The minutes of the meeting of the Council of Governors of Poole Hospital NHS Foundation Trust on 6 October 2011 at 4.45 pm at the Salvation Army, 2 New Orchard, Poole BH15 1LY.

Present:
Mrs A Schofield        Chairman
Mr C Archibold         Purbeck, East Dorset and Christchurch
Mr G Avis              NHS Dorset
AVM G Carleton         Purbeck, East Dorset and Christchurch
Mrs E Chamberlain      Poole
Mrs Cherrett           Clinical Staff
Mr A Creamer           Poole
Mrs V Duckenfield      Poole
Ms J Geddes            Bournemouth Borough Council
Mrs R Gould            Purbeck, East Dorset and Christchurch
Mrs J Jenkin           Bournemouth University
Mr D Jones             Dorset County Council
Canon J LLoyd          Non-Clinical Staff
Mrs I McLellan         North Dorset, West Dorset, Weymouth and Portland
Mr B Newman            Bournemouth
Mr J Pride             Poole
Mrs E Purcell          Poole
Mr T Purnell           Bournemouth
Mr G Rigler            Poole
Mr G Smith             NHS Bournemouth and Poole
Cllr. A Stribley       Borough of Poole
Mrs S Yeoman           Poole

In attendance:
Mr M Beswick           Company Secretary
Mr C Bown              Chief Executive
Mr G Corser            Director of Strategy & Business Planning
Mr A Goodwin           Deputy Director of Finance (Item 1)
Mrs D Halliwell        Associate Director of Education
Dame Y Moores          Vice Chairman
Miss J Retigan         Minute Taker
Mr G Rubins            External Auditor,
                        PricewaterhouseCoopers (Item 10)
Mr M Smits             Director of Nursing and Patient Services
Mr G Spencer           Senior Independent Director
Mr P Turner            Director of Finance

The Chairman welcomed the members of the public and introduced Mr Gareth Corser, Director of Strategy and Business Planning.

Mr Goodwin provided an overview presentation on Service Line Reporting explaining the benefits and opportunities for analysis and comparison the system provided. This was followed by a brief questions and answer session.

A follow up presentation in due course with data populating the tables was requested. **ACTION: PT**
CoG 103/11 Apologies for Absence

Apologies for absence were received from Mr R King (Poole), Miss K Knudsen (Clinical Staff) and Mrs S Power (Clinical Staff).

CoG 104/11 Declarations of Interest

There were no interests declared pertaining to the meeting.

CoG 105/11 Minutes of the Meeting held of the 7 July 2011 (Paper A)

The minutes were APPROVED subject to the following amendment:

A second paragraph to be added to CoG 80/11.

“Mr Carleton noted the opinion of the Internal Auditors that financial controls generally were being applied but expressed concern that neither the Internal Auditors nor the Audit and Governance Committee appeared to have recognised or reported on the serious and deteriorating state of the Trust’s finances during the year 2009/10, the involvement of Monitor, and the need for urgent action to rectify the situation.”

CoG 106/11 Minutes of the Meeting held on 11 August 2011 (Paper B)

The minutes were APPROVED as a correct record of the meeting.

CoG 107/11 Matters Arising (Paper C)

It was noted that all outstanding actions had been executed.

CoG 108/11 Chairman’s Comments

The Chairman provided a briefing noting the following:

- The Annual Members Meeting would be taking place following this meeting.
- In order to facilitate improved communications with Governors a bi-monthly newsletter would be produced and following issue feedback welcomed.
- The Board of Directors had received a report from KPMG on Board Capability following the significant breach. She noted the report was very positive and highlighted some areas for ongoing development.
- The letter received from Monitor on 14 September had been circulated to Governors.
- Representatives of the Board had met with Monitor on 5 October and there had been a positive discussion.
- In relation to joint working a series of joint meetings have been held and more are scheduled. Boards of both Poole Hospital NHS Foundation Trust and Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust would take a formal view on the McKinsey report at the end of November 2011.

CoG 109/11 Integrated Trust Performance Report (Paper C1)

The Director of Finance presented the report which is the same report presented to the Board of Directors and covers all aspects of performance.
The Director of Finance noted that financially the Trust is performing slightly ahead of plan and the improvement to the cash position was noted. The Director of Finance detailed the challenges for the second half of the year and noted the Board were committed to achieving the plan and continue to pursue efficiencies. The Director of Finance was asked what the cost pressures for the second part of the year were and he cited seasonal pressures and Agenda for Change increments.

The Director of Finance reported that all Monitor targets for clinical performance had been met and noted the three exception reports. Discussion regarding delayed transfers of care and theatre utilisation took place.

