

**COUNCIL OF GOVERNORS ‘VIRTUAL’ MEETING**

**(PUBLIC)**

**Wednesday, 21st July 2021**

**1.00pm – 2.55pm**

**Due to the ongoing impact of the COVID-19 National Emergency / Restrictions and Guidance from NHSE/I on 28th March 2020 *(‘Reducing burden and releasing capacity at NHS providers and commissioners to manage the COVID-19 pandemic’), and associated updated Guidance regarding Provider Trusts’ Meeting & Governance arrangements (released on 6th July 2020) and the most recent Guidance (Reducing Burden and Releasing Capacity to Manage the COVID-19 Pandemic (26th January 2021),***

**the meeting was held ‘virtually’**

**NOTES OF MEETING**

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| **PRESENT:** | |
| Kathy Cowell | Presiding Chair – Group Chairman |
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| **Governors – Public Constituency:** | |
| Ivy Ashworth-Crees | Rest of Greater Manchester |
| Dr Ronald Catlow | Rest of Greater Manchester |
| Margaret Clarke | Trafford |
| Janet Heron | Manchester |
| Dr Michael Kelly | Manchester |
| Paula King | Rest of Greater Manchester |
| Sheila Otty | Rest of England & Wales |
| Colin Potts | Rest of Greater Manchester |
| Carol Shacklady | Rest of Greater Manchester |
| Chris Templar | Eastern Cheshire |
| Christine Turner | Rest of England & Wales |
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| **Governors – Staff Constituency:** | |
| Rachel Koutsavakis | Non-Clinical & Support |
| Geraldine Thompson | Other Clinical |
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| **Governors – Nominated Partner Organisations:** | |
| Cllr Chris Boyes | Trafford Borough Council |
| David Brown | MFT Volunteer Services |
| Dr Shruti Garg | Manchester University |
| Rev Charles Kwaku-Odoi | Caribbean & African Health Network |
| Bethan Rogers | Youth Forum |
| Circle Steele | Manchester BME Network |
| Cllr James Wilson | Manchester City Council |
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| **IN ATTENDANCE:** | |
| Prof Dame Sue Bailey | Group Non-Executive Director |
| Dr Ivan Benett | Group Non-Executive Director |
| Peter Blythin | Group Executive Director of Workforce & Corporate Business |
| Sarah Corcoran | Director of Clinical Governance |
| Caroline Davidson | Director of Strategy |
| Prof Jane Eddleston | Group Joint Medical Director |
| Jenny Ehrhardt | Group Chief Finance Officer |
| David Furnival | Deputy Group Chief Operating Officer |
| Nick Gomm | Director of Corporate Business/Trust Board Secretary |
| Nic Gower | Group Non-Executive Director |
| Gill Heaton | Group Deputy Chief Executive |
| Richard Hogger | Deputy Operational Finance Officer |
| Alwyn Hughes | Director of Corporate Services/Trust Board Secretary |
| Cheryl Lenney | Group Chief Nurse |
| Chris McLoughlin | Group Senior Independent Director/Non-Executive Director |
| Karen Murray | Director – Mazars (External Auditor) |
| Daniel Watson | Senior Manager, Public Services Audit – Mazars (External Auditor) |
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| **NOTES PREPARED BY:** | |
| Donna Beddows | FT Membership Manager/Deputy Trust Board Secretary |
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| **APOLOGIES:** | |
| **Governors:** | |
| Esther Akinwunmi | Staff Governor - Other Clinical |
| Dr Syed Ali | Public Governor - Manchester |
| John Churchill | Public Governor - Manchester |
| John Cooper | Staff Governor - Nursing & Midwifery |
| Flo Emelone | Staff Governor - Non-Clinical & Support |
