MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON WEDNESDAY
12TH JANUARY 2011 IN THE LECTURE THEATRE, ROTHERHAM HOSPITAL

Present: Margaret Oldfield, Chairman
Kerry Rogers, Company Secretary

Public Governors: Sylvia Bird, Public Governor for Rotherham North
Anna Chester, Public Governor for Rotherham 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
Dennis Wray, Public Governor for Rother Valley West

Staff Governors: Beverly Doane, Staff Governor for Other Staff Class

Partner Governors: John Doyle, Partner Governor for RMBC
Jean Flanagan, Partner Governor for Sheffield Hallam University
Carole Haywood, Partner Governor for Rotherham Partnership
John Radford, Partner Governor for NHS Rotherham
Janet Wheatley, Partner Governor for Voluntary Action Rotherham

Apologies: Firas Al-Modaris, Staff Governor for Medical and Dental
Peter Brader, Public Governor for Wentworth South
Julie D'Silva, Staff Governor for Professional Nurses & Midwives
Jean Dearden, Public Governor for Wentworth South
Shelley Fell-Bowers, Partner Governor for Learning and Skills Council
Anthony Hayne, Public Governor for Wentworth Valley
Michael Jennings, Partner Governor for Sheffield University
Caroline Rollitt, Partner Governor for South Yorkshire Police
John Wainwright, Partner Governor for Barnsley and Rotherham
Chamber of Commerce
Jill Ward, Staff Governor for Other Health Professionals
Anthony Wilkinson, Public Governor for Rother Valley West
Taiba Yasseen, Partner Governor for REMA

In attendance: Jackie Bird, Chief of Quality and Standards/Chief Nurse
Giles Bloomer, Non-executive Director
John Hoskin, Chief Financial Officer
Andy Irvine, Chief of Community Services
Brian James, Chief Executive
Dawn Stewart, Corporate Governance Manager (minutes)
Mark Trumper, Chief of Transformation

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

2011/01 WELCOME AND ANNOUNCEMENTS

The Chairman informed the Council of Governors that due to a change in responsibilities at South Yorkshire Police Caroline Rollitt will be standing down as Partner Governor. Caroline was thanked for her contributions during
her time as a governor and the Trust looked forward to working with her replacement.

The Chairman took the opportunity to thank the Governors who had attended the extraordinary meeting on 9th December 2010 to ratify the three Non-executive Director appointments despite the challenging weather conditions.

The recruitment process for the post of Chairman would commence in April, with interviews and formal ratification by the Council of Governors to take place in July 2011.

2011/02 QUORACY CHECK

The meeting was agreed to be quorate.

2011/03 DECLARATION OF INTEREST

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

2011/04 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on Wednesday, 15th September 2010 were agreed as a correct record.

2011/05 MATTERS ARISING

i. Performance Dashboard (minute 2010/57 refers)

All issues escalated to the Board of Directors had been discussed with updates provided as part of the November 2010 Chairman’s newsletter to Governors. Patient medication would be discussed at the January 2011 Patient Safety and Experience Governor Group.

ii. Nominations Committee Minutes (minute 2010/60 refers)

The minutes from the August 2010 nominations committee had been circulated as part of the November Chairman’s newsletter and were also provided as part of the meeting papers for the January Council of Governors meeting.

iii. Issues to be Escalated to the Board of Directors (minute 2010/63 refers)

As noted earlier, all issues which had been escalated to the Board of Directors.

2011/06 MINUTES OF EXTRAORDINARY MEETING

The minutes of the extraordinary meeting held on Thursday, 9th December 2010 were agreed as a correct record.

2011/07 MATTERS ARISING

There were no matters arising from these minutes.
EXECUTIVE DIRECTOR UPDATES

The Council of Governors welcomed to the meeting the Chief Executive and Executive Directors to provide information on current activities.

i. **Chief Executive (Brian James)**

The Council of Governors NOTED the report from the Chief Executive which included information in relation to:

- Transforming Community Services (to be covered as part of a later agenda item)
- EPR – it was noted that the Chief of Transformation had taken Executive Director Lead responsibility for the project.
- New front entrance (to be covered as part of a later agenda item)
- The impact of the adverse weather – a number of services had been stood down or severely interrupted for a number of days. The Walk in Centre (managed through a third party contract by NHSR) had also closed on a number of occasions due to high demand
- Winter planning, Swine flu and Norovirus – there had been no MRSA cases for the year to date. During recent weeks there had been a number of swine flu cases at the Trust. The Infection Control Team were commended on the management of infections during the difficult period
- Equity and Excellence : Liberating the NHS – information on the New Operating Framework was provided in the report and also that provided by the Chief of Business Development
- Financial position – the Trust remained behind its financial plan, and there had been recent pressures due to the adverse weather and additional demand on non-elective activity which had required an additional 50 beds to be opened and elective admissions cancelled.
- New job planning framework – consultation had commenced in relation to the new framework for job planning for medical staff
- Closure of Wharncliffe Ward – the ward had closed as planned, however bed numbers had broadly not changed as the Alternative Level of Care Ward had opened earlier in the year
- Restructuring of Corporate Services – the restructuring had resulted in 37 compulsory redundancies
- New Mortuary – this would be covered as part of a later agenda item
- Visit by Minister of Health for Kurdistan – the Trust had been part of a visit to local hospitals facilitated by Sheffield Hallam University
- A Board to Board meeting with NHS Rotherham had taken place on 13th December 2010 where the Trust had provided information on the management systems underpinning corporate governance and assurance
ii. Chief of Community Services (Andy Irvine)

