

Minutes of the Council of Governors Meeting held at 3.45pm on Tuesday, 16 October 2018
in the Old Library, Merley House, Merley, Wimborne BH21 3AA.

Present:	<p>Andy Willis Jan Owens David Dickson Scottie Gregory Alison Fisher Kenneth Lavery Anna Webb Scott Porter Stephen Churchill Peter Kelsall Helen Lawes Anne Hiscock Pat Cooper Terry Purnell Andy Mayers Becky Aldridge Vishal Gupta</p>	<p>Chair and Non-Executive Director Lead Governor Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Deputy Lead Governor, Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Poole) Public Governor (Poole) Staff Governor Staff Governor Staff Governor Staff Governor Staff Governor Staff Governor Public Governor (Bournemouth) Public Governor (Bournemouth) Partner Governor, Service User Group Local Government, Poole Borough Council</p>
In Attendance:	<p>Heather Bailey Belinda Phipps Nick Yeo Ron Shields Eugine Yafele Keith Eales Jacqueline Stratford Tapiwa Songore</p>	<p>Non-Executive Director Non-Executive Director Non-Executive Director / Senior Independent Director Chief Executive Deputy Chief Executive Trust Secretary PA to the Chair Deputy Trust Secretary</p>
Apologies:	<p>Celia Millar Karen Parker Bill Batty-Smith Steve Cole Bobbie Dove Ray Bryan Jack Welch Sue Howshall Joy Ford</p>	<p>Public Governor (Poole) Partner Governor, Bournemouth University Local Government, District Councils Partner Governor, League of Friends Local Government, Bournemouth Council Partner Governor, Dorset County Council Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Dorset RoEW)</p>

57/18 Constituency Time

Governors met in Constituency Time to discuss items of common interest and to agree questions to be raised at the Council meeting.

58/18 Meeting with Non-Executive Directors

The Council held a discussions with Nick Yeo and Belinda Phipps.

59/18 Welcome and Apologies

The Chair welcomed Governors and Board Directors to the meeting and reported the apologies received.

60/18 Minutes from the meeting held on 11 July 2018

The minutes of the meeting held on 11 July 2018 were approved as an accurate record.

61/18 Matters Arising Report

The Trust Secretary submitted the matters arising report. It was noted that the one matter arising from the last meeting had been completed.

62/18 Briefing Reports

Chair

The Chair informed the Council that the Chief Executive was retiring at the end of the year. He commended Ron for the sterling work he had done over the years which had seen the Trust move out of special measures and the CQC rating of 'Requires Improvement' moved to being 'Good'. He informed the Council that the search for a replacement Chief Executive was underway and the Council would be asked to approve the preferred candidate.

Lead Governor

The Lead Governor briefed the Council on the following matters:

- The Trust held its Annual Members' Meeting on 12 September at the Lighthouse Arts Centre in Poole. The event was entertaining and had been well organised. However, the attendance had been low and many Governors did not attend. She urged Governors to attend their events and informed the Council that the Membership Committee would be discussing how to get Governors more involved at the event in future
- The Lead Governor attended the League of Friends' Annual General Meetings in Swanage and Wareham.
- Attended the Locality Transformation meeting in Purbeck.
- Attended three other NHS Dorset Clinical Commissioning Group (CCG) meetings, the Public Engagement Group, Dementia services review and the Integrated Transport for Non- emergency patient transport services. The Membership Office would be finding out more information on events organised by the CCG.
- Attended the NHS Providers Annual Conference in Manchester.

Chief Executive

The Chief Executive briefed the Council on the developments in respect of the hubs. The following was noted:

- St Leonards had finally been closed and the team from Fayrewood Ward had now moved to the Royal Bournemouth Hospital; however some activities such as wheelchair services were still operational at the site.

- Beds in Portland were being moved to Westhaven Hospital in Weymouth. No patients had been transferred and the service would be managed until all services finally move. Consolidating the service would help the Trust in sustaining safe staffing levels. Engagement meetings had been undertaken to determine the future of the Portland Hub.
- Beds in Wareham were closing at the end of October due to the shortage of qualified nursing staff. The outcome of the Clinical Services Review had made it difficult to recruit staff. The decision to close had been made in consultation with senior clinical staff and the need to maintain safe quality care.
- In Shaftesbury, discussions were still going on regarding the future plans for the hub.
- In Alderney, plans were underway for an exemplar integrated hospital incorporating both mental and physical health. The Trust was working with Local Authorities, NHS partners and the third sector to accelerate progress.
- Discussions with GPs had restarted in Sherborne on the development of the hub.

The Chief Executive also updated the Council on the following

- The Health Visiting and school nursing services were going to tender and the Trust was working to with partners to define the role of the services.
- The Lyme Regis contract currently held with Virgin was coming up for tender and Virgin were not re-tendering for the contract. Members of the Public in Lyme had undertaken a study of the community requirements with the aim of helping Commissioners to get a better understanding of community needs.
- In terms of integration of services, the Dorset footprint was more advanced and the plans were underway to accelerate partnership working.
- The Trust-led bid for Integrated Care Service had been selected by the CCG as the preferred partner. The Trust was now working with the CCG to improve the understanding of the resources the system must deploy to ensure that nationally mandated IUCS standards can be delivered.

Governors sought clarity on the role of the third sector and it was noted they were an integral part of the system working. In response to a question of events in Lyme Regis, Ken Lavery gave the highlights of the Lyme Forward project of which much of the detail was still embargoed.

Clarity was sought regarding the future of Kings Park Hospital. The Chief Executive advised that the intention had been to dispose of the site and use the proceeds to invest in Shelley Road. However, discussions had taken place with the owners of the Sovereign Centre in Boscombe to move services there..

