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| **Minutes of the Public Council of Governors**  **Wednesday, 22 November 2024 at 16:30 – 17:30**  **Medway Campus, Canterbury Christ Church University, Room RWg15** |

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|  | **Name:** | **Job Title:** |
| **Members:** | Anna Krzyzanowska | Medway Governor (left at 17:00) |
|  | Carol O’Meara | Medway Governor |
|  | Christine Palmer | Medway Governor |
|  | David Brake | Lead Governor |
|  | Hari Aggarwal | Medway Governor |
|  | John Wright | Partner Governor |
|  | Joy Onuoha | Staff Governor |
|  | Martina Rowe | Medway Governor |
|  | Matthew Taiano | Staff Governor |
|  | Natasha Turner | Medway Governor |
|  | Rebecca Bellars | Rest of England and Wales Governor |
|  | Stephen Worth | Medway Governor |
|  | Susan Plummer | Partner Governor |
|  | Tess Fenn | Swale Governor |
|  | William Ruscoe | Medway Governor |
|  | Yushreen Vadamootoo | Staff Governor |
| **Attendees:** | Alan Davis | Chief Financial Officer |
|  | Alana Marie Almond | Deputy Company Secretary (Minutes) |
|  | Gary Lupton | Non-Executive Director |
|  | Glynis Alexander | Director of Communications and Engagement |
|  | Jenny Chong | Non-Executive Director/Senior Independent Director |
|  | Jeremy Davis | Deputy Chief Medical Officer |
|  | John Goulston | Trust Chair |
|  | Leon Hinton | Chief People Officer |
|  | Paulette Lewis | Non-Executive Director |
|  | Sarah Vaux | Chief Nursing Officer (Interim) |
|  | Stella Jones | Head of Engagement |
| **Apologies:** | Anan Shetty | Medway Governor |
|  | Angela Harrison | Partner Governor |
|  | Annyes Laheurte | Non-Executive Director |
|  | Candice Penfold | Governor |
|  | Christine Palmer | Medway Governor |
|  | Claire Peppiattt-Wildman | Partner Governor |
|  | Donna Findlater | Staff Governor |
|  | Gavin MacDonald | Chief Delivery Officer |
|  | Helen Belcher | Partner Governor |
|  | Jayne Black | Chief Executive |
|  | Jignesh Patel | Swale Governor |
|  | Karen Fegan | Staff Governor |
|  | Matt Capper | Director of Partnership and Strategy/Company Secretary |
|  | Mojgan Sani | Non-Executive Director |
|  | Nick Sinclair | Chief Operating Officer |
|  | Paul Riley | Swale Governor |

**1 Preliminary Matters**

**1.1 Chair’s Welcome and Apologies**

The Chair welcomed all present. Apologies for absence were noted as recorded above.

Chair advise that this is the last week for the staff survey responses, if staff governors could encourage colleagues on the last push on this.

The Government has launched a listening exercise on the ten-year plan for the NHS. There is an opportunity for individuals to give their opinions at [www.change.org.nhs.uk](http://www.change.org.nhs.uk) in addition to the opportunity for organisations to do so. Matt Capper is coordinating this and has to submit by 02 December 2024. The Listening Event is in Folkestone with the ICB but the date will be released shortly, as soon as the information is known the Trust will share.

**1.2 Quorum**

The meeting was confirmed to be quorate.

**1.3 Declarations of Interest**

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

**2 Minutes of the Last Meeting and Action Log**

**2.1** The minutes of the meeting held on 14 August 2024 were **APPROVED** as a true and accurate record.

**2.2 Matters arising and Action Log**

The Action Log was reviewed and updated, the log can be found under separate cover.

**2.3 Chief Executive Update**

Leon Hinton presented the update including the following highlights:

1. Annual Member’s Meeting – took place on 11 September, welcoming 80 stakeholders and colleagues.
2. Improving Performance – sustained improvement in the emergency department (ED).
3. Cancer care – tremendous improvements in waiting times for breast cancer pathway.
4. Improving patient feedback - increase the number of people giving feedback about their care through the Friends and Family Test (FFT)
5. Staff recognised in national awards – Safeguarding team were finalists in the ‘Learning Disabilities Nursing’ category at the Nursing Times Awards.

An initiative that has reduced waiting times and improved outcomes for patients needing emergency surgery has been highly commended at this year’s HSJ Patient Safety Awards

1. A year of Patients Know Best – more than 163,00 patients have registered
2. Ticketless parking coming soon – to be introduced in Car Park 1 and 2 before Christmas.
3. ‘Life saving’ Medway Nurse rescues man on street with CPR – Rachael Lewis spent several minutes administering and overseeing cardiopulmonary resuscitation (CPR), helping to save Chris Mill’s life following signs of cardiac arrest.

