

Unconfirmed Minutes - Council of Governors Open Meeting

Date	Thursday, 16 January 2025	Time	15:35-17:25
Venue	Inspire Bradford Business Park, Newlands House One, Newlands Way, Bradford, BD10 0JE	Chair	Sarah Jones, Chair
Present	<ul style="list-style-type: none"> - Sarah Jones, Chair (SJ) - Aleksandra Atanaskovic, Public Governor, Shipley (AA) - Dermot Bolton, Public Governor, Bradford West (DB) - Mark Chambers, Patient Governor and Lead Governor (MC) - Ruth Houghton, Staff Governor, All Other Staff Groups (RW) - Ibrar Hussain, Public Governor, Bradford West (IH) - Dr Farideh Javid, Public Governor, Bradford South (FJ) - Dr Farzana Khan, Staff Governor, Medical & Dental (FK) - Raquel Licas, Staff Governor, Nursing & Midwifery (RL) - Kursh Siddique, Public Governor, Bradford East (KS) - Philip Turner, Public Governor, Keighley (PT) - John Waterhouse, Public Governor, Bradford East (JW) - Andy Waller, Public Governor, Rest of England and Wales (AW) - David Wilmshurst, Public Governor, Shipley (DW) - Helen Wilson, Staff Governor, AHP (HW) - Sharon Taylor, Public Governor, Bradford South (ST) 		
In attendance	<ul style="list-style-type: none"> - Zafir Ali, Non-Executive Director (ZA) - Bryan Machin, Non-Executive Director (BM) - Karen Walker, Non-Executive Director (KW) - Sughra Nazir, Non-Executive Director (SN) - Altaf Sadique, Non-Executive Director (AS) - Professor Mel Pickup, Chief Executive (MP) - Sajid Azeb, Chief Operating Officer (SA) - Renee Bullock, Chief People & Purpose Officer (RB) - Professor Karen Dawber, Chief Nurse (KD) - David Moss, Director of Estates & Facilities (DM) - Paul Rice, Chief Digital and Information Officer (PR) - Mark Hindmarsh, Director of Strategy & Transformation (MH) - Ben Roberts, Chief Finance Officer (BR) - Dr Ray Smith, Chief Medical Officer (RS) - Laura Parsons, Associate Director of Corporate Governance/Board Secretary (LP) - Jacqui Maurice, Head of Corporate Governance (JM) <p>Attending to present specific agenda items:</p> <ul style="list-style-type: none"> - Kez Hayat, Catherine Shutt, Georgi Dyson, Assistant Directors of HR: Review of Recruitment, HR Policies & Career Progression with an EDI & OD Lens, CGo.1.25.9 - Nazzar Butt, Moving to Outstanding Lead and, Byron Johnson, Senior Quality Governance Lead: 15 Steps Challenge, CGo.1.25.10 		
Observers	<ul style="list-style-type: none"> - Eight members of the public 		

No.	Agenda Item	Actions
CGo.1.25.1	<p>Apologies for Absence</p> <ul style="list-style-type: none"> - Councillor Fozia Shaheen, Partner Governor, Bradford Metropolitan District Council - Khalid Choudhry, Public Governor, Keighley (KC) - Professor Anne Forster, Partner Governor, University of Leeds (AF) - Professor Louise Bryant, Non-Executive Director - Julie Lawreniuk, Non-Executive Director (JL) - Mohammed Hussain (authorised absence), Non-Executive Director <p>LP confirmed the arrangements and conduct of the meeting. A number of questions had been submitted by members of the public ahead of the meeting. The questions were not about the business of the Council of Governors meeting and therefore would be responded to separately. This had previously been communicated to those who had raised questions.</p> <p>Naz Shah MP requested to address the Council. SJ advised that this Council of Governors meeting was a 'meeting held in public' and not a public meeting, and as such they would not be able to address the meeting. A local councillor disputed this citing that they were public representatives and should have the right to speak. SJ reiterated that this was 'a meeting held in public' and advised that the meeting would now move to discuss the business of the Council of Governors.</p>	
CGo.1.25.2	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
CGo.1.25.3	<p>Minutes of the meeting held on 17 October 2024</p> <p>The minutes were accepted as a correct record.</p>	
CGo.1.25.4	<p>Matters Arising</p> <p>SJ referred to the action log appended to the minutes. The Council noted and agreed the outcomes to the following actions.</p> <ul style="list-style-type: none"> - CG23006; Recruitment timescales. This item was included as part of the wider presentation to be delivered under agenda item CGo.1.25.9 at this meeting. - CG2409; Item on the BTHFT Summary Hospital-level Mortality Indicator (SHMI) data to be presented at a future CoG meeting. The date was yet to be confirmed. - CG2410; Data to be provided to Council on completion rates of FTSU training for Board members. The Council was advised that all Board members (Executives and Non-Executives) had completed the FTSU training. <u>Action closed.</u> - CG2411; item on Freedom to Speak Up for the Council. The date was yet to be confirmed. 	
CGo.1.25.5	<p>Holding to Account</p> <p>a. Chairs Report</p> <p>SJ presented a summary of her report. The following key points were noted.</p> <ul style="list-style-type: none"> • Following the close of governor nominations recently one vacancy remained in Keighley. This seat would be run again during the next election cycle. 	

