

**Agenda for a Council of Governors meeting, to be held on 30 January 2014 at
13:30 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

<i>Item</i>	<i>Sponsor</i>	<i>Page</i>	<i>Time</i>
1. Chairman's Introduction and Apologies To note apologies for absence received.	Chairman		13:30
2. Declarations of Interest In accordance with Trust Standing Orders, all members present are required to declare any conflicts of interest with items on the Meeting Agenda.	Chairman		13:33
3. Minutes and Actions from the Previous Meeting To consider the minutes of the meeting of the Council of Governors on 31 October 2013 for approval and the status of Actions agreed.	Chairman	3	13:35
4. Chief Executive's Report and Strategic Outlook To receive a verbal update from the Chief Executive to note.	Chief Executive		13:40
<i>Governors' Questions</i>			
5. Governors' Questions arising from the meeting of the Trust Board of Directors To respond to questions arising from matters of business on the agenda of the preceding meeting of the Trust Board of Directors.	Chairman		14:00
6. Governors' Log of Communications To note the current position of the Governors' Log of Communications.	Chairman	11	14:20
<i>Statutory and Foundation Trust Constitutional Duties</i>			
7. Nominations and Appointments Committee report To receive this report to note .	Chairman	13	14:30
8. Governor Development Seminar report To receive this report to note .	Chairman	14	14:35
9. Project Focus Group Meeting Accounts To receive the following meeting accounts to note : a. Annual Plan Project Focus Group b. Quality Project Focus Group c. Foundation Trust Constitution Project Focus Group (including report from Constitution Task and Finish Group and the timeline for revisions to the Constitution.)	Chairman	15	14:40

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January 2014 at 13:30 in the Conference Room, Trust Headquarters,
Marlborough Street, Bristol, BS1 3NU**

<i>Item</i>	<i>Sponsor</i>	<i>Page</i>	<i>Time</i>
<i>Members' Questions</i>			
10. Foundation Trust Members' Questions To receive questions from Foundation Trust members present.	Chairman		14:50
<i>Close</i>			
11. Date of Next Meeting The next meeting of the Council of Governors will be held on 28 April 2014 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU.			

**Minutes of a Council of Governors meeting held on 31 October 2013 at 13:30 in
Lecture Theatre 1, Education Centre, Upper Maudlin Street, Bristol, BS2 8AE**

Governors Present	
<ul style="list-style-type: none"> • Sue Silvey – Lead Governor and Public Governor, Bristol • Anne Ford – Public Governor, North Somerset • Clive Hamilton – Public Governor, North Somerset • Mo Schiller – Public Governor, Bristol • Glyn Davies – Public Governor, Bristol • Brenda Rowe – Public Governor, Bristol • Tony Tanner – Public Governor, South Gloucestershire • Pauline Beddoes – Public Governor, South Gloucestershire • Pam Yabsley – Patient Governor, Local • Peter Holt – Patient Governor, Local • John Steeds – Patient Governor, Local • Elliott Westhoff – Patient Governor, Local • Angelo Micciche – Patient Governor, Local • Tony Rance – Patient Governor, Tertiary • Lorna Watson – Patient Governor, Carer (Patients under 16 years) 	<ul style="list-style-type: none"> • Philip Mackie – Patient Governor, Carer (Patients under 16 years) • Wendy Gregory – Patient Governor, Carer (Patients 16 years and over) • Sue Milestone – Patient Governor, Carer (Patients 16 years and over) • Florene Jordan – Staff Governor, Nursing and Midwifery • Ben Trumper – Staff Governor, Nursing and Midwifery • Ian Davies, Staff Governor, Medical and Dental • Tim Peters, Appointed Governor, University of Bristol • Joan Bayliss – Partnership Governor, Community Group • Jeanette Jones, Partnership Governor, Joint Union Committee • Sylvia Townsend – Appointed Governor, Bristol City Council
Board Members Present	
<ul style="list-style-type: none"> • John Savage – Chairman • Robert Woolley – Chief Executive • Alex Nestor – Acting Director of Workforce & Organisational Development • Paul Mapson – Director of Finance • James Rimmer – Chief Operating Officer 	<ul style="list-style-type: none"> • Sean O’Kelly – Medical Director • Helen Morgan – Acting Chief Nurse • Lisa Gardner – Non-executive Director • Iain Fairbairn – Non-executive Director • Guy Orpen – Non-executive Director • John Moore – Non-executive Director
Others Present or In Attendance	
<ul style="list-style-type: none"> • Charlie Helps – Trust Secretary • Xanthe Whittaker – Head of Performance Assurance and Business Intelligence / Deputy Director of Strategic Development • Paul Tanner – Head of Finance 	<ul style="list-style-type: none"> • Sara Reynolds, Young Person’s Involvement Worker, Bristol Royal Hospital For Children • Sarah Murch – Membership Administrator/PA (minute taker) • Several members of University Hospitals Bristol NHS Foundation Trust

