

**Minutes of the Meeting of the Council of Governors held on
Tuesday 13th October 2020, Via MS Teams**

Present	Appointing Organisation / Constituency	
Sian Bates	Chairman	SB
Frances Kitson	Elected Governor – Kingston. Lead Governor	FK
Cathy Maker	Elected Governor- Richmond. Deputy Lead Governor	CM
Michelle Deans	Elected Governor - Kingston	MD
Marilyn Frampton	Elected Governor - Merton	MF
Bonnie Green	Elected Governor – Richmond	BG
Terry Silverstone	Elected governor - Richmond	TS
CJ Kim	Elected Governor – Elmbridge	CJK
Prof Peter Tomkins	Elected Governor - Rest of Surrey and Greater London	PT
Felicity Merz	Elected governor - Wandsworth	FM
Jack Saltman	Elected Governor – Elmbridge	JS
James Giles	Elected Governor - Kingston	JG
Richard Allen	Elected Governor – Kingston	RA
Raju Pandya	Elected Governor- Kingston	RP
Dr Naz Jivani	Appointed Governor - Kingston CCG	NJ
Cllr Rowena Bass	Appointed Governor- Royal Borough of Kingston upon Thames	RB
Dr Doug Hing	Appointed Governor - Wandsworth, Merton and Sutton CCGs	DH
Cllr Piers Allen	Appointed Governor - London Borough of Richmond	PA
Cllr Drew Heffernan	Appointed Governor- Sutton and Merton Borough Councils	DH
Cllr Christine Elmer	Appointed Governor - Elmbridge Borough Council	CE
Dr Julia Gale	Appointed Governor – Kingston University	JGa
Carlin Conradie	Staff Governor - Allied Health Professionals and Clinical Support	CC
Ursula Kingsley	Staff Governor – Management and Administrative	UK
Pravin Menezes	Staff Governor - Medical & Dental Practitioners	PM
In Attendance		
Jo Farrar	Chief Executive	JF
Sylvia Hamilton	Non-Executive Director	SH
Mairead McCormick	Chief Operating Officer (for Chief Executive)	MM
Sally Brittain	Director of Nursing & Quality	SBr
Susan Simpson	Director of Corporate Governance	SS
Dame Cathy Warwick	Non-Executive Director	CW
Jonathan Guppy	Non-Executive Director	JG
Dr Rita Harris	Non-Executive Director/Senior Independent Director	RH
Damien Régent	Non-Executive Director	DR
Dr Nav Chana	Non-Executive Director	NC
Susan Wheeler	Assistant Company Secretary (minutes)	SW
Apologies		
Cllr Margaret Thompson	Appointed Governor – Royal Borough of Kingston upon Thames	MT
Paul Hide	Elected Governor – Sutton	PH
Public in Attendance		
Tara Ferguson-Jones	Interim Head of Communications	TFJ

1.	Apologies and Welcome	Action
1.1	Apologies were noted as above.	
2.	Declarations of Interest in Matters on the Agenda	
2.1	None to declare.	
2.2	Change to Item on the Agenda SS informed the meeting that Item 9 on the Agenda – ‘to proceed with a Chair in Common with HRCH’ - had been withdrawn from the Agenda due to concerns about governance around the decision had the discussion gone ahead at this point. SS explained the reasons for this decision. A separate single agenda item CoG meeting would instead be held on 11 th November 2020 so that the decision could be resolved	

	prior to the change in Council membership and to allow a greater opportunity to explain the strategic context in which the decision is being made. A full report would be provided on the information that was available to the Nominations & Remuneration Committee when they had made their recommendation to the CoG.	
2.3	SB confirmed that the Council of Governors would be asked to make a decision on the recommendation at the special meeting.	
	STRATEGY	
3.	Minutes of the Last Meeting	
3.1	The minutes of the meeting held on 2 nd July 2020 were agreed as an accurate record subject to noting that (a) DH was not in attendance and (b) the top of page 6 should read 'assured' not 'insured'.	
3.2	All actions on the Action Log were closed.	
4.	Kingston Hospital Charity	
4.1	RA provided an update on KHC and its future objectives.	
4.2	RA reminded the Council that the last time he presented to them was in January 2018. The Charity now had a much stronger presence across the site, including a new office located between the main hospital entrance and the Sir William Rous Unit. KHC had launched its own website in 2019 - khc.org.uk.	
4.3	NJ congratulated RA on all he had done for the Charity. In response to a question from NJ on whether the Charity had made links with a local authority, RA responded that he had not done so and would look into this and capitalise on contacts the Trust had in this sector.	
4.4	CJK stated that he was expecting more funds to come from the Korean community in 2021. There was a new Chairman of Korean Trade Association who had expressed his enthusiasm for KHC.	
4.5	SH referred to RA's superb governance and administration of the Charity. She also drew attention to RA's vision for the Trust and the wider community to become more philanthropic. She expressed her gratitude and admiration for all that RA did for the Charity and the Trust.	
4.6	SB said that RA had transformed the performance of the Charity and had enhanced the reputation of the hospital.	
5.	Lead Governor's Report	
5.1	FK drew attention to the Trust's revised Volunteering Strategy which was presented at the Board meeting on 30 th September 2020, urging all Governors to read this document and forward any ideas or thoughts to either FK, SB or Laura Shalev-Greene on how Governors could work together with the volunteers.	
5.2	The Governor Elections nomination process was now closed. Governors were encouraged to reach out to friends, contacts and members, and urge them to read the nomination statements and vote.	
5.3	FK thanked BG and JS for speaking so well at the online Governor Elections engagement events. There had been a very good response rate in nominations received.	
6.	Chairman's Report	
6.1	SB praised the hospital's approach to working through the pandemic and for the extensive preparations that were in place in the event of a possible second surge. She felt that the ask of staff could not be underestimated, and she praised how they had demonstrated their flexibility, skill and commitment to the hospital.	
6.2	SB drew attention to the impressive conversion rate from attendance at Governor Election engagement events into applicants for the seats. She noted that some of the nominations had come through volunteering staff. SB also thanked SW for her work in coordinating the election process.	

