

Agenda

Council of Governors

Wednesday 25 November 2020,
17.00 – 18.50
Video Conference Call

Item	Lead	Time
1. Apologies for Absence	Graham Sims	-
2. Declarations of Interests (Verbal)	Graham Sims	-
3. Minutes for Approval: 30 September 2020 and Matters Arising Schedule.	Graham Sims	17.00
4. Changes to the Council Membership (Verbal)	Caroline Lynch	17.05
5. Questions from the Public (Verbal)	Graham Sims	17.10
Holding the Board to Account		
6. Annual Report and Accounts (Presentation)	Mike Clements	17.15
7. Chief Operating Officer Update (Presentation)	Dom Hardy	17.25
8. Chief Executive Update (Presentation)	Nicky Lloyd	17.55
9. Annual General Meeting Minutes: 28 October 2020	Graham Sims	18.15
Items of Council Business		
10. Membership Committee Minutes: 3 November 2020 including Terms of Reference	John Bagshaw	18.20
11. Governors Assurance Committee Minutes: 3 November 2020 (Verbal)	Tony Lloyd	18.25
Representing the Views of Members and the Public		
12. Governor Engagement Advisory Committee	Caroline Lynch	18.30
13. Governor Question Log	Caroline Lynch	18.40
14. Questions from the Public (Verbal)	Graham Sims	18.45
15. Date of Next Meeting (Verbal) TBC	-	-

Minutes

Council of Governors

Wednesday 30 September 2020

17.00 – 18.30

Video Conference Call

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Ms. Natalie Allen	(Staff Governor: Admin/Management)
Ms. Fiona Anderson	(Public Governor, Wokingham)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Ms. Wendy Bower	(Partner Governor, Berkshire West CCG)
Mr. Kevin Boyle	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Dr. John Crossman	(Staff Governor, Allied Health Professional/Scientific)
Ms. Jennie Ford	(Partner Governor, East Berkshire CCG)
Prof. Michael Garman	(Public Governor, Reading)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery) (up to minute 25/20)
Dr. Sunila Lobo	(Public Governor, Reading)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Jonathan Ruddle	(Public Governor, Wokingham)
Ms. Lynda Taylor	(Public Governor, East Berkshire & Borders)
Ms. Bet Tickner	(Public Governor, Reading)
Prof. Adrian Williams	(Partner Governor, University of Reading)

In attendance

Dr. Bal Bahia	(Non-Executive Director)
Mr. Julian Dixon	(Non-Executive Director)
Mr. Brian Hendon	(Non-Executive Director)
Mrs. Janet Lippett	(Chief Medical Officer) (up to minute 25/20)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Nicky Lloyd	(Acting Chief Executive) (up to minute 25/20)
Mr. John Pettit	(Non-Executive Director)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Apologies

Mr. Jason Brock	(Partner Governor, Reading Borough Council)
Mr Victor Koroma	(Partner Governor, Alliance for Cohesion and Racial Equality)
Mrs. Pam Lynch	(Volunteer Governor)

24/20 Declarations of Interest

There were no declarations of interest.

25/20 Acting Chief Executive Update

The Acting Chief Executive provided an overview of the master planning programme. Three workstreams had been developed; master plan development, Strategic Outline Case (SOC) as well as internal and external communications and engagement. The draft SOC was scheduled to be submitted to Board Sub-Committees during October 2020. A microsite had been established alongside engagement meetings for all stakeholders.

The Acting Chief Executive confirmed that the Trust had been awarded additional capital funding. This included £7.3m for critical infrastructure, £4.5m for the Emergency Department (ED) refurbishment, £1.3m for diagnostic imaging and £2.1m for the installation of two new CT scanners. In addition, a Lighthouse Laboratory would be located at Bracknell Healthspace to support demand for testing, with an anticipated 40,000 tests being processed a day, by January 2021.

The Council noted that the maternity module on the Electronic Patient Record (EPR) was due to 'go live' during November 2020. Theatres and Anaesthetics were also due to be digitalised with an anticipated 'go live' at the end of November 2020. The implementation of medical equipment on EPR had commenced and would continue to be progressed during the Autumn.

The Acting Chief Executive advised that the Trust strategy 'Vision 2025' and supporting sub-strategies were currently being reviewed to ensure they remained relevant for 20/21 and beyond.

The Acting Chief Executive advised that attendance at ED had increased by 10% in comparison to the previous year. The Trust's pandemic response plan was also being finalised in the event of a second phase of Covid. The Council noted that 13 Covid positive patients were currently in hospital.

