

Council Of Governors Committee 26.11.2020

MEETING
26 November 2020 13:30

PUBLISHED
20 November 2020

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Teams	26/11/20		13:30
1. Committee Management			
1.1. Apologies		Chair	13:30
1.2. Minutes of the Previous Meeting held on 30th July 2020		Chair	13:35
1.3. Matters Arising		Chair	13:40
1.4. Declarations of Interest		Chair	
2. Board Reflection			
		All	13:45
3. External Audit Contract Extension			
		Chief Finance and Planning Officer	14:00
4. Items to Note			
4.1. Questions and Answers		Trust Secretary	14:05
4.2. Membership Report		Trust Secretary	14:10
4.3. Review of Work Programme		Trust Secretary	14:15
5. Any Other Business			
			14:20
6. Date and Time of next meeting: 25th March 2021			

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

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6. Date and Time of next meeting: 25th March 2021	

The Robert Jones and Agnes Hunt Orthopaedic Hospital

NHS Foundation Trust

Frank Collins, Chairman ☎ 4358
Chairman

COUNCIL OF GOVERNORS
30TH JULY 2020

MINUTES OF THE MEETING

PRESENT:

Frank Collins
Jan Greasley
Colin Chapman
Kate Betts
Katrina Morphet
Russell Luckock
Victoria Sugden
Martin Coggon
William Greenwood
Peter David

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
Public Governor – North Wales MC
Public Governor Powys WG
Governor Stakeholder League of Friends PD

IN ATTENDANCE:

Stacey Keegan
Shelley Ramtuhul
Steve White
Craig Macbeth
Chris Beacock
David Gilbert
Harry Turner
Paul Kingston
Rachel Hopwood

Acting Chief Executive SK
Trust Secretary SR
Chief Medical Officer SW
Chief Finance and Planning Officer CMB
Non-Executive Director CB
Non-Executive Director DG
Non-Executive Director HT
Non-Executive Director PK
Non-Executive Director RH

SECRETARY:

Gayle Murphy

PA to Trust Secretary

GM

MINUTE No	TITLE	ACTION
	COMMITTEE MANAGEMENT	
1.1	WELCOME & APOLOGIES Apologies were received from Allen Edwards - Staff Governor, Kate Chaffey - Staff Governor, Karina Wright - Governor Stakeholder Keele University, Karen Calder - Governor Stakeholder Shropshire Council, Sue Nassar - Public Governor Shropshire, Chris Morris - Acting Chief Nursing and Patient Safety Officer, Kerry Robinson - Chief Performance, Improvement and Organisational Development Officer, Hilary Pepler - Board Advisor and Sarah Sheppard - Chief People Officer	
1.2	MINUTES FROM THE PREVIOUS MEETING The minutes from the previous meetings held on 28 May 2020 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 declarations to be declared.	

MINUTE No	TITLE	ACTION
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>SR noted that KW could not attend the meeting but had asked what the timescale for surgery commencing at the Trust is. SK responded that the Trauma service is due to return to SaTH on the 24 August which will then give the Trust capacity to start elective work. All patients will be prioritised in relation to clinical priority and the risk of harms.</p> <p>JG asked if the levels of Covid19 patients at the Wrexham Maelor hospital were escalating this timescale. SK confirmed that the Trust was receiving trauma patients from the Wrexham Maelor hospital from ambulatory services only; no inpatients were being transferred so there is significantly less of a risk. FC confirmed this had been a matter of discussion earlier in the day at the Board of Directors private meeting.</p> <p>JG congratulated the Trust on the excellent Inpatient Survey results and asked if the Governors could be included in the congratulatory message to the Trust.</p> <p>Action: SR to liaise with the Communications team to include the Governors in any Inpatient Survey communications to the Trust</p> <p>KB commented on the positive news that the delayed discharge figures had reduced. FC acknowledged the point and agreed.</p> <p>PD asked if the Trust had identified any cost savings with the new ways of working. CMB stated the Trust is currently undertaking a piece of work regarding lessons learnt and new ways of working experienced during Covid19. Using technology more and travelling less has been more efficient for the Trust and is benefitting the environment. He added that the outpatients department are in a pilot phase using virtual technology to reach patients who live distances away from the hospital.</p> <p>SW stated that other Trusts use technology and phones for follow up appointments for patients with non-consultant staff members. The Consultant's time is best spent diagnosing and in surgery. This way is more efficient and effective. PK added that a review is on the radar for next year as at the moment savings cannot be fiscally quantified.</p> <p>FC thanked the Council for their attendance at the Board of Directors meeting.</p> <p>The Council of Governors <i>noted</i> the updates in Trust Board.</p>	TRUST SECRETARY
3.0	GOVERNANCE	
3.1	<p>Council of Governors Self-Assessment and Annual Report</p> <p>A presentation was delivered by SR regarding the Council of Governors Survey of Effectiveness. There was a 62% response rate which is a very slight reduction compared to 67% in 2018/19. The same questions have been in use since 2013 to allow tracking of progress.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • Statutory roles: <ul style="list-style-type: none"> ○ No real movement in any area ○ Engagement has risen slightly ○ Further actions to be taken: Look at alternative training options to 	

