

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust
Council of Governors Meeting held on Wednesday 6th February 2019
at 2pm in the Boardroom, Trust Headquarters, Blackpool Victoria
Hospital

Present: Mr Pearse Butler – Chair

Council of Governors

Public Governors:-

Mrs Beverley Clark	Blackpool Constituency
Mrs Sue Crouch	Wyre Constituency
Mrs Adele DeVito	Blackpool Constituency
Mrs Camilla Hardy	Blackpool Constituency
Mr Zacky Hameed	Blackpool Constituency
Mr George Holden	Blackpool Constituency
Mr Bob Hudson	Blackpool Constituency
Mrs Heather O'Hara	Blackpool Constituency
Mrs Sheila Jefferson	Fylde Constituency
Mr Ian Owen	Wyre Constituency
Mrs Betty Ray	Wyre Constituency

Staff Governors:-

Mr Peter Farrington	Nursing & Midwifery Constituency
Mrs Jenny Gavin	Clinical Support Constituency
Dr Ranjit More	Medical & Dental Constituency

Appointed Governors:-

Mrs Margaret Bamforth	Blackpool and the Fylde College
Mr Paul Bibby	Lancashire Care NHS Foundation Trust
Dr Amelia Hunt	Lancaster University
Councillor Charles Edwards	Lancashire County Council
Councillor Martin Mitchell	Blackpool Council

In Attendance:

Mr Tim Bennett	Deputy Chief Executive/Director of Finance & Performance
Mr Matthew Burrow	Head of Corporate Assurance
Mr Jim Gardner	Non-Executive Director
Mrs Jacinta Gaynor	Membership & Governors Officer (minutes)
Mrs Jane Meek	Interim Director of HR &OD
Mrs Mary Whyham	Non-Executive Director

The Chair welcomed everyone to the meeting. He introduced and welcomed Mrs Christina McKenzie-Townsend, newly elected Governor for Wyre Constituency and Mr Jim Gardner, Non-Executive Director to their first Council of Governors Meeting.

1. Declaration of Interests

It was noted that there were no declarations of interests from the Governors in relation to the agenda items for this meeting.

2. Apologies for Absence

Apologies for absence were received from Miss Tina Daniels, Mrs Debbie Kenny, Mrs Pat Roche, Mr Graham Stuart and Mrs Sharon Vickers.

The Chair noted that the meeting was quorate.

3. Value of the Month

The Chair reported that the Value of the Month for January had been "Compassion" - Appreciate the unique contribution we all make to deliver safe and effective care. The Value of the Month for February was "Positive – use every day to make a difference". It was agreed to review at the end of the meeting.

4. Minutes of the Previous Council of Governors Meeting held on 7th November 2018

RESOLVED: That the minutes of the previous meeting be agreed as a correct record and signed by the Chair.

5. Matters Arising:-

a) Action List from the Previous Council of Governors' Meeting held on 7th November 2018

The Chairman reported that out of the 13 items on the action list, 10 items had been completed, one item was pending, which related to strategy updates to the Council of Governors over the next three to six months and he confirmed an update would be given later on the agenda. Two items had not been completed, which related to Governors feedback to Patient Experience on key themes and actions in respect of complaints. The Chair stated that this would be an on-going process for Governors to action. It was agreed that these items be closed on the action list.

RESOLVED: That the two red items on the action list now be closed.

The following updates were given:-

- i) Item 5 – Trust Constitution Review – this would be actioned through the Governors Strategic Focus Group.
- ii) Governor Training Sessions – confirmed that one session had taken place on 23rd January 2019 and the other was due to take place on 11th February 2019. At this point, Cllr Edwards gave his apologies for not attending the first session.

b) Action Tracking Document

The Chair reported that out of the four items on the action tracking document two had now been completed. Two items were not yet due in relation to the Governor Training.

RESOLVED: That the two completed items on the action tracking now be closed.

6. Minutes of the Extraordinary Council of Governors Meetings held on 17th January 2019

RESOLVED: That the minutes of the previous Extraordinary Council of Governors Meeting held on 17th January 2019 be agreed as a correct record and signed by the Chair.