| Priscilla Katapa | Staff Governor - Nursing & Midwifery |
| Ann Kerrigan | Public Governor - Manchester |
| Prof Ian Pearce | Staff Governor - Medical & Dental |
| Jane Reader | Public Governor - Trafford |
| Cllr Julie Reid | Public Governor - Manchester |
| Lisa Watson | Public Governor - Manchester |
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| **Directors:** |  |
| John Amaechi | Group Non-Executive Director |
| Darren Banks | Group Director of Strategy |
| Dr Ivan Benett | Group Non-Executive Director |
| Julia Bridgewater | Group Chief Operating Officer |
| Barry Clare | Group Deputy Chairman/Non-Executive Director |
| Sir Mike Deegan | Group Chief Executive |
| Prof Luke Georghiou | Group Non-Executive Director |
| Miss Toli Onon | Group Joint Medical Director |
| Trevor Rees | Group Non-Executive Director |
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| **Agenda Item 1: Welcome to the Meeting of the MFT Council of Governors & Outline of Meeting Format** | | |
| The Group Chairman (Kathy Cowell) opened the meeting by thanking all present for participating in the Council of Governors (Virtual) Meeting.  Attention was drawn that due to heightened COVID-19 related commitments of the presenting Trust Officers, the running order/timings of the agenda had been established to permit officers to leave the meeting once they had presented and responded to Q&As from Governors. | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 2: To Receive Apologies for Absence** | | |
| Alwyn Hughes, Director of Corporate Services/Trust Board Secretary informed participants of the following apologies received:  **Governors:**  Esther Akinwunmi - Staff Governor (Other Clinical)  Dr Syed Ali - Public Governor (Manchester)  John Churchill - Public Governor (Manchester)  John Cooper - Staff Governor (Nursing & Midwifery)  Flo Emelone - Staff Governor (Non-Clinical & Support)  Priscilla Katapa - Staff Governor (Nursing & Midwifery)  Ann Kerrigan - Public Governor (Manchester)  Prof Ian Pearce - Staff Governor (Medical & Dental)  Jane Reader - Public Governor (Trafford)  Cllr Julie Reid - Public Governor (Manchester)  Lisa Watson - Public Governor (Manchester)    **Directors:**  John Amaechi Group - Non-Executive Director  Darren Banks Group - Director of Strategy  Dr Ivan Benett Group - Non-Executive Director  Julia Bridgewater - Group Chief Operating Officer  Barry Clare - Group Deputy Chairman/Non-Executive Director  Sir Mike Deegan - Group Chief Executive  Prof Luke Georghiou - Group Non-Executive Director  Miss Toli Onon - Group Joint Medical Director  Trevor Rees - Group Non-Executive Director | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 3: Declarations of Interest** | | |
| Kathy Cowell, Group Chairman invited Governors to forward any declarations of interest. In response, no declarations of interest were received. | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 4: To approve the minutes of the Council of Governors’ Virtual Meeting (public) on 12th May 2021 and any Matters Arising** | | | | |
| The minutes of the Council of Governors’ Virtual Meeting (public) held on 12th May 2021 were approved as being an accurate record. | | | | |
| **Decision:**  **Noted** | | **Action by:**  **N/A** | **Date:**  **N/A** | |
| **Matters Arising from Previous Minutes (12th May 2021)** | | | | |
| The Group Chairman (Kathy Cowell) informed Governors that all matters arising from the previous minutes had been progressed. | | | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | | | **Date:**  **N/A** |

