

Minutes of the Council of Governors Meeting held at 4.00pm on Wednesday, 11 May 2016 at Kingston Mauward College, Dorchester, DT2 8PY.

Present:	<p>Ann Abraham Chris Balfe Scottie Gregory Justine McGuinness Angela Reed Jan Turnbull Sue Evans-Thomas Anna Webb Bill Batty-Smith Vishal Gupta Becky Aldridge Angela Bartlett Steve Clark Pat Cooper Peter Kelsall</p>	<p>Chair Lead Governor, Public Governor (DRoEW) Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Poole) Public Governor (Poole) Local Government District Councils Local Government, Poole Borough Council Partner Governor, Service User Group Staff Governor Staff Governor Staff Governor Staff Governor</p>
In Attendance:	<p>Ron Shields David Brook Lynne Hunt John McBride Peter Rawlinson Nick Yeo Linda Boland Nicola Plumb</p> <p>Fiona Haughey Keith Eales Jacqueline Stratford</p>	<p>Chief Executive Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Non-Executive Director Locality Director – Poole and East Dorset Director of Organisation Development, Participation and Corporate Affairs Director of Nursing & Quality Trust Secretary PA to Chair and Chief Executive</p>
Apologies:	<p>Sue Howshall Jan Owens Patricia Scott John Bruce Teresa North Michael Bevan Karen Parker Simon Thorneycroft</p> <p>John Hughes Sarah Murray Jackie Chai Colin Hague Nick Kosky Sally O'Donnell Eugine Yafele</p>	<p>Public Governor (Dorset RoEW) Public Governor (Dorset RoEW) Public Governor (Poole) Public Governor, (Bournemouth) Staff Governor Local Government, Dorset County Council Partner Governor, Bournemouth University Partner Governor, Dorset Police, Probation and Prison Services Non-Executive Director Non-Executive Director Director of Finance Director of Human Resources Medical Director Locality Director - Dorset Locality Director – Bournemouth and Christchurch</p>

213/16 Welcome and Apologies

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

214/16 Minutes of the Meeting held 11 April 2016

The minutes of the meeting held on 11 April 2016 were approved as a correct record subject to a review of the list of those present and of the matters raised during Constituency time.

215/16 Matters Arising

The Trust Secretary submitted the matters arising report. The position in respect of outstanding items was noted.

The Chair reported that Councillor Bobbie Dove had been appointed as the Partner Governor from Bournemouth Council.

With regard to the Quality Report 2015/16, the Chair advised that the comments of the Council on the draft document had been agreed and submitted to the Director of Nursing and Quality.

The report was noted.

216/16 Lead Governor's Report

The Lead Governor reported on his recent work on behalf of the Council.

The Lead Governor drew particular attention to

- His visit to the Glendinning Unit to participate in a PLACE assessment, and the impressive rehabilitation service provided to patients.
- The elections for two Governors in Bournemouth which would be followed by an induction session for those elected and any other Governors who wished to attend.
- The recent Clinical Services Review (CSR) engagement events which had been attended by a number of Governors.
- The visit to potential sites for the September Annual Members Meeting.
- The appraisal of the Chair which would be followed by those for the other Non-Executive Directors. The Lead Governor encouraged all Governors to provide feedback as part of the appraisal process.
- His attendance, with three other Governors, at the recent NHS Providers Conference. The Lead Governor gave an overview of the main presentation topics. The Conference had ended with a show of hands with regard to the degree of engagement with Trust Boards. The response on the part of attendees was mixed, with Governors not being encouraged to attend Board meetings in a number of Trusts.

The Council noted the report from the Lead Governor.

217/16 Sustainability and Transformation Plan (STP) and the Clinical Services Review

The Director of Organisation Development, Participation and Corporate Affairs gave a presentation on the development of the STP for Dorset.

The presentation covered

- The national requirement for STP's to be developed
- The local arrangements established to develop an STP for Dorset
- Key dates in the development and approval process for the Dorset STP
- The five key themes in the STP
- The emerging key points on the STP
- The STP delivery platforms

Clarification was sought with regard to the reference to the standardisation of the locality hub model. The Director of Organisation Development, Participation and Corporate Affairs explained that referred to the approach to the modelling for hubs. This would follow a common approach. However, each hub would be tailored to local population need.

