MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON WEDNESDAY
15TH SEPTEMBER 2010 IN THE RAVENFIELD ROOM, ROTHERHAM HOSPITAL

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
Anthony Hayne, Public Governor for Wentworth Valley
Vai Lindsay, Public Governor for Rotherham North
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: Firas Al-Modaris, Staff Governor for Medical and Dental
Beverly Doane, Staff Governor for Other Staff Class
Jill Ward, Staff Governor for Other Health Professionals

Partner Governors: John Doyle, Partner Governor for RMBC
Jean Flanagan, Partner Governor for Sheffield Hallam University
Carole Haywood, Partner Governor for Rotherham Partnership
Michael Jennings, Partner Governor for Sheffield University
Caroline Rollitt, Partner Governor for South Yorkshire Partnership
John Wainwright, Partner Governor for Barnsley and Rotherham
Chamber of Commerce
Janet Wheatley, Partner Governor for Voluntary Action Rotherham
Taiba Yasseen, Partner Governor for REMA

Apologies: Julie D’Silva, Staff Governor for Professional Nurses & Midwives
Margaret Marshall, Public Governor for Rother Valley South
John Radford, Partner Governor for NHS Rotherham
Shelley Fell-Bowers, Partner Governor for Learning and Skills Council

In attendance: Giles Bloomer, Non-executive Director
Anthony Hercock, Non-executive Director
Julie Hickton, Non-Executive Director
Nigel Ruff, Non-executive Director
Dawn Stewart, Corporate Governance Manager (minutes)

Members of the Public: No members of the public were in attendance

2010/53 WELCOME AND ANNOUNCEMENTS

The Chairman welcomed Governors to the meeting and thanked them for their attendance at the development session prior to the meeting where service integration and the business planning process had been discussed.
The Chairman announced that:

- Jim Bristow, Public Governor for the Rest of England had tendered his resignation and,

- Frank Hodgkiss, Public Governor for Wentworth North, may no longer be eligible to continue his term of office having relocated outside the Rotherham area.

Jan Frith, Public Governor for the Rest of England, on behalf of fellow Governors thanked Jean Deaden, Public Governor Wentworth South, for accepting the role of Lead Governor.

2010/54 DECLARATION OF INTEREST

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

2010/55 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on Wednesday, 14th July 2010 were agreed as a correct record.

2010/56 MATTERS ARISING

i. Perimeter Fence (minute 2010/50 refers)

The Chairman indicated that a letter had been issued to the member of the audience who had raised the question regarding the perimeter fence. It was confirmed that the fence had been erected by the Trust as a response to the concerns of residents on the Queensway Estate regarding staff and patients parking their cars on the estate.

2010/57 PERFORMANCE DASHBOARD

The Council of Governors RECEIVED and NOTED the quarter one (April to June 2010) performance dashboard.

It was NOTED that the financial position remained challenging, with the Board of Directors recently agreeing a robust recovery plan, which would be monitored by the Board of Directors on a monthly basis. This recovery plan focussed on short and long term solutions and should it be delivered would enable the Trust to be ahead of its original financial plans and maintain the Monitor finance rating.

Jill Ward, Staff Governor for Other Health Professionals, questioned the action being taken by the Trust in relation to vacancy control and the potential impact to some services from the appointment of staff on fixed one year contracts. It was conceded that there may be difficulties for some staff groups to recruit on fixed term contracts. However, the current economic climate warranted the controls which had been put in place, which included an appeals process for managers where it was considered that a fixed one year appointment would be detrimental to services. Julie Hickton, Non Executive Director, also informed the Council that the Trust was reviewing
workforce planning and looking at efficiencies within services to support the action being taken.

With regards to complaints data, it was noted that the number of complaints were increasing as a consequence of the Trust promoting the process and encouraging comments about the services provided. The information gained from complaints enabled the Trust to ensure services improved and the number should not be seen as a negative. It was NOTED that a Governor Development session dedicated to complaints had been arranged for 9th November 2010 which the Chairman encouraged Governors to attend in order to understand the process and seek clarification on any issues.

**ACTION – ALL TO NOTE**

The Council indicated that performance against TIA’s and breast feeding initiation within 48 hours, which had both been under their target for the first three months should be escalated to the Board of Directors to ensure appropriate action was being taken to resolve the issues.

**ACTION - MO**

Sandra Waterfield, Public Governor for Rother Valley South, raised a concern regarding the delays in providing medication upon discharge to patients and the impact this had on both the patient and the ward. Although the issues would be resolved following the implementation of the Electronic Patient Record (EPR) and improved discharge planning, the Chairman agreed that she would raise this with the Board of Directors.

**ACTION - MO**

2010/58 **EXTERNAL AUDITORS**

Mr MacDonald, Non Executive Director and Chairman of the Audit and Assurance Committee reported to the Council that a meeting had been held by Trust Officers to review the performance of KPMG, the Trust’s External Auditor.

The feedback from this meeting had been provided to the Audit and Assurance Committee, with the recommendation to the Council of Governors that KPMG be retained for a further twelve month period to provide the External Audit function to the Trust.

