

Bolton NHS Foundation Trust – Council of Governor Meeting 10 June 2021

Location: WebEx

Time: 1730 –1930hrs

<i>Time</i>		<i>Topic</i>	<i>Lead</i>	<i>Process</i>	<i>Expected Outcome</i>
17:30		Welcome and Introductions	Chair		Welcome to all attendees and introductions for new governors
	1.	Apologies	Chair		To Note
	2.	Declarations of Interest	Chair		To note
	3.	Minutes of meeting held on 8 April 2021	Chair	Minutes	For approval
	3.1	Matters arising			
	4.	Chair update and report from May Board of Directors	Chair	Verbal update	To receive an update on key current issues
18.00	5	Operational Update	Chief Operating Officer	Presentation	To receive an update on current operational pressures and recovery
18.20	6	Estates Strategy update	Director of Strategy and transformation	presentation	
18.40	7	Membership engagement – discussion and future plans	DCG	Discussion	
19:10	8	Governor Strategy Sub Committee feedback	DCG	minutes	To note the minutes of the Governor Strategy sub committee
19.20		Any Other Business	Chair		
		To consider a resolution to exclude the press and public from the remainder of the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted			
19.25		Close			

Date and Time of next meeting –

Meeting: **Council of Governors**
 Date: **Thursday 8th April 2021**
 Time: **17:30**
 Venue: **Via Zoom**

Present:

Donna Hall (Chair)	Chair Bolton FT	DH
Janet Whitehouse	Governor – Bolton West	JW
Grace Hopps	Governor – Bolton West	GH
Pauline Lee	Governor – Bolton West	PL
Janice Drake	Governor – Bolton West	JD
Mohammed Iqbal Essa	Governor – Bolton North East	MIE
Jane Lovatt	Governor – Bolton North East	JL
Oboh Achioyamen	Governor – Bolton North East	OA
Derek Burrows	Governor – Bolton South East	DB
Kayonda Hubert Ngamaba	Governor – Bolton South East	KHN
William Crook	Governor – Bolton South East	WC
Karen Morris	Governor – Rest of England	KM
Dipak Fatania	Governor – Staff	DP
Tracey Holliday	Governor – Staff	TH
Martin Anderson	Governor – Staff	MA
Dawn Fletcher-Wilder	Governor – Staff	DFW
Janet Roberts	Governor – Staff	JR
Dawn Hennefer	Governor – Appointed	DH
Susan Baines	Governor – Appointed	SB
Susan Haworth	Governor – Appointed	SH
Leigh Vallance	Governor – Appointed	LV

In Attendance:

Fiona Noden	Chief Executive	FN
Esther Steel	Director of Corporate Governance	ES
Martin North	Non-Executive Director	MN
Alan Stuttard	Non-Executive Director	AS
Malcolm Brown	Non-Executive Director	MB
Jackie Njoroge	Non-Executive Director	JN
Rebecca Ganz	Non-Executive Director	RG
Andrew Thornton	Non-Executive Director	AT
Andy Ennis	Chief Operating Officer	AE
Sharon Martin	Director of Strategic Transformation	SM
James Mawrey	Director of People	JM
Annette Walker	Director of Finance	AW
Karen Meadowcroft	Chief Nurse	KM

Presenting:

Helen Lowey	Director of Public Health (agenda item 6)	HL
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1. Welcome and apologies

The Chair welcomed everyone to the meeting. Apologies were noted from Jack Ramsay, Champak Mistry and Bilkis Ismail.

2. Declarations of interest

None.

3. Minutes of the previous meeting held on 11th February 2021

Approved

The minutes of the previous meeting with circulated and it was noted that the Governor elected to Chair the Strategy Sub Committee was Janet Whitehouse not Janice Drake. Subject to the above amendment being made the minutes were approved as a correct record of the discussions held.

3.1 Matters arising from minutes of 11th February 2021

Governors were informed that Janet Whitehouse was appointment the Strategy Sub Committee Chair and that Jack Ramsay will be the Vice Chair.

4. Covid Update

Appended

The Chief Operating Officer (COO) delivered a presentation **[appended to these minutes]** by way of update on the current situation in relation to Covid-19.

Comments/Questions

Governors commented on the support available to staff and whether there was anything more which can be done regarding this to which the Chief Operating Officer confirmed that all which can be done is already happening. The Trust needs to continue to provide that support to staff for as long as they require.

Staff turnover was noted as an area of concern with regard to Critical Care but the Chief Nurse did assure the Governors that the Executives are fully supportive of staffing to 110% recruitment rates.

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5. Public Health Annual Report 2019/20

Appended

The Director of Public Health for Bolton delivered a presentation **[appended to these minutes]** by way of update on the Public Health Annual Report for 2019/20.

Comments/Questions

Helen Lowey assured Governors that there were plans in place to further increase wider communities coming together and working to provide better care and support to the public.

Governors sought assurance regarding Covid fatigue and the pressures on secondary care with patients bypassing primary care and how Bolton is preparing for that. Helen Lowey confirmed that this is about how Bolton responds and agrees that there is an element of fatigue but that there have been significant changes to how things are done with regard to digital transformation and that this needs to be strengthened.

Discussion took place regarding poverty and increasing levels of crime to which Helen Lowey assured that partnership working is being developed with the Urban Outreach programme to support food banks and the local police forces to help address the concerns that are beginning to affect the vulnerable members of society.

6. Staff Survey Results

Noted

The Director of People shared the results for the Annual Staff Survey with Governors noting that Bolton FT is highest scoring in Greater Manchester, second highest in the North West and in the top 20% of Trusts for England. Governors were informed that there had been significant improvement with quality of care and safety at work. The Director of People expressed his sincere gratitude to all staff for their work in the last year and was proud of the results achieved in the survey.

7. Changes to the Trust Constitution

Approved

The Director of Corporate Governance shared a revised version of the Trust Constitution which has had constructive input from Browne Jacobson to ensure criteria is met. This has been shared at Audit Committee and Board of Directors but the Council of Governors need to provide formal approval. **[Members present from the Council of Governors approved the amendments to the constitution.]**

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8. Membership Strategy

Noted

The Governors were provided an update by the Director of Corporate Governance with regards to new efforts to engage better with members which includes working closely with students from Bolton University. As this piece of work is still being developed updates will be brought to future meetings in due course.

9. Any Other Business

None raised.

[The Executive Directors were excused from the meeting at this point leaving the Chair, DCG, Non-Executive Directors and Governors remaining.]

10. Auditor Reappointment

Approved

The DCG asked Governors to approve an extension to the existing contract in place with KPMG as the Trusts auditors with the knowledge that the Trust will look to replace the auditors with another firm following this extension.

It was noted by some of the members that it is beneficial to vary the auditors used by the Trust but all were in agreement of the extension provided an alternative provider be sought at the end of this period. **[The Council of Governors approved the extension of the existing contract with KPMG as the Trusts' auditors.]**

[The Non-Executive Directors were excused from the meeting at this point leaving the Chair, DCG and Governors remaining.]

11. Succession Planning for Non-Executive Directors

Approved

The DCG asked Governors to consider the reappointment of two Non-Executive Directors who are approaching the end of their first term later this year.

Martin North will come to the end of his term in July and Malcolm Brown will reach the end of his in September.

It is common for many Non-Executives to be reappointed for a second term and as these two Non-Executives have provided great value to the Trust already it is

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recommended that they are both reappointed. **[The Council of Governors approved the reappointment of both Malcolm Brown and Martin North for a second term.]**

12. Date and Time of Next Meeting

Thursday 10th June 2021 @ 17:30.