7.	Chief Executive's Report	
7.1	JF began by emphasising that the focus over the past couple of months had been on the recovery of hospital services.	
7.2	<p>Highlights of the Chief Executive's report:</p> <ul style="list-style-type: none"> • The Trust was preparing for a second surge in Covid-19 activity, in addition to making preparations for winter. The next 3-6 months would be challenging. • Patients who had stayed away from the hospital in the first peak in Covid-19 were now feeling confident to return. The Trust continued its work on public communications and engagement to reassure the public that it was safe to come in to hospital. • Cancer performance continued to be exceptional. • The Communications Team continued to inform staff of infection prevention and control guidance. • The flu vaccinations programme had been launched across the community. The uptake target for staff was 100% compliance this year. • The new state-of-the art Endoscopy Unit was now open in Esher Wing. • Parking charges for the public would be reintroduced from 1st October 2020. There were no plans to reintroduce parking charges for staff. • A draft of the Patient First Strategy was presented at the Board meeting on 30th September 2020 which stated the Trust's ambitions for the next 5 years. • A revised Equality Diversity & Inclusion Strategy was also presented at the Board on 30th September 2020. • A Values video had been produced by the Communications Team and was available on the website. • The South West London Recruitment Hub was launched on 28th September 2020 which Kingston Hospital was hosting on behalf of four acute trusts across South West London. • Responses to the Staff Survey currently stood at 57% with another two and a half weeks to go before closing. This was the highest scoring Trust nationally. 	
7.3	As a Non-Executive Director, RH stated that she felt very assured about the way the Trust was looking after its staff in providing a safe and secure environment, despite all the current pressures.	
8.	Q&A	
8.1	<p>Q: "Given the after-effects of having had Covid-19 and the growing appreciation of what is called 'long-Covid', what steps is the Trust taking to provide specific services for those with breathing, circulatory and movement difficulties as a result of this illness?"</p> <p>A: SBr reported that the Trust had implemented a post-ITU clinic for patients who had been discharged followed treatment for Covid. The clinic was staffed by multi-disciplinary team members, including physios, nurses, chaplaincy and respiratory consultants. The hospital was working across South West London and with community providers on taking forward new ways of working, with a focus on patients being able to access care in the best place for them, which was often closer to home or virtually. The Trust was following up some of the most impacted patients and continued to work with physios and occupational therapists in the community.</p>	
8.2	<p>Q: "Is the Trust receiving any additional funding for post-Covid care?"</p> <p>A: SBr responded that the Trust was not currently receiving additional funds for post-Covid care. JF pointed out that if the Trust needed to deliver post-Covid care that was not funded out of the Trust's allocations, additional funds would most likely be made available.</p>	

