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| **Draft Minutes of the Public Council of Governors**  **Wednesday 22 November 2023, 16:00 – 18:00**  **MS Teams / Canterbury Christ Church Medway Campus** |

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|  | **Name:** | **Job Title:** |
| **Members:** | Mark Spragg | Trust Chair |
|  | David Brake | Lead Governor |
|  | David Nehra | Swale Governor |
|  | Jignesh Patel | Swale Governor |
|  | Mohamed Saleh | Staff Governor |
|  | Karen Fegan | Staff Governor |
|  | Angela Harrison | Partner Governor |
|  | Tim Newman | Medway Governor |
|  | Hari Aggarwal | Medway Governor |
|  | Anan Shetty | Medway Governor |
|  | Helen Belcher | Partner Governor |
|  | Susan Plummer | Partner Governor (left the meeting at 16:30) |
|  | Olaide Kazeem | Medway Governor |
|  | Sue Mackenzie | Non-Executive Director |
|  | Annyes Laheurte | Non-Executive Director |
|  | Jenny Chong | Associate Non-Executive Director |
|  | Leon Hinton | Chief People Officer |
|  | Jayne Black | Chief Executive |
|  | Glynis Alexander | Director of Communications |
|  | Alan Davies | Chief Financial Officer |
|  | Gary Lupton | Non-Executive Director |
|  | Mojgan Sani | Non-Executive Director |
| **Attendees:** | Matt Capper | Director of Strategy and Partnership & Company Secretary |
|  | Alana Almond | Deputy Company Secretary |
|  | Emma Tench | Assistant Company Secretary |
| **Apologies:** | Gavin MacDonald | Chief Delivery Officer |
|  | Adrian Ward | Associate Non-Executive Director |
|  | Evonne Hunt | Chief Nursing Officer |
|  | Alison Davis | Chief Medical Officer |
|  | Paulette Lewis | Non-Executive Director |
|  | Nick Sinclair | Chief Operations Officer |
|  | Martine Rowe | Medway Governor |
|  | Vanessa Page | Staff Governor |
|  | John Wright | Partner Governor |
|  | Claire Peppiat-Wildman | Partner Governor |
|  | Rebecca Bellars | Rest of England Governor |
|  | Jennifer Oliphant | Swale Governor |
|  | Diane Hill | Medway Governor |

**1 Preliminary Matters**

1.1 **Chair’s** **Welcome and Apologies**

1.1.1 The Chair welcomed all present to the meeting. In particular, Governor Hari Aggarwal, NEDs Mojgan Sani and Gary Lupton who are attending their first Council of Governors meeting.

1.1.2 Apologies for absence were noted as recorded above.

**1.2 Quorum**

1.2.1 The meeting was confirmed to be quorate

**1.3 Declarations of Interest**

1.3.1 There were no conflicts of interest in relation to items on the agenda.

**2.1 Minutes of the Last Meeting**

2.1.1 The minutes of the meeting held on 16 August 2023 were **APPROVED** as a true and accurate record.

**2.2 Matters arising and actions from last meeting**

2.2.1 The action log was reviewed and updated.

**2.3 Chief Executive Update**

Jayne Black updated the Governors in line with the paper submitted.

Governor Check and Challenge

2.3.1 A Governor commented on the amount of patients who were receiving care in the ED corridors.

Jayne Black agreed it was not good enough and explained how the Executive Team are using Patient First methodology to address the issues within their gift. The hospital has seen a 17% rise in admissions, and with one hundred bed shortages, and some patients, who are fit to be discharged, still in our beds for up to ninety days; this is not just an issue for the hospital but for system partners regarding patient delays in pathways one and three.

**ACTION CoG/005/2023:** An extraordinary meeting to be arranged to discuss how the Governors, particularly the Partner Governors, can support the hospital with bed capacity.

2.3.2 A Governor advised the Governors are reading Media press releases about concerns raised by patients. The Governors recognise the issues are high on the Executives priority list, however it would be good to have advance warning where possible and an understanding of time scales so they can inform their constituents.

**ACTION CoG/006/2023:** Comms Team to arrange updates and follow ups from media press releases to Governors.

2.3.3 A Non-Executive Director (NED) asked what actions the ICB were taking to support the hospital with additional beds within the community.

