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COUNCIL OF GOVERNORS**MINUTES OF
MEETING HELD ON
11th DECEMBER 2013****BOARDROOM
EDUCATION CENTRE
ARROWE PARK HOSPITAL****Present:**

Michael Carr	Chairman
Paula Clare	Governor
Brian Cummings	Governor
Mandy Duncan	Governor
Sue Hill	Governor
Kathryn Hodson	Governor
Robert Howell	Governor
John Karran	Governor
Barbara Kerr	Governor
Rosemary Morgan	Governor
Norman Robinson	Governor
Beverley Ross	Governor
Donald Shaw	Lead Governor
David Steele	Governor
Iain Stenhouse	Governor

In attendance:

David Allison	Chief Executive
Mark Blakeman	Director of Informatics
Jill Galvani	Director of Nursing & Midwifery
Anthony Hassall	Director of Strategy & Partnerships
Lucy Lavan	Associate Director of Governance
Cathy Maddaford	Non Executive Director
Alistair Mulvey	Director of Finance
Jean Quinn	Non Executive Director
Julie Adley-Sweeney	Membership Manager

Foundation Trust Members:

John Davies

Apologies:

Cathy Bond	Non Executive Director
Richard Dutton	Senior Independent Director
Helena Eaton	Governor
Sharon Gilligan	Director of Operations
Sue Green	Director of Human Resources and OD
Graham Hollick	Non Executive Director
Evelyn Hurren	Governor
Jeff Kozer	Non Executive Director
Peter Kinderman	Governor
Jane Langsdale	Governor
Anita Leech	Governor
Jean McIntosh	Governor
Lyn Meadows	Non Executive Director
Evan Moore	Medical Director
Carol Skillen	Governor

Ref	Minute
<p>CoG 13-14/ 045</p>	<p>Apologies for Absence Apologies were noted as listed above.</p>
<p>CoG 13-14/ 046</p>	<p>Declarations of Interest There were no declarations of interest.</p>
<p>CoG 13-14/ 047</p>	<p>Minutes of the Previous Meeting (18th September 2013) The minutes of the previous meeting were reviewed for accuracy. The minutes of the meeting held on 18th September 2013 were approved as an accurate record.</p>
<p>CoG 13-14/ 048</p>	<p>Matters Arising In respect of Minute 13-14/033, it was noted that Donald Shaw had been nominated as Lead Governor, with immediate effect.</p>
<p>CoG 13-14/ 049</p>	<p>Chairman's Business</p> <p>The Chairman welcomed new Governors present to their first meeting - Beverley Ross, Public Governor for Leasowe, Moreton and Saughall Massie; Norman Robinson, Staff Governor (Other Staff); Kathy Hodson, Nominated Governor, Wirral Borough Council.</p> <p>The Council was updated on the decision by Monitor to initiate an investigation into the Trust's finances in light of the Trust reporting a significant variance from plan at Quarter 2. The reasons for this variance were outlined and it was noted that these would be discussed in further detail under Item 7.1. It was noted that Monitor had immediately published its decision to investigate following a telephone call from Monitor's Regional Director on 22nd November 2013. Members of the Board of Directors would be required to attend a meeting at Monitor's Offices on 22nd January 2014.</p> <p>The Trust's Month 7 outturn had shown an improvement in financial performance and it was anticipated that further improvement would be evident at the end of Q3.</p> <p>The Council discussed the decision of the Board to certify ongoing compliance with its licence conditions in relation to financial performance and also the public perception of the Trust's financial position in the context of the recent refurbishment of the Main Entrance.</p> <p>The Chairman updated the Council on the outcome of the recent annual unannounced visit by the Care Quality Commission. The Inspection Team had visited a number of wards and theatres; interviewed staff and patients; and reviewed a number of Trust documents. The draft report was extremely positive and indicated that the Trust was compliant with all Outcomes tested. The final report was awaited and would be published and shared with Governors.</p> <p>It was noted that Wirral Community NHS Trust was in the process of applying for Foundation Trust status and was establishing a shadow Council of Governors. The</p>

