

## **GOVERNORS' COUNCIL MEETING**

**Minutes of the Governors' Council Meeting held at 10.30 am on  
Tuesday 30<sup>th</sup> January 2018 in the Inspire Centre at the Queen Elizabeth Hospital**

| <b>Governor</b>                    | <b>Constituency</b>                                       |
|------------------------------------|---|
| Libbey, Edward (EL)                | Trust Chair   |
| Brodie, Jenny (JB)                 | Public - Cambridgeshire                                   |
| Broke, Robin (RB)                  | Public - West Norfolk                                     |
| Bruce, Malcolm (MB)                | Public - Cambridgeshire                                   |
| Clark, Steve (SC)                  | Public - West Norfolk                                     |
| Clarke, Simon (SCI)                | Public - West Norfolk                                     |
| Coe, David (DC)                    | Staff Non Clinical  |
| Corner, Esmé OBE (EC)              | West Norfolk – Lead Governor                              |
| Dossetor, Jonathan (JD)            | Public - West Norfolk                                     |
| Hipkin, Penny (PH)                 | Public - West Norfolk                                     |
| Kunes, Paul (PK)                   | Appointed – Borough Council of King's Lynn & West Norfolk |
| Lewis, Betty (BL)                  | Public - Cambridgeshire                                   |
| Monk, Clive (CRM)                  | Breckland, North Norfolk & Rest of England                |
| Outred, Robert (RO)                | Public - West Norfolk                                     |
| Sherwood, Ian (IS)                 | Appointed – Breckland Council                             |
| Squire, Sandra (SS)                | Appointed – Norfolk County Council                        |
| Tarratt, Nigel (NT)                | Staff Clinical  |
| Tasker, Peter (PT)                 | Public - West Norfolk                                     |
| Taylor, Barrie (BT)                | Public - West Norfolk                                     |
| Walder, Andy (AW)                  | Appointed - Freebridge Community Housing                  |
| <b>Attendee - Director - Guest</b> |   |
| Green, Jon (JG)                    | CEO   |
| Jackson, Roy (RJ)                  | Director of Finance                                       |
| Hardwick, Emma (EH)                | Chief Nurse   |
| Ashton, Prof Mandy (MA)            | Non-Executive Director                                    |
| Harvey, Ian (IH)                   | Non-Executive Director                                    |
| Pinches, Ian (IP)                  | Non-Executive Director                                    |
| Thomason, Dave (DT)                | Non-Executive Director                                    |
| Rejzl, Gill (GR)                   | Trust Secretary   |
| Denmark, Mary (MD)                 | FT Membership Officer & Minute taker                      |

### **GOVERNANCE**

### **Action**

#### **61/17 1. Chair's introductions and opening remarks**

The Chair welcomed everyone, introducing Sarah Jones, who was attending in Ciara Moore's absence.

#### **62/17 2. Apologies for Absence:**

**Governors:** Hilary de Lyon, Ann Compton, June Chadwick, Jane Evans, Aimee Hicks,

Mark Abbot, Sophia Buckingham, Julie Calton, Paul Dansie, Darren Barber  
**Directors:** Ciara Moore, Mandy Ashton

**63/17 3. Declarations of Interest & updated Register of Governors' Interests: for review**

Governors were asked to note the declarations of interest and were requested to notify any future updates to MD/GR.

**64/17 4a. Governors' Council Minutes –28-11-2017**

**The Governors' Council agreed the minutes as an accurate account of the meeting.**

**b. Matters Arising**

SCI queried whether an update on the issues around harassment / bullying would be provided. EL advised that this would be covered under the CEO's update to the Board.

**c. Actions**

**Consultants Board** – JG advised that discussion has recently taken place regarding the siting and maintenance of the board(s) and that any action that followed would be after further consultation with all parties. Remove from Actions.

**65/17 5. Non-Executive Director (NED) Recruitment**

EL updated the GC regarding the Non-Executive Director (NED) recruitment process to replace not only Maureen Carson, who had stood down for medical reasons but also to enable succession planning for the Audit Committee Chair role as Ian Pinches(IP), second and final term of office ends later in the year.

The Chair of the Audit Committee role has a specific skill set and the Governors' Nomination and Remuneration Committee met recently to agree the skills sets for the two roles and timetable for the recruitment process. The interviews are scheduled to take place over the second week of April.

Attendees of the meeting were asked to let EL/GR know if they were aware of any colleagues who might be suitable/interested in either of these two roles.

EC advised that the governors had discussed the process at the GC pre-meeting and following a question and answer session, were satisfied that arrangements put in place would enable successful outcomes.