A query was raised in relation to computer connection issues and support offered to staff that were due to return to site. The Acting Chief Executive advised that additional laptops were being procured and additional income received for critical infrastructure included making improvements to IT. This would also provide improvement to visitors' Wi-Fi. In relation to staff support, managers had been encouraged to meet with their teams to review working arrangements and this included both on site and home working.

In response to a query raised in relation to the usage of the top floor of Bracknell Healthspace once the Lighthouse Laboratory was no longer required, the Acting Chief Executive advised that there would be an opportunity for other services to use the space.

A question was raised in relation patients attending ED that would normally have attended the walk in health centre or local GP services as this was impacting on capacity in the waiting area of ED. The Chief Medical Officer advised that the Walk in Centre was scheduled to re-open shortly. It was also anticipated that the Ask A&E and Think 111 service would also decrease the number of patients attending ED. However, the Chief Medical Officer confirmed that she would highlight this as part of her on-going regular discussions with West Berkshire Clinical Commissioning Group (CCG).

A question was raised as to when the 18-week pathway would return to pre-Covid levels. The Acting Chief Executive advised that recovery targets had been set by NHS Improvement / NHS England (NHSE) to return to pre-Covid Levels. The Trust was offering additional sessions including weekend appointments and utilising patient initiated follow up appointments where appropriate. Weekly meetings were also in place to review all waiting lists to ensure patients

were prioritised based on clinical need. The Chief Executive highlighted that there continued to be a high Do Not Attend (DNA) rate despite the work that had taken place to provide assurance that it was safe for patients to attend the hospital for appointments.

In response to a query, the Chief Medical Officer confirmed that all teams had escalation plans in case of IT failures. Paper formats similar to the information on EPR were available to staff. The EPR system did have downtime planned when upgrades or additional work was required and each speciality had a specific device that enabled them to review the last record for a patient at the point when the manual system were initiated.

26/20 Minutes: 26 February 2020, 29 April 2020 and Matters Arising Schedule

The minutes of the 26 February 2020 were approved as a correct record and would be signed by the Chair.

The minutes of the 29 April 2020 were approved as a correct record and would be signed by the Chair subject to Jonathan Ruddle being included as being present at the meeting.

The matters arising schedule was noted.

Minute 02/20 (48/19): Minutes and Matters Arising Schedule: Council Membership Committee:
The Chair recommended that the area around the display area was refreshed as this had been delayed during Covid. The Trust Secretary advised that the Governor Photo board would be refreshed following elections. However, major changes could not be implemented around the display area due to the social distancing restrictions that were currently in place at the main reception.

27/20 Questions from the Public

There were no members of public in attendance.

28/20 Changes to the Council Membership

The Trust Secretary advised that Jenny Cheng and Ruth McEwan had stepped down as partner governors for Wokingham and Reading Borough Council respectively. Parry Bath had been appointed as partner governor for Wokingham Borough Council and Jason Brock had been appointed as partner governor for Reading Borough Council.

The Trust Secretary confirmed that voting for elections had now closed and an update would be provided to the Council on the election results. **Action: C Lynch**

29/20 Chief Medical Officer Update

The Chief Medical Officer provided an update on current Covid figures. The Council noted that rapid Covid testing for staff had been implemented and communications to staff had highlighted the importance of the 'hands, face, space' message to reduce potential transmission between staff.

Learning from the initial response to Covid included the importance of clear escalation processes and streamlining or pausing services when necessary. The Committee noted that the Trust's overall response plan in case of a second phase of Covid.

The Chief Medical Officer provided an overview of the internal and external stakeholder communications that had been shared between March – July 2020. In addition, the Trust was providing a regular update on BBC Radio Berkshire.

In response to a question as to learning from the first phase of Covid, the Chief Medical Officer advised that medical and non-medical treatments had improved for Covid patients. Social media had also had a positive impact on sharing learning and best practice on treatment options more promptly. The Chief Medical Officer advised that GP colleagues had been upskilled, to use ultrasound machines, to identify whether patients required inpatient treatment or could be managed as outpatients.

A question was raised in relation to whether family members could have access to see patients on end of life care pathways that were not Covid positive. The Chief Medical Officer advised that clinical teams had been given the discretion to determine whether it was appropriate for visitors to attend. Alternative solutions where family could not visit had also been implemented including video calling family members with Trust iPads.

