

Council of Governors 30.07.20

MEETING
30 July 2020 13:30

PUBLISHED
29 July 2020

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Teams Meeting or Meeting room 1, Main Entrance, RJA	30/07/20		13:30
1. Committee Management			13:30
1.1. Apologies		Chair	
1.2. Minutes of the Previous Meeting held on 28th May 2020		Chair	
1.3. Matters Arising		Chair	
1.4. Declarations of Interest		Chair	
2. Board Reflection		All	13:40
3. Governance			
3.1. Council of Governors Self Assessment (Presentation)		Trust Secretary	13:50
3.2. Council of Governors Annual Report 2019-20			
4. Items to Note			
4.1. Questions and Answers		Trust Secretary	14:00
4.2. Membership Report		Trust Secretary	14:05
4.3. Review of Work Programme		Trust Secretary	14:10
5. Any Other Business			14:15
6. Date and Time of next meeting			
6.1. 26th November 2020 - Teams Meeting - Public Board 11am / Council of Governors Meeting 1.30pm			

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6.1. 26th November 2020 - Teams Meeting - Public Board 11am / Council of Governors Meeting 1.30pm	

COUNCIL OF GOVERNORS
28TH MAY 2020

MINUTES OF THE MEETING

PRESENT:

Frank Collins
Jan Greasley
Colin Chapman
Kate Betts
Katrina Morphet
Russell Luckock
Victoria Sugden
Jan Herman Kuiper
Martin Coggon

Chair	FC
Lead Governor/Public Governor, North Wales	JG
Public Governor, Shropshire	CC
Staff Governor	KB
Public Governor - Cheshire and Merseyside	KM
Public Governor – West Midlands	RL
Public Governor – Shropshire	VS
Governor Stakeholder, Keele University	JHK
Public Governor – North Wales	MC

IN ATTENDANCE:

Stacey Keegan
Shelley Ramtuhul
Steve White
Chris Morris
Craig Macbeth
Sarah Sheppard
Chris Beacock
David Gilbert
Harry Turner
Paul Kingston

Acting Chief Executive	SK
Trust Secretary	SR
Chief Medical Officer	SW
Acting Chief Nursing and Patient Safety Officer	CM
Chief Finance and Planning Officer	CMB
Chief People Officer	SS
Non-Executive Director	CB
Non-Executive Director	DG
Non-Executive Director	HT
Non-Executive Director	PK

SECRETARY:

Gayle Murphy

PA to Trust Secretary	GM
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MINUTE No	TITLE	ACTION
	COMMITTEE MANAGEMENT	
1.1	WELCOME & APOLOGIES Apologies were received from Allen Edwards - Staff Governor, Kate Chaffey - Staff Governor, Sue Nassar - Public Governor Shropshire, William Greenwood - Public Governor Powys, Peter David - Governor Stakeholder League of Friends, Karen Calder - Governor Stakeholder Shropshire Council, Kerry Robinson - Chief Performance, Improvement and Organisational Development Officer, Rachel Hopwood - Non-Executive Director and Hilary Pepler, Board Advisor.	
1.2	MINUTES FROM THE PREVIOUS MEETING The minutes from the previous meetings held on 28 November 2019 were approved as a true record.	
1.3	MATTERS ARISING All actions from the previous meeting were recorded as complete.	
1.4	DECLARATIONS OF INTEREST There were no new declarations of interest to be declared. FC informed the Council that he would leave the meeting for agenda item 8.0 therefore HT would Chair in his absence. The Non-Executive Directors would leave	

MINUTE No	TITLE	ACTION
	for agenda item 9.0 and SK would Chair in their absence this was to avoid potential conflicts of interest.	
2.0	BOARD REFLECTION	
	<p>FC invited the Council of Governors to ask questions or offer comments following the Board of Directors meeting earlier in the day.</p> <p>KM questioned the Non-Executive Directors as to whether they had assurance in the restoration programme for the Trust and CB responded that it was difficult to gain assurance in a robust process at this point.</p> <p>FC commented that he is assured the organisation and Senior Leaders are participating appropriately and effectively in the restoration phase as directed.</p> <p>CC added that during the discussion in the Board of Directors meeting, it was intimated that RJAH was not featured in the restoration pack. He pointed out this was incorrect as RJAH were mentioned on page 110.</p> <p>HT explained that currently it is a business process not an assurance process, but this will develop into assurance. The Governors are aware that the Senior Leaders are meeting monthly regarding the emerging risks. The Risk Committee and any concerns will be referred to other Committees for interrogation and assurance.</p> <p>DG agreed that the Trust needs to be clearer on what it is returning to; before it has a robust process that it is assured on. The SLG is clearly embedded in the process set out.</p> <p>FC thanked the Council for their attendance at the Board of Directors meeting.</p> <p>The Council of Governors noted the updates in Trust Board.</p>	
3.0	CHIEF EXECUTIVE UPDATE	
	<p>SK delivered an update to the Committee.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • There is a fast paced and rapidly changing picture regarding Covid 19; • The NHS remains in a level 4 major incident, therefore the Trust has Gold, Silver and Bronze teams in place; • Within the Restoration Phase all NHS providers are being asked to restore all essential critical services i.e. oncology, neurology and cardiac services, to be better than or as good as pre Covid. For RJAH this includes tumour work, spinal surgery and trauma, which the Trust did not step down; • The next phase is the Recovery Phase which is elective orthopaedic work. The Trust is awaiting guidance, due at the beginning of June, which will allow the Trust to prioritise services; • The Trust will concentrate on priority 2 patients who need surgery in the next 4 weeks; • The Trust has had an adequate supply of PPE and work is ongoing to maintain this moving forwards; • The testing programme is with all patients and symptomatic staff to be tested; • There has been regular communication with staff and patients. <p>FC thanked SK and invited questions from the Council.</p> <p>CC expressed how impressed he was with the CEO communications on Facebook</p>	

