

COUNCIL OF GOVERNORS MEETING – PUBLIC SESSION

Tuesday 13th January 2015, 10am

**The Sturtridge Suite, Northampton Rugby Football Club Ltd, Franklin's Gardens,
 Weedon Road, Northampton, NN5 5BG**

Minutes

Present	Designation
Paul Bertin	Chairman
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
Hummad Anwar	Young Service User governor
Kevin Boyce	Adult Service User governor
Colin Russell	Adult Service User governor
Liz Johnstone	Adult Service User governor
Dennis Holland	Adult Service User governor
Brian Lawrence	Older Service User governor
Andrew Bailey	Carer governor (part meeting)
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
Jacque Gowans	Staff governor – Other Clinical
Cllr Rosemary Herring	Partner governor – Borough and District Councils
Steven Brooks	Partner governor – Northamptonshire Rights & Equality Council
Liam Condon	Partner governor – Voluntary – Older People

In attendance	Designation
James Mullins	Head of Hospital Inspection (Mental Health), Central West Region, Care Quality Commission
Phil Terry	Interim Inspection Manager (Hertfordshire and West Midlands), Central Region – East Midlands, Hospitals Directorate, Care Quality Commission
John Archard-Jones	Deputy Chair
Moira Ingham	Non-Executive Director
Sushel Ohri	Non-Executive Director
Angela Hillery	Chief Executive
Dominic Hardisty	Deputy Chief Executive
Bill McFarland	Finance Director
Dr Alex O'Neill-Kerr	Medical Director
Julie Shepherd	Interim Director of Nursing & Quality
Richard Smith	Older Adults Programme Lead
Julie Rubenzer	Project Manager, Strategy & Programme Management
Joe O'Neill	Deputy Partner governor – Northamptonshire Rights & Equality Council
Paul Martin	Deputy Director, Corporate Affairs
Clare Cooper	Foundation Trust Officer

Minute	Agenda Topic and Discussion												
COG15-01	<p>1. Chairman's Introduction and welcome</p> <p>The Chairman opened the meeting, and welcomed all present.</p>												
COG15-02	<p>2. Apologies for absence</p> <p>Apologies were received from:</p> <table border="1" data-bbox="293 506 1481 734"> <tr> <td>Maureen Shram</td> <td>Public governor – Kettering & Corby</td> </tr> <tr> <td>Mark Wall</td> <td>Public governor – Northampton</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>Cllr Judy Shephard</td> <td>Partner governor – Northamptonshire County Council</td> </tr> <tr> <td>Mike Twigger</td> <td>Partner governor – University of Northampton</td> </tr> </table>	Maureen Shram	Public governor – Kettering & Corby	Mark Wall	Public governor – Northampton	Beverley Sturdgess	Adult Service User governor	Priscilla Brown	Carer governor	Cllr Judy Shephard	Partner governor – Northamptonshire County Council	Mike Twigger	Partner governor – University of Northampton
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COG15-03	<p>3. Declaration of Interests</p> <p>There were no Declarations of Interest made.</p>												
<p>COG15-04</p> <p>COG15-04a</p> <p>COG15-04b</p>	<p>4. Governor Membership Update</p> <p>Paul Martin welcomed Steven Brooks and Joe O'Neill to their first Council meeting in the seat of Partner – Northamptonshire Rights & Equality Council. He continued that Wendy Steele, Adult Service User governor, had tendered her resignation from the Council in December 2014.</p> <p>Andrew Bailey advised the Council that, for personal reasons, he would not be re-standing in the forthcoming elections. He extended his thanks to the Council, the Board of Directors and the Foundation Trust Office, noting that the Trust has made significant progress during the time he had been a Governor. Paul Bertin thanked Andrew for his contribution and wished him well in his future endeavours.</p>												
COG15-05	<p>5. Minutes of previous meeting held on 5th November 2014</p> <p>The minutes of the previous meeting held on 5th November 2014 were agreed as a true record of the meeting.</p>												
COG15-06	<p>6. Matters arising from the minutes</p> <p>There were no matters arising that were not covered elsewhere on the agenda.</p>												
COG15-07	<p style="text-align: center;"><u>For Discussion and Debate</u></p> <p>7. Environmental update from Chair</p> <p>The Chairman noted that pressure on the two Accident & Emergency Departments in the county was also providing a challenge for Trust staff, however they continued to do a fantastic job in difficult circumstances. He continued that the Better Care Fund had now been signed off, and that good progress was being made on Healthier Northamptonshire.</p>												

