

**COUNCIL OF GOVERNORS MEETING – PUBLIC SESSION**

**Wednesday 6<sup>th</sup> November 2013, 11am**

**Lakeside Room, Kettering Conference Centre, Thurston Drive,  
 Kettering, NN15 6PB**

**Minutes**

<b>Present</b>	<b>Designation</b>
Paul Bertin	Chairman
Maureen Shram	Public governor – Kettering & Corby
Brenda McCraith	Public governor – Kettering & Corby
Ian Watts	Public governor – Kettering & Corby
Michael Darling	Public governor – Daventry & South Northants
Anthony Bagot-Webb	Public governor – Daventry & South Northants
Gail Sutherland	Public governor – Northampton
Carol Ash	Public governor – Wellingborough & East Northants
Hector Graham	Public governor – Wellingborough & East Northants
Janet Hathaway	Public governor – Wellingborough & East Northants
Wendy Steele	Adult Service User governor
Dennis Holland	Adult Service User governor
Liz Johnstone	Adult Service User governor
Brian Lawrence	Older Service User governor
Andrew Bailey	Carer governor
Rita Hinde	Carer governor
Chris Stirney	Staff governor – Registered Nurses
Eileen Hales	Staff governor – Unregistered Nurses
Jacque Gowans	Staff governor – Other Clinical
Suzanne Johnson	Staff governor – Non Clinical
Mike Twigger	Partner governor – University of Northampton
Laney Holland	Partner governor – Northamptonshire Rights & Equality Council
Liam Condron	Partner governor – Voluntary – Older People
Brendan Macken	Partner governor – Voluntary – SURG

<b>In attendance</b>	<b>Designation</b>
Angela Hillery	Chief Executive
Dr Alex O'Neill-Kerr	Medical Director
Louise Payne	Director of Compliance & Governance
Alfred Hanson	Director of Operations
John Archard-Jones	Deputy Chairman
Bev Messenger	Non Executive Director
Paul Martin	Company Secretary
Clare Cooper	Foundation Trust Officer

Minute	Agenda Topic and Discussion																								
COG13-76	<p><b>1. Chairman's Introduction and welcome</b></p> <p>The Chairman opened the meeting, and welcomed all present.</p>																								
COG13-77	<p><b>2. Apologies for absence</b></p> <p>Apologies were received from:</p> <table border="1" data-bbox="293 472 1508 927"> <tbody> <tr> <td>Carole Child</td> <td>Public governor – Daventry &amp; South Northants</td> </tr> <tr> <td>Des Savage</td> <td>Public governor – Northampton</td> </tr> <tr> <td>Hummad Anwar</td> <td>Young Service User governor</td> </tr> <tr> <td>Kevin Boyce</td> <td>Adult Service User governor</td> </tr> <tr> <td>Jeff Betts</td> <td>Adult Service User governor</td> </tr> <tr> <td>Beverley Sturdgess</td> <td>Adult Service User governor</td> </tr> <tr> <td>Priscilla Brown</td> <td>Carer governor</td> </tr> <tr> <td>Sandra Bemrose</td> <td>Carer governor</td> </tr> <tr> <td>Dr Tonye Sikabofori</td> <td>Staff governor – Doctors</td> </tr> <tr> <td>Cllr Judy Shephard</td> <td>Partner governor – Northamptonshire County Council</td> </tr> <tr> <td>Cllr Rosemary Herring</td> <td>Partner governor – Borough and District Councils</td> </tr> <tr> <td>ACC Paul Phillips</td> <td>Partner governor – Criminal Justice Partnership</td> </tr> </tbody> </table>	Carole Child	Public governor – Daventry & South Northants	Des Savage	Public governor – Northampton	Hummad Anwar	Young Service User governor	Kevin Boyce	Adult Service User governor	Jeff Betts	Adult Service User governor	Beverley Sturdgess	Adult Service User governor	Priscilla Brown	Carer governor	Sandra Bemrose	Carer governor	Dr Tonye Sikabofori	Staff governor – Doctors	Cllr Judy Shephard	Partner governor – Northamptonshire County Council	Cllr Rosemary Herring	Partner governor – Borough and District Councils	ACC Paul Phillips	Partner governor – Criminal Justice Partnership
Carole Child	Public governor – Daventry & South Northants																								
Des Savage	Public governor – Northampton																								
Hummad Anwar	Young Service User governor																								
Kevin Boyce	Adult Service User governor																								
Jeff Betts	Adult Service User governor																								
Beverley Sturdgess	Adult Service User governor																								
Priscilla Brown	Carer governor																								
Sandra Bemrose	Carer governor																								
Dr Tonye Sikabofori	Staff governor – Doctors																								
Cllr Judy Shephard	Partner governor – Northamptonshire County Council																								
Cllr Rosemary Herring	Partner governor – Borough and District Councils																								
ACC Paul Phillips	Partner governor – Criminal Justice Partnership																								
COG13-78	<p><b>3. Declaration of Interests</b></p> <p>Eileen Hales declared her position as a Councillor in Kettering. There were no further Declarations of Interest made.</p>																								
COG13-79	<p><b>4. Governor Membership Update</b></p> <p>Paul Martin welcomed Brendan Macken, Partner Governor for the Service User Reference Group (SURG) to his first Council of Governors' meeting, and also welcomed Janet Hathaway, Public Governor for Wellingborough &amp; East Northants, who had been successfully appointed following an election. He also confirmed that David McKintosh, Public Governor, Northampton, and Dr Tonye Sikabofori, Staff Governor - Doctors, had tendered their resignations and replacements would be sought.</p>																								
COG13-80	<p><b>5. Minutes of previous meeting held on 4<sup>th</sup> September 2013</b></p> <p>The minutes of the previous meeting held on 4<sup>th</sup> September 2013 were agreed as a true record.</p>																								
COG13-81	<p><b>6. Matters arising from the minutes</b></p> <p>There were no matters arising that were not covered elsewhere on the agenda.</p>																								
COG13-82	<p style="text-align: center;"><b><u>For Discussion and Debate</u></b></p> <p><b>7. Environmental update</b></p> <p>The Chairman gave an update on the current environment in which the Trust was operating, noting that the Trust was looking at ways to reduce overheads and protect</p>																								