7. Action List from the Extraordinary Council of Governors Meetings held on 17th January 2019

The Chairman reported that out of the five items on the action list, two items had been completed, three items were not yet due, relating to items to be considered by the Nominations Committee and one item was incomplete, but within delivery date in relation to feedback from the External Assessor. He confirmed that this feedback had now been received and it had been positive feedback on the process and the input from the focus groups. It was agreed this item could now be closed.

RESOLVED: That the item in relation to the External Assessor now be closed.

8. Board Committee Feedback – Strategic Workforce Committee

Mrs Whyman introduced herself to the Council of Governors and stated that it was a privilege to be the Chair of the Strategic Workforce Committee (SWC). Mrs Whyham thanked Mrs Meek for attending and helping with the presentation. Mrs Whyham informed the Governors that there had been a change of focus for the SWC with an emphasis on transformation. She stated she would focus on four key areas during the presentation and these would be; Transformation; Committee Membership; Workforce Transformation Strategy and Links to the Trust Strategy and the Board Assurance Framework (BAF).

Mrs Whyham informed the Governors that the Terms of Reference for the SWC were being reviewed and it had been agreed that to drive changes through the organisation a different level of membership was required. It was confirmed that two Non-Executive Directors would continue to attend SWC along with; the Strategic Director of HR & OD; the Operational Director of HR & OD; Deputy Directors of HR & OD; the Director of Medical Education and Divisional Senior Management Teams and Senior Professional Leads. She also confirmed that a Trust Governor would continue to attend.

Mrs Whyham drew the Governors attention to the Workforce Driver Diagram which she explained was aligned with the Transformation Strategy metrics and assured the Governors that this would drive the Trust's Workforce Strategy. Mrs Whyham confirmed there were two specific Trust Ambitions relevant to SWC; improving staff satisfaction (85% by 2020) and reducing clinical staff vacancies (2.50% by 2020) and assured the Governors that there had been a lot of corrective work in place for quite some time, such as, going abroad to recruit staff, liaising with local schools and college, apprenticeships through the registered nursing programme and reintroducing the Bench.

There was a short discussion around foreign nurses and a concern about taking nurses away from their own country. Mrs Meek confirmed that there was a new programme in place and they would be commencing under a three year contract, whereby they would learn new skills and return to their own country. It was confirmed that there was a lot of work going on in relation to staff engagement, staff satisfaction and how the Trust recruits and retains staff and looking at lessons learnt. Mrs Gavin stated that from a staff point of view, Occupational Health was difficult to access, as they no longer took self-referrals for counselling or physiotherapy and that staff had expressed their frustration at the long waiting times for treatments. Mrs Gavin stated that Occupational Health appear to be escalating the chances of long term sickness through slow service at times. She also stated that as the presentation was introduced, most staff within the Trust were middle aged women whose physical health throws different issues as they age and in order to maintain optimum staff moral and health it was suggested that greater investment in their needs was required. Mrs Meek confirmed that there was in place an Employee Assistance Programme available to all staff providing support and help 24 hours a day.

There was a short discussion around doctor shortages and the Chair confirmed that shortages of doctors and nurses was a nationwide issue and was a real issue for the Trust. Mrs Meek confirmed the Trust had a clinical microsite about to be launched to attract staff. She stated that it was crucial for line management to be made aware of the barriers for staff to prevent staff leaving and a full retention programme in place.

Mr Holden enquired if childcare services still existed within the Trust. It was confirmed there was a nursery adjoined to the Trust.

Mrs Crouch sought assurance on the Board's commitment to invest in staff. Mrs Meek assured the Governors there was a commitment to invest in staff and engage with them.