COG15-08	<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> <ul style="list-style-type: none"> • A request for a Governor briefing on the Mental Health Concordat Action: FT Office to arrange a Governor briefing on the Mental Health Concordat • Mental health liaison in A&E departments, which was of ongoing interest to Governors. • Concern was raised over the county's crisis services • The possibility of redundancies in NCC amongst their health and social care workers. Rosemary Herring commented that the Council's budget was out for consultation and Daventry had already raised concerns. • Payment of Governor expenses
COG15-09	<p>9. Chief Executive's Report</p> <p>COG15-09a Angela Hillery introduced the circulated paper and highlighted key points, including positive positions on governance matters, new regulations in respect of Duty of Candour and Fit and Proper Persons test, the NHS 5 Year Forward View, Healthier Northamptonshire, the county's End of Life Care draft strategy, I Want Great Care (iWGC) and the Care Certificate.</p> <p>COG15-09b Regarding the 5 Year Forward View document, Angela advised that this gave a future direction of travel for the NHS, highlighting the use of new technology and looking at area demographics and co-morbidities of long term conditions.</p> <p>COG15-09c Angela advised that Healthier Northamptonshire continued to progress, noting that the right infrastructure was needed to ensure appropriate capacity and capability. Integrated Care Close to Home was a key development for the Trust, which Richard McKendrick and Giles West were working on to develop collaborative teams and prevent patient admissions.</p> <p>COG15-09d In respect of commissioning, Angela confirmed that the Trust was the preferred bidder to provide services to HMPs Littlehey and Whitemoor from 1st April 2015.</p> <p>With regard to the Wellbeing Tender, Angela confirmed that Northamptonshire County Council had ceased progression of the tender process, and NCC was seeking to extend a number of contracts in the short term whilst it investigated options of how to reprovide/continue these services. She noted that a number of the Trust's services were affected, including smoking cessation.</p> <p>COG15-09e Angela noted that the Northamptonshire Improvement Board had ensured that good progress had been made over the past year to improve services for children and young people, including in the areas of Looked After Children, Fostering and Adoption Service, Workforce Development and Partnership Working. Janet Hathaway commented that Healthwatch had reported a number of parents experiencing difficulty accessing children's mental health services. Angela agreed that the Child and Adolescent Mental Health Service was receiving a high volume of referrals, and emphasised the importance of working with NCC to provide earlier intervention. Rosemary Herring added that a key issue was securing engagement</p>

	with schools.
COG15-09f	<p>Angela was pleased to report that iWantGreatCare had been embraced by services and that it had provided timely, instant feedback with over 3400 separate pieces to date rating the Trust as 4.78 out of 5 overall. Governors asked if they would be able to receive access to iWGC data in advance of their service visits. This was agreed and would be facilitated by the FT Office.</p> <p>Action: FT Office to provide link with IWGC data for Govs doing service visits</p>
COG15-09g	Regarding the Care Certificate, Angela confirmed that a 12 week induction would be required for relevant clinical staff which, whilst an increase in cost to the traditional method, would reinforce Trust confidence in staff competencies. Julie Shepherd advised that the Care Certificate would initially be for new staff, but it was planned to be rolled out to existing staff.
COG15-09h	The Council thanked Angela for her comprehensive report.
COG15-10	10. Incident Investigation Policies and Procedures Review
COG15-10a	Dennis Holland gave a presentation on work relating to the review of the Trust's incident investigation policies and procedures. He explained his background as an Air Accident Investigator and the similarities and differences in approach to incident investigation between the NHS and aircraft industries. Dennis outlined the background, process, findings and next steps of the review. The interim conclusions from the review were that the Trust had a serviceable set of documents, although these required further refinement, and that the Trust had a high standard of openness and a fair and open ethos.
COG15-10b	The Chairman and the Council of Governors thanked Dennis for the presentation and the review work.
COG15-11	11. Update on strategic planning process
COG15-11a	Dominic Hardisty provided an update to the Council on the strategic planning process and timescales. He reminded Governors that two member events had been organised for February 2015 to focus on the development of the Trust's Strategic Plan and encouraged Governors to attend if possible to give their input. Dominic confirmed that the Plan to be submitted to Monitor in April 2015 would be a refresh of the existing Plan rather than a fundamental review, taking account of the changing environment and contextual issues.
COG15-11b	Governor discussion focused on the degree of expected revision to the existing Plan, and some of the potential drivers behind these changes. Dominic emphasised that Governors would remain fully engaged in the strategic planning process.
COG15-12	12. CQC Inspection – briefing and discussion
COG15-12a	James Mullins, Head of Hospital Inspection (Mental Health), Central West Region, and Phil Terry, Interim Inspection Manager (Hertfordshire and West Midlands) & Central Region – East Midlands, from the CQC gave a presentation which outlined the CQC's approach and methodology in respect of the forthcoming routine inspection of the Trust. They confirmed that the Governors would be invited to a focus group to share their views on the Trust.