frontline services. He continued that he had met with the Chairs and NEDs of the Clinical Commissioning Groups, Northamptonshire County Council and the acute trusts, and all organisations had agreed to work together to make best use of the collective resources available.

The Chairman also advised that the start time of the November 2013 Trust Board meeting had been changed to 9.30am.

**COG13-83 8. Chief Executive's Report**

The Council of Governors received and discussed the Chief Executive's Report. Angela Hillery highlighted the following items:-

COG13-83a – *Healthier Northamptonshire*: Angela Hillery updated that the county's health and social care organisations were taking a whole system approach and confirmed that there was now clarity on the nine workstreams. She highlighted that transformation was required and the integration agenda would be key in driving this.

COG13-83b – *Frail Elderly/Peterborough and Cambridgeshire Integrated Older Persons Services tender*: Angela advised that the Trust had expressed interest in this significant business development opportunity, and had been short listed following successful completion of the Pre Qualification Questionnaire. She agreed to keep the Council of Governors informed of progress.

COG13-83c – *Residential respite for people with neuro-degenerative conditions and Community Podiatry*: Angela confirmed that following the conclusion of the consultations on Favell House and Podiatry services, the services had been withdrawn and reviewed respectively.

COG13-83d – *Children's Services*: Angela advised that the Trust had received information from Commissioners regarding the Community Children's Services opportunity, which the Trust would respond to as appropriate.

COG13-83e – *Board Restructure*: Angela confirmed that a Chief Operating Officer role had been introduced, to which Richard McKendrick had been appointed. She continued that Alfred Hanson, Director of Operations, would be leading on Cost Improvement Programmes (CIPs) before his retirement later next year. Quality has been moved to sit under the Medical Director and Director of Nursing roles to strengthen the focus and ensure it is clinician led. Angela confirmed that the Director of Nursing functions had been covered internally with external support since the tragic death of Sharon Dennis. Monitor had raised a query over this, however it has received confirmation from the Trust that interim arrangements were in place to cover the vacancy whilst a new Director of Nursing was appointed.

