

**Minutes from Governors Council Meeting held in PUBLIC on Friday 14th December 2007
in the Board Room, James Paget University Hospitals NHS Foundation Trust**

Present: John Hemming – **Chairman**

Appointed Governors: Dennis Cave, Voluntary Sector Representative
David Wright, Norfolk & Norwich University Hospital NHS Trust
Sue Allen, Waveney District Council

Public Governors:

Mary Shillabeer	Eirlys McLean	Hugh Sturzaker
Victoria Mason	Ian Fox	Richard Morling
Gillian Pope	Elizabeth Harrison	Wulf Forsythe-Yorke
Susan Meecham	Brian Callan	Neville Sanderson
Christine Smith		

Staff Governors:

Paul Smith	Rachel Hulse	Frank Grinnell
Laurie Howarth	Katharine Kite	

In attendance: Rebecca Driver, Head of Communications & Foundation Secretary
Ann Filby, Foundation & Communications Manager
Tracy Moyse, PA / Executive Assistant
Adrian Pennington, Chief Executive – *for item 13*
Julie Cave, Director of Finance & Performance – *for item 13*
Jean Mason, Senior Independent Director
Annette Stannard, Non Executive Director
Ken Gaylard, Non Executive Director
David Edwards, Non Executive Director
Hugh Roberts, Non Executive Director
Nichola Hicks, Head of Support Services – *for items 1 to 5*

General Public: Patrick Thompson, PPIF Representative

Apologies: Nick Coveney, Director of Nursing & Patient Services
Wendy Mawer, Suffolk County Council
Kate Guyon, University of East Anglia
Christian Mowle, Norfolk County Council
Bernard Williamson, GY&W PCT
Alistair Lipp, GY&W PCT
Colin Denny, Public Governor
Paul Foulger, Public Governor
Tim Barrett, Public Governor
Russell Allen, Public Governor
Peter Harrison, Staff Governor
Les Wilson, Staff Governor

Non attendance:

MINUTES	ACTION
<p>1. Welcome and Apologies for Absence The Chairman welcomed all to the meeting. Apologies noted as shown above.</p> <p>The Chairman notified the Governors Council of Colin Denny's resignation due to work and relocation commitments.</p>	

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<p>The Chairman also notified the Governors Council of two new appointments for appointed governors; Bernard Williamson and Alistair Lipp of Great Yarmouth & Waveney PCT.</p> <p>2. Declaration of Interests None declared.</p> <p>3. Minutes of the Meeting held in Public on 21st September 2007 Signed as a true record of meeting.</p> <p>4. Matters Arising from Minutes <u>Item 8 – Monitor Code of Governance.</u> Outstanding item is corporate governance framework which has been delayed to January 2008. Confirmation that the work has been finalized will come to March meeting.</p> <p>Briefings:</p> <p>5. Golden Service Award The Head of Support Services gave a presentation to the Governors Council on the golden service awards (attached).</p> <p>Wulf Forsythe-Yorke put forward a thank you to Nichola Hicks and her team for all their hard work on behalf of the Governors Council. The Chairman reported that a gold plaque will be installed at the front of the hospital for all staff and the general public to see congratulating the team</p> <p>Jean Mason highlighted that Support Services is a vast area and not just about cleaning. The Head of Support Services also thanked her Portering & Security Staff for their work during the CDiff outbreak for their work in directing and looking after the Media when they were on site.</p> <p>The Chairman reported that following communication with Alan Johnson, Secretary of State for Health, around the Trust's work to tackle CDiff infection, Ann Keen MP, Parliamentary Under Secretary of State, would be visiting the James Paget University Hospital in the New Year, date yet to be confirmed.</p> <p>6. Communications Strategy The Head of Communications & Foundation Secretary gave a presentation to the Governors Council.</p> <p>Brian Callan reported that some GPs are sending patients to the Norfolk & Norwich Hospital instead of the James Paget Hospital. David Wright highlighted some hospitals do carry out different procedures and it is about proportioning out to the two local hospitals.</p> <p>Wulf Forsythe-Yorke highlighted the local access route and that some work would be required. It was noted that patients' do have a choice but some work is needed here to ensure all patients' are aware of their choices and the services available.</p> <p>David Edwards highlighted that it is important to note that the Medical Director of the Trust meets regularly with members of the GP community.</p> <p>Hugh Roberts reiterated the work of the Head of Communications in relation to the Communications Strategy, highlighting its importance.</p>	

