

Unconfirmed Minutes - Council Of Governors Meeting

Date	Thursday 15 July 2021	Time	15:30 – 17:30
Venue	Meeting held via MS teams	Chair	Dr Maxwell Mclean, Chairman
Present	<ul style="list-style-type: none"> - Dr Maxwell Mclean, Chairman - Mr Dermot Bolton, Public Governor, Bradford West - Mr Mark Chambers, Patient Governor - Ms Pauline Garnett, Staff Governor, Nursing And Midwifery - Professor Alastair Goldman, Partner Governor, University Of Bradford - Ms Wendy Mcquillan, Public Governor, Keighley - Mr David Wilmshurst, Public Governor, Shipley - Mr Kursh Siddique, Public Governor - Ms Hardev Sohal, Patient Governor - Ms Helen Wilson, Staff Governor - Ms Stella Hall, Public Governor, Bradford East - Ms Caroline Chapman, Public Governor - Mr Ibrar Hussain, Public Governor - Mr Adrian Cresswell, Public Governor - Professor Anne Forster, Partner Governor, University of Leeds - Ms Kavitha Nadesalingam, Staff Governor - Ms Ruth Wood, Staff Governor 		
In attendance	<ul style="list-style-type: none"> - Mr Mohammed Hussain, Non-Executive Director - Ms Julie Lawreniuk, Non-Executive Director - Mr Altaf Sadique, Non-Executive Director - Mr Barrie Senior, Non-Executive Director - Mrs Karen Walker, Non-Executive Director - Ms Selina Ullah, Non-Executive Director - Ms Mel Pickup, Chief Executive - Ms Pat Campbell, Director Of Human Resources - Ms Karen Dawber, Chief Nurse - Mr Mark Holloway, Director of Estates - Mr Matthew Horner, Director Of Finance - Dr LeeAnne Elliott, Deputy Chief Medical Officer (representing Ray Smith) - Mr Paul Rice, Chief Digital and Information Officer - Mr James Taylor, Acting Director of Operations Planned Care\Consultant in Critical Care (representing Sajid Azeb) - Ms Laura Parsons, Associate Director Of Corporate Governance/Board Secretary - Ms Jacqui Maurice, Head Of Corporate Governance 		

No.	Agenda Item	Actions
CGo.7.21.0	<p>Chair's opening remarks</p> <p>Dr Maxwell Mclean, Chairman, welcomed all to the meeting. He introduced our new governors Caroline Chapman, Ibrar Hussein, Adrian Cresswell and Anne Forster.</p> <p>The Council noted that Pauline Garnett would be leaving the Council at the end of September to take up a new role at another Trust. The Council thanked Pauline for her contributions as a Governor at BTHFT.</p> <p>The Council also noted that Selina Ullah, Senior Independent Director</p>	

No.	Agenda Item	Actions
	would conclude her second term at the end of August and, that Selina would take up her new role in September as Chair of Derbyshire Healthcare NHS Foundation Trust. The Council wished her every success in her new role.	
CGo.7.21.1	Apologies for Absence The following apologies were noted. <ul style="list-style-type: none"> • Dr Ray Smith, Chief Medical Officer • Mr Sajid Azeb, Chief Operating Officer • Mr John Holden, Director Of Strategy and Integration/Deputy Chief Executive • Mr Jon Prashar, Non-Executive Director • Mr Barrie Senior, Non-Executive Director 	
CGo.7.21.2	Declarations of Interest There were no interests declared.	
CGo.7.21.3	Minutes of the meeting held on 15 April 2021 The previous minutes were accepted as a correct record subject to one amend to the action log with regard to CG21007 where 'resigned' should be changed to 'sign'.	Corporate Governance Officer CG21/009
CGo.7.21.4	Matters Arising The Chairman referred to the action log appended to the minutes. The following actions were all confirmed as closed by the Council: <ul style="list-style-type: none"> • CGo.4.21.5: session convened for Governors on how to deal with issues raised by constituents • CGo.4.21.12: All Governors had signed the new code of conduct. • CGo.4.21.13: The communications team have been provided with the dates of forthcoming council of governor meetings to routinely circulate to the media. 	
CGo.7.21.5	Summary of the pre-meeting with Non-Executive Directors (NEDs) The Chairman confirmed the pre meeting held prior to this meeting has taken place with the governors and the NED's. The discussion covered the following key areas <ul style="list-style-type: none"> - Ethical recruitment and concerns over staff being sought from other countries which may leave them short of nursing resources. The Chair would seek a response from the Director of Human Resources later in the meeting. - Noted the good work with regard to the Communications with Patients Advisory Group. This was contrasted with the issues raised by Governors with regard to some errors included within letters sent to patients and shared with Governors. - There had been three serious incidents (SIs) in relation to neo-natal deaths which had been fully investigated and were discussed in detail at the Quality Academy. - The Governors also discussed wellbeing initiatives and how they were not as popular with staff as previously and the need to look at other ways to support staff and in particular consider the delivery mechanisms. - MH also volunteered to join the Membership Plan working group to replace Selina Ullah. - 	