The report was NOTED.

CoG 110/11 Two Year Extension to Auditor’s Contract (Paper D)

The Director of Finance presented the report and noted that the Audit & Governance Committee reviewed the performance of Internal and External Auditors. Following their decision that the current external auditors provided a satisfactory service that met the needs of the organisation they recommended to the Council of Governors that the contract with PricewaterhouseCoopers be extended for a further two years.

Mr Carleton referred to the External Auditor’s qualified certificate in the 2010/11 Annual Accounts and asked for an assurance that any future concerns would be reported to the Governors. The Chairman invited Mr Rubin (External Auditor) to respond; Mr Rubin confirmed that particulars of any future decline in the standards of the Accounts and any unusual detailed investigations carried out by the External Auditor would be promptly reported to the Governors.

The extension was APPROVED.

CoG 111/11 Non-Executive Remuneration – Workforce & HR (Paper E)

The Chairman reported that the new Workforce Committee which was a subcommittee of the Board of Directors had been welcomed by Monitor and KPMG.

The Council of Governors were requested to approval a proposal that the Chair of the Committee be recompensed at the same level as the chairs of the other Board subcommittees.

The proposal was APPROVED.

CoG 112/11 Annual Report and Accounts including Auditors Opinion (Paper F)

The Chief Executive presented the report and highlighted areas of improvement.

Mr Rubins, External Auditor, PricewaterhouseCoopers, noted that the qualification by External Audit in the report was a technical qualification and due totally to the fact that the Trust was in breach of its authorisation.

The External Auditor provided an update on their areas of work over the last year and plans for the future year.
The report was RECEIVED.

CoG 113/11 Update of Hospital University Status (Paper G)

The Chairman introduced Di Halliwell, Associate Director of Education, who presented the paper.

Mrs Halliwell detailed the progress made to date and noted the Trust Academic Group, chaired by Mr Talbot, anticipated University Status would be achieved by April 2012.

The Governors voiced their support of this work.

The report was NOTED.

CoG 114/11 Update on Joint Working with Royal Bournemouth & Christchurch Hospitals NHS Foundation Trust

It was noted that this item was covered in minute 108/11.

CoG 115/11 Governor Development Plan Update (Paper H)

The Company Secretary noted the Governor Development Plan had been agreed in January 2011 with updates to be provided at each meeting.

The report was discussed and it was noted that the plan for 2012 would be considered at a seminar in January.

Cllr. Stribley reported she had been very impressed with the organisation and quality of the induction she had received.

The report was NOTED.

CoG 116/11 Register of Interests (Paper I)

The Company Secretary presented the Register of Interests for annual review.

The report was NOTED.

CoG 117/11 Reports from Reference Groups

Membership Engagement

Mr Rigler reported that useful statistics had been provided by Mrs Bonham which demonstrated that membership was decreasing. He noted the current membership fell short of the critical number required by Monitor.

Mr Rigler stated that the Membership Engagement and Recruitment Reference Group (MERG) were soliciting the support of Governors to recruit new members. Mr Rigler detailed plans and these were discussed.

The report was NOTED.

Future Plans & Priorities
Mr Carleton reported he had met with the Director of Strategy to discuss the work of the group and a meeting was scheduled for Thursday 17 November, all were welcome to attend.  

**ACTION: GC/GCo**

The report was NOTED.

**Staff Communications**

The Director of Nursing reported that the Interim HR Director was taking a lead with this group and had been in contact with members and a meeting was scheduled.

The report was NOTED.

**CoG 118/11 Future Agenda Items**

It was noted the Council of Governors would like a presentation from PALS.  

**ACTION: MB/JR**

**CoG 119/11 Notice of Motion**

No notices of motion were received.

**CoG 120/11 Urgent Notices of Motion**

Mr Newman asked for an update and detail on the repercussions from the diaries stolen from the car of a midwife. Mr Smits reported the incident had occurred in February and all proper action had been taken. The investigation of the Information Commission had now concluded.

**CoG 121/11 Council Calendar of Dates October 2011 – December 2012 (Paper J)**

The Company Secretary presented the report and noted the addition of half day development sessions built into the programme and asked members to ensure the dates were posted in their diaries.  

**ACTION: All**

The Report was noted

**CoG 122/11 Any Other Business**

There was no other business.

**CoG 123/11 Date of Next Meeting**

- Thursday 5 January at 5.30 pm in Board Room 1

**CoG 124/11 Withdrawal of Press and Public**

The Chairman asked any members of the public and representatives of the press to withdraw from the meeting.