

**MINUTES OF THE ANNUAL GENERAL MEETING AND  
THE COUNCIL OF GOVERNORS MEETING OF  
SOUTHEND UNIVERSITY HOSPITAL NHS FOUNDATION TRUST  
HELD ON 25th MARCH 2014 at SAXON HALL**

**Present:**

Alan Tobias OBE (Chairman)	Alan Crystall	Liz Leigh
Kay Bell	Tony Dunn	Barbara Oliver
Karen Blake	Colin George	Colin Pavitt
Elaine Blatchford	Mark Gillett	Hilary Seago
Robert Bradbrook	Nora Goodman	Maureen Sutcliffe
Les Catley	David Hobbs	Christine Watts
Linda Cook	Joanna Jackson	Wanjiku Waweru
Lawrence Collin	Ron Kennedy	
Joseph Cooke	Terry Cutmore	

**Also in attendance:**

Jacqueline Totterdell, Chief Executive  
Sue Hardy, Chief Nurse  
Sandra Le Blanc, Director of HR  
Jon Findlay, Chief Operating Officer  
Anna Milanec, Foundation Trust Secretary  
Cheryl Auger, Assistant Trust Secretary  
David Fairweather, Membership Manager  
Claire Hankey, Head of Communication  
Lucy Thomas-Clayton, AD Fundraising and Engagement

**Members of the Public in attendance:**

Miriam Schramm, Chris Gasper, Majzoub B Ali,

**Apologies:**

Apologies were received from: Pamela Challis, Judith Craven, Terry Cutmore, George Cutting, Arthur Gaze, Ashley Jayaweera, and Jo McPherson.

**07/14 Welcome from the Chairman**

The Chairman welcomed Governors and attendees to the meeting.

**08/14 Declaration of Conflicts of Interest**

No conflicts of interest beyond those registered were declared

**09/14 Minutes of the Previous Meeting**

- a) The minutes of the meeting held on 19th September 2013 were agreed and signed.
- b) There were no matters arising.

**10/14 Chief Executives Report**

The Chief Executive gave her report in the form of a presentation (copy available on request).

## **11/14 Quality Report & Account Update**

Sue Hardy, Chief Nurse, gave a presentation on the Quality Report & Account (copy available on request).

### **Key Points:**

External assurances are a requirement of the quality account process, one of which is “A copy of the auditor’s report on the external work performed on the content of the quality report, and the mandated and local indicators, to Monitor and to the NHS Foundation Trusts Council of Governors”.

It was explained that the auditors will look to receive assurance from six dimensions of data quality: Accuracy, validity, reliability, timeliness, relevance and completeness

Staff engagement in the compiling of the Quality Report was carried out via: A Quality Priorities Road-show (held for 1 week in February), promotion at core brief, a virtual noticeboard on Staffnet, emailing voting and a survey. The staff voted for the following 3 priorities:

- Reduce avoidable deaths
- Provide a positive patient experience
- Ensure nursing skill mix is safe and appropriate to caseload

The Governors were asked to choose/vote on an additional quality indicator to be included in the quality report. By an overwhelming majority “Identification of Patients with Dementia” was chosen.

## **12/14 Governors Elections**

Anna Milanec provided the Governors with an update on the 2014 Governor Elections. There are 13 seats vacant across 9 constituencies; Governors were asked to encourage their constituents to vote.

Electronic voting will be possible in the 2015 elections.

## **13/14 Report on ‘Governwell’ Pilot Training Sessions**

Les Catley gave feedback to the Governors on the ‘Governwell’ training programmes he attended.

Staff from the Trust’s HR Department have attended all the training sessions provided by Governwell and will cascade this training to all Governors by way of a rolling training programme.

Les Catley also updated the Council on the FTGA Development Day & AGM he attended in November 2013.

## **14/14 Recommendations from the Education & Training Group**

The Council of Governors was asked to approve the following principles:

- The training programme should repeat sessions to enable governors with work/carer/family commitments to attend at different times
- The training programme should include different forms of learning such as online training

- Governors should not normally be able to claim an exemption, as given the range of events they would easily be able to make up their 12 hour requirement
- It is the responsibility of each governor to fulfil their 12 hour training requirement, and this should be made clear to all governors on appointment

In addition the Council of Governors was asked to consider what sanction should apply in the event of an individual governor not complying with the requirement to undertake the minimum 12 hour training. It was noted those who do not comply with the training requirement will be in breach of the code of conduct

The Council of Governors agreed the principles and recommendations of the Education & Training Group.