A question was raised as to why Covid testing was not offered to chemotherapy patients attending weekly appointments. The Chief Medical Officer advised that patients were wearing masks when attending appointments and a one-way system had been implemented to reduce infection control risks. The Trust would continue to be guided by evidence as to whether testing was required.

A question was raised as to what plans were in place to offer a phlebotomy service for Reading residents that could not access a GP phlebotomy service. The Chief Medical Officer advised that phlebotomy services were not currently taking place at the Royal Berkshire site for outpatients. However, a booking system was due to be introduced. Increased Phlebotomy services had also been offered at Bracknell Healthspace and West Berkshire Community Hospital.

A question was raised regarding Oxford patients being referred to Berkshire hospitals due to reduced capacity and the impact this would have on patients accessing services. The Chief Medical Officer advised that the Trust worked with system partners and would liaise with partners when capacity issues arose.

A question was raised on whether additional rapid test systems could be used that would identify more than one infection in a similar timeframe. The Chief Medical Officer advised that there was Point of Care Testing (PoCT) for Covid currently offered at the Trust. 110 tests were carried out per day and results were provided within 2-3 hours. The Trust also offered PoCT for seasonal flu and other illnesses.

A question was raised on what measures were implemented to avoid Covid positive patients being returned to care homes. The Chief Medical Officer advised there was a national directive for patients to be tested for Covid prior to returning back to a care home. If a patient tested positive the Trust would work with the care home to review measures that were required for infection control purposes. In the event that it was not possible for patients to return to care homes the Trust would work with system partners to locate suitable accommodation.

A question was raised in relation to patients not being allowed to have a family member in attendance with them in cases of a miscarriage or cancer diagnosis. The Chief Medical Officer advised that a family member could attend.

In response to a query on the progress of the seasonal flu campaign, the Chief Medical Officer confirmed that this was progressing well. Staff that worked within high risk areas of the hospital were being provided with the vaccine in the first instance.

A question was raised in relation to the nurse led heart failure team being suspended. The Chief Medical Officer would request an update from the team to confirm what service was currently being provided.

Action: J Lippett

30/20 Membership Committee Minutes: 27 August 2020

The Chair of the Committee provided an overview of the meeting on the 27 August 2020.

The Committee noted the postponement of the Annual General Meeting on the 8 September 2020 due to technical issues. The Annual General Meeting had been rescheduled to take place on the 28 October 2020 at 15.30 and would take place at an alternative venue. Further details would be circulated to the Council of Governors.

Action: C Lynch

The Council noted that the Governors Assurance Committee, Membership Committee and Nominations & Remuneration Committee would be rescheduled. The Trust Secretary would liaise with the Chair of the Committees' to discuss alternative dates.

Action: C Lynch

31/20 Governors Assurance Committee Minutes: 29 July 2020

The Chair of the Committee provided an overview of the meeting on the 29 July 2020.

In response to a query that had been raised in relation to the replacement of imaging machines, the Chair of the Trust advised that two scanners had been procured. A query was reiterated from a previous meeting as to whether the Non Executives were assured that the capital programme was robust enough to replace equipment that was outside the recommended date of replacement. The Chair of the Trust would seek clarity on the request and provide an update at a future monthly Governor meeting.

Action: G Sims

32/20 Governor Question Log

The Committee received the Governor Question Log and noted that all questions discussed at the meeting would be included on the log.

The Trust Secretary requested that any questions that had not been included on the question log to advise the Corporate Governance team who would source a response for those questions.

Action: All

The Trust Secretary would circulate the presentations from the meeting to the Council of Governors.

Action: C Lynch

33/20 Questions from the Public

There were no members of public in attendance.

The Chair of the Trust confirmed that a weekly report on Covid figures would be circulated to governors on a weekly basis going forward.

Action: G Sims

34/20 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday 29 November 2020 at 17.00

SIGNED:

DATE:

Council of Governors Matters Arising Schedule

Agenda Item 3

Minute Ref	Subject	Matter Arising	Owner	Update
28/20	Changes to the Council Membership	The Trust Secretary confirmed that voting for elections had now closed and an update would be provided to the Council on the election results.	C Lynch	Completed.
29/20	Chief Medical Officer Update	A question was raised in relation to the nurse led heart failure team being suspended. The Chief Medical Officer would request an update from the team to confirm what service was currently being provided.	J Lippett	Update included on the Governor question log.
30/20	Membership Committee Minutes: 27 August 2020	The Annual General Meeting had been rescheduled to take place on the 28 October 2020 at 15.30 and would take place at an alternative venue. Further details would be circulated to the Council of Governors. The Council noted that the Governors Assurance Committee, Membership Committee and Nominations & Remuneration Committee would be rescheduled. The Trust Secretary would liaise with the Chair of the Committees' to discuss alternative dates.	C Lynch C Lynch	Completed. Completed.
31/20	Governors Assurance Committee Minutes: 29 July 2020	A query was reiterated from a previous meeting as to whether the Non Executives were assured that the capital programme was robust enough to replace equipment that was outside the recommended date of replacement. The Chair of the Trust would seek clarity on the request and provide an update at a future monthly Governor meeting.	G Sims	Medical equipment included in the Capital Programme is prioritised and approved by the Medical Equipment Management Committee chaired by the Chief Medical Officer.
32/20	Governor Question Log	The Trust Secretary requested that any questions that had not been included on the question log to advise the Corporate Governance team who would source a response for those questions. The Trust Secretary would circulate the presentations from the meeting to the Council of Governors.	All C Lynch	No further questions have been submitted to the Corporate Governance team. Completed.
33/20	Questions from the Public	The Chair of the Trust confirmed that a weekly report on Covid figures would be circulated to governors on a weekly basis going forward.	G Sims	Completed.

Minutes of the Annual General Meeting

Annual General Meeting

Wednesday 28 October 2020

15:30 – 17:00

Virtual Conference

Present

Mr. Graham Sims	(Chair)
Ms. Natalie Allen	(Staff Governor, Admin/Management)
Mr. John Bagshaw	(Public Governor, West Berkshire and Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Cllr. Parry Batth	(Partner Governor, Wokingham Borough Council)
Ms. Wendy Bower	(Partner Governor, Berkshire West CCG)
Mr. Kevin Boyle	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Prof. Michael Garman	(Public Governor, Reading)
Ms. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Dr. Sunila Lobo	(Public Governor, Reading)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Pam Lynch	(Volunteer Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Jonathan Ruddle	(Public Governor, Wokingham)
Ms. Lynda Taylor	(Public Governor, East Berkshire and Borders)

In attendance

Mrs. Nicky Lloyd	(Acting Chief Executive)
Ms. Caroline Ainslie	(Director of Nursing)
Mr. Dom Hardy	(Chief Operating Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mr. Keegan Timmermans	(Corporate Governance Officer)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Plus approximately 70 members of the public and staff.

Apologies

Ms. Fiona Anderson	(Public Governor, Wokingham)
Cllr. Jason Brock	(Partner Governor, Reading Borough Council)
Ms. Elaine Dowding	(Partner Governor, Autism Berkshire)
Ms. Ify Egbuniwe	(Staff Governor, Health Care Assistant/Ancillary)
Ms. Jennie Ford	(Partner Governor, Berkshire East Federation of CCGs)
Mr. Victor Koroma	(Partner Governor, Alliance for Cohesion & Racial Equality)
Ms. Bet Tickner	(Public Governor, Reading)
Prof. Adrian Williams	(Partner Governor, University of Reading)

01/20 Welcome and Introductions

The Chair of the Trust welcomed those present on behalf of the Board and Council of Governors. An apology was issued in relation to postponing the Annual General Meeting in September 2020 due to technical issues.

The Chair of the Trust advised that work was ongoing to recover pre-Covid activity levels and thanked the staff for their efforts during the Covid pandemic. The Chair reassured the public that the hospital was safe to attend appointments.

The Chair of the Trust highlighted that the Trust had achieved an overall 'good' rating by the Care Quality Commission (CQC).

02/20 Acting Chief Executive Overview

The Acting Chief Executive provided an overview of the first wave of Covid including the efforts of staff and Trust volunteers. The Acting Chief Executive highlighted that the community had donated food, scrubs and hotel accommodation to staff. A number of charitable donations had been made that would be used to purchase medical equipment as well as promote staff health & well-being. The successes of the temporary staff village, pop-up grocery store and Health & well-being centre were also mentioned.

The Acting Chief Executive advised that the Trust had continued to develop digital capabilities, including; the virtual outpatients programme, remote monitoring of patients, patient initiated follow ups, improved booking and text reminders as well as advances with further go-live programmes scheduled.

