

Minutes of	Council of Governors		
Date	17th April 2018	Time	6.00 pm – 8.00 pm

Members Present		
Alan McCarthy	AM	Chair
Michael Wilson	MW	CEO
Laura Warren	LW	Head of Communications
Pauline Lambert	PL	Non-Executive Director
Caroline Vaughan	CV	Elected Governor – Reigate & Banstead
Richard Burford	RB	Elected Governor – Reigate & Banstead
Colin Pink	CP	Head of Corporate Governance
Professor Kevin Davies	KD	Nominated Governor - Brighton and Sussex Medical School
Jane Ritchie	JR	Elected Governor – Crawley
Gill Harrison	GH	Elected Governor – Horsham
Alison Pendlington	AP	Elected Governor – Crawley
Helyn Clack	HC	Nominated Governor – Surrey County Council
Yvonne Kraku	YK	Elected Governor - Patient
Lisa Bowerman	LB	Elected Governor – Reigate & Banstead
Janet Hall	JH	Elected Governor – Tandridge
Philippa Shimmin	PSH	Elected Governor – Mole Valley
Emily Brown	EB	Fundraising Manager – in attendance
Des Holden	DH	Medical Director
Lesley Copus	LC	Staff Non-Clinical Governor

Apologies

Apologies were noted from Paul Simpson, Gillian Francis-Musanu, Jane Dickson, Viral Parikh, David Bloomfield, Len Roberts, Judy McMahon, Jo Josh

Notes		Actions / Attachments
1	There were no Declarations of Interest	
2	Notes of the last meeting held on 18 April 2017	

	The minutes were approved as a true and accurate record of the meeting.	
3	<p>Matters Arising and Action Log</p> <p>Action 1: Mechanisms for Governors to Report back to each other has been circulated</p> <p>Action 2: Session for governors to give advice and support to undertake site visits is planned for May/June</p> <p>Action 3: Still waiting feedback on thoughts and ideas on getting positive messages out to the community.</p>	
4	<p>Trust Update</p> <p>MW presented this item. The key highlights were:</p> <ul style="list-style-type: none"> • Staff survey results • SASH stats • Performance • Finance • SASH+ • Measles • Demand on services • Sustainability Plan • STP Update <p><u>Staff Survey Results</u></p> <p>MW informed the Committee that the Trust is ranked in the top 20% of hospitals nationally as a place to work and receive treatment, and 4th in the country as somewhere patients receive quality treatment and care.</p> <p>However in two areas the Trust is in the lowest 20% for staff experiencing physical violence and harassment, bullying or abuse from patients, relatives or the public. The Trust will be focussing on these areas, including the 'It's not okay' campaign. MW highlighted that this is a national issue and more work is needed around conflict resolution.</p> <p>February had been a busy month and this Winter the most difficult the Trust has ever experienced with ED 4 hour standard at 87.6%. However, the plans put in place by the Trust, such as the surgical centre, Ambulatory Care Unit and appointment of Acute Physicians, have helped through this period and in the last few weeks ED performance has improved at 98%.</p> <p><u>Finance</u></p> <p>MW informed the Committee that the Trust had achieved an end of year surplus of which will support significant investment in equipment and infrastructure during 2017-</p>	

	<p>18.</p> <p>The Trust has been working with commissioners regarding a mutually agreeable financial out-turn for 2017-18.</p> <p><u>SASH+</u></p> <p>MW reported that SASH+ is going from strength to strength with more staff going through Lean for Leaders Programme. Benefits are being seen across the Trust and the programme will be used as a vehicle for improvement.</p> <p>AMC informed the Committee of a Kaizen Open Day on Monday 4th June. Any governors interested in attending should contact GF-M. It was noted that spaces were limited to 4 governors at a time.</p> <p><u>Measles</u></p> <p>MW reported that a lot of work had gone into the measles' campaign and programme of vaccination. Since 1 January there have been 37 confirmed cases of measles and some of these people have been treated as inpatients at East Surrey.</p> <p><u>Sustainability Plan</u></p> <p>MW informed the Committee of the Trust's 'Care without Carbon' strategy. The Trust is seeking advice from Sussex Community on how they have achieved a reduction in their carbon footprint.</p> <p><u>STP Update</u></p> <p>MW reported that Bob Alexander had taken the post of Executive Chair of Sussex and East Surrey STP. East Surrey CCG are to join Central Sussex Commissioning Alliance.</p> <p>Governors were pleased to receive the update report from the CEO and positively received the news about the end of year surplus.</p>	
5	<p>Quality Account Priorities for 2018/19</p> <p>DH presented the paper.</p> <p>The Council of Governors are asked to consider any input the Trust's strategic programmes and CQUIN projects to identify any further priorities that should be included in the quality account for 2018/19.</p> <p>DH highlighted the Trust's priorities – workforce, continuous improvements and chronic conditions and elderly care.</p> <p>The Committee noted the paper.</p> <p>The Committee highlighted the need to ensure education, training and CPD was</p>	

