

MINUTES OF COUNCIL OF GOVERNORS' MEETING – PUBLIC SESSION

E

Thursday 24th January 2019, 10.00am

Directors Lounge, Northampton Saints Rugby Ground, Franklins Gardens, Northampton NN5 5BG

Present	Designation
Crishni Waring	Chair
Paul Joy	Public governor – Kettering & Corby
Richard Dobson	Public governor – Kettering & Corby
Chris Davison	Public governor – Kettering & Corby
Michael Darling	Public governor – Daventry & South Northants
Carol Phillips	Public governor – Daventry & South Northants
Saher Anwar	Public governor – Northampton
David Robinson	Public governor – Wellingborough & East Northants
John Walker	Public governor – Wellingborough & East Northants
Colin Cohen	Public governor – Rest of England
Tremaine Richard-Noel	Younger Service User governor
Tony Locock	Adult Service User governor
Sandra Bemrose	Carer governor
Dr Shahid Hussain	Staff governor – Doctors & Dentists
Kirsty Harris	Staff governor – Other Clinical
Samantha Benfield	Staff governor – Non-Clinical
Rosemary Herring	Partner governor – District & Borough Councils
John Turnbull	Partner governor – University of Northampton
Sue Watts	Partner governor – Age UK

In attendance	Designation
Angela Hillery	Chief Executive
Sandra Mellors	Chief Operating Officer
Prof Alex O'Neill-Kerr	Medical Director
Chris Oakes	Director of Human Resources & Organisational Development
Julie Shepherd	Director of Nursing, AHPs & Quality
Richard Wheeler	Finance Director
David Williams	Director of Business Development
Scott Adams	Non-Executive Director
Melanie Hall	Non-Executive Director
Lin Hinnigan	NExT Director
Moira Ingham	Non-Executive Director
Nicky McLeod	Non-Executive Director
Alastair Watson	Non-Executive Director
Maria Wogan	Non-Executive Director
Paul Martin	Director of Corporate Governance
Clare Cooper	Corporate Affairs Manager
Alison Bosworth	Corporate Affairs Officer
Nikki Hitchcock	Corporate Affairs Administrator

Minute	Agenda Topic and Discussion																												
COG19-01 COG19-01a COG19-01b	<p>1. Chairman's Introduction and welcome</p> <p>The Chair welcomed all present and confirmed the meeting was quorate.</p> <p><u>Apologies for absence</u></p> <p>Apologies were received from:</p> <table border="1" data-bbox="261 495 1450 1014"> <tbody> <tr> <td>Gary Telford</td> <td>Public governor – Daventry & South Northants</td> </tr> <tr> <td>Des Savage</td> <td>Public governor – Northampton</td> </tr> <tr> <td>Howard Wood</td> <td>Public governor – Northampton</td> </tr> <tr> <td>Janet Hathaway</td> <td>Public governor – Wellingborough & East Northants</td> </tr> <tr> <td>Jane Petch</td> <td>Adult Service User governor</td> </tr> <tr> <td>Alan Clark</td> <td>Adult Service User governor</td> </tr> <tr> <td>Beverley Sturdgess</td> <td>Adult Service User governor</td> </tr> <tr> <td>Kevin Boyce</td> <td>Adult Service User governor</td> </tr> <tr> <td>Margaret Horne</td> <td>Older Service User governor</td> </tr> <tr> <td>Sandra Wright</td> <td>Carer governor</td> </tr> <tr> <td>Cazz Broxton</td> <td>Staff governor – Registered Nurses</td> </tr> <tr> <td>Stuart Fitzgerald</td> <td>Staff governor – Unregistered Nurses</td> </tr> <tr> <td>Christina Smith-Haynes</td> <td>Partner governor – Northamptonshire County Council</td> </tr> <tr> <td>Joe O'Neill</td> <td>Partner governor – Northants Rights and Equality Council</td> </tr> </tbody> </table>	Gary Telford	Public governor – Daventry & South Northants	Des Savage	Public governor – Northampton	Howard Wood	Public governor – Northampton	Janet Hathaway	Public governor – Wellingborough & East Northants	Jane Petch	Adult Service User governor	Alan Clark	Adult Service User governor	Beverley Sturdgess	Adult Service User governor	Kevin Boyce	Adult Service User governor	Margaret Horne	Older Service User governor	Sandra Wright	Carer governor	Cazz Broxton	Staff governor – Registered Nurses	Stuart Fitzgerald	Staff governor – Unregistered Nurses	Christina Smith-Haynes	Partner governor – Northamptonshire County Council	Joe O'Neill	Partner governor – Northants Rights and Equality Council
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COG19-02	<p>2. Declaration of Interests</p> <p>There were no other Declarations of Interest made further to those in the circulated paper.</p>																												
COG19-03 COG19-03a COG19-03b COG19-03c	<p>3. Governor membership update</p> <p>Paul Martin, Director of Corporate Governance confirmed that three new Governors were now in post following an election process: Gary Telford, Public governor – Daventry & South Northants, as well as David Robinson, Public governor – Wellingborough & East Northants and Samantha Benfield, Staff governor – Non-Clinical, who were both attending their first meeting.</p> <p>The Chair also welcomed new Non-Executive Director Nicky McLeod who had been appointed with effect from 1 January 2019.</p> <p>Due to the availability of Councillor Matthew Golby, it was agreed that the order of agenda items be revised to reflect this.</p>																												
COG19-04	<p>4. Chair and Chief Executive's Reports and verbal update</p> <p>Angela Hillery, Chief Executive, highlighted the following:</p> <ul style="list-style-type: none"> • the recent launch of the NHS long term plan; • the current position in respect of children's services in Northamptonshire: significant work was being undertaken to establish what the outcomes of the Ofsted inspection mean for the county as a whole; • the Trust's 2019/20 operational plan: work was ongoing to develop a plan to facilitate joint working to maximise available resources; • the potential implications of Brexit: to be discussed further under the next agenda item. 																												