Page 2 of 7 of minutes of a Council of Governors meeting held on 31 October 2013 at 13:30 in Lecture Theatre 1, Education Centre, Upper Maudlin Street, Bristol, BS2 8AE

<i>Item</i>	<i>Time</i>
<p>1. Chairman's Introduction and Apologies</p> <p>Apologies for absence were received from:</p> <p>Governors: Jan Dykes, Anne Skinner, Ken Booth, Marc Griffiths, Mani Chauhan and Terrence Flawn.</p> <p>Trust Board and Others: Deborah Lee, Emma Woollett and Maria Fox.</p> <p><i>Apologies for absence were noted.</i></p> <p>The Chairman welcomed those present to the meeting, extending a particular welcome to Angelo Micciche, new Patient governor attending his first meeting.</p> <p>A supplementary item was added to the agenda to discuss the recruitment of new Non-executive Directors. See item 4b.</p>	
<p>2. Declarations of Interest</p> <p>In accordance with Trust Standing Orders, all members present were required to declare any conflicts of interest with items on the Meeting Agenda.</p> <p><i>There were no declarations of interest.</i></p>	
<p>3. Minutes and Actions from the Previous Meeting</p> <p>The Council of Governors considered the minutes of the meeting of the Council of Governors on 30 July 2013 and the minutes of the Annual Members Meeting on 19 September 2013 and the status of Actions agreed. <i>The Council of Governors approved the minutes as an accurate record of the meeting.</i></p>	
<p>4. Chief Executive's Report and Strategic Outlook</p> <p>The Council of Governors received a verbal update from the Chief Executive, Robert Woolley, to note.</p> <p>Robert began by reminding governors that strategically the NHS was at a critical juncture, facing financial pressures and political challenges. The level of funding increase enjoyed over the last decade had gone, and the Trust was facing a minimum of 4% savings year-on-year for the foreseeable future. Various commentators had talked about the NHS needing to save £50 billion by 2021, at the same time as dealing with the impact of an ageing population and the increase of chronic disease and dementia. The NHS as a system needed therefore to find a way to transform itself to provide integrated care with less reliance on large acute hospitals and less reliance on putting frail older people into hospital beds. The National Audit Office had recently described the level of emergency admissions as having increased substantially – and unnecessarily in their view, if there was sufficient and appropriate care provision outside of hospital to deal with the needs of those patients.</p> <p>Robert then gave a brief review of the Trust's recent activities under the six themes of the recently-reviewed Transforming Care programme: Delivering Best Care, Improving Patient Flow, Delivering Best Value, Renewing Our Hospitals, Building Capability and Leading in Partnership.</p> <p>Delivering Best Care: Robert was pleased to report that the Care Quality Commission's new intelligent monitoring tool had placed the Trust in the lowest risk category for</p>	

quality and safety of services, in a detailed analysis across 150 key indicators. The Trust Board had also been considering its response to the Francis Inquiry, which would be far-reaching in terms of cultural change.

However, Robert noted that the Trust was aware that it did not always get things right, as demonstrated by the current media reporting of an error that occurred at the mortuary, as a result of the Trust procedure not being followed. He also advised governors that the formal inquest would start in November into the death of Luke Jenkins, who died at the Bristol Royal Hospital for Children last year. He asked governors to note that though this could result in some adverse publicity, the Trust would not be commenting until the end of the process, once the Coroner's conclusion was known.

Improving Patient Flow: The Trust had moved forward into the next phase of the Patient Flow programme. Particular benefits had been noted in the performance in A&E at Bristol Royal Infirmary, for which the target had been delivered for Quarter 2, though the Trust was looking into sustainability over the winter. There had been useful collaboration from Bristol Community Health Services, Bristol Clinical Commissioning Group and Social Services to develop new nursing home capacity now to use in winter and as a platform for a more sustainable solution for integrated care, particularly for frail elderly people.

Delivering Best Value: As part of the Trust's drive against inefficiency, there was now an automated service to remind people of their appointments, which it was hoped would reduce the number of people not attending their appointments.

