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| **Council of Governors (Public) Minutes – 13 December 2018** |
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Chair:

 Ms Susan Symington

**Public Governors:**

 Mrs Jeanette Anness, Ryedale and East Yorkshire

 Mr Roland Chilvers, Selby

 Mrs Helen Fields, City of York

 Mrs Margaret Jackson, City of York

 Mrs Sheila Miller, Ryedale & East Yorkshire

 Mr Michael Reakes, City of York

 Mrs Catherine Thompson, Hambleton

Mr Richard Thompson, Scarborough

 Mr Robert Wright, York

**Appointed Governors**

 Ms Dawn Clements, Hospices

 Cllr Chris Pearson, NYCC

 Mrs Karen Porter, Project Choice

Mr Gerry Richardson, University of York

**Staff Governors**

 Dr Andrew Bennett, Scarborough/Bridlington

Mrs Helen Noble, Scarborough/Bridlington

Mrs Sharon Hurst, Community

 Mr Mick Lee, York

Mrs Jill Sykes, York

**Attendance**

 Ms Jennie Adams, NED

 Mr Mike Keaney, NED

 Ms Dianne Willcocks, NED

 Mr Andrew Bertram, Deputy Chief Executive

 Mr Brian Golding, Director of YTHFM LLP

 Mr Jamie Todd, Directorate Manager for Elderly Care

 Mrs Lynda Provins, Foundation Trust Secretary

 Mrs Tracy Astley, Assistant to Foundation Trust Secretary

**Observer**

 Ms Lisa Smith - aspiring NED

 Mr Bill Black - FT member

 Ms Jill Gaunt - FT member

 Mr Carl Gaughan - BDL

Apologies for Absence:

Mr Andrew Butler, Ryedale & East Yorkshire

Mr Stephen Hinchliffe, Whitby

Mr Clive Neale, Bridlington

Mr Mike Proctor, Chief Executive

**18/32 Chair’s Introduction and Welcome**

Sue Symington welcomed everyone to the meeting.

**18/33 Declarations of Interest**

There were two declarations of interest.

* Andrew Bennett is now working for the LLP.
* Richard Thompson has been a local councillor since 1985 for Newby/Scalby Parish Council.

## 18/34 Minutes of the meeting held on the 21 September 2018

The minutes of the meeting held on the 21 September 2018 were agreed as a correct record.

## 18/35 Matters arising from the minutes

There were no matters arising.

Action Log

Nurse Recruitment – this was discussed at the Board to Board meeting in October.

## 18/36 Update from the Private Meeting held earlier

Mrs Symington updated the committee on the topics discussed in the private meeting held earlier.

* Chairs Report
* Feedback from the Governors Forum
* Council of Governor's meetings - timings and format
* Chief Executive Appointment
* LLP stakeholder Governor

## 18/37 Governors Reports

* Lead Governor Report

Mrs Jackson gave an overview of her report. She thanked fellow governors for their understanding when she has not been available due to personal circumstances.

* Out of Hospital Care Group

Margaret Jackson gave an overview of the report. She mentioned in particular the Home IV Antibiotics new model being proposed and felt this was a really positive development for patients.

* Transport Group

Mr Golding gave an update on the park and ride scheme. He has met with First Buses who have brought a proposal and has been discussed with corporate directors who have given their support. It will be launched from Rawcliffe Bar.

* Fairness Forum

Prof. Willcocks stated she was very impressed with the leadership role of the Freedom to Speak Up Guardian (FTSU) and recruiting the Fairness Champions, setting protocols, etc. Andrew Bennett, Margaret Jackson, Karen Porter sit on the Fairness Champions Steering Group. Whilst this system is doing an excellent job it is under stress. Prof. Willcocks recognised that Fairness Champions are an ‘extension’ of the FTSU Guardian’s And while the FTSU Guardian is currently being supported with administration, this needs to be monitored as more admin support will be needed to keep the work fresh.

Ms Adams stated that a FTSU report had been received and discussed at the recent audit committee. There is no issue with staff knowing how to contact the Guardian. In effect, the increasing workload in relation to this portfolio reflects the success of the role with twice as many speak ups this year as last year and the Trust should be proud of that.

Ms Porter asked if there was any information on what issues the Fairness Champions were dealing with. Ms Adams replied that one of the biggest issues was around bullying and harassment. The FTSU Guardian does report quarterly to the Board.

## 18/38 Chief Executive’s Update

Mr Bertram gave an update on Mr Proctor’s behalf.

CQC system visit

This has now taken place and the Trust is awaiting feedback. This will be shared in due course.

East Coast Acute Services Review

The Trust is waiting for the final report which will be shared in due course. Mr Bertram expressed that it had been a fabulous piece of work, especially with the capital investment news.

Workforce models

Mr Bertram spoke about the new APiC role within Acute Medicine. The person will be a medical doctor based in the Emergency Department and is an integral role to patient flow. In addition, the new Physician Associate role has attracted 12 doctors with a further 4 due to join the Trust on a two year rotational programme.

