



Minutes

Public Council of Governors Meeting 11 December 2024

Chair: Martin Barkley

Public Governors:

Rukmal Abeysekera, City of York; Mary Clark, City of York; Ros Shaw, City of York; Michael Reakes, City of York; Paul Gibson, East Coast of Yorkshire; Wendy Loveday, Selby; Catherine Thompson, Hambleton

Appointed Governors: Gerry Richardson, University of York; Cllr Jonathan Bibb, ERYC; Cllr Jason Rose, CYC; Elizabeth McPherson, Carers Plus; Cllr Liz Colling, NYCC

Staff Governors: Abbi Denyer, York; Julie Southwell, York; Gary Kitching, York; Franco Villani, Scarborough/Bridlington; Rebecca Bradley, Community

Attendance: Simon Morritt, Chief Executive; Andrew Bertram, Finance Director; Claire Hansen, Chief Operating Officer; Lucy Brown, Director of Communications; Jim Dillon, NED; Lynne Mellor, NED; Lorraine Boyd, NED; Helen Grantham, NED; Julie Charge, NED; Mike Taylor, Assoc. Director of Corporate Governance; Tracy Astley, Governor & Membership Manager

Presenters: Graham Titchener (item 8)

Public: 4 members of the public attended

Apologies: Beth Dale, City of York; Linda Wild, East Coast of Yorkshire; James Hayward, East Coast of Yorkshire; Jill Quinn, Dementia Forward; Adnan Faraj, Scarborough/Bridlington; Graham Healey, Scarborough/Bridlington; Dawn Parkes, Chief Nurse; Jenny McAleese, NED; Steve Holmberg, NED; Matt Morgan, NED

24/46 Chair's Introduction and Welcome

Mr Barkley welcomed everybody and declared the meeting quorate.

24/47 Declarations of Interest (DOI)

The Council acknowledged the changes to the Declarations of Interest.

24/48 Minutes of the meeting held on the 11 September 2024

The minutes of the meeting held on the 11 September 2024 were agreed as a correct record.

24/49 Matters arising from the Minutes

Action Log

- **Ref: 23/49:** The next Constituency meeting is at the Galtres Centre, Ryedale & EY, on 22 January 2025, followed by the East Coast Constituency meeting on 6 March 2025 in the Lecture Theatre, Scarborough Hospital. Action closed.
- **Ref: 24/05:** A meeting with the Change Makers has been arranged for 15 November 2024 and a follow up one will be arranged in the new year. Action closed.
- **Ref: 24/26:** Information on Maternity improvements over a longer period of time has been provided to the governors. Action closed.

24/50 Chief Executive's Report

Mr Morritt gave a summary of his report which had previously been circulated with the agenda and asked for any questions.

The Council raised the following points:

- Has the GPs action of working to their contract impacted our services? Mr Morritt replied that it has had some impact on our services, especially phlebotomy, and they are seeing more referrals.
- Is there a separate Paediatric waiting area in the new UECC at Scarborough. Mr Morritt confirmed that there is.
- How come the NHS do not standardise systems? Mr Morritt replied that we have alignment where we can, but it also allows some choice in the service.

The Council:

- **Received the report and noted its contents.**

24/51 Chair's Report

Mr Barkley gave an overview of his report which had previously been circulated with the agenda. The Council raised no further points.

The Council:

- **Received the report and noted its contents.**

24/52 Questions received from the Public

Mr Barkley stated that the questions received from the public have been answered in the agenda pack that was published on the Trust website. He added that:

- in relation to Question 3 about staff speak ups, the Board is holding a session on this to discuss it in depth.
- With regard to Haematology, a detailed briefing paper has been sent to all governors on the reasons for the changes to Haematology.
- In relation to travel and transport, these issues are mainly dealt with by the Travel & Transport Committee which feeds into the Sustainable Development Group. This group will then escalate any issues to the Executive Committee.

The Council:

- **Received the report and noted its contents.**

24/53 The Green Plan

A presentation was given by Mr Titchener around sustainability and Net Zero Goals. He spoke about the various initiatives they are working on, including LED lighting, electric vehicles, reducing clinical emissions, single-use items, carbon emissions and energy consumption. He spoke about the travel and transport initiatives, including Park and Ride, Cycle Parking and Public Transport subsidies for staff.