Further successes included the introduction of red flag sepsis screening on the Electronic Patient Record (EPR), as well as the use of EPR for outpatient appointments. The Acting Chief Executive highlighted the maternity achievement of a national award in recognition of supporting families who had experienced baby loss, the Rheumatology department being awarded centre of excellence status and the Renal department achieving a national award for the use of technology to communicate with patients.

The Acting Chief Executive gave an overview of achievements against each strategic objective, most notably; overall improvements on the staff survey, the rating of 'good' on the CQC inspection, the expansion of the BAME forum, improved working with partner organisations, national achievements and recognition such as the creation of the TICC-19 protocol and visits from MP's, and further investment in critical infrastructure and equipment.

The Acting Chief Executive introduced a video made by the Communications team that provided an overview of 2019/20.

03/20 Financial Results for the Trust

The Acting Director of Finance outlined the finances for the previous financial year. This included that the accounts had been prepared in accordance with International Financial Reporting Standards (IFRS), had a clean audit opinion issued from external auditors and had been submitted to NHS Improvement and presented to Parliament

The Acting Director of Finance advised that Group cash flow at March 2020, including the Royal Berks Charity and the Trust's subsidiary, Healthcare Facilities Management Ltd

(HFMS), totalled £27.1m. This was a decrease of £16.0m in comparison to the previous financial year.

The Trust had achieved a surplus of £0.3m in comparison to £16.8m in the previous year. This was, in part, due to a reduction in Provider Sustainability Funds (PSF). The full Capital plan had been delivered at a value of £37.4m enabling a number of projects such as the installation of a second Linear Accelerator at the Bracknell site, refurbishment and equipping the second interventional room in Radiology, replacement of the Theatre stacking system and updating the Trust's fleet of endoscopes.

04/20 Reflection from the Lead Governor

The Lead Governor provided an overview of the role of governors, particularly in relation to interaction with Non-Executive Directors (NEDs) in order to carry out their statutory duty of holding the NEDs to account for the performance of the Board and representing the interests of the members and public.

The Lead Governor highlighted key points of the Membership Engagement Strategy that included increasing engagement with younger members as well as increasing the formats in which governors could engage digitally with members. In addition, the Lead Governor gave an overview of Governor priorities for 2020/21.

The Lead Governor welcomed newly elected Governors and expressed his thanks to those whose terms of office had now come to an end.

The Lead Governor highlighted the four governor vacancies and advised that elections for these vacancies would be re-launched in early 2021.

05/20 Question and Answer Session

The Chair hosted a question and answer session with issues raised from the public in advance.

A Governor queried whether the Trust had a backlog in relation to cancer treatment as a result of the Covid pandemic. The Chief Operating Officer advised that the Trust had maintained its cancer services to the fullest extent during the first wave of Covid. The Trust continued to see patients referred urgently by their GP on cancer pathways, as well as, treat a small proportion of cases where cancer had been detected, including surgery where appropriate. Performance in the most recent month where validated data had been available (August), was slightly below national standards. The Trust continued to ensure that patients waiting longer than national standards for diagnosis or subsequent treatment were treated as soon as possible.

A member of the public queried the safety of the Emergency Department (ED) and whether attendance had increased when compared to pre-Covid levels. The Chief Operating Officer advised that the Trust had been seeing between 300-350 patients in ED each day. Performance had been close to the 95% standard throughout the Summer period. This was anticipated to deteriorate slightly during the Winter period.

In relation to safety, the Chief Operating Officer highlighted that ED staff were taking all appropriate precautions when caring for patients, including the use of Personal Protective Equipment (PPE), to ensure high standards of infection control were maintained. In addition, the Trust continued to work with partner organisations in the Berkshire West system to ensure that patients could appropriately access urgent care when they needed it.

As part of this work, the Trust would be implementing the Think 111 service to encourage patients to call 111 before attending ED. This would require continued hard work from all parties, to ensure adequate capacity and service availability, to avoid patients needing to attend ED when alternatives were available.

The Lead Governor queried how the Trust's waiting lists had changed since the pre-Covid period, as well as, how many patients were waiting for a first appointment and follow-up appointments. The Chief Operating Officer advised that the Covid outbreak had a significant impact on capacity waiting times for some patients.

The elective inpatient and day case waiting list was circa 7500 patients in February 2020 compared to 11,000 in October 2020. 17,000 patients were awaiting a first outpatient appointment at the end of February 2020. As a result of reduced demand and increased use of technology, this had reduced to 15,000 in October 2020. 12,000 patients were awaiting a follow up appointment in February compared to 18,000 in October 2020.

