

Bolton NHS Foundation Trust – Council of Governor Meeting 3rd May 2016

Location: Education Centre

Time: 1730 –1900hrs

<i>Time</i>		<i>Topic</i>	<i>Lead</i>	<i>Process</i>	<i>Expected Outcome</i>
1730		Welcome	Chairman		
	1.	Apologies	Chairman		
	2.	Declarations of Interest	Chairman		
	3.	Minutes of meeting held on 3 rd March 2016	Chairman	Minutes	For approval
	3.1	Matters arising			
1740	4.	Chairman's update <ul style="list-style-type: none"> • Review of 2015/16 	Chairman	Verbal update	To note
	5.	Quality Account	DoN/Trust Secretary	Presentation	To note
	6.	Elections 2016	Trust Secretary	Presentation	To note
	7.	Constitution Change	Trust Secretary	Presentation	To discuss and approve
	8.	Membership Update	Jack Ramsay/ Membership Manager	Presentation	To note
1845	9.	Feedback from Governor sub committees <ul style="list-style-type: none"> • Patient, Staff and Visitor experience • Governor Strategy 	Subcommittee chairs	Verbal	Governors to note the work of the subcommittees
1900	10.	Any Other Business			
		Proposed resolution : that representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted			
1930	11.	Close			

Date and Time of next meeting – 7th July 2016

Meeting

Council of Governors

Time

5.30 p.m.

Date

3rd March 2016

Venue

Seminar Room 1, Education Centre

Present

David Wakefield	Chairman
Anne Bain	Public Elected Governor
Champak Mistry	Public Elected Governor
Dan Hindley	Staff Governor
Dawn Hennefer	Appointed Governor
Eric Hyde	Public Elected Governor
Geoffrey Minshull	Public Elected Governor
Jack Ramsay	Public Elected Governor
Jim Sherrington	Public Elected Governor
Kate Cowpe	Public Elected Governor
Ken Hahlo	Public Elected Governor
Martin McLoughlin	Public Elected Governor
Michael Connolly	Public Elected Governor
Pauline Lee	Public Elected Governor
Samir Naseef	Appointed Governor
Sarah Hulme	Staff Governor
Sarah Rutherford	Staff Governor
Susan Howarth	Appointed Governor
Tracey Holliday	Staff Governor

In Attendance

Jackie Bene	Chief Executive
Allan Duckworth	Non-Executive Director
Andrea Bennett	Deputy Director of Finance
Andrew Thornton	Non-Executive Director
Ann Gavin-Daley	Non-Executive Director
Esther Steel	Trust Secretary
Mark Wilkinson	Director of Strategic and Organisational Development
Trish Armstrong-Child	Director of Nursing
Victoria Lomas	Membership Manager
Lisa White	Student Nurse

Apologies

Dipak Fatania	Steve Hodgson	Andy Ennis	Thaira Qureshi
Mark Harrison	Simon Worthington	Janet Roberts	Sorie Sesay
Janet Whitehouse	Leigh Vallance		

2. Declarations of Interest

None

3. **Minutes of the Council of Governors' Meeting 14th January 2016**

Were approved as a correct record.

3.1 **Matters Arising**

The Trust Secretary advised that she has received feedback and agenda items for subcommittee meetings have now been agreed.

4. **Chairman Update**

The Chairman congratulated Jackie Bene who has been named one of the top 50 leaders in the NHS.

The Governors were updated on the current overall performance of the Trust and the following points were highlighted:-

- A&E – The last four to eight weeks have been significantly challenging for the Trust. There has been a 16% increase in A&E attendances than in the same period last year and admissions have risen around 10%. The Chairman commented that the COO, Director of Nursing and Chief Executive have all assisted staff in A&E to help ease the pressures. There are only ten trusts throughout the country who are not currently failing the four hour A&E target. It was noted that a trajectory for improvement has been submitted and immediate actions to be completed include:-
 - Increase capacity – this is a long term plan.
 - Additional assistance/resources are required to deal with flow issues.