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	<p>Board had been asked to nominate a Governor and it was noted that Anthony Hassall would represent the Trust and that this would complement partnership working to improve patient pathways.</p> <p>It was noted that the new website had been launched and that a demonstration would be provided for Governors at the next Workshop on 12th February 2014.</p> <p>It was noted that Dr Juline Smit had been appointed to the post of Consultant Acute Physician, AAC.</p> <p>Fiona Ritchie had been appointed to the post of Interim Trust Secretary for a period of 6 months and would commence in early January 2014.</p> <p>The Nursing and Midwifery Strategy would be launched on 19th December 2013 and Governors would be welcome to attend. Invitations had been issued by Jill Galvani, Director of Nursing and Midwifery.</p> <p>The refurbishment of the new Main Entrance and the A&E Department was now complete and had received positive reaction from patients and staff, enabling improved patient flow.</p> <p>The Chairman noted that the Lead Governor had raised the issue of the new Membership Office in relation to its visibility and accessibility to members and the public. David Allison advised that security concerns had meant that the office could not be wholly accessible but that action would be taken to review and improve the signage. The Chairman invited Governors to forward any further suggestions for consideration.</p>
CoG 13-14/ 050	<p>Governors' Business There was no Governors' business that was not already covered on the agenda.</p>
Governance	
CoG 13-14/ 051	<p>Council of Governors' Self-Assessment Report The Chairman thanked those Governors who had participated in the evaluation of the Council of Governors by completing the survey and attending the Workshop facilitated by MIAA. A report was in the process of being drafted and would be discussed with Governors at the next Workshop on 12th February 2014.</p>
CoG 13-14/ 052	<p>Monitor's Risk Assessment Framework Lucy Lavan provided a brief overview of Monitor's new Risk Assessment Framework, explaining the process by which Monitor would assign a Governance Rating and a Continuity of Services Rating to the Trust. The full document was provided to Governors and it was noted that the Appendices contained detail of the new Corporate Governance Statement.</p> <p>The Chairman invited Governors to take time to review the document and to bring further questions and observations to the next Council meeting in March 2014.</p>

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Performance	
<p>CoG 13-14/ 053</p>	<p>Trust Performance and Financial Update</p> <p>David Allison presented the Integrated Performance dashboard and described how this was structured in relation to 'Meeting Our Vision', 'A Healthy Organisation' and 'External Validation'. He went on to identify and explain exceptions including the Friends and Family Test, DNA rate, and HR indicators including sickness absence.</p> <p>Governors asked about the level of Nursing vacancies and noted that the red rating was due to recent investment in additional posts and opening of winter capacity for which recruitment processes were underway but not yet complete. The Director of Nursing and Midwifery advised that the Trust was not currently looking at overseas recruitment but could not rule this out in the future. Many Trusts would be investing in additional nursing posts following Francis, and there may in the future be insufficient supply locally or within the UK. Governors noted that the Trust was rigorous in recruiting only nursing staff that were able to demonstrate the right values and behaviours, as tested throughout the recruitment process.</p> <p>A discussion followed in relation to DNAs and it was noted that a new contract for the alert / reminder system was out to tender and would enable rollout of the alert system across all specialties. In addition, consideration was being given to utilise other technology such as Smart Phone Apps to issue reminders.</p> <p>The Council went on to discuss the metrics relating to mortality and were briefed on the Dr Foster publication of SHMI ; whilst there were issues in respect of time lag associated with this metric, it would be increasingly used as a benchmark and comparator of performance against other hospitals.</p> <p>One Governor asked about the new superbugs CPE and VRE as referenced in the Board minutes. The Director of Nursing & Midwifery explained the nature of these organisms and noted that these could pose a significant risk to all hospitals going forward as both were antibiotic resistant.</p> <p>David Allison went on to describe the Trust's financial position, noting that Months 1- 4 had seen increased costs as a result of very high levels of non elective activity and that Months 5-6 had seen income below plan as a result of a drop in elective activity, primarily orthopaedics. These trends had improved at Month 7. The phasing of the CIP was discussed along with the process for allocation of reserves.</p> <p>The Council went on to discuss the challenge of continuing to deliver a sizeable CIP year on year and the significant change to funding in 2015/16 as a result of transfer of a further £2b from the NHS budget to social care, making reorganisation and integration of care an imperative.</p> <p>A discussion followed around the implications for the workforce in relation to the financial challenge and whether this would threaten jobs or result in the downgrading of staff. It was noted that grades were determined by Agenda for Change processes. The Council was advised that whatever plans might be explored in the future, the primary consideration would always be the safety of patients.</p> <p>The Council noted the report.</p>