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<p>Strategic and Advisory:</p> <p>7. Trust Vision Statement</p> <p>The Chairman asked for any comments on the current vision statement and the following was noted.</p> <p>Rachel Hulse informed the group that in relation to the 18 week target it is based on percentage and to date the James Paget Hospital had achieved its target working towards implementation in December 2008.</p> <p>Patrick Thompson asked the Chairman if the PPIF LINKS could be included in some way in the delivering of services within the community and hospital. The Head of Communications would take back and investigate.</p> <p>The mention of the Estates Review would need to be removed.</p> <p>David Wright reported that the vision statement needs to include being in partnership with the local authority.</p> <p>The Chairman reported that the Chief Executive had volunteered to run a facilitated governors workshop between now and the end of March to look at the vision and setting objectives for 2008/09. All agreed that this would be very useful. The Chairman would take forward with the Chief Executive.</p> <p>Performance and Governance:</p> <p>8. Governors – Role and Responsibilities</p> <p>The Chairman highlighted the six major responsibilities of the governors as established by the Health and Social Care Act 2003. In addition to these the five responsibilities have been established by the Regulator.</p> <ol style="list-style-type: none"> 1. The Governors Council will hold the Board of Directors to account for the performance of the Trust, and will establish a policy to engage with the Board of Directors when there are concerns about: <ul style="list-style-type: none"> • the performance of the Board of Directors • compliance with the Terms of Authorisation • welfare of the NHS Foundation Trust (B.1.7 Monitor Code of Governance). (B.1 main principle Monitor Code of Governance) 2. Regularly feed back information about the Trust, its vision and its performance to the constituency they represent (B.1 main principle Monitor Code of Governance) 3. Act as ambassadors (FTN guidance) 4. Represent the interests of members and partnership organisations in the governance of the Trust (FTN guidance) 5. Establish a policy for the removal of governors who fail to discharge their responsibilities. (D.2.3 Monitor Code of Governance) <p>The Head of Communications reported on a FT Network Event she recently attended and that she had highlighted this document to them, which had proved to be of some interest.</p> <p>The Council noted the roles and responsibilities.</p>	<p>RD</p> <p>AF</p>

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<p>9. Trust Constitution The Head of Communications brought to the attention of the Governors Council the Trust Constitution that is currently being revised in line with monitor guidance. The changes for consideration were highlighted and with no additional comments on these the Head of Communications reported on the elections. It was noted that elections is a very costly and time consuming process and the suggested option was to move elections to a three year cycle. However this would put the Trust in the minority and it would risk replacing the whole of the Governors Council.</p> <p>It was noted that to swap the whole Governors Council would not be beneficial to the Trust in continuity.</p> <p>Katharine Kite put forward running the elections on an 18 month basis.</p> <p>At present Monitor's view on moving to three yearly elections is unknown. The Foundation & Communications Manager would take this proposal forward and the three yearly elections with Monitor and report back at the next meeting.</p> <p>Ken Gaylard preferred the three yearly elections as he believes the Trust has much more important things to manage with Governors.</p> <p>Hugh Sturzaker suggested putting together a small sub committee to discuss the constitution when the near final document was available. Names put forward were Hugh Sturzaker, Ian Fox, Liz Harrison and Sue Allen. The Foundation and Communications Manager would take this forward.</p> <p>10. Policy for Engagement with Board of Directors The Head of Communications briefly highlighted the document and the Governors Council approved the document to be reviewed every two years.</p> <p>11. Monitor Q2 Return The Chairman reported on the Quarter 2 return. Financial risk rating is 4; mandatory services rating is green and governance is amber. The Chairman reported the reasons for this was breaching the MRSA target which was disappointing.</p> <p>12. Nomination & Remuneration Committee Christine Smith reported on the main discussion at the last meeting of the Nomination and Remuneration Committee.</p> <p>The Committee agreed that the performance related pay for non executives should be discontinued.</p> <p>The Committee also felt that the Chairman should have input from the Deputy Chair of the Governors Council at his annual appraisal.</p> <p>Jean Mason highlighted that the Chairman's appraisal last did receive feedback from 50% of the governors. Jean also reported that the process was robust but was pleased with the suggestion made by the Nomination & Remuneration Committee for additional input into the Chairman's appraisal.</p> <p>13. Governance Audit The Head of Communications briefed the Governors Council on the</p>	<p>AF</p> <p>AF</p>