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	<ul style="list-style-type: none"> The Operational Planning Guidance had yet to be published by NHS England. Once this was available a briefing session would be scheduled for governors which would include the opportunity for Governors to raise questions. Governor volunteers were being sought to join the External Auditor Appointment task and finish group. Those interested should notify the Head of Corporate Governance. Governors were asked to note the upcoming site tours (to which all Governors and NEDs were invited and not just the most recently appointed Governors). The tours would cover our Education Service and include the launch of our new five year Education Strategy. A tour of the Bradford Institute for Health Research would also take place providing a good opportunity to hear about the applied research taking place and learn more about the other phenomenal work the Institute is involved in. <p>b. NED feedback (reports from Board)</p> <ul style="list-style-type: none"> <u>Quality Committee</u>: KW presented a detailed summary of the report. SN raised a query regarding the degree of confidence held regarding the Summary Hospital Level Mortality Indicator (SHMI) data captured in the system. PR advised that the coding recovery programme was now underway. This now needed to work through the system as SHMI was dependant on a 12 month rolling average. PR cautioned however that this one figure should not be used to determine the quality of care. <p>SN advised that a family had been in touch with her and asked about the process in place for informing families of babies with MRSA but were non-symptomatic. KD advised that all babies admitted to the Neonatal unit are swabbed and, if positive, the parent/guardian would be informed. KD was not aware of any MRSA positive babies that had gone on to develop the bacteraemia. KD requested that SN share the details so she could investigate appropriately.</p> <p>MC stated that as a governor he was assured by the reports provided by the meeting Chairs. He noted that assurance had been sought by a NED in this forum rather than within the Committee meeting itself. SJ confirmed that the committees of the Board had been running as scheduled however SN had not attended.</p> <ul style="list-style-type: none"> <u>Finance and Performance Committee</u>: ZA presented a detailed summary of the report. The Council noted the contents and had no further questions. <u>People Academy</u>: KW presented a detailed summary of the report. A discussion took place regarding the low uptake of the Flu Vaccine. There are reports of low take up at other NHS Trusts and RB stated that we compare about the same or better than other Trusts. AW raised a concern regarding the impact on Trust colleagues. KW confirmed that this was disappointing even though the Trust had made every effort to provide ease of access to the vaccine. KW confirmed that she had requested more granular data encompassing age, gender and ethnicity to support further analysis and inform the next campaign 	

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	<p>moving forward.</p> <ul style="list-style-type: none"> <u>Audit Committee</u>: BM presented the key highlights from the report. The Council noted the contents and had no further questions. <u>Charitable Funds</u>: AS asked for the report to be taken as read. The Council noted the contents and confirmed they had no further questions. <p>c. Chief Executive's Report:</p> <p>MP advised of a correction to paragraph 1 of her report (performance) as there was an omission in relation to the national constitutional Emergency Care Standard of 95% which we are not achieving, but we are achieving the 2024/25 operational target set by NHS England of 78%. When compared to colleagues in West Yorkshire, our performance is high and we are in the top 10 percent nationally.</p> <p>MP advised that there was an item not included in her report due to timing. This covered the announcement by the Secretary of State that the NHS would receive an operational framework next year. Trusts should expect to sign up to an elective reform programme to get back to the position pre-Covid where patients were seen and treated within 18 weeks. MP added that at BTHFT the commitment is to achieve the 92% target by March 2029. Linked to this was the recent opening event for the St Luke's Day Case Unit (DCU). There had been an investment of £20m to improve our facilities. It is expected the DCU will be operational by early February and is expected to provide an additional 500 operational procedures.</p> <p>DW referred to the West Yorkshire local transport plan and raised a concern about the lack of a direct bus route from Shipley to BRI. DM confirmed the trust was working with the local Council on these issues whilst also ensuring that we take account of the sustainability agenda.</p> <p>IH asked if there were any concerns following the alarming experience at Oldham where a nurse had been stabbed. MP stated that we had seen an escalation in instances of violence and aggression towards colleagues in A&E. The department was designed to accommodate 240 patients when it was built 30 years ago; now we experience over 500 patients a day. This leads to over-crowding and frustrations. The Trust invested significantly in security solutions which included body worn cameras on senior clinical staff. This is made known to patients and incidences have alleviated a little. FK referred to the improvement programme currently underway in A&E. The Trust would have a strong case should any capital funding become available to improve the department.</p> <p>The Council noted the updates received, and the assurance provided.</p>	
CGo.1.25.6	<p>Matters raised with Governors by members, patients and the public</p> <p>LP advised that 25 questions had been submitted by five people prior to the meeting. The questions refer to wider processes and governance matters. As they do not refer to any of the specific agenda items at today's meeting they will be responded to outside of the meeting, and this had previously been communicated to those who had raised questions. LP</p>	