Renewing our Hospitals: Robert reported that the strategic development programmes were making good progress: the Welcome Centre at the Bristol Royal Infirmary would be open by Christmas and the extension to the Bristol Haematology and Oncology Centre (BHOC) would be open in the early months of next year. The Trust had also invested £1.2 million in the new Gamma Knife machine at BHOC which opened in October, which meant that the Trust was now at the leading edge of radio surgery services for people with brain tumours or other cranial conditions, as it was the only machine in the South West and one of only three in the country.

Building capability: Robert reported that the Trust continued to look at how to help staff to deal with the challenges that they faced both in terms of the constant scrutiny from politicians and the media, and also the increasing pressures of work. Staff should also be supported to look at their own services and consider how they could be redesigned for the better to provide better care more cheaply – Robert noted that this was an area that required staff involvement, and not something that could be imposed. There were plans for increasing staff engagement and staff support. There was a new director of workforce and organisational development, Sue Donaldson, who would join the Trust on 4 November 2013, and a new Chief Nurse, Carolyn Mills, who would start in January.

Leading in partnership: Robert informed governors that the Bristol Acute Services

Review was in abeyance while North Bristol Trust considered the scale of the move into their new Southmead hospital. UH Bristol had discussed with them the current joint priorities for the two Trusts, in particular the centralisation of vascular services, the transfer of specialist paediatrics and the transfer of ‘cleft’ services. More would not be added at this time, but the Trust Boards had reaffirmed the importance of their partnership to the whole health economy in Bristol, and the Boards would be working to support each other over the next year, and would be developing a joint strategy on service research and teaching in Bristol.

Regarding other joint initiatives, Robert reported that the Bristol Health Partners Board was going to review its own strategy in November. UH Bristol was currently preparing to host a collaborative for leadership and applied health research from 1 April, and would also be hosting the Clinical Research Network from April. The Trust was also supporting the new Academic Health Science Network for the West of England which launched formally in September.

Robert invited questions about his report.

Questions

1. Clive Hamilton asked whether referral to treatment times had been affected by the integration process with North Bristol Trust (NBT), and whether this was likely to be a problem when specialist paediatrics transferred in May next year. Robert explained that the problems with referral to treatment times had been understood before the transfer of services, and it had been understood that it would take a significant period of time to deal with referral to treatment post-transfer. UH Bristol had explained that position to Monitor, and Monitor had expressed no significant concerns. He considered that this would be less of a problem for specialist paediatrics, as it was a very specialised service, so there was dedicated capacity and dedicated staff. Xanthe Whittaker, Head of Performance Assurance and Business Intelligence, added that the Trust would be carrying out a full assessment, starting next month. This would happen further ahead than it had done for the Head and Neck Service transfer, and any questions about the data quality would be addressed earlier as well. In response to a question from Clive about appropriate training for the new positions, Robert confirmed that the risk was being appropriately managed, and that UH Bristol and NBT had been looking at the area of theatre nursing in particular. UH Bristol had identified how many staff were required, and staff were being trained and new staff recruited.
2. Sylvia Townsend enquired about the measures Robert had talked about in relation to the ‘winter pressures’, asking whether it was known how many beds would be required in nursing homes and whether they would be available. Robert responded that the Trust was clear that a significant proportion of elderly patients did not need to be in hospital, and could be cared for outside of hospital if the right sort of facilities were available, for example, nursing home beds, home adaptations and other support. It was known that the additional nursing home places were available, as Bristol Clinical Commissioning Group and Bristol Community Health and Social Services were putting them in place and making sure that they were staffed. However, procedures still needed to be jointly agreed regarding how to access them

