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| **Council of Governors (Public) Minutes – 14 June 2018** |
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Chair:

Prof. Dianne Willcocks

**Public Governors:**

 Mrs Jeanette Anness, Ryedale and East Yorkshire

 Mr Andrew Butler, Ryedale & East Yorkshire

 Mrs Helen Fields, City of York

 Mr Stephen Hinchliffe, Whitby

 Mrs Margaret Jackson, City of York

 Mrs Sheila Miller, Ryedale & East Yorkshire

 Mr Michael Reakes, City of York

 Mr Clive Neale, Bridlington

 Mrs Pat Stovell, Bridlington

 Mrs Catherine Thompson, Hambleton

Mr Robert Wright, York

**Appointed Governors**

 Ms Dawn Clements, Hospices

Cllr Chris Pearson, NYCC

Mr Gerry Richardson, University of York

**Staff Governors**

 Dr Andrew Bennett, Scarborough/Bridlington

Mrs Sharon Hurst, Community

 Mr Mick Lee, York

Mrs Jill Sykes, York

**Attendance**

 Mr Mike Proctor, Chief Executive

Mr Brian Golding, Director of Estates & Facilities

Ms Polly McMeekin, Deputy Director of HR

 Mrs Lynda Provins, Foundation Trust Secretary

Mrs Jennie Adams, Non-executive Director, York Teaching Hospital

 Mrs Jenny McAleese, Non-executive Director

Apologies for Absence:

Apologies were received from the following:

Mrs Ann Bolland, Selby

Mr Roland Chilvers, Selby

Mr John Cook, York

Mrs Helen Noble, Scarborough/Bridlington

Ms Libby Raper, Non-executive Director

Mr Mike Sweet, Non-executive Director

**18/01 Chair’s Introduction and Welcome**

Prof. Willcocks welcomed everyone to the meeting.

**18/02 Declarations of Interest**

There was one change to the declaration of interests noted:

Mrs Thompson no longer works for NHSE; she is employed by West Yorkshire and Harrogate Health and Care Partnership STP.

**18/03 Chief Executive Update**

Mr Proctor provided his first update as Chief Executive and wished to pay tribute to Mr Crowley and thank him for all his work as Chief Executive. Mr Proctor’s role is to provide a smooth transition to the new Chief Executive who is in the process of being recruited. He noted that the Governors will have the opportunity to be included in the recruitment process. Mr Proctor stated that he could not afford to be passive on some things and he is consulting with the Board on some acting appointments. The changes include; Mr Bertram will be deputy Chief Executive, Ms McMeekin will be Acting Director of HR and take on all the workforce and OD portfolios and Mrs Brown who will be Acting Director of Communications to enable communications to become an integral part of the way the Trust works.

Mr Proctor stated that he will also be strengthening the site management at Scarborough Hospital following a listening exercise and there will be some changes to the way the management team is split, but this will be presented to the Board at the end of the month.

Mr Proctor stated that although the financial turnaround plan was successful, the Trust was not able to access the STF monies last year. He noted the outturn position for this year was better and that there was a bit more understanding from NHSI around the provision of services at Scarborough. The agreed control total is £14.3m, which if achieved will deliver £12.5m STF funding. The plan is judged on a quarterly basis and the first 2 months of the year have been good so hopefully the Trust has a chance to achieve quarter 1, but it will get tougher as the year progresses especially if the pressures continue.

The Trust has handed over Scarborough & Ryedale Community Services to Humber and there has also been a reduction in the number of OPD clinics provided at Whitby.

Mr Proctor noted that Mr Golding had provided a detailed update around the ADM in the private session. He stated that the pension arrangements element remains outstanding, but assured the Governors that the intention is to provide an equivalent total rewards package if new staff cannot access the NHS pension.

Mr Proctor stated that he had recently attended a University of York dinner which was about ambitious plans around creating nursing leaders of the future. However, he raised that the Trust also needs followers as only 5 nurses were taken on from the last output. He noted that Scarborough’s nursing turnover is low at 7% (national average is 10 to 11%), but that is still approximately 40 vacancies to fill. Therefore the Trust is working with Coventry University to ensure more nurses are trained in Scarborough.

