

**COUNCIL OF GOVERNORS ‘VIRTUAL’ MEETING**

**(PUBLIC)**

**Wednesday, 24th November 2021**

**1.30pm – 3.00pm**

**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:** | |
| Dr Syed Ali | Manchester |
| Ivy Ashworth-Crees | Rest of Greater Manchester |
| Dr Ronald Catlow | Rest of Greater Manchester |
| Margaret Clarke | Trafford |
| Paul Gibson | Rest of Greater Manchester |
| Janet Heron | Manchester |
| Dr Michael Kelly | Manchester |
| Sheila Otty | Rest of England & Wales |
| Colin Potts | Rest of Greater Manchester |
| Jane Reader | Trafford |
| Carol Shacklady | Rest of Greater Manchester |
| Chris Templar | Eastern Cheshire |
| Christine Turner | Rest of England & Wales |
| Lisa Watson | Manchester |
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| **Governors – Staff Constituency:** | |
| Esther Akinwunmi | Other Clinical |
| Flo Emelone | 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 |
| Rev Charles Kwaku-Odoi | Caribbean & African Health Network |
| Lois Dobson | 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 |
| Peter Blythin | Group Executive Director of Workforce & Corporate Business |
| Julia Bridgewater | Group Chief Operating Officer |
| Barry Clare | Group Deputy Chairman/Non-Executive Director |
| Chris McLoughlin | Group Senior Independent Director/Non-Executive Director |
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| **NOTES PREPARED BY:** | |
| Donna Beddows | FT Membership Manager/Deputy Trust Board Secretary |
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| **APOLOGIES:** | |
| **Governors:** | |
| John Churchill | Public Governor - Manchester |
| John Cooper | Staff Governor - Nursing & Midwifery |
| Dr Shruti Garg | Nominated Governor - Manchester University |
| Ann Kerrigan | Public Governor - Manchester |
| Rachel Koutsavakis | Staff Governor - Non-Clinical & Support |
| Prof Ian Pearce | Staff Governor - Medical & Dental |
| Cllr Julie Reid | 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 |
| Nick Gomm | Director of Corporate Business/Trust Board Secretary |
| Nic Gower | Group Non-Executive Director |
| Sir Mike Deegan | Group Chief Executive |
| Prof Jane Eddleston | Group Joint Medical Director |
| Jenny Ehrhardt | Group Chief Finance Officer |
| David Furnival | Deputy Group Chief Operating Officer |
| Prof Luke Georghiou | Group Non-Executive Director |
| Gill Heaton | Group Deputy Chief Executive |
| Cheryl Lenney | Group Chief Nurse |
| 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** | | |
| Donna Beddows, FT Membership Manager/Deputy Trust Board Secretary informed participants of the following apologies received:  **Governors:**  John Churchill - Public Governor (Manchester)  John Cooper - Staff Governor (Nursing & Midwifery)  Dr Shruti Garg - Nominated Governor (Manchester University)  Ann Kerrigan - Public Governor (Manchester)  Rachel Koutsavakis - Staff Governor (Non-Clinical & Support)  Prof Ian Pearce - Staff Governor (Medical & Dental)  Cllr Julie Reid - Public Governor (Manchester)    **Directors:**  John Amaechi - Group Non-Executive Director  Darren Banks - Group Director of Strategy  Dr Ivan Benett - Group Non-Executive Director  Nick Gomm – Director of Corporate Business/Trust Board Secretary  Nic Gower - Group Non-Executive Director  Sir Mike Deegan - Group Chief Executive  Prof Jane Eddleston - Group Joint Medical Director  Jenny Ehrhardt - Group Chief Finance Officer  David Furnival - Deputy Group Chief Operating Officer  Prof Luke Georghiou - Group Non-Executive Director  Gill Heaton - Group Deputy Chief Executive  Cheryl Lenney - Group Chief Nurse  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: 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 (24th November 2021)*’.  **4.1) Hive (Electronic Patient Record) Update**  Julia Bridgewater, Group Chief Operating Officer presented an update in relation to the ‘Hive (Electronic Patient Record) with key information being provided in relation to ‘Introduction: Why Hive’, ‘Governance: How the Programme is Structured’, ‘Timeline: Key Milestones and the Epic System’, ‘Readiness for Go-Live: Trust-wide Training’, ‘Hive and Our Patients: Patient Portal – Healthcare in their Hands’ and ‘Current status: What we are Focussing on Now’.  