<p>appropriately.</p> <p>Sylvia also referred to reports that some Trusts were avoiding breaching their 4 hour targets in A&E because they were admitting elderly patients shortly before the end of the deadline. She sought reassurance that this was not going to happen at UH Bristol. Robert responded that he did not believe that the BRI was inappropriately admitting patients, and while it was a difficult matter to assess, external professional reviews of admissions at the BRI had always found that patients were appropriately admitted.</p> <p><i>There being no further questions or discussion, the Chief Executive's report was noted.</i></p>	
<p>4b Supplementary Item 1</p> <p>The Chairman admitted one supplementary item regarding proposed changes to the constitution in relation to the recruitment of new Non-executive Directors.</p> <p>John Savage explained that the Trust had received a remarkable level of interest in the Non-executive Director vacancies, some extremely strong candidates had come forward, and interviews had taken place this week. According to the current constitution, Non-executive Directors were required to be public or patient members of the Trust. However, and inevitably, some of the stronger candidates were not eligible for membership because they lived outside the Trust area and had not used the Trust's services within the last three years. To resolve this issue, John suggested that governors could consider extending the Trust's geographical area of membership to include a Public-Tertiary constituency to enable people living anywhere in the country to become members.</p> <p>At the same time, he suggested that governors take the opportunity to consider other changes to the constitution that would be beneficial, particularly regarding the involvement of young people on the Council of Governors.</p> <p>A motion from the floor was accepted and seconded to support the Chairman's suggestion, with governors commenting that it would be expedient to make the changes necessary to enable the Trust to appoint the Non-Executive Directors as quickly as possible, thereby retaining the valuable interest of successful candidates.</p> <p>In this context, Clive Hamilton asked that in recruiting Non-executive Directors who did not live in the area, a concrete guarantee should be required that they would be able to attend meetings.</p> <p>The Chairman suggested the following three proposals for approval:</p> <ol style="list-style-type: none"> i) That a Task and Finish Group of governors be formed to undertake a review of the Foundation Trust Constitution. ii) To immediately change the Foundation Trust Constitution to allow for more representation from young people on the Council of Governors giving two extra places, and to invite the Youth Council to nominate two people for those positions. iii) To immediately change the Foundation Trust Constitution to permit public members from territories outside the Trust's current locality – a tertiary group in a similar form to the patient tertiary group, or an amalgamation of the two into a public and patient tertiary constituency. <p>The three proposals were all agreed and would be immediately addressed by the Trust</p>	<p>Trust Secretary</p>

<p>Secretary for final approval by the Trust Board of Directors.</p> <p>In response to a suggestion from Wendy Gregory, it was clarified that any proposals to increase the number of staff governors could be discussed in the Task and Finish Group.</p> <p>Mo Schiller suggested that the Youth Council be consulted as to the length of term of office of the two representatives – perhaps one year would suffice, rather than three.</p> <p>This met with general support.</p>	
<i>Governors' Questions</i>	
<p>5. Governors' Questions arising from the meeting of the Trust Board of Directors</p> <p>The purpose of this item was to allow governors to seek answers to any questions arising from matters of business on the agenda of the preceding meeting of the Trust Board of Directors.</p> <ol style="list-style-type: none"> 1. Clive Hamilton commended the Trust Board on the positive Patient Experience report that had been considered at the meeting. He described his own recent positive experience at Bristol Royal Infirmary and voiced his thanks to the members of Trust staff who had looked after him. 2. Florene Jordan asked for clarification on whether the training of the theatre nurses for the transfer of children's services from North Bristol Trust had started. James Rimmer responded that training had started, and offered to confirm to Florene the extent of the roll-out of the training programme outside the meeting. Florene emphasised the importance of keeping staff adequately informed. Jeanette Jones added that she was also involved in the transfer, and that while she did not know exactly the progress of the training programme for theatre staff, she knew that all the various elements of the transfer had been allotted time for consideration. <p><i>There were no further questions.</i></p>	
<i>Statutory and Foundation Trust Constitutional Duties</i>	
<p>6. Nominations and Appointments Committee report</p> <p>Governors received this report to note.</p> <p>The Council of Governors approved Ian Davis's appointment to the committee.</p> <p>There was also a proposed change to the Foundation Trust Constitution to allow an extra public/patient member onto the committee. Elliott Westhoff had submitted a statement of interest to join the committee. The Council of Governors agreed that the required change to the constitution should be made and approved Elliott's appointment to the committee.</p> <p><i>There being no further questions or discussion, the report from the Nominations and Appointments Committee was noted.</i></p>	
<p>7. Governor Development Seminar report</p> <p>Governors received this report to note. Sue Silvey reported that two "excellent" seminars had been held for governors as part of the governors' development programme provided by the Trust Secretariat in the last three months: one with Ray Tarling from DAC Beachcroft on the implications of Francis Report, and one with Paul Tanner, Head</p>	