The Council of Governors received an update on the following areas of service integration:

- Rotherham Community Health Services

  The business case had been approved by the Board of Directors on 11th January 2011. This business case, supporting information and self-certification would be submitted to Monitor for approval to proceed. Transitional plans, development of governance arrangements and communication with all staff would continue with the aim to transfer services by 1st April 2011.

- Bassetlaw Community Services

  The Trust had been successful in winning the contract to provide Bassetlaw Community Services and was currently in the early stages of the due diligence process. The Council of Governors recognised that the contract was a major achievement as it would open the opportunity for the Trust to provide services outside its immediate boundary.

- Doncaster Dental Access Centre and Out of Hours Service

  The contract for the dental services did not require any evidence or self-assessment by the Board of Directors to be submitted to Monitor and would be treated as a clinical service contract.

The Council of Governors noted the three transactions/contracts and questioned the work being undertaken to merge cultures of a number of different organisations. It was confirmed that Rotherham Community Services staff had been involved in the consultation process and transitional plans being developed and were looking forward to joining the Trust. Management teams from each organisation were working together on immediate integration plans.

iii. Chief Financial Officer (John Hoskin)

The Council of Governors received the report which provided an update on the latest financial position.

As at the end of November 2010 the Trust was £3.2m adverse to plan in terms of net surplus (all income less all expenditure) and was in a breakeven position (excluding one off restructuring costs of £1.4m). At the November 2010 Board of Directors meeting a financial reforecast for the remainder of the year had been approved with the aim for an end of year breakeven position.
The Council of Governors were provided with information on a number of key issues relating to:

- Elective treatment – planned elective growth was not being realised due to a combination of PCT caps on activity, decreasing referral growth and a tightening of the system due to the economic climate
- Non elective treatment – although there had been an increase in demand for unscheduled and emergency services there had been no increase in corresponding income
- Child Health - the Special Care Baby Unit had been significantly underutilised, however the cost to maintain the unit remained constant as it formed part of the regional network contract

A number of actions had been taken to date to improve the financial position including the restructuring of corporate services, closure of one ward (following opening of the Alternative Level of Care ward), improvements to pre-operative booking processes, reduction of non-essential non-clinical expenditure and freezing non-essential recruitment.

A summit had been held involving 100 key members of clinical and managerial staff to look at opportunities for 2011/12, with a significant number of additional options being taken forward or further explored. However, the future remained challenging for the Trust.

The Council of Governors would remain updated on the financial position and information from the business planning process, which had been recently undertaken, and would support the future position, would be provided to the Governors. The Chief Financial Officer indicated that he would be available outside the meeting to answer any specific questions from individual Governors.

**ACTION – ALL TO NOTE**

iv. **Chief of Quality and Standards/Chief Nurse (Jackie Bird)**

The Chief of Quality and Standards/Chief Nurse provided a short presentation on Quality Accounts.

The Governors were requested to identify three new quality improvement areas for review, with one from each area of Patient Safety, Clinical Effectiveness and Patient Experience. Due to service integration the wider care pathways would need to be considered as part of any review.

The Governors were provided with a number of suggested areas for each category, however Governors were requested to reflect on the requirements and provide their individual suggestions on areas for review to the Corporate Governance Manager.

**ACTION – ALL TO NOTE**
v. Chief of Business Development (Mike Pinkerton)

Tabled at the meeting was additional information relating to the New Operating Framework. The Chief of Business Development, who was unable to attend the meeting, would be available to answer any further questions outside the meeting as necessary.

**ACTION – ALL TO NOTE**

vi. Chief of Transformation (Mark Trumper)

The Council of Governors received a presentation on the latest position on the various transformation schemes at the Trust.

The main entrance had been completed on time and on budget and had been receiving positive comments from staff and patients. The Council of Governors concurred that the facilities were a significant improvement on those previously provided. The Governors asked if use of the Health Information facilities would be open to other support agencies. It was confirmed that the Trust was in discussions with an aim to provide additional information and support to patient and carers. The television screens would also be utilised for sharing of information and health promotion.

