

Bolton NHS Foundation Trust – Council of Governor Meeting 14th January 2020

Location: Education Centre

Time: 1730 –1900hrs

<i>Time</i>		<i>Topic</i>	<i>Lead</i>	<i>Process</i>	<i>Expected Outcome</i>
17:30		Welcome and Introductions	Chair		
	1.	Apologies	Chair		To Note
	2.	Declarations of Interest	Chair		To note
	3.	Minutes of meeting held on 12 th November 2019	Chair	Minutes	For approval
	3.1	Matters arising			
17:40	4.	Chair update	Chair	Verbal update	To receive an update on key current issues both at the Trust and within the wider regional and national context
	5.	Winter Pressures	COO	Presentation	To note
	6.	iFM Estates Strategy	iFM Bolton	Presentation and video	To note
18.45	7.	Proposed resolution : that representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted			
	8.	Associate NED Role	Trust Secretary	Report	
	9.	Any Other Business	Chair		
19:00		Close			

Date and Time of next meeting – Thursday 12th March 2020 at 5.30pm in the Education Centre

Meeting **Council of Governors**
Time **5.00 p.m.**
Date **14 November 2019**
Venue **Seminar Room 1, Education Centre**

Present

Donna Hall	Chair
Derek Burrows	Public Elected Governor
Susan Baines	Appointed Governor
Bill Crook	Public Elected Governor
Janice Drake	Public Elected Governor
Iqbal Essa	Public Elected Governor
Pat Grocock	Public Elected Governor
Susan Haworth	Appointed Governor
Dawn Hennefer	Appointed Governor
Dawn Fletcher-Wilde	Staff Governor
Tracey Holliday	Staff Governor
Kantilal Khimani	Public Elected Governor
Darren Knight	Appointed Governor
Pauline Lee	Public Elected Governor
Jane Lovatt	Public Elected Governor
Champak Mistry	Public Elected Governor
Margaret Parrish	Public Elected Governor
Jim Sherrington	Appointed Governor
Leigh Vallance	Appointed Governor

In Attendance

Trish Armstrong Child	Director of Nursing
Esther Steel	Trust Secretary
Marie Forshaw	Deputy Director of Nursing
Jackie Bene	Chief Executive
Chrisella Morgan	Divisional Director of Operations
Jo Street	Divisional Director of Operations
Imran Khan	

Apologies

Grace Hopps	Dipak Fatania	Rosie Adamson-Clark	Martin Anderson
Abjhit Sinha	Kirsty Fearnley	Laila Dawson	Victoria Lomas
Sharon Martin	Francis Andrews	Martin North	Alan Stuttard

2. Declarations of Interest

Esther Steel	Company Secretary, iFM Bolton
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3. **Minutes of Meeting held 4 July 2019**

Approved as a true and accurate record. The Trust Secretary confirmed that the training session on BOSCA assessments had taken place as arranged and that any Governors wishing to participate in a BOSCA assessment should contact her to arrange

4. **Chair update**

The Chair reflected on her first six months in post and current and future opportunities and challenges advising that she was impressed and humbled by the fantastic team and the open and honest culture throughout the Trust.

Since the previous meeting the Director of Nursing had been offered the opportunity of taking up a Chief Executive position at Southport and Ormskirk NHS Trust and the Chief Executive had taken the decision to resign from her role and move on to the next phase in her career. She recognised the impact of these changes and reassured governors that although this was unsettling for the Trust the remaining members of the executive team were strong and would provide continuity and support for a new Chief Executive.

The Governors expressed their thanks to the Director of Nursing for her commitment to the Trust and wished her well in her new role. The Director of Nursing responded thanking Governors for their challenge and support and the strong role they play as a critical friend to ensure a great balance of accountability and support.

5 **Winter Planning 2019**

The Divisional Directors of Operations for the Acute Adult and the Integrated Care team attended to provide an insight into initiatives introduced to provide alternatives to hospital admission, to improve flow and to ensure the best possible care to patients.

Admission Avoidance and Home First are community based initiatives using multidisciplinary teams including GPs, paramedics, social workers and the voluntary sector to provide a 365 day a year alternative option for patients who might otherwise have been admitted for an inpatient stay.

