

Meeting of the Council of Governors
 Wednesday 25 April 2018 at 1800 - 1900
 Lecture Theatre, Blair Bell Education Centre, Liverpool Women's Hospital,
 Crown Street, Liverpool L8 7SS

Refreshments will be available in the Atrium, Blair Bell Education Centre at 1700.

The Evening will start with a Governor Workshop on the findings of the Annual Staff Survey from 1730 -1800

Item no. 2018	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item	CQC Fundamental Standard
015	Welcome & Apologies for absence	Receive apologies	Verbal	Chair	1800	Well led
016	Meeting guidance notes	Receive and note	Written guidance	Chair		Well led
017	Declarations of interest – <i>do Governors have any interests to declare?</i>	Identify and avoid conflicts of interest	Verbal	Chair		Well led
018	Minutes of the previous meeting	Confirm as an accurate record the minutes of the previous meeting	Written minutes	Chair		Well led
019	Matters arising and action log - <i>No formal actions arising from the meeting.</i>	Provide an update in respect of any matters arising	Verbal	Chair		Well led

020	Chair's announcements	Report recent and announce items of significance not elsewhere on the agenda	Verbal	Chair	1805	Well led
MATTERS FOR RECEIPT / APPROVAL						
021	Activity Report from the Governor Group Meetings. <i>1. Quality and Patient Experience Group</i> <i>2. Finance and Performance Group</i> <i>3. Communications and Membership Engagement Group</i>	Receive activity reports for assurance	Written	Group Chairs Pat Speed John Foley Cynthia Dowdle	1815	All
022	Governor Elections 2018	For noting	presentation	Trust Secretary	1840	Well Led
023	NED role at LWH	To receive	Verbal	Jo Moore	1845	Well Led
ITEMS FOR INFORMATION AND DISCUSSION						
024	Review of risk impacts of items discussed	Identify any new risk impacts	Verbal	Chair	1850	Well Led
025	Any other business	Consider any urgent items of other business	Verbal or written	Chair		Well Led
026	Review of meeting	Review the effectiveness of the meeting	Verbal	Chair / all	Meeting end 1855	Well Led

Date, time and place of next meeting: *Wednesday 25 July 2018 at 1730 in the Lecture Theatre, Blair Bell Education Centre, Liverpool Women's Hospital*

Council of Governors
Minutes of a Public meeting held on Wednesday 24th January 2018
at 17.30 in the Blair Bell, Lecture Theatre

PRESENT:

Mr Robert Clarke	Chair
Mrs Sheila Gwynn-Adams	Public Governor (South Liverpool)
Mr Adrian O'Hara	Public Governor (North Liverpool)
Mr Isaac Olaitan Okeya	Appointed Governor (Central)
Mr Adel Soltan	Staff Governor (Doctors)
Mrs Pauline Kennedy	Staff Governor (Midwives)
Mr John Foley	Staff Governor (Admin)
Mrs Mary McDonald	Appointed Governor (Community/voluntary/orgs)
Mr Saad Al-Shukri	Public Governor (Central Liverpool)
Councillor Tim Beaumont	Appointed Governor (Liverpool City Council)
Dr Aminu Musa Audu	Public Governor (Rest of England & Wales)
Ms Carole McBride	Public Governor (Sefton)
Mr Richard Roberts	Public Governor (South Liverpool)
Ms Terri Ann Green	Public Governor (Central Liverpool)
Ms Pat Speed	Public Governor (Sefton)
Professor Valerie Fleming	Liverpool John Moores
Ms Gillian Walker	Staff Governor

IN ATTENDANCE:

Mrs Kathryn Thomson	Chief Executive
Mr Colin Reid	Trust Secretary
Mrs Vanessa Harris	Director of Finance
Mr Jeff Johnston	Director of Operations
Mrs Christine Day	Interim Personal Assistant (minutes)
Ms Jenny Hannon	Director of Strategy & Planning
Ms Julie King	Acting Director of Nursing & Midwifery
Dr Jo Topping	Associate Medical Director
Mr Andrew Duggan	Deputy Head of Communications
Mrs Michelle Turner	Director of Workforce & Marketing
Mr Andrew Loughney	Medical Director
Mr Ian Knight	Non-Executive Director (Chair of Audit Committee)
Mr Tony Okotie	Non-Executive Director (Senior Independent Director)
Mr Phil Huggon	Non-Executive Director
Mr David Astley	Non-Executive Director
Ms Susan Milner	Non-Executive Director
Mr Ian Haythornthwaite	Non-Executive Director