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<p>of Finance, on the Trust's finances. <i>There being no further questions or discussion, the Governor Development Seminar report was noted.</i></p>	
<p>8. Project Focus Group Meeting Accounts Governors received the following meeting accounts to note:</p> <ul style="list-style-type: none"> a. Annual Plan Project Focus Group b. Quality Project Focus Group c. Foundation Trust Constitution Project Focus Group <p>Clive Hamilton, governor lead for the Quality Project Focus Group, reported that governors had received a very interesting and useful presentation from Dr Richard Brindle on Infection Prevention and Control, and had also discussed the new Monitor compliance framework and issues in relation to Histopathology and Fractured Neck of Femur targets. <i>There being no further questions or discussion, the meeting accounts were noted.</i></p>	
<p><i>Members' Questions</i></p>	
<p>9. Foundation Trust Members' Questions The purpose of this item was to receive questions from Foundation Trust members present. Member Frank Palma suggested that governors should consult members on the changes to the constitution, adding that it was his opinion that Non-executive Directors should have some connection with the local area. Regarding the forthcoming inquest (Luke Jenkins), he asked whether the governor for tertiary patients or carer governors should offer support in similar situations. He asked that governors take his views on board regarding changes to the constitution. Tony Rance noted that, as a tertiary patient governor and someone who travelled widely, he, for one, would be willing to offer support to people outside the local area.</p> <p>Announcement: Sue Silvey announced that 76 people had so far booked to come to 'Health Matters: a University Hospitals Bristol education event on Dementia' to be held on 18 November 2013. She encouraged governors to come with friends and family to the event, which was the first in the new style of event arranged by the Trust Secretariat to bring together the Trust's members, the general public, governors, staff and the Patient and Public Involvement team. <i>There being no further questions, the Chairman closed the meeting.</i></p>	
<p><i>Close</i></p>	
<p>10. Date of Next Meeting The next meeting of the Council of Governors will be held on 30 January 2014 at 13:30 (venue to be confirmed).</p>	

Action Log for a Council of Governors Meeting to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Ref	Date of meeting originating action	Minute number	Description	Action by	Date to come back to Council of Governors	Date Action completed	Comments
3	30/07/2013	Item 8 (2)	Nominations and Appointments Committee Terms of Reference: It was recommended that the terms of reference be revised to increase the number of governors on the committee from 10 to 12, to include two extra elected governors. This was agreed.	Trust Secretariat	31/10/2013	Carried forward	Carried forward to the strategic review of the Foundation Trust Constitution.
6	31/10/2013	Item 4b (supplementary item 1)	<ul style="list-style-type: none"> i) That a Task and Finish Group of governors be formed to undertake a review of the Foundation Trust Constitution. ii) To immediately change the Foundation Trust Constitution to allow for more representation from young people on the Council of Governors giving two extra places, and to invite the Youth Council to nominate two people for those positions. iii) To immediately change the Foundation Trust Constitution to permit public members from territories outside the Trust's current locality – a tertiary group in a similar form to the patient tertiary group, or an amalgamation of the two into a public and patient tertiary constituency. 	Trust Secretariat	30/01/2014	30/01/2014	All completed. See agenda item 9c.

Report for a Council of Governors Meeting to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 6 - Governors' Log of Communications
Purpose
The purpose of this report is to provide the Council of Governors with an update on all open questions on the Governors' Log of Communications.
Abstract
<p>The Governors' Log of Communications was established as a reliable means of channelling communications between the governors and the officers of the Trust.</p> <p>There are no items on the Governors' Log of Communications currently open at the time of publishing. However, to demonstrate the way in which the Governors' Log functions, and the types of questions being asked, please find attached at Appendix A questions asked from 1 January 2014 and the responses.</p> <p>Governors have been receiving training through their development seminars to help them to identify the types of questions to ask, how to ask them, and to whom they should be directed. With effect from the next Council of Governors meeting on 28 April 2014, this section will reflect all updates to the Governors' Log in terms of questions asked by governors in discharging their duties, and the answers provided by the Trust Board of Directors.</p> <p>The Trust is currently considering how an incremental update could be best published online.</p>
Recommendations
The Council of Governors is asked to note the report.
Report Sponsor or Other Author
Sponsor: Trust Secretary
Appendices
Appendix A: Governors' Log of Communications: all items received since 1 January 2014.

ID Governor Name

81 **Mo Schiller****Title: Admission levels of elderly patients from A&E and the effect on availability of beds.**

Query **03/01/2014**

Following recent news in media a no. of trusts find that there are bed shortages for admitting patents for surgery and also theatre cancelled sessions due to large no of elderly patients needing admission from A and E. Are UHB experiencing the problems? Do we know how many over 75 year olds are admitted via A and E daily/weekly/monthly and what is the average bed occupancy time on wards/ITU utilising beds that should be for surgery patients.

Response **16/01/2014**

Bed usage is monitored 3 times a day and an appropriate escalation level is given on this basis. In periods of black escalation, we do see a knock-on effect on emergency care to our elective programme.

