THE ROTHERHAM NHS FOUNDATION TRUST

Minutes from the Council of Governors Meeting
Wednesday 9 July 2008 – Lecture Theatre, PGME

Present
Margaret Oldfield, Chairman
Anthony Hercock, Vice-Chair

Public Governors
Sylvia Bird, Public Governor for Rotherham North
Peter Brader, Public Governor for Wentworth South
Anna Chester, Public Governor for Rotherham South
Patricia Draycott, Public Governor for Rotherham North
Jan Frith, Public Governor for Rest of England
Margaret Marshall, Public Governor for Rother Valley South
Lewis Vizard, Public Governor for Wentworth North
Sandra Waterfield, Public Governor for Rother Valley South
Dennis Wray, Public Governor for Rother Valley West

Staff Governors
Julie D’Silva, Staff Governor for Professional Nurses & Midwives
Lee Marshall, Staff Governor for Support staff to Healthcare
Jill Ward, Staff Governor for Other Health Professionals

Partner Governors
John Radford, Partner Governor for Rotherham PCT
Terry Sharman, Partner Governor for RMBC (left during item 6)
Janet Wheatley, Partner Governor for Voluntary Action Rotherham

Company Secretary
Kerry Rogers

In Attendance
Brian James, Chief Executive
Mathew Lowry, Chief of Finance
Mike Pinkerton, Chief of Business Development
Patricia Bain, Deputy Chief Quality & Standards, Governance & Safety
John Cartwright, Director Estates & Facilities
Giles Bloomer, Non-Executive Director
Nigel Ruff, Non-Executive Director
Val Lindsay, Formerly Partner Governor for PPI Forum

Apologies
Jim Bristow, Public Governor for Rest of England
Jean Dearden, Public Governor for Wentworth South
Jean Flanagan, Partner Governor for Sheffield Hallam University
Joan Green, Public Governor for Wentworth Valley
Antony Hayne, Public Governor for Wentworth Valley
Alan Thompson, Public Governor for Rotherham South
Anthony Wilkinson, Public Governor for Rother Valley West
Maria Dixon, Membership Manager
Jackie Bird, Chief Nurse
Jenny Wilson, Chief Operating Officer
Graham Briggs, Director Human Resources

Absent (no apologies)
Michael Jennings, Partner Governor for University of Sheffield
Steve Turnbull, Partner Governor for Rotherham Partnership
1. Welcome

Mrs Oldfield extended a welcome to the new governors attending their first Council of governor
meeting. Mrs Oldfield stated that a number of governors had stood down since the last meeting, in
recognition of the role they had performed a letter had been on behalf of the council of Governors,
encouraging them to remain involved as members.

Announcements

No announcements were made.

2. Declaration of Interests

Mr Hercock an interest in agenda item 7b.

3. Minutes of the last meeting

Approval of the Council of Governors meeting held on 16 April 2008
Page 2, item 5, paragraph 3 was amended to read “Margaret Oldfield Chair: The Contract for
provision of radiology services at the primary care walk in centre has been awarded to Care UK”

Page 6, item 6, paragraph 7, final sentence was amended to read “The Trust is committed to
openness and transparency, but we don’t want to overload you with information.”

Page 7, item 6, paragraph Rotherham PCT Mrs Oldfield’s response was amended to add: “It
should be noted that the PCT has to demonstrate contestability when it goes out to tender for
services.”

Matters Arising

Page 6, item 12: The away day and dinner will take place on 17 September 2008. The regional
governor event is to be hosted by RDaSH on 29 September 2008 between 10.00 am and 3.00 pm
at the St Catherine Hospital, Tickhill Road, Doncaster.

Page 9, item 13: Guide to Foundation Trust Accounts. A question was asked with regard to
whether the Trust paid VAT. Mr Lowry (Chief of Finance) reported that the Trust was a net
contributor on a small scale.

