

**Minutes of the Public Meeting of the Council of Governors of the
Royal United Hospitals Bath NHS Foundation Trust
Friday 21st October 2022 09:30 – 12:00
Virtual via MS Teams**

<u>Present:</u> Alison Ryan, Chair		
Public Governors	Staff Governors	Stakeholder Governors
Anne Martin Melanie Hilton Peter McCowen Suzanne Harris Horace Prickett	Julie Stone Baz Harding-Clark Sophie Legg	
<u>In attendance:</u> Nigel Stevens, Non-Executive Director Antony Durbacz, Non-Executive Director Paul Fairhurst, NED Libby Walters, Director of Finance and Deputy Chief Executive Katie Fremantle, Sustainability Manager (<i>item 8</i>) Martin Duggan, Head of Capital Projects (<i>item 9</i>) Adewale Kadiri, Head of Corporate Governance Pete Dixon, Membership & Governance Administrator (<i>minute taker</i>)		
<u>Apologies:</u> Catrinel Wright, Alison Bourne and Johnny Kidney, Stakeholder Governors Ian Orpen, Jeremy Boss and Sumita Hutchinson, Non-Executive Directors Mike Midgley, Gill Little and Peter Buttle, Public Governors Cara Charles-Barks, Chief Executive Roxy Milbourne, Deputy Head of Corporate Governance.		

CG/22/10/01 Chair’s Welcome and Apologies

The Chair welcomed everyone to the public Council of Governors meeting. The Chair and Membership and Governance Administrator confirmed that apologies had been received from those listed above.

The Chair introduced new Non-Executive Director Paul Fairhurst to the meeting.

CG/22/10/02 Declarations of Interest relevant to items on the agenda

There were no declarations of interest declared.

CG/22/10/03 Approval of the minutes of the Council of Governors meeting held in public: 9 June 2022

The minutes of the meeting held on 9 June 2022 were confirmed as a true and accurate record of the meeting subject to the following amendment:

Anne Martin, asked for her good experience as an inpatient to be included in the minutes for agenda item 09 – Ambulance handovers for the council of Governors meeting that was held on the 6th of June 2022

Action: Membership and Governance Administrator

CG/22/10/04 Action List and Matters Arising

The Chair confirmed that all the actions were now closed.

The Chair asked the Head of Corporate Governance to provide an update on CQC preparedness. The Head of Corporate Governance confirmed that the CQC were currently only undertaking risk based and well led inspections.

CG/22/10/05 CEO Update Report

The Chair invited the Deputy Chief Executive to present the CEO update report. She highlighted that the Trust was monitoring the current changes in Government that could affect the NHS. She confirmed that there were two key areas of the report; how inflation impacted the Trust and how the Trust could support staff through the cost of living crisis. She explained that the challenges and pressures that the Trust was currently facing were:

- Staff sickness.
- Patient waiting times when arriving in ED.
- Ambulance waiting times.
- Elective surgery waiting list times.

The Director of Finance informed the Governors that one of the key factors of the waiting times was due to the high number of patients waiting to be released for care within the community. She thanked the staff for all the hard work that was being done in the challenging times.

The Director of Finance provided an update regarding the finance of the Trust and explained that the Trust was currently looking to breakeven across the financial year. She went on to confirm that the Trust was currently managing a number of risks around the operational pressures, as well as how the Trust saved during the winter to stay on target.

The Director of Finance continued to talk about the new Trust Vision that was launched in September.

Anne Martin asked the Director of Finance about the “Where you matter aspect” of the new vision as there is now a feeling that people did matter and it may not still be relevant and people could take it the wrong way. The Director of Finance confirmed it

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was important that the Trusts new vision is well publicised and give staff, patients and the people visiting the hospital the feeling that they really do matter and it gives people more of an opportunity to speak up when they don't feel like they matter and they feel safe to speak up.

The Council of Governors noted the update.

CG/22/10/06 NED Update on Questions from Governors

The Chair discussed the WRES questions that had been posed regarding the increasing level of racial and hate abuse of both staff and patients which was a continual worry. She explained that it was something that was raised at the last Board of Directors meeting at which a video was shown of a staff member and her lived experience of abuse that she had received at work. The Chair confirmed that members of the Board were working hard on these issues, and that there would be a compulsory training session for all Governors at the December meeting.

Council of Governors approved closure of the WRES question ID SEPT22.