Apologies

Cllr Patricia Hardy	Public Governor (Sefton)
Ms Liz Williams	Public Governor (North)
Reverend Cynthia Dowdle	Appointed Governor (Community/voluntary groups)
Mrs Sarah Carroll	Public Governor (Central)
Dr Ana Alfirevic	Appointed Governor (University of Liverpool)
Ms Jo Moore	Non-Executive Director
Cllr Kay Moorhead	Appointed Governor (Knowsley Council)

001

Welcome

The Chair welcomed Gill Walker as newly appointed Governor for Nursing and Cllr Patricia Hardy as the newly appointed Quality Governor from Sefton Council.

The Chair also welcomed Emma Kirby and Debra Chamberlain, KPMGs Audit Managers who will be sharing what they will be doing as part of the audit of the Trust.

002

Meeting guidance notes

Meeting guidance notes were noted.

003

Declarations of Interest

There were no declarations of interest.

004

Minutes of the previous meeting held on 25th October 2017

The minutes of 25th October 2017 were approved as a true and accurate record of the meeting held.

005

Matters arising and Action log

There were no formal actions arising from the meeting on 25th October 2017.

The Chair brought to the attention of the Council that NHS Providers were creating a new governor body with members elected from across all NHSP provider organisations. The Trust had nominated Saad Al-Shukri to be a member of the Governor Advisory Committee and the election process was now underway.

006

Chair's Announcements

The Chair reported that the Trust that KPMG were in attendance and would be presenting a report on how they will be undertaking 2017/18 Audit. The audit would include the quality report and the in particular the audit of the Governor chosen quality indicator.

The Chair asked the Trust Secretary report on the last Governor Elections where a bi-election took place over the Christmas period. The Trust Secretary advised that Gill Walker had been appointed to the staff constituency of Nursing. A vacancy still exists for staff constituency; Scientist, Technicians and Healthcare Professionals. In relation to the public elections for Knowsley where there were 2 vacancies and the Rest of England and Wales where there was one vacancy, no candidates were submitted, therefore, these together with the staff constituencies would roll over to the next elections in summer 2018. The Trust Secretary advised that it was disappointing that the trust could not fill the three public seats given he had been contacted by a number of prospective candidates following the social media activity around the elections. The Chair recommended the Communications and Membership Engagement Group consider how the elections can be promoted before the elections take place.

The Chair advised Council the Trust Secretary issued an email this morning relating to the NW Governor Training Opportunity on 14th February with 5 spaces available. There are 3 names put forward to date and if any more Governors would like to take up a place, to liaise directly with Colin.

The Chair made the Council aware that two NEDs, Ian Haythornthwaite and Tony Okotie's term of office would be coming to the end in April and June respectfully. He advised that the Council would need to consider proposals from him regarding the positions and explained that these would be taken through the Governor Nominations and Remuneration Committee for consideration following which a recommendation would be presented to the Council on 25th April 2018. The Trust Secretary advised that since Gail Mannion had come to the end of her term of office in October 2017, there was a vacancy on the Governor Nominations and Remuneration Committee for a staff governor. Sheila

Gwynn-Adams nominated Gill Walker to be the staff governor on the committee which was approved by the Council.

The Chair reported that the Board Remuneration and Nomination Committee undertook an appointment process for the post of Director of Finance to take the place of Vanessa Harris when she leaves the Trust. He advised that the appointment process was open and transparent and he was pleased to announce that Jenny Hannon has been appointed. Vanessa would be leaving the Trust on 31 January 2018 and Jenny will take up the post from 1 February 2018. The role that Jenny had been undertaking 'Interim Director of Strategy and Planning' would now cease and the responsibilities subsumed into the Director of Finance role going forward.

The Chair advised that Vanessa Harris also held the role of Deputy Chief Executive, the decision of the Committee was to appoint Andrew Loughney to the post of Medical Director and Deputy Chief Executive effective from 1 February 2018.

