

Bolton NHS Foundation Trust – Council of Governor Meeting 14th November 2019

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 4 th July 2019	Chair	Minutes	For approval
	3.1	Matters arising			
17:40	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
18:00	5.	Winter Planning 2019	Jo Street/ Chrisella Morgan	Presentation	To note
18.45	6.	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			
	7.	Election of Sub Committee chairs	Trust Secretary	Verbal	To discuss and approve
	8.	NED succession planning	Trust Secretary	Report	To discuss
	9.	Any Other Business	Chair		
19:00		Close			

Date and Time of next meeting – 16th January 2020 at 5.30pm in the Education Centre

4.

Chair Update

Governors noted the following updates:

Urology Unit

On 12th September 2019 Baroness Dido Harding will officially open the Urology Unit. The time is yet to be confirmed but should Governors wish to attend please inform Esther or Victoria.

Bolton College of Medical Sciences

Planning permission has now been received for the Bolton College of Medical Sciences which will be based on the hospital site.

Board to Board with Wigan NHS Foundation Trust

The Board to Board with Wigan will be taking place later in the year to discuss the collaboration of services. Consideration will be given to specialist services initially but the trusts will need to agree what benefits both of the organisations and the patients.

The Improving Specialist Care Programme is considering new models of care but it was confirmed that the distance that patients will need to travel are included in the deliberations. Collaboration is required to ensure that services across Greater Manchester are sustainable both financially and in terms of workforce.

A decision will be reached at the next Joint Commissioning Group as to where Breast Services will be based going forward.

Raising the Trust Profile

The Chair will be writing a series of articles for the HSJ in order to raise the profile of the Trust. The first has now been produced and will be circulated to Governors via e-mail.

COG/19/01	HSJ article to be circulated to Governors via e-mail.
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Resolved: noted

5.

Non-Executive Director Updates

5.1

Alan Stuttard (Chair of Finance Committee)

Governors received an update from Alan who advised that he has now been in post for five months. Prior to becoming a Non-Executive Director he was the Finance Director at North West Ambulance Service for four years. He is also now a Non-Executive Director at two organisations in Blackpool.

Alan is the Chair of the Finance and Investment Committee and other Non-Executives on this committee are Bilkis Ismail and Martin North. The Executives who sit on the committee are the Chief Executive, Director of Finance and Chief Operating Officer, and the Director of Finance from iFM Bolton is also now a member of the committee.

The primary role of the Finance and Investment Committee is to scrutinise all aspects of finance and to provide assurance to the Board of Directors around the trust finances. The Non-Executives are also there to provide support to the Executives around the actions being taken.

The Terms of Reference for the Finance and Investment Committee state that the group has delegated authority to approve up to £2m for capital subject to a business case being presented and receiving appropriate scrutiny.

It has also been proposed that the committee will take on the role of scrutinising and monitoring the finances for iFM Bolton.

The Finance and Investment Committee will also be scrutinising the arrangements around the finances for the Bolton College of Medical Sciences from a Trust point of view.

Governors noted a breakdown of the Trust financial position for 2018/19 and the challenges for 2019/20.

Governors discussed the issues around the land for the Bolton College of Medical Sciences noting that this will require significant scrutiny as if done incorrectly this could have a negative impact on the Trust accounts. All options will be considered before a conclusion is agreed.

It was confirmed that the Bolton College of Medical Sciences will cost £30m. A grant of £10m has been received and Bolton Council is providing £1m. The additional monies will be provided by Bolton University. The contribution from the Trust will be the land.

It was agreed that it may be beneficial for Governors to receive a presentation outlining the plans and designs for the new building.

COG/19/02	Governors to receive a presentation outlining the plans and designs for the new Bolton College of Medical Sciences building.
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It was noted that the Trust has a Strategic Estates Group which considers all Trust assets and the Board will be holding a workshop this month to discuss the long term estates plan.

In response to a query it was confirmed that the Trust provides services at a number of buildings across Bolton and owns the Diabetes Centre building.

Resolved: the update was noted.

5.2 **Martin North (Shadow Board)**

Governors received an update from Martin who advised that he has now been in post for around 12 months. His most recent full time position was as an IT Director at Talk Talk.

Martin is a member of the Finance and Investment Committee, Audit Committee, Digital Transformation Board and is the Chair of the Charitable Funds Committee and Shadow Board.

The current focus of the Digital Transformation Board is the implementation of the EPR system with the first phase due to go live in October 2019.

The Charitable Funds Committee has recently been resumed and a new strategy is being delivered in August which will look at how to increase funds and also how to spend the donations made.

It was suggested that Darren Knight is included in the Charitable Funds Committee work due to his established links with voluntary agencies within Bolton.

Martin is also the Chair of the Shadow Board which is a new training initiative for staff who aspire to become an Executive Director. The Shadow Board also assists in giving further scrutiny to papers which are submitted to the Board of Directors.

Resolved: the update was noted.

5.3 **Malcolm Brown – Clinical**

Governors received an update from Malcolm who advised that he has now been in post for around eleven months. Malcom was previously a Partner in a General Practice in

Westhoughton and has been involved in medical education throughout his career. Malcolm was also previously the Director of Medical Education at the Trust.

Malcolm is a member of the Quality Assurance Committee, Audit Committee, Charitable Funds Committee and End of Life Committee and has also recently Chaired a Never Event.

The End of Life Committee considers all aspects of end of life care in the hospital and community and also at other areas such as organ donation.

The Quality Assurance Committee is Chaired by Andrew Thornton and take a number of quality related reports. The committee also approve any Serious Incident or Never Event Reports.

Resolved: the report was noted.

6. Meeting Review

Governors agreed that the session has been useful and they had gained a valuable insight into the Non-Executives background and portfolios. It was agreed that once updates had been received from all of the Non-Executives the format would need to evolve and it was suggested that Governors could receive details of updates in advance of future meetings in order for them to prepare questions.

7. Any Other Business

Staff Training

Governors discussed the issues around staff being released to attend training and it was agreed that it may be possible to develop a Governor dashboard to look at metrics such as this which Governors may be interested in.

COG/19/03	Governor dashboard to be developed.
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BOSCA

It was suggested that Governors try to participate in a BOSCA as this provides a good opportunity to observe ward activity and the feedback provides each ward with a score and an improvement plan. A BOSCA presentation is provided at the Governor Quality Sub-Committee and a training session for Governors is being planned.

COG/19/04	Governor training session on BOSCA to be arranged.
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Date and Time of Next Meeting

14th November 2019 5.30pm in Seminar Room 1, Education Centre

Actions

Reference	Date	Description	Due date	Comments
COG/19/01	4/7/19	HSJ article to be circulated to Governors via e-mail.	5/7/19	Complete
COG/19/02	4/7/19	Governors to receive a presentation outlining the plans and designs for the new Bolton College of Medical Sciences building.	14/11/19	Verbal update to be provided
COG/19/03	4/7/19	Governor dashboard to be developed.	14/11/19	Verbal update to be provided
COG/19/04	4/7/19	Governor training session on BOSCA to be arranged.	14/11/19	Complete