Page 10, item 13: Smoking. Several governors reported seeing people smoking outside the main
entrance. Mr Cartwright (Director Estates and Facilities) stated that the Smoking Wardens were
due to return shortly and that the situation was monitored. It was too costly to provide a Smoking
Warden service on a continuous basis, therefore they were utilised periodically.

Page 10, item 13, Parkinson’s Disease Nurse: An update was requested regarding the Parkinson
Disease Nurse post. Mrs D’Silva stated that she understood that a significant proportion of the
work had transferred with the post holder to the Rotherham Primary Care Trust and the
Rotherham foundation Trust would be able to absorb the remaining work within existing resources,
therefore there may not be any need for a replacement post.

Post meeting note: this vacant post has been filled by Joanne Rose, Vascular Assess Sister.

4. Quarterly Executive update

Strategy

Mrs Chester (Public Governor) stated that it would be particularly useful for new governors to be
informed of the standards to set the context within which update reports are provided e.g. the
Chief Executive reported that the Trusts waiting times have been recognised through the
Healthcare Commission Inpatient Survey as being the best in country. Mr Lowry (Chief of Finance) suggested that the Board Healthcare Commission performance report would indicate progression against Monitor targets and the Healthcare Commission standards. This report is to be provided to governors with future papers.

**ACTION: Mr Lowry**

Mr Radford (Partner Governor) commented that from a commissioners view point the Trust performance on waiting times was outstanding, drawing in work from outside Rotherham and was to be congratulated. Mrs Oldfield confirmed that although the Trust was attracting patients from outside Rotherham that would not detract from the services provided to the Rotherham population.

Mrs Draycott (Public Governor) enquired whether some services were performing better than others. Mr James (Chief Executive) responded that referrals were increasing in most areas and that Clinical Directors had been requested to develop plans to indicate how they would flex their services to ensure they could continue to manage waiting times as referrals increase.

**Finance & Performance Report**

Mrs Chester (Public Governor) asked that in the light of the £3.7m income and expenditure surplus for 2007/08 what the actual planned surplus had been. Mr Lowry (Chief of Finance) reported that the planned surplus had been £100,000. £1.5m had been held back as contingency and explained that there were a variety of factors that had influenced the actual surplus. One of the benefits of being a Foundation Trust was that any surplus could be carried over to the next year, as any investments e.g. IT have to be funded by the Trust, therefore surplus is a positive outcome as it provides opportunity for development and investment. Mrs Chester commented that the surplus appeared to have arisen in an ad hoc way. Mr Lowry responded the Trust had not anticipated such a significant difference in the number of referrals as a result of patient choice coupled with the decreased waiting times. The Trust had moved from a deficit position 3 years ago to a surplus position. Mr James (Chief Executive) stated that the Trust would publish its plans for investing from surpluses. Mrs Chester enquired whether surpluses could be used to invest in more staff if needed. Mr James responded the nursing and midwifery review was complete and that the Trust would move in a measured way to implement ideal levels of staffing and skill mix on wards to remedy current shortfalls.

Mrs Marshall (Public Governor) asked whether the Trust was planning to test patients for MRSA prior to admission. Mr Lowry responded that the Trust was planning to commence testing of elective patients this year, with some areas like orthopaedics already testing patients. The Trust also plans to test non-elective patients in the future. Mr James commented that the Trust had seen a 46% reduction in hospital acquired C. Difficile last year and that we were on track to achieve the trajectory of a further 20% reduction this year. The continued reduction was due to the commitment of staff. Several governors requested further information with regard to the appropriateness of using hand gel or soap and water to prevent the spread of MRSA and C. Difficile infections. It was agreed that Professor Al-Wali would be asked to provide a short briefing paper for governors.

**ACTION: Professor Al-Wali**

**Quality & Standards**

Inpatient Survey: Mr James (Chief Executive) explained the Inpatient survey process.

