

MINUTES OF COUNCIL OF GOVERNORS' MEETING – PUBLIC SESSION

Tuesday 5th July 2016, 10am

Main Hall, Far Cotton Recourse Centre, Towcester Road, Northampton

Present	Designation
Paul Bertin	Chairman
Maureen Shram	Public governor – Kettering & Corby
Brenda McCraith	Public governor – Kettering & Corby
Michael Darling	Public governor – Daventry & South Northants
Anthony Bagot-Webb	Public governor – Daventry & South Northants
Gail Sutherland	Public governor – Northampton
Roger Webb	Public governor – Northampton
Des Savage	Public governor – Northampton
Hector Graham	Public governor – Wellingborough & East Northants
Janet Hathaway	Public governor – Wellingborough & East Northants
John Walker	Public governor – Wellingborough & East Northants (part meeting)
Tremaine Richard-Noel	Younger Service User governor
Tony Locock	Adult Service User governor
Dennis Holland	Adult Service User governor
Carol Thorne-Smith	Older Service User Governor
Alan Devenish	Carer Governor
Sandra Bemrose	Carer Governor
Sandra Wright	Carer Governor
Alex Scott	Staff Governor- Registered Nurses (part meeting)
Judy Shephard	Partner Governor- Northamptonshire County Council
Liam Condon	Partner Governor- Age UK Northamptonshire
John Turnbull	Partner governor – University of Northampton

In attendance	Designation
Angela Hillery	Chief Executive
Richard Wheeler	Finance Director
Julie Shepherd	Director of Nursing, AHP's & Quality
Sandra Mellors	Acting Director of Operations
Bruce Minty	Non-Executive Director
Sushel Ohri	Non-Executive Director
Jane Carr	Associate Non-Executive Director
Richard Smith	Head of Strategy and Corporate Development (part meeting)
Mandy Keyes	Volunteering Development Officer (part meeting)
Paul Martin	Deputy Director, Corporate Affairs
Tracey Davies	Corporate Affairs Manager

Minute	Agenda Topic and Discussion
COG16-36	1. Chairman's Introduction and welcome
COG16-36a	The Chairman opened the meeting and welcomed all present.
COG16-36b	<u>Apologies for absence</u> Apologies were received from:

Joe Sims	Public governor – Kettering & Corby
Katherine Deaville	Public governor – Daventry & South Northants
Beverley Sturdgess	Adult Service User governor
William Miller	Adult Service User governor
Kevin Boyce	Adult Service User governor
Priscilla Brown	Carer Governor
Nick Mann	Staff Governor- Doctors and Dentists
Claire Higgins	Staff Governor- Unregistered Nurses
Suzanne Johnson	Staff Governor- Non Clinical
Jacque Gowans	Staff Governor- Other Clinical
Councillor Rosemary Herring	Partner Governor- Borough & District Councils
Steven Brooks	Partner Governor- Northamptonshire Rights & Equality Council
Moira Ingham	Non-Executive Director
Alistair Watson	Non-Executive Director
Bev Messinger	Non-Executive Director
Alex O’Neill-Kerr	Medical Director
Richard McKendrick	Chief Operating Officer

COG16-37	<p>2. Declaration of Interests</p> <p>There were no Declarations of Interest made.</p>
COG16-38 COG16-38a	<p>3. Governor Membership Update</p> <p>Paul Martin noted that this would be Maureen Shram’s last meeting, as she had chosen not to re-stand for election in the Kettering/Corby Public seat. Paul thanked Maureen on behalf of the Board of Directors and the Council of Governors. He also noted that Janet Hathaway had been re-elected following the recent election process.</p>
COG16-39 COG16-39a COG16-39b	<p>4. Minutes of previous meeting held on 5th May 2016</p> <p>The minutes of the previous meeting held on 5th May 2016 were agreed as a true record of the meeting.</p> <p><u>Matters arising from the minutes</u></p> <p>There were no matters arising.</p>
COG16-40 COG16-40a COG16-40b COG16-40c	<p><u>For Discussion and Debate</u></p> <p>5. Environmental update from Governors</p> <p>Michael Darling summarised the topics that had been discussed in the Governors’ pre-meet in advance of this meeting, which included:</p> <p>Mandatory training: It was noted that some governors have recently been attending some of the mandatory training modules. Some concern had been raised as it appeared a number of staff had also booked to attend these sessions but had not turned up. The governors queried if this might be a regular problem. Action: Paul Bertin agreed to pick this up with Chris Oakes, Director of HR and OD.</p> <p>Governor service visit: Tremaine Richard-Noel reported that following a visit to the Children and Adolescent Mental Health services, it seemed some staff did not know about the role of the governor</p>