The Chief Operating Officer highlighted that the majority of services had been restored at or above normal capacity. The Trust was making progress in treating more patients and reducing waiting times. It was anticipated that full NHS England & Improvement trajectory for recovering services would be met going forward.

A member of the public queried when the phlebotomy service would resume on the Reading site, and what the conditions of use would be. The Acting Director of Finance advised that Phlebotomy services had been particularly challenged by Covid. The volume of patients seen as well as the layout of the Reading service had made observing Infection Prevention & Control (IPC) guidance and social distancing difficult.

Phlebotomy services had only been provided at the Reading site for patients who had consultant requested tests and not tests requested by GP's. This had enabled the Trust to continue to see a smaller number of patients safely. In addition, Phlebotomy services had been running at the Bracknell and West Berkshire Community Hospital sites provided by Berkshire Healthcare Foundation Trust (BHFT). Work was ongoing with partners across the system to reconvene the service.

A book in system had been implemented for the Reading clinic which would enable the Trust to re-convene GP requested tests. A number of options were being considered alongside BHFT and GP's to provide the same level of phlebotomy service whilst keeping patients and staff safe by observing IPC and social distancing rules.

A query was raised in relation to how the Estates Redevelopment project would assist with preventative healthcare and greater integration of primary and social care. The Acting Chief Executive advised that the Royal Berkshire Hospital had been identified as one of 40 hospitals that would receive a substantial investment and redevelopment as part of the governments Health Infrastructure Programme.

The Trust had recently launched a microsite for the public to help shape the future design of the Hospital. Conversations were ongoing with Berkshire West Clinical Commissioning Group (CCG), BHFT, Local Authorities and Primary Care leaders to ensure that plans for the hospital would meet local needs and take advantage of the opportunity to join up care. The Trust would be considering options such as co-location with primary care and social care going forward.

A Governor queried plans for the Hydrotherapy service as well as CCG plans for the service in Reading. The Chief Nursing Officer advised that the hydrotherapy pool had been fully drained and that the plant and equipment had been isolated due to Covid. It had been

unsafe to re-instate the facility for patient and public use during the pandemic. In addition, the air change rates within the building did not meet the required standard for infection control. The space in the hydrotherapy building was being used to enable social distancing for patients in the therapy gym.

Berkshire West CCG had launched a 12-week public consultation into the future commissioning arrangement of hydrotherapy services in Berkshire West on 10 August 2020. This was part of a wider review of services to make health care fit for purpose and to ensure funds were being spent appropriately in order to provide modern, efficient and effective services for the benefit of as many patients as possible. The closing date of the consultation was 2 December 2020.

A member of the public queried the site redevelopment plans in relation to suitable pathways designed for wheelchair use and improving access for patient drop-off on site. The Acting Director of Finance highlighted that the Trust had been working with an organisation called AccessAble to review access to all sites for all abilities. They had recently started surveying the sites. The survey would identify areas for improvement. In addition, information would be provided to patients and visitors regarding accessibility and facilities on site.

The Trust was at an early stage in terms of developing options and selecting a preferred option. Accessibility would be incorporated into the design that was agreed. Where options involved a significant redesign of the Royal Berkshire Hospital site, appropriate drop off and accessibility would be incorporated into the design subject to planning and listed building restrictions.

06/20 Close of Meeting

The Chief Nursing Officer in her capacity as Director of Infection Prevention & Control advised that the Trust had seen a slight rise in Covid rates in the community. However, numbers had not reached those recorded in the North of England. The Chief Nursing Officer highlighted the importance of washing hands, using face coverings, observing social distancing guidelines and being knowledgeable of the symptoms of Covid-19. The Trust was observing the above precautions to ensure that staff and patients were as safe as possible.

The Chair closed the meeting by thanking the Board, Council of Governors, volunteers, Trust staff and members of the public for attending.

