

WRIGHTINGTON, WIGAN AND LEIGH TEACHING HOSPITALS NHS FOUNDATION TRUST
MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS (“the Council”)
HELD AT 5.30PM ON 19 OCTOBER 2020
BY VIDEOCONFERENCE

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| Present: | Mr R Armstrong | Chair (in the Chair) |
| | Mr B Anderton | Public Governor, Wigan |
| | Mr J Cavanagh | Appointed Governor, FT volunteers |
| | Ms J Coates-Topping | Public Governor, Makerfield |
| | Mrs P Gregory | Public Governor, Wigan |
| | Mr K Griffiths | Public Governor, Wigan |
| | Mr A Haworth | Public Governor, Leigh |
| | Ms C Jones | Public Governor, Leigh |
| | Dr M Koriba | Public Governor, Rest of England and Wales |
| | Mrs L Lymath | Public Governor, Rest of England and Wales |
| | Dr M Koriba | Public Governor, Rest of England and Wales |
| | Mrs R Mellis | Public Governor, Rest of England and Wales |
| | Mr R Nash | Appointed Governor, Age UK |
| | Mr A Savage | Staff Governor, All Other Staff |
| | Mrs L Sykes | Public Governor, Leigh |
| | Dr S Shah | Appointed Governor, Local Medical Committee |
| | Ms V Stevens | Public Governor, Rest of England and Wales |
| | Ms M Skilling | Public Governor, Wigan |
| | Cllr F Walker | Appointed Governor, Wigan Council |
| | Mr P Woods | Public Governor, Makerfield |
| In attendance: | Lady R Bradley | Non-Executive Director |
| | Dr S Elliot | Non-Executive Director |
| | Mr M Guymmer | Non-Executive Director |
| | Mr P Howard | Director of Corporate Affairs |
| | Mrs L Lobley | Non-Executive Director |
| | Prof T Warne | Non-Executive Director |

28/20 Chair and quorum

Mr R Armstrong 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.

29/20 Apologies for absence

Apologies for absence were received from Dr D Gurbutt, Ms S Howard, Mrs J Hylton, Mr I Alam, Ms H Leatherbarrow, Mr L Chamberlain and Ms P Keating.

30/20 Declaration of interests

No governors declared a conflict of interest in any of the items to be considered during the meeting.

31/20 Minutes of previous meeting

The minutes of the previous meeting held on 6 July 2020 were **APPROVED** as a true and accurate record, subject to the inclusion of Mr M Guymer (Non-Executive Director) in the list of apologies that had been sent in advance of the meeting.

32/20 Current situation

The Chief Executive had sent apologies to the meeting as a result of having to attend a regional Gold Command meeting. He had prepared a presentation and the Chief Operating Officer delivered this to the meeting. She noted in particular that the Wigan Borough was now the second highest borough in Greater Manchester in respect of the number of COVID-19 cases and highlighted the fact that the bed and staffing position was currently challenged, particularly in relation to critical care and CPAP capacity. At the time of the meeting, around 500 staff were absent from work which was significantly higher than during the first phase.

The Chief Operating Officer provided a summary of the command structure which is in place across the organisation and an overview of the oversight and escalation process in place. She drew the Council's particular attention to the key issues which had been included on slide 7 of the presentation, including the requirement to undertake mass testing of patient-facing staff, movement of staff to ensure the right staff with the right skills are in the right place at the right time and the impact of childcare issues such as the closure of schools and nurseries on staff availability.

In response to a question from Mrs Gregory around staff absences, the Chief Operating Officer summarised the way in which the impact could be mitigated such as using alternative agencies at a higher cost in critical areas. In response to a question from Mr Anderton, the Chief Operating Officer summarised the work that is being undertaken across Greater Manchester to support a coordinated approach to this issue.

The Chair drew attention to the number of staff who congregate outside the hospital site to smoke and noted that social distancing requirements are not always observed. He noted that this has the potential to undermine public confidence. The Chief Operating Officer confirmed that numerous messages had been circulated to address this issue and that a disciplinary approach would be pursued if the initial education-based approach is unsuccessful.

The Council received the report and noted the content.

33/20 Non-Executive Director reports

The Chair opened by advising that interviews for the Chief Nurse post would be taking place the following day and that a good field of candidates had been shortlisted. He also

noted that non-COVID19 work continues and drew attention to the Grow Your Own programme for the future recruitment of nursing and other professions.

Prof Warne confirmed that the Quality and Safety Committee had met on a monthly basis since July 2020. He noted in particular the incorporation of reporting by divisional leadership teams and the benefit that this provides to the committee. He also briefed the Council on work that is ongoing to address the issue of pressure ulcers, both within the hospital and in the community and on the focused work around infection prevention and control. Dr S Elliot drew the Council's attention to the foundation trust's Summary Hospital-level Mortality Indicator performance and noted the work that is ongoing to reduce digital barriers between organisations to allow primary and secondary care to access each other's records.

Mr Haythornthwaite summarised the business of the recent Audit Committee meeting and drew particular attention to the fact that internal audits had been reviewed and that the internal audit plan had been amended in response to the COVID-19 pandemic. He also advised that the Audit Committee had received a briefing on risk management and had been satisfied by the arrangements that are in place.

Mr Guymer advised that the Finance and Performance Committee had met in August and September. He summarised the work of the committee, noted that there had been a greater focus on performance given the unusual financial regime that had been in place nationally. He noted the desire to ensure that oversight of matters is done on a light-touch basis whilst ensuring that it remains robust.

Mrs Lobley briefed the Council on the People Committee and noted the focus on recruitment and the use of alternative approaches such as international recruitment and the Grow Your Own programme. She also noted the significant focus on staff wellbeing and that this is likely to be an issue affecting all NHS organisations for some time to come.

The Council of Governors received and noted the verbal update.

34/20 Nomination and Remuneration Committee update

Mrs Lobley opened by advising that Diane Charnock Consulting had been appointed as the firm to support the recruitment process for a new Chair and Linda Sykes summarised the work that had been undertaken to date by the committee in preparing the job description and person specification in advance of advertising the role in January 2021.

The Council received and noted the verbal update.

35/20 Update from external audit task and finish group

The Director of Corporate Affairs presented a report which had been circulated with the agenda to update the Council on the work around the external audit contract.

The Council of Governors received the report and noted the content.

36/20 Appointment of lead governor

Nominations for the role of Lead Governor had been invited in advance of the meeting and one had been received for Linda Sykes.

The Council of Governors therefore **APPOINTED** Linda Sykes as Lead Governor for a 12-month period from the date of meeting.

37/20 Statutory, mandatory and recommended posts

The Director of Corporate Affairs presented a report which had been circulated in advance of the meeting to set out all of the statutory, mandatory and recommended posts within the organisation for assurance purposes.

The Council of Governors received the report and noted the content.

38/20 Date, time and venue of next meeting

The next meeting of the Council of Governors will be held on 19 January 2021, 5.30pm by videoconference.