

Draft Minutes of the Council of Governors Meeting
held on 18 January 2018, 5.00-7.00pm,
at the UNISON Centre, Ground Floor, 130 Euston Road, London NW1 2AY

Present:		
Marie Gabriel	Chair	
Norbert Lieckfeldt	Deputy Chair	Newham
Kenneth Agyekum-Kwatiah	Public Governor	Newham
Shirley Biro	Public Governor	Newham
Ernell Diana Watson	Public Governor	Newham
Hazel Watson	Public Governor	Newham
Roshan Ansari	Public Governor	Tower Hamlets
John Bennett	Public Governor	Tower Hamlets
Nicholas Callaghan	Public Governor	Tower Hamlets
Terry Cowley	Public Governor	Tower Hamlets
Adrian Thompson	Public Governor	Tower Hamlets
Gohar Ghouse	Public Governor	Hackney
Edilia Emordi	Public Governor	Hackney
Daniel Victorio	Public Governor	Hackney
Jamu Patel	Public Governor	Luton
Keith Williams	Public Governor	Luton
Paula Williams	Public Governor	Luton
Rubina Shaikh	Public Governor	Bedford
Paul Feary	Public Governor	Bedford
Hannah Brown	Public Governor	Central Bedfordshire
Steven Codling	Public Governor	Central Bedfordshire
Damien Vaugh	Public Governor	City of London
Kemi Rosiji	Public Governor	Rest of England
Caroline Ogunsola	Staff Governor	
Robin Bonner	Staff Governor	
Katherine Corbett	Staff Governor	
Joseph Croft	Staff Governor	
Zara Hosany	Staff Governor	
Julian Mockridge	Staff Governor	
Sheila O'Connell	Staff Governor	
Mary Phillips	Staff Governor	
Gary Tubb	Appointed Governor	Central Bedfordshire Unitary Authority
Rehana Ameer	Appointed Governor	City of London
Susan Fajana Thomas	Appointed Governor	London Borough of Hackney (Councillor for Stoke Newington)
Apologies:		
Jummy Otaiku	Public Governor	Hackney
Larry Smith	Public Governor	Central Bedfordshire
Rosemary Eggleton	Public Governor	Central Bedfordshire
Denise Jones	Appointed Governor	London Borough of Tower Hamlets
Rachel Hopkins	Appointed Governor	Luton Unitary Authority
Neil Wilson	Appointed Governor	Education
Simon Marsh	Staff Governor	
Navina Evans	Chief Executive	

Absent:		
In attendance:		
Mary Elford	Vice Chair	
Jenny Kay	Senior Independent Director	
Millie Banerjee	Non-Executive Director	
Steven Course	Chief Financial Officer & Deputy CEO Bedfordshire and Luton	
Paul Calaminus	Chief Operating Officer & Deputy CEO London	
Mason Fitzgerald	Director of Corporate Affairs	
Lorraine Sanduza	Interim Chief Nurse	
Paul Gilluley	Interim Chief Medical Officer	
Sandra Drewett	Director of Human Resources and Organisation Development	
Edwin Addis	Membership Manager	
Selina Brown	Membership Officer	
Georgia Denegri	Interim Trust Secretary	
Linda McRoberts	Corporate Minutes taker (minutes)	
Mark Price	NHS Providers (observer)	