Clarification was sought with regard to the commitment to a digitally enabled Dorset. The Director of Organisation Development, Participation and Corporate Affairs commented that this reflected the commitment to implement a patient based summary care record for use by partners in the health and social care community.

The Council noted the arrangements for the development of the STP for Dorset.

218/16 Trust Annual Plan 2016/17

The Director of Organisation Development, Participation and Corporate Affairs introduced the draft narrative for the Trust Annual Plan for 2016/17 and invited the observations and comments of the Council.

The Director of Organisation Development, Participation and Corporate Affairs explained that the Annual Plan set out the national and local context for the Trust, key deliverables in relation to each of the Trust priorities and arrangements for monitoring delivery of the long-term strategic goals.

The Council noted that the Annual Plan would be considered by the Board on 25 May 2016.

The Council welcomed and endorsed the content of the draft Annual Plan for 2016/17.

219/16 Membership Recruitment and Engagement Plan 2016/17

The Trust Secretary submitted the revised membership recruitment and engagement plan for 2016/17.

The Trust Secretary explained that the plan had been revised following the last meeting of the Council to take account of the priorities for recruitment, the development of material to support the population groups that the Council had agreed to focus on and to revise the timing of engagement events given the extensive public consultation planned on the CSR.

The Council agreed the recruitment and engagement plan for 2016/17.

220/16 Chair and Committee Chair Reports

Report of the Chair

The Chair advised that the Decision Summary from the meeting of the Board held on 27 April would be distributed to all Governors shortly. The Chair referred to the key topics discussed at the meeting.

The Chair advised that Teresa North was retiring in June and standing down as a Staff Governor. Arrangements would be made for an election in due course.

The Chair advised that she had recently met the Chair of the Care Quality Commission (CQC). The Chair advised that the regulator was reflecting on how the inspection arrangements could be made more proportionate and less burdensome.

The Council recorded its thanks and appreciation to Teresa North for her commitment and contribution to its development during her time as a Staff Governor.

Report from the Chair of the Mental Health Legislation Assurance Committee: 12 April 2016

The Chair of the Committee submitted a report on matters discussed at the meeting held on 12 April.

The report highlighted the development of the dashboard submitted to meetings which gave enhanced assurance in respect of compliance with legislation, the number of lapsed Sections, the number of patients awaiting Deprivation of Liberty Safeguard assessments and the assurance map that had been developed to support the work of the Committee.

Governors expressed concern at the number of patients discharged with no attempt having been made to read them their Section 132 rights. It was noted that the majority of incidents related to one Ward. The Director of Nursing and Quality advised that consideration was being given to the action necessary to address this.

Report from the Chair of the Charitable Funds Committee: 13 April 2016

The Chair of the Committee introduced a report on matters discussed at the meeting held on 13 April 2016.

The Chair of the Committee drew particular attention to the investment report and discussion with the fund manager, Barclays, the approach to be adopted to achieve a more equitable distribution of charitable resources across the Trust and the planned discussion at the next meeting on generating income.

Clarification was sought with regard to whether or not investment in alcohol related equities should be added to the list of areas in which Trust charitable funds would not be invested. The Chair of the Committee undertook to raise this at the next meeting.

Report from the Chair of the Quality Governance Committee: 21 April 2016

The Chair of the Committee introduced a report on matters discussed at the meeting held on 21 April 2016.

The Chair of the Committee made particular reference to the inpatient staffing assurance report, mortality governance and the Board Assurance (BAF) Framework for 2016/17.

Governors sought clarification on the appropriate level and frequency of reporting to the Council in respect of mortality governance. The Chair of the Committee and the Director of Nursing and Quality undertook to give consideration to this and to report back to the Council.

Angela Bartlett reported on her attendance at the meeting and the benefit this had provided in terms of having a fuller understanding of reports submitted to the Board and to the Council of Governors.

Report from the Chair of the Audit Committee: 25 April 2016

The Chair of the Committee introduced a report on matters discussed at the meeting held on 25 April 2016.

The Chair of the Committee made particular reference to the limited assurance report in respect of drug fridge management, the internal audit plan, the clinical audit plan, the review of the Annual Governance Statement to be included in the Annual Report and Accounts 2015/16, the BAF for 2016/17 and the review by the Committee of its effectiveness.

