



North Tees and Hartlepool
NHS Foundation Trust



Council of Governors Meeting

Tuesday 16 July 2024, 10.30am

Rooms 3 and 4, STRIVE, Friarage Hospital,
Bullamoor Road, Northallerton, DL6 1JG



Caring
Better
Together

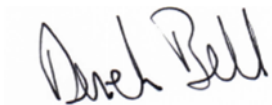
5 July 2024

Dear Colleague

A meeting of the Council of Governors will be held on **Tuesday, 16 July 2024 at 10.30am in Rooms 3 and 4, STRIVE, Friarage Hospital, Bullamoor Road, Northallerton, DL6 1JG.**

This is a singular meeting with the North Tees Council of Governors only.

Yours sincerely



Professor Derek Bell
Joint Chair

Agenda

- | | | |
|-------------|--|-------|
| (1) 10.30am | Welcome | Chair |
| (2) 10.30am | Apologies for Absence | Chair |
| (3) 10.30am | Quorum and Declaration of Interests | Chair |
| (4) 10.30am | Minutes of the last meeting held on, 21 May 2024 (enclosed) | Chair |
| (5) 10.30am | Matters Arising and Action Log (enclosed) | Chair |

Items for Information

- | | | |
|--------------|---|--------------------|
| (6) 10.35am | Lead Governor Report (enclosed) | Lead Governor |
| (7) 10:45 am | Annual Members Meeting Arrangements | Company Secretary |
| (8) 10:50 am | Assurance Report / Chairs Log Audit Committee (enclosed) | Chair of Committee |
| (9) 11:00 am | Any Other Notified Business | Chair |

Date of Next Meeting

Tuesday, 19 September 2024

Agenda Item: 4



North Tees and Hartlepool NHS Foundation Trust

DRAFT Minutes of a Meeting of the Council of Governors

held on Tuesday, 21 May 2024

in the David Kenward Lecture Theatre, STRIVE, James Cook University Hospital

Present:

Stockton Elected Governors:

Anne Johnston

Lynda White

Staff Elected Governors:

Steven Yull

David Russon

Andy Simpson

Out of Area Elected Governor:

Angela Warnes (Lead Governor)

Sedgefield Elected Governors:

Allison Usher

Easington Elected Governors:

Sarah Moule

In Attendance:

Neil Atkinson, Group Managing Director

Ann Baxter, Vice Chair/Group Non-Executive Director

Alison Fellows, Group Non-Executive Director

Liz Barnes, Group Non-Executive Director

Fay Scullion, Group Non-Executive Director

Chris Macklin, Group Non-Executive Director

Ali Wilson, Vice Chair/Group Non-Executive Director

Ada Burns, Group Non-Executive Director

Ken Readshaw, Group Non-Executive Director

Miriam Davidson, Group Non-Executive Director

Rudy Bilous, Group Associate Non-Executive Director

Stuart Irvine, Director of Strategy, Assurance and Compliance/Company Secretary

Jackie White, Head of Governance/Company Secretary – STHFT

Heidi Holliday, Secretary to Trust Board (note taker)

CoG/1215 Welcome

The Vice Chair welcomed members to the meeting.

CoG/1216 Apologies for absence

Apologies for absence were received from Derek Bell, Group Chair, Stacey Hunter, Group Chief Executive, Mark Dias, Group Non-Executive Director, Alyson Gerner, Group Associate Non-Executive Director, Janet Atkins, Elected Governor for Stockton, Mark White, Elected Governor for Stockton, Mike Scanlon, Elected Governor for Hartlepool, George Lee, Elected Governor for Hartlepool, Christopher Akers-Belcher, Appointed Governor for Healthwatch Hartlepool, Natasha Douglas, Appointed Governor for Healthwatch Stockton, Dr Ann French, Appointed Governor for Teesside University and Christopher Hood, Appointed Governor for Durham County Council.

CoG/1217 Quorum and Declaration of Interests

The meeting was confirmed as quorate.

No perceived conflicts of interest

The Chair of the meeting referred to the Trust's declaration of interest register and asked attendees if any new declarations needed to be noted. There was no perceived conflicts of interest from the agreed agenda. Should a conflict arise during the course of the meeting, affected individuals should raise the conflict and a decision will be made to ensure appropriate action is taken.

CoG/1218 Minutes of the last meeting held on, 15 February 2024

Resolved: that, the minutes of the meeting held on Thursday, 15 February 2024 be confirmed as an accurate record.

CoG/1219 Matters Arising and Action Log

There were no matters arising from the minutes of the previous meeting and an update was providing against the action log.

Resolved: (i) that, the content of the updates be noted.

CoG/1220 Lead Governor Report

Angela Warnes provided an overview of the meetings she had attended and provided feedback on the queries raised by fellow Governors.