The Chair and the Chief Executive thanked Vanessa for her work at the Trust over the past 8 years.

007

Introduction to the External Auditor and Audit Plan

Debra Chamberlain and Emma Kirkby presented their slides to the Council. They were appointed by COG and attended their first Audit Committee Meeting this week.

Emma Kirkby referred to the Governor indicator and suggested that the 'Learning from Experience' indicator would not be easily auditable due to availability of defined data and that it would be appropriate to audit a subset 'Learning from Never Events of which there had been 4 reported to date, 3 of which were events. Andrew Loughney was aware of this and supported the recommendation. Feedback from the audit would be presented to the Quality and Patient Experience Committee and CoG.

During the presentation, the auditors talked about an assessment of the control risk which leads onto the substantive procedures. John Foley asked the auditors for an example of substantive procedures.

KPMG provided an example of property, plant and equipment ie capital additions, they would conduct a test of details where a they select a sample of detail and source it back to the initial documentation to ensure they were capital in nature and accounted for correctly.

Saad Al-Shukri thanked the auditors for their presentation. He indicated most trusts also have internal auditors and asked about the investigations they undertake. The Chair advised that internal audit report through the Audit Committee and undertakes reviews agreed by the trust executive on areas that require additional assurances.

The Chair thanked Emma and Debra for their attendance and presentation.

008

Activity Report from Governor Group Meetings

1. Quality and Patient Experience Group (incl. approval of Quality Indicator for Audit – Learning from Experience – Never Events)

Pat Speed presented the minutes for the above group. She talked through the highlights of the minutes to the Council. The Chair of the Quality and Patient Experience Group requested their formal congratulations be passed to the teams involved in delivering the funding for the expansion of the Neonatal Unit.

The Trust Quality Strategy was discussed and several indicators were discussed for audit purposes; in particular learning from experience and health and wellbeing. The Group discussed

at length which indicator to choose and it was agreed that, for higher reliability organisations, learning from experience was crucial to the wellbeing of an organisation. It was therefore agreed that external audit would undertake a limited audit on learning from experience with a focus on Never Events. *The suggested indicator was approved by the Council.*

Pat Speed reported that the Group had raised questions relating to the appointment of consultants in times of change, this was raised as a concern noting that there were appointments pending. Andrew Loughney provided an update on the consultant appointments explaining that appointment of consultants for Neonates and advised that the Trust had shortlisted seven candidates for three posts. He explained that all the candidates were of a high quality. The Medical Director advised that consultant anaesthetists were more difficult to recruit and arrangements have been made with the Royal to support the Trust requirement. Referring to the Medical Staff Committee the Medical Director advised that the Committee was meeting to discuss future ways of working together with reduced number of training grades.

The Chair asked for questions or comments.

Saad Al-Shukri thanked Andrew for his update and asked whether Brexit would have any impact on recruitment and retention of staff from outside the UK. Andrew Loughney responded that only time would tell on how the Government would be addressing immigration. He hoped that for NHS clinical staff: Dr's; Consultants; nurses; and midwives, that a way would be found to make sure the NHS were able to retrain and recruit staff from outside the UK.

2. Finance and Performance Group

John Foley thanked Jenny Hannon for providing direction throughout the meeting and to Vanessa Harris for keeping the group on track.

The main topic of discussion was the funding for Neonates and what would the interest rates be. He confirmed commencing payment would be 2020 with an interest rate of 2.54%. Discussions took place around the procurement process and how the overall build would be managed and the governance that would be put in place.

The Chair asked if there were any questions for John in relation to the minutes of the meeting. No questions were asked.

The Trust Secretary informed the Council he had circulated a link via email to remind the Council all board papers are uploaded to the website when the agenda is issued. All KPIs and the Financial Reports are available for the Council to view anytime. If there are any questions, the Chair asked for them to be brought directly to the Finance and Performance Group or directly to the Trust Secretary.

009

CQC Inspection Update

The Chair asked Julie King to update the Council on the CQC Inspection.

Julie King introduced herself to Council and informed them as yet, the CQC had not arrived. The Well Led element has been announced for 26-28 February. She was expecting 15 individuals on site for those 3 days who would conduct interviews with the Executive Team and certain selected others. There was a possibility they may wish to meet with Governors but this will not be known until they arrive on site.