The Council raised the following points:

- In your data it states that Staff commute, patient and visitor travel accounts for 16% of our NHS Carbon Footprint Plus. Does that include all patients travelling to and from hospital? Mr Titchener replied that they do not control patient transport or patient numbers but can influence where patients are treated and encourage treatment closer to home. This will also reduce the number of patients who don't attend their appointments. This is still work in progress.
- Your data states that the largest component of our NHS Carbon Footprint Plus is medicines and chemicals at 34% which you want to reduce to 5-10%. How are you going to achieve this? Mr Titchener replied that an action plan has been produced showing different workstreams and the targets to aspire to. He is also looking for outside funding to initiate some of the plans. It is very much a work in progress.
- It was also highlighted the cost strain of public transport for patients and asked if anything was being done to alleviate this. Mr Titchener replied that there were initiatives in the pipeline, and they were seeking external funding in order to implement.
- In the document it asks a few times for governor involvement. How would you like the governors to support your strategy? Mr Titchener replied that the governors could discuss the green plan and email him with any suggestions to consider. Mrs Astley will provide the governors with the email address of Mr Titchener and Mr Braidley.

The Council:

- **Received the report and noted its contents.**

Action: Mrs Astley to provide the governors with the email address of Mr Titchener and Mr Braidley.

24/54 Performance Report

Mr Barkley gave a summary of his report which had previously been circulated with the agenda and highlighted issues with patient flow, diagnostics, waiting lists, and staff surveys, emphasizing the importance of addressing these concerns to improve overall service quality.

Mr Bertram reported on the trust's financial position, highlighting the challenges in delivering the efficiency program and the impact of the unfunded pay award. They are working on managing cash flow and exploring additional funding streams to address the financial pressures. He also discussed the high efficiency expected in procurement, noting that the

organization has achieved some of the highest efficiency levels in this area and highlighted the importance of maintaining these standards. He emphasized the importance of managing costs while maintaining high service standards. The organization has seen improvements in cost management over the past year and highlighted the various initiatives aimed at creating efficiencies across the organization. He mentioned that these efforts are part of a broader strategy to improve overall operational efficiency.

He also highlighted the significant improvements in workforce management, particularly in nursing, better management of vacancies, and the reduction in agency spend. He noted that teamwork across departments had led to these improvements.

The Council also discussed the increase in patient complaints and asked for a breakdown by site/department to discuss at the next meeting. Mr Barkley agreed that the team will analyse and share the data at the next meeting.

Ms Hansen gave an update on Children's Speech and Language Therapy and the challenges they are facing, noting the significant increase in referrals, and the shortage of Speech & Language Therapists, and the innovative pathway work being done to address the long waiting times. They are working on a strategy to support families and improve access to services.

The Council:

- **Received the reports and noted their contents.**

Action: Mr Barkley to ask the Patient Complaints Team to analyse and share the data with Mr Barkley who will add to the next CoG agenda meeting.

24/55 NED Assurance Questions

Mr Barkley referred to the report that had previously been circulated as part of the agenda pack.

The Council raised no further questions.

The Council:

- **Received the report and noted its contents.**

24/56 Reports from Board Committee Chairs

Quality Committee

Mrs Boyd gave a summary of the report that had previously been circulated as part of the agenda pack and stated that the issues were the same as previous, i.e. patient experience and maternity. Addressing the Board to Ward assurance and vice versa, she advised that there were Care Group teams who attended each of the Board Sub-Committees to feedback on issues and discussed. This month a team from Surgery and Family Health attended.

The Council noted that in the maternity narrative there was no negative comments about the service and commended the efforts of the teams on progress.

Resources Committee

Mrs Mellor gave a summary of the report that had previously been circulated as part of the agenda pack and highlighted areas of concern, including UECC, Diagnostics, Waiting Lists, Elective Care, and Staff Survey. Deep dives have been carried out in some areas and the results are being analysed. The Optimal Care Service continues to make a difference, but it is still early days.

With regards to efficiency, improvement continues on the Cost Improvement Programme, from procurement of utilities and drugs to the reduction in agency staff, it is all making a difference.

The Council discussed the low uptake of the flu vaccination among staff and considered whether the data collected was accurate as it did not take into account those staff who were vaccinated elsewhere. A discussion took place around effective engagement strategies to encourage staff to get vaccinated to ensure staff and patient safety. Mr Morritt confirmed that the Trust does not receive information on those staff that choose to be vaccinated elsewhere. The information collected is from those staff who are vaccinated in house.