Over the recent winter period, we have had 4 days in black escalation which clearly impacted on our elective programme.

Nominations and Appointments Committee Report for a Council of Governors Meeting, to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 7 - Nominations and Appointments Committee Report
Purpose
The purpose of this report is to provide the Council of Governors with an update on the activities of the governors' Nominations and Appointments Committee.
Abstract
The Nominations and Appointments Committee is a formal Committee of the Council of Governors established for the purpose of carrying out the duties of governors with respect to the appointment, re-appointment, removal, remuneration and other terms of service of the Chairman and Non-Executive Directors.
Recommendations
The Council of Governors is asked to note the report.
Report Sponsor or Other Author
Sponsor: Trust Secretary
The Nominations and Appointments Committee has held one meeting since the last Council of Governors meeting.
Nominations and Appointments Committee: 16 December 2013
Governors present: Sue Silvey, Mo Schiller, Pam Yabsley, Wendy Gregory, Anne Skinner, Elliott Westhoff, John Steeds, Phil Mackie, Sylvia Townsend, Florene Jordan and Ian Davies.
Others present or in attendance: John Savage – Chairman, Charlie Helps – Trust Secretary, and Sarah Murch – PA/Administrator.
Topics discussed:
<ul style="list-style-type: none"> • Non-executive Director Activity: The committee reviewed activity reports from the Non-executive Directors for the last six months. • Non-executive Director Appointments: The committee approved the appointment of Alison Ryan and David Armstrong as voting Non-executive Director members of the Trust Board of Directors retrospectively effective from 28 November 2013. The committee also approved the appointment of Jill Youds and Julian Dennis as Non-Executive Observers effective from 28 November 2013.

A Governor Development Seminar Report for a Council of Governors Meeting, to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 8 – Governor Development Seminar Report
Purpose
To provide the Council of Governors with an update on the governor development programme.
Abstract
The governor development programme was established to provide governors with the necessary core training and development of their skills to perform the statutory duties of governors effectively. The programme was co-created with governors using self-assessment and short-life task and finish groups.
Recommendations
The Council of Governors is recommended to note the report.
Report Sponsor or Other Author
Sponsor: Trust Secretary
Report
<p>There has been one Governor Development Seminar since the last Council of Governors meeting.</p> <p>Governor Development Seminar: 16 January 2014</p> <p>Governors attending: Mo Schiller, Sue Silvey, Brenda Rowe, Peter Holt, Clive Hamilton, Pam Yabsley, Ken Booth, Glyn Davies, Angelo Micciche, Anne Skinner, Anne Ford, Ben Trumper, John Steeds, Joan Bayliss, Sylvia Townsend, Elliott Westhoff, Tony Tanner, Florene Jordan, Jeanette Jones, Jim Petter, Phil Mackie, Wendy Gregory, Pauline Beddoes, Ian Davies.</p> <p>Others present or in attendance: Giles Peel, Adviser from DAC Beachcroft LLP, Louise Townsend, Patient Support and Complaints Officer, Charlie Helps – Trust Secretary, Maria Fox – Membership Manager, Debbie Marks – Membership Administrator, Sarah Murch – Membership PA/Administrator.</p> <p>Topics discussed:</p> <p>Duties of a Governor: Giles Peel, Adviser from DAC Beachcroft LLP, gave a presentation on the duties of directors and governors with particular reference to:</p> <ul style="list-style-type: none"> • holding non-executive directors individually and collectively to account for the performance of the board of directors, and • representing the interests of the members of the Trust as a whole and the interests of the public. <p>UH Bristol Complaints Process: Louise Townsend, Patient Support and Complaints Officer, explained the process for a patient or member of the public to make a complaint (from start to finish), and the way in which complaints data is received by the Board.</p> <p>The next Governor Development Seminar will be held on 11 June 2014 from 10:00-16:00 in Lecture Theatre 1, Education & Research Centre, Upper Maudlin Street, Bristol, BS2 8AE.</p>

