



Royal Berkshire
NHS Foundation Trust

Council of Governors - 24 November 2021

MEETING
24 November 2021 17:00

PUBLISHED
19 November 2021

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Video Conference Call	24/11/21		17:00
1. Apologies for Absence (Verbal)			
		Graham Sims	
2. Declarations of Interests (Verbal)			
		Graham Sims	
3. Minutes for Approval: 29 September 2021 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. Chief Executive Update (Presentation)			
		Steve McManus	17:15
7. Annual Report and Accounts (Presentation)			
		Nicky Lloyd	18:00
8. Annual General Meeting Minutes: 12 October 2021			
Items of Council Business			
9. Governors Assurance Committee Minutes: 27 October 2021			
		Tony Lloyd	18:20
Representing the Views of Members and the Public			
10. Composition of the Council of Governors (Verbal)			
		Caroline Lynch	18:25
11. Governor Question Log			
		Caroline Lynch	18:35

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Video Conference Call	24/11/21		17:00
12. Questions from the Public (Verbal)		Graham Sims	18:40
13. Date of Next Meeting (Verbal)			
13.1. Wednesday 23 February 2022 at 17.00			

Council of Governors

Wednesday 29 September 2021

17.00 – 19.00

Video Conference Call / Ultima Business Solutions, Gainsborough House, Manor Farm Rd, Reading RG2 0NA

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Ms. Fiona Anderson	(Public Governor, Wokingham)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Mrs. Wendy Bower	(Partner Governor, Berkshire West CCG)
Mr. Kevin Boyle	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Ross Carroll	(Public Governor, East Berkshire & Borders)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Prof. Deborah Edwards	(Partner Governor, Reading Borough Council)
Ms. Jennie Ford	(Partner Governor, East Berkshire CCG)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Cllr. Clive Jones	(Public Governor, Wokingham)
Mr. Victor Komora	(Partner Governor, Alliance for Cohesion and Racial Equality)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Sunila Lobo	(Public Governor, Reading)
Mrs. Pam Lynch	(Volunteer Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Ms. Bet Tickner	(Public Governor, Reading)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Dr. Bal Bahia	(Non-Executive Director)
Mr. Julian Dixon	(Non-Executive Director)
Mr Dom Hardy	(Chief Operating Officer)
Miss. Amber Keegel	(Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Steve McManus	(Chief Executive Officer) (up to minute 36/21)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Apologies

Cllr. Parry Batth	(Partner Governor, Wokingham Borough Council)
Ms. Lynda Taylor	(Public Governor, East Berkshire & Borders)

34/21 Elective Recovery Plan

The Chief Operating Officer provided a presentation on the Elective Recovery programme that reflected the Trust's current focus, status and planning for the next six months. This included sustaining the elective recovery programme, maintaining treatment of patients with non-Covid emergency medical and surgical care needs safely; and treating patients with Covid whilst minimising nosocomial infections. Emergency Department (ED) performance was below the 4 hour standard. However, this was a national issue. The Council noted the increased attendances to ED during August 2021. A comparison of 2019 data highlighted that although attendance had increased, admissions were lower than in 2019.

A rapid quality improvement programme was in progress to support patient care through the system.

The Chief Operating Officer highlighted the continued focus on delivering 95% of elective activity. However, this was a challenge due to infection prevention and control guidance. The Buckinghamshire, Oxfordshire and Berkshire Integrated Care System (BOB ICS) was working collaboratively to care for patients across the community.

The Council noted current Covid figures at the Trust and that key infection prevention and control measures remained in place. The Chief Operating Officer highlighted that modelling data anticipated a small increase in admissions during October 2021.

A Governor raised a query regarding Covid infections and increased Intensive Care Unit (ICU) care admissions. The Chief Operating Officer advised there had been a small number of outbreaks. ICU had not seen a large increase in Covid positive patients. This included staff Covid testing in high risk areas and encouraging staff not to wear uniform outside of work. The Council noted that, following Reading festival, there had not been an increase in patients admitted with Covid. In addition, as part of system working, there had been a minimal requirement to transfer patients between system partners.