MINUTE No	TITLE	ACTION
3.2	<p>continue Council of Governor development whilst maintaining social distancing</p> <ul style="list-style-type: none"> Meetings: <ul style="list-style-type: none"> No particular changes There were two decreases which equated to one person's answer Further actions to be taken: Senior Independent Director and Trust Secretary to explore further opportunities for improvement at the next informal meeting Membership: <ul style="list-style-type: none"> Improved scores across the board Further actions to be taken: Review of the membership information on the Trust website Governor Involvement: <ul style="list-style-type: none"> Where the Governors have been involved: <ul style="list-style-type: none"> Involvement in Non-Executive Director interviews Patient Safety Walkabouts Patient Panel attendance Patient Safety Walkabouts Promotion of Trust membership Effective challenge of the Non-Executive Directors Where the Governors would like to be more involved: <ul style="list-style-type: none"> Greater involvement in the Trust strategy Involvement in project boards to represent patient interests Where the Governors have had an impact: <ul style="list-style-type: none"> Overall feedback indicated that the Council of Governors able to challenge the NEDs The Governors have raised challenge on behalf of patients <p>JG thanked SR for collating the report.</p> <p>FC commented on the progress of the Governors and highlighted the challenges brought to the Council when there is a new cohort of Governors. The Trust tries hard to fulfil the needs of the Governors to allow them to contribute and make progress.</p> <p>JG confirmed that the Governor/Senior Independent Director meetings have helped narrow the gap between each Committee meeting and added that it was helpful when FC also joined. FC agreed and commented that it was a good initiative from HT; the meetings are beginning to have a tangible benefit.</p> <p>CC asked if HT felt the meetings were useful. HT responded that even though the dynamics have changed due to being virtual meetings, he is still impressed by the support from the Governors. He added that they are challenging meetings but he enjoys the open, honest informal conversation. HT highlighted that he keeps FC updated on the discussions held.</p> <p>SR also presented the Draft Annual Report to the Council. It was highlighted that the draft report has come to the meeting for comments/feedback and approval prior to the AGM. If anyone had anything to address they would need to inform SR before the end of August.</p> <p>JG thanked SR for the report and fully approved the content. FC thanked the Senior Leaders for their support and input at the Council of Governor meetings.</p>	

