

Enc 1

**Council of governors' general meeting
24 October 2018**

Rooms 1 - 3 Cobalt Conference Centre

Present: Alan Richardson (Chair), Jim Mackey (Chief executive)

Public governors:

Linda Pepper	Berwick
Andrew Gray	Berwick
Mick McCarthy	Berwick
Ken Patterson	Blyth Valley
Sean Fahey	Blyth Valley
John Ostle	Blyth Valley
Chris Tolan-Smith	Hexham
Peter Blair	North Shields
Gill Close	North Shields
John Forsyth	North Shields
Ian McKee	Wallsend
David Wilkinson	Wansbeck
Brian Kipling	Wansbeck
Heather Carr	Whitley Bay
Pamela Hood	Whitley Bay
Adam Chedburn	Whitley Bay
Tom Millen	Rest of England

Staff governors:

Doreen Davidson	Northumberland community
Lorraine Munro	The Northumbria
Angela Bandeira	North Tyneside hospital/Cobalt
Taylor Slee	Wansbeck hospital

Co-opted governors

Muriel Green	North Tyneside Council
Margaret Hall	North Tyneside Council

In attendance:

Laura Thurlbeck	Assistant company secretary
Lucy Thomson	Community engagement officer
Sophie Stephenson	Company secretary
Judith Stonebridge	Consultant public health, Northumbria Healthcare
Claire Riley	Director of communications and corporate affairs
Wendy Burke	Director of public health, North Tyneside Council
Elizabeth Morgan	Director of public health, Northumberland County Council
Daljit Lally	Executive director of delivery
Birju Bartoli	Executive director of performance and improvement
Jeremy Rushmer	Executive medical director
Jennifer Coe	Head of foundation, community and engagement
Derek Thomson	Medical director
Alistair Blair	Medical director
Alison Marshall	Non-executive director
Peter Sanderson	Non-executive director
Moirra Davison	Non-executive director
Allan Hepple	Non-executive director
Jo Forster	Secretary to director

01/10/2018 Welcome, apologies for absence and declarations of interest

Alan Richardson, chair, welcomed everyone to the October council of governors' general meeting. There were no declarations of interest.

Apologies for absence were received from:

Barry Allison	Berwick public governor
Pauline Wilson	Berwick public governor
Ken Patterson	Blyth public governor
Isobel Johnson	Hexham public governor
Stephen Prandle	Hexham public governor
Janet Shucksmith	Hexham public governor
Mary Laver	North West Tyneside public governor
Joanne Parkin	Co-opted governor
Richard Dodd	Co-opted governor
Andrew Fisher	Co-opted governor
Dianne Ford	Co-opted governor
Alison Bywater	North Tyneside staff governor
Chris Bell	Alnwick/Rothbury staff governor
Jackie Lackenby	The Northumbria staff governor
Ann Stringer	Executive director of human resources and organisational development
Annie Laverty	Chief experience officer
Martin Knowles	Non-executive director

02/10/2018 Non-executive directors' attendance

Non-executive directors were acknowledged as in attendance: Alison Marshall, Peter Sanderson, Moira Davison and Allan Hepple.

03/10/2018 Approve the minutes of the council of governors' general meeting dated 26 September 2018 (Enc1)

The meeting minutes were approved as an accurate record of proceedings.

04/10/2018 Receive the minutes of the board meeting held in public dated 28 June 2018 (Enc 2)

Linda Pepper, Berwick public governor, queried if the public were asked to sign in for the public section of the board meeting to register their attendance and would it be possible to have the numbers recorded in future minutes. Sophie Stephenson, company secretary, confirmed that this information was requested at the annual members' meeting (AGM) in July and it was agreed to include the public attendance in future meeting minutes.

05/10/2018 Matters arising

There were no matters arising.

06/10/2018 Governors' questions on notice

There were no questions on notice.

07/10/2018 Receive the chief executive officer's performance and financial report - quarter two

Jim Mackey, chief executive, provided an update to governors on trust performance in terms of clinical priorities and financial performance. Jim stated that the trust was performing strongly against its safety and quality priorities in quarter two, although sepsis remains challenging. There were zero cases of MRSA and six cases of C.difficile against a target of 29, 18 week referral to treatment is at 93%, A&E is currently achieving 96.8%, one out of two cancer targets was provisionally met for September; 62 day at 75% and screening at 100% of target, with work to do to maintain this level. The trust remains fully registered as outstanding with Care Quality Commission (CQC), two out of three learning disability standards were met and the trust was working towards a third. Information governance level is 2 and the trust gained an overall score of one in relation to key NHS Improvement access priorities.

Jim highlighted the regional and national position with the trust likely to achieve the best performance in England for this quarter, with data published soon and in the top five for A&E performance in September. The trust continues to perform well within the region for A&E targets with regional chief executive discussions taking place to ensure any problems are dealt with collectively to ensure regional stability in

care and performance. There continues to be discussions regarding the cancer pathways into Newcastle and work to address the workforce issues, which is affecting the region in terms of achieving national cancer targets; Jim assured governors that this is being addressed.

Jim updated on a number of work streams including; preparation for the spring CQC visit; the delivery of the sepsis bundle, flow work to improve and streamline ambulatory pathways and use of technology; the frailty assessment service (FAS); reduction in falls data and the work to highlight and improve staff experience. Jim stated that Annie Laverty, chief experience officer, has been asked to undertake staff experience as well as patient experience; early results show no dramatic trends. However, Jim confirmed there remains work to do and more detail will be provided in the New Year. Patient experience continues to be very good into this quarter. The trust has been successfully short listed in seven Health Service Journal (HSJ) awards with the ceremony taking place on 21 November.