A query was raised as to actions taken to reduce attendances at ED for patients that were not admitted and how the Trust could support Primary Care. The Chief Operating Officer confirmed that GPs would be providing approximately 170 additional appointments per day with an anticipated 50% face to face appointments. In addition, pathways would be reviewed and additional resources could be provided to support services where required. The Trust's senior management were fully engaged with GPs and a series of visits were being undertaken to discuss how the Trust could support the Primary Care Network (PCN).

In response to a query on the hospital redevelopment the Chief Executive advised that an update would be provided at the next meeting.

Action: S McManus

35/21 Chief Executive Update

The Chief Executive provided an update on partnership working. This had included collaborating with Public Health England (PHE) on four projects to support a reduction in health inequalities. These included staff health and wellbeing and the inclusion of health checks for over 40s, improving perinatal outcomes in BAME pregnancies, rehabilitation/pre-operative and the active management of "waiting" for surgery and smoking cessation in the maternity and non-maternity population. The Chief Executive provided an overview of the Health Innovation Partnership with the University of Reading. A joint project to develop a training and learning suite was in progress. In addition, University Hospital Status would also be considered in collaboration with local partners.

The Council noted that ED, Cardiology, Stroke, Radiology had been awarded University status.

Digital development of patient portals and appointments were also in progress and the digital strategy had been refreshed. This would optimise the current digital programmes.

The Chief Executive provided an overview of the Health and Care bill legislation due to be implemented in April 2022. As a result of this there would be an Integrated Care Board (ICB) and an Integrated Care Partnership (ICP) The ICB would have oversight of NHS Services including commissioning and be accountable to NHS England for spending and performance. The ICP would support development of relationships between local partners to address the broader health, public health, and social care needs of their local population. The Council noted that Berkshire West were leading on Place development and considering priorities, governance, resourcing and ways of working to accelerate patient care.

The Chief Executive highlighted the visits undertaken to the Primary Care Network (PCNs) to understand the processes and explore opportunities to work collaboratively to respond to high level of patient demand, Covid and the winter vaccination programme.

The Chief Executive provided an update on the Elective recovery fund to support elective recovery. Collaborative system work was required to obtain funding as all ICS partners had to meet a specific threshold.

36/21 Declarations of Interest

There were no declarations of interest.

37/21 Minutes for Approval: 26 May 2021 and 14 September 2021 and Matters Arising Schedule.

The minutes of the meeting held on: 26 May 2021 and 14 September 2021 were agreed as a correct record and signed by the Chair.

The matters arising schedule was noted. All actions were completed.

38/21 Changes to the Council Membership

The Trust Secretary advised that Professor Carol Wagstaff had been appointed as a Partner Governor for the University of Reading, Councillor Deborah Edwards had been appointed as Partner Governor for Reading Borough Council. . Natalie Allen, Staff Governor, Administration and Management had stepped down in June 2021.

- Following the Annual General Meeting (AGM) on the 12 October 2021 Brian Painting, Public Governor, Reading, Roberta Stewart, Public Governor, Wokingham and Chris Plumb, Staff Governor, administration and management would take up their terms of office.

Clive Jones, Public Governor, Wokingham, Martyn Cooper, Public Governor, West Berkshire and Borders, William Murdoch, Public Governor, South Oxfordshire and Andrew Haydon, Staff Governor Nursing and Midwifery had been re-appointed.

Kevin Boyle, Public Governor, Reading, and Ify Egbuniwe, Staff Governor, Health Care Assistant and Ancillary terms of office would end following the Annual General Meeting.

39/21 Questions from the Public

There were no questions from the Public

In response to a query on governor biographies for the Trust's website, the Deputy Trust Secretary advised five remained outstanding. The Chair recommended that outstanding biographies were submitted to the Corporate Governance team to enable the Trust's website to be updated.

Action: All

40/21 Membership Committee Minutes: 10 June 2021 and 27 July 2021

The Chair of the Committee provided an overview of the meetings held on the 10 June 2021 and 27 July 2021.

The Chair confirmed the Annual General Meeting (AGM) was scheduled to take place on the 12 October 2021. The Trust Secretary confirmed the AGM would take place at Green Park and that social distancing and infection prevention and control measures would be in place at the venue. Members would be able to attend virtually and the event would be recorded. The Trust Secretary would contact governors to confirm their attendance at the meeting.

Action: C Lynch

41/21 Governors Assurance Committee

The Chair of the Committee provided an overview of the meeting on the 30 June 2021.

