

Bolton NHS Foundation Trust – Council of Governor Meeting 10th March 2020

Location: Education Centre

Time: 1730 –1900hrs

<i>Time</i>		<i>Topic</i>	<i>Lead</i>	<i>Process</i>	<i>Expected Outcome</i>
17:30		Welcome and Introductions	Chair		
	1.	Apologies	Chair		To Note
	2.	Declarations of Interest	Chair		To note
	3.	Minutes of meeting held on 14 th January 2020	Chair	Minutes	For approval
	3.1	Matters arising			
17:35	4.	Chair update	Chair	Verbal update	To receive an update on key current issues both at the Trust and within the wider regional and national context
17:45	5.	Coronavirus update	Assistant Director of Infection Prevention & Control	Presentation	To receive and note
18:15	6.	Finance Update	Director of Finance	Presentation	To note
18:30	7.	Governor Feedback and Declarations	Director of Corporate Governance	Presentation	To discuss
18.45	8.	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			
	9.	Any Other Business	Chair		
19:00		Close			

Date and Time of next meeting – 12th May 2020 2020 at 5.30pm in the Education Centre

Meeting **Council of Governors**
Time **5.30 p.m.**
Date **14th January 2020**
Venue **Seminar Room 1, Education Centre**

Present

Donna Hall	Chair
Alan Stuttard	Non-Executive Director
Champak Mistry	Public Elected Governor
Derek Burrows	Public Elected Governor
Dipak Fatania	Staff Governor
Iqbal Essa	Public Elected Governor
Jane Lovatt	Public Elected Governor
Janice Drake	Public Elected Governor
Jim Sherrington	Appointed Governor
Kantilal Khimani	Public Elected Governor
Leigh Vallance	Appointed Governor
Malcolm Brown	Non-Executive Director
Margaret Parrish	Public Elected Governor
Martin North	Non-Executive Director
Oboh Achioyamen	Public Elected Governor
Pauline Lee	Public Elected Governor
Sorie Sesay	Public Elected Governor
Susan Haworth	Appointed Governor
Tracey Holliday	Staff Governor

In Attendance

Andy Ennis	Chief Operating Officer
Anu Kumar	Director of Operations and Business Growth (for item 6)
Esther Steel	Trust Secretary
Lesley Wallace	Director of Finance, iFM Bolton (for item 6)
Marie Forshaw	Deputy Director of Nursing
Phil Webster	Managing Director, iFM Bolton (for item 6)
Victoria Lomas	Corporate Governance Manager

Apologies

Annette Walker	Darren Knight	Francis Andrews	Jackie Bene
Kemi Abidogun	Martin Anderson	Dawn Fletcher-Wilde	Pat Grocock
Laila Dawson	Rebecca Ganz	Dawn Hennefer	

Minutes recorder in order of discussions
2. Declarations of Interest

Esther Steel	Company Secretary, iFM Bolton
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3. **Minutes of Meeting held 4 July 2019**

Approved as a true and accurate record.

4. **Chair Update**

Governors were informed that Fiona Noden has been appointed as the new Chief Executive and will commence in post on 1st April 2020.

It was noted that the recruitment process for the Director of Nursing role will be commencing shortly and there will be a stakeholder session which Governors will be invited to attend.

6. **iFM Estates Strategy**

The Managing Director for iFM Bolton provided a presentation around the journey of iFM so far highlighting the new iFM Executive Team and Board restructure, the engagement and communications plans which have been agreed with the Trust and ICIPs target being agreed and delivered.

The presentation also outlined the vision for the future to be a leading provider of estates and facilities services, delivering a safe, effective and sustainable environment to support clinical services now and in the future.

In response to a query it was confirmed that iFM Bolton currently employ 650 staff, 400 of which migrated over from ISS Mediclean and the remaining from the Trust. iFM is currently entering into the third year of the contractual arrangements with staff who migrated over and assurance was provided that there are no on-going issues around this.

Governors asked whether the ICIP target was in line with the Trust savings targets. It was advised that iFM were challenged to save £700k which is around 3% and in line with the savings the Trust divisions were required to make.

Governors commented on the positive response rates for the go Engage Survey which was completed by 49.91% of staff.

Estates Plan

The Director of Operations and Business Growth for iFM Bolton provided a presentation around the future estates plan including plans for the Bolton College of Medical Science (BCMS), a proposed multi storey car park with retail facilities and a refurbished main entrance (presentation appended to the minutes).

Governors were informed that the Trust is currently working through and prioritising the estates backlog maintenance list.

In response to a query it was confirmed there are no plans to sell land for housing development and the Trust is currently linking with the Local Authority to plan how the hospital site can be developed into a health hub for the local community.

It was confirmed that by developing the site and providing retail outlets this will build up the provision available to patients whilst they stay in hospital and also when planning for discharge and it will further enhance their experience.

Governors queried whether iFM Bolton will be undertaking contracts outside of the NHS and it was confirmed that whilst this is not currently being considered it may be considered as an option in the future.

It was agreed to provide regular updates to the Governor Strategy Sub-Committee around the

on-going estates work and plans.

Resolved: the estates update was noted.

5. Winter Pressures

The Chief Operating Officer provided an in-depth presentation around the current winter pressures highlighting the 2019/20 priorities for urgent care (presentation appended to the minutes).

Assurance was provided that although some patients had to wait for treatment no patients came to any harm. A review is carried out of all patients who wait for longer than 12 hours and these reviews have shown no harm to any patients concerned.

7. Resolved - having regard to the confidential nature of the business to be transacted, the Governors approved a resolution to exclude the press and public

8. Associate NED Role

The Trust Secretary presented the paper highlighting the benefits associated with introducing an Associate Non-Executive Director Role which include:

- To fill a specific skill gap – in most cases HR, IT or Estates.
- For succession planning – where a NED with a specific portfolio is coming to the end of their tenure the role has been used to allow an overlap to allow an extended induction period.
- To increase the diversity of the Board or to ensure representation from a specific area/demographic of the population.

It was also noted that feedback from Foundations Trusts where Associate NEDs have been appointed has been positive.

Governors voted and approved the development of the Associate Non-Executive Role.

Resolved: the development of the Associate Non-Executive Role was approved.

9. Any Other Business

With no further business the meeting closed at 7.20pm

10. Date and Time of Next Meeting

10th March 2020 at 5.30pm in the Education Centre