	and what their roles and responsibilities were. It was noted that governors may need to consider increasing their service visits to promote their role wider.
COG16-40d	Community Interest Company: Michael noted some queries had been raised on the CIC but these would be raised under the Chief Executive's report.
COG16-40e	It was noted that NHFT had recently received a Bursary award.
COG16-41	6. Chief Executive's Report
COG16-41a	Angela Hillery, Chief Executive, briefed the Council on a range of current issues including the Trust's control total, the Sustainability and Transformation Plan (STP) and the Community Interest Company.
COG16-41b	Angela noted the change to the Trust's control total, which has been agreed with NHS Improvement. She also noted that a meeting will take place on 18 th July regarding the Sustainability and Transformation Plan (STP) with NHS England and NHS Improvement. Angela explained the STP work had been led by Richard McKendrick who is shortly due to leave the Trust. Angela thanked Richard for his work on behalf of the Governors. Angela confirmed that the Trust is fully engaged in the STP process.
COG16-41c	Angela updated the group that she had attended the first board meeting of First for Wellbeing, the community interest company (CIC). She noted governors will continue to be briefed. Des Savage further queried about the makeup of the Board. Angela explained she sits on the Owners Board and outlined decision making processes. Des Savage also queried whether there had been public and patient involvement with the CIC. Paul Bertin explained this had been in place since before the CIC was set up and a number of public engagement sessions had been held.
COG16-41d	Angela explained that Northamptonshire County Council has signalled their intention to set up a children's trust. Gail Sutherland asked how this will impact on NHFT, Angela noted it was still at an early stage and therefore not clear what the impact may be at this time. Judy Shephard explained the county council has had to make a number of efficiency savings.
COG16-41e	It was noted that Lucy Dadge, the new Director of Strategic Partnerships will start in her post in August 2016.
COG16-41f	Finally, Angela reported that the Trust had been successful in achieving Unicef Baby Friendly accreditation and also achieving a Green Award for sustainability. The green award is awarded for a reduction in carbon footprint and the trust has reduced this in the last three years. It was noted this was a credit to the work of the estates team.
COG16-41g	As part of the Trust's focus on continuous quality improvement, if board members are undertaking service area visits they should consider linking with governor service area visits and vice versa.
COG16-41h	Tony Locock raised the issue of the recent EU referendum and queried if staff have been reassured that EU workers are welcome within NHFT. Angela explained she had sent a message out to staff to make it clear that the Trust's values of inclusion and diversity have not changed.
COG16-41i	Michael Darling queried the issue around IAPT (Improving Access to Psychological Therapies). Sandra Mellors, Acting Directors of Operations provided an update to governors on the current position. It was noted IAPT targets are a national issue but the Trust is confident going forward the target will be achieved by Quarter 3.

COG16-42	<p>7. Reports from Sub Groups – verbal briefings on key issues</p> <p>The Council received verbal reports from Sub Group Chairs. Key headlines included:</p>
COG16-42a	<ul style="list-style-type: none"> • Patient Safety and Experience Sub Group: The sub group had an update on the Implementing Recovery through Organisational Change (ImRoc) programme which focuses on recovery in mental health. The group endorsed the positive steps made and requested further updates. The group also received an update on sexual health services and noted their concerns over services in Corby had been addressed. The group also received an update on the CQC action plan. Finally, an issue was raised from a Governor about problems with external email communication which the group requested an update from Richard McKendrick.
COG16-42b	<ul style="list-style-type: none"> • Finance Planning and Performance Sub Group: It was noted Richard Wheeler (Finance Director) is now the Lead Director for this sub group. The group received an update on the cost improvement programmes and on agency spends. The sub group also received some information on benchmarking and looked at how data is compared with other trusts. Finally, the group had an update on personal health budgets. Anthony Bagot-Webb noted this was his last meeting as Chair of the sub group, as Roger Webb will be taking over.
COG16-42c	<ul style="list-style-type: none"> • Membership and Governance Sub Group: The group received assurances on the current membership figures and it was noted all governors has been asked to recruit 3 new members each to help towards the 16/17 target. Governor Training and development was discussed, it was noted that all governors are being reminded on a monthly basis if any mandatory training is outstanding. The group also agreed a way forward on a number of items in relation to governors effectiveness. A small working group of governors was agreed to review governor issues and it was agreed to relaunch the issues log system to all governors. The group also agreed in principle to look at arranging a meeting between Non-Executive Directors and governors. The group also supported the various board self-certifications which were due for submission on 30th June 2016. Finally, Hector Graham noted this would be his last meeting a Chair (before Tony Locock takes over). Hector thanked the Foundation Trust Office for their support.
COG16-42d	<ul style="list-style-type: none"> • Nominations and Remuneration Committee: The Committee has been progressing the recruitment of a new Chair. Subject to the constitution change being approved, there is now a shortlist of candidates and this is progressing well.
COG16-42e	<ul style="list-style-type: none"> • Chairs Sub Group: The sub group agreed the agendas for today's Council of Governors meetings. The group also discussed proposals for governor welfare support and requested a short protocol/paper is developed.
COG16-42f	<ul style="list-style-type: none"> • Corporate Assessment Group: The group discussed the Board of Directors papers and minutes from their 25th May meeting. The governors noted the patient stories presented to the Board tend to be more positive in nature and requested to feedback that they would like to see some less positive stories presented. The group also had some queries over lessons learned and who was going to be responsible for this work in the future. A query was also raised as to whether the recent staff consultations had been included within the Trust's Orgainsational Risk Register. Paul Bertin and Angela Hillery both assured governors that the patient stories often do have less positive elements. Angela also noted that there are internal mechanisms in place in regards to learning lessons. It was suggested Moira Ingham (as Chair of the Quality and Governance Committee) and Julie Shepherd should be able to provide governors with any further assurance on lessons learned.
COG16-42g	<ul style="list-style-type: none"> • Staff and Resources Sub Group: This update was taken after the Strategic Objectives and Volunteering items due to availability of Alex Scott as Vice Chair of the sub group. It was reported that the sub group received an update from Staff Side. They also received information on staff turnover and sickness figures. Mandatory training was also discussed. The group also received an update on the recent staff survey workshops.