42/21 Membership Strategy

The Trust Secretary advised that some actions from the Membership Strategy had not been progressed due to Covid pandemic. The Trust Secretary advised a meeting had taken place with representatives from South Reading Patient Voice to discuss a collaborative event based on patient inequalities in the South Reading area.

A Governor queried what actions had been taken to increase BAME and young people membership. The Trust Secretary advised that the Partner Governor, Alliance for Cohesion and Racial Equality (ACRE) had raised membership as part of his work with ACRE. The Corporate Governance Team had also previously attended events at Reading College and the University of Reading. In addition, the Trust Secretary advised that a key focus would include collaborative working with the Associate Chief Nurse, Patient Experience, Workforce and Education to work with BAME groups.

The Council approved the Membership Strategy.

43/21 Council Objectives

The Trust Secretary provided an overview of the Council objectives that had been reviewed at the membership Committee.

44/21 Governor Question Log

The Council noted the Governor Question log.

A Staff Governor highlighted that a number of nurses had received a high tax bill as a result of working additional shifts to support the Trust during the pandemic. The Chair would query what guidance and support could be offered to these staff.

Action: G Sims

A question was raised regarding whether the Council of Governors would receive the auditor's report on the Trust's Annual Report & Accounts. The Trust Secretary confirmed that it was the role of the Audit & Risk Committee to receive the auditor's report and for governors to seek

assurance from the Non-Executive Directors. The Trust Secretary would review this with the Chief Finance Officer. **Action: C Lynch**

The Trust Secretary highlighted that the Council normally received a report from the auditors on the Local Quality Indicator in relation to the Quality Account. However, there had been no requirement to include this in 2020/21

45/21 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday, 24 November 2021 at 17.00

SIGNED:

DATE:

Special Council of Governors

Wednesday 29 September 2021

17.00 – 18.20

Video Conference Call

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Ms. Fiona Anderson	(Public Governor, Wokingham)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Mrs. Wendy Bower	(Partner Governor, Berkshire West CCG)
Mr. Kevin Boyle	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Ross Carroll	(Public Governor, East Berkshire & Borders)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Prof. Deborah Edwards	(Partner Governor, Reading Borough Council)
Ms. Jennie Ford	(Partner Governor, East Berkshire CCG)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Cllr. Clive Jones	(Public Governor, Wokingham)
Mr. Victor Komora	(Partner Governor, Alliance for Cohesion and Racial Equality)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Sunila Lobo	(Public Governor, Reading)
Mrs. Pam Lynch	(Volunteer Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Ms. Bet Tickner	(Public Governor, Reading)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

Apologies

Ms. Fiona Anderson	(Public Governor, Wokingham)
Cllr. Parry Bath	(Partner Governor, Wokingham Borough Council)
Ms. Lynda Taylor	(Public Governor, East Berkshire & Borders)

30/18 Exclusion of the Press and Public

It was agreed that the press, public and Non-Executive Directors would be excluded from the remainder of the meeting given the exempt nature of the business to be conducted, as defined by the Freedom of Information Act.

31/18 Governor Nominations and Remuneration Committee Minutes: 24 May and 31 August 2021 and 14 September 2021

The Chair of the Committee provided an overview of the Nominations and Remuneration Committee. A recommendation had been submitted to the Council of Governors to re-appoint Sue Hunt and Julian Dixon for a further one year term of office. In addition, a recommendation had been submitted to the Council of Governors to appoint Priya Hunt for a three year term of office.

SIGNED:

DATE:

Council of Governors Matters Arising Schedule
Agenda Item 3

Minute Ref	Subject	Matter Arising	Owner	Update
34/21	Elective Recovery Plan	In response to a query on the hospital redevelopment the Chief Executive advised that an update would be provided at the next meeting.	S McManus	Item included on agenda.
39/21	Questions from the Public	In response to a query on governor biographies for the Trust's website, the Deputy Trust Secretary advised five remained outstanding. The Chair recommended that outstanding biographies were submitted to the Corporate Governance team to enable the Trust's website to be updated.	All	The Trust website has been updated with Governors biographies.
40/21	Membership Committee Minutes: 10 June 2021 and 27 July 2021	The Chair confirmed the Annual General Meeting (AGM) was scheduled to take place on the 12 October 2021. The Trust Secretary confirmed the AGM would take place at Green Park and that social distancing and infection prevention and control measures would be in place at the venue. Members would be able to attend virtually and the event would be recorded. The Trust Secretary would contact governors to confirm their attendance at the meeting.	C Lynch	Completed
44/21	Governor Question Log	<p>A Staff Governor highlighted that a number of nurses had received a high tax bill as a result of working additional shifts to support the Trust during the pandemic. The Chair would query what guidance and support could be offered to these staff.</p> <p>A question was raised regarding whether the Council of Governors would receive the auditor's report on the Trust's Annual Report & Accounts. The Trust Secretary confirmed that it was the role of the Audit & Risk Committee to receive the auditor's report and for governors to seek assurance from the Non-Executive Directors. The Trust Secretary would review this with the Chief Finance Officer</p>	<p>G Sims</p> <p>C Lynch</p>	<p>Where an employee has a query regarding the level of tax they are paying, they can speak to Payroll for explanation/guidance. Where staff undertake additional shifts via NHS Professionals (NHSP) this is not recorded by the Trust payroll service that could have impacted on staff receiving a high tax bill.</p> <p>The auditors certificate is included in the annual report and accounts and this year has been headed for the attention of the Board of Directors and the Council of Governors.</p>

Minutes of the Annual General Meeting

Annual General Meeting

Tuesday 12 October 2021

17:30 – 19:00

Virtual Conference

Present

Mr. Graham Sims	(Chair)
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)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Ms. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mr. Victor Koroma	(Partner Governor, Alliance for Cohesion & Racial Equality)
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)
Ms. Lynda Taylor	(Public Governor, East Berkshire and Borders)
Mrs. Carol Wagstaff	(Partner Governor, University of Reading)

In attendance

Mrs. Suzanne Emerson-Dam	(Deputy Director of Workforce)
Mr. Dom Hardy	(Chief Operating Officer)
Miss. Amber Keegel	(Corporate Governance Officer)
Mrs. Janet Lippett	(Chief Medical Officer)
Mrs. Nicky Lloyd	(Acting Chief Executive)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Mr. Steve McManus	(Chief Executive)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Plus approximately 43 members of the public and staff.

Apologies

Ms. Fiona Anderson	(Public Governor, Wokingham)
Ms. Jennie Ford	(Partner Governor, Berkshire East Federation of CCGs)
Mr. John Petitt	(Non-Executive Director)

01/21 Welcome and Introductions

The Chair of the Trust welcomed those present on behalf of the Council of Governors and the Board. The Chair thanked staff, volunteers and Senior Management team that had supported the Trust during the Covid pandemic.

02/21 Chief Executive Overview

The Chief Executive introduced a short film that provided an overview of the staff and volunteer experience during the Covid pandemic.

The Chief Executive reflected on the Trust's achievements during the past eighteen months. This had included that the Trust now operated from 7 sites to support patient care. This included Dingley Child Development Centre at the University of Reading (UoR). The Trust had adapted to support patient care in the pandemic and had sustained elective activity. This enabled the Trust to continue to deliver the highest quality of care, to both Covid and non-Covid patients and this had been recognised by the Care Quality Commission (CQC). A Long Covid clinic had also been developed to further support patients.

The Chief Executive highlighted that 97% of staff and volunteers had received their first Covid vaccine by March 2021.

The Chief Executive highlighted the work of the volunteers and the wider community and expressed his thanks for their help and support during the pandemic. The Chief Executive reflected on the deaths of Dr Peter Tun and Nurse Julie Edward and advised that a memorial garden had been created in the staff well-being centre in honour of them.

The Chief Executive provided an overview of the focus on staff health and wellbeing. This had included the appointment of a Health and Wellbeing officer, psychological support that included a mobile phone app, counselling sessions and additional support services. Donations had also been received that would help fund a permanent staff wellbeing centre at the Trust.

In addition, forums had continued to be developed that included a Black, Asian and Minority Ethnic (BAME) forum. The Trust had also been recognised by the Health Service Journal for their work on BAME senior leadership and engagement. The Trust Survey results also highlighted the lowest incidence of discrimination towards colleagues from an ethnic minority background when compared to other trusts.

