

Council of Governors (Public) Minutes – 1 September 2020

Chair: Ms Susan Symington

Public Governors:

Mrs Helen Fields, City of York
Mrs Margaret Jackson, City of York
Mr Michael Reakes, City of York
Mr Stephen Hinchliffe, Whitby
Mrs Jeanette Anness, Ryedale and East Yorkshire
Mr Richard Thompson, Scarborough
Mrs Catherine Thompson, Hambleton
Ms Sally Light, City of York

Appointed Governors

Mr Michael Williams, YTHFM
Mr Gerry Richardson, University of York
Ms Dawn Clements, Hospices
Ms Jo Holloway-Green, MIND

Staff Governors

Mrs Helen Noble, Scarborough/Bridlington
Mr Mick Lee, York
Mrs Jill Sykes, York
Mrs Sharon Hurst, Community

Attendance

Mr Simon Morritt, Chief Executive
Mr Dylan Roberts, Chief Digital Information Officer
Mrs Jenny McAleese, NED
Mr Jim Dillon, NED
Mr Matt Morgan, NED
Mr Mark Outterside, Senior Manager, Mazars
Mr Delroy Beverley, MD of the LLP
Mrs Lynda Provins, Foundation Trust Secretary
Mrs Tracy Astley, Assistant to Foundation Trust Secretary

Observers

12 members of the public

Apologies for Absence:

Mrs Sheila Miller, Public Governor, Ryedale & East Yorkshire
Mr Robert Wright, Public Governor, York
Mr Keith Dawson, Public Governor, Selby
Mr Andrew Butler, Public Governor, Ryedale & East Yorkshire
Mrs Liz Black, Public Governor, Scarborough
Cllr Chris Pearson, Appointed Governor, NYCC
Mrs Wendy Scott, Chief Operating Officer
Mrs Heather McNair, Chief Nurse
Mr Andrew Bertram, Deputy Chief Executive & Finance Director
Mrs Lucy Brown, Director of Communications
Dr Lorraine Boyd, NED
Mrs Lynne Mellor, NED

20/15 Chair's Introduction and Welcome

Ms Symington welcomed everybody and declared the meeting quorate.

20/16 Declarations of Interest (DOI)

Mr Reakes asked for the DOI to be amended as he has now joined the following: -

- Patient feedback panel of the Priory Medical GP Practice (Friends of Priory),
- Member of Patient and Public Involvement at the University of York, researching Health Inequality.

20/17 Minutes of the meeting held on the 11 March 2020

The minutes of the meeting held on the 11 March 2020 were agreed as a correct record.

20/18 Matters arising from the minutes

There were no matters arising from the minutes.

Action Log

The Committee noted that all actions had been completed.

20/19 Update from the Private Meeting held earlier

Ms Symington updated the committee on the topics discussed in the private meeting held earlier. These included: -

- Chair's report
- NED recruitment update
- NomRem Committee feedback
- Governor Forum
- A brief from Mrs McAleese giving an update on the Audit Committee

- A brief from Mrs Mellor giving update on the Resources Committee
- A brief from Dr Boyd giving an update on the Quality Committee
- Chair's final term discussion

20/20 Chief Executive's Update

Mr Morritt gave an overview of his paper and discussed the following: -

- Covid-19 and the current situation - he spoke about the preparation for the winter months, the elective service restoration, recovery from now until the end of the financial year, and the use of the independent sector. He wanted to give a huge thank you to all staff and partners for the work carried out since March to support the Trust and added that currently there was only one inpatient that had Covid-19 across all sites.
- Our Voice, Our Future – he explained that work had been suspended during the pandemic but he was keen to restart the work during autumn. The feedback from the recent workshop around Covid-19 will be added into this.
- Establishing HCV as an ICS – this was granted in April this year. No final decisions have been made but essentially an increasing focus will be on how resources are being spent and how organisations were held to account. This will be managed through the HCV ICS. Where FTs/Council of Governors fit into this remains a “work in progress”.
- CQC update – he explained that the Trust had received 2 Section 29a's following visits to EDs in SGH and YH earlier in the year. The CQC was not active on site because of the suspension of visits/inspections during the pandemic. However, the Trust has continued to strengthen its communication with the CQC during this period and hopefully these restrictions will be lifted going forward.
- Clinical Strategy development – Emma Fraser has been appointed as Programme Director for Clinical Strategy to support the Trust in taking this forward. She will work with leadership teams within the care groups and the Trust's partners to develop the strategy.
- Director appointments – he explained how a joint appointment had been made between the Trust and North Yorkshire CCG to appoint Simon Cox to take forward the work ongoing on the East Coast. He also welcomed Delroy Beverley, MD of YTHFM, Prof. Matt Morgan, stakeholder NED, and Dylan Roberts, Chief Digital Information Officer. He also wanted to say farewell to Jennie Adams, NED, who left the Trust on 31 August to pursue other interests.

