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COUNCIL OF GOVERNORS

**MINUTES OF
MEETING HELD ON
10th JUNE 2015**

**BOARDROOM
EDUCATION CENTRE
ARROWE PARK HOSPITAL**

Present:

Michael Carr	Chairman
Donald Shaw	Lead Governor
Brian Beechey	Public Governor
Paula Clare	Staff Governor
Mandy Duncan	Stakeholder Governor
Steve Evans	Public Governor
Derek Hampson	Public Governor
Fadil Hannan	Stakeholder Governor
Paul Harris	Public Governor
Robert Howell	Public Governor
Evelyn Hurren	Public Governor
Rosemary Morgan	Staff Governor
Christina Muspratt	Stakeholder Governor
Norman Robinson	Staff Governor
Carol Skillen	Staff Governor
David Steele	Public Governor
Len Smith	Public Governor
Angela Tindall	Public Governor

In attendance:

David Allison	Chief Executive
Mark Blakeman	Director of Infrastructure & Informatics
Jill Galvani	Director of Nursing and Midwifery
Sharon Gilligan	Director of Operations
Anthony Hassall	Director of Strategic and Organisational Development
Andrea Hodgson	Non-Executive Director
Graham Hollick	Non-Executive Director
Jeff Kozer	Senior Independent Director
Cathy Maddaford	Non-Executive Director
Evan Moore	Medical Director
Alistair Mulvey	Director of Finance
Jon Scott	Interim Deputy Chief Executive
Jean Quinn	Non-Executive Director
Carole Self	Associate Director of Governance
Julie Adley-Sweeney	Membership Manager

Foundation Trust Members:

Barbara Kerr
Jane Langsdale

Apologies:

Brian Cummings	Public Governor
Kathy Hodson	Stakeholder Governor
Beverly Ross	Public Governor
Rohit Warikoo	Public Governor
Cathy Bond	Non-Executive Director

Ref	Minute
<p>CoG 15- 16/01</p>	<p>Apologies for Absence and Welcome</p> <p>Apologies were noted as above.</p> <p>The Chairman welcomed Councillor Christina Muspratt, the newly appointed stakeholder Governor for Wirral Borough Council to her first meeting.</p> <p>Following receipt of resignations, the Chairman also thanked both Councillor Anita Leech, stakeholder Governor for Wirral Borough Council and Mrs Beverly Ross, public Governor for Leasowe, Moreton and Saughall Massie for their contribution to the Council of Governors.</p>
<p>CoG 15- 16/02</p>	<p>Declarations of Interest</p> <p>There were no interests declared</p>
<p>CoG 15- 16/03</p>	<p>Minutes of the Previous Meeting</p> <p>The minutes of the previous meeting held on the 4th March 2015 were approved as an accurate record.</p>
<p>CoG 15- 16/ 04</p>	<p>Matters Arising</p> <p>The Chairman raised the following:</p> <p>Minute14-15/069 – Timetable and project plan for Appointment of External Auditors</p> <p>The Chairman advised that the following Governors had agreed to serve on the Panel to appoint the new external auditors: Donald Shaw and Derek Hampson.</p>
<p>CoG 15- 16/ 05</p>	<p>Chairman’s Business</p> <p>The Council was advised that the Trust would be attending an Investigation meeting with Monitor on 18th June in order to review both the Trust’s financial situation and performance in A&E, to determine whether the Trust was in breach of its licence. The Chairman further informed the Council that the Trust had now submitted a Financial Recovery Plan, the details of which would be discussed in more detail as part of the private agenda, due to its confidential nature.</p> <p>The Chairman updated the Council with information provided by NHS providers, which reported that in 2015/16 - 85% of acute trusts (non - teaching) were in deficit with an average CIP of £12.3m and an averaged deficit of £8m.</p> <p>The Chairman was pleased to report that the Trust’s stroke service had been voted best in the North west and that the Board of Directors had agreed an extra £1m for nurse staffing, which included additional nursing support for the new isolation unit.</p> <p>The Council was informed that since their last meeting in March 2015, NHS England had convened a Quality Summit with the Trust on infection control and staff engagement, and Monitor had convened an economy wide meeting on urgent care and A&E.</p>