The Chief Executive provided an overview of the joint partnership work between system partners that had enabled the launch of the TICC -19 (Triage into the community for Covid patients) protocol to support Covid patients at home. The (Buckinghamshire, Oxfordshire and Berkshire) (BOB) Integrated Care System (ICS) had also continued to develop during the previous year to support critical care capacity, mutual aid and Personal Protective Equipment (PPE).

The Chief Executive highlighted the Trust's digital journey had accelerated as a result of the Covid pandemic. Maternity, surgical pathways, theatres and anaesthetics had moved to a digital platform to support patient care. The expansion of ED and collaborative working across Berkshire, Bracknell Healthspace, Townlands and the UoR had also enabled the Trust to provide more services in the local community. A Lighthouse Laboratory had also been situated at Bracknell Healthspace and approximately 400 staff had been recruited across 40 types of laboratory and logistics roles. The Chief Executive advised that a Health Innovation Partnership with the UoR had also been approved for 2021-2024.

03/21 Financial Results for the Trust

The Chief Finance Officer 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 Chief Finance Officer advised that the Trust had been provided with a block contract arrangement from NHSI/E due to the pandemic. Operating costs had increased that reflected the level of expenditure required to support additional services such as PPE (Protective Person Equipment), additional social distancing ward bays and increased cleaning practices. During the peak of the pandemic the Intensive Care Unit (ICU) capacity had also increased from 15 to 41 beds.

The Chief Finance Officer advised that group cash flow from operations was £32m as at 31 March 2021. £48m had also been spent on fixed assets. The Trust group balance sheet had increased to £300m, a £49m increase in comparison to the previous year.

The Chief Finance Officer reported that during 2020/21 the Trust had delivered its planned capital programme and a number of centrally funded projects, spending £63.4m in comparison to £34m in 2019/20). The Trust had received additional capital of £46.2m Public Dividend Capital (PDC) to support projects.

The Chief Finance Officer provided an overview of achievements against each strategic objective. This had included early draw down funding to support essential site redevelopment of approximately £12.7m. Chillers had been installed to regulate the temperate for patients and staff. Asbestos removal had been undertaken by specialist providers, roof repairs and G59 panels had also been refreshed to enable switching between mains and generators.

04/21 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 welcomed the recently appointed Non-Executive Director Priya Hunt that had been recently appointed by the Council of Governors.

The Lead Governor highlighted that, as a result of the pandemic, meetings had taken place using a virtual platform. The Lead Governor provided a breakdown of the Governor activities and meetings during 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 two governor vacancies.

The Lead Governor highlighted Council objectives for 2021/2022 that included re-instatement of membership events that had been postponed due to the pandemic. Engaging younger members and BAME members to provide a more accurate reflection of the local community would also be a priority.

05/21 Question and Answer Session

The Chair hosted a question and answer session.

Four questions had been raised by members of the public that had queried the status of the development of the RBH site. This had included works on Redlands road, construction work and whether the Trust had considered relocation of the main hospital site by the M4 motorway using modular buildings. Free car parking for staff and visitors had also been queried.

The Chief Finance Officer advised that the Strategic Outline Case (SOC) for the redevelopment of the Trust had been submitted in December 2020. Following this, works, such as demolishing buildings on West Drive and, de-steaming the Reading site had taken place. A Programme Director had been appointed to support the Building Berkshire Together programme. The Trust was also developing a strategy to achieve Net Carbon Zero, through sustainability work. The Trust was also progressing a refresh of the Clinical Services Strategy that would support the delivery of services. This would provide clarity on the development of a site required for the future.

The Trust was working with the New Hospital Programme team to consider possible options. Best practice from other redevelopment projects was also being reviewed and this would include whether modular buildings would be a viable option.

A member of the public had queried a referral to Health Harmonie for an eye examination and sought clarity on why the examination had not taken place at the Eye Clinic at the Royal Berkshire Hospital. . The Chief Operating Officer advised that the Trust worked in collaboration with local providers to ensure patients were able to access appropriate high quality care. Patients in the Berkshire West area could be offered an eye examination at Landmark following a direct referral from a community provider, a referral as part of the Trust's elective recovery programme, or as part of a specialist screening programme.

