

**MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS HELD IN PUBLIC ON  
29 April 2024, 5:00PM MICROSOFT TEAMS**

**Members Present:**

Liam Coleman (LC)	Trust Chair
Pauline Cooke (PC)	Public Governor, Wiltshire Northern
Leah Palmer (LP)	Appointed Governor, New College
Lesley Hemingway (LH)	Public Governor, Swindon Constituency
Ashish Channawar (AC)	Public Governor, Swindon Constituency
Judith Furse (JF)	Public Governor Swindon Constituency
Ray Ballman (RB)	Appointed Governor, Swindon Borough Council
Chris Shepherd (CS)	Staff Governor, Administrators, Maintenance, Auxiliary & Volunteers
Tony Pickworth (TP)	Staff Governor, Doctors & Dentists
Vivien Coppen (VC)	Public Governor Swindon Constituency
Natalie Titcombe (NT)	Deputy Lead Governor, Public Governor, Swindon Constituency
Raana Bodman (RB)	Public Governor, Swindon Constituency
Emma Wiltshire (EW)	Staff Governor, Nursing & Therapy

**Also, in attendance**

Claudia Paoloni (CP)	Non-Executive Director
Jon Westbrook (JW)	Acting Chief Executive Officer
Felicity Taylor-Drewe (FTD)	Chief Operating Officer
Bernie Morley (BM)	Non-Executive Director
William Smart (WS)	Non-Executive Director
Jude Gray (JG)	Chief People Officer
Simon Wade (SW)	Chief Finance Officer
Lisa Cheek (LCh)	Chief Nurse
Claire Thompson (CTh)	Chief Improvement & Partnerships Officer
Caroline Coles (CC)	Company Secretary
Sharon Scott (SS)	Corporate Governance Assistant
Lizzie Abderrahim (LA)	Non-Executive Director

**Apologies**

Chris Callow (ChC)	Lead Governor, Public Governor, Wiltshire Central & Southern
Helen Spice (HS)	Non-Executive Director
Faried Chopdat (FC)	Non-Executive Director
Stephen Haig (SH)	Acting Chief Medical Officer
Dr Claire Lehman (CL)	Associate Non-Executive Director
Rommel Ramanan (RR)	Associate Non-Executive Director
Julian Duxfield (JD)	Non-Executive Director
Jane Davies (JaD)	Appointed Governor, Wiltshire Council
Cecelia Olley	Public Governor Swindon Constituency

## **Matters Open to the Public and Press**

Minute	Description	Action
01/24	<b>Welcome and apologies for absence</b> The Chair welcomed everyone to the meeting and noted the apologies above.	
02/24	<b>Declarations of Interest</b> There was one governor declaration of interest.	
03/24	<b>Minutes</b> The minutes of the meeting of the Council of Governors held on 6 February 2024 were adopted and signed as a correct record.	
04/24	<b>Action Tracker</b> The Council of Governors received and considered the outstanding action list. SW confirmed that the staff parking would be working by 14 May. AC requested that a separate column was added to the action tracker which detailed whether the action was open or closed. <b>Action:</b> SS to add a further column to the action tracker to record action status	<b>SS</b>
	Action 102/23 – Appointment of External Auditors process : A meeting had taken place between the Lead Governors, Chair of Audit, Risk & Assurance Committee, Chief Financial Officer and the Company Secretary to review the process of the appointment of the external auditor process. It was agreed the process would be shared with governors for comment and added to the next Council of Governors meeting for approval in November. <b>Action:</b> CC to share Appointment of External Auditors process with governors for approval at next meeting.	<b>CC</b>
	The Council of Governors <b>noted</b> the report.	
05/24	<b>Questions from the public and governors for discussion</b> The Council of Governors received a verbal update on the question raised by a governor on 8 March with reference to the rating change to Great Western Hospital's Maternity Service following a CQC visit as part of the National Programme. Areas being focused on were Level 3 safeguarding training and triage.  HM advised there was an improvement plan in place with the Academy with regards mandatory safeguarding training and maternity triage services had been relocated which has improved performance significantly. On further questioning, assurance was given on mandatory training which would commence with measures in place to monitor progress and obtain a better understanding of staff abilities/safeguarding training alignment.  Assurance was also given from the NEDs were well informed on the safeguarding training aspect of the CQC report at the Quality and Safety Committee. There followed a discussion around the level of information received by the governors. It	

was noted that further sharing of mandatory data training would be reported to the governors at one of their working groups.