Mr Hameed stated that during a Patient Safety Walkabout last week to Ward 11, he became aware of a patient who was very depressed and when he had spoken to the junior doctors on the ward about what help there was for the patient, he was informed that due to being understaffed there was not enough time. Mr Hameed stated there were further issues discussed, such as, bad rostering, badly designed wards and no support for doctors. Mrs Meek agreed there were issues with rotas and that work was being undertaken to standardise rotas to help resolve these issues. It was explained that junior doctors contracts are set up with a series of strict requirements, e.g. hours that can be worked and this in turn creates issues. The Chair informed Governors that in future should they come across serious issues like this, they should, at the time, come and speak directly to a Non-Executive Director or an Executive Director.

RESOLVED: That Governors should report any serious issues from walkabouts/visits directly to a Non-Executive Director or and Executive Director.

At this point, Mr Bibby enquired if the Director of OD & HR was a shared role and whether this was indicative of the difficulty or recruiting to the role? Mrs Whyham stated that there was an element of difficulty in recruitment, however, that Mr Moynes had a good reputation and it had been put to the Board to trail for a six month period. The Chair confirmed that although the Trust had employed some interims they had not been of the quality required. He confirmed that with Mr Moynes leadership this change was now being implemented.

There was a short discussion on the workforce transformation changes and the NHS Plan. Mrs Whyham assured the Governors that the Committee was committed to reducing clinical staff vacancies and staff sickness levels. She stated that this data is recorded on the Workforce IPR and that this information could be shared with Governors if requested.

RESOLVED: That Mrs Meek share the Workforce IPR information with Governors if requested.

Mrs Whyham confirmed that funding for the Guardian of Safe Working post had been agreed within the Medical Education budget. She assured Governors that a lot of work with junior doctors with regards to their rotas, holiday and hours of work will continue and any issues raised by doctors are promptly dealt with.

Mrs Whyham stated that it was very important for the Trust to look after its staff and this would in turn create better responses from staff.

The Chair thanked Mrs Whyham and Mrs Meek for their informative presentation.

9. Board Committee Feedback

a) Chair's Board Assurance Reports from Board Committees – Finance/Quality/Strategic Workforce Committee

The Chair confirmed that the reports had been circulated with the papers and were noted by the Governors.

b) Governor Observer Feedback Reports from Board Committees

The Chair noted the new format for providing feedback to the Council of Governors Meetings and he noted the Governor Observer reports had been circulated with the agenda papers. He invited the Governor Observers to highlight any issues from the Board Committee Meetings for Governors attention.

i) Finance Committee

Mrs O'Hara requested that the committee papers to be condensed as there was a lot of detail.

Cllr Mitchell asked for an explanation of distress financing mentioned in the Chair's Board Assurance Report. The Chair confirmed that Mr Bennett would be providing a Finance update later on the agenda covering this matter.

ii) Quality Committee

Mrs Crouch stated that although she had not attended the meeting, she had had a useful pre-meeting conversation with Dr Gardner, Non-Executive Director and Chair of the Quality Committee based on the agenda papers. The main points being; the proposal to adjust the Trust's SMHI target from 100 to 112, which had been postponed until a review in March 2019 and the Trust's attributable pressure sores incidences which are worse than trajectory. New standards had been published and were being implemented across the Trust and the CQC were due to inspect the Trust in the first quarter of 2019/20. It was noted that there were still a lot of 'red' actions on the CQC action plan and for some actions there was a difficulty in gaining information, such as, daily checking of resus equipment.

At this point, the Chair invited Dr Gardner as Chair of the Quality Committee to provide some feedback. Dr Gardner introduced himself, thanked the Governors for appointing him and that he had commenced in post in September 2018. He assured the Governors that there were three areas that as the Chair of Quality Committee he would be focussing on;

patient satisfaction, CQC visit preparation and Mortality (SHMI). He confirmed that the Committee had agreed not to change the SHMI target until the issues were fully understood. He stated that the Trust historically failed to achieve the SHMI target and it required a re-focus.

Cllr Mitchell stated that the apprenticeship levy had been implemented and he had concerns that the NHS were not setting up schemes to claim back funding. The Chair agreed to arrange for feedback to be provided to the Governors. Mrs Meek confirmed that £1M had been claimed back by the Trust, and that the Trust currently had access to funding for apprenticeships within Finance, IT and nursing associates.

