

KINGSTON HOSPITAL NHS FOUNDATION TRUST

**Minutes of the Meeting of the Council of Governors held on Wednesday 16th October 2019 in
Lecture Theatre 1, Kingston Hospital Surgical Centre**

Present:	Appointing Organisation/Constituency	
Cllr Piers Allen	Appointed Governor - London Borough of Richmond	PA
Richard Allen	Elected Governor – Kingston	RA
Sian Bates	Chairman	SB
Cllr Rowena Bass	Appointed Governor- Royal Borough of Kingston upon Thames	RB
Sarah Connor	Staff Governor – Nursing and Midwifery	SC
Carlin Conradie	Staff Governor - Allied Health Professionals and Clinical Support	CC
Michelle Deans	Elected Governor - Kingston	MD
Marilyn Frampton	Elected Governor - Merton	MF
James Giles	Elected Governor - Kingston	JG
Bonnie Green	Elected Governor – Richmond	BG
Cllr Drew Heffernan	Appointed Governor- Sutton and Merton Borough Councils	DHe
Paul Hide	Elected Governor – Sutton	PH
Dr Doug Hing	Appointed Governor - Wandsworth, Merton and Sutton CCGs	DH
Jane Keep	Elected Governor Richmond	JK
Frances Kitson	Elected Governor – Kingston	FK
Ursula Kingsley	Staff Governor – Management and Administrative	UK
Cathy Maker	Elected Governor- Richmond	CM
Robert Markless	Elected Governor - Kingston	RM
Pravin Menezes	Staff Governor - Medical & Dental Practitioners	PM
Felicity Merz	Elected governor - Wandsworth	FM
Raju Pandya	Elected Governor- Kingston	RP
Jack Saltman	Elected Governor – Elmbridge	JS
Terry Silverstone	Elected governor- Richmond	TS
Cllr Margaret Thompson	Appointed Governor – Royal Borough of Kingston upon Thames	
In attendance:		
Wendy Austin	Interim Corporate Governance Manager (minutes)	WA
Alex Berry	Director of Integration	AB
Jo Farrar	Chief Executive	JF
Jonathan Guppy	Non-Executive Director	JG
Sylvia Hamilton	Non-Executive Director	SH
Dr Rita Harris	Non-Executive Director/Senior Independent Director	RH
Rebecca Kingdom-Kruszewski	Head of Communications	RKK
Damien Régent	Non-Executive Director	DR
Susan Simpson	Director of Corporate Governance	SS
Dame Cathy Warwick	Non-Executive Director	CW
Apologies:		
Dr Nav Chana	Non-Executive Director	
Cllr Christine Elmer	Appointed Governor - Elmbridge Borough Council	
Dr Julia Gale	Appointed Governor – Kingston University	
Dr Naz Jivani	Appointed Governor - Kingston CCG	
CJ Kim	Elected Governor – Elmbridge	
Dr Kate Moore	Appointed Governor - Richmond CCG	
Prof Peter Tomkins	Elected Governor - Rest of Surrey and Greater London	
Public in attendance:	1 member of the public and 3 observers from NHS Providers	

1.	Apologies and Welcome	Action
1.1	Apologies were noted as above. DR was welcomed to his first meeting of the Council of Governors since his appointment to the Trust Board.	
2.	Declarations of interest	
2.1	None to declare	
3.	Minutes of the last meeting	
3.1	The minutes of the meeting held in public on 18 th July 2019 were agreed as a correct record.	
3.2	The action log was reviewed, noting that all but one action had been completed and this was not yet due.	
4.	Lead Governor's Report	
4.1	RA gave a verbal report on his activities since the last meeting. These had included a number of governor involvement activities, such as Walkabouts and attendance at Trust Board meetings. He attended 3 meetings for the Diabetes Quality Improvement Project where patient and staff research showed the major improvements in diabetes care at KHFT in comparison with two years previously. RA had attended the London Governors Conference with DH and RP, where the main address was given by Sir David Sloman who outlined the future path of the NHS.	
5.	Chairman's Report	
5.1	SB gave a verbal report, sharing her perspective on what an Integrated Care System means and what she wishes to achieve in the next two years. She reported that Dr Marita Brown had resigned from the Council of Governors and recognised Dr Brown's contribution during her tenure.	
5.2	SB opened the floor for questions. RA welcomed SB's comments on what an ICS means and suggested that this be discussed in more depth on another occasion.	SS
5.3	RB asked SB what her thoughts were on ensuring the various organisations were working collectively. SB believed that significant progress on collaboration had been made over recent months and she was optimistic that this would continue to grow.	
6.	Chief Executive's Report	
6.2	JF reported that KHFT had engaged with other local partners with regards preparation for Brexit and that the Trust is as prepared as can be expected. The Trust's Brexit Risk Assessment Group, led by SRO Mairead McCormick, Deputy Chief Executive and Chief Operating Officer, was meeting regularly to ensure that the Trust's no-deal Brexit plan continues to be fit for purpose.	
6.3	The Trust achieved its performance targets for August, with the exception of the A&E four hour wait. This was good news in the face of significant operational pressures. High demand for non-elective services continued, with a marked rise in working age adults attending A&E. Work was under way to understand the drivers behind this change.	
6.6	The Trust's workforce performance indicators remained strong and JF reported that, following a major push to raise compliance, the Trust's statutory and mandatory training figure for September was 89.69%, against target of 85%.	

