

**COUNCIL OF GOVERNORS ‘VIRTUAL’ MEETING**

**(PUBLIC)**

**Wednesday, 9th February 2022**

**1.30pm – 2.40pm**

**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 updated guidance received   
(24th December 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 |
| John Churchill | Manchester |
| Janet Heron | Manchester |
| Dr Michael Kelly | Manchester |
| Ann Kerrigan | 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 |
| Rachel Koutsavakis | Non-Clinical & Support |
| Geraldine Thompson | Other Clinical |
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| **Governors – Nominated Partner Organisations:** | |
| Cllr Chris Boyes | Trafford Borough Council |
| Rev Charles Kwaku-Odoi | Caribbean & African Health Network |
| Lois Dobson | Youth Forum |
| Dr Shruti Garg | Manchester University |
| Circle Steele | Manchester BME Network |
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| **IN ATTENDANCE:** | |
| Prof Dame Sue Bailey | Group Non-Executive Director |
| Peter Blythin | Group Executive Director of Workforce & Corporate Business |
| Dr Tanya Claridge | Acting Group Director of Clinical Governance, Group Patient Safety Specialist |
| 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 |
| Alison Lynch | Deputy Group Chief Nurse |
| 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/Deputy Trust Board Secretary |
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| **APOLOGIES:** | |
| **Governors:** | |
| David Brown | Nominated Governor - MFT Volunteer Services |
| John Cooper | Staff Governor - Nursing & Midwifery |
| Flo Emelone | Staff Governor - Non-Clinical & Support |
| Paul Gibson | Public Governor - Rest of Greater Manchester |
| Prof Ian Pearce | Staff Governor - Medical & Dental |
| Cllr Julie Reid | Public Governor - Manchester |
| Cllr James Wilson | Nominated Governor - Manchester City Council |
| **Directors:** |  |
| Angela Adimora | Group Non-Executive Director |
| Darren Banks | Group Director of Strategy |
| Gaurav Batra | 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 Jane Eddleston | Group Joint Medical Director |
| Prof Luke Georghiou | Group Non-Executive Director |
| Gill Heaton | Group Deputy Chief Executive |
| Prof Cheryl Lenney | Group Chief Nurse |
| Miss Toli Onon | Group Joint Medical 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:**  David Brown - Nominated Governor (MFT Volunteer Services)  John Cooper - Staff Governor (Nursing & Midwifery)  Flo Emelone - Staff Governor (Non-Clinical & Support)  Paul Gibson - Public Governor (Rest of Greater Manchester)  Prof Ian Pearce - Staff Governor (Medical & Dental)  Cllr Julie Reid - Public Governor (Manchester)  Cllr James Wilson - Nominated Governor (Manchester City Council).    **Directors:**  Angela Adimora - Group Non-Executive Director  Darren Banks - Group Director of Strategy  Gaurav Batra - 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 Jane Eddleston - Group Joint Medical Director  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. | | |
| **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** | | |
| **4.1) To receive and agree External Auditor Appointment Process/Next Steps including   the convening of a Governor Panel**  Jenny Ehrhardt, Group Chief Finance Officer outlined key information to Governors in relation to the External Auditor contract end date which is due to expire in December 2022. A key statutory duty, of the Council of Governors, is to approve the appointment the External Auditors, and in keeping with the tried and tested approach, a panel of Governors would be convened (Council of Governors Nominations Committee) led by the Audit Committee Chair (Nic Gower – Group Non-Executive Director), to support this process. Going forward, the Governor Panel’s recommendations will be brought back to a future Council of Governors’ Meeting to seek the associated formal External Auditor appointment approvals.  Attention was drawn that an invitation will be sent to all Governors to express an interest in participating in this panel with the first meeting anticipated to be held mid-March 2022.  **4.2) MFT’s Response to the on-going COVID-19 National Emergency**  **Latest position on General Capacity & Demand including Response & Recovery/Elective Waiting Lists and Trafford Site**  David Furnival, Group Director of Operations, presented key information in relation to ‘COVID Response’, ‘Elective Recovery’ and ‘Urgent Care’.  Associated Questions Raised by Governors:  Positive feedback was forwarded in relation to the establishment of the highlighted ‘Urgent Care’ key metrics (i.e., ‘4-hour standard’, ‘% attends >12-hours’, ‘% ambulance >60 mins’ and ‘No Reason to Reside’), with clarification being sought as to whether these metrics were an initiative of MFT or nationally required. In response, confirmation was provided that these metrics are nationally required with attention being drawn that these provide a more holistic way to monitor performance across urgent care/inter-related services.  Clarification was sought as to whether issues were anticipated in relation to the outsourcing of some treatments to the private sector (as part of the MFT’s Recovery Programme), and specifically if measures were in place to prevent “cherry-picking of NHS services” alongside associated staff pay-rates. In response, attention was drawn that the outsourcing of treatments to the private sector is a nationally driven initiative, with the Greater Manchester Region establishing ‘bundles of care’ which were felt beneficial in supporting the NHS to deliver the ‘Recovery Programme’ during the ongoing Covid-19 National Emergency. Assurance was provided that the private sector pay-rates for NHS work, is paid at the equivalent NHS pay-rate.  