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| **Council of Governors (Public) Minutes – 21 September 2018** |
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Chair:

Ms Susan Symington

**Public Governors:**

Mrs Jeanette Anness, Ryedale and East Yorkshire

Mr Andrew Butler, Ryedale & East Yorkshire

Mrs Helen Fields, City of York

Mr Stephen Hinchliffe, Whitby

Mrs Margaret Jackson, City of York

Mrs Sheila Miller, Ryedale & East Yorkshire

Mr Michael Reakes, City of York

Mr Clive Neale, Bridlington

Mrs Catherine Thompson, Hambleton

**Appointed Governors**

Ms Dawn Clements, Hospices

Mr Gerry Richardson, University of York

Mrs Karen Porter, Project Choice

**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**

Mr Andrew Bertram, Finance Director/Deputy Chief Executive

Mrs Wendy Scott, Chief Operating Officer

Mrs Jenny McAleese, NED

Ms Lorraine Boyd, NED

Mr David Biggins, Head of Medical Engineering & Compliance

Ms Virginia Russell, Chief Nurse Team

Mrs Lynda Provins, Foundation Trust Secretary

Mrs Tracy Astley, Assistant to Foundation Trust Secretary

**Observer**

Mr Quentin Somerville - aspiring NED

Apologies for Absence:

Mr Mike Proctor, Chief Executive

Mrs Helen Noble, Scarborough/Bridlington

Mr Roland Chilvers, Selby

Mr Robert Wright, York

Cllr Chris Pearson, NYCC

**18/16 Chair’s Introduction and Welcome**

Sue Symington welcomed everyone to the meeting.

**18/17 Declarations of Interest**

There was no change to the declaration of interests.

## 18/18 Minutes of the meeting held on the 14 June 2018

The minutes of the meeting held on the 14 June 2018 were agreed as a correct record.

## 18/19 Matters arising from the minutes

Mr Reakes enquired how the Trust can increase their nurse recruitment. Ms Symington replied that the Trust had made a huge amount of progress with nurse recruitment. She added that retention is also a priority and there are huge steps being taken to get the whole employment proposition right. She will update the committee at the December meeting.

**Action: Add Nurse Recruitment to December agenda for Ms Symington to update the Council.**

Action Log

NHS staff discounts for members - update will be given in due course.

## 18/20 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
* Grant Thornton's audit feedback
* Chief Executive Appointment
* NED recruitment

## 18/21 Governors Reports

* Lead Governor Report - no questions asked by the committee.
* Transport Group - discussions ongoing regarding land at Park House.
* Fairness Forum - no questions asked by the committee.

Mrs Jackson enquired about the ritual washing facilities and why it was taking so long to put in place. Mr Bennett advised that the project is being developed and he is meeting a member of the charitable funds group to obtain their assistance.

Mrs Bolland praised the work of the Fairness Champions and said how incredible they have been and will continue to focus on this agenda. To say thank you and acknowledge their contribution a tea party is to be held on Friday 5 October for York area, and one Thursday 11 October for Scarborough area.

Mrs Jackson spoke about the Out of Hospital Care Group meeting and the discussion around home first engagement. It was working really well. In addition, the governors have been invited to attend the next session of Schwartz rounds taking place. If anyone would like to take part then please get in touch with Liz Anderson.

AHPs - there was also an offer from the AHP Senior Manager, Vicky Mulvana-Tuohy, regarding AHP shadowing opportunities for governors. Governors were asked to get in touch with Vicky Mulvana-Tuohy if they were interested.

Mrs Jackson spoke about tension between the Trust and the League of Friends. She has asked previously about members collecting the charity bags in our own communities and needs more responses. Would you please email Mrs Jackson if you can help. Ms Porter asked if this was something the students could be involved in.

Mrs Miller stated that she had received an email from the CCG informing her that the care of the frail-elderly was now being handled by Humber and not GPs. Mrs Scott informed her that the scheme had been especially set up by the CCG and GP practices were given money to aid this. Those nurses needed to be part of the broader community team managing people in crisis.

## 18/22 Chief Executive’s Update

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

HCV Partnership

Mr Bertram informed the committee that he attended a Partnership event earlier this week. The event was really well attended by the local authority and all stakeholders across the patch. The meeting was largely an update presentation about what is happening across the partnership and for everybody to restate their confirmation that they believe this was the way forward for this patch. The Trust has refreshed their commitment.