In addition to information shared in the Meeting in Common of the Council of Governors of North Tees and Hartlepool NHS Foundation Trust (NTHFT) and South Tees Hospitals NHS Foundation Trust (STHFT), there were two further specific issues discussed.

Letter regarding Complaints Process

Angela Warnes reported that she had received a letter from a member of the public raising concerns relating to the handling of a multi-agency complaint received by the Trust in September 2022. A response had been sent to the complainant stating that it was not the role of Lead Governor to be involved in individual complaints however, as the complaint related to the complaints processes itself that assurance would be sought from the relevant Directors that the complaints processes were aligned to statutory requirements and best practice guidelines. It was noted that a detailed letter had also been sent to the Group Chair and Group Chief Executive. A high level overview of action taken was provided and it was reported that the Trust had received written assurance that the Dealing with Complaints Policy was complaint with regulatory requirements however, there were a small number of improvements that could be made.

As some complaints resulted in information being requested via the Freedom of Information (FOI) route an update was shared on the increased number of FOIs received over the previous year. The complainant had also submitted a large number of FOI requests to underpin his case. The top hotspot areas were noted, which were linked to media interest at the time of the requests. Planned actions to manage the increase in requests included the development of a Frequently Asked Questions page on the Trust's website to reduce the impact of FOIs on Trust resource and collaborative working with STHFT to standardise arrangements. It was noted that the Trust was replying to all FOIs at present.

A complaint response was currently being finalised and the complainant was to be invited to the Trust to discuss this further. Angela Warnes agreed to write to confirm that assurance had been sought through the Council of Governors and that a response was being dealt with through correct processes.

A suggestion was made to have all policies, along with other key information, available on the Trust's website rather than the intranet so that they could be easily obtained by a member of the public, which could potentially reduce the number of FOI requests. Following discussion it was noted that the Trust currently provided information it was legally required to and that this could raise resource implications and discrepancies on what organisations published compared to one another.

Pre-Council of Governor Meetings

Angela Warnes proposed a different format for the Pre-Council of Governor meetings, which would be a private discussion between the Governors and Lead Governor and requests for further information would be forwarded to the Company Secretary and addressed by the relevant Lead in the Council of Governor meeting. It was noted that there was a clash with the next planned Pre-meeting scheduled for Tuesday, 9 July 2024, which would therefore need to be re-arranged.

Following discussion members felt the pre-meetings should continue and were happy to trial the newly proposed format.

- Resolved:**
- (i) that, the content of the report be noted: and
 - (ii) that, the Pre-Council of Governors meetings would be a private discussion between the Governors and Lead Governor and requests for further information would be forwarded to the Company Secretary and addressed by the relevant Lead in the Council of Governor meeting; and
 - (iii) that, the Pre-meeting scheduled for Tuesday, 9 July 2024 be re-arranged.

CoG/1221 Board Committee Assurance Reports

It was noted that there was a slight difference to the format of some of the assurance reports however, this would be resolve through the transition to Group and In Common meetings.

The Chairs of the Audit, Quality and People Committees presented the Chair's Logs and highlighted the key issues.

Audit Committee

- Internal Audit Progress Report – an increase in the number of overdue Internal Audit recommendations was highlighted. An update was provided at the meeting held on 30 April 2024 however, assurances were being sought and a further update would be provided at the next meeting.
- Outstanding clinical audits – actions had been agreed for all outstanding audits.
- Work was ongoing to review the movement of assurance to ensure that it was working around the organisation and to ensure that the organisation was confident that it had all necessary information.

Quality Committee

- Patient Story – reflection continued on patient stories and some of the fundamental work that needed to continue regarding quality of care.
- Infection Control – there was a spike in some infection rates however, this was now reducing.
- Readmissions remained higher than target and a deep dive audit had been undertaken in the Emergency Assessment Unit (EAU) on patients who had been re-admitted within seven days post discharge. Findings showed a need to review community pathways to ensure the right services were in place before discharge.
- Super stranded patients also remained above average and highlighted the need for continual work on integrated pathways.

- Reduction of smoking in pregnancy – targeted work had shown a positive improvement at both booking and delivery.

People Committee

- Board Assurance Framework (BAF) – discussions continued with regards to the assurance framework and the actions in place as a means of mitigating each strategic risk. As a result, actions had been reviewed and refreshed to ensure they were robust, had an appropriate responsible lead and were realistic and achievable within the set timeframes.
- Freedom to Speak Up (FTSU) – the FTSU Guardian attended the meeting and there were no issues that needed to be escalated.

Resolved: (i) that, the content of the reports be noted.

CoG/1222 Any Other Business

There was no other business reported.

The meeting closed at 2.50pm.