**The Governors' Council noted the Non-Executive Director Recruitment update**

**66/17 FT Membership Recruitment & Communications & Engagement Strategy**

Jonathan Dossetor, Membership & Communications Committee Chair, advised that the group had recently reviewed this comprehensive strategy, with only a few minor amendments made. The strategy worked well and it was recommended that the GC approve the 2018-20 Strategy.

**The Governors' Council approved the 2018-20 FT Membership Recruitment & Communications Strategy.**

## COMMITTEE AND TASK AND FINISH GROUPS

67/17 6.

### 6a Membership and Communications Committee –(M&C)

The M&C Committee last met on 17<sup>th</sup> January 2018. The Report was taken as read. Agenda items included:

- Trust Matters (as tabled at the meeting) was completed and would be delivered/distributed later in the week.
- Health Care Events: Thursday 10<sup>th</sup> May, 'Don't be afraid of cancer – Understanding modern management'. An Osteoporosis Event will be held in the autumn (date not yet agreed) to tie in with Osteoporosis Awareness Week.
- Membership stands at 7,668, which is a healthy total. There is a continual movement within the membership, with members being added and removed from the database. People who move out of the area or cease to be members for other reasons are removed from the database. Recruitment takes place regularly to offset this.
- EL advised he would try to attend the Healthcare Events, if available to do so.

### 6b – Patient Experience Committee (PEC)

EC advised that the PEC meeting scheduled for 11<sup>th</sup> January 2018 was cancelled for the first time for a variety of reasons. Predominantly, the Trust was extremely challenged that week and the Conference Room was utilised for Critical Incident Meetings and key staff were required to be in attendance.

EC assured the GC that PEC colleagues were still busy attending various patient participation group (PPG) meetings across the region (including South East Lincolnshire, thanks to the perseverance of Betty Lewis) and attending Ward Accreditation / Mock CQC Meetings within the Trust.

With a CQC Inspection imminent, EL thanked governors for their help with the Mock CQC Inspections to date and advised that both Governors' and NEDs' assistance would be welcomed in future.

### 6c – Business Committee (BC)

The BC last met on Monday 8<sup>th</sup> January 2018. The report was taken as read.

At the last meeting, the Director of Finance (DoF) gave an update on the current position and projections for 2018/19.

The Committee had received and noted a paper on the Going Concern of the Trust, provided by the Finance Team. In this respect, SC queried whether there would be an update on the roof loan position. The DoF, RJ, advised he would update later at the Finance and Performance Section of the Board Meeting.

### The Governors' Council noted the Committees reports / updates

## GOVERNOR INVOLVEMENT

### 68/17 7. QEH Strategic Direction

EL advised that nationally, a degree of debate was required on how the NHS should be developed to enable sustainability, whilst providing high quality, safe care. He advised that the Board and partners are working on this via the Sustainability and Transformation Partnership (STP) because integration is likely to be key.

JG advised that the Trust's own Strategy will need to align with national priorities and that this work would articulate the Trust's Vision, Mission, Aims, Objectives, Stakeholders will be involved and the work will lead to the alignment of

- Supporting Strategies and Objectives;
- Service / Team Strategies and Objectives;
- Individual objectives;

Jon indicated that his starting point was a draft Vision / Mission Statement for the Trust.

- **Vision** : To deliver high quality, patient focused and integrated healthcare for our community
- **Mission:** QEHKL's first priority has to be to deliver high quality care for our local population. This means consistently delivering on performance targets, patient outcomes and user experience whilst ensuring value for money (VfM) for the taxpayer. Additionally it means moving to a position of sustainable integrated health and social care provision that is patient/user focused and fit for the 21<sup>st</sup> century.

The governors were invited to begin their contribution to the development of the Trust's Strategy. It was explained that before the Trust moved to a strategy for improvement, it was wise to determine what already works well for patients and what works less well.

GR provided hand-outs to the Governors to enable them to work together in teams for 15 to 20 minutes to review and score different stages of the patient journey. This output from this exercise will be used to inform the development of both the Corporate and Quality Strategies.

**The Governors' Council noted the presentation and reviewed the patient pathway**

### 69/17 Trust Chair's mid-year appraisal

This agenda item was held in closed private session and the minutes for this item will therefore be reported in private session.

The Chair left the meeting at 11.10 am; handing over the Senior Independent Director, NED Dave Thomason.

**NOTE:** *For governors' questions on Trust performance and other board agenda items – see Public Board minutes.*

There being no further business the meeting closed at 11.25 am.

**Date of next Governors' Council Meeting: 27<sup>th</sup> March 2018 at 10.30 am in the Inspire Centre**

DRAFT

| Date<br>Date | Action<br>No. | Minute &<br>Item ref | Action | Who | When | Progress | Done<br>✓ |
|--------------|---------------|----------------------|--------|-----|------|----------|-----------|
|              |               |                      |        |     |      |          |           |