DRAFT

1.	Welcome and apologies for absence
1.1	Marie Gabriel, Trust Chair, welcomed everyone to the meeting, did a round of introductions and noted the apologies as above.
2.	Minutes of the previous meeting held on 21 September 2017
2.1	The minutes of the meeting held on 23 November 2017 were AGREED as an accurate record.
3.	Matters Arising and Action Log
3.1	The Council noted actions in progress or on the agenda.
3.2	With regard to improvements of the Borough Directors meetings, Paul Calaminus, Chief Operating Officer, reported: <ul style="list-style-type: none"> • Borough Directors have been asked to use a template to look at quality and service improvement and to share this with Governors. The aim is to standardise the information that is shared. • Paul asked Governors to let him have feedback on how the arrangements are working as meetings happen • The overall aim is to compare the outcomes among the different Borough Directors meetings to see if there are any common themes emerging. • Governors were reminded to please RSVP when they are invited to Borough Directors meetings, as meetings have to be cancelled if there is insufficient representation.
4.	DEPUTY CHAIR ELECTIONS
4.1	Marie Gabriel confirmed that there had been just one nomination for the post of Deputy Chair from Norbert Lieckfeldt and thus Norbert was elected uncontested.
4.2	Norbert thanked the previous Deputy, Zara Hosany - he felt the Council had improved hugely during her time in office and he hoped to continue this good work under Qi.
4.3	Marie Gabriel also thanked Zara for her work and congratulated Norbert on his appointment.
	STRATEGIC ITEMS
5	Strategic Planning Update
5.1	Mason Fitzgerald, Director of Corporate Affairs, presented the report to the Council. The report provided the Council with an update on strategic planning activity in the Trust.
5.2	Key points highlighted were: <ul style="list-style-type: none"> • At a national level the main event since the last meeting had been the creation of the Department of Health and Social Care. While it is too early to say what the impact will be, this appears to be a good step. • Three key points of feedback had been received on the vision, mission statement and strategic objectives, which were: to focus on integrated care; to work more with local populations and to focus on outcomes. The next step for the Trust is to look at what is done to achieve these. • The Trust will use the annual plan events this year to discuss these points with members, service users and staff. The dates for the annual plan events were given out to the Council of Governors. • When those events have been held, the plan will be brought back to the Council and to the Board formally.

5.3	<ul style="list-style-type: none"> The Trust is awaiting guidance on the requirements for the operational plan for 2018-19. <p>Governors enquired whether the collapse of Carillion would have an impact on the Trust. They were informed that the Trust had no contracts with them directly, and are not aware that any of the Trust's contractors used them as sub-contractors but this is being checked.</p>
5.4	The Council of Governors RECEIVED and NOTED the report.
6. Equality, Diversity and Inclusion	
6.1	<p>Lorraine Sunduza, Interim Chief Nurse and Sandi Drewett, Director of Human Resources and Organisation Development, gave a presentation on where The Trust is with regard to Equality, Diversity and Inclusion work, where it wants to be and how Governors can help. Key points were:</p> <ul style="list-style-type: none"> The achievements of the 2014-18 strategy are now being evaluated. One of the Trust values is 'we are inclusive' – this work is to help the Trust to identify ways to know that this is happening. The protected characteristics in the Equalities Act were looked at. This is where most work has been done – with notable improvements in data collection. Governors were asked if there were other areas they felt the Trust should also focus on. Key achievements under both patient and workforce priorities were presented and Governors were asked to consider if there should be other priority areas.
6.2	<p>The Council of Governors then spent some time working in small groups to consider three questions:</p> <ol style="list-style-type: none"> 1. What questions should the Trust be asking to identify the effect of our previous strategy? 2. What questions should we be asking to inform our new strategy? 3. Who should we be asking these questions of?
6.3	<p>Written feedback from these groups was collected by Lorraine and Sandi. Key points the groups proposed for consideration were:</p> <ul style="list-style-type: none"> How do we measure that these priorities link to staff satisfaction and patient experience? We must include groups that might be overlooked, e.g. the travelling community; We need to ask questions of those who are under-represented, such as those not using our services; Need for communities to be represented, as well as patient and workforce priorities; There is a need to look at the impact of external factors on the strategy, such as the rising cost of living; Need to be clear how we measure the process and the outcomes.
6.4	Governors were then asked to consider their top priorities for what the Trust should be focussing on. Feedback was given directly online.
6.5	Sandi and Lorraine thanked the Governors for their involvement and informed that the next step is to consult staff and service users and then produce a report which will be used to inform the next strategy. When the strategy is in draft form it will be circulated to Governors for comment.
FOR DECISION	
7. Nominations & Conduct Committee Report - Confidential	
7.1	Marie Gabriel asked members of the public and staff to leave the room during this discussion as this was a confidential item.
7.2	Following detailed discussion and on the recommendation of the Nominations and Conduct Committee, the Council CONFIRMED unanimously the appointment of the Chief Executive.

