THE ROTHERHAM NHS FOUNDATION TRUST

Minutes of the Council of Governors Meeting
Wednesday 17th September 2008 – Holiday Inn

Present:
- Margaret Oldfield, Chairman
- Anthony Hercock, Vice-Chair
- Kerry Rogers, Company Secretary

Public Governors:
- Sylvia Bird, Public Governor for Rotherham North
- Peter Brader, Public Governor for Wentworth South
- Jim Bristow, Public Governor for ‘Rest of England’
- Anna Chester, Public Governor for Rotherham South
- Jean Dearden, Public Governor for Wentworth South
- Patricia Draycott, Public Governor for Rotherham North
- Jean Flanagan, Partner Governor for Sheffield Hallam University
- Jan Frith, Public Governor for Rest of England
- Margaret Marshall, Public Governor for Rother Valley South
- Alan Thompson, Public Governor for Rotherham South
- Lewis Vizard, Public Governor for 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 & Dental
- Julie D’Silva, Staff Governor for Professional Nurses & Midwives
- Jill Ward, Staff Governor for Other Health Professionals

Partner Governors:
- Joan Green, Public Governor for Wentworth Valley
- Antony Hayne, Public Governor for Wentworth Valley
- Michael Jennings, Partner Governor for University of Sheffield
- Lee Marshall, Staff Governor for Support Staff to Healthcare
- John Radford, Partner Governor for Rotherham PCT
- Terry Sharman, Partner Governor for RMBC
- Steve Turnbull, Partner Governor for Rotherham Partnership
- Janet Wheatley, Partner Governor for Voluntary Action Rotherham
- Tabia Yasseen, Partner Governor REMA

Apologies:
- Joan Green, Public Governor for Wentworth Valley
- Antony Hayne, Public Governor for Wentworth Valley
- Michael Jennings, Partner Governor for University of Sheffield
- Lee Marshall, Staff Governor for Support Staff to Healthcare
- John Radford, Partner Governor for Rotherham PCT
- Terry Sharman, Partner Governor for RMBC
- Steve Turnbull, Partner Governor for Rotherham Partnership
- Janet Wheatley, Partner Governor for Voluntary Action Rotherham
- Tabia Yasseen, Partner Governor REMA

Absent (no apologies)

In Attendance:
- Vicky Muff, Corporate Secretariat
- Val Lindsay (member)
1. **WELCOME**

Mrs Oldfield welcomed everyone to the meeting, and hoped members were able to stay to for the Strategy presentation by Brian James followed by the Annual General Meeting.

2. **DECLARATION OF INTERESTS**

Sylvia Bird to be added to the register of interest for the SARC Management Group.

**ACTION: KR**

3. **MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on the 9th July 2008 were accepted as a correct record subject to the following amendment. Item should read:

*Mr Hercock – an interest in agenda item 7.*

4. **MATTERS ARISING**

**Summary Report Regarding Hand Washing and the Use of Alcohol Gel**

As requested at the last meeting the Council of Governors received a briefing paper regarding the above.

Governors heard that the Chief Executive of the NHS would be visiting the Trust on the 18th September to pass on his congratulations regarding the Trust's impressive results in reducing infection rates.

**Results of Patient’s X-rays to GPs**

Kerry Rogers reported that Brian James had looked into the problem of GP’s having to wait 10 days for patient’s X-ray results. The Trust is planning to inform patients of their X-ray results at the same time as GP’s, which it is hoped will be implemented as soon as possible.

5. **APPROVAL OF RE-APPOINTMENT OF NON EXECUTIVE DIRECTORS**

The Council of Governors received a report relating to the above.

Mrs Oldfield stated that Neil MacDonald and Julie Hickton had made outstanding contributions to the Board and that following recommendations of the Nominations Committee, Governors were asked to approve reappointment for a second term, for a period of 4 years. A discussion took place and this recommendation was ratified.

6. **FOUNDATION TRUST GOVERNORS ASSOCIATION NOMINEES**

The Trust had now joined the Foundation Trust Governors Association with effect from the 1st September 2008, initially for one year. Two members were required with a third as standby. A Membership Voting Paper was circulated with the papers listing the three volunteers. Members were asked to vote and return the form to Kerry Rogers. The results would be communicated to those volunteering.