More detailed information was requested in relation to the cited ‘8.5% ambulance >60 minutes’ key metric. In response, this percentage figure outlines the turnaround time, which include deep cleaning of the ambulance vehicle (adhering to Covid-19 infection prevention control standards), which exceeded this threshold back in October 2021. Attention was drawn that currently the rate is around 4.6% with further improvement measures being implemented to reduce ambulance handovers (turnaround times) to <30minutes. Of note, an improvement initiative that is being progressed across the whole system (in partnership with NWAS), is ‘Fit to Sit’, whereby ambulance patients are clinically assessed to determine if presenting the health condition permits the ambulance crew to be released and the patient transferred into the appropriate emergency care setting.  **Latest position on Infection Prevention & Control**  Alison Lynch, Deputy Group Chief Nurse presented key information in relation to ‘Infection Prevention & Control’.  Associated Questions Raised by Governors:  Clarification was sought as to the Trust’s plans, following the Government’s announcement to remove remaining Covid-19 restrictions. In response, a review of the Trust’s current ‘Visitor Policy’ is to be undertaken with further supporting guidance to be published ‘Living with Covid’, which will both support and further inform the current infection control principles that have been put in place.  **Latest position on the Vaccination Programme**  Alison Lynch, Deputy Group Chief Nurse presented key information in relation to the ‘Vaccination Programme’.  Associated Questions Raised by Governors:  Clarification was sought in relation to the 4th Covid-19 vaccine that is being recommended for vulnerable patients. In response, the Trust is a designated centre for the administering of Covid-19 vaccines (including boosters), with individuals being required to contact their GP to determine if appropriate/required.  Clarification was sought in relation to the staffing status of the Trust’s Covid-19 Vaccination Clinic. In response, confirmation was provided that permanent staff have been employed to provide the Trust’s Covid-19 Vaccination Service alongside a few NHSP staff. Thanks, and appreciation were forwarded in recognition of the Trust’s staff who initially/temporarily supported the Covid-19 vaccination service.  **Latest position on Workforce**  Peter Blythin, Group Executive Director of Workforce & Corporate Business presented key information in relation to ‘Staff Absence’, ‘Mental Health Absence’, ‘Musculoskeletal Absence’, ‘Employee Health & Wellbeing’ and ‘Vaccination as a Condition of Deployment’.  Associated Questions Raised by Governors:  More detailed information was requested in relation to the Employee Health and Wellbeing Service provision and specifically around the additional support put in place to meet the increasing service demands. In response, the Trust has significantly invested in both the service provision alongside staff resources including Clinical Phycologist/Psychiatric support and the enhanced provision of counselling services. In relation to musculoskeletal service provision, staff are triaged by a Physiotherapist with appropriate treatment/care given including reasonable adjustments being made to the workstation/place area. The suggestion was made that staff-related outcomes (benefits) that have been realised as a result of the investments made to the Employee Health and Wellbeing Service, will be provided to Governors at a future meeting.  Clarification was sought in relation to any apparent changes in the staff attrition rate currently, in comparison to the past couple of years i.e., throughout the Covid-19 National Emergency period. In response, an increase in the staff attrition rate is starting to be seen which is felt to be attributable to people rethinking their life-choices. The Trust is actively monitoring this phenomenon to gain more understanding and put appropriate measures in place in an attempt to retain staff going forward.  Clarification was sought as to whether staff recruitment has been negatively impacted upon as a result of the Covid-19 National Emergency. In response, recruitment has been challenging over a number of years however nursing recruitment initiatives have seen more favourable return rates. Issues do however remain in relation to several non-clinical areas including IT, analytics etc., with attention being drawn to issues being more related to calibre/quality rather than quantity. Acknowledgement was given that going forward, varying approaches would be required in order to both successfully recruit and retain staff.  Clarification was sought in relation to the military support provided to the Trust in response to the Covid-19 National Emergency. In response, military officers were deployed to provide support across all MFT’s sites (Oxford Road Campus, Wythenshawe and North Manchester General Hospital sites). Around 30 full-time key personnel were drafted from the naval services to MFT, with an overall total of around 100 officers being deployed across Greater Manchester Hospitals. | | |
| **Decision:**  **Panel of Governors to be convened (Council of Governors Nominations Committee), led by MFT’s Audit Committee Chair, to support the External Auditor appointment process with recommendations being brought back to a future Council of Governors’ Meeting.**  **Employee Health and Wellbeing Service - staff-related outcomes (benefits) to be provided to Governors at a future meeting** | **Action by:**  **Nic Gower/ Donna Beddows**  **Peter Blythin** | **Date:**  **March 2022**  **25th May 2022** |

