SOMERSET PARTNERSHIP NHS FOUNDATION TRUST

MINUTES OF THE PUBLIC COUNCIL OF GOVERNORS’ MEETING
HELD ON 7 NOVEMBER 2017 AT THE EXCHANGE, EXPRESS PARK, BRISTOL ROAD, BRIDGWATER, TA6 4RR

PRESENT
Stephen Ladyman Chairman

Elected Governors
Richard Brown Public – Mendip
Cathy Hackett Public – Mendip
Bob Champion Public – Mendip
Peter Ernest Public – Taunton Deane
Philippa Hawks Public – Taunton Deane
Elaine Hodgson Public – Taunton Deane
Sumitar Young Public – Taunton Deane
Dave Gudge Public – Sedgemoor
Eddie Nicolas Public – Sedgemoor
Malcolm Turner Public – Sedgemoor
Richard Porter Public – South Somerset
Nick Beecham Public – South Somerset
Judi Morrison Public – South Somerset
Paul Aldwinckle Staff Governor
Hannah Coleman Staff Governor
Polly Maguire Staff Governor
Claudine Brown Staff Governor
Owen Howell Staff Governor
Nicole Price Staff Governor

Nominated Governors
Ian Hawkins Taunton Samaritans
Melissa Hillier We Hear You
Jayne Chridgey-Clark Somerset Clinical Commissioning Group
Councillor Terry Napper Somerset County Council
Garth Vaughan Youth Volunteering Network (telephone conference call)

Apologies
Nick Phillips Public – Mendip
Ian Aldridge Public – West Somerset
Caroline Toll Carers UK
Cllr Nigel Woollcombe-Adams District Councils

IN ATTENDANCE
Peter Lewis Chief Executive
David Allen Non-Executive Director
Liz Simmons Non-Executive Director
Jan Hull Non-Executive Director

Minutes of the Public Council of Governors meeting held on 7 November 2017
February 2018 Council of Governors
1. **APOLOGIES**

The above apologies were noted.

The Chairman opened the meeting and confirmed that the meeting was quorate.

It was noted that Garth Vaughan had joined the meeting via a telephone conference call.

3. **MINUTES OF THE PUBLIC MEETING HELD ON 5 SEPTEMBER 2017**

The minutes of the Public Council of Governors’ meeting held on 5 September 2017 were approved as a true and accurate record with the following amendments:

- page one – to change “Jayne Chidgey-Clarke” to “Jayne Chidgey-Clark”;
- page one – to change “Eddie Nicholas” to “Eddie Nicolas”;
- page one – to add “Elaine Hodgson” under Apologies.

Malcolm Turner proposed, Ian Hawkins seconded and the Council of Governors approved the minutes of the Public Council of Governors’ meeting held on 5 September 2017.

4. **MINUTES OF THE PUBLIC MEETING HELD ON 3 OCTOBER 2017**

The minutes of the Public Council of Governors’ meeting held on 3 October 2017 were approved as a true and accurate record with the following amendments:

- page one – to change “Jayne Chidgey-Clarke” to “Jayne Chidgey-Clark”;
- page one – to change “Eddie Nicholas” to “Eddie Nicolas”;
Dr Jayne Chidgey-Clark proposed, Paul Aldwinckle seconded and the Council of Governors approved the minutes of the Public Council of Governors’ meeting held on 3 October 2017.

4. MATTERS ARISING

Minutes of the Public Council of Governors meeting held on 3 October 2017
It was noted that following the interviews held on 2 October 2017, Peter Lewis had been appointed as the Joint Chief Executive and the Chairman introduced Peter Lewis.

5. PUBLIC REGISTER OF COUNCIL OF GOVERNORS INTERESTS

The Council of Governors discussed the Public Register of Interests and noted the following changes to the register:

- Nick Beecham – nothing to declare;
- Elaine Hodgson – to add “Member of the Carers Voice Action Group”;
- Judi Morison – to add “Member of Kerry Town Council”;
- Bob Champion – to remove “Compass Carers Steering Group Member”;
- Cathy Hackett – to change “Mrs” to “Ms”;
- Polly Taylor – to change to “Polly Maguire”;
- Terry Napper – to add “Governor Mendip Partnership School” and “member of Devon and Somerset Fire Authority”.
- Sumitar Young – to add “Member of Somerset County Council School Admission forum”;
- Owen Howell – to remove the duplicate entry.

There were no conflicts of interests declared in relation to the agenda items for this meeting.