Julie thanked everybody in the Trust for the efforts made in helping us get ready for this CQC inspection.

The Chair asked for any questions from the Council.

Sheila Gwynn Adams asked Julie King if she could comment on Nurse Education and in particular MSC level training, Julie King responded this would be a topic of conversation with the CQC. The good news was the Trust was the only trust in the Country accredited to provide MSC Level Midwifery Training to qualified nurses. This was something the Trust was very proud of. She explained it was for nurses who had been qualified for 2 years. This was provided in Partnership with Edge Hill University.

The Chief Executive indicated the particular driver for this, as well as being great opportunities for nurses, was that it was part of the Trust's sustainability; explaining that this provided nurses with an opportunity to train as midwives and therefore the Trust would have access to nurses who were trained midwives and vice versa.

The Chair thanked Julie King for her verbal update.

010

Future Generations – Public Consultation

The Chief Executive reminded the Council of the news received just before Christmas with the award of the Neonatal £15m loan which enables the Trust to improve the provision of its neonatal service whilst remaining on the Crown Street site.

The Chair asked for a quick summary on what the £15m means in terms of refurbishing and remodelling a neonatal unit. Jenny Hannon provided a synopsis to the Council. The business case was put forward based on plans for a refurbishment and extension. The Trust was currently in the design phase of the build working with architects and builders. Jenny Hannon advised that it was anticipated that the build and commissioning would take approximately 2 – 2 ½ years to complete and explained that there would be challenges when undertaking the build around the current unit.

In response to a question on the build, Jenny Hannon advised that the Initial design was to extend the current unit and refurbish parts of the existing space to create one bigger unit that would accommodate more neonatal cots in the correct ratio to reduce the risk of infection.

The Chief Executive informed the Council by the time of the next meeting she expected that there would be some firmer plans around what the unit would look like and timescales, although she warned against rushing into the project without the necessary governance in place so that it does not overspend. She said a big part of the project was the improvement of experience for the families on the unit and felt that input from the Governors from this would be helpful. The Chief Executive recognising that Adrian O'Hara, Public Governor had had first hand experiences of the neonatal unit asked if he would like to be called upon to provide input from a service user perspective.

Referring to the bigger picture and the public consultation on the future of Women's and Neonatal services in the City, the Chief Executive advised that it was anticipated this would take place after the local elections in June 2018.

All the Trust's focus over the coming months would be getting ready for public consultation and making sure that NHS England was able to proceed. The Chief Executive advised that there had been changes in leadership within Liverpool CCG and informed the Council that Andrew Loughney and herself would be meeting Jan Ledward the new Accountable Officer and would be redoubling efforts on getting the entire future generations back on the agenda.

Sheila Gwynn Adams supported the Chief Executives comment regarding Adrian's O'Hara's experience in neonates and his participation on stakeholder input into the build.

Saad Al-Shukri asked if this investment would be purely for NHS services or would an element of private services. Jenny Hannon responded that no charges would be made for this facility as the expansion is purely for capacity reasons.

011 Changes to the Trust Constitution

The Trust Secretary talked the Council through the 7 recommended changes to the Trust Constitution which were detailed in the meeting papers. All amendments were approved and he will issue a new Code of Conduct to all Governors for signature.

The Chair thanked the Trust Secretary on behalf of the Council for undertaking this review.

012 Review of Risk impacts of items discussed

No new risk impacts were identified but have seen progress on addressing some of the risks.

013 Any Other Business

Employment Tribunal

The Chief Executive wished to make the Council aware that the Trust and Liverpool University are in the midst of an Employment Tribunal with Dr Mark Tattershall who was a previous Governor. She informed the Council this was a matter of public record appropriate to raise in this meeting and through the court this week references have been made to his appointment and his removal as a governor. The Chief Executive advised that Dr Tattersalls claim for unfair dismissal related to whistleblowing and discrimination. The Chief Executive advised that the employment tribunal was an open court and that any matter discussed would be heard by any member of the public attending and this could include his removal from the Council. The Chief Executive advised that once judgement had been made she would inform the Council of the decision.