Annual Plan Project Focus Group Meeting Account for a Council of Governors Meeting, to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 9a - Annual Plan Project Focus Group Meeting Account
Purpose
To provide the Council of Governors with an update on the meetings of the Annual Plan Project Focus Group.
Abstract
The Annual Plan Project Focus Group provides an opportunity for engagement with governors to develop the Monitor Annual Plan and to contribute to the Trust's strategic objectives.
Recommendations
The Council of Governors is asked to note the meeting account.
Report Sponsor or Other Author
Sponsor: Trust Secretary
The Annual Plan Project Focus Group has held one meeting since the last Council of Governors meeting.
Annual Plan Project Focus Group: 10 December 2013
Governors attending: Anne Ford, Mo Schiller, Ken Booth, Wendy Gregory, Marc Griffiths, Joan Bayliss and John Steeds.
Others present or in attendance: Deborah Lee – Director of Strategic Development, David Relph – Head of Strategy and Business Planning and Sarah Murch – PA/Administrator.
Topics discussed:
<ul style="list-style-type: none"> • Progress of the Trust's Five-Year strategy: David Relph, Head of Strategy and Business Planning, gave governors an update on the Trust's Strategy Review and explained the outline programme of work to date and the timeline of the work-streams over the next six months. He shared some feedback from the Divisions about the 2014-16 strategic priorities. There was also a discussion on care in different settings, the updated Trust Mission and Vision, the Trust's Clinical Review work and the UH Strategic Framework. • Update on UH Bristol Annual Plan production: The new Monitor requirement is for a 2-year detailed plan to be published by April 2014, and for a 5-year outline strategy/plan to be produced by June 2014. Governors were informed of the more integrated approach to the development of Operating Plans that was being developed to include earlier consideration of key issues and more involvement from the Executive in Divisional teams.
The next meeting of the Annual Plan Project Focus Group will be on 13 February 2014 at 13:00 to 15:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU. The programme will include discussion on the key issues from the Operating Plans and the initial Trust Operating Plan, and consolidated 'Strategic Choices'.

Quality Project Focus Group Meeting Account for a Council of Governors Meeting, to be held on 30 January 2014 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 9b - Quality Project Focus Group Meeting Account
Purpose
To provide the Council of Governors with an update on the meetings of the Quality Project Focus Group.
Abstract
The objectives of the Quality Project Focus Group are to provide: <ul style="list-style-type: none"> a) engagement with governors to develop the Board’s Annual Quality Report; b) regular support to enable governors to understand and interpret the Board Quality and Performance Report; c) regular support to enable governors to understand and interpret reported progress on the Board’s Quality Objectives; and, d) opportunities for input from governors on quality matters.
Recommendations
The Council of Governors is asked to note the meeting account.
Report Sponsor or Other Author
Sponsor: Trust Secretary
The Quality Project Focus Group has held two meetings since the last Council of Governors meeting. <p>Quality Project Focus Group Meeting: 19 November 2013</p> <p>Governors attending: Clive Hamilton, Sue Silvey, Mo Schiller, Tony Tanner, Pam Yabsley, Anne Skinner, John Steeds, Tony Rance, Florene Jordan and Jeanette Jones.</p> <p>Others present or in attendance: Deborah Lee – Director of Strategic Development (<i>Focus Group Chair</i>), Helen Morgan – Acting Chief Nurse, Chris Swonnell - Head of Quality (Patient Experience and Clinical Effectiveness), Anne Reader – Head of Quality (Patient Safety), Judith Reed – Voluntary Services Manager, and Dawn Shorten – Temporary Membership Administrator.</p> <p>Topics discussed:</p> <ul style="list-style-type: none"> • Progress on Fractured Neck of Femur Standards, Histopathology staffing and double reporting, and the Specialist Paediatric Service Transfer. • Discussion on the latest Trust Board Quality and Performance Report. • Draft Trust response to the recommendations in the Francis Report. • Briefing by Chris Swonnell on the Care Quality Commission inspection system

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Governors Meeting, to be held on 30 January 2014 in the Conference Room, Trust
Headquarters, Marlborough Street, Bristol, BS1 3NU**

- Presentation by Judith Reed, Voluntary Services Manager, about volunteering at the Trust.

Quality Project Focus Group Meeting: 7 January 2014

Governors attending: Clive Hamilton, Sue Silvey, Mo Schiller, Tony Tanner, Glyn Davies, Angelo Micciche, Pam Yabsley, Anne Skinner, John Steeds, Lorna Watson, Florene Jordan, Ian Davies and Jeanette Jones.

Others present or in attendance: Deborah Lee – Director of Strategic Development (*Focus Group Chair*), Sean O’Kelly – Medical Director, Helen Morgan – Acting Chief Nurse, Chris Swonnell - Head of Quality (Patient Experience and Clinical Effectiveness), Anne Reader – Head of Quality (Patient Safety), Simon Chamberlain – Director of Transformation, Sarah Murch – Membership PA/Administrator and Debbie Marks – Membership Administrator.