MINUTE No	TITLE	ACTION
	<p>and with the transparency of keeping staff up to date. He noted there have been statements from SK and SS regarding support for staff. He questioned whether staff have taken up this offer.</p> <p>SS expressed that it is difficult to monitor the uptake of the support as it is mostly online but the feedback from the companies supplying the support has been positive. The next phase will be to give staff space to talk about their experiences and have some down time in a gently supported environment.</p> <p>CC stated how impressed he was with the presentation in the Board of Directors meeting and on what the Trust as a whole has achieved.</p> <p>KB emphasised that the presentation was excellent and drew attention to the other areas within the Trust that had Covid patients due to their complex medical needs; therefore it was essential to ask for their feedback alongside the staff on Ludlow Ward.</p> <p>SS thanked KB for raising this and stated there will be a survey for staff and also drop in listening sessions set up in a socially distant safe way.</p> <p>FC agreed the impact was across the organisation in a critical and multi-disciplinary sense; this needed to be acknowledged not only in thanks but also in feedback.</p> <p>FC briefed the Council with a short Chairman's update regarding the substantive Chief Executive, who remains seconded to NHSI/E until the end of September 2020. As a consequence SK has agreed to stay on acting CEO and CM to stay as Interim Chief Nurse.</p> <p>JG thanked SK and CM for stepping into these positions and offered the Governors help as and when required.</p> <p>RL emphasised how excellent the presentation in the Board of Directors meeting was and that it should be used widely across the Trust. FC agreed to use it internally and externally as appropriate.</p> <p>The Council of Governors noted the update.</p>	
4.0	EXTERNAL AUDIT ENGAGEMENT POLICY	
	<p>CMB presented the External Audit Engagement Policy for the Council to approve, as the document was due for review.</p> <p>DG confirmed the policy had already been presented to and approved by the Audit Committee</p> <p>The Council of Governors approved the policy.</p>	
5.0	QUALITY	
5.1	<p>2020 PRIORITIES AND UPDATE ON QUALITY ACCOUNTS AUDIT ACTIONS</p> <p>CM presented the summary paper on the four 2019/20 priorities that were presented to the Council last year. It was noted that there is still some work to do which will therefore move the priorities into 2020. The Trust is working hard to be outstanding against CQC metrics and to include all disciplines in this work, not just nursing.</p> <p>The following areas of work were highlighted:</p>	

MINUTE No	TITLE	ACTION
	<ul style="list-style-type: none"> Reducing inpatient falls particularly ones that result in harms; Reducing grade 2 pressure ulcers; Zero tolerance of medication errors that resulting in harms; Enhancing patient safety in Theatres and Diagnostics; Improving the detection of the deteriorating patient, therefore reducing unplanned transfer to HDU from ward areas; Reducing the delays in transfer of care so the Trust is within the tolerance of 2.5%; Improving the discharge processes. <p>SW added that the discharge process required work to build on what was already in place and a new consultant at the Trust, Geraint Thomas, has great ideas in this area and will be fully supportive.</p> <p>CC queried whether, due to current circumstances, non face to face consultations will be an issue for doctor training as it is not hands on. SW replied that this will add a new dimension for virtual clinics but there will still be opportunities to have hands on training at RJAHS with demonstration cases.</p> <p>PK reinforced the point made by CC and stated the university sector has introduced blended learning with simulation suites and a mixture of virtual and face to face learning, which is very positive for the future.</p> <p>The Council of Governors noted the update.</p>	
6.0	ITEMS TO NOTE	
6.1	<p>QUESTION AND ANSWERS</p> <p>SR stated that no questions had been submitted prior to the meeting.</p>	
6.2	<p>MEMBERSHIP REPORT</p> <p>SR provided an update on the membership for the Trust. The current membership total is 6448 which shows a 2.4% increase. The Council should note that the Trust membership target for 2020/21, set within the membership strategy, is 6769 and represents a 5% year on year increase since 2015.</p> <p>SR introduced the Report and noted:</p> <ul style="list-style-type: none"> There has been an increase of male membership which may have resulted from advertisements of membership material within the Sports Injuries clinics There has been a slight drop in members under the age of 22 <p>SR pointed out that the male/female membership graph was showing incorrect figures in the report. The correct graph would be circulated to the Council after the meeting.</p> <p>ACTION: Correct male/female membership graph to be circulated.</p> <p>JHK questioned whether the ratio of male/female patients correlated to the male/female membership figures. SR agreed to look into this and feed back to the Council.</p> <p>ACTION: Look at the ratio of male/female patients and how this correlates to the male/female membership figures.</p> <p>VS asked if it would be possible to send a communication email to members</p>	<p>TRUST SECRETARY</p> <p>TRUST SECRETARY</p>

