

GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST

MINUTES OF THE MEETING OF THE COUNCIL OF GOVERNORS HELD IN THE LECTURE HALL, REDWOOD EDUCATION CENTRE, GLOUCESTERSHIRE ROYAL HOSPITAL ON MONDAY 19 JANUARY 2009

PRESENT Governors/ Constituency	Ms J Cox	Public, Stroud District
	Dr S Cooke	Staff, Medical & Dental
	Miss J Crook	Appointed, PCT
	Mr P Edwards	Appointed, Herefordshire PCT
	Mr G Fox	Public, Cheltenham
	Miss R Holmes	Public, Tewkesbury Borough
	Mr D Miller	Public, Cheltenham
	Professor M Orme	Public, Cotswold
	Mr D Simpson	Public, Gloucester City
	Miss F Storr	Public, Gloucester
	Ms P Tambling	Staff, Other Non-Clinical
	Mrs S South	Staff, Nursing & Midwifery
	Ms J Stroud	Staff, Nursing & Midwifery
	Cllr Klara Sudbury	Appointed, Local Authority
	Miss N Turner	Staff AHPs
	Mrs S Woodward	Patient, out of county
Directors	Dame Janet Trotter	Chair
	Dr F Harsent	Chief Executive
	Dr S Elyan	Medical Director
	Dr S Pearson	Director of Clinical Strategy
	Mr J Henry	Vice Chair and Non-Executive Director
	Mrs M Arnold	Nursing Director
	Mr G Lloyd	Secretary to the Trust (Director of Corporate Governance & Facilities)
IN ATTENDANCE	Mr A Collis	Assistant Secretary to the Trust
PUBLIC/PRESS	Mr J Rostill	Chief Executive, Worcestershire Acute Trust
	Ms T Fairchild	Board Secretary, Worcestershire Acute Trust
APOLOGIES	Mr N Adams	Staff, Other Non-Clinical
	Mr D Drew, MP	Public, Stroud District
	Sister E-M Elly-Maria	Public, Forest of Dean
	Dr C Roch-Berry	Public, Tewkesbury Borough
	Mrs J Hewin	Public, Forest of Dean
	Mrs M Clayton-Ives	Public, Cotswold
	Ms B Turner	Head of Public and Patient Involvement

The Chair welcomed Miss Jill Crook, the new PCT appointed Governor, to her first Council of Governors meeting and Mr John Rostill and Ms Tosca Fairchild, representing the Worcestershire Acute Hospitals NHS Trust, attending as members of the public.

ACTION

120/08 DECLARATIONS OF INTEREST

050/08 Non-Executive Director Recruitment: As an applicant for a Non-Executive role Mr Miller declared an interest in this item.

055/08 Non-Executive Director Continuity: The Vice Chair declared an interest in this item.

121/08 INTRODUCTORY PRESENTATION TO GOVERNORS

The Chair invited Mr Collis to show the Council the newly devised introductory presentation to Governors. The Assistant Trust Secretary

explained that the presentation was developed as part of the remit of the 2008 Effectiveness Review Group.

Following the presentation,

- Mr Miller noted that it would be helpful to include a slide showing the breakdown of the Council and its sub-Committee and to note the frequency of meetings. The Assistant Trust Secretary agreed to add a slide to the presentation to include this
- Miss Storr explained that her motivation for standing as a governor was based on one issue and she noted that she had little idea of the actual role of a governor and function of the Council until after she was elected. The Chair described the recent Non-Executive Director information evening, noted that it was a highly successful recruitment event and that a similar evening might prove useful to prospective governor candidates in the 2010 round of elections

AC

AC

The Chair thanked the Assistant Trust Secretary for his presentation.

122/08 INFORMATION GOVERNANCE

The Chair introduced the Caldicott Guardian and Head of Information Governance and invited her to brief the Council regarding Information Governance (IG). The Head of Information Governance explained that information was one of the Trust's biggest asset and that the Department of Health had developed IG standards to ensure that information was:

- Held securely and confidentially
- Obtained fairly and lawfully
- Recorded accurately and reliably
- Used effectively and ethically
- Shared appropriately and lawfully

She described the purpose of the Information Governance Toolkit and gave examples of IG in the Trust before inviting the Medical Director to present a clinical view of IG.

In discussion, the following points were considered:

- Encryption: The Medical Director noted that it was challenging to re-educate staff in the use of encrypted memory sticks when so many drug companies continued to hand out free memory sticks to staff and the Head of IG explained that the introduction of encrypted memory sticks had been successful to date with the encryption of networked PCs to follow the laptop encryption programme
- Miss Holmes recognised the difficulties faced by the Head of IG and asked if there was an IG issue with sending material out for typing. The Medical Director noted that typing was not delegated outside the Trust and explained that if it was protocols would be put in place with requirements for 3rd party declaration of agreement.

The Chair thanked the Caldicott Guardian and Head of Information Governance and the Medical Director for the presentation.

