

**WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST**  
**MINUTES OF A MEETING OF THE COUNCIL OF GOVERNORS**  
**HELD AT 5.30PM ON 22 JANUARY 2019**  
**AT ROYAL ALBERT EDWARD INFIRMARY, WIGAN LANE, WIGAN, WN1 2NN**

<b>Members' attendance record 2018-19:</b>		<b>16 Apr 2018</b>	<b>16 Jul 2018</b>	<b>15 Oct 2018</b>	<b>22 Jan 2019</b>	<b>30 Jan 2019</b>	<b>Attendance</b>
Robert Armstrong	Chair (in the Chair)	✓	✓	✓	✓		
Imran Alam	Staff Governor, Medical and Dental	---	---	A	✓		
Bill Anderton	Public Governor, Wigan	✓	✓	✓	✓		
Helen Ash	Public Governor, Makerfield	✓	✓	---	---		
Alan Baybutt	Public Governor, Wigan	---	---	✓	✓		
Tim Board	Staff Governor, Medical and Dental	✓	A	---	---		
John Cavanagh	Appointed Governor, FT volunteers	---	---	---	✓		
Les Chamberlain	Public Governor, Makerfield	✓	✓	✓	✓		
Jean Coates-Topping	Public Governor, Makerfield	---	---	✓	✓		
Kathryn Drury	Public Governor, Makerfield	A	X	---	---		
Tom Frost	Public Governor, Rest of England and Wales	A	✓	---	---		
Howard Gallimore	Public Governor, Makerfield	✓	✓	✓	✓		
Bill Greenwood	Public Governor, Wigan	A	A	---	---		
Pauline Gregory	Public Governor, Wigan	✓	✓	✓	✓		
Dawne Gurbutt	Appointed Governor, UCLAN	✓	✓	A	✓		
Marie Hart	Staff Governor, Nursing and Midwifery	A	X	---	---		
Andrew Haworth	Public Governor, Leigh	✓	✓	✓	✓		
Jean Heyes	Appointed Governor, Staff Side	A	X	---	---		
Alex Hilton	Staff Governor, Other staff	A	✓	✓	✓		
Sarah Howard	Staff Governor, Nursing and Midwifery	---	---	✓	✓		
Jackie Hylton	Staff Governor, Nursing and Midwifery	---	---	✓	✓		
Mustapha Koriba	Public Governor, Rest of England and Wales	A	✓	A	A		
Hazel Leatherbarrow	Staff Governor, Other staff	---	---	✓	✓		
James Lee	Public Governor, Makerfield	✓	A	✓	✓		
Lisa Lymath	Public Governor, Rest of England and Wales	✓	A	✓	✓		
Renée Mellis	Public Governor, Rest of England and Wales	---	---	✓	✓		
Reg Nash	Appointed Governor, Age UK	✓	✓	✓	✓		
Syed Shah	Appointed Governor, Local Medical Committee	✓	✓	✓	✓		
Maggie Skilling	Public Governor, Wigan	✓	✓	✓	✓		
Veronika Stevens	Public Governor, Rest of England and Wales	---	---	✓	✓		
Linda Sykes	Public Governor, Leigh	✓	✓	✓	✓		
Corinne Taylor-Smith	Public Governor, Leigh	A	A	A	A		
David Thompson	Public Governor, Rest of England and Wales	✓	✓	---	---		
Fred Walker	Appointed Governor, Wigan Council	✓	✓	✓	✓		
Mavis Welsh	Public Governor, Leigh	✓	✓	✓	✓		
Gen Wong	Appointed Governor, Wigan Borough CCG	A	X	---	---		
James Yates	Staff Governor, Other Staff	A	X	---	---		

**In attendance:**

Rob Forster	Director of Finance and Informatics/Deputy Chief Executive
Mick Guymer	Non-Executive Director
Nina Guymer	Deputy Company Secretary
Paul Howard	Company Secretary and Data Protection Officer
Lynne Lobley	Non-Executive Director
Alison Balson	Director of Workforce (to item 5/19)
Chris Knights	Deputy Director of Strategy and Planning (to item 8/19)
Richard Mundon	Director of Strategy and Planning (to item 8/19)

**1/19 Chair and quorum**

Robert Armstrong took the chair and noted that due notice had been given to all governors and that a quorum was present. He therefore declared the meeting duly convened and constituted.

**2/19 Apologies**

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

**3/19 Declarations of interest**

There were no opening declarations of interest.