SIGNED:

DATE:

Membership Committee

Tuesday 3 November 2020

16.30 – 17.30

Video Conference Call

Present

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders) (Chair)
Mr Jonathan Barker	(Public Governor, Reading)
Ms. Wendy Bower	(Partner Governor, Berkshire West CCG)
Ms. Natalie Allen	(Staff Governor, Admin/Management)
Mr. Kevin Boyle	(Public Governor, Reading)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr Victor Koroma	(Partner Governor, Alliance for Cohesion and Racial Equality)
Mr. Tony Lloyd	(Public Governor, Wokingham)
Ms. Pam Lynch	(Volunteer Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Jonathan Ruddle	(Public Governor, Wokingham)
Ms. Lynda Taylor	(Public Governor, East Berkshire & Borders)
Mr. Adrian Williams	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Mr. Graham Sims	(Chair)
Mr. Keegan Timmermans	(Corporate Governance Officer)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Apologies

Ms. Fiona Anderson	(Public Governor, Wokingham)
Ms. Jennie Ford	(Partner Governor, Berkshire East Federation of CCGs)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mrs. Caroline Lynch	(Trust Secretary)

13/20 Minutes: 27 August 2020 and Matters Arising Schedule

The minutes of the meeting held on 27 August 2020 were approved as a correct record and signed by the Chair.

The Committee reviewed the matters arising schedule.

Minute 08/20: Minutes 13 February and Matters Arising Schedule: It was agreed that the presentation submitted to the Special Council of Governors Committee held on 30 September 2020 would be circulated to Governors. **Action: C Lynch**

14/20 Membership Update

The Corporate Governance Officer introduced the report and highlighted that total membership was 9397, an increase of 106 members since the last meeting. There had been an increase of 24 new public members mainly consisting of BAME and younger members.

The Committee noted that the sixth edition of the electronic Pulse Magazine had been circulated to members via ClickEmail on 12 October 2020. The magazine was circulated to 2617 members with valid email addresses. 2488 emails had been successfully delivered and 720 (28.9%) emails were opened by members at the time of reporting.

15/20 Annual General Meeting (AGM)

The Corporate Governance Officer provided an overview of the event. The Committee noted that the AGM video had achieved 571 views, in comparison to the previous year which had achieved 207 views at the time of reporting.

A Public Governor queried the sound quality of the live stream. The Lead Governor advised that there had been a slight delay on the stream. However, the sound quality when played back on YouTube had been adequate.

The Committee thanked the Corporate Governance team for the success of the event.

16/20 Governor Training & Development Programme

The Corporate Governance Officer advised that a Governor training & development day had been scheduled for 18 November 2020. This would enable Governors to complete two of the remaining training modules for the year: Quality Governance in the Trust and Patient Experience & Patient Leaders.

The Committee noted that Governor induction had been delayed due to Covid-19 and delayed Governor Elections. The Corporate Governance Officer advised that a Governor induction session would be scheduled for the end of November 2020.

It was agreed that the Director of Communications & Engagement would be invited to attend a future meeting to discuss engagement channels at the Trust. **Action: C Lynch**

17/20 Membership Events

The Corporate Governance Officer advised that the Trust had achieved two of the five scheduled membership events for 2020 prior to the Covid-19 pandemic. The Committee received a recommendation to host three virtual membership events over the Winter period.

Following a discussion, it was agreed that Governors would feedback any additional membership event themes for consideration.

18/20 Membership Committee Terms of Reference

The Corporate Governance Officer introduced the terms of reference as part of the annual review cycle.

Following a discussion, the Committee approved the terms of reference with no changes. It was agreed that these would be submitted to the Council for approval. **Action: J Bagshaw**

19/20 Date of the Next Meeting

The next meeting date for 2021 would be confirmed.

Action: C Lynch

SIGNED:

DATE:

Membership Committee

Terms of Reference

Role of the Committee

The Committee will, within the terms of the Constitution, develop, implement and keep under review a membership strategy for the Trust. It will also consider any dispute which arises with regard to membership of a constituency, of the Trust or the conduct of individual governors.

The Committee will make recommendations to the Council of Governors on how it interacts with members and the public on Trust strategy and feedback their views

Composition

The Committee will be chaired by the Lead Governor when undertaking the disciplinary elements of its terms of reference. Any Governor may chair the Committee at other times.

The Chair of the Committee will be subject to annual appointment.
The membership will comprise any Governor wishing to serve.

The Trust Secretary, and other Trust Directors as appropriate, will be in attendance to advise the Committee.

Quorum

The quorum will be three members.