Nursing & Midwifery Review: Clarification and status of the abbreviation JC&NC were sought by Mrs Chester (Public Governor); Mr James responded that is stood for Joint Consultation and Negotiation Committee i.e. unions. Mrs Oldfield reported that the review had been conducted in the best interest of patients; however it had been a difficult exercise to carry out. Implementation would take 3 years and would be carried out as carefully and sensitively as possible. Improving patient safety and the patient experiences was a corporate objective thus very important. Mrs Marshall (Public Governor) enquired whether the hospital maternity service was feeling pressure due to migrants. Mr James responded the Trust provides both hospital and community
maternity services, no pressures were currently being experienced by the hospital services, although there was an increase in the number of deliveries.

Complaints: Mrs Oldfield informed governors that complaints were monitored by the Board of Directors. The Trust wanted to encourage people to inform the Trust of their comments and concerns as well as complaints. Mr James commented that the Trust had recognised the need to invest in leadership programmes for staff to support improvement in the way in which care is planned and delivered.

Forward Planning: Mrs Oldfield reminded members that the Annual Plan had been discussed at the April meeting. The current plan was for delivery of the last year of the Service Development Plan (SDS1), SDS2 would be agreed shortly, taking into account the implications of the Darzi report. A summary of the Darzi report had been provided in the meeting papers, however it would undoubtedly be a regular topic over the next couple of years.

Mrs Waterfield (Public Governor) asked why it took 10 days for GPs to be informed of the result of X-rays taken at the hospital. Mr James (Chief Executive) stated he would feed back the question to the Radiology Department. Mr Pinkerton (Chief of Business Development) responded that within 12 months the Trust should be able to move from paper based systems to ‘real time’ electronic ordering and reporting of X-rays to GPs.

**ACTION:** Brian James

Mrs Ward (Staff Governor) enquired about tariff based on best practice. Mr Pinkerton reported that the Darzi – Next Stage review equated to a 10 year strategy and plan where average would not be acceptable, higher quality healthcare was to be provided. A higher tariff was to be paid to reward best practice (quality), however the overall tariff would be reduced to drive up quality. A new measure was to be introduced initially for hip replacement and cataract surgery (Patient Reporting Outcome measure – PROM) whereby patients would evaluate various aspects of care and rate after intervention. In addition efficiency is to be improved as the tariff will only reflect success e.g. payment will not be made to trusts when operations are cancelled. The quality tariff % increase would be 3% i.e. £3m for this Trust. A focus group is to be convened in September, and the Membership Manager will be inviting members and governors to participate to help them understand the business planning process. The groups will give Governors a chance to canvass member views and help them formulate their thoughts prior to inputting to the annual Plan.

Operational Support – Site Utilisation Plan: Mrs Oldfield stated this was a major development for the Trust, designed to improve the quality of accommodation in general and with regard to privacy and dignity. Thanks were expressed to those governors who had visited and commented on the mock up en-suite 4 bedded bay facility on ward A6. Mr Cartwright informed that the plan would achieve better segregation via the provision of multi bed bays and single rooms, the target was to achieve 50% single rooms. A programme of improvements for the next 4 years had been developed with full funding for year one and the remaining 3 years almost funded.

Mrs Ward (Staff Governor) asked if OCRM was being brought into the main hospital. Mr James (Chief Executive) responded that work was underway with the Rotherham PCT to agree an appropriate care pathway and agree the service specification identifying what would be required in order to consider the appropriateness of keeping the current separate facility.

Mr Cartwright reported that enquiries from external sources had been received with regard to their use of the Trust site. Sheffield Renal services would be utilising this site. RDaSH who provide services from the RFT site were looking to relocate, should they move services from this site this would result in a significant amount of accommodation being released to the Trust.

Mr Cartwright reported that the Trust had been offered a place on the 3rd wave of the NHS Carbon Management programme, one of 50 hospitals going through the process. The Trust has received £2m for a combined heat and power plant which would help to reduce our carbon emissions by
1500 tons per year. Going forward would be assisted by a baseline being set and a forward plan agreed.

At this point of the meeting the following left: Brian James, Mike Pinkerton, John Cartwright and Patricia Bain.

