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| **Minutes of the Public Council of Governors****Wednesday, 14 August 2024 at 16:30 – 18:00****Medway Campus, Canterbury Christ Church University, Room RWg15** |

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|  | **Name:** | **Job Title:** |
| **Members:** | Anan Shetty | Medway Governor |
|  | Angela Harrison | Partner Governor |
|  | Anna Krzyzanowska | Medway Governor  |
|  | Carol O’Meara | Medway Governor (left at 17:20) |
|  | Hari Aggarwal | Medway Governor |
|  | Helen Belcher | Partner Governor |
|  | Jignesh Patel | Swale Governor |
|  | John Wright | Partner Governor |
|  | Joy Onuoha | Staff Governor  |
|  | Karen Fegan | Staff Governor |
|  | Matthew Taiano | Staff Governor  |
|  | Rebecca Bellars | Rest of England and Wales Governor (left at 17:15) |
|  | Stephen Worth  | Medway Governor |
|  | Susan Plummer | Partner Governor |
|  | Tess Fenn | Swale Governor |
|  | William Ruscoe | Medway Governor  |
|  | Yushreen Vadamootoo | Staff Governor |
| **Attendees:** | Alana Marie Almond | Deputy Company Secretary (Minutes) |
|  | Annyes Laheurte | Non-Executive Director |
|  | Gary Lupton | Non-Executive Director |
|  | Gavin MacDonald  | Chief Delivery Officer  |
|  | Glynis Alexander | Director of Communications and Engagement |
|  | John Goulston | Trust Chair  |
|  | Leon Hinton | Chief People Officer  |
|  | Matt Capper | Director of Partnership and Strategy/Company Secretary |
|  | Nick Sinclair  | Chief Operating Officer  |
|  | Paul Kimber | Acting Chief Financial Officer  |
|  | Sarah Vaux | Chief Nursing Officer (Interim) (arrived at 17:30) |
| **Apologies:** | Alison Davis  | Chief Medical Officer  |
|  | Candice Penfold | Medway Governor  |
|  | Claire Peppiattt-Wildman | Partner Governor |
|  | Chris Burton | Academic Non-Executive Director |
|  | Christine Palmer  | Medway Governor  |
|  | David Brake | Lead Governor  |
|  | Donna Findlater | Staff Governor  |
|  | Jayne Black | Chief Executive |
|  | Jenny Chong | Non-Executive Director |
|  | Martina Rowe | Medway Governor |
|  | Mojgan Sani  | Non-Executive Director |
|  | Natasha Turner  | Medway Governor  |
|  | Paul Riley  | Swale Governor  |
|  | Paulette Lewis | Non-Executive Director |

**1 Preliminary Matters**

**1.1 Chair’s Welcome and Apologies**

 The Chair welcomed all present in particular the newly appointed Governors. Apologies for absence were noted as recorded above.

 The Chair thanked the Executive team for their support to colleagues over the recent period of civil unrest.

**1.2 Quorum**

 The meeting was confirmed to be quorate.

**1.3 Declarations of Interest**

 The Governor Declarations of Interest Register was updated to reflect the interests of the recently elected Governors. The Trust Chair’s declarations are published on the website.

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

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

**2.1 Minutes**

 The minutes of the meeting held on 22 May 2024 were **APPROVED** as a true and accurate record. **ACTION NO: COG/2024/002 –** Kim Willsea – Approved minutes to be published on the website.

**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**

 Nick Sinclair presented the update from the published report, which included the following highlights:

1. Welcoming our new Trust Chair – John Goulston and thanked Mark Spragg for his service.
2. Welcoming our newly elected Trust Governors
3. Improving Emergency Performance
4. Using Technology to Release Time to Care
5. Trust Team Shortlisted for National Patient Safety Award
6. Unveiling the new Pharmacy Robot
7. Top Marks for Cancer Unit
8. New PALS Hub
9. Marking a Special Anniversary
10. Celebrating Our Medway Stars

 Check and Challenge

1. John Wright; in regard to improving emergency performance, there is no mention of winter pressures, can the Council of Governors (COG) have assurance around the planning for winter pressures? Nick – there has been a consistent improvement on four-hour performance. Planning is in development with detail across division and specialty to reduce pressure on the Emergency Department. There is a review in how the Health and Care Partnership (HACP) can support the Trust with winter plans. There is one ward currently closed for refurbishment but will be opened prior to the Christmas break. Additional bed capacity will be necessary for January 2025. The lessons learnt from last winter will be incorporated into this year’s plan and there will be shared system working this time.
2. John Wright; have the pharmaceutical robots improved flow and reduced delays in supplying medication to patients? Nick; There is corporate project being delivered around flow and discharge which includes medication flow. Team now have data around EDNs and medication preparation. Initial findings verify the ‘block’ is prior to the robots involvement.
3. John wright; what are the Trust doing with the available locations off site with bed capacity on closed wards such as the Frank Lloyd Unit? Nick; the Trust have commissioned a piece of work called ‘Better Use of Beds’ which will address this.
4. Angela Harrison; would welcome discussion with NED who oversees early discharge project. Is there a working group where there are genuine cases can be shared? Chair; the FPPC do oversee this and would welcome feedback, Gary Lupton would be initial contact.
5. Angela Harrison; Cancer unit - what is the process for patient record handovers, in regard to consultants departing or being on sick leave? Nick; each consultant have specific clinics, the Trust will ensure that cover is provided for departing consultants. Temporary cover with locums and patient records will be transferred between consultants.
6. Tess Fenn; in discharge do independent prescribing pharmacists write the EDNs? Nick; The EDN are checked by pharmacists and there are prescribing pharmacists on wards. The plan is to employ non-medical prescribers to assist.
7. Helen Belcher; wanted to give her personal experience with the Cancer Service as positive.
8. Carol O’Meara; positive feedback for the cancer services, very thankful for care. Wanted to note, there are some gaps in communication when doctors are sick or busy, could that be explored? Nick; yes, he thanked everyone for honest feedback and welcomed the information.