Duties

The Committee will, having regard to the views of the Board of Directors on appropriate resource levels, make recommendations to the Council of Governors on the following

1. To develop a policy, implement agreed proposals and keep under review the Trust approach to engaging with the membership community
2. To recommend appropriate relationships and methods of communicating between Governors and the membership
3. To develop, implement and review, annually, a membership strategy for the Trust and to prepare an annual report for the Council and the Annual General Meeting with regard to the steps taken to secure representative membership, the progress of the membership strategy and any changes to the membership strategy
4. To keep under review the membership of the Trust to ensure that the actual membership is representative of those eligible to be members of each constituency
5. To oversee preparations for the Annual Members' Open Day
6. To consider any disputes concerning membership of a constituency, right to membership of the Trust and the conduct of individual governors

7. To seek the views of members and the public on material issues being discussed by the Trust and to conduct arrangements for collecting and reviewing views of members and the public on key issues and their experience of the Trust in general
8. To recommend objectives to the Council of Governors which are achievable and within the resources available
9. To keep under review the implementation of the objectives
10. To oversee the annual evaluation of the Council and its performance and to recommend any subsequent action
11. To recommend a governor training and annual development programme
12. To make recommendations to the Council on how it interacts with members and the public on Trust strategy and feedback their views to the Council.

Review

The Committee will review these terms of reference annually, making recommendations to the Council of Governors as appropriate.

Approved by the Committee:

Approved by the Council:

Title:	Governor Engagement Advisory Committee
Agenda item no:	12
Meeting:	Council of Governors
Date:	25 November 2020
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Keegan Timmermans, Corporate Governance Officer

Purpose of the Report	<p>The Trust has been asked to nominate one Governor to stand for election for the NHS Providers Governor Advisory Board</p> <ul style="list-style-type: none"> • Governors are represented at NHS Providers through an elected Governor Advisory Committee (GAC) consisting of eight governors and one foundation trust chair. • The committee meets quarterly and meetings are overseen by a chair that has been voted in by the committee. • The Term of office for the Committee is three years.
------------------------------	---

What action is required?	The Council is asked to nominate a representative to stand for election.			
Assurance	Information	Discussion/input	Decision/approval	X

1 Introduction

- 1.1 Elections for positions on NHS Providers Governor Advisory Committee (GAC) are held every three years. Elections are due to take place in late 2020/early 2021.
- 1.2 GAC members provide oversight and feedback on work and areas that require debate and action. They would have the opportunity to help shape the governor services NHS Providers offer to members such as the GovernWell training programme, annual Governor Focus conference, in-house training and guidance resources.
- 1.3 The Committee consists of eight governors and one foundation trust chair. The committee meets quarterly and meetings are overseen by a chair that has been voted in by the committee. Term of office is three years.
- 1.4 GAC members identify areas of debate and action and contribute in a number of ways, such as, providing input into the governor e-newsletter, governor presentations and providing valuable feedback on our resources.

2 Conclusion and Next Steps

- 2.1 The Council is asked to nominate a representative to stand for election.

Title:	Governor Question Log
Agenda item no:	13
Meeting:	Council of Governors
Date:	25 November 2020
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Keegan Timmermans, Corporate Governance Officer

Purpose of the Report	To provide the Council of Governors with an overview of the Governor Question Log since the last meeting.
------------------------------	---

Report History	None
-----------------------	------

What action is required?	The Council of Governors is asked to note the report.				
Assurance	Information	✓	Discussion/input	Decision/approval	

1 Background

- 1.1 The Governor Question Log was created in order to record issues and the Trust's progress in dealing with them. It was not intended to be used as a general purpose question log.

2 Scope of the Governor Question Log

The Question Log is designed to capture two broad kinds of issues:

- Strategic Issues – fundamental policy questions or critical challenges affecting the organisation, strategy, goals, resources, stakeholders, structure, processes, management, governance or service mix.
- Other significant outstanding problems or questions, where it is important to have a plan of action to identify responsibility for resolution and to track progress.

3. Categorising Issues

3.1 The recommended set of categories for the Governor Question log are:

- Strategy
- Services
- Patient Experience
- Marketing
- Change Management
- Staffing/Skills
- IT
- Systems & Processes
- Business/Finance
- External Stakeholders

4. Attachments

4.1 Appendix 1 – Governor Question Log

Governor Questions Log

No.	Date	Governor	Query	Governor Query/ Member Query	Response
105	30/09/20	W Murdoch	Has the nurse led heart failure service been suspended?	Governor Query	The service hasn't been suspended, we're aware of some disruption to the community provided part of the service last year which was due to staff vacancies but we believe that to be resolved now. The RBFT nurses have been running clinics out from Bracknell Health space and doing more telephone clinics during the pandemic.
106	30/09/20 0	Governor Query	What is the waiting for treatment for ophthalmology, in particular cataracts	Governor Query	In Progress.