Garth Vaughan left the meeting (due to the telephone conference facility not working correctly).

6. CHAIRMAN’S UPDATE

Statutory Duties of Governors 2016/17 – 2017/18
The overview of statutory duties of Governors for 2017/18 had been updated to reflect progress made.
The Council of Governors discussed the overview of statutory duties and noted the progress made.

**Council of Governors Attendance**
The Chairman presented the report setting out the meeting attendance and advised that Cllr Nigel Woollcombe-Adams had breached the Constitution in respect of meeting attendance but it was noted that his apologies had been received for all meetings missed.

Claudine Brown advised that her attendance had been discussed at the November 2017 meeting and advised that she had taken up a new role as a CAMHS operational manager and the operational pressures on the service had required her to give her apologies for the last three meetings. Claudine Brown reaffirmed her commitment to attend future meetings.

Elaine Hodgson queried what the position was if a Governor missed three consecutive meetings because of ill health. The Chairman advised that the Council was required to review attendance but individual circumstances will be taken into account and previously the Council of Governors have taken the view that Governors will not be removed from the Council due to ill health.

Ria Zandvliet agreed to contact Cllr Nigel Woollcombe-Adams to ascertain whether he will be able to attend future meetings. **Action: Ria Zandvliet.**

**Governor by-elections update**
The Secretary to the Trust presented the result of the Governor by-elections.

The Chairman welcomed the new Governors – Owen Howell, Sumitar Young and Judi Morison to the meeting. It was noted that Paddy Ashe had been reappointed as a Governor.

Eddie Nicolas queried how the remaining vacancy for Public – Outside Somerset will be filled. The Chairman advised that this seat had been vacant for some time in spite of a number of by-elections. This seat had always been difficult to fill and due to the election costs it will not be possible to continue to run by-elections. This seat will be included in the next scheduled elections.

7. **REPORT FROM BOARD OF DIRECTORS**

The Chief Executive presented the report and particularly highlighted:

- the safer staffing position;
- the application to NHS England to close the Milverton Branch Surgery;
- the joint Council of Governors development session held on 27 October 2017.

The Director of Finance presented the finance report and advised that as at 30 September 2017 the Trust was on plan – a surplus of £838,000 against a
planned surplus of £835,000 – and was therefore eligible for the quarterly Sustainability and Transformation funding (STF).

The Council of Governors discussed the report and commented/noted that:

- quality and performance report – ligatures – 46 incidents had been reported during September 2017. It was noted that five patients had been involved in 41 incidents and 30 of these incidents could be attributed to one patient. Some of the increase in the number of incidents was due to a change in the reporting system. Whilst previously a number of incidents were grouped together on the incident reporting system, every incident was now recorded individually. Work was being carried out on the incident reporting system, Datix, to look at how staff flagged up near misses.

Eddie Nicolas queried how one patient could be responsible for 30 incidents. The Deputy Director of Nursing set out the background to the patient and provided examples of ligature incidents. It was noted that if the patient removed the ligature themselves, the incident was still reported. Two of the 46 incidents had resulted in “minor harm” to the patient. It was stressed that these incidents did not involve ligature points as these incidents were reported separately.

Jayne Chidgey-Clark commended the Trust on the management of the ligature incidents.

Elaine Hodgson asked for more detailed information on the definition of ligatures to be presented to the March 2018 Development Day so that Governors had a clear understanding of ligature incidents. The Deputy Director of Nursing agreed to take this forward. **Action: Dawn Dawson**;

- quality and performance report – pressure ulcers – there had been an increase in the number of Trust acquired pressure ulcers reported during September 2017 and a thematic review of these pressure ulcer incidents was being carried out;

- finance report – Richard Porter queried whether the surplus position will be affected by the risk share arrangements. It was noted that the surplus position did not take account of the risk share arrangements as the health economy had not yet made a decision as to the enactment of the risk share arrangements. The enactment of the risk share arrangement will have an impact on the Trust’s financial position and the Trust may not be eligible for the quarter four STF funding;

- quality and performance report – delayed transfer of care (DToC) – Jayne Chidgey-Clark queried how confident the Trust was that the health economy will be able to reduce the number of DToCs from 7.5% as at 30 September 2017 to 3.5%. The Chief Operating Officer (Mental
Health and Community Services) advised that the current performance was 5% and this was a significant improvement from the 2016/17 position. Considerable work was being carried out by acute trusts on patient flow and the Trust was also involved in this work. The Home First service had been launched and changes were being made to the service to enable patients to be discharged from an acute trust straight to their home, if appropriate. The Bridgwater Community Hospital beds were being used more efficiently and senior nursing input was being provided by Taunton and Somerset NHS Foundation Trust. The Trust was confident that the actions being taken will enable DToC performance to be further improved;