He referred to the report and highlighted some succinct points:-

Digital – he advised that there was a £10m digital agenda. A Strategic Digital Board has been established across the partnership chaired by Chris Long, Chief Executive of Hull. It will be their job to produce a digital strategy.

Mr Reakes asked what the Trust’s main priorities were. Mr Bertram replied that there was a massive agenda around how the Trust interacts with patients, how patient/GPs connect with each other. Mrs Scott commented that the main priority is how the Trust’s separate systems start “talking” to each other. How reports are shared across different parts of the systems, scans, x-rays, etc., how to make best use of staff using new technology.

Mr Richardson asked that in respect of interoperability what criteria are used to decide which digital program of work gets done. Mr Bertram replied that it was the responsibility of the Strategic Digital Board.

Mrs Anness commented that it was very heartening to hear this as time and time again people come to her complaining that they have had to explain their medical history umpteen times to doctors in various departments and it becomes frustrating.

Mrs Miller asked if there would be public consultation on this at all. Mr Bertram advised that on some issues there will be.

Workforce – he advised that the partnership is working towards a shared ambition on workforce. However, he wants to ensure that the Trust is the employer of choice.

Clinical Priority Programmes - a list of priorities have been produced for the coming 12 months including:-

* New ED & Assessment capital scheme on the Scarborough site has been prioritised which will aid the work of the clinical team on the East Coast site.
* GP extended access scheme to support the out of hospital system. The scheme will be advertised through the media as this goes online.
* Hospital to Home scheme to support joint working across health and social care.

Mr Bertram was happy to reassure everybody that these work streams are well established and continue to progress.

**18/23 Mental Health Provision**

Dr Bennett gave an overview of the report.

## 18/24 TAPE Process Update

Mr Biggins gave a handout to the committee to aid his presentation of the TAPE process. He advised that the process was introduced in January 2018 and is carried out each quarter.

Ms Clements enquired that given the earlier discussion about ritual washing facilities, should it not come under the heading of "dignity" in the TAPE process. Dr Bennett replied that apart from obtaining funding it was finding the space for ritual washing facilities. Mr Bertram added that this subject had been on the list for years but when it comes to managing the massively oversubscribed capital programme, clinical programmes take priority.

Mr Reakes asked how the sites were selected to be TAPE sites or PLACE sites. Mr Biggins replied that there were multiple priorities involved based on level of risk and resources.

Mrs Jackson asked if the outcomes were fed back. Mr Biggins confirmed they were.

## 18/25 Alternative Delivery Model Update

Dr Bennett highlighted the concerns raised by those staff affected. These included NHS terms and conditions, receiving national pay award increases and pension arrangements for existing staff. He confirmed that pension arrangements for existing staff will stay the same and all staff affected have been informed. However, pension arrangements for new staff are still being sorted. An equivalent total rewards package will be put in place if new staff cannot join the NHS pension scheme.

The ADM will go live on the 1st October. Dr Bennett advised that industrial action is taking place next week. A business continuity plan will be put in place to ensure the impact is minimised. There will be no cancellations.

Mr Lee asked if all conditions are met then what was the strike about? Mr Bertram explained that the unions were worried it was privatisation by the back door and that terms and conditions would be eroded. Mr Butler asked if Mr Bertram felt that the trade unions had been fully informed. Mr Bertram replied that he certainly believed engagement with the trade unions had been thorough and comprehensive.

The committee was concerned that NHSI was looking into the process around ADMs and asked if this was a cause of concern to the Trust. Mr Bertram advised that NHSI have no concerns with Trusts going down the ADM route but want to review their approval process on what an organisation has to go through to set one up. There is so much political noise they wanted to put themselves in a strong position as a regulator and strengthen their public probity around the these issues.

Mrs Anness asked how the new company reported to the Trust. Mr Bertram replied that there was a management group leading it which is responsible and accountable to the trust. Mr Biggins also pointed out that it was within his remit to monitor the contact with the Trust.

Mr Richardson asked if there was any way of opting out or reverting back if it is not working. Mr Bertram confirmed that there was.

## 18/26 Strategy & Financial Plan

Mrs Scott spoke about the Transformation Programme and advised that there were two arms to the project where they work with directorates:-

* to identify efficiency across their service.
* to carry out pieces of work that involve a number of directorates working together to deliver an outcome or work that they are undertaking with authorities and GPs.