Jim Mackey updated the meeting in terms of the trust financial performance at six months for 2018/19, which shows the trust is in line for a planned surplus of £12.4m and is forecast to deliver a revised control total of £25.1m. The cash balance at month end was £70.8m, with a predicted financial risk rating of 1(best). Jim highlighted regional performance figures; cost reduction and quality processes in achieving the cost reduction total of £30m. Jim also outlined new tariff proposals, which move away from the payment by results methods to a more fixed arrangement.

The trust continues to plan for 2019/2020, including local North of Tyne discussions, work on the development of the clinical strategy; planning and involvement in the national long term plan and subsidiary strategies will be reviewed with out-of-hospital care as a key focus. Jim summarised the trust performance as it moves into quarter three as strong, with solid plans in place to address winter pressures and cancer performance.

Linda Pepper thanked Jim for providing a detailed update in terms of the work into the delivery of the sepsis bundle. Linda queried readmission rates following the reduction in length of stay. Jeremy Rushmer, executive medical director, responded that there had been no increase in readmissions. Linda requested an explanation of the work into staff experience; Jim confirmed that Annie Laverty would attend a future meeting of the council of governors to provide further detail and information.

Sean Fahey, Blyth Valley public governor, asked Jim for clarity regarding the trust's intentions for the use of community hospitals, as he felt this was unclear. Jim Mackey asked Daljit Lally, executive director of delivery to respond; Daljit confirmed that there is a piece of work underway to look at all community hospitals and clarified the regional and national differences. Daljit confirmed that there will be a five year plan completed in the New Year which will show the plans for out of hospital care, services expansion plans and changes to align with the five year strategy to ensure the service that the trust provides will work for all.

08/10/2018 Assurance committee update

Moira Davison, non-executive director and chair of the assurance committee, provided an overview of the role of the committee, which gives assurance to the board regarding compliance with standards, policies and procedures relating to clinical governance, corporate governance and risk management.

Moira highlighted her involvement and how the committee fits into the wider board structure; the membership, cycle of business and the key areas of focus over the previous 12 months. Moira shared an example of learning from sharing risk and how changes were initiated through wider discussions with colleagues in other parts of the trust. Moira summarised how the committee will continue to oversee risks in the subsidiaries, for example Northumbria Healthcare Facilities Management Limited and Northumbria Primary Care, reviewing risks in line with the trust's strategic plan and board assurance framework, whilst embedding changes made to the committee membership.

John Forsyth, North Shields public governor, queried how the assurance committee measures improvement in risks. Birju Bartoli, executive director of performance and improvement, responded that the committee utilises a risk rating table, which links likelihood and consequence and annually each area is reviewed to look for and identify areas of improvement.

Sean Fahey asked for clarity regarding where the issue of cyber-crime sits within the committee agenda and how the traffic light system links to risks, with brown being a very high risk. Birju Bartoli responded that information technology (IT) remains a very high risk for the trust and has done since the May 2017

attack. Birju also confirmed significant investment will continue to be made into IT and in particular, security, as the trust encounters daily cyber-attacks.

09/10/2018 Public health update

Judith Stonebridge, consultant for public health for Northumbria Healthcare, Elizabeth Morgan, director of public health for Northumberland County Council and Wendy Burke, Director of public health for North Tyneside Council provided a collaborative presentation highlighting the goals, values and objectives of the joint health and wellbeing strategy for the region.

Wendy Burke highlighted the joint working plan and aims to support nine key areas, with an overall aim of improving the health and wellbeing of residents and reducing inequalities, whilst also tackling some of the wider determinants of health. Liz Morgan spoke of the initiative 'making every contact count' and provided an example of progress so far. Judith Stonebridge spoke of the unique opportunity for the trust to work with staff to support wellbeing and how a robust data sharing agreement will help the joint working of the health and wellbeing board.

Ian McKee, Wallsend public governor, commented that funding to public health is regularly cut and queried how this will impact on the region's public health activity. Wendy Burke provided a response that there will be a percentage based reduction but not all of the initiatives are highly funded and much of the work is cultural and utilises local amenities and the countryside for activities.

A number of governors spoke notes of thanks and recognition of the joint work initiative.

Mick McCarthy, Berwick public governor, highlighted the different socio-economic needs across the patch and asked the group to ensure they consider the rurality of north Northumberland. Liz Morgan responded that they are very conscious of the rurality and do recognise there are different determinants between the two council's responsibilities.

Gill Close, North Shields public governor, asked if screen time had been raised as a public health issue. Wendy Burke confirmed that there is an all parliamentary group reviewing children and young people's behaviours and pressures from social media. There is a need to exploit social media and maximise its potential to reach those normally harder to make contact with.

10/10/2018 Approval of:

- Annual cycle of business (Enc 3) – approved.
- Annual register of governors' interests (Enc 4) – approved.
- Membership committee report (Enc 5) – approved.
- Governor committee membership (Enc 6) – approved.
- Code of conduct (Enc 7) – approved.
- Nominations, remuneration and development committee update, including Martin Knowles reappointment (Enc 8) – Alan Richardson commented that the committee felt Martin had performed strongly in his role and was an excellent contributor and this led to the recommendation to re-appoint. This was agreed by the council of governors and approved.

11/10/2018 Receive trust committee membership (Enc 9)

Alan Richardson asked the meeting to receive the above paper and this was noted.

12/10/2018 Any other business

Ian McKee spoke to the meeting about the passing of a well-known public governor for North Shields, John Robson. Ian had attended the funeral, along with a number of trust staff and executives, past and present. Ian asked governors to remember John and the vast amount of work he contributed to in his role as a public and lead governor.

Alan Richardson also informed governors about Julia Mann's decision to stand down as a public governor for Wansbeck as of October 2018 and acknowledged her commitment and contribution to the role.

Meeting close

The next council of governors' general meeting will be on Wednesday 23 January 2019.