No.	Agenda Item	Actions
CGo.7.21.6	<p>Matters raised with Governors by members, patients and the public This was a new standing item for the Council of Governors meetings. The report ran from 1 April to the end of June. During that time three queries were raised. The responses provided to the Governors are included in full in the report.</p> <p>Following the last Council meeting Governors had also participated in a session to clarify on how to deal with queries received and in particular the role of the patient experience team and how to sign post patients to them.</p> <p>WM also stated that she would like to share a compliment she had received from a patient which was to commend staff for the treatment received. WM also stated that she had received negative feedback on letters received which had provided the wrong information.</p>	
CGo.7.21.7	<p>Chairman's Report The Chairman stated that the report should be taken as read and asked Governors to note the content regarding:</p> <ul style="list-style-type: none"> - Governor elections - The engagement and development sessions that had taken place covering Chaplaincy, Operational Planning and Guidance, Performance Update and the Plans for a Digital Future. MM thanked the Executives for their comprehensive and well received briefings. - The Governor Virtual Workshops being run by NHS providers <p>The Council noted the report.</p>	
CGo.7.21.8	<p>Chief Executive's Report Mel Pickup, Chief Executive opened by advising the Council that the situation at the present time was particularly hard. There were 38 patients in the hospital with Covid with a number in ICU. Cases were rising in the community and with that rise came a rise in hospitalisations. The government plan to open all areas by the 19 July did not apply to our Trust (and other hospitals). We were still maintaining the Covid restrictions in place. The difficulty was that people out in the community needed to be made aware of this message and we needed to manage those contradictions well and ensure that we get the message across that the hospital was still fighting the pandemic and was keeping restrictions in place to keep patients and staff safe.</p> <p>The Chief Executive advised that numbers attending Accident and Emergency (A&E) were also increasing. On Monday 25 there were 520 people who attended A&E which is very unusual. Despite the numbers the team are managing to achieve some of the best performance results in the whole of the country.</p> <p>The Chief Executive also raised the issue of 'school bubbles' and the implications this has for staff who may need to care for their children unexpectedly and, the need for staff to also self-isolate. There is a lack of clarity at the present time on the rules for NHS staff returning to work, who have been 'pinged' and test negative.</p> <p>We are expecting over the next 8 months a rise in Children's RSV (Respiratory Syncytial Virus) which is a common respiratory virus that usually causes mild, cold-like symptoms which is thought to be caused by</p>	