6.7	JF mentioned that the topic of pensions had come to the fore across the NHS and the Trust is reviewing how it can assist staff to understand their individual positions and respond appropriately.	
6.8	JF was pleased to highlight that a wide range of capital projects was scheduled for the coming year that will significantly improve patient and staff experience. A Site Development Forum had been held for staff to find out more about the plans to develop the hospital site. Over 200 staff attended throughout the day and feedback received suggested that the sessions were useful in keeping staff engaged with plans. It was envisaged that the Site Development Forum will be held quarterly going forward.	
6.9	Despite the challenges around operational demand, the Trust completed the renovation of Kennet ward and it opened ahead of schedule at the beginning of October.	
7.	Site Development Progress Report	
7.1	JF gave a presentation on the Site Development programme, explaining the Trust's commitment to investing in the environment to improve patient and staff experience. He outlined how capital investment proposals are evaluated and prioritised for clinical and operational need.	
7.4	A portion of the site with the oldest and poorest condition buildings had been sold to Advanced Living, who intended to submit a planning application to build flats for senior accommodation. The Trust has the provision to lease the area until April 2022.	
7.5	JF explained the reason for the planned decant from Roehampton Wing with a completion date of December 2020. The intention was to invest in improved ITU facilities on that part of the site.	
7.6	BG raised a concern about the potential for noise to affect patients whilst the Advanced Living site is re-developed. JF responded that the Trust would engage with the developers to manage the risk of noise and pollution. RB mentioned that, in her role as Councillor, she was already receiving enquiries from neighbours with regards to potential noise issues once development starts taking place.	
7.7	SC enquired about the garden area near the Esher Wing and where this will be relocated once construction begins. JF undertook to report back to the next meeting on this matter. SS would circulate the presentation to governors after the meeting, together with the latest glossary of acronyms.	JF SS
8.	Spotlight on Communications	
8.1	RKK provided an update on progress with implementation of the Communications & Engagement Strategy agreed by the Trust Board. She remarked that the Annual General Meeting/Annual Members Meeting and the "Meet the Neighbours" event had been very successful. The Communications team was currently involved in working to launch the new website. New KPI had been developed for the team and were due for approval by the Executive Management Committee in early November 2019.	
COMMITTEE REPORTS		
9.	Strategy Committee	
9.1	DG thanked governors for the excellent turnout to the Committee meeting, at which the discussion had focused on strategy development for Kingston Hospital and the South West London Five Year Plan. He thanked the Executives for their helpful presentations to the meeting.	

10.	Quality Scrutiny Committee	
10.1	BG presented her report on the issues agreed at the Committee meeting on 9 th October to bring to the attention of the Council of Governors. An analysis of Governor Patient Feedback Reports for the year September 2018 to August 2019 had been circulated. The feedback recognised a number of improvements within the Trust, whilst the negative feedback had been around administration and appointments. It had been agreed to review the timing of Governor Desks to maximise the opportunity to gather feedback, and also to rename Governor Desks to give a more accurate picture of what these involved.	SS
11.	Membership Recruitment & Engagement Committee	
11.1	SB noted that the most recent meeting of the Committee had been cancelled due to it not being quorate and reminded governors to let the committee secretary know should they be unable to attend.	
11.2	PH gave a verbal report on a number of activities relevant to the Committee's remit currently being undertaken: <ul style="list-style-type: none"> • a new membership application form to be completed before Christmas • Buzz magazine - planning to be an electronic version to reach online membership • Membership section on new website The Plan is to grow the membership whilst also increasing its diversity in proportion to the local area.	
11.3	SC requested that the Committee bear in mind the need to produce membership materials in an easy read format.	MREC
11.4	BG reminded governors of their responsibility to recruit new members and to bear this in mind with regard to events attended.	All
12.	Nominations & Remuneration Committee	
12.1	SB presented the Committee's report confirming the outcome of its work to appoint DR as Non-Executive Director with the ability to chair the Audit Committee.	
GOVERNANCE		
13.	Elections of Lead Governor and Deputy Lead Governor	
13.1	SS presented her report on the timetable and process for election to the posts of Lead Governor and Deputy Lead Governor. She noted that RA was not eligible for a further term of office as Lead Governor when his current term ends in June 2020. SS encouraged any governor concerned about the potential time commitment to contact her for a discussion as she was keen to ensure equality of opportunity for full-time workers or carers who might otherwise be put off applying.	
13.2	SB advised that both RA and herself were available to meet with any potential candidate for further discussion about the roles.	
14.	Feedback from Governors on member and public engagement	
14.2	SB reported on a forthcoming visit by the Korean Ambassador and the opportunity to showcase the hospital and how it serves the community. She also mentioned that CJK had done a great deal of work for the visit.	
15.	Forward Plan	
15.1	Content of the forward plan was noted.	

16.	Questions from the public	
	A Member of public enquired what KHFT was doing to enable a “Safe space” for autistic children. SB answered that 2 single rooms were available which were quiet and could assist with the reduction of noise. There was also the opportunity to assess a patient in the ambulance and transfer to the paediatric assessment ward. The paediatric nursing team had the specialist skills to assist. SB acknowledged that further work was required but the Trust had made a good start. SC advised that funding had been secured to enable 12 members of staff to receive specialist skills. SB asked if the public member was willing to work with KHFT to continue to improve the service and she confirmed her willingness.	SS
17.	AOB	
17.1	RM enquired whether the relocation of the cash office had now been confirmed. SB explained that this was connected to the creation of a charity office at the front of the hospital. Plans were progressing but the relocation was still to happen. SB reported that the Bereavement Office had been relocated to its original position. SS was asked to provide further details to the Council of Governors by email outside the meeting.	SS
17.2	RM asked whether there were still plans to provide Social Media training for the Council of Governors and NEDs. RKK confirmed that this was still the intention and a date would be set for the New Year.	RKK