RESOLVED: That Mrs Meek provides feedback on the apprenticeship levy to Governors.

iii) Strategic Workforce Committee

It was noted that Miss Daniels who had attended the Strategic Workforce Committee had sent her apologies for the Council of Governors Meeting. The feedback form was noted by the Governors.

10. Trust Updates:

a) Fylde Coast/ICP Strategy Update

The Chair confirmed that the Trust had been working with the local Clinical Commissioning Groups (CCGs) to agree one organisation in-line with the recently published NHS England NHS Long Term Plan. He confirmed that there would only be one CCG for the whole of Lancashire and Cumbria and that this organisation would be set up in shadow form by April 2019 and would be legally established by June 2019. He informed the Governors that the budget for healthcare would sit under the new organisation. However, he assured Governors that a great deal of work was taking place to ensure that the current funding for Blackpool CCG remained within Blackpool. The Chair anticipated that the role of the Governors within the new organisation would not change. He stated that Governors needed to understand the plans, and with this in mind agreed to arrange an hour long informal meeting with Governors to address any issues. The Chair suggested inviting Dr Amanda Doyle, Clinical Commissioning Officer for Blackpool CCG.

RESOLVED: That the Chair arrange for an hour long informal meeting with Governors to discuss any issues and to invite Dr Doyle, Chief Clinical Officer, Blackpool CCG to the meeting.

Mr Holden stated that from the beginning of this process Governors had enquired how the Trust and Governors would communicate with the public community and asked if there was a consultation planned? Mrs Crouch also stated that Governors were there to represent the public. The Chair confirmed that this issue could be discussed at the informal meeting and confirmed the Mr Cullinan had shared his ideas on how to achieve this.

RESOLVED: That the issue of a public consultation be discussed at the informal ICP meeting with Governors.

Dr More commented that with no additional funding and timing issues, the biggest challenge would be how these changes would be implemented. The Chair stated he agreed, that the growth of mental health and drug addiction issues within Blackpool added to this challenge and the provision of services across the Fylde Coast had to be agreed across the health economy.

Cllr Edwards stated that it would have to be the right consultation at the right time. He stated that out of a budget of £20.5M for health, £0.4M would go to GP surgeries. He gave the example of the Fleetwood cluster with a population of 600,000 per GP surgery having to spend money on keeping people away from hospitals. He stated that the health economy had to decide where this funding would be spent and how the Trust would communicate this to the public.

Mrs Whyham stated that a public consultation does not always provide the most positive feedback, and it may be worthwhile considering consulting with patients who are directly affected by the changes. She also stated that organisations such as, Healthwatch should represent the voice of the community.

b) Finance Update (Oversight of the Financial Position/Efficiency Savings)

Mr Bennett gave a presentation update which covered the following:-

- Year to Date Income and Expenditure Performance Summary:- he confirmed the reported year to date deficit was £10.8M (excluding Provider Sustainability Funding (PSF) and impairment) which was £0.2M worse than budget. The NHSI Plan year to date deficit of £10.8M was in line with plan and the Q3 control total was achieved. He confirmed that financial performance was in line with the forecast. He confirmed that non-recurrent mitigations of £4.3M had been applied in Quarter 3 to achieve the control total and the Trust had accounted for PSF of £1.4M in Quarter 3. The total of non-recurrent technical mitigations was now £6.6M.
- Cash:- he confirmed the cast balance at month 9 was £10.8M, being £6.0M better than plan. The Trust had completed a 13-week cashflow forecast, based on 'worse case' scenario and confirmed the Trust would require distress financing in March 2020.
- Capital:- he confirmed that a recommendation had been agreed at Recovery Board on 18.12.19 to defer £2.4M of uncommitted capital and that £1.4M had been transferred from revenue to capital in Month 3 mitigations expenditure. He confirmed that an additional £0.6M received from the Out of Hospital Flow – Winter Capital Allocation Scheme had also been incorporated.
- Forecast:- he informed the Governors that the Trust will have to deliver a surplus of £0.3M in Quarter 4 to achieve its control total (excluding PSF). He explained that with limited mitigations available, the Trust would be reliant on support from the ICP and ICS to achieve this. He confirmed he and the Deputy Director of Finance had been in discussion with NHSI and agreed no change to the forecast reported at Quarter 3 and NHSI had confirmed the Trust could update the forecast in Month 10/11.