No.	Agenda Item	Actions
	<p>children being in lockdown and having low immunity. Also with the usual winter pressures we are in a very difficult and challenging time and planning is ongoing with the PLACE team.</p> <p>MM thanked the Chief Executive for her report.</p>	
CGo.7.21.9	<p>Corporate Strategy</p> <p>The Director of Strategy and Integration advised that the Trust's current corporate strategy is due to expire in 2022 and it is currently being refreshed. There is a good deal of engagement activity taking place involving various stakeholders and governors. The Governors have been provided with background information and a link to the survey that has been shared with the stakeholders. A separate session has also been scheduled for Governors on 26 July to provide feedback on the strategy. Those Governors who are unable to attend the session should email any feedback to the head of Corporate Governance.</p> <p>The Chief Executive drew attention to the Act as One strategy titled Population, Partners and Place and advised that discussions have taken place with Act as One leaders around the title as it was felt that 'population' doesn't resonate with members of the public. They have now adopted the same terminology as the Act as One strategy. AG queried the inclusion of other EDI groupings that should be identified within the strategy. The Chief Executive noted that the 'BAME colleagues' referred to in the current strategy was in relation to the Covid pandemic and the use of PPE equipment.</p> <p>The Council noted the update</p>	
CGo.7.21.10	<p>Governors' Nomination & Remuneration Committee (NRC) report</p> <p>Wendy McQuillan, Public Governor drew attention to the following key points.</p> <ul style="list-style-type: none"> - 2 NRC meetings had been held since the COG last met - An extraordinary meeting held on 13 May dealt with the appointment of the new NED and reviewed of the job description, person specification and terms and conditions - At the meeting held on 15 June two items were deferred which were the Chair and NED appraisal process and the consideration of the Chair/NED remuneration. - The appointment of Deputy Chair/Senior Independent Director (SID) will be discussed by the Board on the 22 July 2021. The NRC members had confirmed their support for the proposed nominee. - The outcomes from the NRC committee review were discussed in detail and actions confirmed. <p>The Chair commended the work of the Governors NRC Committee and the Council noted the report.</p>	
CGo.7.21.11	<p>Governors NRC Terms of Reference</p> <p>The Associate Director of Corporate Governance/Board Secretary highlighted the amendment within the paper referencing a change to paragraph 8.2. The change clarified the reporting to be made to the Council of Governors.</p> <p>The Council accepted the change and approved the revised Terms of</p>	

No.	Agenda Item	Actions
	Reference.	
CGo.7.21.12	<p>Governor induction process</p> <p>The Associate Director of Corporate Governance/Board Secretary provided an overview of the paper. The Council noted the establishment of working group to review and refresh the induction process. The group met three times. The draft programme presented has been informed by the NHS Providers induction toolkit. The programme has been split into four key areas:</p> <ul style="list-style-type: none"> • Part 1: New Governors preliminary meet and greets • Part 2: What does my Trust look like and, what type of information will I receive • Part 3: What is my role and, how do I carry out my role • Part 4: Executive Directors portfolios <p>The Council noted the content to be provided within each section and approved the draft induction programme. This would now be implemented.</p>	
CGo.7.21.13	<p>AGM/AMM update</p> <p>The Head of Corporate Governance provided an update on progress on the planning of the AGM/AMM. The Council noted that last year's event was held virtually due to the pandemic. A virtual event was delivered which attracted over time g more than 500 views to date on the internet. It has been agreed that this year event will also be virtual. A governor working group has been established which includes governors David Wilmshurst, Wendy McQuillan, Pauline Garnett and Stella Hall. The working group proposes that this year's event is pre-recorded and split into key segments which are then screened as part of a live event on 28 September 2021. The structure of the draft programme allows time for each of these areas being recorded. The Communications team will support this. Professor Dinesh Saralaya has been invited to present the key note presentation. To support the delivery of the AGM/AMM the Corporate Governance team, working with the Communications team where appropriate, intends to include the following as part of the AGM/AMM communications campaign:</p> <ul style="list-style-type: none"> - Periodic issue of press releases leading up to the event - Publication of the date and time via email to members, stakeholders, and community based organisations - Production and distribution of a promotional e-flyer (including information supporting the receipt of recorded questions) - Use of Trust Twitter and other social media to promote the event - Circulation of information within Let's Talk and Global email - Easy read one page summary of the Annual Report - Updated webpage for the event <p>It was felt that we could use various recordings from throughout the year to form the presentations. Caroline Chapman raised an interest in joining the group and the Head of Corporate Governance agreed to make contact outside of this meeting.</p> <p>The council approved the proposed arrangements.</p>	<p>Head of Corporate Governance CG21/010</p>
CGo.7.21.14	<p>Draft membership plan – update</p> <p>The Head of Corporate Governance confirmed a membership plan group had been established which included Governors Pauline Garnett, Wendy McQuillan and Kursh Siddique. Also part of the membership were Karen Bentley, Assistant Chief Nurse, Karen Dawber, Chief Nurse, Kez Hayat,</p>	