- quality and performance report – community hospital beds – Bob Champion queried whether Magnolia Ward, which had been temporarily closed on 12 July 2017 had been reopened. The Chief Operating Officer advised that Dene Barton community hospital beds had also been temporarily closed from 23 September 2017 to enable the opening of additional stroke beds at Williton community hospital. It was not expected that it will be possible to reopen the beds before March 2018, but the reopening will be dependent on the recruitment of additional staff.

In relation to Magnolia Ward, this was a ten bedded dementia ward and the ward had seen a decline in staffing levels requiring the beds to be temporarily closed during the summer. An intermediate care community service was set up and feedback about this service had been very positive. The future of Magnolia Ward will be considered as part of the mental health services consultation process but it was currently unclear when this consultation will take place.

Elaine Hodgson left the meeting.

- nursing staff – Bob champion queried the future position in terms of nursing staff. It was noted that the outlook for registered nurses was very difficult. The demographic profile of nursing staff indicated that many nurses will be eligible for retirement in the next few years but the increase in national training places will not result in additional nursing staff for several years. The staffing position was being reviewed on an ongoing basis and if it was not possible to safely staff wards, temporary measures will have to be taken.

The Deputy Director of Nursing advised that a national Nurse Associate pilot scheme was being set up and the Trust had been accepted as a pilot site. The scheme was a two year programme and the nurse associates will be able to support the registered nurses.

The shortage of nurses had been escalated to NHS England on a number of occasions and by different organisations. It was noted that an additional 5,000 nurse training places had been agreed by the
Government but it will take time for the additional nurse training places to produce results. Agencies were no longer able to fill any staffing shortages and it was important to ensure that Somerset was seen as an attractive place to work.

The Chief Operating Officer (Mental Health and Community Services) advised that staff welfare was a high priority, as well as patient safety, and the Trust had a duty of care to its staff.

Claudine Brown suggested that Governors could play a role in increasing awareness of the nursing staff shortages by writing to their local MPs. The Chairman supported that suggestion and encouraged Governors to speak to their local MPs. The Trust was working hard on recruitment and finding innovative recruitment and training solutions, but it was unwilling to compromise patient safety and difficult decisions therefore have to be made.

Sumitar Young commented that medical staff in general set out to do their best job but some could no longer cope and the best possible option for them was to be able to take a break. At a recent meeting she had attended, it was confirmed that a large number of nursing staff leave their full time posts and registered with agencies. In education this meant that the member of staff lost the benefits of full time employment, including training, and Sumitar Young commented that she expected this to be the same in the NHS and queried whether staff understood the longer term implications in relation to their pensions etc. The Deputy Director of Nursing advised that a retention strategy was being developed as the importance of retaining staff and their skills was recognised.

Polly Maguire highlighted the tax benefits for locums, but noted that the law was being changed and that in future locums will have to pay the same tax as permanent staff;

- Milverton Branch Surgery – Richard Porter advised that he had spoken to a patient of the Milverton Branch surgery who had expressed his thanks to the Trust for protecting the Lister House surgery as he recognised that without the Trust’s intervention also the Lister House surgery may have had to close.

8. **UPDATE ON COMMUNITY HOSPITAL BEDS**

The Chairman provided an update on the position in relation to community hospital beds and advised that due to recruitment issues across the county and resulting patient safety issues, it will not be possible to maintain the inpatient beds at 13 community hospitals over the winter period. The Board had therefore approved the proposal to temporarily close inpatient beds at Shepton Mallet and Chard community hospitals, in addition to the beds already temporarily closed at Dene Barton community hospital, and to
consolidate these beds and staff at other community hospitals. It was stressed that the total number of beds had not been reduced but that the beds had been consolidated onto ten sites with effect from 1 November 2017.

The Council of Governors discussed the community hospital bed position.

Nicolas Price expressed her thanks to staff who had moved to work in another community hospital during the temporary closure of their community hospital beds.