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| **Agenda Item 5: Chairman’s Verbal Report** | | |
| The Chairman (Kathy Cowell) provided a verbal report with the following key information being highlighted:   * An MFT Group Non-Executive Director and two members of staff received honours in the recent Queen’s Birthday Honours list: * Julia Bridgewater, Group Chief Operating Officer received an MBE for services to the NHS particularly during the COVID-19 pandemic. * Chris McLoughlin, Group Non-Executive Director received an OBE for her services to children and families in her role as Director for Children Services at Stockport Metropolitan Borough Council. * Jemma Haines, Consultant Speech and Language Therapist was also awarded an MBE in recognition of Jemma’s leadership within the field of upper airway respiratory disorders in speech and language therapy, in addition to her significant contribution and response during the COVID-19 pandemic. * 73rd NHS Birthday was recently celebrated across MFT (5th July 2021), by taking part in the ‘NHS Big Tea’. Colleagues took this opportunity to thank each other alongside MFT’s volunteers, for all their hard work and contributions over the past year. * Emma Davies, MFT’s Senior Clinical Scientist in Virology was invited to the ‘NHS National Service of Thanksgiving’ at St Paul’s Cathedral (London). This event recognised the dedication and commitment of all those who played their part in combating COVID-19 across the NHS, care sector, and beyond. * Volunteers Week was recently celebrated (June 2021), and provided an opportunity to appreciate the fantastic work our volunteers do alongside recognising their dedication to their role at MFT. In line with this year’s theme ‘A Time to Say Thanks’, volunteers were thanked for their time, dedication, commitment and effort, over the past challenging year. * MFT has been nominated for the Employer Award Category (2021 MAES Awards) - successful collaborative working between MFT’s Apprenticeship Team and MAES has enriched Maths and English skills within MFT’s workforce. * Armed Forces Day, (26th June 2021), provides an opportunity for MFT to show support for the Armed Forces community, however the planned events that were to be held have been postponed due to the ongoing Covid-19 pandemic (to be rescheduled as and when safe to do so). Once new event date/arrangements are made, Governors will receive an invitation to attend. * MFT is part of a vanguard of ten NHS Trusts who will work in partnership with NHS England and the LGBT Foundation, to pilot a new NHS Rainbow Badge model. Pilot to include developing the existing Rainbow Badge Scheme into an NHS Trust Accreditation model (enabling Trusts to demonstrate their commitment to LGBTQ+ inclusion programme). * The second South Asian Heritage Month is to commence shortly (co-founded by  Dr Binita Kane, Respiratory Physician at Wythenshawe Hospital). The event runs from  18th July - 17th August 2021 and seeks to raise the profile of British South Asian heritage and history in the UK. * Arrangements are being made for Team MFT ‘NHS Blue Wave’ to take part in the Great Manchester Run event this year (26th September 2021). | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 6: Lead Governor’s Verbal Report** | | |
| The Lead Governor (Geraldine Thompson) provided a verbal report with the following key information being highlighted:   * The 2021 Governor election process formally commenced on 16th July 2021 with notification being sent to qualifying members (including Governors) alongside key information being available on the Trust’s Governor ‘Election’ webpage. Encouragement was given to Governors, who term of office is ending at the forthcoming Annual Members’ Meeting (21st September 2021), to consider standing again for re-election. In keeping with the Model Election Rules, candidates must complete a ‘Candidate Nomination Form’ which is available via the election company’s website (Civica Election Services - [www.cesvotes.com/mft2021](http://www.cesvotes.com/mft2021)). The results of the elections alongside new nominations received will be formally announced at the aforementioned AMM. * In light of the ongoing COVID-19 National Emergency, a decision around the format of the aforementioned AMM will be taken over the coming weeks to determine the format of the meeting. In addition, going forward, a regular review of all future Governor Meetings will be undertaken on a month-by-month basis in order to be in keeping with associated infection control measures which is specifically required to be adhered to as healthcare organisations (by regulators NHSI/E). * The annual Group Chairman/Non-Executive Director Appraisal process has completed, with the associated recommendations from the Governor Appraisal Panel (Council of Governors’ Nominations’ Committee), being discussed under the private part of this meeting. * Key Lead Governor Activities (undertaken over recent months):   • Working with Trust Officers to seek assurances around on-site car parking for   both staff and patients  • Working with clinical staff, fielding assurances over the elderly care frailty   pathway at Wythenshawe  • Working with the Chairman and Trust officers on the corporate recognition of the   work that voluntary groups including the Wythenshawe COVID   Community Support Group and the Sewing for Manchester Carers and NHS   Group.  • Seeking assurances in relation to the consistent application of uniform policies   across MFT  • Seeking assurances around support for staff in their understanding and   interpretation of corporate policies e.g. Communications (Press & Media). | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 7: Group Executive Directors’ Reports** | | |