Mr Bennett informed the Governors that the Trust was the fourth acute trust in Lancashire to avail of the distress funding from NHSI and nationally 92% of trusts were in deficit. He confirmed to Governors that all acute trusts were experiencing the same financial and workforce pressures, placing a demand on the system for clinicians, which in turn creates a supply and demand issue for all trusts, which result in increased agency costs across the country. He assured the Governors that the Trust was putting in place measures to address these issues.

Mr Bibby enquired about the £0.2M worse than budget figure and if this meant the Trust would have a deficit of £5.0M in Quarter 4? Mr Bennett explained that the Trust had lost three quarters of the PSF funding and that this had been spread across the year, rather than the full amount hitting Month 9.

c) Review of Trust Strategy

Mr Bennett provided a presentation on the review of Trust Strategy which covered the background and national information from the NHS England's NHS Long Term Plan which sets out the key ambitions for NHS organisations, the key changes required to overcome existing challenges, such as, workforce shortages and financial shortfalls. Mr Bennett confirmed that the Trust would be working with partners across the Fylde Coast and Lancashire & South Cumbria to assess the impact of the plan on the Trust's strategy and plans.

Mr Bennett stated that a lot of work had taken place across Lancashire since 2016 and the Trust had made some progress against some of its strategic ambitions. However, there had not been much progress with regards to the Summary Hospital Mortality Indicator (SHMI) or Length of Stay (LoS), but assured the Governors that the Board of Directors continued to review these ambitions.

Mr Bennett informed the Governors that the Trust had held two clinically led planning days that had identified key areas for development, which would be used to aid discussions with ICP partners in the development of the Fylde Coast Strategy. He confirmed that the Trust

had been successful in a £12.9M STP capital funding bid for an Emergency Care Village and Critical Care and that Lancashire Care Foundation Trust (LCFT) had also been successful in and £8.1M bid to improve facilities for mental health patients on the Blackpool Victoria Hospital site. He stated that the next step would be to complete a business case to be submitted to NHSI to be approved in March 2019.

Mrs Hardy queried whether the Emergency Care Village plans would be affected by the workforce shortage. Mr Bennett confirmed that this would still remain as a challenge.

There was a short discussion around the SHMI target and how this should be looked at from across Blackpool, not just the Trust. It was confirmed that the reason SHMI was put in place was to improve the quality of care to patients and the Board of Directors had agreed to use this target as it was used nationally.

Mr Bennett informed the Governors that the Vision statement had been reviewed during the planning days, as it was agreed to be a bit wordy. The clinicians had been tasked to agree on a more punchy strapline and had agreed the following:- *“Personalised, safe care in every setting”*.

Mrs O'Hara queried if the funding for the Emergency Village included the costs of a quiet room within A&E and it was confirmed it did.

The Chair informed Governors that this was an opportunity for the Trust to look at the best way to provide emergency care and follow best practice and that it would change the way the Trust provided emergency care, especially to mental health patients. Dr More confirmed this and stated that the diagnostics element was very important in these plans. He informed Governors that 50% of admissions through A&E could be diverted and it was a great opportunity to put processes in place for early identification of these types of patients.

At this point, Dr Gardner stated that he wanted to assure the Governors that in relation to SHMI, an area that the Trust falls below target on, that via the Quality Committee Meetings he planned a review of the data and sub sets of SHMI in order to assure the Board and Governors that the Trust is doing the best it can.

At this point, Mrs Ray commented about the placing of departments, especially Pharmacy and Lloyds Pharmacy so far from the Outpatients Department. The Chair confirmed that at the time the plan had been to bring the Outpatient Department to the main entrance end of the hospital site.

