

WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST
MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS (“the Council”)
HELD AT 5.30PM ON 21 JANUARY 2020
AT ROYAL ALBERT EDWARD INFIRMARY, WIGAN LANE, WIGAN, WN1 2NN

Members’ attendance record 2019/20:

		18 Jul 2019	16 Oct 2019	21 Jan 2020	FY2019/20 Attendance
Robert Armstrong	Chair	✓	✓	A	67%
Imran Alam	Staff Governor, Medical and Dental	✓	✓	A	67%
Bill Anderton	Public Governor, Wigan	✓	A	✓	67%
Alan Baybutt	Public Governor, Wigan	A	✓	✓	67%
John Cavanagh	Appointed Governor, FT volunteers	✓	✓	✓	100%
Les Chamberlain	Public Governor, Makerfield	A	✓	✓	67%
Jean Coates-Topping	Public Governor, Makerfield	✓	✓	✓	100%
Howard Gallimore	Public Governor, Makerfield	✓	A	✓	67%
Pauline Gregory	Public Governor, Wigan	A	✓	✓	67%
Dawne Gurbutt	Appointed Governor, UCLAN	A	✓	✓	67%
Ken Griffiths	Public Governor: Makerfield	---	✓	✓	100%
Andrew Haworth	Public Governor, Leigh	✓	✓	✓	100%
Sarah Howard	Staff Governor, Nursing and Midwifery	✓	✓	✓	100%
Jackie Hylton	Staff Governor, Nursing and Midwifery	✓	✓	✓	100%
Christine Jones	Public Governor: Leigh	---	A	A	0%
Mustapha Koriba	Public Governor, Rest of England and Wales	A	✓	✓	67%
Hazel Leatherbarrow	Staff Governor, Other staff	✓	✓	✓	100%
James Lee	Public Governor, Makerfield	✓	---	---	100%
Lisa Lymath	Public Governor, Rest of England and Wales	A	✓	✓	67%
Renée Mellis	Public Governor, Rest of England and Wales	A	A	✓	33%
Reg Nash	Appointed Governor, Age UK	✓	A	✓	67%
Andrew Savage	Staff Governor, Other Staff	✓	A	✓	67%
Syed Shah	Appointed Governor, Local Medical Committee	✓	✓	✓	100%
Maggie Skilling	Public Governor, Wigan	✓	✓	✓	100%
Veronika Stevens	Public Governor, Rest of England and Wales	✓	✓	✓	100%
Linda Sykes	Public Governor, Leigh	✓	✓	✓	100%
Corinne Taylor-Smith	Public Governor, Leigh	A	A	A	0%
Fred Walker	Appointed Governor, Wigan Council	✗	✓	A	33%
Mavis Welsh	Public Governor, Leigh	A	---	---	0%

Key: ✓: Attended in person | ✓T/V: Attended by tele/videoconference | A: Apologies sent | ✗: Did not attend or send apologies

In attendance:

Mary Fleming	Chief Operating Officer
Ian Haythornthwaite	Non-Executive Director
Paul Howard	Company Secretary (minutes)
Lynne Loble	Non-Executive Director
Richard Mundon	Director of Strategy and Planning
Silas Nicholls	Chief Executive
Helen Richardson	Chief Nurse
Tony Warne	Vice-Chair (in the Chair)

1/20 Chair and quorum

Prof T Warne took the chair and noted that due notice had been provided to all governors and that a quorum was present. He therefore declared the meeting duly convened and constituted.

2/20 Apologies for absence

Apologies for absence were received as shown in the members' attendance record, above.

3/20 Declarations of interest

There were no opening declarations of interest.

4/20 Minutes of previous meeting

The minutes of the previous meeting held on 16 October 2020 were **APPROVED** as a true and accurate record.

5/20 Chair and Chief Executive's report

A slide deck had been circulated with the agenda which outlined the foundation trust's approach to developing its strategic direction and set out the various strands to this approach as well as confirming the lead directors for each area. A summary of progress to date in a number of key regional developments was also included.

In response to a question from Dr Shah around working collaboratively with general practice, the Director of Strategy and Planning summarised some of the work that had been undertaken to date and the Chief Nurse commented that there existed a real opportunity around the development of PCN Champion roles.

With regard to wider matters, Mr Savage commented that often it is the relatively small things that cause challenges for staff within an organisation and cited regular issues with printers across the foundation trust as an example. The Chief Executive acknowledged the frustration that this caused and noted the need to ensure contractual mechanisms are used appropriately to ensure resolution.

The Chief Executive also informed the Council that the Director of Finance had recently been appointed as the new Deputy Chief Executive and Chief Finance Officer at Liverpool

University Hospitals NHS FT and would be leaving the foundation trust at the end of the financial year. He confirmed that Saxton Bampfylde had been commissioned to support the recruitment of his successor following an interview process earlier in the month and confirmed that the recruitment process had begun.

The Council received the report and noted the content.

6/20 Presentation: Primary Care Networks

The Director of Strategy and Planning delivered a presentation which had been circulated with the agenda to update the Council on the development of Primary Care Networks. Dr Shah noted that the British Medical Association and the Royal College of General Practitioners had yet to support the approach and noted that there was still much to determine in relation to how PCNs would work in practice.

