

Location: WebEx

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		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 9 July 2020	Chair	Minutes	For approval
	3.1	Matters arising			
	4.	Chair update	Chair	Verbal	To receive an update on key current issues both at the Trust and within the wider regional and national context
17.45	5	Covid Update	Chief Operating Officer	Presentation	To receive an update on the Covid reset programme
18.10	6	Integrated Care Division update	DDO Integrated Care	Presentation	
18.30	7	Governor Sub Committee feedback	DCG	Minutes	To note the minutes of the Governor Quality sub committee
	8	Any Other Business	Chair		
	9	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			
	10	NED appointments and succession planning	Chair/DCG	Report	To note and discuss current NED tenures, remuneration and appointments
	11	Board Inclusion Policy	DCG	Report	To note in respect of NED appointments
19:00		Close			

Date and Time of next meeting – tbc

Meeting **Council of Governors**
Time **5.30 p.m.**
Date **9th July 2020**
Venue **Webex**

Present

Donna Hall	Chair
Andrew Thornton	Non-Executive Director
Bilkis Ismail	Non-Executive Director
Dawn Fletcher-Wilde	Staff Governor
Iqbal Essa	Public Elected Governor
Jackie Njoroge	Non-Executive Director
Jane Lovatt	Public Elected Governor
Janice Drake	Public Elected Governor
Kemi Abidogun	Public Elected Governor
Margaret Parrish	Public Elected Governor
Martin North	Non-Executive Director
Oboh Achioyamen	Public Elected Governor
Pat Grocock	Public Elected Governor
Pauline Lee	Public Elected Governor
Rebecca Ganz	Non-Executive Director
Susan Baines	Appointed Governor
Tracey Holliday	Staff Governor

In Attendance

Andy Ennis	Chief Operating Officer
Annette Walker	Director of Finance
Esther Steel	Trust Secretary
Fiona Noden	Chief Executive
James Mawrey	Director of Workforce and Organisational Development
Marie Forshaw	Director of Nursing
Sharon Martin	Director of Strategic Transformation
Victoria Lomas	Corporate Governance Manager

Apologies

Darren Knight	Leigh Vallance	Rosie Adamson-Clark	Francis Andrews
Laila Dawson	Malcolm Brown	Dipak Fatania	

2. Declarations of Interest

Esther Steel Company Secretary, iFM Bolton

3. Minutes of Meeting held 10th March 2020

Were approved as a true and accurate record.

3.1. Matters Arising

Governors queried whether the plan for 20% staff to be absent during Covid-19 was accurate. It was confirmed that the absence rates varied over the period starting high and then reducing. There are also 185 staff shielding but the majority of these are working from home.

With regard to staff risk assessments there are 827 high risk staff and 97% have received a risk assessment. Workforce modelling is completed on a daily basis and forecasts throughout have been correct.

4. CEO Reflections

Governors were shown the CEO 100 day video.

The Chief Executive informed Governors that during her first 100 day she has met some lovely staff and had some good experiences and is looking forward to leading the organisation through the rest of the pandemic. Planning is now underway for winter and the restart of elective work.

Governors queried what areas beyond Covid-19 will be focussed on and it was confirmed that maternity services are important to focus on as this is a high risk area. There are also plans to review the sub Board Committees and how to involve clinical representation.

Two other areas of focus will be around understanding what it is like to work in the organisation and understanding what it is like to receive care in the organisation.

Governors discussed the role of the Integrated Care Division and it was agreed to invite them to present at the next Council of Governors meeting to obtain a better understanding of their portfolio.

Staff Governors thanked the CEO for the improved team brief process.

With regard to the Director of Nursing post which was not recently appointed to it was confirmed that Marie Forshaw will continue in this role whilst the Trust takes time to understand the requirements of the role and this will be advertised via a recruitment agency.

5. Covid-19 Update

The Chief Operating Officer provided an update presentation regarding Covid-19 and the restart of services. The presentation is appended to the minutes.

Governors discussed the misinformation which is currently being circulated within the community and it was confirmed that the Trust has published a joint statement with the Local Authority and CCG regarding this misinformation and the Trust also publishes its daily figures. Communications have also been sent to Bolton Council of Mosques.

It was confirmed that statistically Covid-19 is more likely to affect those from a BAME and also those who live in poverty. Work is being done with public health to get the data which will be shared.

It was noted that there is a backlog in relation to elective care but the Trust has good green pathways for patients who will be asked to self-isolate for two weeks prior to coming in for a procedure and use PPE. Urgent work is being prioritised and all patients are being monitored to ensure their situation has not changed.

The Trust is also working well with the Beaumont Hospital and Bolton has been one of the best areas for its use of the private sector during the pandemic. This is currently covered by the national contract which is held by NHSE that was approved at the start of Covid-19. The earliest this can finish is the end of August, but this depends on notice being given at the end

of July. This is a not for profit contract.

In response to a query it was confirmed that mammogram screening is about to restart in the next few weeks. This is constrained by the ability to treat as there will be a reduced capacity

It was confirmed that there are different phases to the financial response and the Trust is currently awaiting new financial guidance. Consideration is being given to our capital requirements and it is essential that the Trust works closely with other Greater Manchester organisations around this.

The arrangements across Greater Manchester were outlined with Governors being informed that the Provider Federation Board (PFB) is currently being Chaired by the CEO of Manchester Foundation Trust. All members of the Executive Team have roles across GM in various groups.

The in hospital cell is working closely to support all organisations across GM by providing mutual aid for items such as PPE and anaesthetics machines to ensure that it is machinery that is moved and not patients.

The PFB is currently moving into the next phase of looking how services are provided to ensure organisations work closely together and ensure equality of access for all.

Resolved: the update was noted.

7. Elections

Governors noted that the elections will be opening soon and there are seats available in the following constituencies:

- Bolton North East – four seats
- Bolton West – three seats
- Out of area – two seats
- Nurses and Midwives – two seats
- AHPs and Scientists – one seat

Nominations close on 14th August with new Governors commencing on 1st October 2020

Resolved: the update was noted.

6. Any Other Business

With no further business the meeting closed at 7.00pm

7. Date and Time of Next Meeting

12th November 2020 at 5.30pm in the Education Centre