MINUTE NO	TITLE	ACTION
	The Council of Governors <i>approved</i> the Self-Assessment and Draft Annual report.	
4.0	ITEMS TO NOTE	
4.1	<p>QUESTION AND ANSWERS</p> <p>SR presented the Question and Answer paper, the following points were raised:</p> <ul style="list-style-type: none"> • Theft of Catalytic Converters from Patient and Staff car parks <p>The answers to the questions raised were in the paper but SR asked the Council if they had any further questions arising from the answers given.</p> <p>FC stated it was a dreadful situation and added that a local garage had helped the staff member free of charge; a happy ending to a terrible story.</p> <p>CC added that it was a good outcome and due to a spate of thefts in the local vicinity recently the staff must feel intimidated. He asked how the site security could be improved. FC highlighted that the car parking attendants provide some level of assurance. CMB added that there has been a progression in the capital programme for enhanced CCTV.</p> <p>The Council <i>noted</i> the Questions raised.</p>	
4.2	<p>MEMBERSHIP REPORT</p> <p>SR provided an update on the membership for the Trust. The current membership total is 6463 which shows a 0.45% increase. The Council should note that the Trust membership target for 2020/21 is 6756.</p> <p>SR introduced the report and noted two points that were raised at the previous meeting:</p> <ul style="list-style-type: none"> • The Committee had requested what the ratio of female/male split of inpatients is at the Trust as there are significantly less male members than female; the split is 37.9% female and 35.7% male with the rest unspecified. • The Membership Strategy states a 5% increase in membership year on year. SR investigated other Trusts membership Strategies which varied up to 10% yearly. The Trust has not achieved the 5% target for the last two years therefore it is proposed that the Strategy is amended to remove the 5% increase and state 'maintain a year on year increase'. Approval is sought from the Committee. <p>FC thanked SR and confirmed he was happy to endorse the change.</p> <p>The Council of Governors <i>agreed</i> the change and <i>noted</i> the Membership Report.</p>	
4.3	<p>WORK PROGRAMME REVIEW</p> <p>The Trust Secretary introduced the report and noted the meeting held in September will be the Trust's Annual General Meeting. The Trust is looking into how the meeting can be held virtually and interactive and is taking advice from other Trust's on how their AGM's run.</p> <p>FC commented that this is a new way of holding the meeting therefore any suggestions from the Committee will be greatly received.</p>	

MINUTE No	TITLE	ACTION
	<p>Action: SR to liaise with the Communications team regarding an interactive Annual General Meeting</p> <p>The Council of Governors <i>noted</i> the Work Programme Review.</p>	TRUST SECRETARY
5.0	ANY OTHER BUSINESS	
	<p>RL commented that he had recently taken part in a staff focus group as part of the Trust's Well Led Review. He added there were very positive comments from the group with some individuals highlighting that RJAHH was the happiest hospital they had worked in.</p> <p>RL highlighted that he had experienced technical issues throughout the meeting and wondered if this was an issue for the Trust. FC thanked RL for bringing this to the Committee's attention but stated that at this present time, due to social distancing and FT regulations, it is the only way a large meeting can be held logistically. FC added that he would prefer the meetings to have more interaction to aid discussions.</p> <p>Action: SR to liaise with the Digital Director for interactive technology and cameras in the conference rooms</p> <p>SR asked the Governors to contact her and the Digital Director with any IT issues moving forwards</p> <p>FC thanked the Council and brought the meeting to a close.</p>	TRUST SECRETARY
6.0	<p>Annual General Meeting 24th September 2020</p> <p>Next Committee Meeting Thursday 26th November 2020</p>	

COUNCIL OF GOVERNORS - SUMMARY OF KEY ACTIONS

Ongoing Actions	Lead Responsibility	Progress
New Actions	Lead Responsibility	Progress
SR to liaise with the Communications team to include the Governors in any Inpatient Survey communications to the Trust	Trust Secretary	Complete
SR to liaise with the Communications team regarding an interactive Annual General Meeting	Trust Secretary	Complete
SR to liaise with the Digital Director for interactive technology and cameras in the conference rooms	Trust Secretary	Complete

External Audit Contract Extension

0. Reference Information

Author:	Diana Owen, Head of Financial Accounting	Paper date:	26 November 2020
Executive Sponsor:	Craig Macbeth, Chief Finance & Planning Officer	Paper Category:	Governance
Paper Reviewed by:	N/A	Paper Ref:	N/A
Forum submitted to:	Council of Governors	Paper FOIA Status:	Full

1. Introduction

Deloitte have been the Trust's external auditors since April 2012. The current contract, which was tendered for from 1st April 2017, originally expired on 31st March 2020. The Trust then took up the option to extend the contract by 12 months to 31st March 2021.

2. Proposal

The proposal is to extend Deloitte's contract for a further 12 months. The reasons for this are:

- The current Covid situation means that business continuity is important in these times of unprecedented uncertainty.
- It will align us with other partners in the local system should we wish to undertake a joint tender for audit services in the future.