The Council received the report and noted the content.

7/20 Leadership walkabouts

The Chief Nurse provided a verbal update on leadership walkabouts and noted that her team was currently in the process of reviewing and refreshing the organisation's quality strategy, which had prompted a review of the way in which leadership walkabouts are undertaken. She noted that she had undertaken one such walkabout personally and welcomed feedback from governors on their perspective.

Mrs Sykes noted that governors had been discussing leadership walkabouts for some time and find them very useful, both in terms of meeting patients and obtaining feedback but also in terms of building relationships with executive and non-executive director colleagues. Somewhat disappointing was the time taken for reports of leadership walkabouts to be provided and general feedback from governors was that they would like to see more detailed action plans being produced, with clear ownership of actions and closing the feedback loop with the governors who had undertaken the visit.

The Chief Nurse advised that she was planning to arrange a workshop to review leadership walkabouts and would like to receive feedback from all involved. She confirmed that governor representatives would be invited to attend the session which would help to design the future way forward.

The Council received the report and noted the content.

8/20 Use of private providers in the division of surgery

The Chief Operating Officer presented a report which had been circulated with the agenda to outline the use of private providers within the division of surgery as a result of the 18-week status within a number of surgical specialties. She referred the Council to an instruction from NHS England and NHS Improvement that the waiting list size at March 2020 should be less than the size of the list at March 2019 and advised that the use of private providers is necessary to achieve this objective. A summary of the reasons for this were provided within the paper.

In response to a question from Mrs Gregory, the Chief Operating Officer confirmed that there had been a minimal financial impact arising from this approach.

The Council received the presentation and noted the content.

9/20 Non-executive director reports

The non-executive directors present gave a summary of their recent activities:

(a) Mr I Haythornthwaite

Mr Haythornthwaite advised that he had recently coordinated a review of communications within the organisation, including the way in which the organisation works with its partners and the extent to which it is able to influence and share relevant messaging. He reminded the Council that he chairs the Audit Committee and confirmed that no significant risks had been escalated to the committee for its consideration. He summarised the business of the last Audit Committee meeting which had considered matters relating to payroll, financial instruments and awareness of Standing Financial Instructions across the organisation.

(b) Mrs L Lobley

Mrs Lobley informed the Council that she had attended all meetings that she had been scheduled to attend since the last meeting of the Council, including informal workshops which had been particularly useful. She reminded the Council that she chairs the Workforce Committee and that the last meeting had been themed around “learn to grow”. She had also chaired the Global Training and Education Committee which has oversight of the M.Ch programme and international nurse recruitment.

(c) Prof T Warne

Prof Warne noted that he was the Chair of the Quality and Safety Committee as well as being the foundation trust’s Vice-Chair and noted that this latter role afforded him some interesting opportunities, such as being able to sit on interview panels for consultants. He noted that the Quality and Safety Committee had held a productive workshop earlier in the month which had allowed it to step back and review its performance and how it worked. He noted the intention for the committee to seek assurances from divisional leadership teams as part of its new ways of working.

The Council received the non-executive directors’ reports and noted the content.

10/20 Committee reports from governors

Mrs Sykes provided a verbal report following her attendance at Quality and Safety Committee meetings and drew the Council’s particular attention to a presentation that had been received on learning from never events. She noted that the committee had previously received a similar presentation but had sought additional assurances which demonstrated the thoroughness with which the committee had reviewed matters.

Mr Anderton advised that he had attended a divisional quality meeting and summarised the discussions, noting that he had also been invited to undertake a tour of the pharmacy to better acquaint himself with how it operates.

Prof Gurbutt shared her reflections on a recent Professional Advisory Group meeting which she commented had shown a real commitment to the management of collaboration and integration and which had a real patient-centred approach.

Ms Coates-Topping and Mrs Gregory both gave examples of meetings that had not been held for some time. It was noted that a review of meeting arrangements was currently taking place and that it may be that the meetings concerned may not feature in the new arrangements.

The Council received the verbal report and noted the content.

11/20 Smoking on hospital sites

Ms Stevens expressed some concern around the number of people smoking on hospital premises and the impact that this was having on others, including staff whose offices are near to the areas where smokers congregate. It was agreed that these would be taken forward by management and addressed.

12/20 Approval of changes to the foundation trust's constitution

The Company Secretary presented a report which had been circulated with the agenda to seek approval of an amendment to clause 2.1 of the foundation trust's constitution to read "The name of this Foundation Trust is Wrightington, Wigan and Leigh Teaching Hospitals NHS Foundation Trust".

The Council RESOLVED that the proposed amendment to the foundation trust's constitution be **APPROVED** with effect from 1 April 2020.

13/20 Date, time and venue of next meeting

The next meeting of the Council of Governors will be held on 22 April 2020, 5.30pm at Royal Albert Edward Infirmary, Wigan Lane, Wigan, WN1 2NN.

Action log

Date of meeting	Minute ref.	Item	Action required	Assigned to	Target date	Update
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