Open Door with the Chair

The Chair advised that he has previously hosted an 'open door session' for Governors who wished to meet with him and asked if the Council would like this opportunity again. The overall response was positive and the Chair informed the Governors he would provide dates.

Board Papers

John Foley asked whether there was any movement in the provision of a web page so that Governors would have access to private minutes of the Board. The Trust Secretary advised that a secure web page had been developed and testing was ongoing to allow governors to access using their own private email addresses. He advised that he would be looking for Governors to help test the site once complete.

105 Review of Meeting

All agenda items covered in timely manner.

106 Date and time of next meeting

The next meeting of Council of Governors will be held at 5.30 pm on 25th April 2018 in the Blair Bell Meeting Room.

Council of Governors Quality and Patient Group
Monday 19th March 2018 at 1730hrs
Boardroom, Liverpool Women's NHS Foundation Trust

2018/021(i)

	Items Covered
Attendance:	Pat Speed (Chair), Saad Al-Sukri, Aminu Audu, Mary McDonald, Adel Soltan Carol Gillian Walker, Sheila Gwynn-Adams, Cllr Tim Beaumont Cynthia Dowdle Issacc Okeyas John Foley
Board members:	Robert Clarke (Chair) David Astley (NED), Susan Milner (NED) David Astley (NED) Andrew Loughney (Medical Director) Jeff Johnston (Director of Operations) Colin Reid (Trust Secretary)
Minutes:	Elaine Carden (Executive PA)
17/18/40	Apologies for absence
17/18/41	Meeting guidance notes Noted
17/18/42	Declarations of interest None
17/18/43	Minutes of Meeting Minutes of meeting held 15 th January 2018 were agreed an accurate record
17/18/44	Matters Arising All actions arising from the meeting of 15 th January were included on the agenda for the meeting.
17/18/45	<p>Cancer and RTT</p> <p>Director of Operations informed the Group that the Trust declared two serious incidents in February relating to breaches of national access target reporting – one related to patients who had been referred in to the Trust with suspected cancer and who had subsequently breached the 62 day target; the second incident related to failure to accurately report patients who had breached the 18 week target. Director of Operations further advised that as soon as the Trust became aware of the issues all regulators were spoken to directly including the Care Quality Commission. NHS Improvement and the CCG have indicated that they are satisfied with the immediate response and actions of the Trust to investigate the errors.</p> <p>A formal SI investigation has commenced into both incidents. The Trust has appointed an external investigator who is expert in respect of cancer pathways and other referral to treatment targets. The reports will be presented to a Serious Incident Panel, Chaired by the Director of Workforce. There will be external representation on the Panel, including representatives from the CCG and potentially NHS Improvement. The Trust has 45 days to complete the investigation and meet to consider the findings. A report must be with the CCG within 60 days from the incident being logged.</p> <p>The investigation will seek to establish the root cause of the error and will identify any further learning and change in practice that is required.</p> <p>Director of Operations further advised that Governors will be kept apprised of progress being made with both incidents.</p> <p>Group received and noted the update</p>