Topics discussed:

- Presentation on the Transforming Care programme from Simon Chamberlain, Director of Transformation.
- Draft Trust Response to the Clwyd Report (Report of handling of complaints by NHS hospitals in England by Ann Clwyd MP and Professor Tricia Hart).
- Discussion on the latest Trust Board Quality and Performance Report.
- Progress on issues in CSSD/TSSU (Central Steam Sterilising Department and Theatre Sterile Supplies Unit).
- Feedback from Care Quality Commission meeting with governors on 16 December 2013.

The next meeting will be held on 5 March 2014, 14:00-16:00 in the Board Room, Trust Headquarters, Marlborough Street, Bristol BS1 3NU. It was agreed that the programme would include updates on the Quality Objectives, the Quality Report, the 62-day Cancer Pathway, and Outpatient Productivity.

Foundation Trust Constitution Project Focus Group Meeting Account for a Council of Governors Meeting, to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Item 9c – Foundation Trust Constitution Project Focus Group Meeting Account
Purpose
To provide the Council of Governors with an update on the meetings of the Foundation Trust Constitution Project Focus Group, and an update on revisions to the Foundation Trust Constitution.
Abstract
The objectives of the Foundation Trust Constitution Project Focus Group are to provide: (i) engagement with governors in drafting Constitutional changes; (ii) assessing the membership profile; and, (iii) advice from governors on communications and engagement activities for Foundation Trust members.
Recommendations
The Council of Governors is asked to note the update.
Report Sponsor or Other Author
Sponsor: Trust Secretary
The Foundation Trust Constitution Project Focus Group has held no meetings since the last Council of Governors meeting. However, an update on the current status of revisions to the Foundation Trust Constitution is below. Revisions to Foundation Trust Constitution since the last Council of Governors meeting At the meeting of the Council of Governors on 31 October 2013, a motion from the floor was carried to revise the Foundation Trust Constitution with immediate effect as follows: <ul style="list-style-type: none"> • To enable more representation from young people on the Council of Governors, giving two extra places, and inviting the Youth Council to nominate two people for those positions. • To permit public members from territories outside the Trust’s current locality. <p>To effect the second revision, a new constituency was created: ‘Public – Rest of England and Wales’. This replaces the former Patient-Tertiary constituency, but also includes those members of the public who have not used the Trust’s services as a patient. It also requires there to be up to 8 Non-executive Directors on the Trust Board of Directors as opposed to the current 7.</p> <p>These revisions to the Foundation Trust Constitution were approved for adoption with immediate effect at the Public Trust Board meeting on 28 November 2013.</p>

Page 2 of 2 of a Constitution Project Focus Group Meeting Account for a Council of Governors Meeting, to be held on 30 January 2014 at 13:30 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

Strategic Review of Foundation Trust Constitution

A strategic review of the constitution is now underway. As agreed at the last Council of Governors meeting, a short-life Task and Finish Group was set up to seek governors' views on their desired outcomes from a strategic review of the Foundation Trust Constitution. The group held one meeting, as follows:

Constitution Task and Finish Group: 26 November 2013

Attending: Emma Woollett, Vice Chair (Meeting Facilitator), Mo Schiller, Anne Ford, Angelo Micciche, John Steeds, Sue Milestone, Ben Trumper, and Jeanette Jones.

The group suggested changes to the Foundation Trust Constitution in relation to tone and structure. They also discussed changes to the number of governors, in particular staff governors, and changes to the definition of significant transactions and the code of conduct.

Next steps

The outcomes of the meeting have been documented and will be considered in the forthcoming strategic review of the constitution. The timeline is below.

Timeline for changes to the Foundation Trust Constitution

	Action	Date
1.	Constitution Task and Finish Group meeting to seek governors' views on a review of the Foundation Trust Constitution.	26 November 2013
2.	Recommendations to be presented to the Executive Directors meeting	23 January 2014
3.	Opinions of the Trust Board of Directors sought at Board Seminar	28 February 2014
4.	Legal drafting of revisions to the constitution	28 February 2014 – 28 March 2014
5.	Review of draft revisions by Trust Secretary	01 April 2014 – 08 April 2014
6.	Two-week consultation of key stakeholders	09 April 2014 – 22 April 2014
7.	Final draft to Council of Governors for approval	28 April 2014
8.	Final draft to Trust Board for approval	30 June 2014
9.	Final draft to Annual Members Meeting for final approval.	18 September 2014

The next meeting of the Constitution Project Focus Group will be held on Thursday 20 March 2014 from 10:00 to 12:00 in the Board Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU.