

COUNCIL OF GOVERNORS' MEETING – PUBLIC SESSION

MONDAY 11TH MAY 2015, 10AM

KINGS PARK CONFERENCE CENTRE, KINGS PARK ROAD, NORTHAMPTON, NN3 6LL

Minutes

Present	Designation
Paul Bertin	Chairman
Joe Sims	Public governor – Kettering & Corby
Brenda McCraith	Public governor – Kettering & Corby
Maureen Shram	Public governor – Kettering & Corby
Michael Darling	Public governor – Daventry & South Northants
Anthony Bagot-Webb	Public governor – Daventry & South Northants
Roger Webb	Public governor – Northampton
Gail Sutherland	Public governor – Northampton
Hector Graham	Public governor – Wellingborough & East Northants
Hummad Anwar	Young Service User governor
Kevin Boyce	Adult Service User governor
Colin Russell	Adult Service User governor
Beverley Sturdgess	Adult Service User governor
William Miller	Adult Service User governor
Dennis Holland	Adult Service User governor
Tony Locock	Adult Service User governor
Brian Lawrence	Older Service User governor
Alan Devenish	Carer governor
Priscilla Brown	Carer governor
Dr Nick Mann	Staff governor – Doctors & Dentists
Alex Scott	Staff governor – Registered Nurses
Chris Thurston	Staff governor – Unregistered Nurses
Suzanne Johnson	Staff governor – Non Clinical
Jacque Gowans	Staff governor – Other Clinical
Cllr Rosemary Herring	Partner governor – Borough and District Councils
Mike Twigger	Partner governor – University of Northampton
Liam Condron	Partner governor – Voluntary – Older People

In attendance	Designation
Sushel Ohri	Non-Executive Director
Bev Messinger	Non-Executive Director
Angela Hillery	Chief Executive
Dominic Hardisty	Deputy Chief Executive
Richard McKendrick	Chief Operating Officer
Bronwen Curtis	Director of Human Resources & Organisational Development
Julie Shepherd	Director of Nursing, Quality & AHPs
Richard Smith	Older Adults Programme Lead
Paul Martin	Deputy Director, Corporate Affairs
Clare Higgins	Development Co-ordinator for Non Registered Staff
Clare Cooper	Foundation Trust Officer
Tracey Davies	Membership Officer

Minute	Agenda Topic and Discussion																
COG15-37	<p>1. Chairman's Introduction and welcome</p> <p>The Chairman opened the meeting, and welcomed all present.</p>																
COG15-38	<p>2. Apologies for absence</p> <p>Apologies were received from:</p> <table border="1" data-bbox="293 506 1481 846"> <tbody> <tr> <td>Peter Evans</td> <td>Public governor – Northampton</td> </tr> <tr> <td>Janet Hathaway</td> <td>Public governor – Wellingborough & East Northants</td> </tr> <tr> <td>John Walker</td> <td>Public governor – Wellingborough & East Northants</td> </tr> <tr> <td>Sandra Bemrose</td> <td>Carer governor</td> </tr> <tr> <td>Rita Hinde</td> <td>Carer governor</td> </tr> <tr> <td>Cllr Judy Shephard</td> <td>Partner governor – Northamptonshire County Council</td> </tr> <tr> <td>Steven Brooks</td> <td>Partner governor – Northamptonshire Rights & Equality Council</td> </tr> <tr> <td>DCC Andy Frost</td> <td>Partner governor – Criminal Justice services</td> </tr> </tbody> </table>	Peter Evans	Public governor – Northampton	Janet Hathaway	Public governor – Wellingborough & East Northants	John Walker	Public governor – Wellingborough & East Northants	Sandra Bemrose	Carer governor	Rita Hinde	Carer governor	Cllr Judy Shephard	Partner governor – Northamptonshire County Council	Steven Brooks	Partner governor – Northamptonshire Rights & Equality Council	DCC Andy Frost	Partner governor – Criminal Justice services
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COG15-39	<p>3. Declaration of Interests</p> <p>There were no Declarations of Interest made.</p>																
COG15-40	<p>4. Governor Membership Update</p> <p>COG15-40a Paul Martin advised the Council that Hummad Anwar had been elected to the NHS Providers National Governor Policy Board. The Council congratulated Hummad on his appointment.</p> <p>COG15-40b Paul also highlighted that it was Mike Twigger's last Council meeting as he was retiring from his role at the University of Northampton. He extended, on behalf of the Council, thanks to Mike for his contribution over his five years as a Governor. The University of Northampton had identified John Turnbull as his successor.</p>																
COG15-41	<p>5. Minutes of previous meeting held on 11th March 2015</p> <p>The minutes of the previous meeting held on 11th March 2015 were agreed as a true record of the meeting, subject to a minor attendance amendment.</p>																
COG15-42	<p>6. Matters arising from the minutes</p> <p>There were no matters arising that were not covered elsewhere on the agenda.</p>																
COG15-43	<p style="text-align: center;"><u>For Discussion and Debate</u></p> <p>7. Environmental update from Chair</p> <p>The Chairman noted and commented on the outcome of the recent General Election.</p>																