Mrs Whyham informed the Governors of the Rosemere Cancer Assessment Unit to be funded in partnership with Blue Skies Funding, she stated that if anyone wished to raise money it would be very welcomed. She stated that staff members would be taking part in a fundraising walk.

Mr Bibby wanted to assure the Council of Governors that in relation to capital investment funding gained by LCFT, that plans were being put in place and LCFT was working in partnership with the Lancashire Police and the North West Ambulance Service to reduce admissions to A&E.

11.

Chair's Report

a) Chair's Update

The Chair stated that at the last Governors Informal Meeting held on 8th January 2019, he had been requested to provide an update on Mental Health Services. The Chair confirmed that there were still major concerns in relation to Mental Health Services across Lancashire. He assured the Governors that a lot of work was going on to address the issues and the Trust was liaising with LCFT with regards to training and a review of services.

b) Chair's Objectives

The Chair confirmed that his objectives had been completed. He stated that the objectives were in a more simplified format than had historically been presented. He also confirmed they had been discussed by the Nominations Committee.

c) Non-Executive Directors Objectives Update

The Chair confirmed that the Non-Executive Directors objectives would now be progressed following the completion of his own objectives.

d) Non-Executive Directors Terms of Office – Mr Hearty/ Mr Cullinan

The Chair stated that the Nominations Committee was seeking approval from the Council of Governors for the re-appointment of both Mr Hearty and Mr Cullinan for a further term of office of 3 years. The Council of Governors were in agreement with the recommendations from the Nominations Committee.

RESOLVED: That the recommendation from the Nominations Committee to re-appoint Mr Hearty and Mr Cullinan for a further term of office of 3 years, be approved.

e) Governor Declarations 2019/20

The Chair informed the Governors that it was a requirement of the Trust to ensure that Governors completed their annual declarations. The Chair confirmed that Mrs Gaynor would email the forms to Governors following the meeting and he asked all Governors to complete the forms and return them to Mrs Gaynor by 15th April 2019.

RESOLVED: That all Governors complete and sign the declaration forms and return to Mrs Gaynor by 15th April 2019.

That Mrs Gaynor would email the forms to all Governors following the meeting.

f) Information Governance (IG) Mandatory Training/Confidentiality Code of Conduct

The Chair informed the Governors that to comply with the Trust's Confidentiality Code of Conduct (CCC) and The Data Protection Act 2018, it was a requirement of the Trust to ensure that Governors completed their annual IG mandatory training and sign the CCC. He confirmed Mrs Gaynor would send out the booklet, questions and CCC form to be completed and return to Mrs Gaynor by 15th April 2019.

Mrs Crouch suggested that a session be arranged for Governors to complete this mandatory training together with help from the IG team. The Chair agreed to arrange this following the informal meeting he would be arranging.

RESOLVED: That all Governors complete the IG mandatory training questions and sign the CCC form and return to Mrs Gaynor by 15th April 2019.

That Mrs Gaynor email the IG mandatory training booklet, questions and CCC form following the meeting.

That a session be arranged to help Governors complete their IG mandatory training following the ICP briefing meeting.

g) Provision of External Auditor Services

Mr Bennett gave a brief outline of the report and informed the Council of Governors of the recommendation from the Audit Committee in relation to appointing PwC as the Trust's external auditors under a direct award against the SBS Framework until 31st March 2020.

RESOLVED: That the recommendation from the Audit Committee agreed on 8th January 2019 be approved.

12. Lead Governor's Report

a) Notes from the Governors Informal Meeting held on 9th January 2019

It was noted that the notes from the Governors Informal Meeting on 9th January 2019 had been circulated with the agenda papers.

Mrs Crouch stated that there were a few items to highlight from with a review of the EPR strategy; the Governors Committee structure to be reviewed to decide the most effective use

of Governor resources and following the current Governor Training the Training & Development Sub Group to determine Governor priorities going forward. It was agreed to bring a recommendation back to the Council of Governors.

RESOLVED: That the GSFG undertake a review of the Governor Training to determine Governor priorities going forward. A recommendation to be brought back to the Council of Governors.