	<p>incorporated into the plan and how this could be a cross cutting theme.</p> <p>Discussion took place about the adequacy of the IT infrastructure to support plans.</p>	
6	<p>Role of the Organ Donation Committee (ODC)</p> <p>Dr Pat Morgan presented the ODC summary, National Blood and Transplant Report for SASH 2016-2017 and SASH OD objectives and action plan for 2017-2018.</p> <p>Discussion took place around, communication with families and consent and potential changes in legislation requiring people to opt out.</p> <p>The paper had been presented to Trust Board and SQC and was in the process of being loaded onto the Trust website.</p>	
7	<p>Overview of SASH Charity</p> <p>EB presented the paper and highlighted that the SASH Charity was for items over and beyond what was already provided by the Trust.</p> <p>The Charity would be focussing on:</p> <ul style="list-style-type: none"> • Local presence • Increased profile • Key fundraising areas • Events <p>Discussion took place around governors becoming more involved in helping to raise the profile of the charity, for example identifying organisations/events where EB could present. Any ideas to be fed back to EB. ACTION: CP to send to governors suggestions ideas for governors to participate in raising the profile of the charity.</p>	
8	<p>Governors' Feedback Sheets</p> <p>The Council of Governors received an overview of the work of governors since the last meeting:</p> <ul style="list-style-type: none"> • MENCAP 'Treat me well' campaign <p>PSh fed back on her attendance at the launch of the campaign by MENCAP 'to transform how the NHS treats people with a learning disability', hosted by the RCN. Speakers included representatives from NHS England, the GMC, RCN, RCM and others all in support of the campaign.</p> <p>A video was shown about the campaign which highlighted issues around use of medical jargon, time with doctors, noisy ED waiting rooms and hospital passports.</p> <p>Action: PSh to discuss with LW how the Trust can support Learning Disability week on 18th June</p> <p>It was suggested that our Trust LD nurses be invited to a future meeting. Action:</p>	

	<p>LW to organise via JD</p> <ul style="list-style-type: none"> • End of Life care for Gypsies and Travellers– PSh <p>The Committee noted the briefing and will await an update at the next meeting</p> <p>Action : DB briefing deferred to next meeting.</p>	
9	<p>Governor Feedback</p> <p>The following points were raised by governors:</p> <p>The introduction of a newsletter from governors to members. LW responded that 'Health Focus' could be refreshed again. It was agreed that a list of governor profiles would be put together and a space for governors in the staff magazine, 'Insight'.</p> <p>Action: LW and JH to meet to discuss further</p> <p>JH provided an update on the recent Patient Experience Committee meeting where the issue of noise at night had been highlight. Governors asked to see feedback from patients to understand the issues. Governors were assured that this would be picked up by Dr Ben Mearns in his hospital at night work.</p> <p>Discussion took place around patient stories and how these could be communicated to staff. Governors were informed that a staff group was being set up and any governors who were interested should let JH know.</p> <p>CV asked whether a governor's email address could be set up. Action: CP to discuss with GF-M.</p> <p>LR had emailed to ask whether governors could have sight of any ideas for innovation submitted by staff and whether any of these had been carried out, and whether governor's could contribute. Action: CP to raise with GF-M.</p>	
10	<p>Governor Roles, Terms of Office & Elections</p> <p>AMc asked governors to note the contents of the paper.</p>	
11	<p>Any Other Business</p> <p>KD informed the Committee that Surrey University had been unsuccessful in their bid for medical school status.</p>	
	<p>Date of next Meeting</p> <p>17 July 2018 in PGEC Atrium Pre-meet will take place at 5.15 pm.</p>	