There are no issues with Deloitte – the annual review of their effectiveness is consistently positive and no issues have been raised.

3. Recommendation

It is recommended that the Trust takes up a further 12 month extension of the external audit contract with Deloitte to 31st March 2022.

0. Reference Information

Author:	Shelley Ramtuhul, Trust Secretary	Paper date:	26 November 2020
Executive Sponsor:	Mark Brandreth, 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

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
02/11/2020	Russell Luckock	Is it practical for the CEO's time to be split between the Trust and a National Role and what are the long term plans regarding this?

Response Provided By Frank Collins, Chair:

The Trust Board has fully supported the CEO in undertaking the national role during the current crisis and has ensured that there is adequate coverage of all work required locally through additional support provided by the Executive Team. The CEO's role in the national work is due to end in November and he will be resuming his full role from that point onwards.

0. Reference Information

Author:	Shelley Ramtuhul, Trust Secretary	Paper date:	26 November 2020
Executive Sponsor:	Mark Brandreth, 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.

2.3 Conclusion

The Council of Governors is asked to **note** the information contained within this paper.

3. The Main Report

3.1. Background

This paper provides an update on membership numbers as at 31 October 2020 and on-going progress of the Trusts Public Membership Strategy.

3.2. Current Membership

The current membership total (at 31 October 2020) is 6479 which can be broken down as follows:

As at 31 October 2020	
Staff	1171
Public	4839
Total	6479

3.3. Membership Growth

The Council will recall that the trust membership target for 2020/21 was amended during the last meeting to the achievement of a year on year increase. In October 2019 membership stood at 6409 and as such a 1% increase has been achieved over the last twelve months.