A member of public questioned the dispute between Security staff and Kingdom that provided security services to the Trust and whether the Trust had considered cancelling the contract, outsourcing to another provider or bringing the service in-house. The Deputy Chief People Officer advised the Trust was working with both parties in relation to the dispute that had included both parties meeting with the Advisory Conciliation and Arbitration Service (ACAS). The Trust would be subject to contractual issues if the contract was cancelled. However, alternative options could be considered when the contract was up for renewal. .

A member of the public queried how the Trust could contribute to reducing health inequalities. The Chief Medical Officer advised the Trust was working in collaboration with Public Health colleagues on four projects. This had included health and well-being for staff, incorporating health checks for ages 40+, smoking cessation in maternity and reviewing the outcomes of BAME pregnancies and recovery post Covid.

A Governor queried the Trust's rating on the staff survey, the top three acute hospitals and actions the Trust could take to increase their rating. The Chief Executive would seek clarity on this and confirm areas of improvement that could enhance the Trust's rating.

Action: S McManus

A Governor queried the outcome of the partnership work with private hospital during Covid. The Chief Operating Officer highlighted that, during the pandemic, vulnerable patients had been relocated to private hospitals to reduce nosocomial infection. Audits had been undertaken in relation to nosocomial infection and of the 100 patients audited none had occurred at private hospitals during this period.

A Staff Governor queried whether a youth Governor could be included on the Council of Governors. The Trust Secretary advised the Council of Governors could review and suggest changes to the composition of the Council. This could be considered at the next Council meeting.

Action: C Lynch

A Governor queried the Royal Berks Charity reserves and whether the funds would be spent within the next few years or support the hospital redevelopment. The Chair advised that certain funds were restricted. However, the Charity Committee were keen to ensure that charitable monies were spent and would review donations to ascertain if restricted and unrestricted funds could be spent more quickly. The Chair acknowledged the generosity of donors and highlighted the progress made in relation to the Staff Well-Being Centre.

A Governor queried what measures were being implemented to ensure there was suitable parking for staff and visitors on site. The Chief Executive advised that proposals were considered in relation to car parking as part of the Trust's overall Travel Plan. A Cycle village had now been provided that enabled staff to store bikes and E-bikes. The Trust was also working with Reading buses to promote subsidised travel to staff that would reduce the parking requirements on site and enable the Trust to achieve Net Zero Carbon where possible.

06/21 Close of Meeting

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

SIGNED:

DATE:

Minutes

Governors Assurance Committee

Wednesday 27 October 2021

17.00 – 19.00

Video Conference Call

Present

Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor) (Chair)
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. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Prof. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Dr. Sunila Lobo	(Public Governor, Reading)
Mrs. Pam Lynch	(Volunteer Governor)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Brian Painting	(Public Governor, Reading)
Mr. Christopher Plumb	(Staff Governor, Admin & Management)
Ms. Bet Tickner	(Public Governor, Reading)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Mr. Graham Sims	(Chair)
Dr. Bal Bahia	(Non-Executive Director)
Mr. Julian Dixon	(Non-Executive Director)
Mrs. Sue Hunt	(Non-Executive Director)
Mrs. Priya Hunt	(Non-Executive Director)
Mr. Amber Keegel	(Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Apologies

Mr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Victor Koroma	(Partner Governor, Alliance for Cohesion and Racial Equality)
Ms. Lynda Taylor	(Public Governor, East Berkshire & Borders)

21/21 Declaration of Interests

There were no declarations of interests.

22/21 Minutes for Approval: 30 June 2021 and Matters Arising Schedule

The minutes of the meeting held on 30 June 2021 were agreed as a correct record and would be signed by the Chair.

The Committee noted the matters arising updates. All actions had been completed.

23/21 Chair Update

The Chair provided an update on the Emergency Department (ED) and highlighted the increase in attendance in comparison to 2019. This was a national issue. The Trust had also recorded the second highest figures for ED attendees in the South East.

The Committee noted that the local walk in health centre had been closed since the pandemic. Partnership working across the system would be required to support the increased demand in non-urgent appointments. The Chair had highlighted that a communications campaign was due to be launched to highlight the importance of using services such as 111 and GP appointments in the first instance. The Committee noted that 111 had also had seen an increase in contacts to the service.

The Winter plan had been refreshed and this included modelling for anticipated Covid infections.

