

Bolton NHS Foundation Trust – Council of Governor Meeting 7th July 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	Chairman	Verbal update	To note
	5.	External Auditor Report	KPMG	Presentation	To note
	6.	A&E Update	Chief Operating Officer	Presentation	To note
	7.	New Contracting Arrangements	Director of Finance	Presentation	To note
1845	8	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	9.	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	10.	Close			

Date and Time of next meeting – 1st September 2016

Meeting **Council of Governors**
Time **5.30 p.m.**
Date **3rd May 2016**
Venue **Seminar Room 1, Education Centre**

Present

David Wakefield	Chairman
Anne Bain	Public Elected Governor
Dan Hindley	Staff Governor
Darren Knight	Appointed Governor
Derek Burrows	Public Elected Governor
Dipak Fatania	Staff Governor
Geoffrey Minshull	Public Elected Governor
Janet Roberts	Staff Governor
Janet Whitehouse	Public Elected Governor
Jim Sherrington	Public Elected Governor
Kate Cowpe	Public Elected Governor
Ken Hahlo	Public Elected Governor
Michael Connolly	Public Elected Governor
Sarah Rutherford	Staff Governor
Sorie Sesay	Public Elected Governor
Tracey Holliday	Staff Governor

In Attendance

Jackie Bene	Chief Executive
Andrew Thornton	Non-Executive Director
Ann Gavin-Daley	Non-Executive Director
Esther Steel	Trust Secretary
Marie Forshaw	Deputy Director of Nursing
Neal Chamberlain	Non-Executive Director
Simon Worthington	Director of Finance
Victoria Lomas	Membership Manager

The Chairman formally welcomed Darren Knight who replaces Thaira Qureshi as the appointed Governor from Bolton CVS.

Apologies

Trish Armstrong-Child	Mark Wilkinson	Mark Harrison	Pauline Lee
Eric Hyde	Andy Ennis	Steve Hodgson	Allan Duckworth

2. **Declarations of Interest**

None

3. **Minutes of the Council of Governors' Meeting 3rd March 2016**

Were approved as a correct record.

3.1 **Matters Arising**

There were no matters arising.

4. **Chairman Update**

The Chairman gave an update to the committee including a review of 2015/16. The following key points were highlighted:-

A&E

There has been a 1% increase in A&E attendances with 114,005 patients visiting A&E during 2015/16. During April 2016 the target was continuously around 80% or below.

Governors were advised that if A&E continues to run at this level of performance the Trust could be put back into breach.

The Trust is currently looking to recruit additional clinical staff including Consultants and middle grade Doctors and building work to increase capacity will be taking place over the summer months. It was noted that the current A&E department was designed and built for just 60,000 attendances per annum.

It was agreed that an update will be brought to the next meeting including plans for next winter. Governors also asked if draft plans for the building work could be provided.

The Trust has agreed the A&E target for the forthcoming year with NHS Improvement and additional funding will be received if the targets are met.

It was noted that Q4 was unusual as there were a number of breaches in paediatrics and minors. The 111 service was highlighted as an issue but this is not the entire cause of the issues. A&E attendances in April did reduce but there are still challenges around flow.

Quality Indicators

The majority of quality indicators for 2014/15 have been met except for the A&E four hour target and Clostridium Difficile. Currently unable to report the exact number of Clostridium Difficile cases as some are still being attributed to Trust or community.

Finance

The Trust reported a £1.9m surplus for 2015/16 following a capital to revenue transfer which benefited the Trust by £4.1m.

During 2015/16 £14.4m cost improvements were made. The Trust had planned to make £15.3m savings but funding was provided for quality improvements and income was less than expected.

It was noted that the Trust has the best financial position within Greater Manchester.

KC queried whether, if the Trust had spent more the A&E targets could have been met. It was advised that this would not have been the case as money was not a major constraint in planning for last winter.

BW advised that following a recent GP appointment she was directed to A&E for a non-urgent long standing condition which she felt was inappropriate. JB advised that GPs are also overburdened but the Trust could do more to work with community services to avoid these issues. From a commissioner point it would be beneficial to work together to deal with issues being faced in A&E. The Trust is working with the CCG to look how Waters Meeting House is used and to see how GP's could work within A&E.

CQC Feedback

initial feedback from the CQC was good and the following points were made:-

- Trust staff appeared passionate and caring.
- Maternity, Mortuary, Critical Care and End of Life Care were highlighted as being exceptional

services.