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| **Agenda Item 5: To approve the minutes of the Council of Governors’ Virtual Meeting (public) on 24th November 2021 and any Matters Arising** | | | | |
| The minutes of the Council of Governors’ Virtual Meeting (public) held on 24th November 2021 were approved as being an accurate record. | | | | |
| **Decision:**  **Noted** | | **Action by:**  **N/A** | **Date:**  **N/A** | |
| **Matters Arising from Previous Minutes (24th November 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 6: Chairman’s Verbal Report** | | |
| The Chairman (Kathy Cowell) provided a verbal report with the following key information being highlighted:   * Angela Adimora and Gaurav Batra formally took up their new posts as Group Non-Executive Directors on 20th December 2021, following their appointment approval at the previous Council of Governors’ Meeting (24th November 2021). A review is being undertaken to consider existing areas of responsibility across all Group NEDs to determine appropriate leadership roles, which incumbents Group NEDs previously held (to be in keeping with the latest guidance issued to Foundation Trusts). * MFT employees have again received prestigious New Year’s Honours’ list awards, including Dr Marie Marshall, MFT’s Nurse Consultant for Transition, who has been awarded an MBE for services to Children and Young People's Health. * The ‘Carols in the City’ concert was held in Manchester Cathedral, and which again proved to be a fantastic event which was live-streamed and viewed by the public. * A live music performance event was held in December 2021 (Postgraduate Centre, ORC) where young people from Galaxy House RMCH (CAMHS inpatient unit) provided inspirational musical performances which were supported by the Royal Northern College of Music and Outsider Music. * December 2021 - Disability History Month was celebrated with associated film-clips being produced (supported by MFT’s Disability Staff Engagement Group members) which enabled MFT staff to share their experiences of living as a disabled person, their hopes for the future, and how they are making a difference. * MFT’s Research Programmes have recently been enhanced following the launch of a ‘Research Van’. This purpose-built vehicle includes a pharmacy and clinical area and enables vaccine programmes, clinical trials, and bespoke clinical projects to be undertaken in the community. * Whilst continuing to provide care for Covid-19 patients, a key focus for the Trust continues around elective patient treatments (as part of the recovery programme). Following a review of Trafford Hospital, new ways to support this programme of work is underway with the aim being to reduce elective waiting lists going forward. * The introduction of the ‘Integrated Care System’ in Greater Manchester is scheduled for July 2022. It is anticipated that this system will further support the joint working between hospitals across Greater Manchester and build on the Trust’s relationships in Manchester and Trafford with local authorities, GP practices, voluntary and community sector organisations, and others who are invested in improving the health and wellbeing of local people. Further information will be shared going forward. * HIVE (MFT’s electronic patient record) is scheduled to go live on 8th September 2022, with work progressing at pace. Key updates will continue to be provided in preparation of the ‘go live’ date. * An organisation called ‘Patients not Passports’ has been in contact with the Trust to highlight their aims with an associated meeting being scheduled with Trust Officers (Peter Blythin - Group Executive Director of Workforce & Corporate Business and Nick Gomm – Director of Corporate Business). | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 7: Lead Governor Verbal Report** | | |
| The Lead Governor (Geraldine Thompson) provided a verbal report with the following key information being highlighted:   * Thanks, and appreciation were forwarded to Governors who have completed/returned their self-evaluation questionnaire re, performance and effectiveness, with encouragement given to remaining Governors to submit their returns as soon as possible. * Reminder that the next Chairman/Governor Surgery is scheduled for 15th March 2022. As before, a key part of this session has been allocated to enable Governors to share their stories and engage with fellow colleagues. Key information in relation to the ‘North Manchester Strategy: Civic regeneration through investment and innovation in Healthcare and Housing’ will also be presented to Governors, alongside the aforementioned dedicated Quality Reporting Session (with Dr Tanya Claridge). * Key Lead Governor Activities (undertaken over recent months):   • Process assurances sought and received in relation to sickness/absence reporting   mechanisms for staff (Covid-19 and non-Covid related sickness)  • Clarity and assurances have been sought following the Government’s recent directive   - intention to revoke legislation ‘Vaccination as a Condition of Deployment. | | |
| **Decision:**  **Noted** | **Action by:**  **N/A** | **Date:**  **N/A** |