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	<p>The Chairman informed the Council that Mr Jon Develing had been appointed as Accountable officer for Wirral CCG.</p> <p>The Chairman updated the Council on a number of recent Consultant appointments these being: Dr Khaled Abdulnabi; Mr Richard Glendinning; Dr Keloth Pradeep; Dr Mohanad Alalusi and Dr Anand Natarajan.</p>
CoG 15- 16/ 06	Governors' Business
	<p>The Lead Governor confirmed that there was no additional business which had not already been addressed on the current agenda.</p>
Governance	
CoG 15- 16/ 07	Council of Governors' Register of Interests
	<p>The Associate Director of Governance asked the Council to approve the recently collated Register of Interests. She highlighted that there was one Governor declaration outstanding and sought and received, confirmation from Mrs Mandy Duncan, that she had no interests to declare. The Register was then approved accordingly.</p>
CoG 15- 16/ 08	Monitor Update
	<p>The Council was provided with a copy of the feedback letter from Monitor which detailed their analysis of the Trust's Q4 submissions. The Council was further informed that the Trust would be submitting evidence in order to inform discussion during its visit to Monitor, which was due to take place on 18th June.</p>
Performance	
CoG 15- 16/ 09	Report from Governor workshop, 23rd April 2015
	<p>A report was provided by the Lead Governor, Donald Shaw regarding the third workshop undertaken using the new format which was designed to enable Governors to familiarise themselves with the daily running of the Trust.</p> <p>The topic of the workshop was the role of the pharmacy which proved to be very informative.</p> <p>Donald Shaw also added that there was a great benefit to be gained by seeing the department in action, rather than just being provided with information. The Council was in agreement with this.</p>
CoG 15- 16/ 010	Trust Performance Report from Chief Executive
	<p>The Council received a presentation from the Chief Executive on the Trust's performance in relation to key targets. In areas where the Trust was failing a target, further narrative and information was provided in terms of action being taken. The Chief Executive also provided a full overview of high risks to the Trust, such as A&E standards, bed occupancy levels and finance.</p>

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	<p>The Chief Executive was pleased to inform the Council that the Trust had achieved, for the first time, the new patient satisfaction Friends and Family Test of 95%.</p> <p>Noticeable performance was also highlighted in staff attendance, which was reported above target in month at 96.28%.</p> <p>An update on nurse staffing vacancies was provided, which included work being undertaken on national recruitment.</p> <p>The staff Friends and Family Test results were also reported as improving, with Q4 results moving from 52% to 70% of staff recommending the Trust as a place for care and 41% to 51% for the Trust as a place to work.</p> <p>The Chief Executive provided an overview of the Trust's planned income and expenditure position at month one; together with an update on progress against savings plans. He reported that the Trust had identified an £11.1m of savings, against a target of £13m. The variance in actual, versus planned target for income and expenditure was associated with activity being lower than planned.</p> <p>The Council was updated on the cash position and the application for distressed funding, which may be required in December 2015. The continuity of service rating was reported as 2, as per the plan.</p> <p>The Council sought, and received assurance that the under- performance on Advancing Quality – heart failure, would now be resolved, following the recruitment in nursing. The Medical Director confirmed that the performance reported was due to a backlog of data; although the Trust was now achieving this in real time and would claw back performance for the year.</p> <p>The Chief Executive provided an overview of the work being undertaken to achieve the A&E 4hour standard and introduced Mr Jon Scott, Interim Deputy Chief Executive, who was leading on this area of work with the Director of Operations.</p> <p>The plans for A&E dovetailed with the work of patient flow and the Trust's aspirations to reduce bed occupancy levels to 90%, through a range of initiatives that create capacity and improved discharge.</p> <p>The Chief Executive Officer introduced a range of items, highlighted as focus areas, by Governors, this included:</p> <p>Stroke – performance was reported as good, across the board, except for the target to admit patients to stroke beds within 4 hours; which was a symptom of A&E pressure.</p> <p>MRSA – it was reported that no incidents had been identified in 2015/16.</p> <p>Major Incident – a number of precautions were outlined which had been taken after the major power cut incident together with the Trust's approach to mitigate the risk in the future.</p> <p>Cerner – the decision to move the Cerner system to a remote hosting centre in Slough to ensure the safety of its data.</p> <p>Never Events - after robust efforts being undertaken to improve the culture, training and education there had not been any Never Events in 2015/16.</p>
<p>CoG 15- 16/ 011</p>	<p>Board of Directors' Meeting Minutes 25th February, 25th March, 29th April, 13th May 2015</p>