7.3	It was suggested that in future it would be helpful if confidential items are considered at the end of the meeting to minimise disruption.
8	Significant Business Committee Report
8.1	In Robert Taylor's absence, this report was presented by Norbert Lieckfeldt, Deputy Chair. The purpose of the report was to update the Council on the business discussed at the Committee's meeting on 4 December 2017.
8.2	<p><u>Framework to inform the assessment of new bids and opportunities</u></p> <p>The Council were asked to comment on the framework which had been put together by the Significant Business Committee to inform the assessment of new bids and opportunities. This framework sets out what questions should be asked to help make these decisions. The following comments were noted from the discussion:</p> <ul style="list-style-type: none"> • The framework will be revised to reflect the new strategy objectives • 'Leading' delivery of integrated care – needs decision on whether the Trust look for wider geographic spread or deeper in integrated care within current areas - this decision needs to be part of the future strategy. • The sequence of the questions will be re-prioritised by the Executive team so it can be used more easily.
8.3	Marie Gabriel thanked the Committee for their excellent work on this very helpful framework. The Council of Governors RECEIVED and NOTED the report.
9	Communications and Engagement Committee Report
9.1	Shirley Biro was present at the meeting but had lost her voice, therefore, Rubina Shaikh, Committee vice-chair, presented the report to the Council. The report updated the Council on the work of the Communications and Engagement Committee.
9.2	<p>Rubina reported on progress towards the social event for Governors:</p> <ul style="list-style-type: none"> • The working group, of four, had met twice to look at planning • It was proposed to hold the event in March – Rubina will report again at the next meeting • People are needed to join the working group and Rubina asked anyone interested to contact her.
9.3	Edwin Addis, Membership Manager, presented the proposal to develop a short film to promote the role of Governor in the Trust. He asked that anyone willing to be filmed for this please let him know at: elft.membership@nhs.net .
9.4	Marie Gabriel stressed the importance of having a mix of public, staff and appointed Governors on the video.
9.5	The Council RECEIVED and NOTED the report.
FOR INFORMATION	
10	Council of Governors Forward Plan
10.1	The Council NOTED the forward plan of strategic items.
11	Council of Governors' attendance list
11.1	The Council NOTED the Governors' attendance register.
12	Any Other Business

12.1	<p><u>Governors Qi Project</u></p> <p>Norbert Lieckfeldt fed back on work happening to increase the satisfaction of Governors with their individual impact. Actions so far included offering development opportunities; improved seating for Council meetings; ensuring information about Borough Directors' meetings is shared with all Governors. Governors were asked to complete a questionnaire circulated at the meeting.</p>
12.2	<p><u>Consultant vacancy</u></p> <p>In response to a Governor's query about a Consultant Psychiatrist vacancy in East Bedfordshire, the Interim Chief Medical Officer assured the Council that we have an active recruitment programme in place for all consultant vacancies and any gaps are being covered by locums.</p>
12.3	<p><u>Membership Manager</u></p> <p>As Edwin Addis, Membership Manager, is moving to a new role in the Trust, Marie Gabriel warmly thanked him on behalf of all the Governors for his work over the years. Other Governors echoed their thanks and best wishes for Edwin's new role.</p>
12	Date and time of next meeting:
	<ul style="list-style-type: none"> • Thursday 15 March 2018, 5.00- 7.00pm, UNISON Centre, 130 Euston Road, London NW1 2AY - joint Board and Council meeting to discuss poverty and the wider health determinants. • Governors were also reminded that the next Governor Open Forum is on 22 February 2018, 5.30-7.30pm at the UNISON Centre.

The meeting closed at 7.00pm