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| **Agenda Item 8: Governance** | | |
| **8.1) Quality Account Update**  Dr Tanya Claridge, Acting Group Director of Clinical Governance, presented key information in relation to ‘Quality Reporting Requirements’ and ‘Proposal of topics for inclusion in the report and structure’.  As a consequence of the ongoing Covid-19 National Emergency, again this year as part of the Quality Reporting process, the production of the usual ‘Quality Report’ within the Trust’s Annual Report (2021/22) is not required/mandated with the Quality Reporting requirements being included within the ‘Performance’ section of the report.  A more detailed/dedicated session at the next Chairman/Governor Surgery (15th March 2022), has been scheduled for Governors to receive an overview of the quality improvement priorities that are being proposed. | | |
| **Decision:**  **Dedicated Quality Reporting Session scheduled for Governors at the next Chairman/Governor Surgery** | **Action by:**  **Dr Tanya Claridge** | **Date:**  **15th March 2022** |

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| **Private Agenda Item 9: To approve the minutes of the Council of Governors’ Virtual Meeting (private) on 24th November 2021 and any Matters Arising** | | | | |
| The minutes of the Council of Governors’ Virtual Meeting (private) held on 24th November 2021 were approved as being an accurate record. | | | | |
| **Decision:**  **Noted** | | **Action by:**  **N/A** | **Date:**  **N/A** | |
| **Matters Arising from Previous Minutes (24th November 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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| **Date and Time of Next Meeting** |
| **REMAINING 2022 MEETING DATES:**  **Wednesday, 25th May 2022 at 1.30pm – 4.00pm**  **Nowgen Centre, Oxford Road Campus**  **Wednesday, 13th July 2022 at 1.30pm – 4.00pm**  **Nowgen Centre, Oxford Road Campus**  **Wednesday, 23rd November 2022 at 1.30pm – 4.00pm**  **Nowgen Centre, Oxford Road Campus**  **Please note that in response to the ongoing**  **COVID-19 National Emergency, all Council of Governors’**  **2022 meeting arrangements are currently under review** |