MINUTE No	TITLE	ACTION
6.3	<p>requesting recommending family and friends to join the membership and confirming the Governors contact details. JG confirmed it would be advisable to use the generic Governor email address for security reasons. SR agreed and advised against advertising Governors personal contact details.</p> <p>JG asked if the target for membership could be revisited as due to the current Covid circumstances it would be harder to canvas and talk to potential members. FC agreed to look at an achievable target. SR stated she could not see the relevance of the 5% target as it was not achievable year on year. The target has to be achievable and confirmed so far there had been a yearly increase but not of 5%.</p> <p>ACTION: Review the annual target for Membership.</p> <p>The Council of Governors noted the Membership Report.</p> <p>WORK PROGRAMME REVIEW</p> <p>The Trust Secretary introduced the report and noted that there was only one change to the plan which was to include the presentation of the Quality Accounts in September.</p> <p>ACTION: Amend the work programme to review the presentation of the Quality Accounts at the September meeting.</p> <p>The Council of Governors noted the Work Programme Review.</p>	<p>TRUST SECRETARY</p> <p>TRUST SECRETARY</p>
7.0	ANY OTHER BUSINESS	
	<p>CC pointed out that there were comments voicing anxieties regarding Covid 19 when the CEO communications started on the staff Facebook page, but they have since reduced significantly. Being open and honest has had a huge impact on these anxieties and wanted to thank and congratulate SK.</p> <p>FC agreed and went on to explain that the CEO and Senior Leaders philosophy to talk and listen to staff and complete the communication circle is definitely working well. SK thanked CC for his comments.</p> <p>KM suggested using the Governors newsletter to highlight the Trust membership; it could include photographs and the generic Governor email address. FC agreed.</p> <p>KM went on to ask what the total of Covid deaths at the Trust was so far. SK confirmed it was 5.</p>	
8.0	COUNCIL OF GOVERNORS INTERIM PROPOSAL	
	<p>FC passed the role of Chair to HT and exited the room.</p> <p>HT highlighted that the Council was required to consider and make four decisions as set out in the paper:</p> <ul style="list-style-type: none"> Trust Chair - Recommendation for Approval The Council of Governors is asked to consider the current situation an exceptional circumstance and approve a 12 month extension to the tenure of the existing Chair. This will enable stability of the Trust's leadership and effective and robust recruitment of a replacement once the national crisis eases. <p>The Council of Governors approved the recommendation.</p>	

MINUTE No	TITLE	ACTION
	<ul style="list-style-type: none"> Governor Elections - Recommendation for Approval It is recommended that the Trust suspend any elections for a 12 month period with the next elections to be held in July 2021. This will impact on the following Governors who would have been due to stand for re-election in October 2020: <ul style="list-style-type: none"> Colin Chapman Kate Chaffey Martin Coggon <p>These Governors would still have the option of standing down if they wished.</p> <p>In addition to the above, Russell Luckock's tenure would not have been eligible for re-election as Section 13 of the constitutional rules, state, a Governor cannot 'hold office for longer than nine consecutive years or three consecutive terms each of three years'. However, in the circumstances it would be in the Trust's interests to extend his tenure to July 2021 when it is proposed elections will be held.</p> <p>The Council of Governors approved the recommendation.</p> <p>HT asked the Council if they were happy to discuss the following recommendation whilst JG was in the room. The Council confirmed they were happy to proceed.</p> <ul style="list-style-type: none"> Lead Governor - Recommendation for Approval The Council of Governors is asked to consider extending the Lead Governor's tenure for 12 months to July 2021 when it is proposed elections can take place. <p>The Council of Governors approved the recommendation.</p> <ul style="list-style-type: none"> Governor Meetings and Surgeries - Recommendation for Approval It is recommended that all future meetings of the Council of Governors are held virtually until further notice and that the Lead Governor is invited to the virtual Board Meetings each month. The Trust is looking to have in place streaming of its virtual Boards from next month onwards which Governors will be able to access. With regard to Governor Surgeries it is proposed that these cease in order to adhere to social distancing guidance. These arrangements should be kept under monthly review with usual activities re-instated as soon as the guidance changes. <p>The Council of Governors approved the recommendation.</p> <p>HT thanked the Council and passed the role of Chair to SK for the next item.</p>	
9.0	CHAIR AND NON-EXECUTIVE DIRECTOR REMUNERATION FRAMEWORK	
	<p>SK confirmed the Non Executives had left the meeting and highlighted the following points as set out in the paper:</p> <ul style="list-style-type: none"> At the end of September 2019 NHS England/Improvement issued a Remuneration Framework for Chair and Non-Executive Director pay; The framework is compulsory for NHS Trusts with salaries set by NHS E/I however it is recognised that NHS Foundation Trusts will have the prerogative to operate outside of the framework on a 'comply or explain' basis. <p>The committee is asked to:</p> <ul style="list-style-type: none"> Agree to adopt the Remuneration Framework and the associated 	

