

Minutes of the Meeting of the York Teaching Hospital NHS Foundation Trust Council of Governors, held in Public on 12th March 2014 in the Breast Screening Conference Room, The York Hospital.

Present at the meeting

Chairman of the meeting:

Mr Alan Rose, Chairman

Public Governors:

Mr Terry Atherton, Bridlington
Mrs Jeanette Anness, Ryedale & East Yorkshire
Mr Paul Baines, City of York
Mrs Ann Bolland, Selby
Mr Andrew Butler, Selby
Dr Jane Dalton, Hambleton District
Mrs Helen Mackman, City of York
Mrs Helen Fields, City of York
Mr Stephen Hinchliffe, Whitby
Mrs Margaret Jackson, City of York
Mrs Sheila Miller, Ryedale & East Yorkshire
Dr Jenny Moreton, Ryedale and East Yorkshire
Mr David Wheeler, Scarborough
Mrs Sue Wellington, Scarborough

Appointed Governors:

Councillor Michael Beckett, North Yorkshire & York Forum
Dr Rowena Jacobs, University of York
Councillor Caroline Patmore, North Yorkshire County Council
Councillor Joseph Riches, City of York Council

Staff Governors:

No Staff Governors were able to attend

Attendance:

Mrs Kay Gamble, Lead for public engagement
Mrs Anna Pridmore, Foundation Trust Secretary
Mr P Crowley, Chief Executive
Mrs Libby Raper, Non-executive Director
Mr Michael Sweet, Non-executive Director
Professor Dianne Willcocks, Non-executive Director

Apologies for absence:

Apologies were received from the following governors:

Mrs Helen Noble, Scarborough/Bridlington
Ms Dee Sharpe, East Riding of York Council
Mr Les North, Community Staff
Mrs Penelope Worsley, City of York

14/01 Chairman's introduction

The Chairman welcomed members of the public and the Non-executive Directors and staff to the Council of Governors meeting

14/02 Declarations of Interest

There were no amendments to the declarations of interests. The Council of Governors noted the document.

14/03 Minutes of Council of Governors Private Meeting –11 December2013

The minutes were approved as a true record of the meeting.

14/04 Matters Arising from the Minutes

There were no matters arising from the minutes.

14/05 Update from the private meeting

Mr Rose advised that the meeting had discussed the communication with members and a new style membership letter will be published in May. It will be sent to all members by email, be available on the website and available from other organisations.

Mr Rose advised that the meeting had discussed the Chairman's appraisal. Mr Rose confirmed that he had let the meeting for the discussion which was led by Mrs Mackman. Mrs Mackman confirmed that the Council of Governors had approved the appraisal of the Chairman.

Mr Rose advised that the meeting had approved the terms of reference for the Community Services Group.

Finally Mr Rose advised that two governors had left the Council of Governors since the Governors had last met. Mr John Roberts, who was a Staff Governor, had left to take up further education and Mr Jim Carder, who represented Bridlington, had resigned due to ill health. Mr Rose thanked both Governors for their contribution during their time on the Council of Governors.

14/06 Chief Executive Report

Mr Rose asked Mr Crowley to update the Council of Governors on key developments in the organisation that have taken place since the last meeting of

the Council of Governors.

Financial position—At the end of February the Trust was £1.4m in surplus, which was £1m adrift from plan. This is a challenge to ensure we deliver our planned surplus for the end of the year. Governors should take into account that an increasing number of Foundation Trusts are in financial difficulty and so the position is relatively good, but continued pressure on achieving the expectations is required. The Cost Improvement Plan (CIP) for this year is £25m and Mr Crowley was able to report that this target has been achieved, but a significant element of it is non-recurrent. Mr Crowley advised that the CIP could be as large as £30m next year.

Performance – The scorecard is very positive for this month. The Trust has declared to Monitor and commissioners that there will be a planned failure of the 18-weeks target in February and March. This is to address the imbalance between demand and capacity. There is an increasing number of patients that are waiting longer than 32 weeks (“long waiters”); some of this increase is a result of patient choice, that is the Trust has offered an appointment to the patient, but the patient has chosen not to take it; some are patients with very complex cases. The Trust has requested the support of the intensive support team to review the management of 18-weeks and a review is being undertaken to consider to what degree planning matches community planning. Mr Crowley added that the Trust has in place a core patient database (CPD) that supports the planning; the database is a live system, so the Trust can never be in a position where it over reports. Mr Crowley added that there is also a more focused project being planned around capacity and how the Trust reports 18-weeks.