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<p>Governance Audit. A full report has been presented to the Trust. The majority of the responses were positive and there were some concerns around use of terminology / jargon.</p> <p>Audit: There are no additional items for discussion</p> <p>Membership: 14. Staff Governors No additional comments to make – all items of concern are covered within the agenda.</p> <p>15. Draft Minutes of Membership Committee Meeting held on 10th October and 23rd November The Governors Council considered the draft notes and no further comments were made.</p> <p>Eirlys McLean reported briefly on the above two meetings to the Governors Council. Some points highlighted were:</p> <ul style="list-style-type: none"> ▪ engagement with the Portuguese community with the aim of them becoming members of the Trust ▪ publicizing hospital good news via Parish Council newsletters ▪ engaging governors with local GP surgeries <p><u>18th March membership event.</u> This would be a local meeting for members and would be held in the Celebration Suite, agenda yet to be finalized, Infection prevention and Control is a likely topic.</p> <p>16. Succession Planning for New Governors The Head of Communications welcomed suggestions from the Governors for the agenda and volunteers to participate in the meeting on 20 February for those members who have expressed a wish to become a governor.</p> <p>Other: 17. Feedback from governors meeting held on 30th November Hugh Sturzaker highlighted the salient points from his extraordinary meeting.</p> <p>On the issue around the provision of lunch, the Director of Finance & Performance stated that no one in the Trust is allowed food, although coffee / tea is provided.</p> <p>David Wright highlighted that the governors do not get paid for their service to the Trust and that perhaps the provision of some sort of sustenance could be considered for future meetings.</p> <p>The Chairman would take all the issues raised from that meeting to the Board of Directors and would report back at the next meeting.</p> <p>The Head of Communications highlighted the possibility of development days for governors. All Non Executive Directors would be invited to attend.</p> <p>18. PPI Forum Feedback Richard Morling gave a brief update on the last PPIF meeting he had attended.</p>	<p style="text-align: center; vertical-align: middle;">JH</p>

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<p>19. National Governors Association update The Foundation & Communications Manager reported that the Trust could still shadow one of their meetings ahead of making a decision on joining at a full year cost of £3,370 and that the Association had volunteered to visit here to update members. All felt that this would be extremely useful.</p> <p>20. Chairman's Report The Chairman highlighted the following points to the Governor Council:</p> <p>i) The Trust has appointed a new Director of Human Resources, Kirk Lower, who will commence part time in January and full time in March 2008.</p> <p>ii) Palliative Care East. Brian and Judy Potter would be hosting a Business Forum meeting sometime during January / February raise awareness of the Palliative Care Appeal and to seek business sponsorship. The Chairman asked that any organisations the Governors felt should receive an invite be sent to Jenny Westgate in the Appeal office (jenny.westgate@jpaget.nhs.uk) The Chairman also highlighted a date for everyone's diary, afternoon of Sunday 16 March when Potters will host their Showtime Spectacular, with tickets available from Potters. A flyer will appear shortly, which we will email to all Governors and as many members as possible. All proceeds will go to the Appeal, which could be up to £10,000. Brian and Judy Potter have generously volunteered to match the amount raised.</p> <p>A schedule of events in aid of the palliative care appeal would be emailed out to all governors.</p> <p>21. Any Other Business There was no further business to discuss.</p> <p>22. Questions from members No questions from members.</p> <p>23. Questions from the Public No questions from the public.</p> <p>24. Date, time and venue of next meeting: The next meeting will be held at 9.30am on Friday 7th March in the Breydon Room, Education & Training Centre, James Paget Hospital.</p> <p>25. To resolve that representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted</p>	<p>AF</p> <p>ALL</p> <p>AF</p>

Signature _____

Date _____

John H Hemming - Chairman