MINUTE No	TITLE	ACTION
	<p>adjustments to Non-Executive and Chair remuneration which impacts the Trust as follows – Non Executive Directors: an uplift of £759 by April 2021, Senior Independent Director: an uplift of £759 by April 2021 and Chairman: an uplift of £2000 by April 2021 and further uplift to £43,000 by April 2022</p> <p>The Council of Governors approved the recommendation.</p> <ul style="list-style-type: none"> Consider and agree the proposed increases that would be required in April 2021 to ensure compliance with the framework. <p>The Council of Governors approved the recommendation.</p>	
10.0	<p>FC returned to the room and thanked the Council and brought the meeting to a close.</p> <p>Next Meeting Thursday 30th July 2020 at 1.30pm</p>	

COUNCIL OF GOVERNORS - SUMMARY OF KEY ACTIONS

Ongoing Actions	Lead Responsibility	Progress
New Actions	Lead Responsibility	Progress
Correct male/female membership graph to be circulated	Trust Secretary	Complete
Look at the ratio of male/female patients and how this correlates to the male/female membership figures.	Trust Secretary	Complete
Revise the annual target for Membership.	Trust Secretary	Complete
Amend the work programme to review the presentation of the Quality Accounts at the September meeting.	Trust Secretary	Complete

0. Reference Information

Author:	Shelley Ramtuhul, Trust Secretary	Paper date:	30 July 2020
Executive Sponsor:	Stacey-Lea Keegan, Acting Chief Executive	Paper Category:	Governance and Quality
Paper Reviewed by:	N/A	Paper Ref:	
Forum submitted to:	Council of Governors	Paper FOIA Status:	Disclosable

1. Purpose of Paper

1.1. Why is this paper going to Council of Governors and what input is required?

This paper is presented to the Council of Governors to **note** the annual activity of the Council.

2. Executive Summary

2.1. Context

The Council of Governors has statutory and general duties with regard to holding the Non Executive Directors to account and further representing the interests of the Trust's members and the wider public.

2.2 Summary

This report sets out the activities which have been undertaken by the Council of Governors over the past year. It demonstrates how they have met their statutory and general duties throughout the year.

2.3 Conclusion

The Council of Governors have met their statutory and general duty requirements for 2019/20

3. The Main Report

3.1 Introduction

This Annual Report describes the main activities undertaken by the Council of Governors over the past year on the behalf of their members who elected them or the partner organisations who appointed them. It demonstrates how the Governors have fulfilled their general and statutory duties.

3.2 Duties of the Council of Governors

The general duties of the Council of Governors are:

- To hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and
- To represent the interests of the members of the Trust as a whole and the interests of the public (Health & Social Care Act 2012)

The Council of Governors is responsible for representing the views of Foundation Trust members and partner organisations in the governance of the Trust. They have no role in the day to day management of the Trust, but advise on strategic issues.

The Council of Governors also have a number of statutory duties, including the appointment of Non-Executive Directors, approval of the Trust's Constitution (jointly with the Board of Directors) and the approval of large "significant transactions".

The Governors do not receive any payment for the time that they spend supporting the Trust or attending the Council of Governors. They are able to have their travel costs reimbursed.