CG/22/10/07 NED Presentation

Antony Durbacz provided an overview about his background and history to the Council of Governors. Antony Durbacz shared his experience of the different committees that he was involved with. He reflected on the role of the Audit Committee and the different parties that made up the Audit Committee. Paul Fairhurst asked Antony Durbacz, what the background was to the Counter Fraud within the NHS and the RHU. Antony confirmed that the NHS Counter Fraud Authority was established that there was a lot of interfaces within the NHS and that have been a lot of larger claims in the past.

CG/22/10/08 Update on Progress against the Sustainable Development Management

The Chair welcomed Katie Fremantle, Sustainability Manager and Martin Duggan, Head of Capital Projects to the meeting who provided an update on the Trusts current progress against the Trusts Sustainability Development Plan (SDMP). The Sustainability Manager highlighted:

- The new green plan would replace the current SDMP within the next year, and would bring the Trust in line with the greener NHS ambition of becoming carbon neutral.
- The way the Trust measured progress was via the Sustainable Development Assessment Tool (SDAT), this tool consisted of 300 statements on what the trust would look like if it was fully sustainable.
- Over the last 2 years the Trust had become more sustainable but more could be done.
- The sustainability team were actively implementing the SDMP, this included being part of the ward accreditation programme.
- The current plan for the Trust estate to be decarbonised by 2030 was a big undertaking.

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- The Trust was currently on track to deliver the heating decarbonisation plan by the end of March 2023.

Paul Fairhurst asked what practical changes were required regarding the decarbonisation plan for heating. The Sustainability Manager confirmed that detailed plan based on the Trust energy strategy was to remove gassed heating on site, with it being replaced by low carbon alternatives. The Head of Capital Projects, confirmed the main plan was for the site to become more electrical based regarding the heat source for the site and remove the carbon source. This plan included using renewable power and one of example was the Trust using solar panels.

The Chair asked what was being done to help the site cool down when the weather was hot. The Head of Capital Projects confirmed that cooling the site was more difficult, he explained that reversible heat pumps were beginning to become an emerging technology and that the Great Western Hospital had had them installed.

Anne Martin and Sophie Legg both asked questions to the Head of Capital Projects regarding the Trusts use of solar power and the percentage of power that could be generated. The Head of Capitals Projects confirmed that he was unsure of the answer, but would find out. He added that the Trust would increase the number of solar panels that were on site in the future.

Action: Head of Capitals Projects

Peter McCowen asked if the new Dyson centre would be carbon neutral, the Head of Capital Projects confirmed that the new Dyson centre would not be fully carbon neutral but would be significantly more sustainable than current buildings on the site.

The Council of Governors noted the update.

CG/22/10/09 Capital Projects Update

The Head of Capital Projects provided an update on the Capital Project that were currently taking place across the Trust’s site. He highlighted:

- That his team delivered a broad spectrum of works, most of the time over £5,000.
- The team also help upgrade with equipping upgrades too, for example the Trust’s MRI, CT and Gamma Cameras.
- The team is becoming increasing more system focused, with the RUH having the largest Capital projects team within the BSW
- This has meant that the team increasingly assisted and offered direct support to other hospitals and sites within the BSW system, both with project management support and centres for the ICB / ICS.
- Also undertake feasibility and business case production support to allow the Trust to secure additional funding.
- The Larger Projects currently;
 - Dyson Cancer Centre (£50 Million)
 - Elective Surgical Hub Programme (£30 Million)
 - Community Diagnostic Hub Programme (BSW) (£20 Million)

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- Linac Replacement (£4 Million)
- Wad IPC Programme (£2.6 Million)
- The Dyson Cancer Centre currently on budget and on time to be delivered as planned.
- 9 people make up the Capital Projects Team
- Delivering 8 programmes of work
- In a year capital plan of £34 Million
- Currently 47 live projects

Paul Fairhurst asked the Head of Capital Projects if any of the Capital the Trust has for the projects he discussed with the meeting, would be subject to clawback. The Head of Capital Projects confirmed that the Dyson Cancer Centre would not be subject to any clawback. The community diagnostic centre is an ICS programme and the Trusts full business case is being assessed by the national team, He confirmed most of the other projects talked about had secure capital. He went on to explain about the expansion of Sulis Hospital theatres, currently the team are preparing an outline business case for the expansion.

The Council of Governors noted the update.