221/16 Chief Executive's Report

The Chief Executive submitted a report on his recent work and priorities.

The Chief Executive drew particular attention to:-

- The outcome of the discussions with Dorset Clinical Commissioning Group (CCG) on the main Trust contract for 2016/17 and the impact on the Trust budget.

The Chief Executive explained that, given the national context and the challenges facing the CCG, a satisfactory outcome had been reached. The Trust would receive an additional £3m in income in 2016/17. However, this would result in a deficit budget for the Trust. This reflected the continuing commitment of the Board to invest in services and the organisational infrastructure to support improved service delivery.

The Chief Executive undertook to submit a full report to the Council on the budget and its implications for the Trust.

The Chief Executive advised that the year-end financial position of the Trust was a £1.9m deficit, compared to a planned deficit of £2.2m.

- The CSR and the STP, which continued to move forward. The Dorset CCG Governing Body would be deciding, on 18 May, whether or not to proceed to consultation on its preferred option, which involved Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust becoming the major emergency centre for Dorset. The consultation was likely to begin in September.

The Chief Executive commented that he remained confident that the out-of-hospital element of the CSR would reflect the ambitions of the Trust in respect of truly integrated care.

The Chief Executive advised that a series of events would be held for Governors and staff to provide information on the CSR and to support the development of a response.

- Chalbury Ward and the decision to close the unit whilst consideration was given to a longer-term solution.

The report from the Chief Executive was noted.

222/16 Progress in Delivering Action Plans

The Chair introduced two reports setting out progress in delivering the:-

- Care Quality Commission Quality Improvement Plan
- The Well-Led Governance Review action plan

The Chair advised that both had been reviewed and noted by the Board.

The Council noted the progress reports.

223/16 Venue for the Annual Members' Meeting

The Director of Organisation Development, Participation and Corporate Affairs gave a presentation on the process followed to review options for the venue for the 2016 Annual Members' Meeting.

The Director of Organisation Development, Participation and Corporate Affairs explained that venues had been identified that could cater for up to 350 attendees. A shortlist had been identified and site visits held to assess each against pre-identified criteria. On the basis of the assessment, the venue recommended was the Weymouth and Portland National Sailing Academy.

The Council agreed that the 2016 Annual Members Meeting would be held at the Weymouth and Portland National Sailing Academy.

[The Chair and Non-Executive Directors, with the exception of the Senior Independent Director, left the meeting for the duration of the next item.]

224/16 Report on the Outcome of the Appraisal of the Chair

The Senior Independent Director submitted a report on the outcome of the appraisal of the Chair.

The Senior Independent Director gave an overview of the appraisal process, which had included seeking the views of Governors. It was noted that the Lead Governor had participated in the first part of the appraisal meeting.

The Senior Independent Director gave an overview of the appraisal conversation and set out the conclusions reached on the key objectives for the year. He concluded that the feedback from all parties had agreed that it had been a successful year and that the Chair was an outstanding leader and role model.

The Council noted the outcome of the appraisal and endorsed the objectives set for the Chair for 2016/17.

225/16 Constituency Time

The Council discussed topics of mutual interest and concern.

Following discussion, Board Directors returned to the meeting.

The Lead Governor explained that the focus of the discussion had been on the STP and the extent to which it would bring about transformational change in Dorset. Governors supported the ambition for the STP of achieving a sustainable NHS in Dorset. However, it was not yet clear that this would be achieved.

The Chief Executive commented that although many elements of the STP and the CSR were not new, what was apparent in the current processes was a greater determination to bring about system change.

The Lead Governor commented that the discussion on the STP had encompassed the CSR and the role of Governors once proposals were announced and the consultation was underway. Governors had responsibilities that might need to be exercised, including the requirement to approve significant transactions, and support may be necessary to enable this to happen.

The Chief Executive commented that the Council would be supported in developing a response to the CSR. He suggested that Governors would also wish to respond through other organisations and networks of which they were part.

226/16 Date of Next Meeting

It was agreed that the next meeting would be held on Wednesday, 13 July 2016 at The Rembrandt Hotel, Weymouth commencing at 4.00pm.

Signed.......... Date..........

Ann Abraham, Chair