Associated Questions Raised by Governors:  Clarification was sought as to whether legacy data/systems would be transferred into the new Hive system (Epic) and/or be retained for a period of time post new system implementation. In response, confirmation was provided that legacy systems would be retained for a period of time post-Hive implementation, with data migration (transfer) occurring as part of the new system development (data population) process. Assurance was provided that associated accessibility plans were being determined with the new system being developed to accommodate both legacy electronic and paper record data, going forward.  Clarification was sought as to whether the new Hive system would include accessibility to the current ‘GP EMIS Web’ system. In response, whilst the ‘GP EMIS Web’ system has not been fully implemented, confirmation was provided that the GP record element does form part of the community record which, whilst not formally being part of the 1st phase of the new Hive system, is anticipated will form part of the 2nd phase of development. Confirmation was also provided that for those patients who are not able to access/use IT systems, that non-IT processes would also be available going forward.  Clarification was sort as to whether the MFT smart app will be available across MFT hospitals including North Manchester General Hospital (NMGH) as part of the new Hive system in addition to training being provided for users. In response, confirmation was provided that NMGH is planned to go live, with Hive, at the same time as all other MFT Hospitals (September 2022). In terms of training, varying packages are being developed dependent upon user requirements (includes Sodexo staff and bespoke training for clinical teams), alongside staff being deployed across key hospital locations to provide support and assistance (on the “shop floor”), to users once system has gone live. Attention was drawn that Governors would continue to receive updates around the Hive system and any associated training developments.  **4.2) MFT’s Response to the on-going COVID-19 National Emergency**  **Latest position on General Capacity & Recovery Programme**  Julia Bridgewater, Group Chief Operating Officer, presented key information in relation to the ‘Latest Position on General Capacity & Recovery Programme’ (including ‘H2 Planning’).  Associated Questions Raised by Governors:  Clarification was sought as to whether the impact of the COVID-19 vaccination programme was felt attributable to the reduced number of patients requiring intensive support/critical care treatments currently (in comparison to previous COVID-19 waves), alongside those, that do require ICU care, being found to be unvaccinated. In response, challenges were cited in relation to the on-going vaccination programme and specifically engaging both public and staff that do not wish to receive the COVID-19 vaccines. Attention was drawn that individuals that had received both COVID-19 vaccinations, were still at risk of being infected therefore, a key focus going forward, is the delivery of the booster (third) vaccine programme. Acknowledgement was given that whilst pressures are currently lower in terms of COVID-19 patients requiring intensive/critical care treatments, other additional pressures continue to be experienced in relation to the Recovery (elective) Programme and urgent care.  Clarification was sought as to whether the damage to ward areas caused by the recent lightning strike at Trafford General Hospital, was having a negative impact upon the Trust’s ability to deliver elective services (as part of the Recovery Programme). In response, whilst building work is still ongoing to replace beds lost as a result of the recent lightning strike, the impact is being managed well with an update around the Recovery Programme being provided to Governors at their next meeting (February 2022).  Clarification was sought as to whether Specialist Services had resumed back to normal service levels. In response, where possible, specialist services that can resume normal service provisions/activities are actively doing so as a result of redeployed staff returning back to their usual place of work. Challenges were cited in relation to Children’s Services with specific pressures being outlined in terms of demand. The Trust is therefore deploying staff to provide additional support in order to meet demand challenges.  