| Key information in relation to each item presented made available to Governors (in preparation of the meeting), via the ‘*Council of Governors’ Public Meeting Presentation Pack (21st July 2021)*’.  **7.1) MFT’s Response to the on-going COVID-19 National Emergency**  Gill Heaton, Group Deputy Chief Executive informed Governors that key updates in relation to the Trust’s response to the ongoing COVID-19 National Emergency would be provided by Executive Directors/Directors in relation to ‘General Capacity & Recovery Programme’, ‘Vaccination Programme’ and ‘Workforce Position’.  **Latest position on General Capacity & Recovery Programme**  David Furnival, Group Deputy Chief Operating Officer, presented key information in relation to the ‘Latest Position on General Capacity & Recovery Programme’ (including ‘Recovery Planning’ and ‘Staff Testing’).  Associated Questions Raised by Governors:  Clarification was sought as to whether the Trust has a system to prevent MFT’s patient wheelchairs from being taken off site. In response, the new wheelchairs have been fitted with a tagging system which enables them to be located and returned (if taken off site).  Clarification was sought as to whether referrals were being accepted for diagnostic procedures for patients outside of the Manchester area with issues being cited in relation to dental, genetic, ophthalmology and gynaecology services. In response, confirmation was provided that as part of the Trust’s Recovery Programme, elective procedures are being undertaken but are currently based on clinical priority. Assurance was provided that a robust review of the Trust’s elective waiting list is undertaken (MESH system), to identify patients with urgent clinical needs  i.e. priority 1 and priority 2 patients. The regular review of the elective patient waiting list, enables any deterioration, in a patient’s condition, to be identified and clinical priority (urgency) to be assigned (corresponding admission/procedure date scheduled). Greater Manchester healthcare providers are working collaboratively together to ensure patients receive treatments in a coordinated/planned way as part of the new working regime, with attention being drawn that as a result of the ongoing COVID-19 National Emergency, it would take some time for healthcare providers to reach full elective capacity. Governors will continue receive updates in relation to the ‘Recovery Programme’ (and associated timeframes).  **7.2) Latest position on the Vaccination Programme**  Cheryl Lenney, Group Chief Nurse presented key information in relation to the ‘Infection Prevention & Control’ (including ‘COVID-19 In-patients’ and ‘’Implementation of Actions’) and ‘Vaccination Programme’.  Associated Questions Raised by Governors:  Attention was drawn to the community work that is being undertaken by BAME Networks and specifically Wai Yin Society, who are supporting the Trust in promoting and encouraging people from BAME groups/China Town residents (including undocumented individuals), to receive the COVID-19 vaccinations. Thanks and appreciation were forward to BAME Network colleagues for all their support in promoting and encouraging people from surrounding diverse communities to receive their vaccinations, with additional support from CAHN colleagues also being extremely helpful in developing effective social media campaigns to encourage BAME nurses alongside pregnant/breast feeding women to receive the vaccine.  Clarification was sought as to whether renal patients should contact their GP or hospital clinic to book an appointment to receive their booster vaccine going forward. In response, assurance was provided that it is preferrable to receive the COVID-19 booster vaccine at the earliest opportunity so would be beneficial to take up the opportunity, via whichever route, was made available first (anticipated that booster vaccinations will be available, at the Trust, around the Autumn period).  **7.3) Latest position on Workforce**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to ‘Workforce’.  Associated Questions Raised by Governors:  Thanks and appreciation were forward to Peter Blythin and his Team for the incredible work undertaken to establish/progress new staff wellbeing and support initiatives throughout the challenging COVID-19 National Emergency.  Clarification was sought as to the number of staff that were experiencing long-COVID symptoms alongside the number of staff who were absent from work due to COVID-19 factors. In response, research work is still progressing to identify long-COVID-19 symptoms however in terms of the overall absenteeism rate (COVID-19 and Non-COVID), circa 40% of staff have been absent from work for 28+ days. The number of staff that are absent from work over a short-term period (including due to COVID-19 related factors e.g. self-isolation requirements due to COVID-19 app alert, child isolation requirements due to school alerts etc.), is circa. 70%. Assurance was provided that robust absence reporting/monitoring and associated support is provided to staff to ensure their health and wellbeing.  Clarification was sought in relation to the morale of MFT staff, with concerns being raised regarding the pressures on NHS staff that are regularly highlighted in the mainstream press/media (cited as being a result of the ongoing COVID-19 National Emergency). In response, acknowledgement was given that MFT staff are experiencing challenges as a result of the ongoing COVID-19 National Emergency and that mental health & wellbeing support is being provided to help with any related associated fatigue/anxiety. Of note, staff have other support mechanisms in place via Staff Side Representatives alongside Freedom to Speak Up Champions, with regular engagement and wellbeing events/initiatives being provided to enable staff to discuss any wellbeing factors and, in return, the Trust actively listening and taking remedial action (where appropriate). A detailed overview of the Trust’s Staff Health & Wellbeing Programme (including People’s Plan), would be provided to Governors at a future session. | | |
| **Decision:**  **Overview of the MFT’s Staff Health & Wellbeing Programme and People’s Plan to be provided to Governors at future Sessions (Governor Development and Introduction Sessions).** | **Action by:**  **Peter Blythin** | **Date:**  **28th September 2021 & 13th October 2021** |

