

COUNCIL OF GOVERNORS

Minutes of the Meeting of the
University Hospitals Birmingham NHS Foundation Trust
Council of Governors held on 22 July 2016

Meeting Rooms 1 & 2 - Trust Headquarters

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- Present: Rt Hon Jacqui Smith (Chair)
Mrs Bernadette Aucott
Mr Paul Burgess
Mrs Edith Davies
Mr Alex Evans
Mrs Aprella Fitch
Mrs Alka Handa
Mrs Sandra Haynes MBE
Rabbi Dr Margaret Jacobi
Mrs Bridget Mitchell
Mr Patrick Moore
Ms Yvonne Murphy
Mrs Stephanie Owen
Mrs Linda Stuart
Surgeon Vice Admiral Alasdair Walker
Dr Iestyn Williams
- In attendance: Dame Julie Moore (Chief Executive Officer),
Mr Kevin Bolger (Director of Strategic Operations)
Mr David Burbridge (Director of Corporate Affairs & Foundation Secretary)
Mr Steve Clarke (Acting Deputy Director of Finance)
Mr Tim Jones (Executive Director of Delivery)
Mr Philip Norman (Chief Nurse)
Dr David Rosser (Executive Medical Director)
Ms Samantha Baker (Quality Development Support Manager)
Miss Sarah Snowden (Corporate Affairs & Governor Liaison Manager)

G16/93

Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting, welcoming the new Governors from the 2016 Elections – Mrs Alka Handa, Ms Yvonne Murphy and Mrs Stephanie Owen. The Chair congratulated Mr Patrick Moore on his re-election and thanked the other Governors who stood again uncontested – Dr John Cadle, Dr Tom Gallacher and Ms Margaret Garbett.

Apologies for absence were received from Dr John Cadle, Mr Paul Darby, Dr John Delamere, Dr Tom Gallacher, Ms Margaret Garbett, Dr Elizabeth Hensel, Cllr Valerie Seabright.

Apologies were also received from Ms Fiona Alexander (Director of Communications), Mr Andrew McKirgan (Director of Partnerships), Ms Catriona McMahon (Non-Executive Director), Mr Mike Sexton (Chief Financial Officer) and Ms Cherry West (Executive Chief Operating Officer).

G16/94

Quorum

The Chair noted that a quorum was present and, accordingly, the meeting could proceed to business.

G16/95

Minutes of the Meeting of the Council of Governors of 9 May 2016

It was agreed that the minutes of the meeting held on 9 May 2016 were an accurate and true record.

G16/96

Matters Arising from the Minutes

It was agreed that an Update on Cardiac Improvement following the CQC inspection would be included on this Agenda and for the next two meetings in 2016.

G16/97

Chair's Report

The Chair asked the Executive Director of Delivery to give an update on performance relating to the Emergency Department. He reported that there was on-going work regarding the sustainability and planning process – a 52 page document had been issued regarding funding. A&E continues to not meet target owing to the number of attendances – May was the lowest at 82% and capacity is strained. In June the figure improved to 85%, but the current hot weather has also brought about a significant increase in attendance – 376 patients attended on one day (the hospital is designed for 200). The hot weather contingency plans came in to place and worked well. Cancer performance targets have seen an improvement to 80% of target for the 62 day wait – by October we are aiming to reach 85%. A full report will be submitted as usual to the Council of Governors meeting in September which will also cover changes in the regulatory framework.

The Chair reported that she attends the Chairs and Leaders Group of Birmingham City and Solihull Councils, where much focus has been placed on improving care out of hospital. Further updates on this will be brought to future meetings.

In addition, the Chair is chairing the Green Travel District Association

which has been set up to improve sustainability of transport around the campus. Funding has been provided by the City Council to employ a Project Director for two days a week and the focus is on improving the area around the University Station, cycle routes etc. A formal launch will be undertaken in the coming months.

The Chair also reported that she sits on the West Midlands Violence Prevention Network, which is investigating the causes of how injured people end up in our Emergency Department. This new initiative measures and records the nature and location of those injuries that come into hospital – this will hopefully give a better idea of hotspots and look at prevention in the future.

Resolved: To accept the report.

G16/98 Deloitte Audit Report on the 2015/16 Quality Report

The Council of Governors considered the report presented by the Quality Development Support Manager on behalf of the Chief Medical Director.

The Trust has been audited on two national targets – 18 weeks to referral and 4 hour wait in A&E. Grade 2 Pressure Ulcers have also been audited, as agreed with the Council of Governors. The audit took place during March and April this year, resulting in a clean limited assurance opinion, with eight improvements being identified, two of which have already been completed. All other actions are on course to be completed by the end of the financial year with the exception of that relating to the Patient Administration System, which will be completed in during April 2017.