3.3 Elections / Appointments

There were elections and appointments during 2019/20 which resulted in the following Governors being appointed / elected:

Results of the Governor Elections		
Constituency	Number of vacant posts	Elected Governor
Staff Governors		
Staff	1	Allen Edwards
Public Governors		
Shropshire	2	Sue Nassar and Victoria Sugden
North Wales	1	Jan Greasley
Rest of England and Wales	1	Vacant

3.4 Meetings

The meetings of the Council of Governors are open to the public. There were four formal meetings of the Council of Governors in 2018/19. The attendance at these meetings was as follows:

Council of Governors Meetings 2019-20				
	May 2019	Jul 2019	Nov 2019	Mar 2020
Frank Collins - Chairman	✓	✓	X	Meeting cancelled due to Covid-19
Karen Calder – Stakeholder Governor Shropshire Council	✓	X	X	
Karina Wright, Stakeholder Governor Keele University	X	✓	X	
Kate Chaffey, Staff Governor	X	X	X	
Jan Greasley, Lead Governor/Public Governor North Wales	✓	✓	✓	
Russell Luckock, Public Governor West Midlands	✓	✓	X	
Sue Nassar, Public Governor Shropshire	✓	X	✓	
Peter David, Stakeholder Governor League of Friends	✓	✓	✓	
Gill Pitcher, Public Governor Shropshire	X	✓		
Victoria Sugden, Public Governor Shropshire			✓	
Julie Santy-Tomlinson, Public Governor Rest of England	Vacancy			
Allen Edwards, Staff Governor	✓	X	✓	
Colin Chapman, Public Governor Shropshire	✓	X	✓	
Katrina Morphet, Public Governor Cheshire & Merseyside	✓	X	✓	
Martin Coggon, Public Governor North Wales	✓	✓	X	
William Greenwood, Public Governor Powys	✓	✓	✓	
Kate Betts, Staff Governor	X	✓	✓	
Directors in attendance				
Mark Brandreth - Chief Executive	✓	X	✓	
Craig Macbeth - Director of Finance	X	✓	X	
Nia Jones - Director of Operations	X	X		
Sarah Bloomfield, Interim Director of Nursing	X	X		
Stacey-Lea Keegan, Interim Director of Nursing			✓	
Sarah Sheppard, Director of People	X	X	X	
Alastair Findlay - Non Executive Director	✓	X		
Kerry Robinson – Director of Strategy and Planning	X	X	✓	

David Gilburt - Non Executive Director	✓	X	✓
Steve White - Medical Director	✓	✓	✓
Chris Beacock – Non Executive Director	✓	✓	X
Harry Turner – Non Executive Director	✓	✓	X
Paul Kingston – Non Executive Director	✓	✓	X
Hilary Pepler, Board Advisor	X	✓	X

The areas covered in those meetings include:

Statutory duties

The Council:

- Approved the re-appointment of the Non Executive Director Harry Turner
- Appointed Non Executive Director Rachel Hopwood
- Considered the statutory declarations made by the Board

General Duties.

The Council held the NEDs to account for the performance of the Board and represented the views of their membership by:

- Receiving an update from the Chairman at every meeting
- Receiving regular reports on the Trust's performance from the Chief Executive
- Receiving a presentation given by the Director of Nursing on the Quality report & the auditor's report on the Quality Accounts
- Observing Non Executive interaction and challenge at the Board of Directors
- Observing presentations at the Board of Directors from the Non-Executive Director Chairs of the Finance Planning and Digital Committee, Quality & Safety Committees, Risk Management Committee and Audit Committee.
- Approving the Trust's strategy and receiving regular reports on the Trust's membership

The Governors are also able to appraise the performance of the Trust Board by; the receipt of monthly performance data, receipt of Board minutes and papers. The Governors are in regular attendance as observers at the Trust Board.

Governance

The Council:

- Agreed a work plan prior to the start of the years and reviewed it at every meeting
- Made recommendations to the Non-Executive Director Remuneration Committee
- Undertook a self-assessment.

The Council undertook NHS Provider training on how to hold the Board to account and individual members of the Council have attended various training sessions and seminars hosted by GovernWell.

3.5 Membership

The Council of Governors also have an important role to play in the recruitment of and the engagement with Foundation Trust members.

A membership strategy was developed and approved by the Council in 2015. Progress against the strategy is reported at every meeting. 2019/20 saw further increases in the Trust's membership although the target of 5% was not achieved. This has prompted discussion and review of the target to ensure at a level that is realistic. This will be reviewed by the Council during 2020/21.

3.6 Other Duties

The Governors also sit on the patient's panel, attend patient safety walkabouts and conduct sit and see observations.

4. Conclusion

Having considered the activities undertaken by the Council of Governors during 2019/20 it can be seen that they fulfilled their duties as set out in the Health and Social care Act and the Trust's constitution.

0. Reference Information

Author:	Shelley Ramtuhul, Trust Secretary	Paper date:	30 July 2020
Executive Sponsor:	Stacey Keegan, Acting Chief Executive	Paper Category:	Governance
Paper Reviewed by:		Paper Ref:	
Forum submitted to:	Council of Governors	Paper FOIA Status:	Full

1. Purpose of Paper**1.1. Why is this paper going to the Council of Governors and what input is required?**

The Council of Governors is asked to **note** the questions that have been raised by Council members since the last meeting and the answers provided by the Executive Team.