Mr Crowley advised that there were some issues around cancer targets, specifically “breast symptomatic” at Scarborough Hospital. The issue is that the service needs 2 days per week, but at present the staff that are in place can only deliver the service 1 day per week. The patients have been given the option of being treated at York Hospital, but have chosen to wait and be treated in Scarborough Hospital. The Trust is currently in the process of recruiting a further Radiologist to address the shortage in staff.

Mr Crowley advised that he was confident that the Trust would achieve the Emergency Department target this quarter. Performance had improved significantly over the last few months.

Whitby – Mr Crowley advised that notice had been served on the contract, although the contract would run for a further 12 months. It was also possible that the process for completing the tender may take longer than 12 months, so the Trust will work with the CCG to ensure there is continuity of service until the tender process is completed. The Council of Governors discussed the approach and confirmed their support.

Bridlington – Mr Crowley referred to the recent press release and commented that the medium-term plan to have an elective centre at Bridlington had the benefit of reducing the pressure at Scarborough and improves the Trust’s ability to supply elective services. The modular theatre is being brought in in April or May and the first phase of the plan has been well received by both patients and staff.

The Council of Governors asked if there were any issues around the recruitment and retention of staff to Bridlington Hospital, and would existing staff move to work in Bridlington. Mr Crowley confirmed there had been no specific issues.

The Council of Governors were very supportive of the plan and were delighted to see the hospital being so actively used. Mr Crowley added that this shows the commitment the Trust has to the east coast in ensuring that there are appropriate services available for the community. This change increases capacity and access for patients and ensures patients are treated in a timelier manner. Mr Rose added that it also improves the economics and makes the whole system more viable and sustainable.

Mr Crowley added that the Board at the next meeting would be asked to approve the project, along with the project for Maple 2, which provides more capacity on the Scarborough site.

Matron project – Mr Crowley explained that this was a natural consequence of the ‘it’s my ward’ programme; the ward sisters’ role has been redesigned, as has the matrons’ role to ensure they are concentrating on patient experience and environmental standards. The matrons have undergone a process where they been through an assessment centre and there were a small number of matrons that had not been reappointed as a result of the process. Those members of staff are now being deployed into other roles in the Trust. Work is underway to develop the new matron team. Mr Crowley commented that at the process had been challenging for all those involved.

Mr Crowley agreed he would circulate the final list of matrons when it was available to the Council of Governors.

Community Hubs – Mr Crowley described the work that was being planned in the community around the development of “community hubs”. He explained that this would create a different service model and a number of pilots were being developed. The Trust was leading two of the pilots, one in Malton and one in Selby. The Council of Governors discussed the development and asked if the Ambulance Trust would be part of the hub. Mr Crowley advised that all the parties that needed to be involved would be identified and asked to engage in the process.

Director of HR – Mr Crowley confirmed that Ms Hayward, the Director of HR, had resigned and would be taking up a post elsewhere in the NHS. She had been an asset to the Trust for over 10 years and had managed the sickness levels, introduced values-base recruitment and supported the introduction of the values in the Trust. Ms Hayward would be leaving the Trust at the end of March and the Board was now thinking about addressing the short-term so that the systems are not disrupted and the Trust continues to build on her work.

Psychiatric Liaison – Mr Crowley advised that the Trust has been working with the Leeds & York Partnership NHS Foundation Trust to develop a plan for a two-level service, one in the emergency department and one in the main body of the hospital. The Trust and Leeds & York Partnership NHS Foundation Trust have identified the cost and this would be discussed with the CCG in the near future.

14/07 The Council of Governors noted the comments and the assurance given.
Lead Governor and other Governor Reports

Mrs Mackman, as Lead Governor, referred to her report and highlighted the Governor's award at the celebration of achievement event and advised that the award would be to the team or individual within community services who has proactively involved the community in making a difference to patient services.

Mrs Mackman also congratulated Mrs Jackson who had been appointed the new Lead Governor from 1 April 2014. She wished her every success and looked forward to supporting her as a Governor in her role.

The Council of Governors led by Mr Rose as Chairman and Mrs Jackson thanked Mrs Mackman for her time as Lead Governor. Mrs Miller added that she would like to say from a new Governor's perspective the support she gave Governors was excellent.