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<p>CoG 13-14/ 054</p>	<p>Summary Report from Board of Directors Meeting 30th October 2013 The Council of Governors received and noted the report.</p>
<p>Strategy & Development</p>	
<p>CoG 13-14/ 055</p>	<p>Developments in Nursing & Midwifery Jill Galvani, Director of Nursing and Midwifery presented the new Nursing and Midwifery Strategy 2013-18, 'Modern, Patient Focused Nursing and Midwifery underpinned by Traditional Values' and noted that this would be formally launched at an event on 19th December 2013. The Council noted the commitment to the '6C's and standards of care that all nurse and midwives would sign up to.</p> <p>A discussion followed in relation to transparency and plans to publish the numbers of staff on each ward on a daily basis.</p> <p>Jill Galvani advised that this would be introduced in the near future and outlined her plans to acquire Ward boards with metallic icons that would be amended at the start of each shift. The logistics to enable this and also to enable publication on the website were currently being worked through.</p> <p>It was noted that Julie Tunney, Associate Director of Nursing (Acute Care) had won a prestigious bursary on the Florence Nightingale Leadership Scholarship Programme.</p> <p>Governors were again reminded of their invitation to attend the strategy launch event on 19th December 2013.</p>
<p>CoG 13-14/ 056</p>	<p>Annual Planning Process 2014/15 Anthony Hassall, Director of Strategy and Partnerships outlined the new Annual Planning process and highlighted the importance of the annual plan as a mode of compliance assessment. Governors were reminded of the statutory requirement for the Board to have regard to the views of the Council of Governors in compiling its plan.</p> <p>The proposal to establish a Governor-led Annual Plan Advisory Committee which would work with officers to ensure that Governors were engaged in informing the plan was supported.</p> <p>The Group would meet monthly from January to June 2014 and recommence in November 2014 for the 2015/16 planning round.</p> <p>Ideally 4-5 Governors would participate and a note would be sent to Governors following the meeting to seek nominations before the end of December 2013.</p>
<p>CoG 13-14/ 057</p>	<p>Private Patient Strategy David Allison outlined the Trust's plans to identify a private sector partner to work with the Trust to maximise the benefits of expanding the private provision without any detriment to NHS services. This was in recognition of the fact that private practice in the Wirral is undertaken almost exclusively by the Trust's employees and thus provides an opportunity for the Trust to maximise benefit from this, to enable reinvestment of income generated in NHS provision.</p> <p>The Council of Governors noted and supported this strategy.</p>

Ref	Minute
Audit	
CoG 13-14/ 058	Audit Committee Report The Council of Governors received and noted the report.
Standing Items	
CoG 13-14/ 059	<p>Membership Strategy:</p> <ul style="list-style-type: none"> • Editorial Panel for Membership News Lucy Lavan, Associate Director of Governance thanked those Governors who had supported the Editorial Panel to produce the December 2013 edition of Public Membership News. It was noted that the edition was currently being printed and would be delivered to public members before Christmas. • Membership Engagement Committee The Membership Engagement Committee had not met as planned this quarter as there had been insufficient attendance. Lucy Lavan asked for further Governor volunteers to support this Committee and advised that a note would be sent to Governors following the meeting to request support for this Committee. The next meeting would be convened in January 2014 and report to the Council of Governors at its next meeting.
CoG 13-14/ 060	<p>Any Other Business</p> <p>The Chairman noted that the Governors' Workshop on 12th February 2014 would include a joint session with the Board, which would concern the development of the annual plan. The Workshop would also include a demonstration of the website, a review of the Council's Sub committees and consideration of the self-assessment report. Governors were invited to suggest any further items.</p> <p>The Chairman noted that this was Lucy Lavan's final meeting with the Council of Governors and thanked her for her significant contribution since joining the Trust in November 2012.</p>
CoG 13-14/ 061	<p>Date and Time of Next Meeting</p> <p>Wednesday 18th March 2014 at 5.00pm.</p>

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Chairman

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Date