5. Governor items

King’s Fund Foundation Trust Governors Association
Further to discussion Mrs Chester (Public Governor) proposed the Trust joins the Kings Fund initially for one year. It was AGREED to join from September 2008 for one year and evaluate the usefulness of membership. Mrs Rogers was asked to confirm requirements and seek nominations from governors.

ACTION: Mrs Rogers

Vice-Chair / Deputy Chair role
Mrs Oldfield opened the discussion by outlining Monitor’s Foundation Trust arrangements. A variety of views were expressed by governors resulting in a suggestion being made by Mrs Chester (Public Governor) that the Kings Fund be used to establish what the practice is within other Trusts i.e. whether a governor is the vice chair of the Council of Governors. Mrs Oldfield stated that there were other sources that could also be used e.g. Foundation Trust Network. The item would be discussed again at the December meeting.

Annual Business Plan – priority setting procedures
Mrs Chester (Public Governor) stated an invitation would be extended to governors and members to be involved in a Business Planning group (task and finish style group) to support the priority setting agenda for the Annual business Plan.

6. Membership Communications and Development group

Minutes for Information
Mrs Chester (Chair of the MCDC Group) reported the group was well supported by Trust staff but not as well by governors. The group had now become a reference group and the work that has been undertaken by the Membership Manager has had a positive impact externally. Mrs Chester invited governors to join the group and to also support recruitment of new members at the Rotherham show on 6 and 7 September 2008 at Clifton Park.

Mrs Oldfield commented on the minutes of 14 May, page 2, item 3 Area Assemblies to ascertain the level of commitment from governors prior to Mrs Rogers making a formal request to Rotherham Metropolitan Council for a standing invitation to area assembly meetings. It was established that members of the Rotherham Primary Care Trust Health Promotion Team attend the area assemblies and feed queries back to relevant parties within the health community. Further to discussion it was AGREED not to pursue an invitation for governors to attend area assemblies on the understanding that the issue could be revisited as required.

Page 2 items School Project: Mrs Oldfield reminded that children under 16 were not included in the Trust constitution. Discussion ensued as to the reasoning behind the recruitment of under 16’s as potential members with transfer to full membership at age 16. It was highlighted that they were not official members, and do not have voting rights, but are on a database to receive a communication on their 16th birthday with a membership welcome pack.

Page 4 item 6, second paragraph: Mrs Oldfield informed that any communication / information sent out bearing the logo of the Trust must have Trust approval.

7. Healthcare Commission Annual Health Check sub group
Minutes for Information
No issues were discussed.

Mrs Bird (Public Governor) reported that she had visited and viewed the Sexual Assault and Referral Centre (SARC) and that visits could be arranged for other interested governors too.

8. Council of Governors Effectiveness Review

Action Plan
The Action Plan had been provided for information and progress was acknowledged.

Community Engagement
It was highlighted to members that Maria Dixon had made contact with all Governors providing details of community groups who were interested in Governor talks and had developed a toolkit to facilitate such talks.

Member Communications
It was highlighted to members that the MCD Committee were keen to engage more Governors in recruiting members and influencing communications with Governors.

Board to Board Sessions
Mrs Oldfield highlighted that Executive Directors attended Council of Governor meetings, the away day would involve the Board of Directors and Governors and that the Annual General meeting involved both the Board of Directors and Council of Governors. Further to discussion it was AGREED that if needed, additional meetings could be arranged, however at the present time there was no requirement for additional arrangements to be made.

9. Any Other Business

Room Layout
Overall the revised room layout was seen to have been an improvement however further consideration should be given to better positioning of the directors.

ACTION: Ms Dixon

Acoustics were poor and the use of microphones should be pursued.

ACTION: Ms Dixon

Mrs Oldfield apologised for the late delivery of papers.

Mrs Oldfield expressed thanks to those governors who had attended at short notice, the Audit Commission event held at Wakefield on Monday 7 July.

10. Issues to be escalated to Board of Directors

No items were for escalation.

11. Items for Information

Monitor Report: developing the role of Foundation Trust Governors.

12. Date and time of next meeting

5:15pm, 17th September 2008 at the Holiday Inn