
- Ms Ursula Vickerton (NHS North Lincolnshire) asked for clarity around the financial results of the Trust and when preliminary thoughts on the South Humber Review would be made available. Ms Jackson commented that a £1.8m surplus had been made in the year before a £8.3m exceptional item for redundancies. This allowed the Trust to receive a Monitor risk rating of 3. She went on to say that the deadline for the South Humber Review to provide a high level overarching view about how health and social care in the South Humber area will look is Christmas. This will then be used as a baseline position for the decisions of the commissioners between January and March 2012.
- Mrs Susan Diack (governor) expressed concern that recent developments at Goole District Hospital had not been published in the Annual Report 2010/11 to which Ms Jackson reassured Mrs Diack that it would appear in the next report 2011/12 due to the timing of the developments mainly occurring in 2011.
- Mr Harold Edwards (public) questioned how demand management for services was going to be measured and controlled. He expressed concern over lack of alternatives to A&E attendance by patients due to shortages in 24 hour clinics in the locality. Ms Jackson explained that the right infrastructure needs to be in place and

patients need to understand where to go for that treatment. She explained that this was being picked up as part of the Review.

PART B – COUNCIL OF GOVERNORS BUSINESS MEETING

Elected governors were reminded that they have signed a declaration stating that they are eligible to vote as members of the Trust and that they are not prevented by any of the terms of the Constitution from being a member of the Council of Governors. Elected governors are deemed to have confirmed that declaration by attending this meeting.

1. Welcome to new governors (Chairman)

Dr Whittingham welcomed Mr Ian Reekie, in his absence, for NHS North Lincolnshire who has replaced Mrs Karen Rhodes. He also welcomed Mrs Zena Robertson, in her absence, for North East Lincolnshire CTP who has replaced Mrs Julie Warren.

2. Governor departures (Chairman)

Dr Whittingham thanked Mrs Karen Rhodes and Mrs Julie Warren, both Stakeholder Governors, in their absence, for their contribution.

3. Apologies for Absence

Dr Jim Whittingham noted that apologies for absence were received from the following: Mrs Tara Filby; Mrs Joanna Preston; Mr Ian Reekie; Mr Jim Rhodes; Mr Pete Wisher; Dr Protap Gupta; Mrs Michelle Wilson; Mr Mike Rocke; Ms Sue Fowler; Mr Paul Grinell; Cllr Karl Wilson; Dr Liz Scott; Mr Philip Jackson; Mr Ian Davey. All explanations for non-attendance were accepted as good reasons.

4. Minutes of the Previous Meeting held on 18 July 2011

The minutes of the meeting held on the 18th July 2011 were accepted as a true and accurate record.

5. Matters arising:

5.1 Governor Zone – Minute 4.3 refers (Nigel Myhill)

Mr Nigel Myhill reported that the governor zone is now operational and explained the functionality of the site. It was recommended that a quarterly usage report would be taken to the Steering Group for monitoring purposes. The group agreed.

Members received the report.

6. Chairman's Report (Chairman)

The Chairman provided a verbal report as follows:

Progress report on the Health & Social Care Bill

Dr Whittingham reported that the Bill passed its third reading in the House of Commons on the 7th September and that it has since been through its first reading in the House of Lords on 8th September with the second reading scheduled to take place on the 11th October 2011. Dr Whittingham commented that it is not yet possible to predict the outcomes or timescales of the Bill but general consensus was that it is likely to pass into law relatively intact. Dr Whittingham stressed the need for the Trust to continue to progress issues such as building alliances with the GPCC's and solving the financial challenge whilst the Bill progresses.

Chairman's Surgeries

Dr Whittingham proposed to continue to hold his one to one surgeries despite low levels of governor attendance. He will issue timely reminders to governors prior to the sessions.

It was agreed to take this item to the Steering Group to look at ways of how to improve attendance at these surgeries.

Action – Sarah Everatt to add to the December Steering Group agenda.

Prospective Governor Roadshows

Dr Whittingham reported that feedback from the sessions had been mainly positive and congratulated the training group on their success.

No questions were asked.

7. Chief Executive's Report (Karen Jackson)

Ms Jackson reported that a detailed implementation plan for the South Humber Health Service Review should be available between January and March 2012. She commented on being grateful to clinical staff and Professor Hugo Massey-Taylor for their continued involvement.

The Trust has received feedback from Monitor, following submission of the Trusts' Annual Plan, informing us that we will not require a second review. Monitor, as our regulator, will increasingly be focusing on how the healthcare community as a whole works together to meet standards.

Ms Jackson reported that Dr Neil Pease, the newly appointed Director of Workforce and Organisational Development, is due to commence employment with the Trust on 3rd October. Ms Jackson took the opportunity to thank Jane Heaton for her hard work in her interim role.