Clarification was sought as to whether non-clinically urgent patients were being sent home from surgical wards. In response, the Trust is actively scheduling patients who require elective (non-clinically urgent) and subsequent associated intensive/critical care treatments, as a result of the recent reduction in COVID-19 patients in ITU/CCU beds. Assurance was provided that wherever possible, the cancellation of procedures is avoided.  **Latest position on Infection Prevention & Control and Nosocomial Infections**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to ‘Infection Prevention & Control and Nosocomial Infections’ (including ‘COVID-19 In-patients’, ‘Implementation of Actions’ and ‘Nosocomial Infections’).  **Latest position on the Vaccination Programme**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to the ‘Vaccination Programme’ (including COVID and Flu Vaccines).  Associated Questions Raised by Governors:  Clarification was sought in relation to the reliability of the COVID-19 vaccination data for both staff and the public. In response, vaccination data is recorded via the ‘Empactis’ or ‘Simply Book’ systems which are linked to the NHS app. The Trust is following national guidance in relation to the implementation of new policies/procedures for unvaccinated staff (including working with staff side representatives), with challenges being cited in relation to potential redeployment requirements, going forward.  Clarification was sought in relation to the potential for younger people/children (aged 11 – 15 years) missing out on the opportunity to receive the COVID-19 vaccination via schools and whether systems where in place to identify these individuals. In response, the Local Care Organisations are working with NHS England/Improvement regarding the roll-out of this key element of the vaccination programme, with MFT supporting this, where possible.  **Latest position on Workforce**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to ‘Workforce’. | | |
| **Decision:**  Update re; MFT’s Recovery Programme to be provided to Governors at the next meeting (February 2022). | **Action by:**  **David Furnival** | **Date:**  **9th February 2022** |

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| **Agenda Item 5: To approve the minutes of the Council of Governors’ Virtual Meeting (public) on 21st July 2021 and any Matters Arising** | | | | |
| The minutes of the Council of Governors’ Virtual Meeting (public) held on 21st July 2021 were approved as being an accurate record. | | | | |
| **Decision:**  **Noted** | | **Action by:**  **N/A** | **Date:**  **N/A** | |
| **Matters Arising from Previous Minutes (21st July 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** | | |
| * Congratulations were forwarded to the Trust’s nursing teams that have received ‘Nursing Times’ awards including ‘Maternity Team of the year’, ‘Cancer nursing across MFT’, ‘promoting self-management for people with learning disabilities’, ‘delivering healthy weight initiatives’ and ‘innovation in respiratory nursing’. * Student Nursing Times awards have also been given to Mark Cadogan (Practice Supervisor of the year) alongside Bethany Smith and the Professional Education Team being shortlisted for Nursing Associate Trainee of the Year and Student Placement of the Year, respectively. * Dr Marie Marshall, Consultant Nurse for Transition at MFT, received a Gold Award from the Chief Nursing Officer for England in recognition of her work for Children’s and Young People’s nursing and her contribution to the NMAHP research agenda. * MFT continues to play its part at the forefront of research and innovation within healthcare with recent trials/projects including ‘implantable heart technology’, the ‘Johnson & Johnson COVID-19 vaccine’, alongside new research projects including diagnostics and treatments for Perrault Syndrome (international collaboration led by Professor Bill Newman - MFT Consultant), which focuses on improving the lives of adults and children in relation to the prevention of congenital deafness. * September 2021- MFT celebrated the previously deferred Armed Forces Day alongside attending the Trust’s ‘Remembrance Day Service’ led by the Chaplaincy Team (11th November). * October 2021 - Black History Month was celebrated across the NHS by honouring the achievements, culture and history of black people. MFT participated in a launch event at Manchester Cathedral alongside sharing and celebrating achievements of MFT’s colleagues and communities. Thanks