In the medium term the actions to be completed include:-

- Work with CCG colleagues regarding colocation.
- Further works needs to be completed on ambulatory care including joint work with community teams and GPs.
- Additional ward capacity is required but this cannot be on the hospital site therefore work needs to be done with nursing homes intermediate care homes. Patients need to be moved earlier in their journey to community sites.

Various steps are required to underpin the trajectory of improvement.

The committee queried what had caused the increase in attendances and the Chief Executive commented that this could possibly be related to the introduction of the 111 service as the increase has been seen since the introduction of this service.

In response to a query it was advised that neighbouring Trusts are also facing the same issues.

The Governors discussed colocation and it was advised that a lot of the detail still needs to be discussed. The CCG have acknowledged that this is a big issue and are willing to assist us with this.

- Finances – the Trust is currently forecasting a £1.8m surplus which is being achieved by completing a capital to revenue transfer of £4.1m. Issues for the coming year were highlighted including the need to find £15m of efficiencies. A surplus of £11.9m is planned for 2016/17 which is the control proposed by NHS Improvement to which the Trust has agreed if conditions are met. The Trust will receive £9.2m from the Sustainability and Transformation Fund.
- CQC – a huge amount of work has been completed in preparation for the CQC visit. A focus group will be held with Governors on 23rd March and further details will be confirmed via e-mail.
- Healthier Together – the sector is continuing to work towards a single service single site and a business case is currently being developed. Following a query it was advised that the changes are complicated to put into effect and estates issues will also contribute to delays. The project will probably take around two to three years.

- Vanguard - Salford and Wigan have announced a new group which will provide a new model of care. The Trust has been previously invited to join but initially declined as governance arrangements had not been developed. We have now said we will join subject to conditions.
- National issues are currently affecting the Trust including the Junior Doctors strike, efficiency targets and devolution. The priority of the Trust over the next 12 months is to ensure the day to day running works efficiently for patients.

Resolved: Governor noted the Chairman's update

5. Quality Account

The Director of Nursing advised that Quality Account indicators have now been chosen following consultation with the CCG, Governors and staff. The indicators which are to be included are:-

- Deteriorating patient
- End of life care
- Stroke

The Trust Secretary informed Governors that there is a mandatory requirement for them to choose one indicator for the Quality Account for external auditors to provide assurance on. The below five indicators have been shortlisted:-

- Mandatory training
- Appraisal
- Readmissions
- Staff sickness
- Mortality

The Governors discussed the indicators and voted readmissions as the indicator for external audit to provide assurance on.

Resolved: the Quality indicators were noted and Readmissions chosen as the indicator for external audit to provide assurance on.

6. Annual Plan

The Director of Strategic and Organisational Development explained that the Trust is required to submit an Annual Plan to our regulators but this is also a useful document for the Trust to decide what it wants to achieve over the coming year and communicate this to staff to show where we are aiming to be. Performance is measured against objectives. The current draft plan for 2016/17 has been previously discussed at the Governor Strategy Sub Committee and has been shared with staff. The plan will be presented to the Health and Wellbeing Board in March and will be forwarded to the Board at the end of March for approval then submitted in April.

The plan follows a similar format to that of previous years and the strategic goals were outlined which include:-

- Goal one – quality, safety and patient experience
- Goal two – to be a valued provider
- Goal three – to be a great place to work
- Goal four – to be well governed
- Goal five – to be financially sustainable
- Goal six – to be fit for the future

JR queried some of the chosen cancer targets within the plan and it was advised that while some targets are chosen by the Trust some are national targets which have to be met. The targets are a minimum standard which should be met though the Trust could choose its own target this would need to be higher than the national requirement and would be complicated as the Trust is part of a pathway which includes other Trusts.

