

**COUNCIL OF GOVERNORS ‘VIRTUAL’ MEETING**

**(PUBLIC)**

**Wednesday, 12th May 2021**

**1.30pm – 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:** | |
| Dr Syed Ali | Manchester |
| Ivy Ashworth-Crees | Rest of Greater Manchester |
| Dr Ronald Catlow | Rest of Greater Manchester |
| John Churchill | Manchester |
| Margaret Clarke | Trafford |
| Janet Heron | Manchester |
| Dr Michael Kelly | Manchester |
| Ann Kerrigan | Manchester |
| Paula King | Rest of Greater Manchester |
| Colin Potts | Rest of Greater Manchester |
| Jane Reader | Trafford |
| Cllr Julie Reid | Manchester |
| 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 |
| Rachel Koutsavakis | Non-Clinical & Support |
| Prof Ian Pearce | Medical & Dental |
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| **Governors – Nominated Partner Organisations:** | |
| Cllr Chris Boyes | Trafford Borough Council |
| 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 |
| Julia Bridgewater | Group Chief Operating Officer |
| Barry Clare | Group Deputy Chairman/Non-Executive Director |
| Sir Mike Deegan | Group Chief Executive |
| Dr Veronica Devlin | Group Chief Transformation Officer |
| Jenny Ehrhardt | Group Chief Finance Officer |
| Prof Luke Georghiou | Group Non-Executive Director |
| Nic Gower | Group Non-Executive Director |
| Alison Haughton | Director of Operations – St Mary’s Hospital |
| Alwyn Hughes | Director of Corporate Services/Trust Board Secretary |
| Chris McLoughlin | Group Senior Independent Director/Non-Executive Director |
| Trevor Rees | Group Non-Executive Director |
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| **NOTES PREPARED BY:** | |
| Donna Beddows | FT Membership Manager / Interim Deputy Trust Board Secretary |
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| **APOLOGIES:** | |
| **Governors:** | |
| David Brown | Nominated Governor - MFT Volunteer Services |
| John Cooper | Staff Governor - Nursing & Midwifery |
| Priscilla Katapa | Staff Governor - Nursing & Midwifery |
| Sheila Otty | Public Governor - Rest of England & Wales |
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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:**  David Brown - Nominated Governor (MFT Volunteer Services)  John Cooper - Staff Governor (Nursing & Midwifery)  Priscilla Katapa - Staff Governor (Nursing & Midwifery)  Sheila Otty - Public Governor (Rest of England & Wales).  **Non-Executive Directors:**  John Amaechi – 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 10th February 2021 and any Matters Arising** | | | | |
| The minutes of the Council of Governors’ Virtual Meeting (public) held on 10th February 2021 were approved as being an accurate record. | | | | |
| **Decision:**  **Noted** | | **Action by:**  **N/A** | **Date:**  **N/A** | |
| **Matters Arising from Previous Minutes (10th February 2021)** | | | | |
| The Group Chairman (Kathy Cowell) informed Governors that all matters arising from the previous minutes had been progressed with the link to view the recent Board of Directors’ Meeting (recording – 10th May 2021) being circulated to Governors and published on the Trust’s website (available to view for the next 7 days). | | | | |
| **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:   * Meetings are currently being held at a senior level to explore how aid to India, during their heightened COVID-19 National Emergency, can be co-ordinated as a city partnership, and, as part of the UK wide offer. In the meantime, the Trust continues to support colleagues across MFT whom have family and friends in India. * On 1st April 2021, North Manchester General Hospital (NMGH) was formally welcomed into the MFT Group. This is a significant milestone in the completion of the Single Hospital Service for the City of Manchester and Trafford. * The helipad on Oxford Road Campus became fully operational on 10th May 2021 and has received positive press & media coverage. The helipad is the first elevated construction of its kind in the North West, enabling critically ill/injured babies, children and adults to be airlifted direct to the Major Trauma Centres at the MRI and the Children’s Hospital. * 13 MFT staff members were shortlisted for an award at the recent National Black, Asian and Minority Ethnic Health and Care Awards (April 2021) with congratulations being forwarded to several successful MFT winners. * Equality, Diversity and Human Rights Week is celebrating its 10th anniversary, this week, and provides a national platform for organisations to highlight the work done to create a fairer and more inclusive NHS. The official theme is based on the pledges from the NHS People Promise: Compassion and Inclusivity, Safety and Health, a Voice that Counts, Recognised and Rewarded, and being a Team. The Trust has summarised the pledges into the Theme: 27,230 individuals - One Trust. * The International Day of the Nurse was also celebrated on 12th May 2021 - MFT has a diverse workforce, with celebrations acknowledging the global nursing family. * The International Day of the Midwife has also recently been held on 5th May 2021 and enabled the incredible work of MFT’s midwives, across Saint Mary’s Managed Clinical Services, to be celebrated. | | |
| **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:   * In order to further enhance Governor involvement in the forward planning process, a dedicated Strategy Session has been arranged for the forthcoming extended Chairman/Governor Session (25th May 2021). * The Group Chairman/NED Appraisal process is progressing well with thanks being forwarded to Governors who recently completed the associated questionnaire (97% return rate achieved). The overall key findings for NEDs have been shared with the Group Chairman (as part of the ongoing NED appraisal process) alongside an independent/external appraisal specialist (as part of the Chairman’s 360°appraisal process). The opportunity was highlighted that Governors may also wish to participate in the Group Chairman’s Performance Review/360° telephone interview process with the deadline for expressions of interest being 17th May 2021. * Following the recent invitation to express an interest in joining the Council of Governors’ Nominations Committee (Appointment/Appraisal Panel), the following Governor Members have been confirmed:   Flo Emelone - Staff Governor (Non-Clinical & Support)  Dr Michael Kelly - Public Governor (Manchester)  Bethan Rogers - Nominated Governor (Youth Forum)  Governor Panel Members (alongside the Lead Governor/Panel Chair), will be formally presenting the panel’s recommendations to the Council of Governors as part of the private meeting (following the Committee Meeting held on 4th May 2021) in relation to the reappointment of a Group NED. Of note, The Council of Governors’ Nominations Committee (Appointment/Appraisal Panel) will again be meeting in July 2021 to consider the performance review findings of both the Group Chairman and each Group NED and will subsequently present the resultant key findings/associated recommendations formally to the next Council of Governors’ Meeting (scheduled for 21st July 2021).   * The Lead Governor was recently invited to sit on the Complaints Review Scrutiny Group by the Scrutiny Group’s Lead Non-Executive Director (Dr Ivan Bennett). The Lead Governor role, as part of this group, is to oversee the complaints process and associated due diligence as an impartial participant. This open and transparent process has enabled the two-way interactive involvement, as a Governor, with further detailed information in relation to MFT’s Complaints Review Scrutiny Group being provided to Governors over the summer months (future Governor Development Session). | | |
| **Decision:**  **Further detailed information in relation to MFT’s Complaints Review Scrutiny Group to be provided to Governors over the summer months (Governor Development Session).** | **Action by:**  **Alwyn Hughes** | **Date:**  **13th July 2021** |

