

Bolton NHS Foundation Trust – Council of Governor Meeting 4th July 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 23 rd May 2019	Chair	Minutes	For approval
	3.1	Matters arising			
	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
Non-Executive Director updates					
17:50	5.	Alan Stuttard (Chair of Finance Committee)	Alan Stuttard	Verbal update	Each Non-Executive will provide an update on their activity within the Trust over the last two months to provide an opportunity for Governors to understand more about the role of the NED and the duties undertaken in fulfilling that role
	6.	Martin North (Shadow Board)	Martin North	Verbal update	
	7	Malcom Brown - Clinical	Malcolm Brown	Verbal update	
	8.	Meeting Review	Trust Secretary	Discussion	Opportunity to reflect on the changed format of the meeting and propose topics for discussion either within the full Council of Governors or within the sub committees
	9.	Any Other Business	Chair		
19:00		Close			

Date and Time of next meeting – 14th November 2019 at 5.30pm in the Education Centre

Annual Members Meeting – 16th September at 3pm in the Education Centre

Meeting
Council of Governors
Time
5.30 p.m.
Date
23rd May 2019
Venue
Seminar Room 1, Education Centre
Present

Donna Hall	Chair
Abs Sinha	Staff Governor
Ann Bain	Public Elected Governor
Bill Crook	Public Elected Governor
Champak Mistry	Public Elected Governor
Dawn Fletcher-Wilde	Staff Governor
Dawn Hennefer	Appointed Governor
Dipak Fatania	Staff Governor
Janet Whitehouse	Public Elected Governor
Jim Sherrington	Appointed Governor
Kantilal Khimani	Public Elected Governor
Laila Dawson	Public Elected Governor
Leigh Vallance	Appointed Governor
Margaret Parrish	Public Elected Governor
Martin Anderson	Staff Governor
Pat Grocock	Public Elected Governor
Susan Haworth	Appointed Governor
Tracey Holliday	Staff Governor

In Attendance

Alan Stuttard	Non-Executive Director
Andy Ennis	Chief Operating Officer
Annette Walker	Director of Finance
Caroline Swaby	E-communications Specialist
Esther Steel	Trust Secretary
Francis Andrews	Medical Director
Jackie Bene	Chief Executive
Ken Bradshaw	Deputy Chief Informatics Officer
Malcolm Brown	Non-Executive Director
Martin North	Non-Executive Director
Rebecca Ganz	Associate Non-Executive Director
Sara Booth	Chief Nursing Informatics Officer
Trish Armstrong-Child	Director of Nursing/Deputy Chief Executive
Victoria Lomas	Corporate Governance Manager

Apologies

Grace Hopps	Rosie Adamson-Clark	Iqbal Essa	Kemi Abidogun
Janet Roberts	Bilkis Ismail	Pauline Lee	James Mawrey
Andrew Thornton	Sharon Martin	Darren Knight	Janice Drake

2. Declarations of Interest

Esther Steel Company Secretary, iFM Bolton

3. Minutes of the Council of Governors' Meeting held on 14th March 2019

Were approved as a correct record.

3.1 Matters Arising

There were no matters arising.

4. EPR Implementation

Governors received a presentation regarding the implementation of the Electronic Patient Record which outlined the benefits to the system. It was noted that phase one will focus on inpatient areas and will be complete in October 2019. Phase two will commence in Autumn/Winter 2019 and will focus on Outpatient and Community areas.

It was confirmed that there will be different levels of access for staff which have been agreed by the Clinical Design Committee and takes into account students and trainees. Assurance was provided that the system is compliant with GDPR, and staff will require training prior to accessing the system.

It was noted that the system will assist communications with GPs but they will not be able to access the system. Governors discussed whether it will be possible to share information with other local trusts and it was confirmed the information stored will document the care provided and will include test results. It was confirmed that this is not a single patient record but will allow information to be shared easily.

There will be a six week training plan for staff before the system goes live which will be partly classroom learning and partly e-learning, and support will be in place for staff once the system goes live.

It was noted that the IT team are willing to provide a focus group for Governors if required.

Resolved: noted

5. Performance Update

The Chief Executive presented an update on recent performance and invited questions from those present (slides and key points from the discussion are recoded below)

CQC Inspection

The Trust received an overall rating of good and outstanding for leadership.

Friends and Family Feedback

FFT feedback shows that 96.5% of patients would recommend the Trust to their friends and family for treatment.

A&E four hour target

The Trust is currently the best performer within Greater Manchester for both the four hour target and for ambulance turnaround.

Performance 2018/19



- Fantastic CQC inspection – overall good and outstanding leadership plus outstanding for caring in Medicine/care of the elderly
- Continued reduction in C difficile cases 20 cases in 2018/19 (30 in 17/18 and 29 in 16/17)
- Friends and Family feedback 96.5% would recommend
- Continue reduction in falls and pressure ulcers
- A&E four hour target 84.5%
- 18 week – 87% against a target of 92% with an overall reduction in the size of the waiting list
- Cancer treatment 92.8% of patients meet the 62 day targets (compares to 76.2% nationally)
- Staff sickness 5.1% April 18 – March 19 (March 2019 – 4.72%)

Discussion took place regarding some safeguarding issues in the new A&E space and it was noted that a peer review around safeguarding has been completed and the Trust will be working through the recommendations from that report.

Finance

The Trust achieved a surplus of £17.8m in 2018/19. Investments have been made in the infrastructure of the organisation including:

- £9m spent on A&E over the last two years adding increased capacity across the unit.
- £4m spent on a purpose built Urology Unit.
- £125k for Breast Unit to open the Evergreen Suite, providing more space and better facilities.
- £4m spent on the new Endoscopy Unit increasing capacity and improving the environment.
- Opened the Ingleside Birth and Community Centre, the only freestanding maternity unit of its kind in Greater Manchester.

