

COUNCIL OF GOVERNORS MEETING – PUBLIC SESSION

Wednesday 5th November 2014, 3.00pm

Captain's Lounge, Northampton Rugby Football Club Ltd, Franklin's Gardens,
Weedon Road, Northampton, NN5 5BG

Minutes

Present	Designation
Paul Bertin	Chairman
Maureen Shram	Public governor – Kettering & Corby
Ian Watts	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
Des Savage	Public governor – Northampton
Hector Graham	Public governor – Wellingborough & East Northants
Carol Ash	Public governor – Wellingborough & East Northants
Janet Hathaway	Public governor – Wellingborough & East Northants
Kevin Boyce	Adult Service User governor
Colin Russell	Adult Service User governor
Liz Johnstone	Adult Service User governor
Wendy Steele	Adult Service User governor
Priscilla Brown	Carer governor
Andrew Bailey	Carer governor
Sandra Bemrose	Carer governor
Rita Hinde	Carer governor
Alex Scott	Staff governor – Registered Nurses
Eileen Hales	Staff governor – Unregistered Nurses
Suzanne Johnson	Staff governor – Non Clinical
Cllr Judy Shephard	Partner governor – Northamptonshire County Council

In attendance	Designation
John Archard-Jones	Deputy Chair
Michelle Grimwood	Non Executive Director
Sushel Ohri	Non Executive Director
Angela Hillery	Chief Executive
Dominic Hardisty	Deputy Chief Executive
Gordon King	Interim Deputy Director (Mental Health)
Deborah Manger	Deputy Medical Director
Helen Eason	General Manager – Adult Services, Rehabilitation & Palliative Care
Avril O'Leary	General Manager, Adult Services
Christian Dingwall	Partner, Hempsons
John Townsend	Foundation Trust Member
Paul Martin	Deputy Director, Corporate Affairs
Clare Cooper	Foundation Trust Officer
Tracey Davies	Membership Officer

Minute	Agenda Topic and Discussion																				
COG14-80	<p>1. Chairman's Introduction and welcome</p> <p>The Chairman opened the meeting, and welcomed all present.</p>																				
COG14-81	<p>2. Apologies for absence</p> <p>Apologies were received from:</p> <table border="1" data-bbox="293 470 1481 887"> <tbody> <tr> <td>Mark Wall</td> <td>Public governor – Northampton</td> </tr> <tr> <td>Brian Lawrence</td> <td>Older Service User governor</td> </tr> <tr> <td>Hummad Anwar</td> <td>Young Service User governor</td> </tr> <tr> <td>Dennis Holland</td> <td>Adult Service User governor</td> </tr> <tr> <td>Beverley Sturdgess</td> <td>Adult Service User governor</td> </tr> <tr> <td>Jacque Gowans</td> <td>Staff governor – Other Clinical</td> </tr> <tr> <td>Cllr Rosemary Herring</td> <td>Partner governor – Borough and District Councils</td> </tr> <tr> <td>Laney Holland</td> <td>Partner governor – Northamptonshire Rights & Equality Council</td> </tr> <tr> <td>Mike Twigger</td> <td>Partner governor – University of Northampton</td> </tr> <tr> <td>Liam Condron</td> <td>Partner governor – Voluntary – Older People</td> </tr> </tbody> </table>	Mark Wall	Public governor – Northampton	Brian Lawrence	Older Service User governor	Hummad Anwar	Young Service User governor	Dennis Holland	Adult Service User governor	Beverley Sturdgess	Adult Service User governor	Jacque Gowans	Staff governor – Other Clinical	Cllr Rosemary Herring	Partner governor – Borough and District Councils	Laney Holland	Partner governor – Northamptonshire Rights & Equality Council	Mike Twigger	Partner governor – University of Northampton	Liam Condron	Partner governor – Voluntary – Older People
Mark Wall	Public governor – Northampton																				
Brian Lawrence	Older Service User governor																				
Hummad Anwar	Young Service User governor																				
Dennis Holland	Adult Service User governor																				
Beverley Sturdgess	Adult Service User governor																				
Jacque Gowans	Staff governor – Other Clinical																				
Cllr Rosemary Herring	Partner governor – Borough and District Councils																				
Laney Holland	Partner governor – Northamptonshire Rights & Equality Council																				
Mike Twigger	Partner governor – University of Northampton																				
Liam Condron	Partner governor – Voluntary – Older People																				
COG14-82	<p>3. Declaration of Interests</p> <p>There were no Declarations of Interest made.</p>																				
COG14-83	<p>4. Governor Membership Update</p> <p>Paul Martin welcomed Alex Scott to his first Council meeting in the seat of Staff – Registered Nurse Governor. He continued that, following the dissolution of SURG, Brendan Macken had resigned from the Council and the Constitution changes being reviewed later in the meeting featured the removal of SURG from the Council.</p>																				
COG14-84	<p>5. Minutes of previous meeting held on 9th September 2014</p> <p>The minutes of the previous meeting held on 9th September 2014 were agreed as a true record of the meeting, subject to one attendee amendment.</p>																				
COG14-85	<p>6. Matters arising from the minutes</p> <p>There were no matters arising that were not covered elsewhere on the agenda.</p>																				
COG14-86	<p style="text-align: center;"><u>For Discussion and Debate</u></p> <p>7. Environmental update from Chair</p> <p>The Chairman advised that he had nothing else specific to report, as the main points were covered by Angela Hillery in her Chief Executive's report.</p>																				
COG14-87	<p>8. 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>																				