The Home first team are a therapy led team based in A&E, the admission avoidance team are community based and accept referrals from health and social care professionals and also accept self referrals – both teams have achieved significant results providing a holistic and collaborative service to support patients without admission to hospital.

The DDO for the Acute division delivered a short presentation on A&E streaming explaining how this operates alongside the integrated care initiatives to ensure patients are treated in the most appropriate place for their needs. The A&E department has also undergone a number of environmental improvements including an increase in the number of resuscitation beds, a new ambulance hand over bay and the relocation of BARDOC. Changes have also been made to shift patterns including the introduction of a twilight shift and more ENP/ANP nurses including a “helicopter role”.

Imran Khan, the Service Manager for the Integrated Discharge Team delivered a short presentation on the change of use of A4 – this was previously a traditional acute complex care ward but has now been transferred to community services and is being used as an area of for patients who are medically well but will require onward care. The area provides enhances social care and therapy support and is supporting an increased number of discharges.

Governors thanked the team for their presentations and for their on-going work to provide a good quality safe service to patients.

6 Resolved - having regard to the confidential nature of the business to be transacted, the Governors approved a resolution to exclude the press and public

7 Election of subcommittee chairs

Following a nomination process to appoint chairs to the two sub committees the following nominations had been proposed:

Governor Quality Committee

Chair Margaret Parish

Vice Chair – Grace Hopps

Governor Strategy Committee

Chair – Jim Sherrington

Vice Chair – Iqbal Essa

Resolved: Governors approved the appointments to the two subcommittees.

8 NED Succession planning

The Trust Secretary reminded Governors of their role in the appointment of Non-Executives and the terms of the constitution and governance framework that set out the terms under which Non-Executive Directors are appointed.

1. With four of the current seven Non Executives including the Chair having been in post for less than 18 months and only two with more than three years' service this presents a risk that when the current Vice Chair comes to the end of his second three year tenure in October 2020. Governors were asked to consider if given the relative inexperience of other Board members the Vice chair Mr A Thornton should be asked to serve for one additional year. Governors discussed this proposal and, having confirmed that Mr Thornton would be willing to serve agreed the extension of his current term of office by one further year.

Resolved: Mr A Thornton to continue as NED and Vice Chair until October 2021

2. Ms R Ganz was interviewed for a Non-Executive position in December 2018 and was deemed appointable however Mr Stuttard who was interviewed at the same time was also deemed appointable – the view of the Governor appointment panel was that Mr Stuttard's NHS experience made him a better fit as the Chair of the Finance and Investment Committee.

In 2019 with the approval of the Governors, Ms Ganz was appointed as a NED of the Trust's wholly owned subsidiary and as Associate NED of the FT and in July 2019 Ms Ganz was appointed as Chair of iFM Bolton. Governors were asked to consider if Ms Ganz should now be appointed as a substantive NED alongside her role as iFM Chair. Governors agreed that Ms Ganz was providing valuable contributions to Board debate and had played a strong role in the recent improvements within iFM and on this basis agreed the proposal to make her appointment substantive.

Resolved: Ms R Ganz appointed as a full NED with effect from 1 December 2019.

3. One of the challenges in appointing Non-Executive Directors is identifying candidates with the appropriate skills and experience who represent the people served by the Trust. Governors were asked to consider supporting the creation of a new Associate NED role to provide increased opportunities for local candidates to participate in the work of the Trust in a remunerated but non-voting role. This could provide the opportunity for candidates with less formal Board experience but other valuable skills to join and participate in the work of the Board with the potential to take on a role as a full NED if appropriate.

Governors spent some time discussing this proposal and while recognising the potential to increase the diversity of the Board and to provide increased opportunities for those who might not have been given the opportunity for appointment as an NED felt that further work should be undertaken to clearly define the role, the appointment process and future progress to a full NED role.

Resolved: that a task and finish group should be established to undertake further work on the development of an Associate NED role.

9 **Any Other Business**

With no further business the meeting closed at 7.15 pm

5. **Date and Time of Next Meeting**

TBC