Signed:

Date:

DRAFT

Agenda Item: 5



Council of Governors Action Log

Date	Ref.	Item Description	Owner	Completed	Notes
19 September 2023	CoG/1165	Lead Governor Report A programme of Governor development sessions be agreed and circulated.	S Irvine/S Hutt	Ongoing	A draft list of development areas has been collated and areas to be covered in 2024/25 is to be finalised.
19 September 2023	CoG/1166	Joint Chairs Report The future requirements of NEDs would be considered as part of Group progress and an update would be provided at a future meetings.	D Bell/S Irvine	Ongoing	The requirements of Non-Executive Directors has been confirmed and future roless will be confirmed shortly. Update to next meeting.
15 February 2024	CoG/1198	Matters Arising and Action Log A review of information shared with staff and Governors be undertaken to identify what could be tailored and shared with members of the Trust. The annual schedule of community meeting/groups dates be shared with Governors, once produced by the Communications Team.	S Irvine S Irvine	Ongoing Ongoing	The Trust is proposing to provide weekly Trust updates and quarterly Anthem updates via the Membership Database. The list is being finalised with the Communications Team.
15 February 2024	CoG/1199	Lead Governor Report An update on feedback from the last Trust walkabout be requested from the CN/DoPS&Q and circulated to the Governors. Governors inform the Assistant Company Secretary as and when they attend meetings or groups within their constituencies.	S Irvine Governors	Ongoing Completed	Feedback from Walkabouts are being collated by the NPS&Q Team. An update will be presented to the next meeting Ongoing
15 February 2024	CoG/1202	Report of the Managing Director An update to be provided to focus on operational pressures and discharges. Following the Healthwatch review of operational pressures and discharges, intelligence was to be shared with the Council of Governors. An update on the Cancer 62-day standard be provided at a future meeting, highlighting improvements made to date.	S Irvine S Irvine/C Akers-Belcher S Irvine	Completed Ongoing Completed	This is covered in the Chief Executive Report. Report has been received an update will be provided at the next meeting. This is covered in the Chief Executive Report.
15 February 2024	CoG/1204	Inerim Governor Elections 2024 Further information on the interim Governor Elections 2024 was to be shared with Governors once finalised.	S Irvine	Ongoing	An update is provided as part of the agenda.

Agenda Item: 6



Lead Governor Report (North Tees & Hartlepool)

Meeting date: 16 July 2024

Reporting to: Council of Governors

Agenda item No: 6

Report author: Angela Warnes, Lead Governor, NTHFT

Action required:
Information

Delegation status (Board only):
Choose an item.

Previously presented to:

NTHFT strategic objectives supported:

Putting patients first

Valuing our people

Transforming our services

Health and wellbeing

STHFT strategic objectives supported:

Best for safe, clinically effective care and experience

A great place to work

A centre of excellence, for core and specialist services, research, digitally supported healthcare, education and innovation in the Northeast of England, North Yorkshire and beyond

Deliver care without boundaries in collaboration with our health and social care partners

Make best use of our resources

CQC domain link:

Well-led

Board assurance / risk register this paper relates to:

Key discussion points and matters to be escalated from the meeting

ALERT: Alert to the matters that require the board's attention or action, e.g. non-compliance, safety or a threat to the Trust's strategy.

Update governors on significant activities undertaken by the lead governor since the last meeting in May.

ADVISE: Advise of areas of ongoing monitoring or development or where there is negative assurance. What risks were discussed and were any new risks identified.

Nil to note.

ASSURE: Assure Inform the board where positive assurance has been achieved, share any practice, innovation or action that the committee considers to be outstanding.

Nil to note.

Recommendations:

The Council of Governors are asked to:

1. Note the activities undertaken by the Lead Governor.
2. Welcome and support the newly elected governors.
3. Provide feedback on communication to governors.

Meeting of the Council of Governors

16 July 2024

Report of the Lead Governor for North Tees and Hartlepool NHS Foundation Trust

This report provides an overview of both regular and one-off meetings attended by the Lead Governor and other related activities undertaken since the last meeting.

1. Key Meetings and Activities

Since the last meeting of the Council of Governors on 21 May 2024 I have undertaken the following meetings / activities:

1.1 Regular Informal Meetings with the Group Chair, Vice Chairs and Lead Governors

Monthly catch-ups provide an opportunity for the Lead Governors to be updated and briefed on any current issues such as:

- Updates on industrial action.
- Briefing on any areas of media interest – positive or adverse.
-

Other topics for discussion have included:

- Appointments to executive leadership teams.
- Agenda items for the Council of Governors meeting and format of CoG meetings.
- Board champion roles.
- Move to single board committees and governor observation of board committees.

I also have regular catch-ups with the Chair and Vice Chair (previously for North Tees and Hartlepool) to discuss any issues specific to North Tees and Hartlepool NHS Foundation Trust. I also have regular written and verbal communication with Janet Crampton, Lead Governor for South Tees, and we have collaborated on the development of the actions for the collaborative working activity alongside Stuart Irvine and Jackie White, Company Secretaries, which is now complete.