Audit Committee

Mrs Mellor gave a summary of the report that had previously been circulated as part of the agenda pack and highlighted that the completion of the recommended actions from Internal Audit remain a concern. It is ongoing.

The Council:

- **Received the report and noted its contents.**

24/57 Governors Activities Report

Ms Abeysekera gave a summary of her report which had previously been circulated with the agenda. She highlighted the achievements of the past year, and the Volunteer Award she presented at the Trust's Annual Excellence Awards evening. She mentioned the success of the "Change Makers" program and the attendance of two Changemakers at the recent Governor Forum. She also mentioned the ongoing engagement with the Council of Governors to ensure continuous improvement and accountability.

Ms Abeysekera paid tribute to the outstanding contributions of outgoing governors, Sue Smith and Alastair Faulkner, highlighting their dedication and impact on the Council of Governors. She expressed gratitude for their service and wished them well in their future endeavours.

No further comments were made.

The Council:

- **Received the report and noted its contents.**

24/58 Draft Trust Strategy

Mr Barkley discussed the draft strategy which had previously been circulated with the agenda. He emphasized the need for continuous engagement and feedback from the Council of Governors and encouraged them to provide suggestions for improvement before the final approval in January. He discussed the importance of the strategic objectives and the annual plan and informed the Council that it is the responsibility of the senior leadership

team to produce the Annual Plan and will be an agenda item for the June meeting of the Council of Governors for information. The final version of the strategy will be approved at the Board meeting in January and will be set for the foreseeable future.

The Council asked the Board to consider reviewing the annual plan every six months instead of annually against the strategy. Mr Barkley replied that they are reviewing the progress of the Annual Plan every quarter and will clarify this in the document.

The Council highlighted that on the list of sites some units are missing. Mr Bertram replied that the list is based on beds and a lot of the units in the community do not have beds.

The Council emphasized the need for the strategy to be evidence based and to get it right first time then the strategy will only need small tweaks to continue to be relevant.

The Council:

- **Received the report and noted its contents.**

Action: Governors to email any suggestions for improvement on the strategy document to Mrs Astley or Mr Barkley before January Board.

24/59 Draft Membership Strategy

Mrs Brown presented the membership strategy, focusing on recruiting diverse members and strengthening engagement. She highlighted the collaborative efforts of the membership development group, especially Mr Reakes as chair, and sought support for the proposed objectives and action plan.

The Council agreed the strategy and action plan. It was asked that the action plan be reviewed at each meeting of the Membership Development Group meeting to ensure progress was being made.

The Council:

- **Received the report and noted its contents.**
- **Approved the Membership Strategy.**

24/60 Corporate Governance Update

Mr Taylor gave a summary of his report which had previously been circulated with the agenda.

- **Constitution Amendments:** he proposed amendments to the Constitution to ensure alignment with the NHS Constitution and address concerns raised by public members. He sought approval for the changes, including the addition of voluntary sector collaboration under co-operation with health bodies. The amends to the constitution will be reported to the Board for approval and then he can make the amends.
- **Out of Hospital Care (OHC) Group:** the Council were asked if the OHC Group should continue, or the information be reported within the Performance Report. The Council unanimously voted to keep the OHC Group going with the need for robust support for the Group and the importance of maintaining consistent meetings and work plans. Mr Taylor replied that he is working with a member of the Family Health Care Group to devise a work plan for the OHC Group. He also informed that Mrs

McPherson has agreed to chair the Group. It was also noted that more governors were needed from each of the constitutions.

The Council also discussed changing the name of the Group to something more understandable. It was agreed to take it the next Governor Forum for discussion.

Mrs Hansen reminded the Council that the Trust only looks after community services in Vale of York and the Group may want to hear from our partners, such as YAS and Humber Teaching NHS FT.

The Council:

- **Received the report and noted its contents.**
- **Ratified the Constitution subject to the approved changes to be made by Mr Taylor.**

Action: Mr Taylor will make the approved amendments to the Constitution.

Action: All governors to consider becoming part of the OHC Group and inform Mrs Astley.

Action: Mrs Astley will add OHC change of name to the next Governor Forum Agenda.

24/61 Items to Note

The Council noted the following items:

- CoG Attendance Register

24/62 Time and Date of the next meeting

The next meeting is on Thursday 13 March 2024, Malton Rugby Club