It was agreed that the Governors' Annual Plan and Strategy Reference Group would look at local priorities and the extent to which these reflect the Trust's risk register, with the view that objectives selected for the forthcoming year will be appropriate.

Resolved: to receive the report

G16/99 Update on Cardiac Surgery Services

This report was in addition to those items on the Agenda and will form part of the Council of Governors' Agendas for meetings for the remainder of the year. The Chief Nurse reported that the internal Cardiac Project continues with a number of improvements already made around pathways, patient flow and standardised care.

Mr Chris Munsch (previously a cardiothoracic surgeon at Leeds and clinical advisor during the CQC inspection and external review) is now working at the Trust for a fixed term period to work on ongoing

service improvements.

The CQC have removed all restrictions and are pleased with the progress made.

NHS England (Midlands & East) rather than the CQC will be responsible for working with the Trust to monitor the ongoing quality improvements and delivery of the recommendations from the internal programme, CQC inspection and external review.

A quarterly report regarding ongoing process will be submitted to NHS England Midlands & East (and copied to the local rather than national CQC team for information).

The quarter 1 report (April to June) is currently being finalised, this includes an update on delivery of the various recommendations and shows a number of improvements in areas where the cardiac surgery service is measured nationally.

A more detailed update on this will be given at the next Council of Governors meeting.

Resolved: To accept the report.

G16/100

Report from the Chair of the Investment Committee

It was accepted that this report will be presented by Angela Maxwell at the September meeting of the Council of Governors.

G16/101

Re-appointment of External Auditors

The Director of Corporate Affairs reminded the Council of Governors that, under Monitor's FT Code of Governance, they are required to approve the appointment, annual reappointment and removal of External Auditors. The Audit Committee supports the Council of Governors in this task by providing information on the External Auditor's performance.

The Audit Committee has used the evaluation form from previous years to assist it in evaluating the performance of the external auditors. This evaluation form was sent to all members of the Audit Committee, the Chief Financial Officer, the Director of Corporate Affairs and the Director of Finance for completion.

Feedback confirmed that Deloitte has continued to perform to a high standard, with the average score to questions being over 4 out of 5 (5 being the highest possible score) and little variance being shown against the scores achieved in 2014/15.

Deloitte confirmed they had a good working relationship with the

Trust's Finance team and no area of concern has been raised by the Audit Committee who recommends that Deloitte be appointed for a further year.

Resolved: To approve the re-appointment of Deloitte as External Auditors for 2016/17.

G16/102

Membership Strategy

The Council of Governors considered the presentation by the Director of Corporate Affairs on behalf of the Director of Communications.

Membership objectives for the coming year, agreed by the Board of Directors, were to retain existing membership numbers to no less than 23,500 (24,249 at the end of 2015/16). This would still place the Trust in the top 10 of Foundation Trusts with highest membership numbers.

Due to cost/benefit ratio, no major recruitment campaigns are planned for 2016/17. However, Governors will be undertaking community based recruitment including Recruitment Week in November which contributes to the objective of replacing the annual churn.

Further engagement is achieved through a number of methods, including Health Talks held at the Trust, Drop-in Sessions – both at the Trust and at GP surgeries, presentations to community groups and involvement in constituency events.

Membership broadly reflects the population the Trust serves, however, there is slight under representation of Black and Asian members (5% and 12% respectively). This could partly be due to the fact that a quarter of patients don't declare their ethnicity; however plans are in place to increase this area of membership.

The proposed cost of recruitment, communications, engagement and database management of members for 2016/17 is £29,000, a reduction from £30,900 in 2015/16.

It was agreed that Sarah Snowden (Corporate Affairs & Governor Liaison Manager) would contact Fiona Alexander in connection with Black History Month in October.

It was also agreed that Sarah Snowden would arrange for a rack holding membership leaflets be placed in the ITM Reception.

Resolved: to approve this report.

G16/103 Committee and Group Allocation

The Chair presented proposed new allocations to Committees and Groups following the 2016 Governor Elections. The allocations will also be sent out electronically to all Governors and Committee/Group leads and in paper format to those Governors not present at the meeting.

It was agreed that an overview of the committee and group structure be included in the next edition of the Governors' Handbook.

Resolved: to approve the allocations of GOVERNORS TO Committees and Groups as proposed.

G16/104 Governors' Feedback

No feedback received

G16/105 Any other business

No other business was raised.

G16/106 Date of Next Meeting

Thursday 8 September 2016
11.30 a.m. – 1.30 p.m.
(11.00 p.m. – 11.30 p.m. Pre-Meeting)
Meeting Rooms 1 & 2, Trust HQ

Chair.....

Date.....