Commencement of the ward refurbishments had been delayed as a consequence of the need to undertake additional work to review patient pathways and consider the impact of unscheduled care/service integration. The Governors who had attended the Future Ward workshop were thanked for their contributions which would be used to support the refurbishment programmes.

The designs for the new mortuary facilities were presented, with planning applications to be submitted to RMBC.

**2011/09 PERFORMANCE DASHBOARD**

The Council of Governors RECEIVED and NOTED the quarterly performance dashboard for the period July – September 2010, which also included more recent performance data for November 2010.

The Council of Governors NOTED that the MRSA screening target of 100% was the Trust's own internal target, which current achievement of 98.04% for quarter 2. Achievement against the Monitor target remained at 100%. In addition from November 2010 MRSA Screening had been extended to non-elective admissions.

The Council of Governors indicated that the complaints information was proving to be more beneficial in its current presentation format and the Governor training session on complaints had provided the opportunity to clarify issues and gain a wider understanding of the processes.

Initiation of breast feeding within 48 hours was improving; however patient choice remained a high factor in delivery of this target.
Achievement of the TIA (transient ischemic attack) target was improving and additional work was being undertaken to ensure that the NHS Rotherham target of 60% would be achieved by quarter 4.

2011/10  FTGA ESSENTIAL BRIEF 13 – PRODUCTIVITY CAN BE GOOD FOR PATIENTS

The Council of Governors RECEIVED the essential brief 13. Governors indicated that it had been difficult to find the links on the FTGA website as described in the brief. Dawn Stewart would review access and would update the Governors via the next Chairman’s Newsletter.

ACTION - DS

2011/11  STANDING ORDERS

The Council of Governors SUPPORTED the recommendation that in order to assess the implications from service integration its Standing Orders would be reviewed in six month’s time.

ACTION - KR

2011/12  FTGA SUBSCRIPTIONS

The Council of Governors considered continued membership of the FTGA.

Having reviewed the options and costs at their pre-meeting the Council of Governors indicated that due to the current economic climate it would be prudent for the Trust not to renew its subscription.

The Chairman and Company Secretary would make the final decision upon notification of renewal of the subscription and confirmed that any decision would be reviewed annually and would be based upon the financial position.

ACTION – MO/KR

2011/13  NOMINATIONS COMMITTEE

i. Minutes

The minutes from the last meeting held on 4th August 2010 were received.

It was reported that considerable progress had been made since that meeting with the interview and appointment of three Non-executive Directors as outlined in the minutes form the extraordinary Council of Governors meeting held on 9th December 2010. The calibre of the applicants had been high and the advertisement and interview process had been undertaken using internal resources and at a reduced cost to that of an external agency.

2011/14  MEMBERSHIP DEVELOPMENT GROUP

i. Minutes

The Council of Governors RECEIVED the minutes from the meeting held on Tuesday 23rd November 2010.
ii. Governor Chair Commentary (Cynthia Shaw, Public Governor Wentworth North)

It was noted that a decision had been taken to reduce the number of Your Choice Newsletters in 2011 and reallocation of the funding to undertake other membership activities.

iii. Issues for escalation

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

2011/15 PATIENT SAFETY & EXPERIENCE GOVERNOR GROUP

i. Minutes/ Governor Chair Commentary (Dennis Wray, Public Governor for Rother Valley West)

Due to the adverse weather conditions the December 2010 meeting had been rescheduled for 13\textsuperscript{th} January 2011. The Chief Pharmacist had been invited to discuss a number of issues raised by Governors relating to Pharmacy services.

2011/16 ISSUES TO BE ESCALATED TO BOARD OF DIRECTORS

There were no issues which were required for escalation to the Board of Directors.

2011/17 QUESTIONS FROM THE AUDIENCE

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

2011/18 ANY OTHER BUSINESS

i. Athena Awards

Carole Haywood, Partner Governor informed the Council of Governors that the Rotherham Partnership would be supporting the Athena Awards. Any nominations would be required by 24\textsuperscript{th} January with the presentation ceremony taking place on 25\textsuperscript{th} February 2011.

ACTION – ALL TO NOTE

ii. Aspiring Governor Event

An Aspiring Governor event would be held on Tuesday 25\textsuperscript{th} January 2011 commencing at 5.30pm. Jan Frith and Dennis Wray indicated their willingness to support the event.

iii. Venue and Layout for Council of Governor meetings

The Council of Governors indicated their preference to hold the meetings in the Lecture Theatre rather than at Woodside.

2011/19 FOR INFORMATION

The Council of Governors received the dates for various meetings during 2011.
DATE OF NEXT MEETING

The next meeting of the Council of Governors would be held on Wednesday 13th April 2011 commencing at 5pm in the Lecture Theatre, Rotherham General Hospital.