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	<p>added that the Council can request discussion of the matters raised at future meetings.</p> <p>DB, stated, that having reviewed the Constitution, he noted there was nothing written which prevented the Council from hearing from members of the public at their public meetings. He felt that due to a Member of Parliament being present today, that they should be afforded the opportunity to address the Council. KS stated that he agreed with DB's statement.</p> <p>IH stated that he wanted to ensure that the Council is open and transparent and felt concerned that a member of parliament had raised issues in relation to openness and transparency and as such they should be afforded the opportunity to speak given that the Constitution allows that.</p> <p>SJ stated that this meeting is not a public meeting but a meeting of the Council of Governors being held in public. There was a published agenda for the meeting setting out the matters for discussion, and SJ requested cooperation and respect for the formalities and processes in place.</p> <p>There were further interruptions from members of the public questioning the rationale behind restricting members of the public from asking questions in public meetings.</p> <p>SJ again reiterated that it is not a public meeting, but a meeting held in public. LP reiterated the definition of a meeting held in public which allows members of the public to attend and observe and there aren't any rights given for the public to speak at the meeting.</p> <p>Further interruptions continued and it became apparent that an observer appeared to be recording the proceedings on their mobile phone which was immediately objected to by some governors. Due to the constant interruptions preventing the meeting from being able to deal with the business of the agenda, SJ was left with no alternative but to adjourn the meeting.</p>	
CGo.1.25.7	<p>Governors Nominations & Remuneration Committee (NRC) report Not discussed due to the disruption to the proceedings</p>	
CGo.1.25.8	<p>NED appraisal process Not discussed due to the disruption to the proceedings</p>	
CGo.1.25.9	<p>Update: Review of Recruitment, HR Policies & Career Progression with an EDI & OD Lens Not discussed due to the disruption to the proceedings</p>	
CGo.1.25.10	<p>15 Steps Challenge Not discussed due to the disruption to the proceedings</p>	
CGo.1.25.11	<p>Policies and Procedures Task and Finish Group documents for approval Not discussed due to the disruption to the proceedings</p>	

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CGo.1.25.12	Any other business Not discussed due to the disruption to the proceedings	
CGo.1.25.13	Review of meeting Not discussed due to the disruption to the proceedings	
CGo.1.25.14	Date and time of next meetings Not discussed due to the disruption to the proceedings	
CGo.1.25.15	Resolution to move into private session Not discussed due to the disruption to the proceedings	

Actions from the Council of Governors meeting held 16 January 2025

Date of Meeting	Action log ID	Agenda Item	Required Action	Lead	Timescale	Comments/Progress
28.4.23	CG23006	CGo.4.23.5	Summary of pre meeting with NEDs DW raised a concern around the length of time it takes to recruit staff in the early stages. FL agreed to note the discussion and examine the process	Acting Director of HR	April 2025	16.01.25 - Included on the January meeting agenda. Item unable to be discussed due to the suspension of the meeting. <u>Item deferred to a later date – to be confirmed.</u> 23.10.24 – Update to be provided in January 2025 to allow for the outcome of the reviews to be presented to the People Academy. 18.7.24 – RB agreed to provide a briefing note at the October COG meeting in relation to the three reviews taking place on policies, recruitment process and progression.
17.10.24	CG2409	CGo.10.24.6	NED feedback – Quality Committee An update on SHMI data progress will be presented to a future COG.	Chief Medical Officer/QC Chair	April 2025	<u>Date to be confirmed</u>
17.10.24	CG2411	CGo.10.24.6	NED feedback – People Academy SJ suggested Sue Franklin is invited to a future COG meeting to do a deep dive on FTSU.	Board Secretary	April 2025	<u>Date to be confirmed</u>
18.7.24	CG2408	CGo.7.24.12	Council of Governors work programme This item was deferred to allow for actions from the Governor Policy & Procedure task and finish group to be incorporated into a revised workplan.	Head of Corporate Governance	April 2025	<u>Item deferred to July</u>