

## **Governor Committees - Extract from Minutes**

### **12<sup>th</sup> August 2015**

#### **Quality and Safety – Chair of Governor Safety & Experience Governor Committee (S&EGC) update – Escalations – Dr Nigel Nice**

NN reported that the last S&EGC was held on the 1 July 2015 and the minutes had already been circulated.

NN reported that he was a little concerned about the high number of apologies given at the last meeting, despite this, we had considerable feedback from governors and pleased to say mostly positive. VB agreed to follow up a concern about cleanliness of toilet areas in the hospital. There were helpful presentations on the Inpatient Surveys from SB. The committee received a useful update on outpatient services from SBAR. The committee was briefed by SB on quality and patient safety issues for which more details would be heard later on the agenda and an update on the CQC visit. The date of the next meeting of the S&EGC was scheduled to take place on the 7 October 2015 and topics would include mental capacity (delayed from the July 2015 meeting) and pharmacy issues also PLACE audits and CDiff.

NN advised that he was able to attend the most recent Quality Committee held on 16 July 2015 and would report back to the subcommittee on this and the anticipated next one scheduled for 17 September 2015. NN gave thanks to the chair (PM) as NN was now able to present a brief update on the S&EGC thus closing a loop of information flow. NN emphasised that his attendance at the Quality Committee gave him assurance with regards to the work of the non executive directors and their relationship with the directors and staff from their teams.

NN summarised as chair of the S&EGC confirmed that he had no escalation issues that were not already on the CoG agenda, to raise and was pleased to reported considerable assurance on the activities covered. NN thanked SB, SBAR and CG for their support with the group.

#### **Performance and Strategy – Chair of Governor Performance and Strategy Committee update – Escalations – Andy March**

In the absence of AM, CB reported that there were no escalations.

### **18<sup>th</sup> November 2015**

#### **QUALITY AND SAFETY FEEDBACK**

NN fed back to the Governors at the last Quality and Safety Experience meeting which was held on the 7<sup>th</sup> October 15. NN reported the minutes of the meeting had not been produced in time for circulation with the Council of Governors papers and these will be sent out shortly.

NN reported he is concerned at the high number of apologies and the meeting was not quorate for the second time.

CB asked if a review of the membership for the committee's can be circulated as a reminder.

It was also suggested to send all apologies to the chair of the meeting and to copy AS in also.

NN reported he had attended the Trust's Quality Committee on the 17<sup>th</sup> September 15 and plans to attend the next meeting which is scheduled for the 19<sup>th</sup> November 15. NN reported there were reports about outpatient services, toilet cleaning and also had discussions on the Trust's Smoke Free Policy, the CQC visit and the Director of Nursing Services quarterly report.

NN reported the date of the next meeting was not scheduled at the meeting but will take place on Thursday 26<sup>th</sup> January 16 and will include Mental Capacity which was delayed from an earlier meeting and Pharmacy Issues and will also discuss the Place Audits.

#### **PERFORMANCE AND STRATEGY FEEDBACK**

AM fed back from the last performance and strategy meeting which was held on the 8<sup>th</sup> September 15. AM reported at the last Performance & Strategy meeting 2 issues were raised as escalations to the Full Council of Governors meeting, 1) NN wanted it to be known that the Committee were impressed that sickness levels are low as at July and would like to say well done as the policy is clearly working. 2) AM reported MS was concerned about the CIP plan but feels that it is now back on schedule after the PR reported on the financial turnaround. AM also wanted to raise that at the last meeting it was full of deputies rather than actual Executives and has asked that at the next meeting on the 8<sup>th</sup> December 15 if Executives could attend and not send deputies.

**Post meeting note** – meeting moved to 12<sup>th</sup> January 2016 as the Directors are attending a board development session in Nottingham

#### **24<sup>th</sup> February 2016**

#### **GOVERNOR FEEDBACK**

##### **I. Performance & Strategy Feedback**

CB raised concerns on behalf of AM with regards to the Performance & Strategy Committee has not being provided with sufficient evidence to be assured that the Non-Executive Directors have taken action on non-compliance and worsening performance. SL reported to the Council of Governors all Non-Executive Directors have now been invited to attend Council of Governor Committees.

##### **II. Safety & Experience Feedback**

CB reported feedback from the Safety & Experience Sub Committee on behalf of NN. CB reported that NN is able to provide considerable assurance to the Council of Governors of the functioning of the Non-Executive Directors from his attendance at the Quality Committee. CB reported the issues NN would like to escalate are Outpatient Issues and Self Medication Pilots.