CG/22/10/10 Introducing the Draft Code of Governance for NHS provider Trusts 2022

The Head of Corporate Governance provided an update on the new Code of Governance for NHS providers Trusts which was implemented in 2022. He informed the Governors that a big change to the new guidance was for the whole of the NHS provider sector (both Foundation Trusts and NHS Trusts). He explained that freedom to speak up was an important part of the new guidance.

The Head of Corporate Governor then spoke about further new guidance, which related to the Council of Governors being engaged more in what was being done by the Integrated Care Boards and Integrated Care System which could impact the Trust. This meant that the people who worked in the organisation would need to communicate more clearly with the Council of Governors regarding what the ICB was doing and how it would affect the Trust. He added that members of the Council of Governors would be asked to speak to members in their constitutions on what this would mean to them, and this would need to be implemented in a positive and constructive way.

The Head of Corporate Governance discussed how the Trust ensured that the Board of Directors represented all of the people within the community. He went on to highlight that the Trust's Board was now more diverse than other boards but this was something the Governors would need to be mindful of when appointing new members of the Board.

Peter McCowen asked what the practical implication of these changes were. The Head of Corporate Governance confirmed that engagement and interaction of members on the ICB would be looked at based on what was done before covid and how we go back to interacting with different constituency and how the Trust could take advantage of the

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changes that were brought in due to Covid, for example Microsoft Teams and other electronic methods of engagement.

The Council of Governors noted the update.

CG/22/10/11 Election Updates

The Head of Corporate Governance provided an overview of the paper. The Chair confirmed that five new Public Governors had been elected to the respective posts from the 1st November 2022;

- City of Bath, Nicola James and Vivienne Harpwood.
- North East Somerset, Anna Beria
- Wiltshire South, Diana Benham.
- Rest of England & Wales, Ramal Royal.

The Chair confirmed that Sister Anne Martin was re-elected as the Public Governor for the constitutional area of Somerset (Mendip). She went on to inform the meeting that North Wiltshire had someone elected to the role however due to personal reasons he was unable to take up post, this meant that a by-election would need to be run for the North Wiltshire seat in the new year.

The Chair then confirmed that two Staff Governors had been elected:

- Narinder Tegally (Re-elected)
- Dr Beas Bhattacharya

The Chair confirmed that the following Public Governors had stood down: Gill Little, Melanie Hilton, Mike Midgley and Peter Buttle.

The Head of Corporate Governance confirmed that the Deputy Head of Corporate Governance was in the process of creating an induction programme for the new Governors which would take place over two days in November. He confirmed that all Governors were welcome to attend the induction sessions and would use the opportunity to think about how the Governors would engage with members from their areas.

Peter McCowen asked when the induction programme would take place, the Membership and Governance Administrator confirmed it was the 23rd and 24th of November.

The Council of Governors noted the update.

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**CG/22/10/12 Governor Working Groups Chairs Reports
Strategy and Business Planning Working Group**

Melanie Hilton provided an update on the Strategy and Business planning working group and highlighted:

- They had focused on the financial position of the Trust and the Trusts new vision.
- The Trust was aligned with fellow hospitals in BSW and the Working Group had been looking at the new Business plan which was an agenda item for the next meeting.

Quality Working Group

The Council of Governors noted the update.

Membership and Outreach Working Group

No Membership and Outreach Working Group Report was submitted.

People Working Group

Sophie Legg provided an update following the recent People Working Group, and highlighted the video they had watched about a colleague who had a lived experience of discrimination from a patient and colleagues.

Board Monitoring Group

Peter McCowen spoke with the group about the Board Monitoring group that occurred on the 6th of July. This meeting highlighted issue the Trust was having with Midwifery numbers and recruitment, urgent treatment centre, finance and learning from Death reports.

CG/22/10/13 Lead Governor Report

Peter McCowen, stated that the report included within the papers was no longer valid as the Governors were now looking to the future, with the newly elected Governors.

CG/22/10/14 Stakeholder Governor Feedback

There were no Stakeholder Governors in attendance and so no update was provided.

CG/22/10/15 Items for Future Work Plan

The Chair stated that the future work plan would be about financial future for the Trust.

CG/22/10/16 Meeting Review

The Chair reviewed the meeting and thanked everyone for their attendance and thanked the Governors who were leaving the Trust at the end of the month.

The meeting closed at 11:35

The next Council of Governors meeting is due to be held on 12 December 2022

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