	Items Covered
17/18/46	<p>Update on the Production of the Quality Report 2017/18</p> <p>The Medical Director tabled the draft Quality report which he explained contains a general view of performance against National priorities of all services. He explained that the report contains many indicators as to the quality of the care and service provided by all staff from the Trust. There are a range of measures in place to improve and sustain quality by reducing harm, reducing mortality and improving patient experience. He further explained as well as reporting on performance the Quality Report also identifies the priorities for the coming year.</p> <p>It was agreed that the Group will receive the draft report at the next Council of Governors meeting in April 2018.</p>
17/18/47	<p>Chairs Report from the Quality Committee and Putting People First Committee</p> <p>Susan Milner, Chair of the Quality Committee highlighted the work of the Committee at its meeting on 15 January 2018. Referring to the MIAA Quality Spot Check follow up report 2017/18, Susan Milner advised that the Committee had received assurance that there had been significant improvements made in clinical areas.</p> <p>Susan Milner referred the Board to the paragraph relating to the annual stillbirth report 2016/17 and a Trust response to the MBRRACE UK national report. She reported that the Committee had been advised that due to the nature of the speciality it was difficult for the Trust to accurately compare against other providers and consequently was identified as an outlier within the MBRRACE UK report. Susan Milner advised that the Committee had received assurance that after the review the Trust was demonstrating good standards of practice and variations were due to case mix.</p> <p>David Astley presented the Chairs Report covering the meeting held on 26 January 2018 and ran through the main items discussed and where assurance was obtained. He advised that the Committee had received an overview of the draft Health and Workforce Strategy produced by Health Education England as reported in the Chief Executive report at the last Board meeting. He advised that Committee members had been asked to provide feedback and that in order to get a collective Trust response the Strategy was being shared at clinical forums</p> <p>David Astley referred to the poor uptake of leadership development programme and advised that the Committee had requested more detailed information surrounding staff attendance.</p> <p>The Chair thanked the Non-Executive Directors for their update</p>
17/18/48	<p>Governor Representative Report from the Experience Senate</p> <p>Mary McDonald provided a verbal report from the Experience Senate meeting held on Tuesday 13th February and reported on the activity of the Senate.</p>
17/18/49	<p>Any Other Business</p> <p>Trust Secretary advised in recent years some of the Governors have taken part in the annual PLACE Assessments. The 2018 PLACE Assessment will be carried out on Wednesday 25th April 2018 between 9.00am and 3.00pm, If any of the Governors wish to take part in all or part of the assessment Trust Secretary advised to email him direct</p>

	Items Covered
	with their contact details
17/18/50	Review of meeting Good discussion and debate and meeting kept to time
	Date of next meeting: 16 th July 2018 in the Boardroom at 17:30

Council of Governors Finance and Performance Group
Monday 26th March 2018 at 1730hrs
Boardroom, Liverpool Women's NHS Foundation Trust

2018/021(ii)

	Items Covered
Attendance:	John Foley (Chair), Saad Al-Shukri, Adel Soltan, Aminu Audu, Sheila Gwynn Adams, Richard Roberts
Board members:	Jenny Hannon (Director of Finance) Ian knight (NED) Jeff Johnston (Director of Finance) Colin Reid (Trust Secretary) Janet Parker (Deputy Director of Finance) Jo Moore (NED) via teleconference
Minutes:	Elaine Carden
011	Apologies for absence Pat Speed Governor Robert Clarke Chair
012	Meeting guidance notes Noted
013	Declarations of interest None
014	Minutes of Meeting Minutes of meeting held 22 nd January 2018 were agreed an accurate record
015	Matters Arising There were no formal matters arising from the meeting held on 22 nd January 2018
016	<p>Cancer and RTT</p> <p>Director of Operations informed the Group that the Trust declared two serious incidents in February relating to breaches of national access target reporting – one related to patients who had been referred in to the Trust with suspected cancer and who had subsequently breached the 62 day target; the second incident related to failure to accurately report patients who had breached the 18 week target. Director of Operations further advised that as soon as the Trust became aware of the issues all regulators were spoken to directly including the Care Quality Commission. NHS Improvement and the CCG have indicated that they are satisfied with the immediate response and actions of the Trust to investigate the errors.</p> <p>A formal SI investigation has commenced into both incidents. The Trust has appointed an external investigator who is expert in respect of cancer pathways and other referral to treatment targets. The reports will be presented to a Serious Incident Panel, Chaired by the Director of Workforce. There will be external representation on the Panel, including representatives from the CCG and potentially NHS Improvement. The Trust has 45 days to complete the investigation and meet to consider the findings. A report must be with the CCG within 60 days from the incident being logged.</p> <p>The investigation will seek to establish the root cause of the error and will identify any further learning and change in practice that is required.</p> <p>Director of Operations further advised that Governors will be kept apprised of progress being made with both incidents.</p> <p>Group received and noted the update</p>