This involved projects in Planned Care, Unplanned Care and Diagnostics and commented that overall it is about how our staff and the wider community work together smartly in a timely way and how we organise ourselves to support patients. She was happy for any members of the committee to email her for further information.

Mr Neale enquired how respectful GPs had been about this programme. Mrs Scott replied that they had been very respectful but they also had some problems.

Mr Bertram gave a financial update to the committee and advised that for year 2017/18 the Trust finished on a £20m deficit. He referred to the Trust 2018/19 Finance Plan Overview which sets out what the Trust had agreed with the regulator this year. He asked if the committee had any questions.

Mrs Thompson asked to what extent did the incentive contracts affect the plan and was it the way forward for the Trust. In addition, is there an insight into the 10 Trusts that are not in deficit? Mr Bertram replied that it is likely that the Trust will enter into an aligned incentive contract next year and that the 10 Trusts that are not in deficit comes down to history and circumstances in local patches.

Mrs Thompson asked how much funding the CCG will be given and how much of that will the Trust get. Mr Bertram stated that the funding is constantly up for review.

## 18/27 Community Nursing Workforce Redesign

Ms Russell introduced herself as the Lead Nurse in Transformational Change in Community Care. Part of her role was about creating new non registered roles to support and carry out tasks to allow the registered nurses to deal with more complex cases. There had been lots of consultation with staff, governors and the public about care in the future. She gave an overview of her report and asked if there were any questions from the committee.

Mr Richardson asked how they would evaluate if this was working. Ms Russell replied that they are about to audit across the service which will be used as a benchmark. As time moves on any incremental change will be assessed.

Mrs Anness commented that some services will be provided by Humber and asked if they were doing the same. Ms Russell replied that Humber is a stakeholder and she is having a meeting with representatives in the next couple of weeks.

Mrs Thompson remarked that in some areas recruiting band 2 staff was not easy at that pay grade so how will this project not succumb to that same challenge. Ms Russell replied that there will be a recognisable career progression, starting as a band 2, working through an apprenticeship and bands, which will provide more of an incentive to those wishing to progress.

## 18/28 Governor Elections

Mrs Provins will send an email next week giving the results.

**18/29 Audit Committee Annual Report**

Mrs McAleese discussed her involvement with the audit committee as Chair since 1st September last year. She felt extremely lucky to be involved with a high performing committee and wished to pay tribute to Phillip Ashton (previous Chair) for all his work.

She explained that at each meeting they review the progress made against objectives. At the end of each meeting the committee discusses what went well and what needed improving. The minutes are then sent out within a few days so actions can be undertaken. Items are escalated to the Board for noting and also when issues arise that they want the Board to take action on.

Mrs McAleese also stated that she wanted Mrs Provins to participate fully in the committee rather than taking the minutes.

## 18/30 Any Other Business

* AGM date has changed to the 11th October 2018.
* The Council of Governors to Board meeting is on the 31 October and there has been agreement that future meetings will be a Question & Answer session. Therefore, the governors will receive an email prior to the next Council of Governors to Board where the governors can reply with topics they want more information about.
* Mrs Miller highlighted the work being carried out in the Patient Involvement Group for the Army Veterans who have been discharged through injuries obtained in Afganistan. A project is being undertaken to highlight the services available and support they can receive.
* Mrs Jackson highlighted the date of the Christmas Carol Concert on the 5th December and also noted that the governors wished to have a welcome tea party for the new governors. It was decided to discuss this further at the next Governors Forum.

## 18/31 Time and Date of the next meeting

The next meeting will be held on 13 December 2018, 11.00 – 13.00 **at Malton Rugby Club, Old Malton Road, Malton YO17 7EY**

**ACTION LOG**

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| **Date of Meeting** | **Action** | **Responsible Officer** | **Due Date** | **Comment** |
| 06.12.16 | Mrs Provins to explore the use of NHS staff discounts for members | Mrs Provins | 15.06.17 | Members can  join  www.healthservicediscounts.  com  as a Foundation  Trust Member |
| 21.09.18 | Add Nurse Recruitment to December agenda for Ms Symington to update the Committee. | Mrs Provins | 13.12.18 | On agenda |