**4/19 Minutes of the previous meeting**

The minutes of the previous meeting held on 15 October 2018 were agreed as a true and accurate record.

**5/19 Staff engagement update**

The Director of Workforce provided a verbal report to advise that the results of the national staff survey were due to be published in the near future, and whilst it is likely that the foundation trust's performance will be consistent with other NHS organisations, she noted that there would likely be a reduction in the usual high performance as a result of the industrial relations challenges arising from the previous year. She noted that significant work had been undertaken to improve these relations with success being reported, however she reminded the Council that the timing of the survey meant that many of these activities would not have had the opportunity to impact on the findings. She confirmed that each division had attended the Workforce Committee and had committed to undertaking local surveys of staff as well as introducing a number of schemes designed to improve staff morale and engagement.

Note was also made of the desire to improve the response rate, whilst acknowledging that the current response rate is statistically reliable. The Director of Workforce confirmed that staff side is keen to work with the foundation trust on this important issue.

M Skilling noted that the board assurance framework for people makes reference to a workforce summit, and enquired what this related to. In response, the Director of Workforce advised that the meeting was intended to seek the views of staff across the organisation on how best to consider alternative staffing models in addition to the traditional approaches.

The Council received the report and noted the content.

*The Director of Workforce left the meeting.*

## **6/19 Chair and Deputy Chief Executive's report**

The Chair opened this item by providing an overview of the recent NHS Chairs' conference, at which Baroness Harding, the new Chair of NHS Improvement, had been present. The newly published Long Term Plan had been the topic of much discussion, with a real focus on delivery. The Chair noted that the Wigan locality was in a strong position to deliver against the key requirements, and the importance of digital services as a key enabler was acknowledged. He noted that he had invited Baroness Harding to visit the foundation trust later in the year.

The Deputy Chief Executive delivered a presentation which had been prepared by the Chief Executive and which covered the following key areas:

- (a) a summary of the Chief Executive's highlights and lowlights;
- (b) an overview of the foundation trust's performance across a number of metrics; and
- (c) a summary of concerns and those areas of particular positivity.

The Council noted the strong national recommendation that SHMI be selected as the locally-determined indicator as part of the 2018-19 Quality Account and **APPROVED** this for implementation. The Council also endorsed the proposals surrounding the potential transfer of community services to the foundation trust; namely that there should be no immediate change to the configuration to the composition of the Council of Governors but that this may be reviewed in the future and that a non-executive director with community services experience be appointed once formal approval of the transaction has been given.

The Director of Finance noted that, with the potential for community services to transfer to the foundation trust from 1 April 2019, it would be important for the organisation to understand the basis on which SHMI is calculated and the impact that community services being provided by the foundation trust could have on the metric.

With regard to A&E performance, A Hilton asked what assurances could be provided that safety in A&E is being maintained in light of the current operational pressures. In response, the Deputy Chief Executive advised that safety is always paramount within the organisation and that any concerns would be addressed in a supportive way. He highlighted the discussions that are ongoing at board-level around the foundation trust's bed base and the need for additional bed capacity, and side room capacity.

The Council received the updates and noted the content.

## **7/19 Council of Governors' cycle of business**

The Council of Governors **APPROVED** the cycle of business as presented.

**8/19 Leadership Safety Walkaround report**

The Council of Governors received the Leadership Safety Walkaround report which had been circulated with the agenda.

**9/19 Development of WWL Strategy**

The Director of Strategy and Planning delivered a presentation to update the Council on progress with the refresh of the foundation trust's strategy. The role of the Council of Governors was acknowledged and a timetable for the development of the strategy was provided.

The Council received the presentation and noted the content.

**10/19 Holding to account: Non-Executive Director reports**

It was agreed that written Non-Executive Director reports would be prepared and circulated in advance, and would be presented to the informal Council of Governors workshops rather than the formal meetings to allow for more discussion.

**11/19 Board assurance framework**

The Council received the board assurance frameworks for the four corporate objectives as at 30 November 2018. There were no questions in relation to the content.

**12/19 Resolution to exclude the press and public**

The Council **RESOLVED** that special reasons existed for representatives of the press and members of the public to be excluded from the remainder of the meeting.

**13/19 Date, time and venue of next meeting**

The next meeting of the Council of Governors will be held on 4 April 2019, 5.30pm at Royal Albert Edward Infirmary.

## Action log

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