	Items Covered
017	<p>Financial and Operational plan update Jenny Hannon provided a presentation on the Trusts financial plan 2018/19 which was a refresh of the 2 year of the two year plan provided to NHSI last year. The Group noted that the Trust had received a control total for 2018/19 from NHSI. It was reported that under current planning assumptions the control total was unachievable for 2018/19. Jenny Hannon reported that the Board was supportive of the trust's approach to submit its plan to NHSI that did not deliver the control total as it did not reflect the true financial costs to deliver Trust services during 2018/19.</p> <p>The Group discussed the consequences of not signing up and agreeing to the control total, including a significant impact on the Sustainability and Transformation (STF) funding and the percentage applied to interest on loans for distressed financing.</p> <p>The Group noted the control total received from NHSI and the potential impact on the Trust financial position.</p>
018	<p>Chairs Report from the Finance Performance and Business Development Committee (FPBD) and Audit Committee (AC)</p> <p>The Group received and discussed the chair's report from the FPBD and AC and asked for an update following the meeting held earlier in the day</p> <p>Electronic Patient Record (EPR) Update and review of infrastructure in relation to IT Resilience: The Group was informed that the Royal Liverpool and Broadgreen Hospital were waiting for NHSI approval for their business case. Timescales remain the same for deployment for the Liverpool Women's NHS Foundation Trust. It was confirmed that the Executive Committee receive a fortnightly update from the Chief Information Officer to monitor the risks associated.</p> <p>Month 11 2017/18 Finance Performance Review: It was noted that the Trust had secured the block contract for 2018/19.</p> <p>Follow up of Internal Audit and External Audit Recommendations: It was noted that all recommendations from 2016/17 had been implemented.</p> <p>Raising staff concerns arrangements: It was noted that the Trust had received six formal anonymous whistleblowing concerns which had been investigated and no actions taken, and there had been two employment tribunal cases held. The Group were assured that appropriate policies are in place and that appropriate action is taken to address any concerns raised. It was further noted that the Trust had appointed a second <i>Freedom to Speak up Guardian</i>.</p> <p>The Group were assured of the reporting process of whistleblowing</p>
019	<p>Any Other Business No other business</p>
021	<p>Review of meeting Good discussion and debate and meeting kept to time.</p>
	<p>Date of next meeting: 23rd July 2018 in the Boardroom at 17:30</p>

Council of Governors Communication and Membership Engagement Group
Thursday 5th April 2018 at 1730hrs
Boardroom, Liverpool Women's NHS Foundation Trust

Present: Cynthia Dowdle (Chair), John Foley , Saad Al-Shukri, Mary McDonald, Gillian Walker,

Board/Management attendees: Robert Clarke (Chair), Tony Okotie (NED & SID) Michelle Turner (Director of Workforce & Marketing), Colin Reid (Trust Secretary), Susan Westbury (Deputy Director of Workforce & Organisational Development), Leslyanne Saville (Communications officer) minute taker.

Apologies from: Sheila Gwynn-Adams

17/18/27	Apologies for absence As above
17/18/28	Meeting guidance notes Noted
17/18/29	Declarations of interest None declared
17/18/30	Minutes from the meeting of the Communications and Membership Engagement Group held on Thursday 19th October 2017 The minutes of meeting held on 19 th October 2018 were approved. In relation to the public consultation process the Director of Workforce & Marketing confirmed the Gunning Principles were considered throughout.
17/18/31	Matters arising and action points <i>All actions were either complete or ongoing.</i>
17/18/32	Summary of Membership Strategy Performance 2018/18 & Plans for 2018 The Director of Workforce & Marketing updated the Group on the objective for engaging with as many existing members and potential new members as possible keeping all informed and involved on various aspects of the LWH. Explaining focus had been given to maintaining membership and targeting recruitment in under-represented groups. An update on the data cleanse to improve the quality of contact information for members was discussed noting that it was identified that the Trusts database has a small proportion of email addresses for members meaning that in the absence of regular direct email communication, meaning limited engagement with the Trust. The group discussed potential links with local schools, colleges, universities and other external forums should be undertaken in order to engage as many new members as possible, by also communicating within the Trust's committee meetings. The Director of Workforce & Marketing informed the group that the objectives for year 2 of the Membership Strategy will be supported by a specific action plan to enable an increase in involvement of members and patients within the Trust's operations. This plan is to be completed by the Head of Communications, Marketing and Engagement with delivery of actions being supported by a working group which will be established. It was agreed there should be a 'Wanted Members' display board located within the Trust, and circulation of Become a Member forms be circulated more widely.