The Governors were asked to approve the updated Terms of Reference of the Education and Training Group.

The Council of Governors agreed the updated Terms of Reference of the group.

#### **15/14 Recommendations from the Governance Group**

The Council of Governors approved the amendments to the Governor's Code of Conduct

#### **16/14 Recommendations from the Patient & Carer Experience Group**

The Council of Governors considered and approved the updated Terms of Reference of the Patient & Carer Experience Group

#### **17/14 Recommendations from the Membership Engagement Recruitment Group**

The Council of Governors was asked to approve the following recommendations:

- Redefine membership meetings into "Health Talks" three times a year (to widen their appeal beyond members).
- Have a planned programme of Governor attendance at local groups and committees listed under the umbrella of voluntary service organisations.
- Introduce regular 'Governor surgeries'
- Running recruitment campaigns in the 'harder to reach' groups
- Forge closer links to staff engagement opportunities

The Council of Governors approved the recommendations

#### **18/14 Items Requested by Governors**

- 1) *Discussion: How can the task of Governors fulfilling their duty to engage with public and members be facilitated.*

It was agreed this item had been covered in agenda item 17/14.

- 2) *Discussion: Processes for obtaining effective involvement and agreement of the Council of Governors.* There was a brief discussion on processes already in place; it was noted Governors were involved, although not always in great detail, and that significant transactions are agreed by value and not on principles.

## **19/14 Membership of Committees / Groups**

The Trust Secretary advised that the document still needed updating and requested that Governors inform Cheryl Auger of any amendments

## **20/14 Reports from Committees / Groups**

No written reports were received from Committee Chairs for this meeting

The Meeting closed for a Private Session, mainly to discuss the Annual Plan.

The minutes of the previous meeting, held on 19<sup>th</sup> September, were agreed as a true record. There were no matters arising

## **Annual Plan**

David Hobbs commented on the SUHFT 2 year action plan, on behalf of the Strategy Group, as follows:

- Overall it is a good plan; challenging and ambitious but is it achievable given the challenges in A&E, the estate, and finance? Should there have been more forward planning?
- The plan should reflect more self-criticism regarding the time that it has taken to take action on certain matters, e.g. nurse and clinician staffing
- Why didn't the Trust realise 120 more nurses were needed and why was the Trust not aware Consultants were retiring?
- Southend Hospital used to be an attractive location for recruitment, but sadly that has all changed and now appears difficult to recruit to
- Staff survey results are disappointing – whilst no real decline on last year, there is no improvement either; Staff morale is obviously low
- There is a question as to whether the hospital is being out manoeuvred by external stakeholders, e.g. regarding Stroke, etc. Is the Trust doing all it can to maximise all the opportunities it has been offered?
- Shortfall in profit = shortfall in CIPS; David highlighted issues that Governors share with the Finance & Investment Committee; CIPs need to be looked at earlier and bottom up. Culture has been to use CIPS as a balancing item. Concerns regarding the £10m figure being achieved.
- Lots of transformational changes need to be made which will require a lot of expertise; do SUHFT staff have the necessary skills? The Trust needs to look at its management ability, particularly in the Business Units.

David recommended the plan be approved by the council of governors but with caveats.

The Chairman thanked David for his comments and reminded the Governors the annual plan is meant to address the issues raised over the next two years and will be the basis of work for the next 5 years.

The Chairman commended the plan to the Governors pointing out that he would not ask them to sign off something he did not agree with.

#### **21/14 Any other Pertinent Business**

There was no other business.

#### **22/14 Dates of Forthcoming Meetings**

Wednesday 9<sup>th</sup> July - Followed by a Governors Training Session, both at Saxon Hall, Aviation Way, Southend on sea, SS2 6UN

Tuesday 9<sup>th</sup> September - Council of Governors and AGM - Saxon Hall, Aviation Way, Southend on sea, SS2 6UN

**The meeting closed at 13.00hrs**

**Post Meeting Note: The date of the AGM will have to be changed as the Chairman and the Chief Executive will not be available on 9th September**