MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON WEDNESDAY
14TH JULY 2010 AT WOODSIDE

Present:
Margaret Oldfield, Chairman
Kerry Rogers, Company Secretary
Neil MacDonald, Non-executive Director and Vice Chairman

Public Governors:
Sylvia Bird, Public Governor for Rotherham North
Peter Brader, Public Governor for Wentworth South
Anna Chester, Public Governor for Rotherham South
Jean Dearden, Public Governor for Wentworth South
Ann Flack, Public Governor for Rotherham South
Jan Frith, Public Governor for Rest of England
Val Lindsay, Public Governor for Rotherham North
Margaret Marshall, Public Governor for Rother Valley South
Cynthia Shaw, Public Governor Wentworth North
Sandra Waterfield, Public Governor for Rother Valley South
Anthony Wilkinson, Public Governor for Rother Valley West
Dennis Wray, Public Governor for Rother Valley West

Staff Governors:
Julie D'Silva, Staff Governor for Professional Nurses & Midwives

Partner Governors:
Jean Flanagan, Partner Governor for Sheffield Hallam University
John Radford, Partner Governor for NHS Rotherham
Caroline Rollitt, Partner Governor for South Yorkshire Police

Apologies:
Firas Al-Modaris, Staff Governor for Medical and Dental
Jim Bristow, Public Governor for Rest of England
Beverly Doane, Advisor Governor for Other Staff Class
John Doyle, Partner Governor for RMBC
Shelley Fell-Bowers, Partner Governor for Learning and Skills Council
Anthony Hayne, Public Governor for Wentworth Valley
Frank Hodgkiss, Public Governor for Wentworth North
Michael Jennings, Partner Governor for Sheffield University
John Wainwright, Partner Governor for Barnsley and Rotherham
Chamber of Commerce
Jill Ward, Staff Governor for Other Health Professionals
Janet Wheatley, Partner Governor for Voluntary Action Rotherham
Taiba Yasseen, Partner Governor for REMA

In attendance:
Brian James, Chief Executive
Jackie Bird, Chief of Quality and Standards/Chief Nurse
Giles Bloomer, Non-executive Director
Anthony Hercock, Non-executive Director
Julie Hickton, Non-Executive Director
John Hoskin, Chief Financial Officer
Andy Irvine, Chief of Community Services
Matthew Lowry, Chief of Rotherham Hospital
Mike Pinkerton, Chief of Business Development
Nigel Ruff, Non-executive Director
Dawn Stewart, Corporate Governance Manager (minutes)
Mark Trumper, Chief of Transformation
2010/37 **WELCOME AND ANNOUNCEMENTS**

i. **Governor Elections**

The Chairman welcomed the following newly elected Governors to the Council of Governors:

- Ann Flack, Public Governor for Rotherham South
- Cynthia Shaw, Public Governor for Wentworth North
- Beverly Doane, Staff Governor for Other Directly Employed NHS Staff

In addition the following Governors were congratulated on being re-elected:

- Sylvia Bird, Public Governor for Rotherham North
- Jim Bristow, Public Governor for the Rest of England
- Anna Chester, Public Governor for Rotherham South
- Jill Ward, Staff Governor for Other Health Professionals

ii. **Queen’s Birthday Honours List**

The Council of Governors extended their congratulations to the Chairman on being awarded an OBE in the Queen’s Birthday Honours List.

2010/38 **DECLARATION OF INTEREST**

There were no declarations of interest in relation to any agenda item.

2010/39 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on Wednesday, 21st April 2010 were agreed as a correct record.

2010/40 **MATTERS ARISING**

i. **Performance Dashboard (minute 2010/26 refers)**

It was NOTED that the Chief of Rotherham Hospital had provided information on the calculation of data completeness, which had been included as a post meeting note to the April minutes. The Chief of Rotherham Hospital indicated that he would answer any further questions on the calculation on a one to one basis if required.

**ACTION – ALL TO NOTE**

ii. **Audience Participation (minute 2010/34 refers)**

The Chairman confirmed for the members of the public present that there would be an opportunity at the end of the meeting for them to raise any questions to the Council of Governors.
UPDATE FROM EXECUTIVE DIRECTORS

The Council of Governors RECEIVED a number of updates from the Executive Directors.

i. **Chief Executive – Brian James**

The Council of Governors NOTED the report from the Chief Executive which provided an update on a number of issues including:

- The New Government and Revised Operating Framework
- Service Integration
- Official opening of the renal dialysis unit
- 2nd Gamma Camera
- RFT leading the way on the national strategy on zero waste solutions
- Annual awards ceremony
- OBE for the Chairman
- CHKS 40 Top Hospitals Award

The Chief Executive indicated that new information was being received on a regular basis relating to the new Government and the impact from the revised Operating Framework. Following a question from Julie D’Silva, Staff Governor, it was confirmed that although some targets were being removed or relaxed, the Trust was still contractually obliged to provide services based on current targets. Additionally, the Board of Directors had expressed a wish that the current targets stand in order to maintain quality, standards and patient safety. However, the financial challenges to be faced by the NHS may inevitably lead to some compromises and difficult decisions having to be made.