and appreciation were forwarded to the staff and volunteers who were instrumental making the Black History Month truly inspirational with a special thank you being forwarded to  Flo Emelone (Staff Governor – Non-Clinical & Support) who featured in an associated ‘Proud to Be’ video. * 16th September 2021 – ‘Year of the Nurse and Midwife Closing Event’ was held at the Manchester Cathedral. This event facilitated reflections on all that has been achieved during 2021, as well looking forward to the year ahead (2022). * MFT’s annual ‘Christmas Carols in the City’ Event - scheduled for 14th December at the Manchester Cathedral. Highlights include an evening of Christmas carols and performances from local choirs including Manchester Grammar School, Manchester High School for Girls and The Hammond School of Music (Governor invites to be circulated shortly). * Winter challenges are anticipated as a result of the ongoing COVID-19 levels alongside the increasing demand for emergency, planned and cancer care, all of which may be compounded further should a challenging flu season ensue. In view of these factors, the Trust’s focus on patient safety remains a key priority alongside ensuring urgent care needs are prioritised in addition to supporting the Trust’s workforce. * Thanks, and appreciation were forwarded to Governors for all their help and support provided throughout 2021. A review of the Trust’s Guidance in relation to meeting formats is planned for January 2022. Any updated requirements received from NHS England/Improvement will continue to be implemented to ensure the safety and wellbeing of Governors when undertaking their meeting duties, which is of paramount importance to the Trust.   The possibility was raised of holding Governor Meetings face-to-face. In response, the current COVID-19 infection rate continues to rise which has necessitated some restrictions to be re-implemented i.e. wearing of facemasks etc. Attention was drawn that as a healthcare provider, the Trust is under tighter restrictions than other non-health organisations e.g. Councils etc., with the requirements around Governor meeting formats being specified by NHS England/Improvement (FT Regulators). | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 7: Governance** | | |
| **7.1) Governor Election Results (2021)**  Donna Beddows, FT Membership Manager/Deputy Trust Board Secretary invited Governors to formally receive the ‘Report of Voting’ for MFT’s 2021 Governor Elections alongside noting the 2021 Governor Nominations received:  Elected Public Governors:   * Paul Gibson – Rest of Greater Manchester * Sheila Otty – Rest of England & Wales   Nominated Governors:   * Lois Dobson – Youth Forum * Charles Kwaku-Odoi – Caribbean and African Network   Thanks, and appreciation were forwarded to Governors for agreeing to participate in this year’s ‘Governor Buddy Scheme’ which provides additional engagement and networking opportunities amongst fellow Governors alongside supporting new Governors in their role.  **7.2) Lead Governor Election Results (2021)**  Donna Beddows, FT Membership Manager/Deputy Trust Board Secretary invited Governors to formally receive the ‘uncontested report’ which outlines that the result of MFT’s Lead Governor Elections 2021 as follows:   * Geraldine Thompson - duly elected (unopposed) serving a 12-month term of office as MFT’s Lead Governor (2nd term of office to formally commence at the end of the Private Meeting of the Council of Governors’ Meeting held on 24th November 2021 with this 2nd term of office ending at the Council of Governors’ Meeting scheduled for 23rd November 2022).   The Trust and fellow Council of Governors passed on their congratulations to Geraldine on her successful re-election as MFT’s Lead Governor. | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Date and Time of Next Meeting** |
| **NEW 2022 MEETING DATES:**  **Wednesday, 9th February 2022 at 1.30pm – 4.00pm**  **Meeting format to be confirmed**  **Wednesday, 25th May 2022 at 1.30pm – 4.00pm**  **Meeting format to be confirmed**  **Wednesday, 20th July 2022 at 1.30pm – 4.00pm**  **Meeting format to be confirmed**  **Wednesday, 23rd November 2022 at 1.30pm – 4.00pm**  **Meeting format to be confirmed**  **Please note that in response to the ongoing**  **COVID-19 National Emergency, all Council of Governors’**  **2022 meeting arrangements are currently under review** |