Governors discussed how seven day working can be achieved and it was explained that the Trust will need to improve how it works with GPs and the colocation of primary care in A&E will also assist with this GPs have recently realised there is a need for them to work together better and have therefore set up the GP configuration. This is a simpler path for us to link in with as we now can go straight to the confederation instead of having to contact 50 separate GP surgeries.

It was commented that Salford are coping well with seven day working and it was indicated that due to Trusts working on different systems it is not easy to share information one IT system across Greater Manchester would help with this issue. The Director of Nursing advised that integrated hubs are now being run across seven days and we will be able to see tangible results from that next year. Pharmacy is now running 24/7 though this is not 100% and discussions have been on-going with the Chief Pharmacist over how to improve.

It was advised that updates on performance against the annual plan will be given to the Board and Governors at each meeting.

Resolved: the Annual Plan update was noted.

7. Devolution Manchester

The Chairman provided Governors with an update on Devolution Manchester. The following key points were highlighted:-

- Bolton is in the top 10% for deprivation with a huge degree of the population living in poverty. 23% of children in Bolton currently live in poverty. Due to these issues the strategic aim is to deliver the fastest and greatest improvement in health and wellbeing. Challenges to this include:-
 - GM has one of the lowest health outcomes in the UK
 - Our financial position is unsustainable – by 2021 there will be a £2bn shortfall.
- The approach to devolution is around place based budgets, collaboration and decisions made for the benefit of GM this will be done by a new health and care system and a new deal with the public. If the public sign up to the deal this could result in 2400 fewer deaths and 16000 children being removed from poverty.
- There are some implications and issues around governance structures, regulatory frameworks, and funding flows for Bolton which will need to be worked through.

The committee discussed how budgets will be distributed throughout Greater Manchester and it was explained that next year's budget has already been set and due to the deprivation in Bolton the budget for the area should not decrease. The Chairman advised that the Trust will continue to report to its regulators and receive funding from Bolton CCG. The Transformation Fund and Estates Report is to be discussed by Foundation Trust Chair's at a meeting taking place next week.

There was concern from Governors that services may be channelled into Central Manchester but the Chairman indicated that a large amount of the population of Greater Manchester live outside of the city centre and senior figures are aware of this and the need to provide for all members of the public.

It was reiterated that there are a lot of points which has not yet been agreed and CEOs will need to work through the details before anything can be signed off.

An update will be brought back to the committee in three months' time.

Resolved: the update was noted.

8. **Feedback from Governor sub committees**

8.1 **Patient, Staff and Visitor Experience**

At the meeting which took place on 9th February 2016 Governors received an update on the staff values, quality account objectives and the volunteer coordinator post. The committee also received a presentation from the end of life care

8.2 **Strategy**

At the meeting on 20th January 2016, the Committee received an update on the Locality Plan, 2015/16 Operational Plan and Manchester Devolution.

Concern was expressed with regard to the poor attendance at this meeting which offers Governors an opportunity to be involved in the development of the Trust strategy.

8.3 **Membership Group**

There has been no meeting during the reporting period - the next meeting is due to take place on 12th April.

The latest Membership Matters newsletter has been circulated to members and there has also been a slight increase in membership.

A Medicine for Members event focussing on early year's services is taking place on Tuesday 15th March from 3pm in the Education Centre.

Governors will be attending the Health Mela on Saturday 12th March in order to recruit new members anyone who can assist with the stand to let VCL know.

9. **Review of CoG Effectiveness**

The Governors receive the results of the review of Council of Governor effectiveness survey which was completed. Overall the results were positive though it was noted that response rates were low.

The survey will be repeated again in a few months' time.

10. **Any Other Business**

KPMG

The Trust Secretary advised that Governors appointed the auditors KPMG three years ago and it was proposed that the contract should be rolled on for one more year.

Governors unanimously agreed this proposal.

Non-Executive Director Post

Governors were advised that Carol Davies is coming to the end of her term as a Non-Executive Director and the role will be recruited to in summer.

11. **Date and Time of Next Meeting**

3rd May 2016 at 5.30pm in Seminar Room One, Education Centre