

Senior Governors Report - Council of Governors Meeting 13 February 2019

Key Talk

Thanks to Linda for that presentation and discussion. I know the Governors have been keen to hear from the Cancer Alliance for a while so I'm pleased we have heard this today.

Change to date of meeting

Thank you for re-arranging your plans to attend this meeting today which was moved from the 17 January due to the CQC Well-Led Inspection and in order for us to consider a new Trust Chair appointment. A few things to update you on first -

New Appointments and Board Changes

There have been a number of changes to CCC leadership since we last met at the end of October -

- Dr Liz Bishop joined the Trust on 26 November as the new Chief Executive. Liz will be providing her first performance and strategic overview so I look forward to hearing from her and how the new build is progressing.
- A thank you to Alison Hastings too, who has stepped in as Interim Chair from 1 January, while the recruitment process for a new Chair has been undertaken.
- We appointed Mark Tattersall, Non-Executive Director and Chair of the Audit Committee and Associate Non-Executive Director, Geoff Broadhead, to the Trust and they started officially on 1 December. Our thanks to Gil Black, previous Audit Chair, who retired on 15 January. I would like to formally extend our thanks to Gil for his contribution and support to the Trust.

Trust Chair recruitment

- A number of governors participated in the recent Chair recruitment process which culminated in the formal interviews yesterday. My thanks to those Governors who assisted and as it is a responsibility of the Council to approve the recommendation this will be discussed in more detail within the separate agenda item.

CQC – Governor Interviews

- As part of the CCC 'CQC Well-Led Inspection' on 15-17 January, a small number of governors were interviewed. Thank you to those who supported this process, particularly given the late request for us to do so.

Engagement

- I would remind Governors that they can also attend Public Board Meetings as observers. Attending is important as a means of assurance for Governors in their role to hold Non-Executive Directors to account and because information is particularly a key element at this critical time.

Non-Executive Appraisals

- During March/April the process for NED appraisals will start. During that period you will be asked for feedback. On appointment of a new Chair, they may also have ideas about how Governors can fulfill this role and how we collectively get to know the work of the NEDs.

Date of Next Meeting

Our next meeting is the 18 March. Please feel free to contact me if there are any issues you wish to discuss or wish me to raise.

Stephen Sanderson CBE.

Patient Experience Committee

Actions/Decisions/Approvals from meeting held: 21st January 2019

Item No.	Date of Meeting	Item	Action(s), Decisions Made, Approval	Action by	Date to complete by	Date Completed
	21.01.19		<p>Attendees: Ian Boycott-Samuels – Chair (IBS) Deb Spearing (DS) Brian Blundell (BB) Laura Jane Brown (LJB) Andy Waller (AW) Samantha Wilde (SW)</p> <p>In attendance: Liz Bishop (LB) Karen Kay (KK) Kate Greaves (KG) Sue Relph (SR) Angela Wenzicha (AW)</p> <p>Apologies: Shaun Jackson Brian Bawden Christine Littler Sheila Lloyd Tabetha Darmon</p> <p>Actions/decisions/approvals Margaret Moore (MM)</p>			
			<p>IBS opened the meeting and thanked those present for attending. Apologies were noted as above.</p>			

PEC - 01/19	21.01.19	Notes/Actions of last meeting	The notes/actions were agreed as a true record from the meeting held 27 th November 2019.			
PEC – 02/19	21.01.19	Matters arising	None			
PEC – 03/19	21.01.19	Trust Dementia Strategy	<p>IBS introduced Claire James, Named Safeguarding Nurse and Debbie de Jonge, Clinical Specialist for Additional Needs to the Committee. They gave an overview of the revised Dementia Strategy 2019-2021 to the committee explaining the objectives, strategic aim and oversight. They asked if the Strategy document could be emailed to each member of the Committee and if they could let Debbie have feedback/comments by 30th January? This feedback together with feedback from the Safeguarding Sub Committee and Patient E Council would ensure that the Strategy has stakeholder engagement.</p> <p>ACTION: (i) Email Strategy Document to Committee.</p> <p style="padding-left: 40px;">(ii) Committee to feedback to Debbie de Jonge</p> <p>IBS thanked Claire and Debbie for an interesting and informative brief of the revised Dementia Strategy.</p>	MM	a.s.a.p.	24.01.19
				ALL	30.01.19	
PEC – 04/19	21.01.19	Hello and Welcome	<p>IBS welcomed Liz Bishop, Chief Executive to the meeting. She gave a brief resume of her career history informing her last position had been with the Royal Marsden in London. She outlined to the Committee the outcome of our recent CQC visits both announced and unannounced and advised that once the report has been received a feedback email will be sent to all Governors.</p> <p>ACTION: Feedback email to Committee</p> <p>LB also confirmed our new Director of Finance, James Thomson joins the Trust on 1st February 2019, James was previously with The Christie in Manchester.</p>	MM	In due course	

PEC – 05/19	21.01.19	Election of Chair	<p>IBS explained that he became Interim Chair when the previous Chair left unexpectedly. Following a discussion it was decided that this topic should be addressed at the next full Council meeting in February 2019. ACTION: Angela Wendzicha will check on the correct process and advise.</p> <p>Lack of attendance by Governors at meetings was discussed. A suggestion was made for a register to be kept of when Governors attended meetings. This register already exists and will be available at the next meeting. ACTION: Register to be an agenda item at the next meeting.</p>	AW	a.s.a.p.	
PEC – 06/19	21.01.19	Bi-Annual Report on Complaints, Concerns & Compliments	<p>Sue Relph (SR) presented the Bi-Annual Quality Report to the Committee. This report gave a brief resume of each of the 13 direct formal complaints received by the Trust. SR explained several of the complaints, AW asked if there was a table highlighting any trends that may occur. ACTION: SR to bring document highlighting trends of complaints to the next meeting.</p> <p>Regarding thank you letters received by the Trust, the possibility of them being recorded on Datix was suggested. ACTION: Sheila Lloyd to advise if possible</p> <p>A suggestion was made to have one or two complaints procedures analysed by this Committee. It was pointed out that this was how complaints had been presented previously but our Director of Nursing & Quality Sheila Lloyd, had suggested the committee look at changing the reporting method to a dashboard system.</p>	SR	17.04.19	
PEC – 07/19	21.01.19	Topics for future meetings	<p>Following a general discussion regarding topics for future meetings the following was suggested:</p> <ul style="list-style-type: none"> ➤ Patient Check-ins – DS could liaise with IT. 			

			<ul style="list-style-type: none"> ➤ New menus being introduced – Matrons to lead. ➤ Haemato-Oncology – Rose Foulds-Matron. ➤ Support workers picking up non clinical issues – LJB can pick this up. ➤ Consultant Radiographers – Jane Randells, Cancer Support Manager. ➤ Nursing Associates – How they influence. ➤ CDU – access to improve – Emma Daley. <p>Depending on availability each of the above will be asked to present their respective topic to the Committee.</p>	MM	Ongoing	
PEC – 08/19	21.01.19	Any other business	<p>IBS queried why the future Patient Experience meetings had been changed to a Wednesday. AW was unsure but if it suited the Committee members to change to another day she did not see a problem.</p> <p>ACTION: AW to investigate/rearrange dates for Patient Experience Committee meetings.</p>	AW	a.s.a.p.	
			<p>IBS brought the meeting to a close thanking everyone for attending. He also thanked Liz Bishop for updating the Committee and taking time to attend.</p>			
PEC – 02/19			<p>Date of next meeting:</p> <p>Date: Wednesday 17th April 2019 Time: 5.30pm Venue: R&I Centre – Room 3</p>			