COG19-05	5. Brexit briefing and discussion
COG19-05a	The Council received a briefing from Chris Oakes, Director of Human Resources & Organisational Development, which detailed, despite significant uncertainty on Brexit's long-term impact, NHFT's preparations for Brexit, the breadth of risks the Trust has considered, and its approach to the management of each risk in conjunction with the national framework for the NHS.
COG19-05b	Chris explained that each NHS organisation had been asked to nominate a Senior Responsible Officer to lead on the necessary planning, and that he was undertaking this role for NHFT. He had established a project group consisting of leads from a wide variety of areas across the Trust to ensure key people were involved in assessing and managing the risks posed by Brexit. In addition to project group meetings, Chris assured Governors that NHFT's Executive Team also regularly discussed Brexit at its Executive Board Meetings, including consideration of national guidance and local action required and, at its recent meeting, the Executive Team, in reviewing the Trust's Organisational Risk Register (ORR) concluded that, in the light of the current position, Brexit should feature as a specific risk on the ORR going forward and this would be reported as part of the ORR report to the January Board of Directors.
COG19-05c	The Governors thanked Chris for the update, and then discussed key issues in their table groups. Key themes and points from the discussions included:
COG19-05d	<p><u>Brexit</u></p> <ul style="list-style-type: none"> - The importance of understanding the Brexit preparations and positions of other local partners including Northampton General Hospital, Kettering General Hospital, Northamptonshire County Council and St Andrews was discussed; - The assurance given that the Trust was engaged in the Local Resilience Forum which facilitated multi agency working on Brexit contingency planning was welcomed; - The importance was highlighted of ensuring all Trust staff are kept up to date on Brexit developments so that they feel appropriately briefed and, where appropriate and practicable, able to respond to any questions patients may have on Brexit pertaining to any impact on their clinical care; - A recognition that, whilst significant elements of the NHS' response to Brexit is being directed at a national level, appropriate focus on contingency planning and risk analysis should continue to be given at a local trust level; - Areas identified where further assurances would be beneficial related to medicines and food supply chains; - Consideration should be given by the Trust to the establishment of a financial contingency fund to mitigate against the risk of potential increases in supplier cost/prices; - The potential risk of Brexit impacting on the recently published NHS 10 year plan.
COG19-05e	<p><u>NHS 10 year plan</u></p> <ul style="list-style-type: none"> - A broad ranging discussion on the NHS 10 year plan took place, including in relation to the development of integrated healthcare.
COG19-05f	<p>Following these discussions, Tony Locock requested that the Council of Governors received regular briefings on Brexit, the NHS 10-year plan and Northamptonshire Health and Care Partnership at future meetings.</p> <p>Action: Council of Governors to receive regular briefings on Brexit, the NHS 10-year plan and Northamptonshire Health and Care Partnership at future meetings</p>
COG19-06	6. Governor Sub Groups – verbal updates on key issues by exception:
	There were no exceptions to raise at the meeting.