123/08 TRUST VALUES - LISTENING

Mr Rostill and Ms Fairchild joined the meeting

The Chair invited the Director of Clinical Strategy to present the first of the Trust values to the Council. The Director of Clinical Strategy explained that the purpose of turning the values into action was to communicate the Trust's Values and make them real. She informed the

Council that the Main Board had completed the first two values as a group and that this work had been shared with staff through Outline and the Trust website. She described the Trust's Mission and Vision and reminded the Council of the 6 Values they had commented on:

- Listen to understand **LISTENING**
- Valued staff with a helpful attitude **HELPING**
- Committed to excellence **EXCELLING**
- Learn to improve **IMPROVING**
- Work together **UNITING**
- Here for patients **CARING**

The Director of Clinical Strategy reported that the Board was to provide more opportunities for others to be heard through the:

- introduction of patient stories to Board discussions and to link these with the results from patient and staff surveys
- continuing use of themed public meetings
- introduction of visits throughout the Trust to meet with staff

She then invited the Council of Governors to consider how they might listen to understand. In discussion:

- Mr Fox highlighted the importance of remaining attentive and adopting the right attitude
- Mrs Woodward noted that it was important to listen to patients, constituents and volunteers and that more opportunities to meet these groups were required
- Ms Tambling highlighted the importance of checking understanding and the Director of Clinical Strategy agreed the importance of making the effort to explain the reasons behind important decisions
- Ms Cox observed that governors were keen to better represent their constituencies and highlighted the success of the UTOPIA themed constituency event
- Mrs South noted that the Director meetings with staff offered a good opportunity to listen to understand with an exchange of dialogue and the Director of Clinical Strategy acknowledged that staff were a very good source for providing reflective feedback
- Mr Simpson highlighted the need to accept and be prepared for different types and styles of communication such as sign language and foreign tongues

The Director of Clinical Strategy thanked the governors for their ideas and agreed to bring these together to reflect back to the Council before publicising the governors' achievements in working through the values through the newsletter.

SP

The Chair thanked the Director of Clinical Strategy for her presentation.

The Chair welcomed Mr Rostill and Ms Fairchild to the meeting

124/08 MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2008

The minutes were **AGREED** and signed as a correct record.

125/08 MATTERS ARISING

102/08 (082/08)(039/08)(022/08)(004/08)(106/07) Equality & Diversity – Governor Training The Assistant Trust Secretary noted that there were now only three governors remaining who had yet to complete the E&D training. He explained that ongoing IT problems had caused the recent delays in completing the programme and governors should be praised for their efforts to complete the training despite these problems; he agreed to continue to support the governors individually.

AC

104/08 (066/08)(055/08) NED Continuity: The Chair explained that she would cover this item as a Matter Arising from the Governance & Nominations Committee.

098/08 PCT Strategy: The Assistant Trust Secretary informed the Council that he had been in contact with Laura Nicholas, PCT Programme Director of Strategy Development, and that he had been informed that the Strategic Plan was still in draft form and would not be published in its current format. The strategy was not for consultation but the high level strategic principles and objectives would be available after the PCT Main Board in March. He would ensure the information would be made available to the governors.

AC

099/08 Governors' Questions: Mr Fox reported that his original questions, namely:

- Who carried out these reviews?
- Who were those consulted?
- What were the results?
- Where were the results published?

had not been answered to his satisfaction and was compelled to use the Freedom of Information Act route to gain the information but had still to receive a set of papers. The Chief executive explained that there were only two sets of minutes produced and the Chair agreed to make these available to Mr Fox. In further discussion, the Director of Clinical Strategy informed the governors that the PCT had reported to the HOSC that an independent consultant was to complete review. The Terms of Reference would be shared with the Council and results were due by the end of March

SP

100/08 Mixed-Sex Accommodation: Miss Holmes highlighted that the previous minutes stated that the Council would return to the topic (of Mixed Sex Accommodation) in the future but that not time-scale had been given. The Chair explained that the topic would be considered twice a year: that is, after each Mixed Sex Accommodation audit. In further discussion:

AC

- Mrs Woodward remarked that the results of the last audit reported 13 wards in CGH and 10 in GRH as having breached the mixed sex caveat with a lack of surgical capacity given as the majority reason
- the Chief Executive explained that he would rather admit patients for treatment and place them in mixed-sex accommodation than turn them away. He highlighted that the full project UTOPIA business case was due to be presented to the Board this month and should the Board approve its progress the project aims to reduce bed occupancy to 85% and positive results could be seen within 12-18 months. UTOPIA would remove 200 beds and streamline the delivery of unscheduled care and the reduction in mixed-sex breaches would be only one of many positive outcomes
- the Council considered the appropriateness of admissions and agreed that this was a matter of perspective
- Dr Cooke explained that he had not seen the raw data but wondered if an edict was issued to designate a restricted number of wards as mixed-sex allowable wards that this might reduce the number of breaches. The Chief Executive noted this point and stated the focus and efforts of the Board would be concentrated on using UTOPIA to achieve this as a benefit.

063/08 Composition and Development of the Board: The Secretary

to the Trust informed the Council that the Trust was still waiting for Monitor to approve the constitution. He explained that he remained in dialogue with Monitor's legal department to resolve the issue of the number of Executive vs Non-Executive positions and would let the Council know when this was resolved.

