

Agenda Item 16/16

**DRAFT Minutes of PART 1 of
THE COUNCIL OF GOVERNORS MEETING
held on 23 March 2016**

Present:

Alan Tobias OBE (Chairman)	Alan Crystall	Maureen Sutcliffe
Elaine Blatchford	Nigel Gayner	Mick Thwaites
Les Catley	Raymond Godfrey	
Pam Challis	Trevor Johnson	
Rachel Clark	John Lamb	
Lawrence Collin	June Lumley	
Joe Cooke	Barbara Oliver	
Linda Cook	Hilary Seago	

Also in attendance:

Tony Le Masurier, Non-Executive Director
Qadir Bakhsh, Non-Executive Director
Mike Green, Non-Executive Director
James O'Sullivan, Chief Financial Officer (part)
Jon Findlay, Chief Operating Officer (part)
Mary Foulkes, Director of OD & HR (part)
Geoff Stokes, Interim Company Secretary
Karoline Singleton, Assistant Company Secretary (minutes)
David Fairweather, Membership Manager
Majzoub Ali, Member of Public

01/16 Opening of the meeting and noting of apologies

The Chairman welcomed Governors and attendees to the meeting and introduced the interim Company Secretary, Geoff Stokes who has taken over from Angela Bosnjak-Szekeres.

The Council of Governors expressed their thanks to Angela Bosnjak-Szekeres for her service to the Trust and the Council of Governors.

Apologies were received from Angela Bosnjak-Szekeres, Frank Haysom, Tim Young, Fred Heddell, Nirmal Gupta, David Parkins, Sarah Kraszewski, Jo Jackson, Liz Leigh, Yvonne Blücher, Sue Hardy, Neil Rothnie and Tony Dunn.

02/16 Declaration of Conflicts of Interest

No conflicts of interest beyond those registered were declared.

03/16 Minutes of the Previous Meeting

- a) The minutes of the meeting held on 15 December 2015 were agreed as a true record with the addition of John Lamb to the list of attendees and the addition of the word 'and' on page 3.
- b) There were no matters arising.

04/16 Performance & Finance Update

Jon Findlay, Chief Operating Officer and James O'Sullivan, Chief Financial Officer updated the Governors on the Trust performance.

Key Points – Performance:

- A&E 4 hour target has not been met in recent months due to increasing bed pressure and high acuity patients – the worst times having been in January and February. The hospital has been on 'black alert' (major internal incident) for most of the days in January and February.
- RTT (Referral to Treatment) has been achieved consistently although the trajectory looks to be worsening.
- Cancer Waiting Times – 4 out of 6 targets have been met. The two breached ones are 31 day subsequent surgery and 62 day 2ww first treatment. JF explained that these are very specialist pathways and a small numbers of patients are affected by the breaches, however, plans are in place to improve the situation with a new long term Urology locum now in place.
- The recent bouts of industrial action by the junior doctors have led to cancelled clinics resulting in increased waiting times.
- It was noted that for about 20-30% of patients who attend A&E it would have been more appropriate to see their GP instead. The out of hours GP services (SEEDs) sees about 60-70 patients a day.
- A new process will be implemented whereby patients who attend A&E but require primary care instead of urgent treatment will be given an appointment with their registered GP before they leave A&E. Unregistered patients will be supported and encouraged to register with a local GP.
- The Trust is a national outlier in regards to the admission ratio due to the ageing population the hospital serves.
- There has been a big increase in red ambulance calls and the A&E department has seen a record 117 patients in one day.

Key Points – Finance:

- The forecast deficit is now £19.5m against a planned deficit of £7m.
- The Trust has applied for (via Monitor) and received cash support from the Department of Health. This is in the form of a £7m term loan with 1.5% interest and working capital facility of £22.9m with 3.5% interest – repayable in February 2017.
- Elective activity has been regularly cancelled since August 2015 amounting to a loss of £6.8m.
- Following the CQC inspection in January 2016 additional staff had to be used resulting in an increase in agency staff costs.
- The CCGs have not given the Trust the expected winter resilience funding of £1.1m.
- Monitor has introduced agency caps which Trust is expected to adhere to wherever possible, however, exception are made to ensure safe staffing.