13. Minutes from Reporting Committees

- a) Membership Committee Meeting Minutes/Feedback Form from the Meeting held on 10th December 2018

It was noted that the report had been circulated with the agenda papers.

Mr Owen reported that the Committee had looked into modernising the way it communicated with members by moving from the newsletter, 'Your Health' to the introduction of an App. He confirmed this would mean a saving to the Membership Budget. Mr Owen confirmed that the Committee members had agreed to go ahead with the App and he requested approval from the Council of Governors.

RESOVLED: That the Council of Governors approved replacing the newsletter Your Health with an App.

Mr Owen reported that a higher number of Governors were needed to be involved with member engagement and recruitment and reminded Governors that it was part of their remit to recruit and engage with members. He reported that member number were low and Governors needed to be more proactive.

- b) Governors Strategic Focus Group (GSFG) Action Notes/Feedback Form from the Meeting held on 3rd January 2019

Mr Holden reported that the last meeting introduced the new format of the GSFG, whereby information from committees fed into the Governors Informal Meeting and items were then considered for the Council of Governors Meeting agenda. Mr Holden stated that he thought the process had worked well and had ensured that all Governors had been well informed.

The Chair confirmed that the new format of the GSFG would continue to shape the Council of Governors Meetings agenda, which would then feedback into the GSFG meetings.

14. Items Recommended for Decision or Discussion by the:-

- a) Board of Directors

There were no items for decision or discussion by the Board of Directors.

- b) Board Committees

There were no items for decision or discussion by the Board Committees.

15. Annual Schedule of Meetings

The schedule was noted and approved.

16. Annual Work Plan

The items for discussion at the formal Council of Governors meetings during 2019/20 were noted in the Annual Work Plan.

17. Attendance Monitoring

The attendance monitoring form was provided for information and noted. Mr Holden stated that looking at the attendance monitoring document, it appeared there was a lack of attendance by NEDs at the Council of Governors Meetings. However, it was confirmed that two NEDs attended each meeting. The Chair agreed to discuss attendance with the NEDs.

RESOLVED: That the Chair discussed attendance at the Council of Governors Meetings with the NEDs.

18. Motions or Questions on Notice

There were no motions or questions on notice.

19. Urgent Motions or Questions on Notice

a) Governor Training

Mr Hameed stated that he had attended the training session on 23rd January 2019 and that he had not been happy with the content as it appeared to be aimed at new Governors, that he had not been given the opportunity to provide feedback and asked if the trainer was accredited to NHS Providers.

The Chair acknowledged Mr Hameed's comments. He confirmed that the content of the training had been agreed by Governors at the Training & Development Sub Group meetings. He stated that he would be meeting with Mrs Wearne, Trainer on Monday 11th February 2019.

RESOLVED: That the Chair would meet with Mrs Wearne.

RESOLVED: That the formal feedback be shared with the Task & Finish Group and Mrs Wearne.

Mrs Crouch confirmed that Governors were provided with a feedback sheet at the end of the session.

It was noted that the Governor Training & Development Sub Group would review the training sessions on Monday 4th March 2019 at 10 am.

b) Outpatients Department

Mr Hameed stated that on a recent visit to the Outpatients Department he had noticed a very bad smell outside the entrance. He requested that this be looked into and resolved.

RESOLVED: That Mr Bennett contact Atlas to investigate the bad smell.

c) A&E Security

Mrs O'Hara referred to a recent report in the Gazette regarding intoxicated patients and mental health patients creating a nuisance in the A&E Department. She asked for assurance that security would be increased within the department. It was confirmed that security would be increased in A&E.

RESOLVED: That security be increased within the A&E department.

20. Value of the Month

The Chair and Governors reflected on the Trust Values.

21. Review of Meeting: Living the Values

The Chair and Governors reflected on the Trust Values.

22. Declaration of Confidentiality

No items were declared as confidential.

23.. Date of Next Meeting

The date of the next meeting of the Council of Governors will be held on Tuesday 14th May 2019 at 2pm in the Boardroom, Trust Headquarters, BVH.