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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 (12th May 2021)*’.  **7.1) Group CEO’s Update & Key Messages**  Sir Michael Deegan, thanked Governors for their support throughout the ongoing COVID-19 National Emergency which has proved to be the most challenging of times since the NHS was formed in July 1948. The continual dedication of staff, volunteers and all those who have contributed to the care of patients was cited as being a humbling experience to have witnessed, which has ensured patients have continued to receive safe and compassionate care, whilst adhering to national COVID-19 guidance and associated restrictions.  Attention was drawn to a new key development that is underway currently and specifically the ‘NHS White Paper’ (published in February 2021), with a forthcoming bespoke Governor Session to be held (June 2021) to provide a more detailed overview of the current key considerations that are being progressed by Government. The ‘NHS White Paper’ has a clear focus on partnership and system working which resonates with the GM partnership arrangements.  In addition, another recent major publication that has been issued by Government, is in relation to the ‘National Planning Guidance’, with MFT’s approach being previously outlined to Governors at the Governor Session held on 14th April 2021, with a further detailed Strategy Session scheduled for 25th May 2021. As part of this ‘Planning Guidance’ and aforementioned ‘NHS White Paper’, the financial regime process is changing with a key focus, going forward, being in relation to ‘system envelopes’ with funds being directed to the wider GM system rather than directly to hospitals. As a result, negotiation with other GM hospitals will be required to ensure appropriate funds are received, with more information being shared with Governors at the forthcoming Strategy Session.  Assurance was provided that despite the ongoing challenges of the COVID-19 National Emergency alongside key developments that are being progressed nationally, MFT’s focus remains patient safety, quality of care and ensuring robust infection control measures are adhered to. The Trust’s recovery programme continues to be progressed with key service provisions including cancer, cardiac and urgent care. Alongside this, a number of new staff health and wellbeing initiatives have been established to support staff throughout these challenging times with the MFT being instrumental in the rollout of the COVID-19 vaccination programme for both staff and wider community groups.  **7.2) MFT’s Response to the on-going COVID-19 National Emergency**  **Latest position on General Capacity & Recovery Programme, Infection Prevention &**  **Control and Vaccination Programme**  Julia Bridgewater, Group Chief Operating Officer, presented key information in relation to the ‘Latest Position on General Capacity & Recovery Programme’, ‘Infection Prevention & Control’ and ‘Vaccination Programme’.  Associated Questions Raised by Governors:  Clarification was sought as to whether staff had taken their annual leave entitlement for 2020/21. In response, and whilst in the main staff have taken their annual leave, it was noted that the “Managerial Staff Group” has carried over the highest number of annual leave days forward from 2020/21 to 2021/22. It was also noted that whilst the Trust has updated its ‘Staff Buying and Selling Leave Policy’ which enables staff to sell some of their unused annual leave, uptake is lower than anticipated to date. Further information regarding the profile of staff groups and their corresponding annual leave data will be provided to Governors.  Clarification was sought as to whether endoscopy procedures were part of the Trust’s ongoing Recovery Programme. In response, confirmation was provided that endoscopy procedures are now at 120% of pre-COVID activity with a continued key focus being the most clinically urgent/cancer patients. Acknowledgement was given that further work is to be undertaken to reduce the current waiting list, including bowel screening procedures.  Clarification was sought as to whether the current COVID-19 vaccines were continuing to protect individuals from the recent new variant. In response, to date, latest evidence suggests that COVID-19 vaccines are providing individuals (who have been vaccinated) with a good level of protection with assurance being provided that new variants are being closely monitored with work underway to further tweak available vaccines in response. Further information in relation to the ongoing COVID-19 treatment/vaccinations will be provided to Governors at the forthcoming Strategy Session (May 2021).  Clarification was sought as to the Trust’s plans/remedial work that is being undertaken to further improve upon the current staff lateral flow tests reporting process (current compliance figures highlighted as being lower than what is expected), with additional clarification being sought as to whether the staff COVID-19 vaccination figures/data presented reflected individuals who have received the first vaccine only, or, those who have received both vaccines. In response, detailed information would be shared with Governors outside of the meeting.  **Latest position on Workforce**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to ‘Workforce’ and ‘Nursing and Midwifery Workforce’.  Associated Questions Raised by Governors:  Concerns were raised in relation to recent media coverage highlighting an increase in mental health issues that are currently being experienced by NHS staff as a result of the ongoing COVID-19 national emergency. Assurance was sought as to the Trust’s plans to support staff health & wellbeing during these challenging times. In response, the Trust has established new Mental Health/Wellbeing Guardian/Advocates to support staff, with attention being drawn that Professor Dame Sue Bailey, Group Non-Executive Director, had been appointed as the Trust’s Wellbeing Guardian and has also provided key advice to the Board in relation to staff health and wellbeing throughout the ongoing Pandemic. Further detailed information in relation to staff wellbeing initiatives to be provided to Governors at a future session.  **7.3) Update on Key Learning from the COVID-19 National Emergency**  Dr Veronica Devlin – Group Chief Transformation Officer highlighted key information in relation to ‘What We Learned’ and ‘Where This Has Taken Us’.  Associated Questions Raised by Governors:  Issues were cited in relation to out-patient appointment communications difficulties that had been experienced as a result of the suspension of some face-to-face clinics, in keeping with COVID-19 national guidance, and specifically challenges in securing face-to-face appointments going forward. In response, the out-patient appointment challenges cited would be investigated outside the meeting.  **7.4) The MFT People Plan**  Due to time restraints, the MFT People’s Plan presentation was deferred to the next Governor Session (June 2021) with the finalised extended session details being circulated to all Governors to participate in (shortly).  **7.5) MFT Financial Year-End Position (2020/21)**  Jenny Ehrhardt, Group Chief Finance Officer highlighted key information in relation to ‘2020/21 Results’ and ‘2021/22 Financial Plan’.  Associated Questions Raised by Governors:  Clarification was sought as to whether there were any ‘financial reserves’ placed aside pending the outcome of the ongoing pay review process for Band 2 Healthcare Assistants (possibly to be re-banded to Band 3). In response, assurance was provided that the potential costs relating to previous years had been accounted for in the 20/21 final accounts. However, the costs for future years do not at the moment have a clear source of funds, and further Waste Reduction will have to be identified in order to fund additional costs. Work is continuing with Staff Side Representatives to ensure banding agreement was identified and agreed. However, it was noted there was some delays in concluding this process due to the ongoing challenges presented by the COVID-19 National Emergency.  Clarification was sought as to whether the £500m North Manchester General Hospital (NMGH) redevelopment funding which is being provided by Government, was separate to the planned £200m spend on capital cited for 2021/22. In response, the planned £200m includes NMGH redevelopment funding in relation only to initial/enabling work with further funding streams being required going forward to complete the major redevelopment work (anticipated overall costs will be above £500m).  Clarification was sought as to whether specific funding will be made available to hospitals to support delivery of the COVID-19 recovery programme. In response, funding has been made available to hospitals for the first quarter of the current financial year (2021/22), with additional support being anticipated for quarter 2, however this is yet to be confirmed nationally.  Thanks and appreciation were forwarded to all MFT staff for the care and treatment provided to patients over the past extremely challenging year. In response to a request from Governors, it was agreed that an introduction session with the new Chief Executive of WTWA Hospitals would be arranged with Governors later in the Summer. | | |
| **Decision:**  **Further information regarding the profile of staff groups and their corresponding annual leave data to be provided to Governors.**  **Further information in relation to the ongoing COVID-19 treatment/vaccinations to be provided to Governors at the forthcoming Strategy Session (May 2021).**  **Detailed information to be sent to Governors re; Staff Lateral Flow Reporting Improvement Plans alongside COVID-19 vaccination figures (1st vaccine and 2nd vaccine data).**  **Specific out-patient appointment issue to be investigated.**  **MFT People’s Plan presentation deferred to the next Governor Session (June 2021).**  **Introduction session with the new Chief Executive of WTWA Hospitals would be provided to Governors.** | **Action by:**  **Peter Blythin**  **Iain Mclean**  **David Furnival/ Alison Lynch**  **Daniel Gordon**  **Peter Blythin**  **Mandy Nagra** | **Date:**  **July 2021**  **25th May 2021**  **May 2021**  **June 2021**  **22nd June 2021**  **21st July 2021** |