05/16 Success Regime – Update

The Chairman updated the Governors on the recent developments of the Success Regime:

- The 3 Chairs of the trusts involved (Southend, Basildon and Mid Essex) have had a meeting and the Shadow Board has started to be formed. Sheila Salmon has been confirmed as Chair of the Shadow Board with Alan Tobias as Vice Chair.
- Claire Panniker has been announced as Chief Executive of the Shadow Board with other positions (Chief Financial Officer, Medical Director, Chief Nurse and Chief Operating Officer) still to be filled. These positions are to be fulfilled on top of their substantive posts.
- A NED from each trust will also be asked to become member of the Shadow Board plus possibly an additional independent NED.

- It was noted that the Shadow Board does not have any status until it receives delegated powers from the actual Boards.
- A first meeting of the Shadow Board has been called for 20 April where Capsticks will attend to discuss the delegation of powers further in line with the principle of a joint venture which will be set up from April 2016.
- It was discussed that it would be inappropriate at this time for Governors to be more involved, however, the Chairman confirmed that he will keep the Council updated with progress.
- It is planned for the 3 trusts to have a combined single block contract with the CCGs for the next financial year.

06/16 NED recruitment – Update

The Chairman updated the Governors on the recent developments regarding NED recruitment:

- There are two interview dates (i.e. 30 March and 20 April) and Governors who are not on the interview panel are welcome to attend stakeholder events.
- It was noted that it is not possible to only attend one of the events to keep the process fair and transparent for all candidates.

07/16 Governor Elections

The Council had received the presentation prepared by Angela Bosnjak-Szekeres in advance of the meeting.

- There was discussion as to the number of seats for Rochford.
(Post-meeting note: at the AGM in 2014 the Council voted to reduce the total number of seats from 41 to 32, the reduction in the numbers as follow for elected governors:

Southend elected governors reduction from 9 to 8

Rochford elected governors reduction from 5 to 4

Castle Point elected governors reduction from 5 to 4

Rest of Essex elected governors reduction from 4 to 3.

Since then there have been no further discussions to reduce seats any further, therefore the correct number of seats for Rochford remains 4.)

- The Council thanked Elaine Blatchford who is retiring after this term for her tireless work for the hospital and for having served many years as a valuable Governor.

08/16 Reports from Governor sub-groups

The Council of Governors had received written reports from the respective Chairperson of the MERG and PCEG.

Nothing further was added to the reports, however, it was mentioned that David Fairweather arranges a lot of external activities and events and more Governor attendance at these events would be most welcome.

09/16 Any other urgent and competent business

There was no other business.

10/16 Items raised by Governors

Presentation script

This item was raised by Rachel Clark who wished to know if there were any appropriate guidelines/boundaries for Governors when discussing issues/meeting members of the public. The Chairman advised that a fact sheet had been circulated recently which provides Governors with accurate facts to answer potential questions.

Les Catley explained that there are some slides which albeit being fairly old might be helpful for Rachel and any other of the newer Governors.

It was decided for these slides to be circulated to the Governors and also for them to be reviewed at the next MERG meeting.

Recruitment Update

MF presented an update to the Council on the recent developments in HR.

- In December 2015 the Board approved the recommendation to increase the nursing establishment by an additional 62 nurses. The HR department is making every effort to recruit to these additional posts as well as re-filling turnover posts.
- The department is actively recruiting doctors and nursing staff from overseas in particular for the 'hard to fill roles' in surgery, theatres, D&T etc.
- Induction and more integration support will be provided to all staff arriving from overseas; lessons have been learnt from the recent recruitment of Spanish nurses of which 70% still remain working at the Trust.
- A UK pin is still required before nurses can fully work as qualified.
- The trust has received funding for apprenticeships and there are now 38 apprentices.
- At the recruitment open day on 13 February there were 13 successful candidates and at the following open day on 27 February there were 5. There are more open days scheduled for the next months.
- Governor Rachel Clark enquired of MF why there was no representation of HR/medical staff at recent career fairs that governors have attended. MF explained that she and the HR department had not been aware of these fairs but would welcome invitations to these events to ensure appropriate HR representation is arranged.
- The HR department conducts Skype interviews with candidates who do not live local enough to travel.
- A 'Return to Practise Nurses' programme is being developed and 20 spaces have been filled with start dates in September 2016.
- Pro-active nurse bank recruitment campaigns have resulted in increased numbers.

11/16 Date of next meeting

The next meeting of the Council of Governors will be held on 22 June 2016 in the Boardroom, 2nd floor, Education Centre, Southend Hospital.

(Post-meeting note: there was discussion about the date of the next meeting which is confirmed as 22 June 2016.

However, on 11 May there is a SaGG meeting to be held which may have caused the confusion).

The Chairman thanked everyone for attending and closed the meeting.