**Action:** SS to arrange a future update on mandatory safeguarding training at one of the Governor Working groups **SS**

#### **06/24 Report of the Chief Executive**

The Council of Governors received and considered the Acting Chief Executive's Report. The following was highlighted:-

- Industrial action
- Recent operational pressures
- Critical Incidents
- Care Quality Commission inspection of our maternity services
- New service for patients with heart failure
- Shared Electronic Patient Record
- Financial position
- Integrated Front Door
- Staff Excellence Awards – our finalists
- Staff survey results

PC asked whether the Electronic Patient Record (EPR) would include discharge summaries. JW confirmed that there were plans for accessibility to other modules such as a theatre module which could be added at a later date.

VC asked whether EPR would link to all GP practices in the area. The response was that GP practices used a different national system which was well established in primary care and not integrated directly with the EPR programs. However, there was a national initiative called Federated Data Platform which was looking to link all the different IT systems around the country so that data could be pulled from all systems.

The Council of Governors **noted** the report.

#### **07/24 Lead Governor Report**

The Council of Governors received an update from the Deputy Lead Governor which provided a summary of governor activity since the last meeting in February 2024.

The Council of Governors **noted** the report.

#### **08/24 Virtual Ward Progress Update**

The Council of Governors received an update from Helen Mee, Divisional Director, ICC on the progress of the NHS@Home; the virtual ward.

VC asked whether this would become a training placement opportunity for students. HM confirmed that there were plans for students to commence training in this environment.

VC asked why the virtual ward didn't include children. HW advised that there were pilots being undertaken for paediatric virtual wards, especially focused on

respiratory conditions and this was something we would consider in the future as a system.

CS asked about the dip in March figures and whether the reason was known. It was not clear however possibly around primary care engagement which was an area of focus.

CS asked about the system the virtual ward is run from. It was confirmed it was run from a link to Nerve Centre which pulls data from EPR. It was agreed that, ideally, to maintain consistency, we would need to be able to work from one single system, including community and primary care.

A request was made that further updates were provided into the progress of the virtual ward at a future meeting.

**Action:** SS to arrange a further progress report at the Council of Governors meeting at an appropriate time. **SS**

The Council of Governors **received** the report.

#### **09/24 Community Services Contract**

The Council of Governors received an update on the Community Services Contract.

Clarity was asked for what we were bidding on. CT advised that it included almost everything from nurses and therapists to some private sector services. It didn't include health visitors/school nurses. A further update would be provided once the procurement process was completed.

The Council of Governors **received** the report.

#### **10.1/24 Chair of the Engagement & Membership Governance Working Group**

The Council of Governors received the Engagement & Membership Governance Working Group Assurance Report which highlighted the detailed discussions held at the meeting since the last Council of Governors meeting in February 2024.

The Council of Governors **noted** the report.

#### **10.2/24 Chair of the Business & Planning working group Report**

The Council of Governors received the Business & Planning Working Group Assurance Report which highlighted the detailed discussions held at the meeting since the last Council of Governors meeting in February 2024.

The Council of Governors **noted** the report.

**11/24      Review of Annual Training and Development Plans 2023/24**

The Council of Governors received the Training and Development Plans for 2023/24.

AC requested that the wording of the report was recorded as discussion points and not training for the Business & Planning working groups.

**Action:** CC to update the wording of the Training Plans

**CC**

*The Council of Governors **approved** the training plan for 2023/24.*

**12/24      Annual Declaration of Interest**

The Council of Governors received the annual declaration of interest and governors were reminded of their obligation to keep the register up to date. CC confirmed she had received an update prior to the meeting, which had been added.

The Council of Governors **approved** the report.

**13/24      Public Urgent Items (if any)**

none

**14/24      Date of Next Meeting**

The next meeting will be held on 27 November 2024.