- An issue was highlighted with regard to administration of the Mental Health Act – a service provided to CAMHS to Greater Manchester Mental Health Services which the Trust was aware of.
- Bolton is a very engaged organisation.
- The issues in A&E were recognised.
- Issues with the estate and IT were recognised but plans to deal with the issues were provided and noted.
- It was commented that the Trust does not shout enough about what is good.

It is expected the draft report will be received from the CQC around June.

Staff Satisfaction

Staff satisfaction scores were good with 80% of scores in the top 20%. The staff engagement score was good and staff would recommend the Trust as a place to work.

Start of the Year Conference

The Start of the Year Conference took place on 29th April 2016. The new Trust values were launched at the event and Jim Mackey attended as a key note speaker. Jim commented that the turnaround seen at Bolton is one of the most impressive he has ever seen.

Devo Manchester

Salford and Wigan have experienced some issues whilst setting up the hospital chain and it is still unclear how some of the arrangements will work. It was confirmed that discussions are still taking place as to how the Trust can work better with others.

National Awards

A number of services within the Trust have been shortlisted for national awards it was recognised that this is a sign the Trust is doing well.

Tasks for 2016/17

The following key challenges and tasks were outlined for 2016/17:-

- In order to receive additional funding of £9.2m the Trust will need to report a surplus of £2.7m and meet the A&E target agreed with NHSI.
- The Locality Plan needs to be agreed and signed off with commissioners.
- Healthier together
- Vanguard

Resolved: the Chairman's update was noted.

5. Quality Account

The Deputy Director of Nursing confirmed the following three priorities for the Quality Account have been agreed:-

- Stroke
- End of life care
- Recognising and responding to the deteriorating patient

A number of key priorities for improvement were set out in the 2014/15 Quality Report:-

- Reducing mortality

- Infection prevention and control
- Reduction in medication errors
- Reduction in falls that result in harm to our patients
- Reduction in staff sickness

Governors were informed that the only priority fully achieved is the reduction in falls that result in harm to our patients. The remaining priorities were only partially met.

The Trust Secretary advised that this year there is no requirement for Governors to comment on the Quality Report but as a Trust we feel it is important to still include this.

A proposed Governor statement was circulated and comments were fed back. Governors agreed that statement subject to some minor amendments.

Resolved: the Quality Account update was noted and Governor statement agreed.

6. Elections 2016

The Trust Secretary advised that 14 public Governor and two staff Governor seats will be up for election this year.

Elections will be advertised in the Bolton News and an article is being produced on Michael Connolly, Public Elected Governor from Westhoughton South to promote the role of the Governor. The article will be included in the next edition of the Membership Newsletter.

Resolved: the update was noted.

7. Constitution Change

The Trust Secretary proposed a number of constitution changes including:-

- Changes to the election rules to allow electronic voting.
- General review for new names (e.g. replace Monitor with NHS Improvement).
- Change to the Council of Governors – currently 20 Governors representing each of the 20 local authority wards plus three to represent out of area members. Propose 21 Governors seven to represent each of the three parliamentary constituencies plus two to represent out of area members. The change will make no difference in the number of Governors.

Resolved: Governors supported the proposal to change the areas and endorsed the move to further investigate the options.

8. Membership Update

The Trust Secretary provided a membership update outlining the current number of Governors including their age, gender, age and ethnicity along with which catchment they are under.

The Deputy Director of Nursing suggested working with Bridgewater to engage with more 14 – 19 year olds.

Resolved: the update was noted.

9. Feedback from Governor sub committees

9.1 Patient, Staff and Visitor Experience

No meetings took place within the reporting period.

9.2 **Strategy**

JS gave an update from the Governor Strategy meeting and advised that the key discussion points were around the Locality Plan and Vanguard.

Resolved: the update was noted.

10. **Any Other Business**

Funding for low income surgery

An issue was raised where a patient was recently informed that treatment for varicose veins would need to be funded privately. The Director of Finance advised that from last year commissioners began implementing a policy which means that procedures with limited clinical value are no longer funded.

Food tasting

KC queried whether there was any feedback from the food tasting exercise which Governors took part in last year. JB advised that during the recent SAFER week a couple of wards trialled the chill cook process. An issue was raised that some food was getting cold towards the end of the delivery but the delivery cart was improved and this was no longer an issue.

The change to the chill cook process will provide space for endoscopy which is being located but will not affect catering staff as they will be involved in other ways.

Other benefits include greater variety and less waste it will also free up nursing time.

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

7th July 2016 at 5.30pm in Seminar Room One, Education Centre