2. Executive Summary**2.1. Context**

It was agreed that any questions and answers raised by Council members in between meetings would be collated into a paper to the Council in order that all members could benefit from the information and also to ensure there was opportunity for discussion as required.

In addition it was agreed that the Council of Governors would be proactively asked if there were any items they wished the Chairman to consider for the agenda.

2.2 Summary

This paper presents the questions and answers paper. In summary:

- The Council members requested no items for the agenda
- The Council members raised 1 question in relation to the following:
 - Theft of Catalytic Converters from Patient and Staff car parks

2.3 Conclusion

The Council of Governors is asked to note the questions raised by Council members since the last meeting and the answers provided by the Executive Team.

3. Main Report

3.1. Questions and Answers

Date Raised	Raised By	Question
22.07.20	Colin Chapman	What measures are the Trust putting in place to prevent Catalytic converters being stolen from patients and staff cars?

Response Provided By: Phil Davies, Head of Estates and Facilities

The Trust cannot go into too much detail owing to the sensitivity of the task being undertaken:

The Trust is generally considered a low risk site for security related issues, but we have measures designed to prevent and deter. The Trust has CCTV on site and signage that draws site users attention to this fact. A contracted security team visit the site every night to strengthen the deterrence during quieter times; the team is also present on site over quiet times such as Christmas. Staff on site are made aware of security related issues through various communication channels to create a culture of vigilance. The Trust has achieved the Police accredited Park Mark Safer Parking Award, noting quality management and effective surveillance.

In relation to the incident on 22.07.20, we can confirm that we have gathered information to assist with a police investigation. Moving forward the Trust is investing further in modernising the CCTV system. The Trust continues to work with local security partners, sharing intelligence to introduce practices that address known security issues.

o. Reference Information

Author:	Shelley Ramtuhul, Trust Secretary	Paper date:	30 July 2020
Executive Sponsor:	Stacey Keegan, Acting Chief Executive	Paper Category:	Governance and Quality
Paper Reviewed by:	N/A	Equality Impact Status:	N/A
Forum submitted to:	Council of Governors	Paper FOIA Status:	Disclosable

1. Purpose of Paper

1.1. Why is this paper going to Council of Governors and what input is required?

This paper is presented to the Council of Governors to **note** the current membership position of the Trust.

2. Executive Summary

2.1. Context

As a Foundation Trust it is a constitutional requirement for the Trust to have a membership made up of public, staff and patient constituents. The aim is to ensure that the membership is sufficient in its size and make up to adequately represent the communities the Trust serves.

2.2. Summary

This report provides an update on Foundation Trust membership and representation in support of the membership strategy.

Further it outlines a proposed change to the annual membership increase target from a year on year increase of 5% to simply an annual year on year increase.

2.3 Conclusion

The Council of Governors is asked to **note** the information contained within this paper and **consider** and **approve** the suggested change in the membership target.

3. The Main Report

3.1. Background

This paper provides an update on membership numbers as at 30 June 2020 and on-going progress of the Trusts Public Membership Strategy.

3.2. Current Membership

The current membership total (at 30 June 2020) is 6463 which can be broken down as follows:

As at 30 June 2020	
Staff	1179
Public	4807
Total	6463

3.3. Membership Growth

The Council should note that the trust membership target for 2020/21, set within the membership strategy, is 6756 and represents a 5% year on year increase since 2015.

In June 2020 the Trust's membership stood at 6463 compared to 6434 at the close of 2019/20. This represents a 0.45% increase.

3.4 Constituencies

The breakdown of membership by public constituency, shows, as expected that Shropshire continues to provide the largest membership base.