Mrs Jackson wanted to reiterate the excellent work from staff during the pandemic and asked Mr Morritt to thank them on behalf of the Council of Governors. She asked about staff support and how this was being managed for those that have had Covid-19 and those that were supporting patients with Covid-19. Mr Morritt replied that assessments were being carried out on vulnerable staff and that the trust was providing support for staff in multiple ways.

Mrs Jackson asked if there was any feedback on the recent smoking cessation in the Trust. She was concerned that some of the staff/patients were ignoring this. Mr Morrith replied that as yet there was no feedback but he would look into it.

Mrs Anness was pleased with the appointment of Simon Cox as she felt that the Scarborough Review took place but then it looked like nothing had happened from the public's point of view. She felt the Trust needed to demonstrate to the public that there was progress being made. Mr Morrith agreed. He added that from the McKinsey review some of the recommendations had already been implemented. There was a need for someone to take leadership and take those conversations forward with the public. Simon Cox will be attending the next Board meeting.

Ms Light referred to the initiative to bring representation to government about the challenges faced by smaller/remote hospitals and asked if there had been any progress made. Mr Morrith replied that not much progress had been made due to the pandemic. However, he was heartened by the fact that national groups were being set up to discuss issues such as resourcing and services which will hopefully change things significantly.

Mrs Fields referred to the ICS diagram and asked if this was reflective of all ICSs. She asked how the governors fitted into this. Mr Morrith replied that in terms of how the HCV ICS had decided to organise itself was very similar on many levels to that which was happening in other parts of the country. There was no definitive national guidance yet; it had been left to local partners to organise themselves. It remains unclear what the role of governors may be.

Mrs Jackson asked about the restart of patient appointments. Mr Morrith replied that elective work had started as well as outpatients work. However, delivery at the same levels of pre-covid will take time. He advised that the government were financially incentivising hospitals to get back to the same levels of activity as pre-Covid but this would be challenging and believed it would take a while to reach that position.

Ms Symington thanked Mr Morrith for his input and Mr Morrith left the meeting.

Action: Mr Morrith to give update on smoking cessation at next meeting.

20/21 Governors' Reports

- Lead Governor Report

Mrs Jackson informed that the Patient Experience Steering Group were now having meetings every six weeks rather than every 3 months. There was a presentation around the experience of a member of staff who had contracted Covid-19 and the impact this had and the expectation for people to get back to normality.

Mr Reakes referred to the Friends & Family Test (FFT) low response in the report and wanted to know what the response rate should be and what actions/assurances would the NEDs like to see to achieve an improved level of FFT response. Mrs Jackson replied that it was an issue across the board and Catherine Rhodes will be picking this up and looking at ways to improve this.

- Transport Group

The Council received the report and no further comments were made.

- Out of Hospital Care

Mrs Jackson gave a summary of the meeting including the presentations from Kath Sartain (EOL care), Vicky Mulvana-Tuohy (Home First) and Steve Reed (Community Services).

The Council received the report and no further comments were made.

- Charity Fundraising Committee

Ms Symington commented that any fundraising that had been planned has been stopped due to the current pandemic. The Charity exec team has a Time Out planned where it will be looking at what the future might look like. For those governors who work for a charity, the pandemic throws anxiety across all third sector organisations. Ms Clements said there was great local support. They used the anchorage to the NHS in terms of using the term “front line”. She also referred to the events that had taken place and informed that they were doing one in December at Selby Abbey and did not want to clash with anything that the Trust was planning.

Ms Symington asked if the desire to donate to charity was stepping up. Ms Clements replied that there seemed to be donation “fatigue” at the moment. Ms Light agreed and said there had been a 20% drop in their income this year. Her concern was that many organisations started the year perfectly fine and had deteriorated since. What about next year when they don’t have that perfect start? It was a worry for everybody at a time when demand for services had increased.