No.	Agenda Item	Actions
	<p>Head of Equality, Diversity and Inclusion, Jacqui Maurice, Head of Corporate Governance, Laura Parsons, Associate Director of Corporate Governance/Board Secretary and Selina Ullah, Non-Executive Director.</p> <p>At the June meeting discussion took place around membership, recruitment and communications and the size of the membership and our need to communicate effectively with them. The Keighley membership numbers were discussed and how these could be increased. The group also considered:</p> <ul style="list-style-type: none"> - Tying in recruitment to events/initiatives taking place within the hospital (once the hospital reopened) - The tools governors need to engage with their constituents to attract more recruitment along the lines of presentations/leaflets with the provision of clarity about the messaging and those we are targeting. - Karen Bentley, Assistant Chief Nurse had shared details regarding the first meeting of the Communities Engagement Group that took place recently and invited a Governor to sit on this group to create a natural connect with the recruitment of members. - We have established with the Communications team a monthly newsletter which is sent to members via email. <p>The next meeting of the working group is scheduled in August and the focus will be on engagement.</p> <p>Any governor or NED who wishes to be added to the group membership should email the Head of Corporate Governance.</p> <p>The council noted the update.</p>	<p>Head of Corporate Governance CG21/011</p>
CGo.7.21.15	<p>Constitution amendments</p> <p>The Associate Director of Corporate Governance/Board Secretary shared with the Council the proposed minor amendments shown at Appendix 1. She confirmed that the Board of Directors had approved the amendments at their meeting in May 2021. Stella Hall commended the work undertaken to update the Constitution.</p> <p>The Council approved the amendments.</p>	
CGo.7.21.16	<p>Reports from the Board</p> <p>The Council noted the reports.</p>	
CGo.7.21.17	<p>Any Other Business</p> <p>There was no other business to report.</p>	
CGo.7.21.18	<p>Review of meeting</p> <p>The Chairman thanked the Executive team and senior officers for their attendance at the meeting. Pauline Garnett thanked the Corporate Governance Team, the Chair and her governor at the end of September 2021.</p>	
CGo.7.21.19	<p>Date and time of next meeting</p> <p>Thursday, 21 October 2021, 3.30-5.30pm</p>	
CGo.7.21.20	<p>Resolution to move into closed session</p> <p>The Council moved into a closed session in line with section 7.16.3 of the Constitution.</p>	

DRAFT

Actions from the Council of Governors meeting held 15 July 2021

Date of Meeting	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
15.7.21	CGo.7.21.3	Minutes of the meeting held on 15 April 2021 The previous minutes were accepted as a correct record subject to one amend to the action log with regard to CG21007 where 'resigned' should be changed to 'sign'.	Corporate Governance Officer CG21/009	21/10/2021	Minutes amended as required. <u>Action closed.</u>
15.7.21	CGo7.21.13	AGM/AMM update Caroline Chapman expressed interest in joining the governors AGM planning group	Head of Corporate Governance CG21/010	21/10/2021	CC added to the membership of the AGM planning group – <u>Action closed.</u>
15.7.21	CGo.7.21.14	Draft membership plan – update Any governor or NED who wishes to be added to the group membership should email the Head of Corporate Governance.	Head of Corporate Governance CG21/011	21/10/2021	CC added to the membership of the member plan group. <u>Action closed</u>