COG14-87a	1) Feedback received by a number of Governors regarding Cransley Hospice's current practice of "door knocking" to encourage people to sign up to the Hospice's lottery - Governors expressed concern at this practice. The Chairman advised that he had written to the Chairman of the charity noting his concerns, however the charity confirmed it had no issue with the fundraising work being undertaken. The Chairman confirmed he would write again to the Charity's Chairman highlighting Governors' concerns, and report back as appropriate.
COG14-87b	2) Governors noted that no formal announcement had yet been made in respect of the Wellbeing tender process. The Chairman advised that the process was in a standstill position and that news would be shared when available.
COG14-88	9. Chief Executive's Report
COG14-88a	Angela Hillery introduced the circulated paper and highlighted key points, including the forthcoming CQC inspection, iWantGreatCare and Healthier Northamptonshire.
COG14-88b	Regarding the forthcoming CQC inspection, Angela explained that the visit would be based on the CQC's new inspection format, with a team of up to 100 CQC staff attending sites across the Trust. Angela continued that a small project structure had been set up to handle data requests, a number of which had already been received.
COG14-88c	Michael Darling commented on the breadth of the forthcoming CQC inspection, noting it would have significant resource implications, and asked if additional funding was available to the Trust to support this. Angela explained that this was viewed as "core business" and the Trust would be expected to absorb any additional costs.
COG14-88d	Wendy Steele asked if the CQC inspection would cover all service areas, and also queried how information would be gathered from and shared with the Trust's service users. Angela confirmed that the inspection would include all areas, and that the gathered data would be very detailed to aid triangulation. She continued that the CQC would be holding a series of events which would enable it to engage with a range of stakeholders, including service users. In summary, a range of communication processes would be used by the CQC to gain feedback from interested parties.
COG14-88e	Angela confirmed that Healthier Northamptonshire continued positively, with endorsement from the Regulators regarding the strategy's direction of travel. Bill McFarland, Finance Director, was leading countywide work on collaborative resource management, to identify "back office" efficiencies in order to protect front line care.
COG14-88f	Brenda McCraith and Carol Ash sought clarification on the out of hospital/integrated care closer to home initiatives and how the Trust planned to take these forward, noting the potential additional impact on GP services.
COG14-88g	Angela advised that there was currently a national focus on mental health, with a number of initiatives to ensure mental health was given the same attention as physical healthcare. She confirmed that the Trust was actively involved with commissioners to obtain funding for this.
COG14-88h	Finally, Angela formally thanked Michelle Grimwood for her hard work and contribution to the Trust over her years as a Non Executive Director, and wished her well in her future endeavours.