Ref	Minute
	The Council received the minutes of the above meetings.
CoG 15- 16/ 012	Board of Directors' Meeting 27th May 2015, Update The Chairman provided a verbal update from the most recent Board of Directors' Meeting; advising the Council of many of the Agenda items covered. This included the approval of the recovery plan; risk management strategy; Annual Report and Accounts and planning for the forthcoming CQC visit.
Strategy & Development	
CoG 15- 16/ 013	Finance Business Performance and Assurance Committee Report The Chair of the above Committee, Mr Graham Hollick presented the Council with an update of the role of the Committee and recent work undertaken. The Council was advised of the restructure of the Committee and the increase in frequency of meetings necessary for the development of its role in identifying risks and mitigation strategy, in order to provide assurance to the Board of Directors. The Council was informed that through 2014/15 there had been significant improvements across many areas including, overall financial governance and reporting; cash management; forward look planning and a strengthened link to Board Assurance Framework (BAF) The Council sought and received assurance on the size of the Trust's deficit; savings programme and application for distressed funding.
CoG 15- 16/ 014	New Models of Care – Vanguard Site The Council received a presentation from the Chief Executive on the Vanguard Model for Wirral, which outlined the need for a co-designed approach in which care providers come together in a clinically integrated network. The Council was advised of the Wirral Partners approach and the risk stratification of patients. The Chief Executive highlighted the next steps required, and informed the Council that there had been a National Team site visit on 5 th /6 th May for which the Trust was awaiting feedback.
CoG 15- 16/ 015	Governor workshop, Wednesday 9th July 2015 The Chairman informed the Council that part of the above workshop would focus on the upcoming CQC visit and the outcome of the Monitor Investigation. He would welcome however suggestions from Governors as to any areas of the Trust or specialities that they would like to visit, in line with the previous format. Governors were asked to feedback to the Associate Director of Governance and Membership Manager.
Standing Items	

Ref	Minute
CoG 15- 16/ 016	<p>Annual Plan Advisory Committee (APAC) Minutes</p> <p>The Council noted the minutes and the work of the Annual plan Advisory Committee.</p>
CoG 15- 16/ 017	<p>Any Other Business</p> <p>The Chairman informed the Council that Mr Anthony Hassall, Director of Strategic and Organisational Development, would be leaving the Trust to take up his new position of Chief Accountable Officer at Salford CCG. The Chairman thanked Mr Hassall for his contribution to the Trust.</p> <p>The Council was also advised that Mr Jeff Kozer had completed his tenure with the Trust, during which time he had chaired the Audit Committee and held the post of Deputy Chair and Senior Independent Director. The Chairman thanked Mr Kozer for his contribution to the Board.</p> <p>The Chairman reminded the Council of upcoming meeting dates and closed the meeting.</p>
CoG 15- 16/ 018	<p>Date and Time of Next Meeting</p> <p>Wednesday 16th September 2015 at 4.00pm.</p>
CoG 15- 16/ 019	<p>Closed Session</p> <p>Governors only</p>

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Chairman

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Date