The information being received indicated that the role of Foundation Trusts would be strengthened and service integration continued to be seen as the way forward. On this point, the Trust continued to work closely with NHS Rotherham regarding service integration. Further information on the current position would be provided as part of the next agenda item.

ii. **Service Integration Update**

The Council of Governors NOTED the report from the Chief of Community Services which provided an update on the integration of community services to provide seamless services to patients.

Discussions continued with Rotherham Community Health Services and it was anticipated that the due diligence phase would commence in late July 2010. The NHS Rotherham Board would formally agree the final proposals at their September 2010 meeting with the transfer of services anticipated to take place by 31st March 2011. It was considered that the Rotherham health community was ahead of many organisations in respect of the integration of community services. Once the initial transfer of staff had been completed, the next phase would be the review of services and the patient pathway.
Following service integration it was inevitable that the role of the Governors will also change over the forthcoming year. A further update would be provided for the next meeting, with a suggestion that one of the development sessions also look at the implications and benefits from service integration.

iii. **Chief of Quality and Standards/Chief Nurse – Jackie Bird**

The Council of Governors NOTED the report from the Chief Nurse which covered the following areas:

- Patient Experience Tracker
- Senior Nurse Walk Round
- Quality Accounts

Available to Governors was a copy of the Quality Accounts with any comments to be communicated to the Chief of Quality and Standards/Chief Nurse.

**ACTION – ALL TO NOTE**

iv. **Chief of Business Development – Mike Pinkerton**

The Council of Governors NOTED the report from the Chief of Business Development which provided information to the Governors on the content of the Annual Plan for 2010/11.

In addition, a presentation was provided in relation to the revision to the Operating Framework, which, although minor revisions were far reaching changes to the regime under which the NHS operated was shifting from a focus on process targets through clinical indicators to outcome measures. The main areas of change included:

- New Standard Contracts
- 18 Week Waiting Times
- Access to Primary Care
- 4 Hour A & E Waiting Times – target changed to 95% from 98%
- Health Care Associated Infections – information to be published on a weekly basis
- Local Prioritisation:
  - Military Veterans
  - National Dementia Strategy
  - Mixed Sex Accommodation – new guidance to be issued
- New Rules of Reconfiguration – GPs to be more involved in the process
- Next Steps on Transforming Community Services
- Finance and Efficiencies – Management Costs
- Expenditure on Consultancy, Marketing, ICT, Recruitment & Centralised Procurement
- Accelerating the Development of the Payment Scheme
- Re-enablement and Post Discharge Support – hospitals to be responsible for 30 days post discharge implications to income if re-admitted within that timeframe

The Council of Governors were reminded of the achievements from the Trust during 2009/10 against its objectives and targets.
In response to a question from Jean Flanagan, Partner Governor, as to whether there were any implications or impact on the Trust’s Annual Plan as a consequence of service integration, it was confirmed that some of the areas had already been incorporated into the Plan, with further areas to be included as part of future plans.

John Radford, Partner Governor, indicated that the White Paper and revisions to the Operating Framework may lead to pressures for continuing care services, which were acknowledged by the Council of Governors.

The Council of Governors noted the information in relation to the Annual Plan, Operating Framework and achievement against the Trust’s objectives.

v. Chief of Transformation – Mark Trumper

The Council of Governors were provided with a presentation on the Healthcare of Tomorrow Programme.

A number of schemes had already been completed, such as the Theatre Admission Unit, Theatre Re-development and Day Surgery modernisation in the recovery areas to meet single sex accommodation. In addition, a number of schemes were planned for completion by the end of the calendar year; these included the Occupational Health relocation and Main Entrance redevelopments.

The Trust had in place robust governance and prioritisation processes, with the Board of Directors making the ultimate decision regarding the prioritisation of schemes. A number of schemes had already been prioritised into 2011 including four ward areas being either redeveloped or relocated.

The Executive Directors were thanked for the informative reports/presentations.

2010/42 PERFORMANCE DASHBOARD

The Council of Governors RECEIVED and NOTED the quarter four (January to March 2010) performance dashboard.

Members discussed the complaints information provided and NOTED that some of the issues detailed had also been discussed at the Patient Safety and Experience Governor and Member Group. The Chief Nurse provided further information in relation to the increase in complaints relating to one ward and confirmed that the issues had been resolved. However, should Governors become aware of numerous adverse comments regarding any specific ward or service area, these should be communicated to the Chief of Quality and Standards/Chief Nurse in order that the issues could be investigated and resolved.

ACTION – ALL TO NOTE

In light of the previous comment from the Chief of Quality and Standards/Chief Nurse a number of Governors highlighted the Fracture Clinic service (which had also been discussed by the Patient Safety and Experience Governor and Member Group). The Chief of Rotherham Hospital...
indicated that he would be willing to attend the next meeting of the Group to discuss the issues within that particular service.