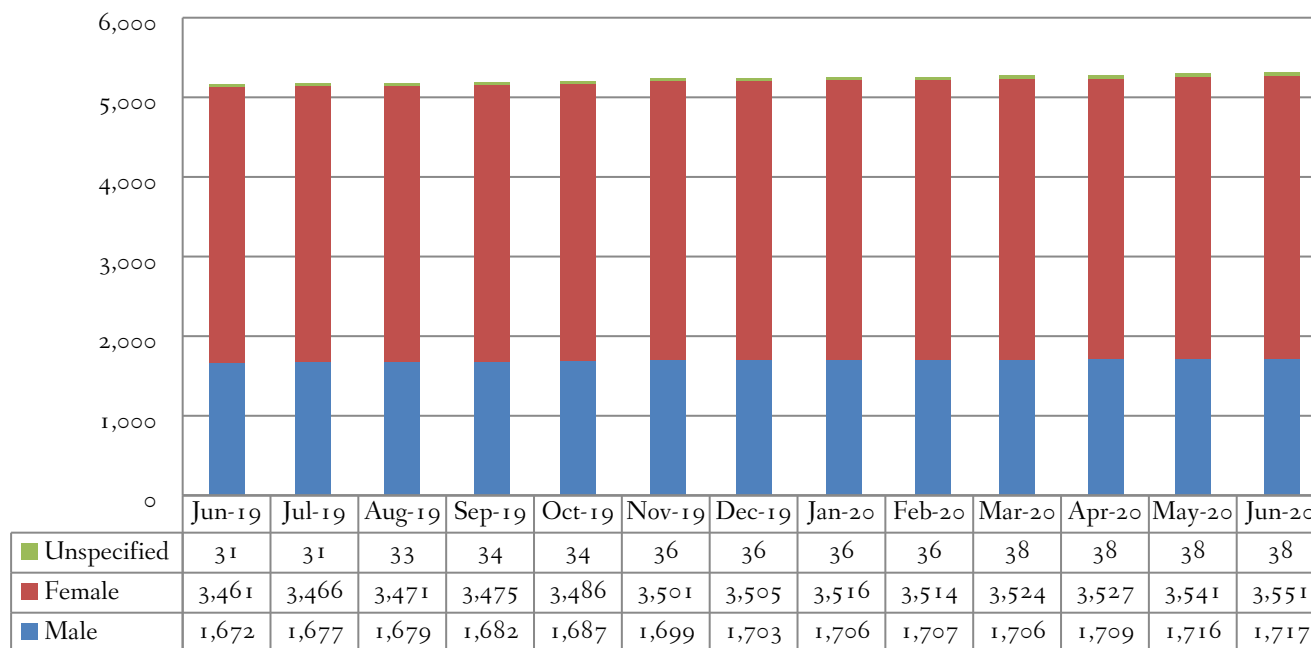
	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Cheshire & Merseyside	335	337	339	341	343	345	348	349	349	348	348	348	350
North Wales	898	899	902	904	905	913	916	919	918	920	920	924	926
Powys	530	532	534	536	535	535	536	535	533	535	536	538	538
Shropshire	2,629	2,632	2,628	2,635	2,645	2,659	2,658	2,667	2,668	2,675	2,675	2,689	2,693
West Midlands	497	496	500	503	505	510	511	512	512	511	513	514	515
Rest of England & Wales	231	232	234	234	236	235	236	237	238	240	243	242	244

Out of Trust Area	44	46	46	38	38	39	39	39	39	39	39	40	40
Total	5,164	5,174	5,183	5,191	5,207	5,236	5,244	5,258	5,257	5,268	5,274	5,295	5,306

3.5 Gender

The graph below shows the split between female and male members. This demonstrates that males remain under represented within the membership. The number of male members continues to increase albeit at a slow rate.

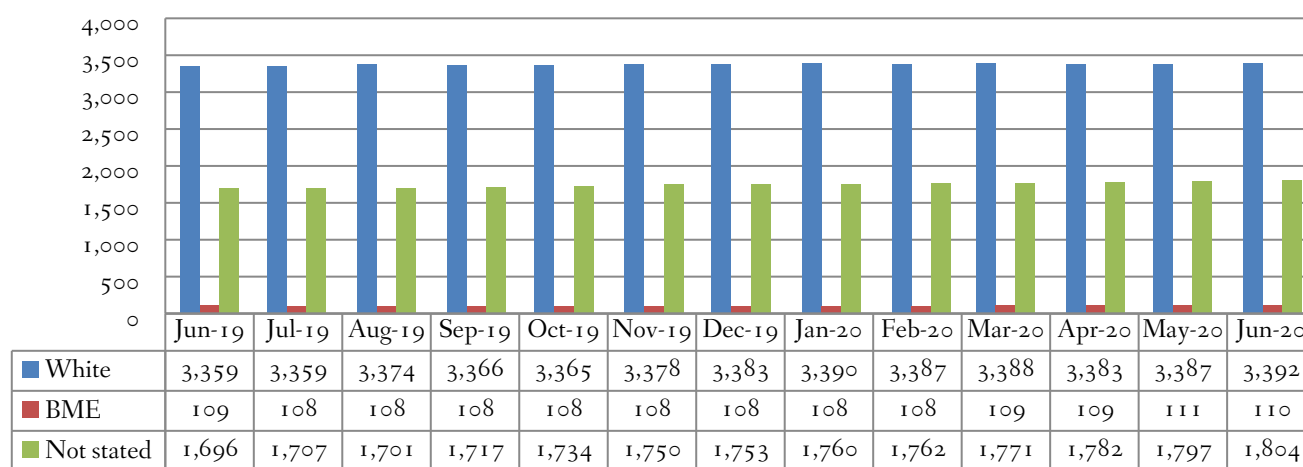
FT Public Membership - Male/Female



3.6 Ethnicity

Although relatively small numbers of members are from Black and Minority Ethnic groups, compared to the local population, these groups are representative of the population and therefore the patient base.