Mr Proctor also highlighted another new role which the Trust is looking to recruit, which is Physicians Associates. These are biomedical graduates who do a 2 year programme so that they can do some of the tasks junior doctors do. The Trust has plans to recruit 12 to 15.

Mr Proctor stated that the Trust has plans to make better links with the STP through Simon Pleydell although he did stress that he currently chairs the STP Workforce Group. The Digital Group has not met yet and he noted that Mr Golding attends the Capital Group.

Mr Proctor stated that following the NHSI investigation the Trust is developing an action plan.

Mr Wright applauded the efforts to balance the books last year and Mr Proctor confirmed that the CIP level was approximately £23m which was the same as last year. He noted that the Trust is moving to an aligned incentive contract (AIC) with the CCGs which has been debated at Board and will be signed off once a series of risk management arrangements have been agreed. The AIC is about providing an incentive to work in a different way and makes the system work together.

Mr Wright stated that it was a substantial level of CIP required both last year and this year. However, Mr Proctor stated that this is actually the ninth year of CIP delivery and the hope is that without the need to monitor contracts, this will release some staff in the CCGs to assist delivery.

Mr Butler asked if there was any substantive change to the STF and Mr Proctor explained that it was linked to finance 70% and performance 30% the same as last year, however, there is more hope that we can meet it this year.

Mrs Fields asked how existing medical staff were reacting to the Physicians Associates and Mr Proctor stated that they were mostly engaged as the Trust had previously introduced the ACPs which were seen to be a benefit. He also noted the gaps in the junior doctor rotas. Prof. Willcocks stated that it was about a change in culture.

Cllr Pearson asked how much teaching of junior nurses the Trust engaged in and Mr Proctor stated that there is a lot and that the Trust has an in-house education team, but that an apprenticeship programme was also being developed.

Mr Reakes asked about the high level of spend on agency staffing and whether the bank shift app is being used. Mr Thomas confirmed that the app was being trialed in Paediatrics and ED at Scarborough and will be live in a couple of week’s time.

Mr Richardson asked about skill mix and how it will be judged whether the Physicians Associates are value for money. Mr Proctor stated that this move was new to the Trust, but the information has been based on skill set and degree of competence and he noted colleagues from the Hull York Medical School were already using the roles. He noted that this will be about safety and that these are not additional roles, but will replace gaps.

Mrs Thompson asked about the salary and whether nurses were concerned. Mr Proctor explained that the ACPs are paid more than the Physicians Associates.

## 18/04 Minutes of the meeting held on the 8 March 2018

The minutes of the meeting held on the 8 March 2018 were agreed as a correct record subject to the following amendment:

Page 13, 4th paragraph – Mr Reakes stated that this would be clarified if it was changed to read ‘Mr Reakes noted multi-parametric MRI scans for diagnosis in urology per nhs.uk/news/cancer dated January 20,2017 and asked if a budget to acquire a suitable scanner could be found at the Malton Urology Centre.

Mrs Thompson noted that she attended the last meeting, but was not on the minutes.

## 18/05 Matters arising from the minutes

No matters arising were discussed.

## 18/06 Update from the Private Meeting held earlier

Prof. Willcocks provided the following update:

* 2 NEDs are due to leave, Mike Sweet in June and Libby Raper in July;
* Approval was received for Mike Keaney to be Vice Chair, Mike Keaney and Jennie Adams were reappointed for a further year and the 2 Associate NEDs will become substantive from the 1 July 2018;
* The Chair’s appraisal;
* An update on the ADM by Mr Golding.

## 18/07 Governors Reports

**Lead Governor Report -** Mrs Jackson stated that the NHS Providers Governor Conference slides can be found on the website and there were some very useful questions for Governors to ask in relation to STPs. She stated that she had asked for Mr Proctor to think about how Governors could be involved in the STP

**Out of Hospital Care** – It was noted that Ginny Russel has been asked to attend the next meeting to provide a presentation on Community Nursing Workforce Redesign. It was noted that work was taking place to reduce the numbers of stranded patients and that this is linked to frailty assessment and SAFER. Mr Reed noted that City of York and NYCC are both looking at discharges, but that there is also now a focus on ‘super’ stranded patients which are those who are in over 21 days.