	The Council thanked Angela for her comprehensive report.
COG14-89	10. Presentation: Adult services
COG14-89a	Deborah Manger, Helen Eason and Avril O’Leary from the Adult Services directorate gave a presentation on the scope and priorities for the development of these services. These included: <ul style="list-style-type: none"> • The structure of the directorate • Healthier Northamptonshire’s ‘Out of Hospital’ project • The current agenda, strategy and challenges
COG14-89b	Priscilla Brown highlighted the need to consider the role and challenges faced by Carers, noting that ongoing support for them was needed.
COG14-89c	Governors noted the importance of recognising and addressing the requirements of learning disability clients, and were assured that all services have received learning disability training.
COG14-89d	Hector Graham raised concern over feedback he had received regarding operational pressures facing front line staff. He also enquired as to the evaluation of the recent changes to the podiatry service. Helen replied that Commissioners had asked for a review to be undertaken to ensure the Trust was meeting the criteria requested of the service.
COG14-89e	Ian Watts queried if sufficient resources were available for all services to operate effectively. Avril advised that any gaps in service or areas with fewer resources would be flagged to Commissioners in the Trust’s monthly meetings with them. Dominic Hardisty confirmed that benchmarking analysis would be used to inform the development of the Trust’s Strategic Plan.
COG14-89f	The Council thanked the presenters for an informative session.
COG14-89g	The Chairman suggested that, given the size of the subject matter of the presentation, Governors may welcome a further opportunity to gain additional insight into particular aspects of the Adult Services directorate and it was agreed this would be given further consideration.
COG14-90	11. Membership Strategy 2014-17
COG14-90a	Hector Graham, Chair of the Council of Governors’ Membership & Governance Sub Group, presented the proposed revisions to the Trust’s existing 2013-16 Membership Strategy. He reminded Governors that at their 5 th March 2014 Council meeting they had considered and supported the draft Executive Summary of the emerging updated Membership Strategy. The revised Strategy reflected the outcome of Membership & Governance Sub Group’s discussions on what should comprise the key aims of the Strategy and the underpinning actions designed to deliver them. He continued that the updated Strategy did not represent a significant departure from the existing Strategy, but rather built on it. However, the revised Strategy provided greater clarity and structure.
COG14-90b	Andrew Bailey welcomed the revisions but highlighted the importance of securing sufficient organisational capacity to effectively implement the Strategy. Paul Martin also highlighted that, whilst the Foundation Trust Office had a key role to play in

	implementing the Strategy, it was important to also engage with the Trust's Patient Involvement/Experience and Communications teams, as well as operational services. The Chairman agreed to ensure this issue was given due attention.
COG14-90c	The Council endorsed the revised Strategy and thanked all those involved in its development.
COG14-91	12. Proposed amendments to the Trust's Constitution
COG14-91a	Paul Martin presented proposals in respect of revisions to the Constitution and to governor tenures, and the rationale behind them. Key changes included: <ul style="list-style-type: none"> • the introduction of electronic voting in Governor elections • the establishment of a maximum tenure for an elected Governor to hold office • realignment of Governor tenures in the 2015 elections to ensure a staggered turnover of Governors - research from the Trust's legal advisors had shown most trusts have a term limit; also this should mitigate against losing the skills of Governors in one go.
COG14-91b	Ian Watts welcomed the proposals and suggested an addition to Annex 5, namely: "8.2: no elected governor can contact members for canvassing purposes during the election period." Ian also suggested that the clause regarding governor tenures should be reviewed by the Membership & Governance Committee two years prior to the maximum tenure limit being effected.
COG14-91c	Governors endorsed the presented revisions as set out in the paper, and the additional proposals made at the meeting were also accepted. The Council noted that the proposals would be also presented for endorsement to the November 2014 Board of Directors' meeting.
	<u>For Information</u>
COG14-92	13. Reports from Sub Groups These reports were presented for information.
COG14-93	14. Any Other Business There was no other business to be discussed.
COG14-94	15. Snapshot Review Of Effectiveness It was agreed that the agenda was appropriate.
COG14-95	16. Next Meeting Tuesday 13 th January 2015, 10am, The Sturtridge Suite, Northampton Rugby Football Club Ltd, Franklin's Gardens, Weedon Road, Northampton, NN5 5BG