Governors expressed concern at the speed in which beds had been closed at Wareham Hospital and the impact this would have on staff wellbeing. It was noted that while the Trust had sound Human Resource policy for such events, there was a need to include the human element and the Trust would have lessons to be learnt.

The Council noted the reports.

63/18 Future of Community Hospitals

The Deputy Chief Executive (DCEO) gave highlights on the main issues that the Trust had learnt from the recent developments in respect of Community Hospitals. The following issues were noted:

- The need for clear consistent messages regarding the future of services even when there was a lot of uncertainty;
- The importance of staff engagement;
- The importance of working with partners to identify system solutions;
- The need to respond to emerging issues eg staffing and develop co-produced solutions;
- The importance of developing bespoke solutions as seen in Bridport.

Regarding Wareham Hospital, the DCEO acknowledged that there had been some missed opportunities in recruiting and retention of staff. This would be addressed in the Workforce Strategy which was being developed. The need to include all levels of staff in the engagement process to bridge the gap in knowledge between the Board and events was noted.

The Council noted the report.

64/18 Council of Governors Regulatory Dashboard

The Council received the Regulatory Dashboard for August 2018.

It was noted that the Trust was currently below threshold for the Quarterly Data Quality Maturity Index Mental Health Services (MHSDS) dataset score. This was due to a change in reporting to include the primary reason for referral. The figure was expected to improve in the next quarter.

The Council noted the report

65/18 Policy for Engaging with the Board

The Council received the revised policy for engagement with the Board.

It was noted that, after previous discussions with the Council, Governors would not have access to Part 2 meetings of the Board. The Chair and Senior Independent Director reiterated that the Board would only meet in Part 2 on limited occasions, where the commercial or personal interests necessitated this.

Governors agreed that there should be further amendments to the sections on 'Raising Concerns' to include the involvement of the Lead Governor and asked for rewording on some of the sections.

The Council;

- a) **Noted the report;**
- b) **Requested that the amended policy be brought back to the next meeting.**

66/18 Reports from the Membership Committee

Reports from the Membership Committee meetings

The Lead Governor presented the reports from the Membership Committee meetings held on 16 August and 4 October 2018.

The Lead Governor commended Anna Webb for her efforts in recruiting 42 members during the World Mental Health Day at Bournemouth University and thanked Andy Mayers and Karen Parker for facilitating the Trust stand.

The Council noted that the Trust would attend events arranged by the CCG to recruit more young people.

Membership Committee Annual Report

The Council received and noted the Membership Committee Annual Report for 2017/18.

The Council noted the reports.

67/18 Report from the Governor Role Task and Finish Group:

The Council received a report from the Governor Role Task and Finish Group which had been set up to develop proposals in respect of a number of matters concerning the role of, and support made available to Governors. The Council noted that the Group had achieved the following;

- Reviewed the induction material given to newly elected Governors;
- Set up access to and use of the Trust Intranet for Governors;
- Developed a buddy scheme;
- Developed the role description of a Governor.

The Council;

- a) **Noted the report;**
- b) **Approved the buddy scheme on an opt in basis;**
- c) **Approved the Role Description of a Governor;**
- d) **Agreed that the Task and Finish Group had completed its task and could be disbanded.**

68/18 Report from the Staff Constituency Task and Finish Group:

The Council received a report from the Task and Finish Group set up to make recommendations with regard to the future organisation of the Staff Constituency

The Group had concluded that the number of Staff Governors should be increased from five to six. This would provide for two Staff Governors to be elected each year. Candidates would be required to give their job title in their election statement, which, it is hoped, will facilitate both clinical and non-clinical candidates being elected.

The Group recommended that the number of Partner Governors be reduced by one to ensure that Public Governors remain in a majority on the Council. Local government reorganisation in the County provided the opportunity to reduce the number of Partner Governors.

The Group also recommended that the Trust review the organisations invited to nominate Partner Governor positions on the Council. This could be undertaken by a joint task and finish group with the Board.

The Council;

- a) **Noted the report;**
- b) **Agreed to increase the number of Staff Governors from five to six;**
- c) **Agreed to reduce the number of Partner Governors by one;**
- d) **Agreed that candidates in Staff Governor elections should be required to include their job title on nomination papers**
- e) **Agreed that a communication plan be developed to support the elections process aimed at encouraging both clinical and non-clinical Staff Governor candidates;**
- f) **Agreed that a joint task and finish group be established with the Board to recommend which strategic partner organisations should be invited to nominate Partner Governors post local government reorganisation.**

69/18 Lead Governor Role Description

The Council received a report setting out the roles of the Lead Governor and the Deputy Lead Governor.

The Council approved the role descriptions for the Lead Governor and the Deputy Lead Governor.

70/18 Report from the NHS Providers' Conference

The Lead Governor reported on her attendance at the NHS Providers Conference together with Alison Fisher and Scottie Gregory. She gave her reflections on the Manchester Model of integrated care which brought together housing, education and voluntary organisations. She also commented on the vision for integrated care in Dorset and the need for changes required for it to become an Integrated Care System.

71/18 Questions on the Information Pack

The were no questions from the information pack.

72/18 Future Meetings

- 13 December 2018 - Merley House, Wimborne
- 6 February 2019 - Merley House Wimborne
- 8 May 2019 - Merley House Wimborne
- 10 July 2019 - Crown Hotel Blandford
- 6 October 2019 - Merley House Wimborne
- 11 December 2019 - Merley House Wimborne

Signed

Date

Andy Willis, Chair