<p>COG15-44</p> <p>COG15-44a</p> <p>COG15-44b</p> <p>COG15-44c</p> <p>COG15-44d</p> <p>COG15-44e</p> <p>COG15-44f</p> <p>COG15-44g</p>	<p>8. Environmental update from Governors</p> <p>Rosemary Herring and Michael Darling summarised the topics that had been discussed in the Governors' pre-meet in advance of this meeting, which included:</p> <p>1) Clozapine: a report had been published on the use of Clozapine medication. Governors queried if the Trust prescribed Clozapine and what policies were in place with regard to reviewing those taking the medication. Dr Nick Mann advised that Clozapine was prescribed and that it was an important medication the Trust would continue to use. It was agreed that a statement on this issue would be circulated to the Patient Safety & Experience Sub Group. Action: Statement on Clozapine and its prescription across the Trust to be provided to PS&E</p> <p>2) Waiting times: Governors queried how the Board monitored waiting times and Delayed Transfer of Care (DTOCs) for all services. Angela Hillery confirmed that there were contractual standards in place regarding access to services, and that there were a number of reasons countywide for delays. It was noted that an update on waiting times and DTOCs was on the agenda for the next meeting of the Finance, Planning & Performance Sub Group.</p> <p>3) National horizon scanning: Governors queried how they could receive more information about future changes in health and social care. It was agreed that Governors would receive the weekly NHS Providers' briefing. Action: NHS Providers' briefing documents to be shared with Governors</p> <p>4) Older people's services redesign: Richard McKendrick advised that a short term decision had been taken to close the Riverside Dementia ward at Berrywood Hospital, Northampton, due to extremely low occupancy. He continued that should this look to be permanent the Trust would engage with Staff Side.</p> <p>5) Procurement: The Chairman advised that the Trust had robust information on procurement costs, and as contracts came up for review there was significant effort being put into reducing costs wherever possible.</p> <p>6) Foundation Trust Office: Governors noted that Gemma Wells, the FT Office's Administration Apprentice, was moving onto a new role in the Trust and wished her well for the future.</p> <p>7) Sustainability: William Miller sought further information on the Trust's Sustainability Strategy, including the possible use of solar panels. The Chairman agreed to share the latest Sustainability Report with William. Action: William to receive latest Sustainability Report</p>
<p>COG15-45</p> <p>COG15-45a</p> <p>COG15-45b</p>	<p>9. Chief Executive's Report</p> <p>Angela Hillery presented her report, highlighting in particular the latest position in respect of the routine CQC inspection, the ongoing work in respect of Healthier Northamptonshire, and the Human Resources workplan for 2015/16.</p> <p>Angela also reminded the Council that Monitor strongly encourages all Foundation</p>

	Trust Boards to undertake a review of their governance arrangements every three years using an external organisation. She advised the Council that the Board had agreed to commission this work in 2015/16.
COG15-45c	In respect of commissioning arrangements, Angela advised that the contract would be signed shortly, and noted that, related to this, a Cost Improvement Programme (CIP) briefing would be arranged for Governors. Action: FT Office to arrange a Cost Improvement Programme (CIP) briefing for Governors
COG15-45d	In response to a question from Kevin Boyce regarding the expanding interest in prison healthcare and the Trust's success in a number of recent opportunities, Angela advised that Ben Tolley's team was currently being reviewed due to geographical challenges, but that a briefing on prison services would be arranged for Governors in due course. Action: FT Office to arrange a prison services briefing for Governors
COG15-45e	The Council thanked Angela for her informative update.
COG15-46	10. Care Certificate Presentation
COG15-46a	The Council welcomed Claire Higgins, Development Co-ordinator for Non Registered Staff, to the meeting.
COG15-46b	Claire's presentation detailed the background and implementation of the Care Certificate. The Council welcomed the initiative and was reassured by the approach and progress being made by the Trust.
COG15-46c	Questions centred on funding streams, the definition of non-registered staff, potential scope for income generation and opportunities for career development amongst non-registered staff.
COG15-46d	The Council thanked Claire for her informative presentation.
COG15-47	11. Annual Plan presentation
COG15-47a	The Council welcomed Richard Smith, Older Adults Programme Lead, to the meeting.
COG15-47b	Richard led a presentation and discussion on the development of the Trust's 2015/16 Annual Plan, emphasising that the Plan was a "refresh" of the Trust's existing strategy, in line with Monitor requirements. He highlighted the key themes of the Plan, including the importance of the Trust's Clinical and Quality Strategies. He also acknowledged and thanked the contribution of Governors and Members to the development of the Plan, including through the comments received at the two Member events held in February 2015.
COG15-47c	In response to a question on funding issues faced by commissioners, Richard confirmed how the Trust was mitigating this risk.
COG15-47d	It was agreed that the Annual Plan would be circulated to all Governors once it had been published, and a Governor briefing would also be arranged.

	<p>Action: The Trust's Annual Plan to be circulated to all Governors once published</p> <p>Action: FT Office to arrange an Annual Plan briefing for Governors</p>
COG15-47e	The Council thanked Richard for his informative presentation.
COG15-48	12. Appraisals and Mandatory Training
COG15-48a	The Council welcomed Bronwen Curtis, Director of Human Resources and Organisational Development, to the meeting.
COG15-48b	Bronwen provided an update on the latest position in respect of appraisals and mandatory training within the Trust following a request at the previous Council meeting. Bronwen advised that in relation to appraisals, a new system was being launched in 2015/16 which would focus on simplicity and link to the Trust's objectives. Bronwen continued that mandatory training was now aligned to the Skills for Health framework which allows transfer of training from other aligned Trusts. Significant efforts over the past three years had been made to improve access, options for training delivery and reporting of data. She confirmed that mandatory training targets had been agreed and achieved.
COG15-48c	Following discussion on the presentation, the Council thanked Bronwen for her work in this area and also, as this would be her final meeting before leaving the Trust, for her significant overall contribution to the development of Northamptonshire Healthcare in both her Non-Executive and Executive roles.
COG15-49	13. Any Other Business
	There was no other business to be discussed.
COG15-50	14. Snapshot Review Of Effectiveness
	It was agreed that the agenda was appropriate.
COG15-51	15. Next Meeting
	Friday 24 th July 2015, 1pm, Kettering Conference Centre, Thurston Drive, Kettering, NN15 6PB