**ACTION: It was agreed to add Outpatient Issues and Self-Medication Pilots to the agenda at the Safety & Experience Sub Committee in April.**

#### **1<sup>st</sup> June 2016**

#### **GOVERNOR FEEDBACK**

##### **I. Performance & Strategy Feedback**

No feedback given.

**II. Safety & Experience Feedback**

SH fed back that NN is very satisfied that he could give assurance to the governors with regards to the work with the Non-Executive Directors.

8<sup>th</sup> September 2016

***Performance & Strategy***

MS confirmed that the next meeting is due to take place next week.

Excellent performance reporting, finances on track, staffing indicators are good.

Outpatients – improvements in utilisation

Urology has closed new appointments until vacancies are filled.

Plans are needed to improve waiting times in Cardiology.

PH confirmed two new consultant appointments in Urology.

***Safety & Experience***

SH – fed back her own positive experiences as a service user.

Confirmed all feedback that she and the committee had received was positive and examples of excellent performance.

**23<sup>rd</sup> November 2016**

**I. PERFORMANCE AND STRATEGY**

MS – Terms of Reference for the Committee have been amended and brought to the Council for approval.

SC – on reflection, all Terms of Reference for each committee need reviewing and approving together.

Agreed to be added to the agenda once reviewed.

**II. SAFETY AND EXPERIENCE COMMITTEE**

Committee feels complaints are being increasingly well handled.

Through Quality Committee the NED's are probing and thorough. PM stood aside from chairing and TR replacing.

**23<sup>rd</sup> February 2017**

**1. Performance and Strategy**

IH advised that a Governor skills audit was conducted recently and was confident that gaps that had been identified would be addressed within the Development Programme.

Shirley Clarke has written a Board briefing as some Governors were unclear of the process of the Board of Directors. IH advised that all Governors have been invited to attend a Board of Directors meeting in public to obtain a better understanding. IH invited any Governor with specific problems to contact SH or IH direct for advice and guidance.

IH stated that the Committee had felt confused of its purpose and had lost focus in holding NEDs to account. The relationship with NED's had not been clear. Martin Shaw has drafted a CoG re-structure and documented statutory obligations and benchmarking against other Trust's. The Committee's focus will be on the Trust's strategy with an increased emphasis on governance.

The Council APPROVED the Performance & Strategy Committee's Terms of Reference.

## **2. Safety and Experience Feedback**

SH advised that the Committee had suggested that the independent indicator for testing should be the 62 day process of Cancer patient referral to treatment from screening. SH attended the Quality Committee to seek assurance on behalf of the CoG and was fully assured that the NEDS are conducting their roles appropriately.

The Council APPROVED the Safety & Experience Committee's Terms of Reference.

## **16<sup>th</sup> August 2017**

### **Governance and Strategy Feedback**

MS updated the Council on 5 key points that were raised in the Governance and Strategy Committee meeting on the 9<sup>th</sup> August 2017.

Governors on the Committee were assured that the Trust is fully meeting its responsibilities in connection with the STP and Better Together. However, having reviewed progress, Governors recognised that all parties had best intentions to cooperate but risks to SFH existed because systems to deliver integrated services by other parties were not yet optimal.

Governors on the Committee were assured that Annual Planning is well aligned with year one of the Two-Year Plan. They were further assured that Divisions are fully engaged with all aspects, especially with Quality, Safety, Experience and Finance. The next annual planning sequence will begin later this year.

MS reported in connection with an assessment of Governors' core skills to govern well, the Committee concluded that, in general, Governors could be more pro-active in seeking assurance from Non-Executive Directors and the Board in general. It was advised that a future agenda of a Governors' Development Session should include advice on techniques and skills in this area. It was also recommended that Induction Sessions for new Governors should include this.

Governors on the Committee heard that Governor Keith Wallace attends meetings of the Citizens Board as a lay member representing SFH. KW was happy to confirm the Committee's assurance and observations at item 1 above.

MS reported whilst responsibility for marketing and appropriately expanding market share lay firmly with officers and executives of the Trust, Governors on the Committee discussed the role of Governors in engaging the with the public as ambassadors for SFH. It is recommended that the Council of Governors seeks guidance from the Trust on how best to achieve this. One suggestion is for Governors to receive assistance in attending meetings of their local GP's Patients' Committees.

### **Safety and Experience Feedback**

The Council was informed that the Safety and Experience Committee which was due to take place on the 19<sup>th</sup> July 2017 was cancelled.

SH reported she had attended the Quality Committee on 21<sup>st</sup> June 2017 and was assured that the NEDs were holding the Executives to account.

SH reported maternity is being monitored. TR informed the Council maternity are being monitored as they have recently had a safety summit and the Quality Committee have received the feedback from the safety summit and will be followed up at every month. TR informed the Council any area that has had a safety summit will be given additional focus.