The Chairman advised that the temporary closure of the Shepton Mallet and Chard community hospital beds was not a reflection on staff as it was recognised that staff worked very hard and were committed to providing the best possible care to their patients. These community hospitals had been selected because of geographical issues and the location of other community hospitals. The Chairman confirmed the Trust’s commitment to reopen the community hospital beds as soon as sufficient nursing staff had been recruited.

The Deputy Director of Nursing advised that staff relocated to South Petherton community hospital had fed back that they had been made to feel very welcome and thanked Nicola Price and South Petherton community hospital staff for their support.

The Director of Governance and Corporate Development advised that the Board had agreed to undertake a series of engagement and consultation events with local communities to get their views on the temporary closure of beds and to reconsider the position at their February 2018 Board meeting.

Bob Champion queried whether any progress had been made in relation to Shepton Mallet Health Campus and noted that the Trust continued to work with the Clinical Commissioning Group, NHS England and NHS Property Services but that no further progress had been made in relation to securing capital funding. The Director of Governance and Corporate Development set out the issues relating to the Shepton Mallet Health Campus.

The Chairman stressed that MIU and other services continued to be provided from Shepton Mallet and Chard community hospitals.

9. FEEDBACK FROM:

Strategy and Planning Group
Claudine Brown provided feedback from the meeting held on 18 July 2017 and highlighted the key items discussed. It was noted that the meeting scheduled for 17 October 2017 had been cancelled and rescheduled for 30 November 2017.

The Chairman set out the purpose of the Strategy and Planning Group and advised that one of the powers of the Council of Governors was to approve
significant transactions following a due diligence exercise commissioned by the Trust. It was the intention to present detailed progress reports on a significant transaction to the Strategy and Planning Group but there was a risk of duplication between discussions at the Group and at the Council of Governors meetings. The Chairman therefore asked Governors to consider what discussions should take place at the Strategy and Planning Group meetings.

Bob Champion advised that he had not yet received a reply to his question raised at the meeting about self harm. The Deputy Director of Nursing advised that a response had been prepared and agreed to resend the email to Bob Champion. **Action: Dawn Dawson.**

**Nomination and Remuneration Committee**

It was noted that the Committee had not met since the September 2017 meeting.

**Governors – issues and any ensuing actions needed/taken**

No issues and ensuing actions needed/taken were identified.

**Feedback from Staff Governors**

**Weight Management**

Polly Maguire commented that she had been informed that the 18 week waiting times target for dietetic services had been removed and that weight management services will only be provided to patients also receiving bariatric or eating disorder services. The Chief Operating Officer (Mental Health and Community Services) advised that he was not aware of the removal of this target. Somerset County Council had however announced changes to the ZING programme – healthy eating, weight management and physical activity – but the service will consist of different components, including health components. The majority of the ZING elements will continue to be provided. Somerset County Council was the commissioner for this service and it was noted that some staff will TUPE over to the Council. There was currently a lack of clarity about weight management services.

Polly Maguire advised that weight management was not solely for managing weight loss but covered both weight loss and weight gain and expressed her concern about the lack of weight management services. The Chairman encouraged Governors to raise the lack of weight management services with the County Council.

**Smoke Free Training**

Hannah Coleman advised that it was recognised that clinical staff will need to undertake smoke free training, but queried the need for clerical and housekeeping staff to undertake the training and highlighted the distress the training had caused to these groups of staff.
The Deputy Director of Nursing advised that she was not aware that all staff had to undertake the same level of training and agreed to feed this back to the Smoke Free Group and to further discuss this with Hannah Coleman outside of the meeting.

Staff Governors meeting
The Chairman advised that it had been difficult to find a date which all staff governors could attend and alternative dates, with opportunities for telephone conference calls, were being considered.

Patient and Public Involvement Group (PPI)
It was noted that the Patient and Public Involvement Group had not met since the September 2017 Council of Governors meeting.

10. ANY OTHER BUSINESS

There was no other business.

11. DATES OF NEXT MEETING

The dates for 2018 were agreed as follows:

Tuesday 13 February 2018
Tuesday 29 May 2018
Tuesday 11 September 2018
Tuesday 13 November 2018

All meetings will commence at 6.00pm and will finish at 8.00pm.

If a quorum is not present on the above date, the adjourned meeting will take place seven days after the above dates, at the same time and at a venue to be confirmed.

Tuesday 20 February 2018
Tuesday 5 June 2018
Tuesday 18 September 2018
Tuesday 20 November 2018

12. WITHDRAWAL OF PRESS AND PUBLIC

The Chairman moved that representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.