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| **Agenda Item 8: Governance** |
| **8.1) Governor Elections/Nominations - 2021**  Alwyn Hughes, Director of Corporate Services/Trust Secretary invited Governors to review the ‘Governor Elections/Nominations (2021)’ paper and highlighted that the election process is due to commence mid July 2021 (notification to be sent to all qualifying members).  Of note, Governor elections are being held in two Public Constituencies only i.e. Rest of Greater Manchester and Rest of England & Wales for a total of two Public Governors seats (one in each constituency).  In addition to the above elected seats, Governor nominations will also be sought from the Trust’s Youth Forum in addition to the Caribbean & African Health Network.  The results of the elections alongside the nominations received will be formally announced at the forthcoming Annual Members’ Meeting (21st September 2021).  **8.2) Council of Governors Declaration of Interest Register – 2021/22**  Alwyn Hughes, Director of Corporate Services/Trust Secretary invited Governors to review the Governors’ Declaration of Interest Register (2021/22) which captures the updated declarations received from Governors recently. Thanks and appreciation were forwarded to Governors for completing their declarations in a timely manner, with attention being drawn that the register will be published on MFT’s website shortly.  The request was made to Governors that if any changes occur, throughout the year, to forward an associated, updated declaration form/information to Donna Beddows (Foundation Trust Membership Manager/Interim Deputy Trust Board Secretary). |

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| **Date and Time of Next Meeting** |
| **REMAINING 2021 MEETING DATES:**  **Wednesday, 21st July 2021 at 1.00pm – 3.00pm**  **MS Teams ‘Virtual’ Meeting**  **Wednesday, 24th November 2021 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’**  **2020/21 meeting arrangements are currently under review** |