**ACTION NO: COG/2024/003 -** Submit Winter Plan 2024/25 – Nick Sinclair

**ACTION NO: COG/2024/004 -** Update the Council on potential available bed capacity in off-site locations such as Frank Lloyd Unit at Sittingbourne Memorial Hospital – Nick Sinclair

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

**3 Quality**

**3.1 Executive Portfolio Summaries:**

**Quality Assurance Committee**

The paper was taken as read.

 Check and Challenge

1. John Wright; is an attendee on the Committee as an observer. Generally, all business is covered and there is good discussion and in general assurance is given.

 The Council of Governors were **ASSURED**.

**Finance, Planning and Performance Committee**

 Paul Kimber presented the update on Month 2, at the last meeting Month 3 was presented. Details around forecast and industrial action from the report were detailed. The Trust aims to hit targets, to exit from the level four oversight (SOF4). NHSE are giving the Trust support at committees.

 Gary Lupton; The focus for the Committee is on run rate spend and taking the Trust in to the new financial year in a stronger position.

 Check and Challenge

1. Susan Plummer; what is the MCH Debt? Paul Kimber; gave information on what it is and what the Trust are doing to reduce the debt. It has been escalated to system level Chief Executives.

**ACTION NO: COG/2024/005 –** Update on the position with the MCH Debt – Alan Davies

1. Angela; it has been proposed that NHSE may cover the cost of the industrial action, what is the position on this? Paul; nationally the funding may be available but it is to be confirmed. Gary; it is on radar; the Trust are looking to over achieve financially to secure a stronger position next year. This issue is on the financial risk register.

 The Council of Governors were **ASSURED**.

 **People Committee**

 Leon Hinton gave an updated position on the IQPR in regard to; voluntary turnover, sickness rates, industrial action, anti-bullying and harassment, ‘People Promise’ a national programme funded by NHSE.

 Check and Challenge

1. Angela Harrison; since Covid has there been a difference in levels and types of sickness? Leon; the Trust is able to track seasonal variations but there is no consistency. Reasons for absence are reasonably the same.
2. Susan Plummer; How does the Trust collect data around bullying and harassment? Leon; employee relations data, some are reported through Datix, although this is not the correct process and finally the Freedom to Speak Up Guardian.

 The Council of Governors were **ASSURED**.

**3.2 Trust Annual Report and Accounts**

 Matt Capper presented the Trust Annual Report and Accounts. The Annual Report and Accounts for Medway NHS Foundation Trust covers the reporting period of April 2023 to March 2024. The Annual Report is made up of a number of required elements, these include: Annual Accounts, Annual Quality Accounts, Assurance statements.

 The Council of Governors were asked to note the contents of the document in preparation for submission to Parliament and for presentation at the Annual Members Meeting.

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

**4 People**

**4.1 Governor Annual Events and Meetings Planner**

Glynis Alexander presented the planner, and provided a summary of recent engagement activities, and the schedule of upcoming activities for the next 12 months (Annual Planner). Glynis welcomed ideas for engagement from Governors.

 **ACTION NO: COG/2024/006** – Circulate dates to Governors, Trust Chair and NEDS for the following engagement events:

1. Coffee and Chats
2. Ward Accreditation
3. GEMBA Visits
4. Site Tours

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

**4.2 Annual Members Meeting**

Glynis Alexander gave a verbal update on the Annual Members Meeting to be held on Wednesday, 11 September 2024 at 18:00 to 20:00. A brief overview of the meeting was given. Governors were welcomed to arrive slightly earlier to explore the information stands.

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

**5 Closing Matters**

**5.1 Reflection**

1. Chair; Best wishes to be given to David Brake from the Board and the Council of Governors and wish him a speedy recovery.

**5.2 Escalations to the Trust Board**

 Nothing to escalate to the Board from this meeting.

**5.3 Any Other Business**

1. John Wright; did roadworks in the area specifically the A249 have had a negative impact on patients and staff arriving at the hospital? Did it increase delays and non-attendance at appointments? Nick; EPRR worked closely with local authorities including SECAMB, but agreed there has been an impact.
2. Angela Harrison; gave positive story in regard to a patient who had a traffic accident.
3. Stephen Worth; with the recent IT outage with CrowdStrike, what was the impact and what are the lessons learnt. Gavin; some impact on e-roster so more work to do there but no impact on clinical systems.

 There were no matters of any other business.

**5.4 Date of next meeting:**

 Wednesday, 20 November 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, 14 August 2024Signed by Chair …………………………………………. Date …………………………………  |