Cllr Chris Pearson asked how the people taking up the APiC and PA roles were being monitored. Mr Bertram replied that there are a set of expectations attached to each role which the recruits are told about at the start position and they are made aware of what the Trust expects them to achieve at their 3, 6,12 months reviews. He assured the Council of Governors that the staff are well managed and supported in these new roles.

Ms Fields asked whether there was any feedback about the PAs from staff who have worked with them. Mr Bertram replied that the new roles have been welcomed. Mr Todd commented that from the clinical team's point of view who work with them it has been a pleasant surprise. They are very well trained individuals who bring value to the team. Ms Willcocks spoke about the recent Board walkabout at Scarborough through the A&E pathway and she said the breadth of skills of the PA on duty really impressed them and the team wanted to showcase him.

Mr Reakes asked how the APiC role fitted within the A&E pathway. Mr Todd replied that the role brings the decision making and clinical relationship closer to the front door. The patient would still see the Emergency Department doctor who would consult with the APiC and together will make a judgement. It is a real positive step forward as the patient could receive emergency treatment on the day rather than having to be admitted for treatment.

Business continuity

The Black Start power exercise that took place at York Hospital in November went very well with the majority of power being restored. There was no significant disruption and the plans that were in place proved effective.

Sustainability & Transformation Plan update

Mr Bertram was very pleased with the success of the £40m bid capital investment for the Scarborough site and gave praise to his team and Dr Bennett who pulled the bid together. There was a very formal process to go through and the competition was very fierce. He advised that Mr Bennett and Mr Golding will lead this piece of work. They will write business cases on specific projects they want to undertake on the Scarborough site. Regarding the £40m bid, there are three components:-

* £22m will be used for the deliverance of emergency care which means a new Emergency Department incorporating a medical team and surgical team at the front door.
* £18m will be used to upgrade the electrical network on the Scarborough site to support the new technology, machinery, etc.
* £10m will be used to reduce the backlog of maintenance issues.

Ms Anness asked how this news could be publicised to the people of the East Coast. Mr Bertram replied that it has been widely publicised. The news has been in the newspapers, on social media and on the radio.

Mr Thompson asked if the money was absolutely guaranteed and was there a particular time frame that the monies need to be used by. Also, what would happen if the Government decided to divert funds? Mr Bertram replied that the capital fund is guaranteed, and as for time frame he is not aware of one. The government would not be able to divert the funds as there would be uproar.

Brexit

Mr Bertram gave an update of the preparations taking place. Contingency plans are being made with Procurement to reduce the interruption of supplies. Staffing may be an issue with the tenure of European staff which affects retention.

5 Year Strategy booklet

Mr Bertram believed it was a great document that he used with his own financial team. He spoke about the contents of the booklet and the way in which our high-level plans and ambitions have been captured in the booklet.. He informed that both clinical and non-clinical directorates are refreshing their own strategies to come in line with the Trust’s strategy.

Ms Miller highlighted that timelines were needed so the Council of Governors can hold Board to account to ensure they are doing it. Mr Bertram replied that the booklet was very high-level and sought to describe how our trust would be in 2023. .Time Lines will be embedded to local plans including the Clinical Startegy.

Financial Update

Mr Bertram reported that at the month 7 position the Trust have done well and were on the right side of the financial plan. The planned position at this point will have reached £12m but the Trust has actually delivered on £11m.

Ms Anness enquired if the Trust is still being supported by a loan from the government. Mr Bertram confirmed that this is correct.

Cllr Pearson asked what the implications were for missing the Quarter 4 trajectory if the Trust does not deliver on plan. Mr Bertram replied there would be ramifications depending on how much.

Cllr Pearson highlighted that it had been reported in the national press that the flu vaccine uptake this year had been very low and asked what financial ramifications were there for the Trust. Mr Bertram replied that if the 70% vaccine rate was not reached then the Trust would not suffer financially as such but there would be consequences if staff absence occurs because of the Trust being hit by sickness.

**18/39 Elderly Care Update**

Mr Todd gave an overview of his portfolio including his responsibility for older people’s health within the York locality.

He said that a number of quite large developments from an older people’s point of view are taking place and the Trust aims to be a Centre of Excellence and their plans and strategic work is built around this. The past year has seen some phenomenal achievements including:-

* The introduction of the Rapid Access Frailty Assessment unit (RAFA) within the ED department. There is a 91% discharge rate with very little returns. This is a very positive improvement to increase patient outcomes.
* Specialist services continue to develop with Stroke services significantly improving due to the Triage & Transfer model where the patient is first stabilised locally and then transferred to York Hospital for further treatment. The outcome for patients is fantastic.
* CIP targets have been achieved for the past 4 years which allows the directorate to make a more compelling case for further improvements.
* Hip fracture treatment is one of the best in the country for outcomes.

Mr Todd said that the priorities for the next year will include improving liaison services for geriatric assessment, reduce stay time in hospitals, reduce falls with harm and reduce pressure ulcers. He praised the work his teams have achieved and highlighted that the Trust now provides top quartile care for older people.