**Action: Ginny Russell to be asked to attend the next meeting to provide a presentation on Community Nursing Workforce Redesign.**

Mrs Miller noted that care homes were struggling and it was also noted that the visa cap being lifted would help with staffing. Mr Reed noted that both Local Authorities pay above the national average.

Mrs Anness stated that the Trust may be able to learn lessons from Humber who seem to be better developed at mobile working.

**Transport Group** – No questions were raised.

**Fairness Forum** – Dog passports were discussed and it was noted that animals need to have a passport to be able to enter certain parts of the Trust. It was noted the animals are in great demand and do make a difference to patients.

It was confirmed the Selby celebrations on the 7 July were going ahead.

Prof. Willcocks noted the Council’s condolences to Mrs Bolland and their appreciation for the work done by Mr Bolland as a volunteer as both Mr and Mrs Bolland had given a lot of their time to the Trust.

**Arts Strategy Group** – No questions were raised.

## 18/08 Emergency Care Standard (ECS)

Mr Thomas stated that 30% of the STF was based on achieving the ECS target which was staggered for this year but was much more achievable for the Trust. The target required 95% to be achieved in March 2019. Mr Thomas stated that April had been challenging, but that May had been the busiest month for ten years with 8000 attendances across both sites. York was seeing 300 patients most days and usually only saw between 240 to 260. Scarborough was seeing 180 to 190 patients and usually was around the 160 to 180 mark. Mr Thomas also noted challenges with staffing.

In relation to York there are going to be some changes to the Front door, but Scarborough needed a new emergency assessment unit so a bid had gone in for STP capital funds.

Work was being done to look at processes and Mr Thomas stated that it was a really demanding job to keep patients moving through the department. He stated that there was a really positive conversation being held with YAS in terms of what they could bring to the Trust, but also which patients they could divert down another route.

Mr Neale stated that he had heard that there were problems with ambulance handovers. Mr Thomas stated that some of this was to do with the IT system and the issues were being teased out and addressed.

Mrs Anness stated that she had heard an interesting radio programme about a paramedic helping with a cohort of patients who regularly came to ED. Mr Thomas stated that work is being done with frequent attenders and that YAS had one of the highest non-conveyance rates in the country already.

Mrs Anness also raised that some patients in waiting areas did not understand that patients for other areas were sat in the same waiting area. Mr Thomas stated that signage is being looked at.

Mr Wright asked why May was the busiest month and Mr Thomas stated that it was the minor injuries which had increased and that work was ongoing to improve non-admitted breaches.

Prof. Willcocks thanked Mr Thomas for his very positive presentation.

## 18/09 Utilisation of Community Hospitals

Mr Reed provided an overview of the paper which had been in response to questions from Mrs Bolland following a site visit which highlighted under utilised space. Mr Reed stated that the paper covered 4 hospitals and that each one had space which was rented by other providers. The space data was on the last page and was broken down by total space which was different to some of the other reports in the Trust. It was also noted that the staffing data was reviewed the same as the way it is for acute wards.

Mr Richardson asked whether the LOS figures were as expected and Mr Reed stated that they the figures had gone down a couple of years ago when there were changes to the Community Discharge Teams. He noted that the LOS figures benchmark well.

Prof. Willcocks asked what kept him awake at night and Mr Reed responded that there is nothing that worries him, but it is about continuing to improve care and do more in the patient’s own home.

Mrs Jackson stated that Mrs Bolland also asked about the Urology one stop at Malton only being opened 3 days a week and it was explained that dermatology also use it and that other services were fighting for capacity.

Mr Richardson asked about the quality of discharge if LOS was reducing. Mr Reed stated that it was much the same as 2 years ago. It was very much about getting patients back to their base line and safe to be returned home to continue with rehab.

Mr Butler thanked Mr Reed for the exemplar paper. The challenge for the Board was to make the best use of space at Bridlington especially when other services like ED were crying out for space. Prof. Willcocks stated that she would pick this up with the Board.

## 18/10 Trust Charity Presentation

Mrs Clegg introduced the team and provided a handout. The presentation was to give the Council a better understanding of the Charity which sits alongside the Trust. She provided some examples of fundraising activities. Mrs Clegg noted that all the hospitals are covered by the Charity and they work closely with the Friends Groups which are independent charities.