COG16-43	8. Strategic Objectives 2016/17
COG16-43a	Richard Smith, Head of Strategy and Corporate Development was present for this item.
COG16-43b	The paper distributed highlighted the Trust's strategic objectives for 2016/17. Richard confirmed that these were effective from since 1 st April 2016 and were already being progressed.
COG16-43c	Roger Webb sought and received clarification on the Carter Review. Janet Hathaway queried if governors can see the consolidated plan which is due to go to the Performance Committee, which was agreed. Post meeting note: The consolidated plan will now be taken to the July Board of Directors in public session and not the June Performance Committee, as it states within the paper.
COG16-44	9. Volunteering within NHFT
COG16-44a	Mandy Keyes, Volunteering Development Officer was present for this item.
COG16-44b	Mandy explained she had been in post since March 2016. She has so far identified 70 volunteers who are already in place across the Trust.
COG16-44c	Currently, the training of volunteers is being looked at, as volunteers will have to undertake some mandatory training. Volunteer expenses is also one area being developed.
COG16-44d	John Turnbull queried about volunteers not being directly involved in clinical care. Mandy noted that there is a difference between work experience and volunteering. John also queried if volunteers receive training on how to report issues. Paul Bertin noted volunteers would undergo Safeguarding training.
COG16-44e	Liam Condron queried about role descriptions for volunteers and Mandy explained that role descriptions are being developed, depending on what roles are required.
COG16-44f	Mandy noted that it had been highlighted that some volunteers, for example, those with learning disabilities may need a different approach to mandatory training and this is being developed.
COG16-44g	Tony Locock queried the target to recruit new volunteers (at 70 more) and how this figure was arrived at. He also queried if volunteers could be used from charities. Mandy noted she has already been contacted by some organisations such as the Prince's Trust. In terms of the figure to recruit new volunteers, this had been applied based on the numbers already in post and what was likely to be feasible.
COG16-44h	Sushel Ohri queried if volunteers automatically become Foundation Trust members, Mandy agreed to explore this with the Foundation Trust Office.
COG16-44i	Mandy noted there is a celebration of volunteers in the next few weeks and an event has been organised.
COG16-44j	Des Savage noted there seemed to be a lot of requirements to become a volunteer and seemed even more comprehensive than what the governors need to undertake. It was noted the roles are different and this was the reason the requirements were different.
COG16-45	10. Proposed Constitution Amendment
COG16-45a	Paul Bertin noted there are two proposed constitution amendments/changes: <ul style="list-style-type: none"> 1) To introduce a Rest of England Constituency 2) To remove Voluntary Impact Northamptonshire as Partner Organisation

COG16-45b	It was noted the Membership and Governance governor sub group had discussed and endorsed the two proposals and are recommending they are endorsed by the full Council of Governors.
COG16-45c	The Council of Governors agreed to both proposals.
COG16-45d	Tony Locock queried how the Rest of England governor post would be filled. It was noted, firstly, members need to be recruited to the constituency (some of these will come from staff leavers who live out of county) and then an election will be held when appropriate.
COG16-46	11. Any Other Business
COG16-46a	Janet Hathaway, echoing what had been said earlier in the meeting wanted to thank Richard McKendrick in his role as Chief Operating Officer. She noted he had been supportive to governors throughout his time in the role. This sentiment was agreed by the rest of the Council of Governors.
COG16-46b	Paul Bertin, also thanked Sushel Ohri, as this would be his last Council of Governors meeting as a Non-Executive Director. This sentiment was agreed by the rest of the Council of Governors.
COG16-47	12. Snapshot Review of meeting
	The Council of Governors agreed it had been an effective meeting and agreed the new approach to presuming papers had been read had worked well.
COG16-48	13. Next Meeting
	Monday 12 th September, 2pm, Corn Market Hall, London Road Kettering. (Please note this is a change in date.)