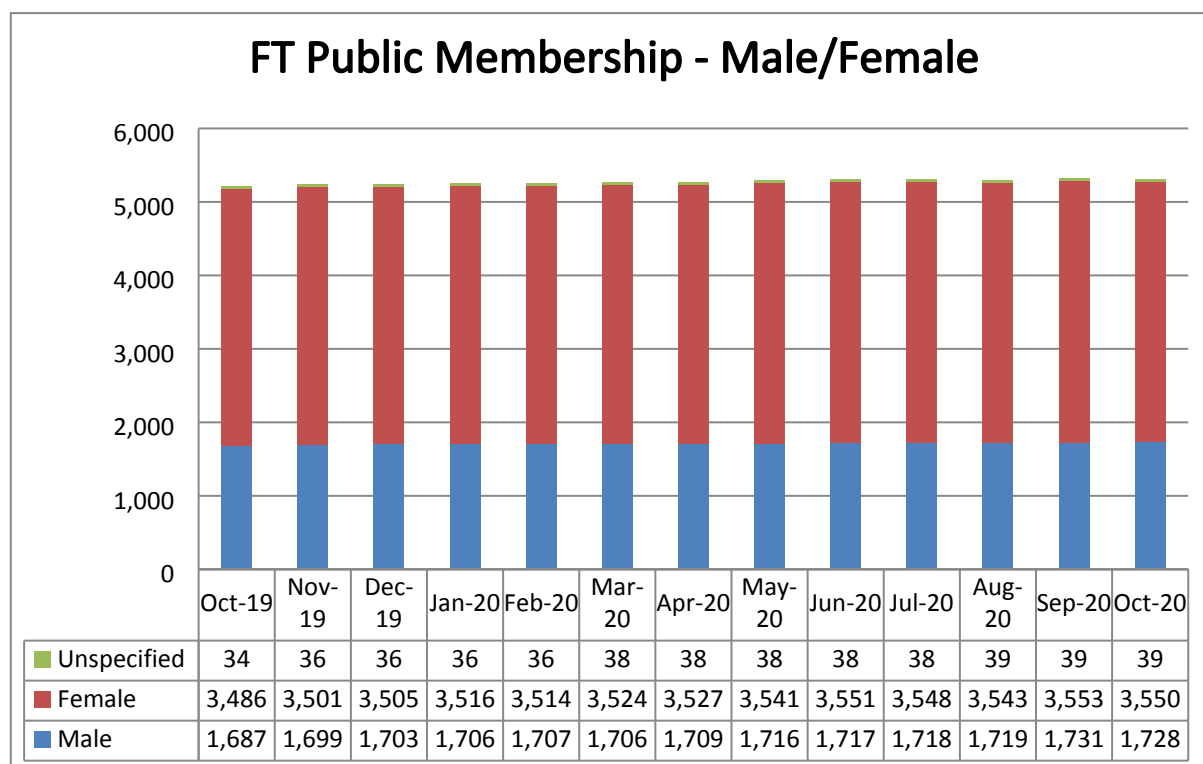
3.4 Constituencies

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

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20
Cheshire & Merseyside	343	345	348	349	349	348	348	348	350	351	352	353	352
North Wales	905	913	916	919	918	920	920	924	926	926	927	931	931
Powys	535	535	536	535	533	535	536	538	538	538	538	538	537
Shropshire	2,645	2,659	2,658	2,667	2,668	2,675	2,675	2,689	2,693	2,688	2,685	2,692	2,688
West Midlands	505	510	511	512	512	511	513	514	515	517	516	522	523
Rest of England & Wales	236	235	236	237	238	240	243	242	244	244	243	247	246
Out of Trust Area	38	39	39	39	39	39	39	40	40	40	40	40	40
Total	5,207	5,236	5,244	5,258	5,257	5,268	5,274	5,295	5,306	5,304	5,301	5,323	5,317

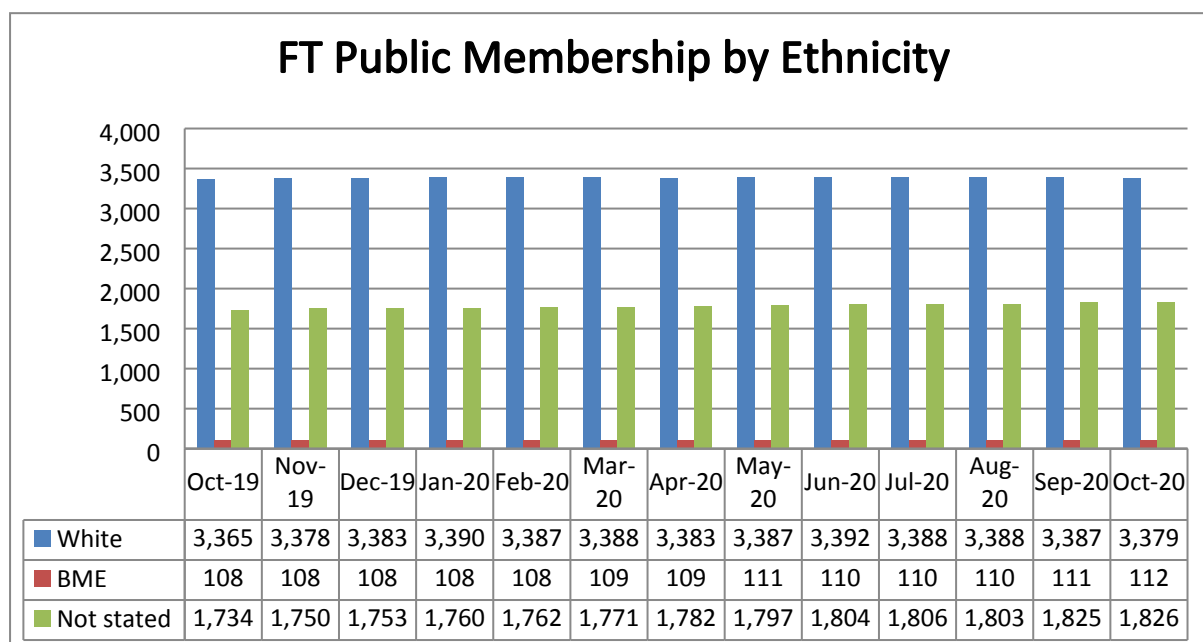
3.5 Gender

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 has increased over the year but has dropped very slightly in the last month.