Ms Willcocks congratulated Mr Todd on the achievements to date. She was struck by the fact that this week there was a few stories to relay that shows that the Trust is able to deliver, including an SGH story, an YH story, reduction in length of stays, the frailty pathway at the front door, the new discharge liaison pathway.

Ms Porter asked how much of the community hospitals are utilised where the Trust provide services and should this not be factored in. Mr Todd agreed that people should be cared for in their own area and there has been some advancement in the delivery of care locally, including the “Home First” strategy and the delivery of rehabilitation in the patient’s home. He challenged the need for a further rehabilitation base in a community hospital.

Ms Thompson commented that the data is quite stunning but what is missing for her is the feedback from patients that have used the service. She has had feedback from the Hambleton constituents and although they have been safe on discharge, they have been frightened about being at home alone and have stayed with relatives. She highlighted that the patient voice is important within the success of this programme. She would like to see the figures of re-admission after patients have gone through the “Home First” programme.

Ms Fields mentioned that she was part of the Elderly Care Liaison Group that was linked with the elderly stakeholder groups within the community. She knew that Mr Todd had been reviewing that and asked for an update. Mr Todd replied that the intention was that the Older People Assembly and his Directorate form links with them.

Ms Miller noticed that Malton was not included and asked if Mr Todd had any control over that. Mr Todd replied that the beds were not controlled by him but sit within the control of the Out of Hospital Services.

Ms Jackson commented that through the Patient Voice in Selby and Malton she had received positive feedback from those patients that have gone through the “Home First” programme.

Ms Willcocks mentioned that the PESG looks in great detail at patients’ views and that the Mortality Review Group has confirmed that there are fewer people being sent in from nursing/care homes to die. This is a really positive step.

## 18/40 YTHFM LLP Update

Mr Golding gave an update and informed the Committee that they had now successfully transferred all the Estates & Facilities staff into the LLP on the 1st October.

He explained that they were partnering with Northumbria because they had gone through this process several years ago. Mr Golding gave an overview of the partnership between York Teaching Hospitals NHS Foundation Trust and the LLP. He said the focus in the first few months were around governance arrangements and putting processes in place.

One of the key benefits is that it gives the LLP the opportunity to invest and grow the business and they have already got some interesting ideas for the business which they hope to develop in the future. It was a difficult transition with staff concerns around terms and conditions. As part of selling the vision to staff, himself and Andy Betts, Operational Manager, had visited sites. Now staff have been in post for two months he hopes they are more reassured that going down this route was a good idea.

With regard to the E&F Efficiency programme they will hit the £5m target.

Mr Keaney said that the next stage is key to communicate the success of the LLP to the wider community.

Ms Anness was concerned that although it created more business opportunities and generates profits back into the Trust she needed assurance that the priority would still be the Trust’s priorities. Mr Golding confirmed that they will not be diluting the services to the Trust.

Mr Reakes mentioned that one aspect of this structure is the fact that VAT was not payable and asked if this was having an impact on the finances. Mr Golding confirmed that this was a benefit.

Mr Golding stated that in relation to capital investment in SGH, one of the things they want to set up is a steering group for stakeholders who have an interest in the Scarborough site. He wanted to offer 3 places to governors. **Action: Mrs Provins to email Governors to ask if any of them wanted to be on the STP Project Stakeholder Group.**

## 18/41 Governor Elections

Mrs Provins asked if any Governor wished to be considered for a place on a Committee/Group then send in their names with a short paragraph of why they are interested.

## 18/42 Membership Development Group update

Mrs Provins gave an overview of developments within this group including the production of a membership poster and an application form. She also advised of the phenomenal response to the Membership Survey of over 1000, which she will be working through and developing a work programme for the following year.

## 18/43 Constitutional Review Group update

Mrs Provins advised that the Group have been working on a simple explanation of what a constitution is for the Trust’s website. The group has agreed a paragraph. In addition there have been a lot of constitution amendments that the Council of Governors needs to be made aware of, particular:-

* Voluntary Governor position – the constitution has been amended to widen the area of interest.
* LLP Governor – the constitution will be amended to take into account the new position.

## 18/44 Any Other Business

National Elf Day 14th December 2018 – Ms Jackson asked the Committee to give generously as it will be given to the Hospital Charity.

Mr Reakes enquired whether the new translation service was having a positive impact. It has only just begun at the beginning of December so this is something to monitor.

Mrs Provins informed that there are 4 places available at the upcoming Governwell Regional Governor Workshop in Leeds. She will send out an email with further details.

## 18/45 Time and Date of the next meeting

Please note the change of date from the 7th March and change in timings. The next meeting will be held on **13 March 2019, 1.00pm – 2.30pm** at Malton Rugby Club, Old Malton Road, Malton YO17 7EY.

Ms Symington thanked everyone for coming and wished them Happy Christmas and a great New Year. She asked everyone to be generous to staff charity and enjoy the Council of Governor lunch that was available.

**ACTION LOG**

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| **Date of Meeting**  | **Action**  | **Responsible Officer** | **Due Date** | **Comment** |
| 13.12.18 | Email Governors to ask if anyone is interested in being on the STP Project Stakeholder Group. | Mrs Provins | Jan’19 |  |