1.2 Group Chair Appraisal

The two Senior Independent Non-Executive Directors, Chris Macklin and Ada Burns have carried out the 360 degree appraisal using a revised process mandated by NHS England. Appraisal forms were circulated to a variety of individuals and I was asked to collate feedback from our respective governors and complete the appropriate template. Thank you to those of you who provided some qualitative feedback, which I incorporated into the open comments section. A Nominations Committee In Common meeting was held to consider the outcome of the appraisal on 27 June 2024, which I was unable to attend as I was away on holiday but was attended by several governors from both North Tees and Hartlepool and South Tees Trusts.

1.3 Observation of Board of Directors Meetings

I observed the Group Board meeting on 3 July 2024.

I would recommend that governors attend at least one group executive board meeting if possible. Please let Sara Hutt (sarah.hutt@nhs.net) or Heidi Holliday (heidi.holliday1@nhs.net) know if you would like to attend in person or virtually and access will be given to the papers.

1.4 Health Watch Listening Event 6 June 2024

This event was organised by Health Watch to seek the views of the local population and stakeholder organisations about the provision of services by the Group. The feedback, structured around the clinical board areas, will be collated and used to inform strategy and services. It was a great opportunity for me to talk informally to attendees about becoming a member of the Trust and the role of the Council of Governors.

1.5 Promoting Trust Membership and Role of the Governor

Due to pre-election restrictions I have not undertaken any specific activities since the last meeting.

1.6 Regular Email Briefings

I have provided some additional updates and briefings on 5 June 2024 and 19 June 2024.

1.7 Governor Election and Induction Event

The governor election process has now been completed and all vacancies for elected governors have been filled, apart from one vacancy in Sedgefield constituency. I have been liaising with Sarah Hutt on what will be first the joint induction event for the new governors for both North Tees and Hartlepool and South Tees trusts.

1.8 Volunteers Thank You Dinner

The Volunteers Thank You Dinner took place on the 5 June 2024 and I attended alongside three fellow governors. Apart from having a lovely meal (and winning a raffle prize), it was a great opportunity to see the range and number of volunteers that provide services for the Trust and see their many years of service recognised.

1.9 Lead Governors Network

I am starting to explore the setting up a Lead Governor's Network for the North East and North Cumbria region. I think it would provide an opportunity to learn from others and discuss opportunities and challenges, particularly as others in the region are developing group models. I will keep you informed regarding any developments.

1.10 Communication with Governors

As we move through the changes associated with the development of the Group, it would seem timely to review the type and level of communication that governor's receive and suggest any enhancements if necessary. I would be happy to receive feedback on this and facilitate discussion at the pre-council of governors meeting.

2. Recommendations

The Council of Governors are asked to:

1. Note the activities undertaken by the Lead Governor.
2. Welcome and support the newly elected governors.
3. Provide feedback on communication to governors.

Agenda Item: 8



Audit Committee (North Tees & Hartlepool)

24 June 24

Connecting to: Council of Governors

Key topics discussed in the meeting:

- Main purpose of the meeting was to receive the various year-end financial documents / Auditors reports and to approve submission to NHSE by 28 June 2024 deadline.
- Internal Audit Annual Report discussed with particular attention to the “Good” Head of Internal Audit Opinion. A review of the years Internal Audit reports demonstrates continued achievement of a sound system for Internal Control. The level of recommendations providing assurance ratings of Substantial and Good were consistent with previous years.
- External Audit provided an updated ISA 260 which includes the outcome of the external audit scrutiny of the accounts and associated information. Work would continue up until the 28 June 2024, however the expectation is that an “Unmodified” statement will be made which is what all organisations aspire to achieve. Work will continue through to July to allow the Value for Money report to be completed when we will receive the final external audit report.
- Having heard from both the Internal and External Auditors the committee reviewed the accounts and annual report which includes the Annual Governance Statement. Committee were happy to approve all documents and to work with external audit regarding signing off the various certificates ahead of the 28 June 2024 deadline.
- Audit Committee have a role in providing assurance to the Board regarding the “governance arrangements” for other committees. A paper was discussed regarding the governance arrangements of the Remuneration and Nominations Committees to provide 3rd line assurance that systems and processes were working effectively.

Actions:

- Approval for Accounts / Annual Report to be submitted by the mid-day 28 June 2024 deadline as per delegated authority of the Board.

Escalated items:

- Following areas had Internal Audit report status as “reasonable assurance” which will be brought to the attention of the Accountable Officer. Business Continuity Planning, Clinical Audit, Trakcare System Security, Freedom of Information, Clinical Audit, Sepsis and Winscribe System Security.

Risks (Include ID if currently on risk register):

- No new risks.