Ms Holloway-Green commented that a lot of the smaller organisations were at risk of going under and not surviving this period.

Ms Light highlighted that medical research would be affected by the reduction of funds. Many medical research facilities had seen a 40% drop in their income and will not be able to carry on.

- Fairness Forum

Mrs Anness informed that her report was a culmination of two meetings and she had tried to pick out issues that were the most important.

Mrs Holloway-Green referred to the paragraph on Patient Equality and Diversity training where it stated 888 staff had completed this in comparison to 77 who had completed 9 months ago. She asked if there was a long way to go? Mrs Anness replied that she could not answer that as the Trust had 8.5k staff and she did not know how many staff were required to complete the training and whether any staff were exempt from doing it. She would find out and let Mrs Holloway-Green know.

Action: Mrs Anness to find out how many staff were required to complete the Patient Equality and Diversity training and let Mrs Holloway-Green know.

Ms Symington thanked the Governors for their respective reports.

20/22 YTHFM LLP Update

Ms Symington introduced Mr Beverley as the new MD of York Teaching Hospital Facilities Management (YTHFM) and welcomed him to the meeting.

Mr Beverley gave an overview of his initial six months in his role at the Trust and pointed out some positive improvements made within the LLP, including: -

- The introduction of a monthly newsletter
- Undertaking of the backlog maintenance
- Delivering on the MSA
- Tackling of culture issues
- Increase in completion of Annual Appraisals rate
- Reduction in sickness absence rates

He also advised that he had undertaken a listening exercise within the LLP and the recommendations were being combined with a previously commissioned ACAS review.

Ms Symington thanked Mr Beverley for his input and Mr Beverley left the meeting.

20/23 External Audit

Ms Symington introduced Mr Outterside, from the new External Auditors, Mazars. Mr Outterside gave a presentation on Mazars and its role as the Trust's External Auditors. He introduced himself as the Senior Manager for the Trust and explained that he and his colleague, Mark Dalton, Engagement Lead, will be the face of Mazars. SS added that they will be attending the Council of Governors on occasions.

No further discussion took place and Mr Outterside left the meeting.

20/24 Questions received in advance from the public

No questions were received in advance from the public.

20/25 Constitution Review Group (CRG)

Mrs Provins advised that the CRG meeting took place in July and gave an overview of topics discussed. She added that the terms of reference had been revised and needed approval by the Council of Governors.

The Committee:

- **Approved the CRG Terms of Reference**

20/26 Items to note

- Governor Elections update – nominations to close on 14 September. Mrs Provins gave an overview of where the elections had been marketed and informed that she had received quite a few enquiries about Governor positions.
- Membership Development Group (MDG) – Mrs Provins advised that the MDG had met virtually in July. There was currently a survey running on the website and she had received lots of information through this which she and Mrs Astley were sifting through. The idea would be to use this information to arrange seminars on topics of interest, add information to the website, or create articles for Membership Matters.

20/27 Reflections on the meeting

Mr Reakes referred to the presentation given by the External Auditors.

Mr Reakes also asked if there were any plans to reinstate the ½ hour slot where the public can meet governors or any mechanisms to facilitate that. Ms Symington replied that this will be reinstated as soon as it was safe to do so.

Mrs Fields congratulated Mrs Provins and Mrs Astley on the communications and keeping in touch with the governors during the pandemic.

20/28 Any other business

Mrs Anness commented that she and Mrs Miller were delighted that the Haldane Ward in SGH was being used as a surgical day unit in order to resume much-needed urgent planned operations as reported in the Chief Executive's weekly bulletin. However, she would have liked to have been informed about this instead of finding out from the bulletin in case people asked her about it. Ms Symington understood her point but replied that this was the best way to communicate at the moment and is the tool used internally for communication of such matters..

20/29 Time and Date of the next meeting

The next meeting will be held on **9 December 2020**, via Webex. Details TBC.

ACTION LOG

No.	Date of Meeting	Action	Responsible Officer	Due Date	Comments
1	01.09.20	Give update on smoking cessation at next meeting.	Mr Morrill	Dec 2020	
2	01.09.20	Find out how many staff were required to complete the Patient Equality and Diversity training and let Mrs Holloway-Green know.	Mrs Anness	September 2020	