The Council of Governors APPROVED this recommendation.

It was AGREED that as the contract for external audit services was due to expire in 2011, a discussion should be scheduled for the July 2011 meeting to discuss the procurement process.

**ACTION - DS**

2010/59 **GOVERNORS FORUM**

Jill Ward, Staff Governor for Other Health Professionals, had chaired the last Governors Forum meeting.

The meeting had been conducted using a different format to previous meetings, which members present had found to have been more productive. Questions from the Forum had been communicated to Trust Officers and answered as part of the governor development session and discussion regarding the performance dashboard.
The response in relation to the Electronic Patient Record question would be included as part of the next Chairman’s Newsletter. **ACTION - MO**

The Chairman suggested that the FTGA Essential Brief document ‘Productivity can be good for patients - a governors guide to hospital productivity’ should be debated at the next Forum.

2010/60 NOMINATIONS COMMITTEE

i. Minutes

The Nominations Committee minutes from the meeting held on 4th August 2010 would be circulated in due course. **ACTION – KR**

The advertisement for an additional Non Executive Director would be placed in early October, with the interviews scheduled for early December. The Trust would be seeking a Non Executive with a background in primary care, health academia or finance/accountancy. The Chairman informed the Council that the Nominations Committee had agreed that should there be two suitable candidates they would be appointed as part of the succession planning for 2011. Ratification of any appointment would be sought at the extraordinary Council of Governors to be held on 1st December 2010.

The Nominations Committee had also discussed the Chairman and Non-executive Director appraisals.

2010/61 MEMBERSHIP DEVELOPMENT GROUP

i. Minutes

The Council of Governors RECEIVED the minutes from the meeting held on 24th August 2010.

ii. Governor Chair Commentary (Cynthia Shaw, Public Governor Wentworth North)

Cynthia Shaw, Public Governor Wentworth North, expressed disappointment that only 230 members had responded to the survey within ‘Your Choice’, although it was indicated by others that the number of responses as a percentage of those issued was actually very good in ‘direct marketing terms’.

It was noted that a new membership leaflet had been produced to reflect the diverse community the Trust served.

The Trust’s and the Groups aim now were to engage current Members, rather than increase numbers.

iii. Issues for escalation

There were no issues for escalation to the Council of Governors.
i. Minutes

The Council of Governors RECEIVED the minutes from the meeting held on 1st September 2010.

ii. Governor Chair Commentary (Dennis Wray, Public Governor for Rother Valley West)

Dennis Wray, Public Governor for Rother Valley West, reported that the action plan to address the results of the national inpatient survey had been considered by the Group. It had been agreed that exception reports would be provided to the Patient Safety and Experience Governor and Members Group on any of the actions in the plan.

Feedback from the monthly walk rounds with the Senior Nurses had also been provided, with recent topics having been nutrition and pressure sores.

The Chief of Rotherham Hospitals had provided an update and presentation regarding the actions being taken to resolve some of the difficulties which had been raised by the Governors in relation to the Fracture Clinic.

iii. Issues for escalation

There were no issues for escalation to the Council of Governors.

2010/63 ISSUES TO BE ESCALATED TO BOARD OF DIRECTORS

The issues for escalation to the Board of Directors were:

• TIA’s and breast feeding initiation from the dashboard
• Timeliness of discharge medication

ACTION - MO

2010/64 QUESTIONS FROM THE AUDIENCE

There were no members of the public present for this section of the agenda.

2010/65 ANY OTHER BUSINESS

i. Governor & Non Executive Director Walk Rounds

The programme of Governor and Non Executive Director walk rounds had commenced in August, with areas visited to date having been Sterile Services, the main hospital kitchen, Ward B6, Healthcare for Older People, and Portering Services. Should any Governor wish to join the visits they were requested to contact the Corporate Governance Manager.

ACTION – ALL TO NOTE

ii. 1st December 2010

It was NOTED that prior to the Governors Forum to be held on 1st December 2010 there would be an extraordinary Council of Governors
meeting in order to approve the appointment of the new Non-
executive Director.

**ACTION – ALL TO NOTE**

iii. **Regional Governors Event – Wakefield**

The next Regional Governors event would be held on Friday 15\textsuperscript{th} October 2010 at Wakefield. Four places had been made available and anyone interested in attending the event were requested to contact the Corporate Governance Manager as soon as possible in order that places could be reserved.

**ACTION – ALL TO NOTE**

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<tr>
<th>2010/66</th>
<th>FOR INFORMATION</th>
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<td>The Council of Governors received the dates for various meetings during 2010 and 2011.</td>
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<th>2010/67</th>
<th>DATE OF NEXT MEETING</th>
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<td></td>
<td>The next meeting of the Council of Governors would be held on Wednesday 12\textsuperscript{th} January 2011 commencing at 5pm, with a short extraordinary Council of Governors to be held prior to the Governors Forum on 1\textsuperscript{st} December 2010.</td>
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