COG13-83f In response to a question from Tony Bagot-Webb, Louise Payne clarified the indicator thresholds to achieve/maintain a Green Governance Rating, and that mechanisms were in place to ensure all reported data was accurate. John Archard-Jones added that part of the Non Executive Directors' role was to triangulate and benchmark data and if applicable identify any inconsistencies.

COG13-83g Brian Lawrence sought clarification on how the Frail & Elderly and End of Life Care strategic plans linked together. Angela Hillery confirmed that the plans would be synchronised where possible as there were notable synergies, and that

	Commissioners had indicated their intention to tender End of Life Care services.
COG13-83h	Janet Hathaway highlighted the recent changes in supported housing budgets in the East Northamptonshire area and the cancellation of support worker services for the frail and elderly. She asked how the Trust's services could be involved in supporting these vulnerable people. Angela Hillery provided assurance that the Trust's newly launched Crisis Hub would build on existing services and that people would be referred to appropriate services wherever possible.
COG13-83i	In response to a question from Hector Graham regarding Podiatry services, Angela Hillery confirmed that the whole service had been reviewed in relation to the specification provided by Commissioners to ensure the right skill set was in place. She added that Sandra Mellors was now the Service Manager for Podiatry. <b>Action: FT Office to circulate up to date listing of Locality Managers</b>
COG13-83j	Michael Darling queried at what stage Monitor would need to be advised of the Trust's intention to tender for the Peterborough and Cambridgeshire Integrated Older Persons Services. Angela Hillery confirmed that Monitor had already been advised and would be involved via the Trust's due diligence processes if the Trust was to proceed to full submission stage.
COG13-83k	In response to a query from Brenda McCraith, Angela Hillery advised that the Chief Operating Officer role had been introduced to amalgamate the two Director of Operations roles previously in place, and it also contributed to the reduction in the overall number of Directors on the Board.
COG13-84	<b>9. Governor Training &amp; Development Task &amp; Finish Group: progress report</b>
COG13-84a	Carol Ash introduced the circulated paper. She highlighted the Skills Audit Questionnaire which had recently been issued to all Governors, and was pleased to report that 18 responses had been received to date. The emerging results gave a good steer as to where further training and development activity should be focussed, and validated the current engagement by the Trust in the Foundation Trust Network's (FTN) National Governor Training and Development Programme.
COG13-84b	Carol continued that the Task & Finish Group was considering the introduction of a log for each Governor so that training and development activity could be recorded in a structured and consistent manner.
COG13-84c	The Council discussed the update provided in the paper and in response to a query from Wendy Steele, Carol Ash advised that the buddying of Governors when attending events could be facilitated for anyone who didn't wish to travel/attend alone. Paul Martin confirmed that the Trust was seeking to replicate courses internally where possible to reduce the need to travel.
COG13-84d	The Council of Governors welcomed this update and agreed all recommendations in the paper.
COG13-85	<b>10. Mental Health Services update</b>
	Alfred Hanson gave a presentation on the transformation programme for mental health services. He outlined the next steps in the project including the movement of secondary care resources into primary care, the development of the single point of

	access, and step down/discharge arrangements. Following discussion on the key points arising from the presentation, the Council of Governors thanked Alfred and welcomed the update.
COG13-86	<b>11. The work of the Finance &amp; Performance Committee of the Board of Directors</b>
COG13-86a	The Chairman introduced the item, explaining the rationale behind its inclusion on the agenda. He believed it was helpful for Governors in their “holding to account” role to understand the remit of Board Committees and the role of NEDs as Chairs and members of these Committees, including how their work contributed to the overall governance arrangements of the Trust.
COG13-86b	John Archard-Jones, Chair of the Finance & Performance Committee, explained the remit and membership of the Committee. He outlined the key issues which the Committee focused on and how it discharged its scrutiny and assurance functions.
COG13-86c	The Council of Governors welcomed the presentation and found it to be of value. It therefore agreed to receive equivalent presentations from the Chairs of other Board Committees at future meetings.
	<b><u>For Information</u></b>
COG13-87	<b>12. Reports from Sub Groups</b>  Presented for information.
COG13-88	<b>13. Any Other Business</b>  There was no other business to be discussed.
COG13-89	<b>14. Snapshot Review Of Effectiveness</b>  It was agreed that the agenda was appropriate.
COG13-90	<b>15. Next Meeting</b>  To be confirmed.