7. **REPORT TO MEMBER ENGAGEMENT RESEARCH PROJECT**

A paper written by Anna Chester was received by the Council of Governors.

Margaret Oldfield stated that the report contained some very positive ideas which could be progressed. The Group said that ‘Your Choice’ was a very useful piece of information and
positive feedback from the Rotherham Show also stated this fact.

The Governors suggested passing copies of ‘Your Choice’ on to friends and copies distributed to GP and Dental practices as a way of encouraging membership.

8. CONSIDERATION OF STAKEHOLDER GOVERNOR APPLICATION

Margaret Oldfield reported that she had received a request from Age Concern regarding them becoming a Stakeholder Governor.

Margaret Oldfield suggested a small group be set up to look at the broader Constitution which would include a review of public constituencies and partner governors composition.

Jean Dearden asked if there was a timespan for Stakeholder involvement as Governors. Margaret Oldfield said that this should be looked at when reviewing the Constitution.

Jean Dearden asked if there was a definition of a Stakeholder. Margaret Oldfield replied they are a group of organisations who we have working relationships with. We do need to consider which groups we have as Stakeholders as part of a review.

Lewis Vizard wanted to know if Public Governors had to be the majority. Kerry Rogers confirmed they had.

Margaret Oldfield said we would write back to Age Concern and inform them of our intentions to review the constitution and stakeholder governorship.

9. HEALTH CARE COMMISSION DASHBOARD

The National Targets 2008/09, July Scorecard was received by the Governors, who welcomed the format with minor improvements suggested with regard to ensuring clarity around actual targets e.g. stroke

10. CORPORATE OBJECTIVES DASHBOARD

A progress report and a table of the Corporate Objectives were received by the Governors. Everyone found this to be useful information.

11. GOVERNOR DEVELOPMENT PROGRAMME

Margaret Oldfield thanked everyone who had taken part on the above programme to date. Kerry Rogers explained that a new timetable would be set to:

- Suit all new Governors
- Help existing Governors
- Help Governors learn more about the Organisation

Some suggestions put forward by the Governors:

- Need as much notice as possible
- Staff Governors find it difficult to take time out of work and travel is difficult in winter.
- Need to know which Governors are attending which event
Jean Flanagan wanted to know if there was an opportunity to share the programme with other Trusts. Margaret Oldfield said that this suggestion could be raised at the Regional Event to establish if there was any interest.

It was agreed the session content would be consolidated and governors surveyed on weekday/time of day preferences, in order to progress the programme from April. New governors would be contacted individually in the interim.

**ACTION: KR**

12. NOMINATION AND REMUNERATION COMMITTEE

- The minutes were tabled at the meeting for information.
- Jean Dearden went through the minutes which were then ratified by the Group.

13. MEMBERSHIP COMMUNICATIONS AND DEVELOPMENT GROUP

Anna Chester (Chair of the above group) thanked everyone who had contributed to the Rotherham Show and gave a brief update on the work of the Group.

14. HEALTHCARE COMMISSION ANNUAL HEALTH CHECK SUB GROUP

Sylvia Bird provided a brief update of progress.

15. ANY OTHER BUSINESS

Regional Governor Event – 29th September 2008
Governors confirmed attendance:-
Margaret Marshall, Sylvia Bird, Patricia Draycott, Lewis Vizard and Dennis Wray.
Any problems regarding transport to be advised to Kerry Rogers.

16. ISSUES TO BE ESCALATED TO BOARD OF DIRECTORS

On behalf of the Group Lewis Vizard requested less use of acronyms,

17. ITEMS FOR INFORMATION

‘Your Guide to the Proposed NHS Constitution’ was received by Members.

Margaret Oldfield informed Members that the document was out for consultation and the Trust will be formally responding. Members were invited to respond and this could be done on a personal level, as a Governor, or as the Council of Governors. Kerry Rogers asked for any comments by the 1st October.

18. DATE AND TIME OF NEXT MEETING

The next meeting will be held on the 28th January 2009 at 5:00pm, with an hour pre-meet at which the Chair will attend for the first half hour in order to highlight areas of suggested focus/debate.