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| **Agenda Item 8: Governance** | | |
| **8.1) To receive the 2020/21 MFT Annual Report and Accounts, External Auditor’s Report and Quality Account**  Alwyn Hughes, Director of Corporate Services/Trust Secretary invited Governors to formally receive MFT’s Annual Report (including the Quality Account), alongside the associated Auditor’s Annual Report (2020/21). Attention was drawn to the significant amount of work that is undertaken to produce a comprehensive report which was formally, laid before Parliament’ on 15th July 2021 and going forward, will be published on the Trust’s website.  In keeping with previous arrangements, in order for Governors to review the Annual Report and Accounts in more detail, as part of the forthcoming Governor Summer Development Session  (scheduled for 31st August 2021), a more detailed overview will be provided including independent key information around the External Auditor Report by representatives from Mazars (External Auditor).  ***ANNUAL ACCOUNTS***  Jenny Ehrhardt, Group Chief Finance Officer sign-posted Governors to the accounts section of the report highlighting that the Trust’s financial position resulted in successful year-end surplus of £37.1m.  ***EXTERNAL AUDITOR REPORTS***  Karen Murray, Director – Mazars (External Auditor) sign-posted Governors to the ‘Auditor’s Annual Report (year ended 31st March 2021)’, outlining key information/findings in relation to the External Audit opinions for the Trust’s ‘Financial Statements’ and ‘Value for Money’.  Of note, the ‘National Code of Audit Practice’ has recently been updated, requiring Auditors to change their reporting process to now include a narrative report in relation to the ‘Value For Money’ element (previous reporting process was limited to providing a qualified or unqualified opinion only).  In keeping with this updated process, the previous ‘Annual Audit Letter’ has been replaced by the new ‘Auditor’s Annual Report’ (circulated to Governors as part of the Public Meeting Pack, in preparation of the meeting).  Attention was drawn that as part of this new narrative report, the Auditors consider whether the Trust has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources, specifically in relation to the following reporting criteria:  • Financial sustainability  • Governance  • Improving economy, efficiency and effectiveness.  Confirmation was provided that in relation to the above reporting criteria:  • No risks of significant weaknesses in arrangements identified alongside;  • No actual significant weaknesses in arrangements identified.  Attention was drawn that the ‘Financial Statements’ for year ending 31st March 2021 were issued with an *‘*unqualified audit opinion*’* (i.e. a ‘positive opinion’), with associated challenges having satisfactory arrangements identified/in place.  Acknowledgement and appreciation were given to MFT’s Financial Officers for the achievement of this positive report, despite the extremely challenging year experienced as a result of the ongoing COVID-19 National Emergency.  ***QUALITY ACCOUNT***  Sarah Corcoran, Director of Clinical Governance sign-posted Governors to the ‘Quality Account (2020/21)’ section of the Report and presented key information in relation to ‘Quality Account – 2020/21’ and ‘Quality Account – 2021/22’.  Of note, new guidance issued by the Department of Health & Social Care (DHSC), withdrew the need to produce the usual ‘Quality Report’ with the new requirement, this year for Foundation Trusts, to produce a ‘Quality Account’ (contained MFT key priorities with a focus on COVID recovery).  The Key Quality (Improvement) Priorities 2021/22 (identified by Medical Directors/Nursing Teams) are:   * Implementation of the National Patient Safety Strategy * Implementation of Patientrack across all sites * Reduction in avoidable deaths * Implementation of the recovery plan and improved access to care * Reinstatement of the comprehensive Ward Accreditation and Improving Quality Programme (IQP).   **8.2) To receive the 2021/22 MFT Annual Plan**  Caroline Davidson, Director of Strategy invited Governors to review MFT’s ‘2021/22 Annual Plan’. (made available to Governors, in preparation of the meeting, via the ‘Council of Governors’ Public Meeting Pack – 21st July 2021).  Thanks and appreciation were forwarded to Governors for their active participation in the plan development (Governor Forward Planning Session held on 25th May 2021), alongside forwarding additional associated comments/views (during May/June). Attention was drawn that all Governor comments received were considered with the resultant, finalised plan being approved by the Board of Directors on 12th July 2021.  As part of the usual annual planning cycle, arrangements will be progressed to review the achievements made against the plan’s priorities (later in the financial year), with Governor involvement again being facilitated in relation to this review alongside seeking views in relation to the next forward planning cycle (once timetable determined will be shared with Governors going forward).  **8.3) Lead Governor Election Process 2021**  Alwyn Hughes, Director of Corporate Services/Trust Secretary outlined to the Governors that in keeping with the MFT’s Constitution (February 2021), the Lead Governor annual election process will commence in the weeks following MFT’s Annual Members’ Meeting (21st September 2021).  Governors will be formally notified of the election process opening (via e-mail), with associated Lead Governor nominations being sought. The results will be formally announced at the next Council of Governors’ Meeting scheduled for 24th November 2021.  **MFT’s Trust Secretary**  The Chairman and Council of Governors passed on their sincere thanks and well wishes to  Alwyn Hughes, Director of Corporate Services/Trust Secretary for his dedication and long-service to the NHS/MFT, over the past 37 years, who will be formally retiring from the Trust in September 2021.  Governors were formally introduced to Alwyn’s successor, Nick Gomm, who has started with the Trust over recent weeks and will formally take on the position as Director or Corporate Business/Trust Board Secretary, following Alwyn’s retirement. | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Date and Time of Next Meeting** |
| **REMAINING 2021 MEETING DATE:**  **Wednesday, 24th November 2021 at 1.30pm – 4.00pm**  **Virtual ‘MS Teams’ Meeting**  **Please note that in response to the ongoing**  **COVID-19 National Emergency, all Council of Governors’**  **2020/21 meeting arrangements are currently under review** |