

Location: WebEx

Time: 1730 –1900hrs

<i>Time</i>		<i>Topic</i>	<i>Lead</i>	<i>Process</i>	<i>Expected Outcome</i>
1730		Welcome and Introductions	Chair		
	1.	Apologies	Chair		
	2.	Declarations of Interest	Chair		
	3.	Minutes of meeting held on 11 February 2021	Chair	Minutes	For approval
	3.1	Matters arising			
1740	4.	Performance update	COO	Verbal update	To note
18.00	5	Director of Public Health Annual Report	Helen Lowy NHS Bolton Director Public Health	Presentation	To note
18.30	6	Staff Survey	Director of People	Presentation	To note
18.45	7.	Changes to the Constitution	Director Corporate Governance	Report	To approve
18.55	8.	Development of new membership strategy	Director Corporate Governance	Verbal	To note
	9.	Any Other Business	Chair		
		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			
1910	10	Auditor Appointment	Director Corporate Governance		
		NED succession planning	Chair	report	
	11	Close			

Date and Time of next meeting –

Meeting: **Council of Governors**  
Date: **Thursday 11<sup>th</sup> February 2021**  
Time: **17:30**  
Venue: **Via Webex**



**Present:**

Donna Hall (Chair)	Chair Bolton FT	DH
Janet Whitehouse	Governor – Bolton West	JW
Grace Hopps	Governor – Bolton West	GH
Pauline Lee	Governor – Bolton West	PL
Janice Drake	Governor – Bolton West	JD
Mohammed Iqbal Essa	Governor – Bolton North East	MIE
Jane Lovatt	Governor – Bolton North East	JL
Oboh Achioyamen	Governor – Bolton North East	OA
Jack Ramsey	Governor – Bolton North East	JR
Derek Burrows	Governor – Bolton South East	DB
William Crook	Governor – Bolton South East	WC
Karen Morris	Governor – Rest of England	KM
Dipak Fatania	Governor – Staff	DP
Tracey Holliday	Governor – Staff	TH
Martin Anderson	Governor – Staff	MA
Dawn Fletcher-Wilder	Governor – Staff	DFW
Janet Roberts	Governor – Staff	JR
Dawn Hennefer	Governor – Appointed	DH
Susan Baines	Governor – Appointed	SB
Susan Haworth	Governor – Appointed	SH
Leigh Vallance	Governor – Appointed	LV

**In Attendance:**

Fiona Noden	Chief Executive	FN
Esther Steel	Director of Corporate Governance	ES
Martin North	Non-Executive Director	MN
Alan Stuttard	Non-Executive Director	AS
Malcolm Brown	Non-Executive Director	MB
Jackie Njoroge	Non-Executive Director	JN
Rebecca Ganz	Non-Executive Director	RG
Andrew Thornton	Non-Executive Director	AT
Andy Ennis	Chief Operating Officer	AE
Sharon Martin	Director of Strategic Transformation	SM
James Mawrey	Director of People	JM
Annette Walker	Director of Finance	AW
Karen Meadowcroft	Chief Nurse	KM

**1. Welcome and apologies**

The Chair welcomed everyone to the meeting. Apologies were noted from Margaret Parrish, Terry Orrell, Hillary Collins, Francis Andrews, Ibby Ismail and Rachel Noble.

**2. Declarations of interest**

None.

**3. Minutes of the previous meeting held on 12<sup>th</sup> November 2020**

The minutes of the previous meeting with circulated with no comments of amendments raised.

**Resolved:** The minutes were approved as a correct record of the discussions held.

**3.1 Matters arising from minutes of 12<sup>th</sup> November 2020**

Governors were updated regarding feedback from parents visiting babies in the Special Care for Babies Unit. The DCG confirmed that they had visited the unit and that parents are being permitted to visit in a safe and Covid secure manner. The Chief Nurse also added that the Trust are looking to refurbish the parents rooms for those who live outside of the Bolton area.

**4. Chairs Update**

The Chair discussed the unfaltering commitment seen in the staff over the last year and how this has been appreciated by the Board of Directors.

Recently the Care Quality Commission (CQC) have been liaising with the Trust with regard to an SI report to ensure that the Trust has taken the appropriate actions to ensure that this incident is learned from.

**5. Covid update**

The Chief Operating Officer (COO) delivered a presentation (appended to these minutes) by way of update on the current situation in relation to Covid-19.