Mr Jeremy Baskett questioned how Choice for patients will fit with the government's agenda. Ms Jackson replied that the NHS Constitution allows patients the right to choice and that she expects this will continue but that GP's will no doubt wish to continue to advise patients. She commented that the emphasis of the Bill has shifted following the listening exercise from absolute competition to organisations working together. The Trust will need to continue to focus on quality of care and learn from lessons quickly to encourage patients to choose the Trust. Ms Smithson commented

that the Bill's wording had altered from 'Any Willing Provider' to 'Any Qualified Provider'. Mr Jeff Shaw commented on the importance of waiting times for patient choice. Ray Oxby commented on the importance of the GPCC acting as a signpost for the Trusts' services.

8. Strategic Issues:

8.1 Division of Responsibilities between the Chief Executive & Chairman and Chairman & Lead Governor (Chairman)

The Chairman presented the report which outlines the division of responsibilities between the Chairman and Chief Executive, and the Chairman and Lead Governor.

Members received the report.

8.2 Appraisal of the Chairman and NEDs (Philip Bond)

Dr Whittingham discussed the report which outlines the arrangements for the appraisal of the Chairman and Non-Executive Directors. The report details how the processes which have already been agreed would be used for the 2011/12 appraisals with a proposal to review the Trusts' approach the future.

Mr Philip Bond provided background on the purpose of the report and how he had worked with the previous Chair to develop an appraisal system for the Chairman. This has been revisited and timescales added to the report. A formal report will be delivered to the COG meeting in January. There was a discussion around how the Bill may impact on the NED accountability to governors.

Members received the report.

Action – Sarah Everatt to include Appraisal Report on the January COG agenda.

8.3 NED Replacement (Chairman)

The Chairman reported that Mr Ian Davey's term of office as a NED is due to come to an end in April 2012, at which time he plans to retire. Mrs Michelle Wilson's term of office ends in June 2012 and she wishes to seek reappointment, which would be required on an annual basis with the Council of Governors agreement. The Chairman sought the Council of Governors agreement for the Appointments and Remuneration Committee to commence the NED recruitment to replace Ian Davey's post early to ensure that if unsuccessful in the first recruitment wave that this could be repeated, and to consider Michelle Wilson's extension to her term of office.

The Council agreed to commence the process on this basis.

9. Operational Issues

9.1 Outcome of the Annual Review of Performance of the CoG (Chairman)

The Council of Governors were asked to note the report and that the Steering Group will monitor progress of the action plan.

Members received the report.

9.2 Nominations for Governor Member of Service Quality Monitoring Group on NLG Quality & Patient Experience Sub-Committee (Wendy Booth/Sarah Everatt)

Governors were asked to vote for a governor member from the Service Quality Monitoring Group to sit on the NLG Quality & Patient Experience Sub-Committee. The two nominations were for Mrs Maureen Dobson and Mr Ray Oxby. Voting slips to be returned to Mrs Sarah Everatt by 10th October.

Action – governors to return voting slips.

Post meeting note – Mrs Maureen Dobson was elected to the Committee.

10. Items for Information:

The chair invited questions from the meeting on the following:

10.1 Feedback from Sub-Committees:

10.1.1 Steering Group (Philip Bond)

The Council were asked to note the review of the working protocol with LINKs. Mr Hugh Rogers asked if the Steering Group could explore what the members' think of the quality of the latest newsletter, and commented on personally finding it had developed immensely.

Action – Sarah Everatt to include on the December Steering Group agenda.

Members received the report.

10.1.2 Membership Group (Philip Bond)

Members received the report.

10.1.3 Service Quality (Joanna Preston)

The Council were asked to seek nominations for membership of the group in addition to the current attendees as the group is struggling to reach quoracy at meetings. A recommendation to reduce the quoracy to 3 from 5 governors was suggested and agreed. Mrs Susan Diack and Sheila Fisher asked to join the Service Quality Group, the Chairman agreed to attend some meetings to understand the work of the group.

Members received the report.

10.1.4 Training Working Group including Training Matrix (Chairman)

Governors were asked to provide feedback or confirm acceptance of the proposed training matrix (attached).

Members received and accepted the report.

10.2 Updated Calendar of Events (Sarah Everatt)

Governors were asked to note the relevant dates for their diaries and were assured that the 2012 Calendar is currently being developed and will be circulated late December / early January to all governors and members.

Members received the report.

10.3 Register of Governors Interests (Sarah Everatt)

Sarah Everatt explained that this register is a rolling process which is kept updated with newly appointed governors' details and any changes for existing governors. She asked governors to ensure their details remain updated.

11. Any Other Business

No questions were asked from the governors.

Mr George Baker commented on having not received a copy of the newsletter. Mrs Sarah Everatt to send a copy.

Mr Taylor praised the Chairman for the content and presentation of the Prospective Governor Roadshows.

12. Date and Time of the Next Meeting

The date and time of the next general meeting of the Council of Governors is Wednesday, 25th January 2012, 3.00pm to 5.00pm. The venue will be the Dining Room, Butterwick House, Scunthorpe General Hospital.

Dr Jim Whittingham thanked everyone for their attendance and contributions, and declared the meeting closed at 2.25pm.