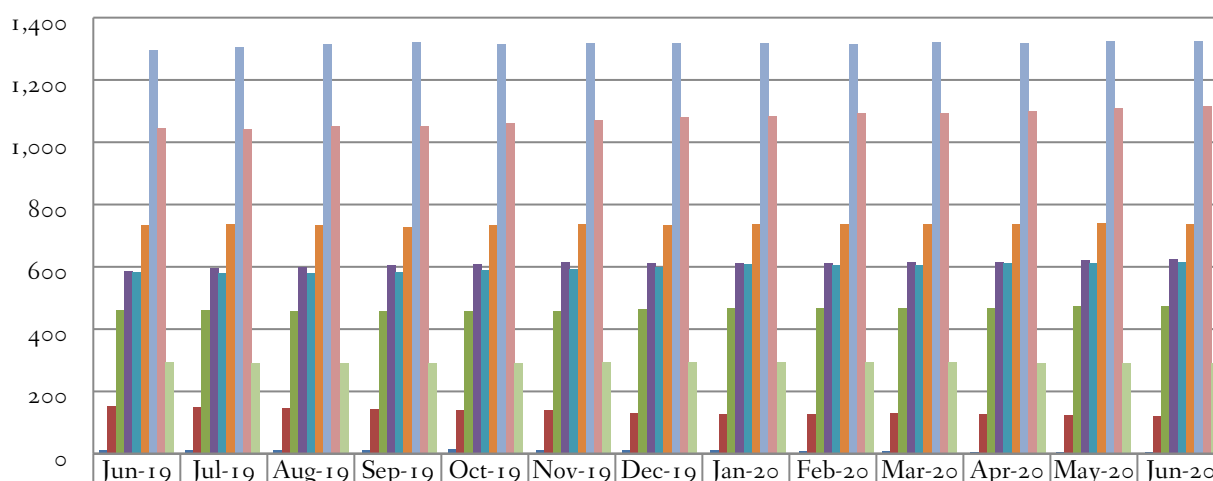
FT Public Membership by Ethnicity



3.7 Age

The profile of public membership by age looks to have remained largely the same when looking at the number of members for each category with small increases in all age categories except those under the age of 22 which have shown a decrease.

FT Public Membership by Age



3.8 Membership Strategy Update

The Council of Governors reviewed its Membership Strategy at the meeting held in November 2018 and this was supported by an NHS Providers session on member engagement. There were a number of actions which arose from this session, all of which have now been completed.

The Trusts membership has consistently increased year on year albeit for the last three years the increases have not been quite to the level required for the annual target increase.

The members' drop-in sessions continued to be held quarterly during 2019-20 and this enables Governors to greet patients into the Trust and encourage recruitment as well as discussing issues. These were however ceased in March due to the social distancing requirements linked to Covid-19 but with increased signposting to alternative means of contact with the Council of Governors.

During the meeting in May there was discussion regarding the appropriateness of continuing with a 5% increase year on year and how realistic and achievable this was. In light of this a review has been undertaken of the constitutional requirements and benchmarks against other Trust's membership targets.

With regard to the constitutional requirements, the minimum membership required is 140 members and the Trust's current membership far exceeds this.

With regard to benchmarking the Trust’s approach against other organisations there is significant variety with some Trust’s specifying targets of up to 10% increases and others not specifying any target for an increase.

In light of the above it is proposed that the Trust remove the target of a 5% year on year increase in place of a target to achieve a year on year increase for the next three years.

4. Conclusion

The Council of Governors is asked to *note* the information contained within this paper and *consider* and *approve* the suggested change in the membership target.

1. Committee
2. Board Reflection
3. Governance
4. Items to Note
5. Any Other Business
6. Date and Time of

Work Programme Review 20/21

The Robert Jones and Agnes Hunt
Orthopaedic Hospital



NHS Foundation Trust

	28 th May 2020	30 th July 2020	24 th Sept 2020	26 th Nov 2020	25 th March 2021	April Meeting 2021 (TBC)
Statutory Reports						
Receive Annual Report and Accounts			X			
Receive Audit Reports			X			
Forward plan						
Consider strategic issues/priorities for Board to consider in the planning process					X	
Presentation of plan		X				
Quality						
2019 priorities					X	
Quality Indicators to be audited					X	
Quality accounts draft presented						X
Update on Quality Accounts Audit Actions	X	X		X	X	
Trust Developments						
As & When required	X	X		X	X	X
COG Strategy docs						
Membership & Engagement strategy						X
COG Governance						
COG Self-Assessment (inc review of outcomes from training)		X				
COG Annual report (for approval)		X				
COG Annual report presentation			X			
Standing items						
Membership report	X	X		X	X	X
Review of work programme	X	X		X	X	X
Question & Answer	X	X		X	X	X
Board Refection	X	X		X	X	X

1. Committee

2. Board Reflection

3. Governance

4. Items to Note

5. Any Other Business

6. Date and Time of