The Chief Financial Officer confirmed following a question that for the first quarter the plan had been to achieve a Monitor risk rating of 3.

Tabled at the meeting was a copy of the Governor Involvement Framework (flowchart), which had been developed by the Deputy Company Secretary in conjunction with a number of Governors and the Chairman. The flowchart outlined a number of organisations who regulated the Trust and how the Governors held the Trust to account. The Governors welcomed development of the document to support their role.

The Executive Directors left the meeting at this point.

2010/43 15TH SEPTEMBER 2010 – ORDER FOR THE SESSIONS

Members NOTED the order for the sessions planned for the 15th September 2010, which were as follows:

i. Governor Development Session 2pm to 4pm
ii. Council of Governors Meeting 4pm to 5pm
iii. Annual General Meeting 5.15pm

2010/44 FEEDBACK FROM RECENT EVENTS

i. Governors Forum – 02.06.10

Members RECEIVED the notes from the Governors Forum held on 2nd June 2010 which had been chaired by Dennis Wray, Public Governor for Rother Valley West.

In relation to the specific issues which had been discussed at the forum the following were noted/agreed:

- That a presentation on the impact of alcohol abuse on services and staff would be provided to a future Governors Forum.
  
  ACTION - DS

- The importance of reinstating the Top Ten Talks as a means of engaging the membership and providing information regarding the Trust’s services

- That in respect of the breast feeding target (initiation within 48 hours) challenges remained in continuation rates

- Information on day case ratio’s would be provided either as part of the next performance dashboard or via the Chairman’s Newsletter

- Discharge arrangements would be included as part of the work to be undertaken on patient pathways following service integration.

- Governors considered that the complaints information provided as part of the performance dashboard and the verbal updates from the Executive Directors earlier in the meeting had answered the questions raised at the Forum.
ii. **Regional Governors Event 28.05.10 – Rotherham**

Members NOTED the successful Regional Governor event held on the 28th May 2010 which had been hosted by the Trust. There had been positive feedback from a number of the attendees, with further information being sought regarding the Being with Patient programme.

The next regional event would be hosted by the South West Yorkshire Partnership NHS Foundation Trust.

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**2010/45 NOMINATIONS COMMITTEE**

i. **Minutes**

Members RECEIVED the minutes from the Nominations Committee meeting held on 14th April 2010.

The Chairman reported that the next meeting would be held on 4th August 2010 where the arrangements for the recruitment for the seventh Non-executive Director would be finalised.

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**2010/46 MEMBERSHIP DEVELOPMENT GROUP**

i. **Minutes**

The Council of Governors RECEIVED the minutes from the meeting held on 25th May 2010.

ii. **Governor Chair Commentary (Anna Chester)***

The meeting of the Group has been the first since its change of remit to that of overseeing the development of the Membership. The Group had considered a number of areas in which it could make ‘quick wins’ which included:

- A survey on the content of ‘Your Choice’
- An off site meeting (to be titled ‘is anybody listening’) to involve members in the complaints, comments and concerns process
- Discussion groups/seminars and potentially link these to the Annual General Meeting
- Re-instatement of the Top 10 Talks
- Potential open days for Members to look at the services provided

The Chairman reminded the Council of Governors of the importance of this sub committee and requested that any Governor who had yet to join a sub committee should consider becoming a member of this group.

**ACTION – ALL TO NOTE**

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**2010/47 PATIENT SAFETY & EXPERIENCE GOVERNOR & MEMBER GROUP**

i. **Minutes**

The Council of Governors RECEIVED the minutes from the meeting held on 2nd June 2010.
ii. **Governor Chair Commentary (Dennis Wray)**

It was NOTED that the Deputy Chief Nurse had provided an informative presentation to the Group on the Patient Experience. The Group had also discussed the patient experience when attending the Fracture Clinic service (which had also been discussed as part of an earlier part of the agenda). As previously noted earlier in the meeting, the Chief of Rotherham Hospital had indicated his intention to attend the next meeting of the sub group to discuss the issues.

2010/48 **ISSUES TO BE ESCALATED TO BOARD OF DIRECTORS**

There were no issues or items for escalation to the Board of Directors.

2010/49 **ANY OTHER BUSINESS**

There were no items of any other business.

2010/50 **QUESTIONS FROM THE AUDIENCE**

i. **Perimeter Fence**

Mr Beaumont, member of the public, questioned the reason for the erection of the perimeter fence backing on to the public footpath near the Queensway estate.

The Chairman indicated that she was not aware of the circumstances. However she would seek clarification and provide a response to Mr Beaumont and update the Council at its next meeting.

**ACTION - MO**

2010/51 **FOR INFORMATION**

The Council of Governors received the dates for various meetings during 2010 and 2011.

2010/52 **DATE OF NEXT MEETING**

The next meeting of the Council of Governors would be held on Wednesday 15th September 2010 commencing at 4pm.