COG15-12b	Janet Hathaway queried how staff would be engaged throughout the inspection, drawing a comparison with Ofsted inspections on schools. James and Phil reassured the Council that a wide cross section of staff was being met with in a variety of formats throughout the week, and all feedback would be welcomed.
COG15-12c	Andrew Bailey sought clarification on the relationship with the Mental Health Act and AIMS compliance processes, and Ian Watts and Kevin Boyce queried the review processes for community mental health, night-time and weekend services.
COG15-12d	The Council thanked James and Phil for their helpful presentation and discussion, and welcomed the opportunity to be involved through the focus group process.
COG15-13	13. Reports from Sub Groups – verbal briefings on key issues
COG15-13a	Membership & Governance: Hector Graham updated the Council on the group's recent meeting, including discussions on membership targets, the recruitment of new members, specifically in Daventry and South Northants, and the handover of the Training & Development Task & Finish Group from the new year.
COG15-13b	Finance, Planning & Performance: Anthony Bagot-Webb updated the Council on the group's recent meeting, including discussion on the Trust's Dementia strategy and an update on the Trust's strategy/business plans.
COG15-13c	Staff & Resources: Suzanne Johnson updated the Council on the group's recent meeting, including discussion on the Staff Survey and mandatory training.
COG15-13d	Patient Safety & Experience: Liz Johnstone updated the Council on the group's recent meeting, including a discussion on discharge arrangements from CMHTs.
COG15-13e	Chairs Sub Group: Paul Bertin updated the Council on the group's recent meeting, including discussions on Council of Governors' agenda planning and the assignment of individual service areas to Non-Executive Directors.
COG15-13f	Corporate Assessment Group: Michael Darling updated the Council on the group's recent meeting, including the review of Board papers from the recent Board of Directors' meeting.
COG15-13g	Community Mental Health Task & Finish Group: Andrew Bailey updated the Council on the group's recent meeting, highlighting that there were two more scheduled meetings of the group before the subject was passed to the relevant sub group for ongoing monitoring, and that a final report would be brought to a future Council of Governors' meeting.
COG15-14	14. Draft Quality Strategy
COG15-14a	Julie Shepherd and Richard Smith presented the key elements of the Trust's emerging draft Quality Strategy. They highlighted that the Strategy was structured around the CQC domains of Safe, Effective, Caring, Responsive and Well-Led. Richard outlined the emerging 2015/16 priorities and welcomed Governor feedback by the end of January 2015.

COG15-14b	The Council thanked Julie and Richard for their presentation.
COG15-15	15. Report from Training & Development Task & Finish Group
COG15-15a	Carol Ash presented the report and emphasised continued positive progress with the Governor Training & Development programme, both in terms of current delivery and future planning. She drew the Council's attention to the mandatory nature of some Governor training, reminded Governors that the group would meet for the final time later in January 2015, and that ongoing training and development would fall under the remit of the Membership & Governance Sub Group.
COG15-15b	The Council thanked the Training & Development Task & Finish Group for its excellent leadership on this issue, and looked forward to receiving further progress reports via the Membership & Governance Sub Group.
COG15-16	16. Any Other Business There was no other business to be discussed.
COG15-17	17. Snapshot Review Of Effectiveness It was agreed that the agenda was appropriate.
COG15-18	18. Next Meeting Wednesday 11th March 2015, 1pm, The Lakeside Room, Kettering Conference Centre