MINUTES OF THE
COUNCIL OF GOVERNORS MEETING
HELD ON 5th MAY 2010
IN SEMINAR ROOM 1, THE ACADEMY, GREAT WESTERN HOSPITAL

Present:

John Brown  Swindon Governor
Mike Carvell  Staff Governor
Rachel Cross  Staff Governor
Bill Fishlock  Swindon PCT Nominated Governor
Godfrey Fowler  Wiltshire/ Lead Governor
Marcus Galea  Staff Governor
Bruce Laurie  Chair of the Board of Directors and the Council of Governors
Srini Madhavan  West Berkshire, Gloucestershire and Oxfordshire Governor
Phil Prentice  Swindon Governor
David Stevens  NHS Wiltshire Nominated Governor
Ros Thomson  Swindon Governor
Margaret Toogood  Wiltshire/ Deputy Lead Governor

Apologies:

Andy Cresswell  Thames Valley Chamber of Commerce Nominated Governor
Harry Dale  Swindon Governor
Lesley Donovan  Swindon & North Wilts Health and Social Care Academy
Janet Jarmin  Wiltshire Governor
David Renard  Swindon Borough Council Nominated Governor
Carole Soden  Wiltshire Council Nominated Governor
Katherine Usmar  Swindon Governor

In attendance:

Helen Bourner  Director of Business Development
Rowland Cobbold  Non-Executive Director
Lyn Hill-Tout  Chief Executive
Emma Roberts  Company Secretary
Geoff Shone  Head of Financial Planning
Karen Smith  Membership Officer
Teresa Wallace  NHSLA Standards & Patient Safety Project Co-ordinator
Welcome and introductions

Bruce Laurie welcomed the Council of Governors and opened the meeting.

Emma Roberts, Company Secretary was formally introduced to the Council of Governors.

It was noted that Graeme Chisholm had tendered his resignation with immediate effect. The Company Secretary informed the Council of Governors that since the resignation had occurred within 6 months of a due election, the constitution allowed for the vacancy to be held until the next planned election. This was agreed.

The Chair informed that there was to be an early meeting of the Nominations and Remuneration Committee of the Governors, to consider the appraisal process for the Non-Executive Directors and the Chairman.

Finally, it was noted that in the event of significant post election changes impacting upon the Trust, a meeting of the Governors would be called to provide a briefing.

Apologies for absence

Apologies were accepted from:

Andy Cresswell
Harry Dale
Lesley Donovan
Janet Jarmin
David Renard
Carole Soden
Katherine Usmar

The Company Secretary confirmed that the meeting was quorate.

Declaration of interests

There were no declarations of interests made.

Minutes from the Council of Governors held on 24th March 2010

The minutes from the Council of Governors meeting on 24th March 2010 were approved subject to the following amendments:

- Item 21/10, page 2, 4th paragraph, ‘…it was resolved that the review of the Francis enquiry into the care provided at Mid-Staffs NHS Foundation Trust would be brought to a full meeting of the Council of Governors…’

- Item 21/10, page 4, 8th paragraph should read: ‘…with a local GP who had done a clinical audit…’

- Item 23/10, page 5, 5th paragraph should have the word (Stroke) inserted to the sentence so that the sentence reads, “There was one area (Stroke) that the Trust was concerned about however the Care Quality Commission have reviewed this and said that the Trust does not have to register with conditions.”
Matters arising from the minutes

Bruce Laurie informed the Council of Governors that further to earlier discussions, he continued to work with the Company Secretary and Foundation Trust Network in developing a policy for the Trust with regard to holding public Board meetings.

Bill Fishlock asked for it to be noted that he is in conversation with Monitor about the new Code of Governance, regarding public Board meetings.

The Council of Governors noted that, the Company Secretary would be producing a monthly briefing document for Governors on Corporate Governance issues to assist with their ongoing support and development.

38/10 Governor “Eyes and Ears”

The Governors gave their eyes and ears reports. It was noted that from this meeting onwards, the Chief Executive would provide verbal feedback at the next Council of Governors meeting.

39/10 Update from the Chief Executive

Lyn Hill-Tout, Chief Executive updated the Governors on the following headlines for the Trust from last year:

- In relation to the Annual Health check, the Trust was forecasting good for ‘quality of services’ and excellent for ‘use of resources’. This was the Trusts assessment based on known criteria and could change
- Patient (Picker) feedback had improved this year, with 8 out of 10 patients saying that they would recommend the Trust to a friend.
- The Trust had a target of a maximum of 6 MRSA cases for the year. The Trust had six cases, none of which resulted in death from MRSA.
- The Trust had a target of a maximum of 69 Clostridium Difficile cases for the year. The Trust had 49 cases of Clostridium Difficile in the year.
- The Trust had no cases of wrong site surgery
- The Trust had no blood transfusion errors
- The Trust had a reduced number of grade 3 and 4 pressure ulcers
- Membership for the Trust has increased over the year
- The number of volunteers in the Trust has increased and in the areas which they now covered
- Work with prospect hospice to improve end of life care for patients has continued this year and GWH has subcontracted 2 Prospect beds to offer patients choice.