Check and Challenge

Tina Rowe – blue badge parking, visitors are entering and exiting by the entrance where there is no barrier. This will be dealt with as the new ANPR system comes into place.

The Council of Governors **NOTED** the update.

**3 Quality**

**3.1 Executive Portfolio Summaries:**

**3.1a Quality Assurance Committee (QAC)**

Paulette Lewis, Jeremy Davis and Sarah Vaux presented the report, ensuring all nominated authorities have been reviewed and approved. The report included key headlines from the Committee and the following items were escalated to the Trust Board:

1. Imaging backlog
2. Anti-Microbial Stewardship Report

Check and Challenge

Sue – would like some assurance around, how the Trust is dealing with the imaging backlog. Jeremy – gave more information and assurance on this.

Tess – cardiology backlog in waiting time is now up to two years, what is the position on this? Sarah – there are long wait times not a backlog, there is clinical review on waiting patients and ensuring that urgent cases are addressed sooner. Waiting is 65 weeks so making progress but it is an area of focus. Tess – the diagnostics are delayed. Sarah – the team will be on course by the end of December for patients to not be waiting any longer than 65 weeks. Tess - What is the time period between investigation and results? Gary – Finance Planning and Performance Committee (FPPC) is capturing and monitoring this area and the COO is asked to report on this at committee meetings.

**ACTION NO: COG/2024/007** - Nick Sinclair to submit report on Waiting Times to next meeting.

Rebecca - Anti-Microbial Stewardship Report – do we have targets in place for the reduction in use? Sarah – yes, the expected range of usage is the target and the team ensure the correct usage. Programme is in place and is monitored through the QAC. The rapid improvement week this week is working. Target is weeks not months/years. Martina - Demographic and numbers of patients should be considered in this work. Agreed.

The Council of Governors **NOTED** and were **ASSURED**.

**3.1b Finance, Planning and Performance Committee (FPPC)**

Gary Lupton and Alan Davis presented the report, ensuring all nominated authorities have been reviewed and approved. The report included key headlines from the Committee.

Check and Challenge

Chair – add the Financial Recovery Plan to the February agenda, following submission to Board in the first instance (expected January 2025)

**ACTION NO: COG/2024/008** – Simon Wombwell

Rebecca – what is the decision-making process for financial decisions? Alan - discussions are happening at all Board sub-committee level and the Executive Team. Sarah – the priority is safe care and the Trust is held to account in both areas; financial and clinical. Chair – Quality Impact Assessments (QIA) are always in place for any financial decisions.

Christine – what are reasons for failed discharge? Chair – gave more details on the need for more community care support. There is a lack of complex care beds, this is also being addressed. Martina – there is shortage of care packages.

The Council of Governors **NOTED** and were **ASSURED**.

**3.1c People Committee**

Jenny Chong and Leon Hinton presented the report for the Council of Governors assurance.

The Council of Governors **NOTED** and were **ASSURED**.

**3.2 Governor Annual Events and Meetings Planner**

Glynis Alexander presented the report providing a summary of recent engagement activities, and the schedule of upcoming activities for the next 12 months (Annual Planner).

Check and Challenge

Martina – are the dates circulated? Glynis – yes, in the monthly Governor newsletter.

The Council of Governors **NOTED** and were **ASSURED**.

**3.3 Trust Financial Recovery**

Alan Davis presented the report highlighting Month 7 performance for the year to date. The following was highlighted:

1. Previous cost pressures flagged continue to be the main driver of performance, with no/limited non-recurrent measures available to offset.
2. These pressures include:

* ED safe staffing (c£0.2m)
* Medical staffing - ED and S&A (c£0.6m)
* Ruby and HCD funding shortfalls (c£0.5m)
* Enhanced care incl. NCTR patients (c£0.2m)

1. The underlying performance excluding deficit support funding and non-recurrent accounting measures has shown a small improvement between M6 and M7

The Council of Governors **NOTED** the document.

**3.4 ICB Community Procurements**

John Goulston gave a verbal update to the Council. There is no update at present and ICB are considering next steps. The Trust should hear by end of November 2024. If there is anything received a note will be circulated.

The Council of Governors **NOTED** the update.

**4 Closing Matters**

**4.1 Reflection**

There were no further points of reflection

**4.2 Escalations to the Trust Board**

Nothing to escalate to the Board from this meeting.

**4.3 Any Other Business**

Thanked the Comms Team for the quiz night which raised £440 for the Children’s Ward

The Governors discussed and recommended approval of the Fit and Proper Persons Policy in the informal meeting. This note is to minute the approval.

The council **APPROVED** the policy

**4.4 Date of next meeting:**

Thursday, 20 February 2024

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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, 20 November 2024  Signed by Chair …………………………………………. Date ………………………………… |