3.6 Ethnicity

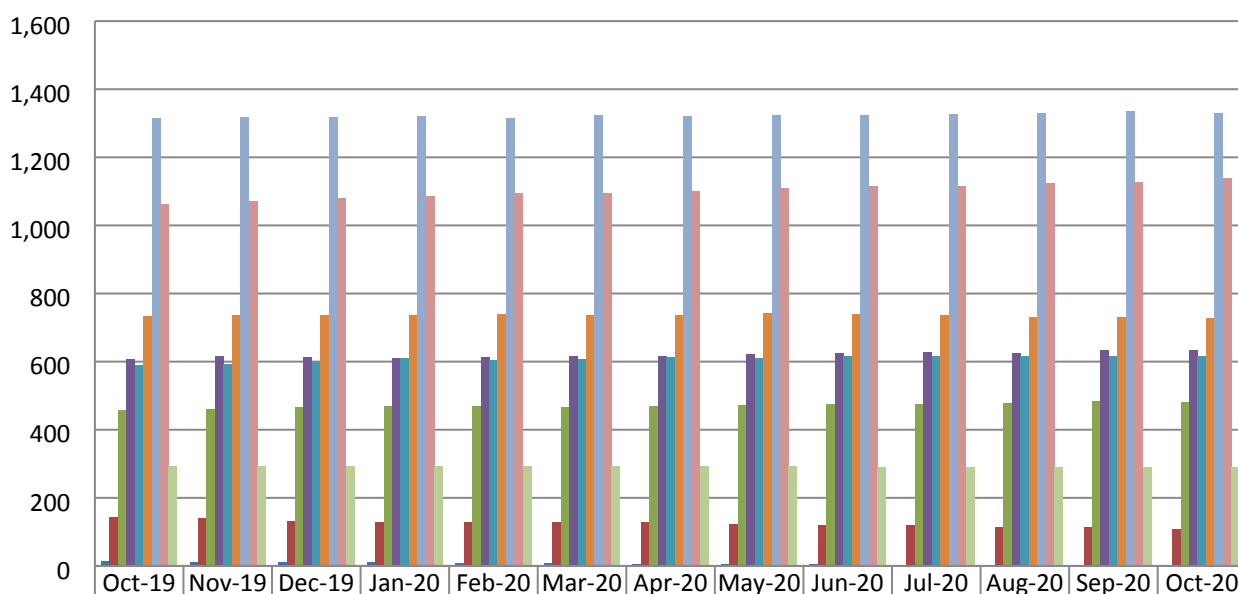
Although relatively small numbers of members are from Black and Minority Ethnic groups, compared to the local population, these groups are representative of the population and therefore the patient base.



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 the exception of those in categories 0-29 where decreases have been seen.

FT Public Membership by Age



4. Conclusion

The Council of Governors is asked to **note** the information contained within this paper.

Work Plan 2020/21 Council of Governors Committee

0. Reference Information

Author:	Gayle Murphy, Trust Office PA	Paper date:	26 th November 2020
Executive Sponsor:	Shelley Ramtuhul, Associate Director of Governance	Paper Category:	Governance
Paper Reviewed by:	N/A	Agenda Reference:	N/A
Forum submitted to:	Council of Governors Committee	Paper FOIA Status:	Full

1. Purpose of Paper

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

The Committee is asked to **note** the current work plan and **consider** any amendments required.

2. Executive Summary

2.1. Context

On an annual basis the Committee is required to reflect on the year ahead and broadly agree its agenda. This enables the Committee to ensure that it receives timely information to enable it to meet the responsibilities that have been delegated to it by the Board of Directors.

As the year progresses it is important that the Committee keeps its work plan under review to ensure it is updated to reflect any changing priorities or external factors.

2.2 Summary

Appendix 1 is the work plan for 2020/21 which was agreed by the Committee and incorporates any amendments requested at the last meeting.

2.3. Conclusion

The Committee is asked to **note** the current work plan and **consider** any amendments required.

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	
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	
Review of work programme	X	X		X	X	
Question & Answer	X	X		X	X	
Board Refection	X	X		X	X	

1. Committee

2. Board Reflection

3. External Audit

4. Items to Note

5. Any Other Business

6. Date and Time of