Finance



NHS Foundation Trust

Statement of Comprehensive Income	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Plan 2019/20
Revenue	£,000	£,000	£,000	£,000	£,000
Operating revenue from continuing operations (patient care)	271,537	285,485	300,302	309,660	321,241
Other operating revenue	21,004	34,474	34,425	41,091	29,583
Operating expenses	-287,918	-318,192	-326,267	-341,377	-337,037
Operating surplus (deficit)	4,623	1,767	8,460	9,374	13,787
Finance costs:					
Finance Income	35	28	34	109	30
Finance costs	-642	-702	-797	-864	-1,175
Finance expense - unwinding of discount on provisions	-12	-6	-6	-19	0
Public dividend/ capital dividends payable	-2,152	-2,059	-2,065	-2,271	-2,739
Corporation Tax					-240
Net Finance Costs	-2,771	-2,739	-2,834	-3,045	-4,124
Gains / Losses on disposal of assets		-15	-3	-3	
Surplus/(Deficit)	1,852	-988	5,623	6,326	9,663
Add Back:					
Impairment of fixed assets		-16,565	-6,259	-11,488	
Underlying Trading Surplus/(Deficit)	1,852	15,577	11,882	17,814	9,663

Digital investment:

- Successfully rolled our eObs across the Trust.
- Our digital reputation has seen us chosen by five international companies to be an exemplar site.
- The only Trust in the UK to have achieved tap on/off at scale in country to all our devices.

Staff Survey Results

The results from the 2019 Staff Survey were presented.

Areas which the Trust need to focus on include:

- Looking after staff – mental wellbeing
- Diversity and inclusion

Plans for 2019/20 include

Governors noted the plans for 2019/20 including:

- Launch Trust wide EPR
- Exciting plans underway for Bolton College of Medical Sciences at Royal Bolton Hospital site.
- Implementation of new five-year strategy.
- Transformation project in outpatients.
- Working more closely together with partners in the Bolton Health and Care Partnership to develop the neighbourhood model.
- Improving specialist Care – some significant decisions affecting some of our services are scheduled to be made in July.

Resolved: the update was noted.

Investing in our staff



NHS Foundation Trust

- We got the highest score in the country for responses to 'I am enthusiastic about my job'.
- We received equal or above average scores in key areas; Equality, Diversity & Inclusion, Health & Wellbeing, Morale, Safety Culture and Staff Engagement.
- Quality of Care and Staff Morale received the highest score against our peers in the Greater Manchester area.
- We saw a significant improvement on both recommending the Trust as a place of work and for friends and family to receive treatment.
- Staff feeling that their role makes a difference to patients and that they are able to deliver the care they aspire to, also achieved the highest score against our comparators.
- Launched Go Engage to build upon this and get real time feedback from our staff.

6. Objectives for the Chair of the Trust

Committee members discussed possible objectives for the Chair noting the following suggestions:

- Engagement
 - Governors
 - Bolton
 - GM
 - National
- Reputation
- Profile/recognition
- Positive PR

Resolved: noted

7. Feedback from Governor Sub-Committees

Governor Strategy Committee – 11th April 2019

J Sherrington provided an update from the Strategy Committee advising that the group had received an update on the strategy and the Integrated Care Partnership from the Director of Strategic Transformation. A presentation had also been received outlining the CQC feedback from the Trust Secretary.

The next meeting is taking place on 18th July 2019 at 5.30pm in the Boardroom.

Resolved: the update was noted.

Governor Quality Committee – 9th May 2019

M Parrish provided an update from the Quality Committee advising that the group had received a positive patient story around the Beehive initiative in Maternity. Governors also received a presentation from the Director of Quality Governance around the Quality Account.

The next meeting is taking place on 8th August 2019 at 5.30pm in the Boardroom.

Resolved: the update was noted.

Elections

The Trust Secretary provided an update on the 2019 Governor elections.

The following seats are eligible for election:

- Bolton North East – two seats
- Bolton South East – five seats
- Rest of England – two seats
- Nurses and midwives – one seat
- All other staff – one seat

The election process is overseen by ERS with candidates self-nominating with a personal statement.

Resolved: the update was noted

Election timetable

Election process	Date
Notice of Election published	Monday 17 th June
Publication of statement of nominated Candidates	Tuesday 16 th July
Final day for candidate withdrawal	Thursday 18 th July
Notice of Poll	Monday 5 th August
Close of the Poll	Friday 30 th August
Results	Monday 2 nd September

8. NED Appointment

Governors were asked to consider re-appointing Jackie Njoroge for a second three year term. Jackie was appointed as Chair of Audit in September 2016 and external and internal feedback has been positive.

Governors approved a second three year term for Jackie Njoroge.

Resolved: approved.

9. Appointment of External Auditor

Governors were informed that an Auditor Appointment Committee will be established in order to appoint an External Auditor. It was noted that the appointment of an external auditor is one of the statutory duties of the Council of Governors. KPMG were appointed in 2013 for a five year contract and an additional one year extension was granted in 2018.

It was agreed that Jim Sherrington, Susan Haworth and Janice Drake will sit on the Auditor Appointment Committee and make a recommendation back to the Council of Governors.

Resolved: Governors approved the process and timetable for the appointment of the external auditor

9. Any Other Business

Discussion took place regarding the waiting times for an MRI due to their being only one MRI scanner. It was confirmed that EPR will address some of the issues as it will reduce the number of requests.

Date and Time of Next Meeting

4th July 2019 5.30pm in Seminar Room 1, Education Centre