Mrs Miller referenced the Transport Group. She asked the Governors to let her know if they hear of any incidents of patients not being aware of the concessionary system. She advised that the web page with the information about concessions was being reviewed. She also asked Governors to let her know of any transport issues they may be aware of so that they can take it back to the next meeting.

Mrs Wellington advised that the Snowdrop Ball had raised £8,000 for the Snowdrop Appeal. She thanked everyone for their contribution. Mrs Adams added her congratulations and said that the appeal now had raised £54,500.

Mrs Mackman advised that the next Patient Experience Steering Group was being held on 3rd April, she reminded Governors that they normally have a meeting in advance of the Patient Experience Steering Group to discuss what points should be raised. On this occasion the timing is a little tight, so she suggested that if there was anything Governors would like raised, if they could email her and Mrs Wellington and they would take to points to the meeting.

Mr Atherton reported that the Community Services Group had agreed the patient survey questions to be used at Malton and Selby and had met the locality Managers over the last month. The information being collected by the survey was both quantitative and qualitative and is being used in advance of the Friends and Family test being introduced to the community areas. The survey will start 30 March 2014.

The Council of Governors noted the comments made by fellow Governors. The Council of Governors also noted the reports that had been submitted.

14/08 **Assurance from and about NEDs – Libby Raper**

Ms Raper was welcomed by Mr Rose to the meeting and asked to provide a summary of the Quality and Safety Committee work (LR chairs this Board Committee).

Mrs Raper outlined the structure and purpose of the Quality and Safety Committee. She described the work that was reviewed and highlighted some of

the subject topics.

Ms Raper advised that Committee meets monthly and undertakes 'deep dives' to gain additional assurance, which it passes on to the Board. She added that the triangulation of information from the papers, the discussions and the information from the Finance and Performance Committee ensures there is richness about the assurance that the Board would not otherwise get. The Committee has over the last 12 months been reviewing the presentation of performance information and an information booklet is being developed that will have all the performance data included.

Ms Raper advised that the Quality and Safety Committee also review the Quality Report and are updated on a quarterly basis about progress towards compliance with the report. The Committee has also reviewed key national reports such as Keogh, Francis and Berwick during the year.

The Council of Governors were assured by Ms Raper's presentation and comments. They were pleased to understand the depth of the assurance the Committee seeks in advance of the Board.

The Council of Governors noted that the Trust had recently achieved Clinical Negligence Standards for Trusts (CNST) level 2 in Maternity and they wished to congratulate everyone involved.

14/09 Patient Led Assessment of Care Environment (PLACE) presentation

Mr Rose welcomed Mr Golding to the Council of Governors meeting and asked him to present his presentation.

Mr Golding reminded the Governors that PLACE replaced the Patient Environment Action Team (PEAT) and was an assessment process that required the involvement of Governors and users of our services. Mr Golding reminded the Council of Governors that the process had taken place last year and Governors had been involved. He explained the audits were carried out over a period of 6 weeks and during that time an audit is carried out at each facility.

Last year the Trust performed well, St Monica's had the weakest results, mainly because of the type of building and on the day the audit took place there was some construction work being undertaken. Mr Golding advised that he was not concerned, but he did expect the site to do better this year.

The Council of Governors recognised that this was only one audit of a number that are held in the Trust, including the leadership walkrounds, night visits and the estate walkrounds that happen at least twice a year.

The Council of Governors asked if the audits include outpatients. Mr Golding confirmed that they did.

The Council of Governors were assured by the comments made by Mr Golding and confirmed a number of them were involved in this year's audits.

14/10 Election process for the Council of Governors

Mr Rose asked Mrs Pridmore to present the paper. Mrs Pridmore advised that the paper outlined the programme for the elections that would be held later in the year. She highlighted the seats that would be included in the elections and confirmed the paper was for information.

The Council of Governors noted the report.

14/11 Governor membership of groups

Mr Rose asked Mrs Pridmore to present the paper. Mrs Pridmore explained that there were a number of Trust-led groups that were being formed and were on-going. She highlighted the list and advised that there were a couple of new groups that would be temporary that she would like Governors to put their names forward for.

The Council of Governors noted the paper and the request for volunteers to be part of various groups and confirmed that they would email Mrs Pridmore if they wished to put their names forward.

14/12 Any Other Business

There was no other business

14/13 Time and date of next meeting

The next meeting will be held on 11th June 2014 at the Lecture Theatre St Catherine's Hospice, Scarborough