Lyn Hill-Tout explained whilst the Trust had made the aforementioned achievements, the Trust believed it could further improve, particularly in the areas of:

- “customer” care (not just clinical)
- timeliness of clinical correspondence
- outpatient appointments
- developing even stronger relationships with our commissioners

The Council of Governors noted the presentation, seeking clarification of a range of points, and recognising the areas of achievement and improvement.

LHT agreed to circulate the slides presented to the Trust Board.
| 40/10 | **Financial Update**  
Geoff Shone, Head of Financial Planning attended to appraise the Governors of the headline financial position for the Trust, to enable them to better understand the basis upon which the Trust is moving forward in relation to its business planning.  
The Council of Governors noted the presentation, recognising the challenging financial climate, and steps being taken to manage the associated finances. |
| 41/10 | **To consider the Annual Plan for onward approval by Trust Board**  
Helen Bourner, Director of Business Development, attended on behalf of the Board, to present the draft Annual Plan. The Governors were reminded of their responsibility in relation to the Annual Plan which was that the Directors are required to have regard to the views of the board of governors in preparing their forward plan.  
It was noted that the Council of Governors, through the sub groups established in the Autumn had contributed to the strategy and annual plan.  
It was explained that the plan had to be submitted to Monitor on 31st May 2010.  
The following points were raised by the Governors:  
- what makes this Annual Plan different from that of other Trusts  
- Marcus Galea questioned whether or not the word “delight” is the correct word to use in the Annual Plan for a healthcare organisation. Following discussion it was agreed the word should be retained  
- Staff will need to be engaged in this plan as many staff do not currently understand what Foundation Trusts are and how they benefit staff  
The Council of Governors were asked to give feedback during the meeting and/or to submit further comments to Helen Bourner by 14th May 2010.  
The Council of Governors endorsed the Annual Plan subject to any detailed comments to follow.  
Bruce Laurie confirmed that a copy of the final plan will be dispatched to Governors sometime in the week ending 28th May 2010. |
| 42/10 | **Annual Members Meeting 2010 Forward Plans**  
The Company Secretary presented Agenda Item 9, which sought the views of the Council of Governors on the format and theme of the Annual Members Meeting. It was noted that the intention was for the meeting to be expanded, so as to include a focus on health and wellbeing, alongside the statutory business. Governors agreed to contribute views by 31st May 2010. Any Governors wishing to participate in the project team to manage the event were asked to inform the Company Secretary. |
| 43/10 | **Update from the Membership Working Group – 08/04/10**  
Godfrey Fowler updated the Council on the progress made at the last meeting of the Working Group. It was noted that the Group had discussed |
how to move the membership strategy forward, and that further work was ongoing.

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<tr>
<th>44/10</th>
<th><strong>Update from the Swindon Constituency Meeting – 26/04/10</strong></th>
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<td>Phil Prentice gave a brief update in relation to the recently held Swindon Constituency Meeting, it was noted that the session was well attended, with a good range of views put to the meeting.</td>
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<td>The Company Secretary advised that a member had asked that the questions and answers raised at public meetings be published to the website, and confirmed that the team was looking into how to arrange that.</td>
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<th>45/10</th>
<th><strong>Any other urgent business</strong></th>
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<td>The Governors were informed that Monitor had issued an updated Code of Governance. Copies can be obtained from Karen Smith.</td>
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<td>The Governors were informed that the Arts Committee has been given funding for a path around the lake at the entrance to the Great Western Hospital site. This path will be in memory of staff who have died whilst in service. The first turf will be cut on Monday 10th May 2010 by the Chairman. Governors are welcome to attend</td>
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<td>Godfrey Fowler informed the Governors that a facilitated meeting will be organised in the near future to address some of the matters raised during recent Governor feedback meetings.</td>
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<td>The Governors were informed that the Trust has received communication from Swindon Borough Council relating to the forward work programme of overview and scrutiny. The Council of Governors were invited to consider how to manage a response. Any comments are to be sent to the Company Secretary by 21st May 2010.</td>
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<td>Mike Carvell, Chair of the Governor Finance Working Group, asked for it to be formally noted in the minutes that there is Governor disapproval that no Finance Working Group meetings have been set up so far this calendar year. The Company Secretary committed to ensuring that the necessary staff members were available for a meeting in due course.</td>
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<th>46/10</th>
<th><strong>To note any questions from the public</strong></th>
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<td>There were no questions from members of the public.</td>
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<th>47/10</th>
<th><strong>Date of the next meeting</strong></th>
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<td>The next meeting will be on Wednesday 8th September 2010, from 13:00-16:00 in Steam Museum, Swindon.</td>
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