17/18/33	<p>AMM 2018 – NHS 70th Anniversary – date in diary for 13th October 2018</p> <p>The Trust Secretary reported that the AMM would be held on 13 October 2018 and that as part of the meeting it was proposed that the trust would include a celebration of the NHS's 70th anniversary.</p> <p>It was agreed that a small working party would be set up from amongst the Governors to help support the Head of Communications and Trust Secretary in the arrangements for the AMM.</p>
17/18/34	<p>Council of Governor Effectiveness Review</p> <p>The Trust Secretary reported that a Council effectiveness review would be undertaken in May and would follow the same format at last years. He explained that the questions would mirror last year's questions but would include additional questions regarding the role of lead governor which would need to be filled at the end of the year as Sheila Gwynn Adams would then have completed her term of office as lead governor.</p>
17/18/35	<p>Governor Elections 2018</p> <p>The Trust Secretary provided a report on the Governor elections for 2018 explaining that this year there would be 9 public and staff seats. He advised that at the meeting in June, there would be an agenda item to identify how the trust could promote better the elections so that more interest is garnered.</p>
17/18/36	<p>Future Generations update</p> <p>The Group received a verbal update from the Director of Workforce & Marketing who explained that the decision was made to delay the public consultation on the future provision of Women and Neonatal services. This was due to further questions from NHS England around financial viability of the Trust being raised prior to Purdah, leaving no time to go out to public consultation. The date of the Public Consultation is yet to be determined although it is hoped that consultation would commence immediately following purdah in June 2018.</p> <p>It was noted that the Trust's position can change during such delays, and the Public Consultation is to be led by Liverpool CCG and that the Trust would be supporting them. Governors would be supported during the public consultation and as noted earlier the Head of Communications would be holding a Governor workshop.</p>
17/18/37	<p>People Strategy</p> <p>Deputy Director of Workforce & Marketing informed the group of the development of the new People's Strategy for the next 3-5 years. This would be taken through the Putting People First Committee and Board of Directors and be presented to the Council.</p> <p>The Director of Workforce and Marketing explained that as part of the development of the strategy a number of staff and key stakeholder workshops had been held which would garner views on the content of the strategy.</p> <p>The Deputy Director of Workforce undertook a short workshop with those present in the Group.</p>
17/18/38	<p>Any Other Business</p> <p>No other business was noted.</p>

17/18/39	Review of meeting The Group felt the meeting was instructive and assurance was provided on the agenda items. The group agreed and confirmed that a meeting should be added end of June or early July. The Communications officer would identify a date and circulate to Governors.
17/18/40	Date, time and place of next meeting: TBC meeting for end June/early July 2018 Followed by meeting on Thursday, 13 th September 2018

1. Introduction

This report confirms the seats that are included in the election and the associated timetable.

2. Governor Elections 2018

An election process will be carried out in 2018 for the following Governor seats:

Public Governor	Term in Office	From	To	
Central Liverpool				
Terri Anne Green	3 years	2015	2018	First term
Saad Al-Shukri	3 years	2015	2018	First term
North Liverpool				
Elizabeth Williams	3 years	2015	2018	First term
South Liverpool				
Sheila Gwynne-Adams	3 years	2015	2018	First term
Sefton				
Carole McBride	3 years	2015	2018	First term
Knowsley				
Vacant	-	-	-	Vacant
Vacant	-	-	-	Vacant
Rest of England and Wales				
Vacant	-	-	-	Vacant

Staff Governor	Term in Office	From	To	
Scientists, technicians and allied health professionals				
Vacant	-	-	-	Vacant
Administrative, clerical, managers, ancillary and other support staff				
John Foley	6 years	2014	2018	Two terms

Those Governors currently in their first term and can be re-elected, but are required to go through the election process.

3. Timetable

The results of all elections will be known just prior to the Annual Members' meeting which takes place on Saturday 13 October.

<i>ELECTION STAGE</i>	
Notice of Election / nomination open	Monday, 30 July 2018
Nominations deadline	Friday, 24 August 2018
Final date for candidate withdrawal	Friday, 31 August 2018
Voting packs despatched	Friday, 15 September 2018
Close of election	Friday, 5 October 2018
Declaration of results	Tuesday, 9 October 2018

4. Conclusion

All Governors elected will commence their term of office at the conclusion of the Annual Members' Meeting on Saturday 13 October 2018.

5. Recommendation

The Council of Governors is asked to receive this report.