Jayne Black advised additional funding has been received. Amherst Court has opened beds for use. There is a need to understand the numbers of placements in care homes. The council have patients with us and at home and we will seek their assistance.

**3 Quality**

3.1 Executive Portfolio Summaries

3.1.1 **Quality Assurance Committee**

The paper was taken as read by Governors in line with the paper submitted. A discussion was held concerning the improvement in 2222 “crash calls” and credit given to the Team.

Governor Check and Challenge

3.1.2 A Governor referred to the 33% Safeguarding training, asking if this was compliant.

Jayne Black advised this is not acceptable and is being addressed. Leon Hinton confirmed there are different levels of Safeguarding training; the 33% relates to Level 3. Level 1 is at 85%. Level 3 is a very small cohort that will be receiving a new delivery system. The percentage has improved since the report was published but it is being addressed.

The Governors were **ASSURED** by the report provided.

3.2 **Finance, Planning and Performance Committee**

Alan Davies updated the Governors in line with the paper submitted and more fully regarding the financial position of the Trust, the Efficiencies Programme and the potential outcome for the current year. We are currently forecasting a deficit of £15m adverse to plan. We are working as a System to try to breakeven.

Governor Check and Challenge

3.2.1 A Governor asked where the ‘high spots’ were in terms of the deficit.

Alan Davies advised the biggest areas relate to medical staff pay which has been further impacted by the industrial action, and agency spend. The Trust is focusing on planning of medical staff rotas. There has also been a medical staff increase in developed services.

3.2.2 Jayne Black commented on the importance to note the work highlighting accounting and capture. Coding has not been as good as it should have been resulting in a lack of funding, this has now been identified and processes put in place to capture income for next year.

Non-Executive Check and Challenge

3.2.3 A NED requested an update about the efficiencies programme and what we are doing to achieve our planned savings.

Jayne Black advised the Trust is currently at a shortfall of £6M as at Month 7. The good news is that most of our Efficiencies this year are of a recurring nature and so will make a difference in both this year and next. The Board has been clear that Efficiencies will not be made at the expense of the patient experience and there are clear paths to improve patient care. The Clinical Strategy will improve efficiencies for example the Cardio and Respiratory Village. We are examining the possibility of creating an elective hub in the Community giving additional space for patients, including endoscopy and possibly theatres. The Clinical Strategy is very important to our way forward and will be ready in the New Year.

The Governors were **ASSURED** by the report provided.

3.1.3 **People Committee**

The paper was taken as read by the Governors in line with the paper submitted.

The Governors were **ASSURED** by the report provided.

3.1.4 **Audit and Risk Committee**

The paper was taken as read by the Governors in line with the paper submitted.

The Governors were **ASSURED** by the report provided.

**4 People**

4.1 **Engagement Planner**

Glynis Alexander updated the Governors in line with the paper submitted, giving a summary of recent engagement activities, and the updated schedule of upcoming activities.

Governor Check and Challenge

4.1.1 A Governor asked if events for next year could be diarised outside of elections.

Glynis Alexander confirmed the Team will be advised.

The Governors **NOTED** and **APPROVED** the report

4.2 **Governor Log**

Glynis Alexander updated the Governors in line with the paper submitted, giving a summary of feedback received via Membership Office and engagement events since the last update.

**ACTION CoG/007/2023**: Glynis Alexander to review and update the log showing reflection of feedback.

The Governors **NOTED** and **APPROVED** the report

**5 Closing Matters**

5.1 **Risk Identified**

No risk identified at this meeting.

5.2 **Reflection**

The following items were:

* Media updates to Governors from Comms Team
* Financial Position update, the Trust continues to work hard for improved outcomes
* Engagement with Governors post Covid, utilizing the resource.
* Steer for Governors on how to hold NEDs to account, building relationships.
* Council of Governors Meetings to be held all around the Community where possible.

5.3 Any Other Business: None

**5.4 Date and time of next meeting**

5.4.1 22 February 2024, Venue to be confirmed

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| These minutes are agreed to be a correct record of the Public Council of Governors Meeting of Medway NHS Foundation Trust held on Wednesday, 22 November 2023  Signed ………………………………………….. Date …………………………………  Chair |