8.3	<p>Q: “Is there a routine testing regime of asymptomatic staff at Kingston Hospital to ensure that they are not spreading the virus to patients?”</p> <p>A: SBr responded that the Trust did not currently routinely swab staff, and that its focus was strict adherence to infection prevention and control guidance. The Trust undertook weekly audits of PPE use along with spot checks and walkabouts. It also asked staff to be extra vigilant with regards to symptoms in themselves and family members. All meetings were held virtually by default. If meetings had to be held face-to-face, a very robust process was in place to undertake a risk assessment and this was approved by a multi-disciplinary team and SBr.</p>	
8.4	<p>Q: “Could we receive an updated report on the work of the Outpatients Administration Steering Group?”</p> <p>A: JF confirmed that the Outpatients Administration Steering Group had been stood down at the start of the Covid-19 pandemic.</p> <p>As a Governor on the Steering Group, BG added that during the early part of Covid-19, outpatient appointments in particular were changing very much, with more telephone and video consultations. Patient surveys and audits of patients attending these appointments had been implemented and these were showing very positive feedback.</p>	
8.5	<p>BG reported that the Trust was looking at work which had not been completed by the Outpatients Administration Steering Group with a view to setting up another committee to pick up this work. It would also link with the work around digital patient engagement. The terms of reference for this committee were currently being drawn up. There would be a place on that committee for a Governor and BG said that she would be happy to continue with that work.</p>	
8.6	<p>The Council endorsed BG continuing her outpatient work in the new committee and SB expressed the Trust’s appreciation of all the work she had already done in this area.</p>	
COMMITTEE REPORTS		
9.	Nominations & Remuneration Committee	
9.1	<p>SB confirmed that all Non-Executive staff appraisals had been completed with the appropriate processes enacted. A report had been reviewed by the Nominations & Remuneration Committee. .</p>	
9.2	<p>SB confirmed that the Nominations & Remuneration Committee had approved the continued appointment of CW as a Non-Executive Director</p>	
10.	Strategy Committee	
10.1	<p>DH reported that Alex Berry, Director of Strategy & Transformation, had provided a comprehensive update on the Equality, Diversity & Inclusion Strategy. DH was encouraged to hear that there was a focus on inequalities and joined-up working ahead of the winter season.</p>	
11.	Membership Recruitment & Engagement Committee	
11.1	<p>In PH’s absence, SS reported that the Trust was looking to refresh the membership of the Membership Recruitment & Engagement Committee and asked for any expressions of interest from Governors.</p>	
12.	Governors Quality Scrutiny Committee	
12.1	<p>BG provided a verbal report. BG confirmed that the virtual meeting held on 7th October 2020 was the first meeting held since 4th December 2019. The April 2020 meeting had been cancelled. A comprehensive Covid update was received from TM, SBr and AG.</p>	
12.2	<ul style="list-style-type: none"> • Telephone and video outpatient appointments were continuing and patient surveys indicated positive feedback. These patient surveys were being managed via the Attend Anywhere Project, which in turn reported to the Patient Digital Engagement Board. BG was currently awaiting confirmation regarding Governor involvement in the latter. • The GQS Committee received assurance that all patients being discharged to rehab or nursing home beds were being tested for Covid-19 before transfer. In cases 	

	<p>where there was a positive result but discharge was still deemed appropriate, such patients were transferred to the Teddington Memorial Hospital which had 'isolation' beds.</p> <ul style="list-style-type: none"> • The Committee received assurance from KC regarding staff health and wellbeing. There was much ongoing work in place to support staff during this difficult period and KC continued to work on the revised People Plan. • The Committee noted an improvement in the prevention and management of falls. The Pyjama Paralysis project had received a positive mention in the national Getting It Right First Time Report for Geriatric Medicine. • An increase in patients coming from the community with pressure ulcers was being investigated. • The Friends & Family Test (FFT) had been suspended by NHSE in March 2020 and would be restarting on 1st November 2020. • QAC had been assured by the strict adherence to infection prevention and control guidelines and new practices. External scrutiny had given Kingston a clean bill of health in this regard. • Quality Priorities: BG commented on the high quality of this year's Quality Report which was included in the Annual Report & Accounts 2019/20. Work on the Quality Priorities for next year had not progressed as expected due to the pandemic. It was proposed that those Priorities selected from a long list would be carried over to 2021/22 and the Committee was happy to support this decision. • The great work of the Bereavement Team and the Chaplaincy Team during the pandemic was noted. • It was MF's and RM's last GQSC meeting and BG expressed her thanks and gratitude for all that they had contributed. 	
	GOVERNANCE	
13.	External Audit Procurement Process	
13.1	SS reminded the Council that the appointment of external auditors was the responsibility of the CoG, supported by the Audit Committee. The process was set out in the agenda paper.	
13.2	The recommendation to the Council of Governors was to go with the London Procurement Partnership Framework for external audit services, and for two Governors to take part in the Project Working Group to ensure that there was Governor involvement before making the recommendation for appointment in January 2021. SS was pleased to inform the Council that RB had agreed to accompany FK in that Project Working Group.	
13.3	The Council of Governors was approved the process for the appointment of the Trust's external auditors and the two Governor members of the Project Working Group identified.	
14.	Council of Governors Forward Plan	
14.1	Noted.	
15.	ANY OTHER BUSINESS	
15.1	SB drew to the Council's attention the Governors who would be leaving the Council of Governors this year, namely CC, RM, KM, MF, PH, PT and SC. SB thanked them for all sincerely for their time, commitment and contribution to the organisation.	
15.2	SS announced that there would be an opportunity in November 2020, following the Governor Elections, for Governors to consider which committees they would like to join.	
15.3	SS confirmed that the link for this meeting had been available through the Corporate Governance team for anyone who wanted to observe the meeting. The same process would be applied to Trust Board meetings. If Governors would like to observe the Trust Board meetings, along with the public, they must contact SW who would send them the Teams link. Any Governors observing would be muted during the meeting and there would be an opportunity at the end of the meeting to ask questions.	