COG19-07	7. Minutes of previous meetings held on 22 November 2018
COG19-07a	The minutes of the previous meeting held on 22 November 2018 were agreed as a true record of the meeting. <u>Matters arising from the minutes</u>
COG19-07b	<i>Voluntary sector – minute COG18-72f refers</i> Tony Locock requested that, following the discussion on developing a strategy in respect of working with the voluntary sector at the last meeting, the Council receives an update on progress. Action: Update to be circulated to Governors on voluntary sector strategy development
COG19-07c	<i>Mental Health Transformation Workstream of the Northamptonshire Health and Care Partnership – minute COG18-73 refers</i> In response to a question from Rosemary Herring, Sandra Mellors confirmed that referral coding was used within patient records to ensure appropriate funding arrangements for out of area patients, and an update would be circulated to Governors. Action: Update on referral coding and funding arrangements to be circulated to Governors There were no other matters arising.
COG19-08	8. Any Other Business
COG19-08a	John Walker advised the Council of his recent visit to facilities the Trust is using in Rushden, and planned refurbishment to enable further service development in the locality. It was agreed that, due to the ongoing developments in Trust locations, an updated list would be circulated to Governors annually based on the data provided to the CQC. Action: List of Trust locations to be circulated to Governors annually
COG19-08b	The Council received an update from the Finance Director on car parking arrangements being developed across the Trust's sites.
COG19-08c	The Medical Director provided an update on a new multi-centred trial for treating depression which the Trust was proud to be part of. It was agreed that leaflets giving further information on this trial would be circulated to Governors. Action: Research trial leaflets to be circulated to Governors There was no other business to be discussed.
COG19-09	9. Northamptonshire County Council update
COG19-09a	<u>Risk and contract information</u> The Council received a briefing from David Williams, Director of Business Development, which provided more information on how NCC had been incorporated into the Trust's Organisational Risk Register, and information about the contracts the Trust has with NCC.
COG19-09b	David confirmed that the Trust's risk register was reviewed on a monthly basis, and that as part of these reviews the Board had agreed that NCC should not be included as a standalone risk as it was part of a number of different risks. He continued that this was a deliberate decision made by the Board because there were many system related risks that are interdependent. David also confirmed that the Health and Care Partnership and Health & Wellbeing Board had a joint risk register which included financial risks, and this has also incorporated NCC within the risk register.
COG19-09c	In respect of NCC's contracts with the Trust, David advised that NCC directly contracted NHFT for the

	<p>following services: Falls, Short Breaks for Disabled Children, Integrated Sexual Health Services, Acute Liaison Social Workers and Oral Health Promotion. These services combined formed 2.8% of the Trust's income and approximately 110 staff;</p>
COG19-09d	<p>In addition, the Clinical Commissioning Groups (CCGs) and NCC jointly commissioned some services, for example within the Trust's 0-19 service. This agreement enabled the resources to pass through to the CCG who combined the NCC finances with the CCG finances into one contract, which means there is one contract and everyone worked jointly on the same outcomes. A further 5% of the Trust's income comes through this joint agreement.</p>
COG19-09e	<p>The Governors then discussed key issues in their table groups. Key themes and points from the discussion included:</p> <ul style="list-style-type: none"> - Risk management arrangements, including the role of the Organisational Risk Register, scrutiny by Board Committees, and Non-Executive Directors' assurance processes, were described and discussed; - The importance of the public health agenda was acknowledged and emphasised; - The need for clarity on the future direction of children's services was discussed and highlighted; - Assurance given on the degree of contract security with NCC, including break clause time periods was welcomed; - The need, in due course, for further clarification on the potential impact of NCC reconfiguration on current NHFT/NCC contracts/contractual frameworks was acknowledged.
COG19-09f	<p><u>Update from the Leader of NCC, Councillor Matthew Golby</u></p> <p>Governors welcomed the Leader of NCC, Cllr Matthew Golby, to the meeting. He gave a detailed overview of key events over the last 12 months, the work currently underway to stabilise NCC's services and finances, and the positive progress being made in these areas going forward.</p>
COG19-09g	<p>In response to a question from Michael Darling, Cllr Golby commented that there was a commitment to ensure a seamless transfer of services from one organisation into the two unitary authorities currently proposed. Rosemary Herring added that the public consultation on the reconfiguration proposals was still open, and Cllr Golby encouraged Governors to comment on this.</p>
COG19-09h	<p>Chris Davison welcomed the transparent approach taken by Cllr Golby, and encouraged him to look wider and engage with the third sector to ensure an effective response. Cllr Golby commented that good work already underway in this area needed to be shared and replicated across communities and networks.</p>
COG19-09i	<p>Tony Locock reiterated the impact on the Trust of service changes within NCC, including winter road gritting and library services. He thanked Cllr Golby on behalf of the Council and welcomed the opportunity to move forward working in partnership.</p>
COG19-10	<p>10. Snapshot Review of Effectiveness</p> <p>Governors agreed it had been an effective meeting.</p>
COG19-11	<p>11. Date of next meeting</p> <p>Thursday 7th March 2019, 10.00am, Kettering Conference Centre, Thurston Drive, Kettering, Northamptonshire, NN15 6PB</p>