Mrs Richardson stated that she was community based and focused on supporting groups and individuals fundraising activities. She spent time talking to groups and raising awareness of the Charity. Mrs Richardson stated that she works closely with the Corporate Improvement Team on the Inspire Project and has managed to support 17 out of the 20 applications this year. She also noted that the Trust holds campaigns and events such as the 3 Peaks challenge.

Ms Bulman provides corporate fundraising support and develops relationships with the Trust’s contractors like Kier and Enterprise. She noted that the Trust is currently the Charity of the year for 4 local Co-ops and Marks and Spencers in the city centre. Her work is based on a lot of networking and making presentations to companies.

The team works with departments to upgrade areas including the dementia friendly work, the resurfacing of the helipad in Scarborough and the new sensory room at York.

Mrs Clegg thanked the Governors for the scheduled 70 tea party which would support the Charity.

Ms Clements asked if the Charity has a target and Mrs Clegg stated that the Trust is working on analysing where the money comes from which will inform the target and also what percentage it is of the Trust’s running costs. Ms Clements stated that the legacy income element was massively untapped and Mrs Clegg agreed especially as the legacy income had fallen. She noted that the Trust is linking into Will Writing Week and has some proactive plans in place.

Mrs Miller thanked the team for the money given to some of the research projects.

The Council discussed the Inspire and Educational Bursary projects and the team noted that they do approach a number of different organisations for partnership and fundraising opportunities. Mrs Clegg also noted that the back page of Staff Matters is dedicated to the work that the Charity does.

Prof. Willcocks thanked the team for their very informative presentation.

## 18/11 Governor Elections Update (Internal)

Mrs Provins stated that as yet the election dates in the paper were provisional as she still needed to agree them with the Electoral Reform Society.

## 18/12 Membership Development Group Update

Mr Reakes noted that a poster format would be discussed at the next meeting and that this would be a useful way of getting new members as it could be posted around the Trust and in GP surgeries.

## 18/13 Constitutional Review Group Update

Mrs Provins noted that the Group had discussed the following:

* Out of Area Constituencies – decision taken not to change the constitution.
* Constitution review was taking place and the amendments would be brought to the Council once the whole constitution had been reviewed.
* The discussion on the Whitby Governor – she noted that the discussions about having a Whitby Governor would be put on hold as she was pleased to note that Mr Hinchliffe would be reapplying for a further term in the forthcoming elections.

## 18/14 Any Other Business

There was a discussion about mental health provision at York and Mrs Jackson was interested to know what was happening. Mr Golding will check on the information that has been in the press and provide some clarity.

**Action: Mr Golding to provide some clarity around what is happening with Mental Health provision at York.**

## 18/15 Time and Date of the next meeting

The next meeting will be held on 21 September 2018 at Malton Rugby Club, Old Malton Road, MaltonYO17 7EY

**ACTION LOG**

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| **Date of Meeting**  | **Action**  | **Responsible Officer** | **Due Date** | **Comment** |
| 06.12.16 | Mrs Provins to explore the use of NHS staff discounts for members | Mrs Provins | 15.06.17 | Following discussions with North Lincs & Goole - looking at NHS Discounts |
| 07.12.17 | Mrs Provins to include a TAPE process update on the September 2018 agenda. | Mrs Provins | Sep-18 | On agenda |
| 08.03.18 | Constitution Review Group to reconsider having an out of area constituency | Mrs Provins | May-18 | Discussed at the meeting on the 16 May - same conclusion drawn.  |
| 08.03.18 | ADM to be put on the next agenda | Mrs Provins | Jun-18 |  On agenda |
| 08.03.18 | Chief Executive slot to be put at the end of the agenda | Mrs Provins | Jun-18 |  N/A |
| 14.06.18 | Ginny Russell to be asked to attend the next meeting to provide presentation on Community Nursing Workforce Redesign. | Mrs Provins | Sept-18 | On agenda |
| 14.06.18 | Mr Golding to provide some clarity around what is happening with Mental Health provision at York. | Mr Golding | Sept 18 | On Sept agenda |