*Comments/Questions*

Governors queried how closely the Trust is working with Greater Manchester Mental Health (GMMH) given the positive performance of the Trust and the need to ensure other organisations are in receipt of the vaccine. The Chief Operating Officer confirmed that vaccination has been offered to GMMH and that the Trust is working closely with them however they do have their own support for this.

Governors extended their thanks and appreciation to all staff throughout the pandemic and requested that this message be passed onto staff. The Chair and Chief Executive agreed to do so via the weekly bulletin which is sent by the Chief Executive every Friday afternoon.

Governors feedback on experiences shared with them of patients who had been reviewed by the Consultant as suitable for discharge but remain on the ward for some time before being provided with the correct medication for discharge. The Chief Operating Officer is aware of the delays being experience and work is ongoing to address this however the fault does not fall to the Pharmacy but rather the delay in the medication being prescribed following the Consultant review of the patient.

## **6. Ockenden Response Report**

The Chief Nurse and Head of Midwifery delivered a presentation (appended to these minutes) by way of update on the Trusts response to the Ockenden Report.

### *Comments/Questions*

Governors sought assurance that the concerns regarding leadership and empathy shown towards patients and families was being addressed as part of this work. The Chief Nurse confirmed that this was the case and noted that there pieces of work ongoing to improve culture across the Trust.

Governors questioned whether the Trust still had regular family advocates within the Trust to ensure that the voices of these women are heard to which the Chief Nurse advised that a Non-Executive Director had been identified as the lead for Maternity Services at the Trust and that the Trust held a Maternity Voices Board.

Governors asked whether the Trust was confident with the level of staff education in regard to a delayed referral to Obstetrics and Gynaecology. The Chief Nurse noted that the current curriculum does include risk factors as part of the education and that the number of assessments during pregnancy have increased to each touch point where possible.

Governors requested that where possible any abbreviations in reports were fully explained beforehand and that for the purpose of assurance a date should be assigned where possible to outstanding actions.

## **7. Hospital Improvement Plan Bid**

The Director of Strategic Transformation delivered a presentation by way of update on the Hospital Improvement Plan Bid.

### *Comments/Questions*

Governors questioned how North West Manchester and Salford Royal had already been approved for this bid if the Trust is on track for submission this spring. The Director of Strategic Transformation advised that those Trust already had their plans in place and so once the bid was opened they were able to submit without delay. This is the position that the Trust hopes to be in ahead of the next wave of bids being considered although there will be vast competition.

Governors queried whether the Trust had considered the creation of a care home for the elderly as part of their long term plans. The Director of Strategic Transformation confirmed that the Trust does plan on looking further into the potential to create an Intermediate Care Village but that this would not be included as part of this bid.

Governors discussed revenue funding and where this would come from and whether there is a contingency plan in place for if the bid is not accepted to the full amount required. The Director of Finance advised that revenue funding will be included as part of building a full business case for the bid and that the Trust is building the business case towards what it 'needs' and can then look at money available to see what is achievable from that.

Governors discussed the potential for the public to question why the Maternity Unit is being included as part of Phase 1 given this is the more recent building infrastructure compared to many other departments and wards. The Director of Strategic Transformation welcomed this comment and will be sure to provide clear rationale behind this decision when presenting to the public at the engagement sessions.

**The Chair asked that any Governors who wish to attend the public engagement sessions for the bid to contact the DCG.**

The Executive Directors were excused from the meeting at this point leaving the Chair, DCG, Non-Executive Directors and Governors remaining.

#### **8. Governor Sub Committee Terms of Reference**

The DCG asked Governors to review the changes made to the terms of reference submitted for approval.

**The Chair asked if anyone present objected to the changes made. No objections were put forward therefore the terms of reference were approved.**

#### **9. Governor Strategy Sub Committee Chair Appointment**

The DCG asked Governors to vote using the Webex poll facility to elect the Chair and Vice Chair for the Governor Strategy Sub

Committee. Janice Drake and Jack Ramsay had both come forward as candidates to be elected.

**The DCG confirmed 9 votes had been received for each candidate from those present at the meeting and that these will be collated with votes sent via email outside of the meeting to confirm the final result.**

**10. Governor Strategy Sub Committee Feedback**

The minutes of the previous Governor Strategy Sub Committee meeting held on 12<sup>th</sup> January 2021 were circulated with the meeting papers for information.

**11. Any Other Business**

The DCG advised that a Survey Monkey will be sent to all Governors to submit feedback on the meeting held as per usual practice.

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

Thursday 8 April 2021 17:30.