GL

066/08 Agenda for Change Arrears: Mr Miller explained that a paper was to be presented to the January Board and would then follow to the Council of Governors in March

AC

111/08 Any Other Business: The Chair reminded the governor of the forthcoming Dementia Seminar on 2nd February and encouraged the governors to make an effort to attend this event.

126/07 MINUTES OF THE GOVERNANCE & NOMINATIONS COMMITTEE MEETING HELD ON 15 DECEMBER 2008

The minutes were **RECEIVED**.

127/08 MATTERS ARISING

Mr Miller was an applicant for one of the Non-Executive roles and left the room for this item

050/08 Non-Executive Director Recruitment: The Chair reported that Trust was looking for two Non-Executive Directors and had appointed Harvey Nash appointed as Head-hunters. She further reported that the consultant had been very successful in generating a very good response and thanked the Governance & Nominations Committee for its work in long-listing the 112 applications. The Chair noted that the quality of the field was excellent and that the 15 candidates been interviewed by the consultant; he had proposed 9 for interview in early February. The G&N short-listing panel will review the recommendations and select candidates for interview. The Chair remarked that the Non-Executive information evening was very well attended and gave the potential candidates the opportunity for them to tailor their application forms suitably.

The Chair hoped that the Council would agree to delegate selection authority to the interview panel if there were two candidates who were clearly the best. The Council agreed.

AC

Mr Miller returned to the room

The Vice Chair left the room having previously declared an interest

055/08 Non-Executive Director Continuity: The Chair explained that Mr Henry wanted to retire in 2010 and that he and she both believed there would be sufficient continuity with the current Non-Executive Directors (NEDs) and the two new NEDs to appoint someone new to take over from Mr Henry as Vice Chair. If this process was successful the Chair would like Mr Henry to undertake the Chair replacement task. The Chair noted that if the right appointments were made this time it opened up a number of options for the future. The Chair acknowledged that Mr Fox did not agree with the timing of the retirement and replacement and accepted that he was content to proceed with the body of the Council. (Janet, may I ask for your help with this - I still can't get it to sound right after a few attempts!)

The Vice Chair returned to the room

128/08 GOVERNOR REPORTS FROM COMMITTEES

The Chair invited the Governor representatives from the various sub-committees to comment on the recent work of the committees:

PPI: Ms Cox informed the Council that the PPI Committee did not receive the planned presentation on “Lucy” and expressed hope that this would be re-arranged for the next meeting. The Chair acknowledged that many people were concerned at how the system operated and noted that the PPI Committee would progress this item.

GL

Audit: Mr Miller commented that Agenda for Change Arrears would come to the Council in March and that the Trust had passed both the internal and external audits.

Employment: Michael Orme informed the Council that only 43% of appraisals had been completed and much work remained.

Health Promoting Hospitals: Ms Cox informed the Council that she and Mrs South were Governor representatives on the Health Promoting Hospitals Group which was chaired by the Director of Clinical Strategy. She highlighted the number of items on the agenda and noted that Group was very active. Mrs South explained that the Healthy Gloucestershire Health & Community Well-being Strategy had produced a particularly good folder with accompanying action cards and that she was now sharing these cards with colleagues in the areas of smoking cessation and obesity strategy to enhance existing material. She described the Shire-wide agenda as exciting. The Chair remarked that it might be useful for the work of the group to be shared with the governors: the Director of Clinical Strategy agreed to consider this for the future.

The Council **NOTED** the reports.

129/08 **INFECTION CONTROL PROGRESS REPORT**

The Chair invited the Chief Executive to comment on the Infection Control Progress Report. The Chief Executive highlighted three points from the November report and provided an update for each:

1. MRSA – In the last 9 months there were five cases of MRSA bacteraemia and the Trust was continuing to work with partners in the community to reduce this further
2. The Trust remained below the projected monthly trajectory for c.diff cases
3. Since the report a long-term contract had been awarded to Bioquell to supply bio-decontamination services.

He congratulated staff throughout the Trust for their contribution to the reduction in Healthcare Associated Infection.

In discussion, Ms Cox remarked that it was important for the public to hear about the Trust’s success in this area and Mr Fox suggested publicising these results through a press release. The Chair agreed to consider this and noted that this was also an opportunity to engage constituents through a community membership event next year.

JT/BT

The Council **NOTED** the Infection Control report.

130/08 **URGENT MOTIONS OR QUESTIONS**

No urgent motions or questions had been received by the Secretary.

131/08 **ANY OTHER BUSINESS**

The Chair explained that John Plumer, Monitor’s Compliance Manager, was planning to visit with the Chief Executive and some of the Executive Team on Wednesday 28 January and would like to use this

opportunity to meet with some of the Governors for approximately 30 minutes (between 3.30 - 4.00 p.m.). She invited governors to consider being representatives and asked the Assistant Trust Secretary to request volunteers.

AC

132/08 DATE OF THE NEXT MEETING

The next Council of Governors meeting will be held in the Lecture Hall, **Sandford Education Centre, Keynsham Road, Cheltenham** on **Monday 9 March 2009**, commencing at **5.30 p.m.**