In response to a Governor query regarding attendances to ED by non Berkshire residents, the Partner Governor, West Berkshire Clinical Commission Group (CCG), highlighted that patients could attend services at any trust. The Chair advised that an external provider would undertake an analysis of attendances to ED. An update would be provided at the next meeting.

Action: G Sims

In response to a Governor query regarding face to face appointments a Non-Executive Director advised that 50% of GP appointments were being offered in person. However, this was dependant on the patient's requirements.

24/21 Member Issue and Feedback

A Governor queried infection, prevention and control measures at the Trust. The Chair advised that staff and patients were still required to wear Personal Protective Equipment (PPE) and continue to adhere to social distancing whilst on site. Signage had also been provided throughout the Trust and public were encouraged to wear face masks.

A Governor queried a patient's experience of a miscarriage that had been highlighted on a social media platform. The Chair of the Quality Committee advised the Trust had contacted the individual to seek feedback and lessons learned. Clinicians had also been provided with additional training following the feedback received.

The Committee discussed a Youth Governor. The Trust Secretary confirmed that an update would be provided at the Council of Governors. A meeting was scheduled with the Associate Director of Children & Young People, the Staff Governor, Nursing and Midwifery and the Associate Director of Patient Experience, Workforce & Education.

A Governor queried whether the Trust had a Community Diagnostic Hub. The Chair of the Finance & Investment Committee confirmed that funding for a diagnostic community hub in West Berkshire had been received.

25/21 Group Discussion Feedback

The Committee separated into two groups, each with a named lead and Non-Executive Directors (NEDs)/or Chair to discuss recent Board sub committees and gain assurance.

Feedback from the discussions had included:

- The Group queried how feedback from 'What Matters' and staff surveys was verified and actions taken where improvements were required. The Chair of the Workforce Committee advised that staff individual and group interviews were undertaken as part of the What Matters programme. Staff surveys were anonymous that enabled staff to provide honest feedback. Feedback from the staff survey had indicated improvement in areas including a reduction in violence and aggression against staff, equal opportunities for BAME and staff health and wellbeing. An action plan had also been developed for areas where improvements were required.
- A Governor queried why some of the Charity funds were not being spent. The Chair of the Charity Committee would highlight this at the next Charity Committee.
Action: B Bahia
- The Group queried whether utilising private hospitals would impact on the Trust's financial sustainability. The Chair of the Finance & Investment Committee advised that the Non-Executive Directors were assured that utilising the private sector had not impacted on the Trust's financial resources. The Trust had received block funding during 2020-21 and the private sector would have been included in this funding to support the Trust's response to the Covid pandemic.
- The Group queried staff safety measures in place during high levels of ED attendance. A Non-Executive Director advised that an analysis of ED patient flow over the previous week had been undertaken. This included a review of staff shift patterns to ensure staff had appropriate breaks. A red card pilot system for violent and aggressive behaviour towards staff had been implemented. Senior staff were also in contact with teams and encouraged them to highlight where further support of quick decisions were required.

26/21 Date of Next Meeting

It was agreed that the next meeting would be held on Wednesday 26 January 2022 at 16.00

SIGNED:

DATE:

Title:	Governor Question Log
Agenda item no:	11
Meeting:	Council of Governors
Date:	24 November 2021
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Hannah Travers, Deputy Trust Secretary

Purpose of the Report	To provide the Council of Governors with an overview of the Governor Question Log since the last meeting.
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Report History	None
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What action is required?	The Council of Governors is asked to note the report.			
Assurance	Information	<input checked="" type="checkbox"/>	Discussion/input	Decision/approval

Resource Impact:	None
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Relationship to Risk in BAF:	
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Strategic objectives This report impacts on (tick all that apply)::				
Provide the highest quality care				<input checked="" type="checkbox"/>
Invest in our staff and live out our values				<input checked="" type="checkbox"/>
Drive the development of integrated services				<input checked="" type="checkbox"/>
Cultivate innovation and transformation				<input checked="" type="checkbox"/>
Achieve long-term financial sustainability				<input checked="" type="checkbox"/>
Well Led Framework applicability:				Not applicable <input type="checkbox"/>
1. Leadership <input type="checkbox"/>	2. Vision & Strategy <input checked="" type="checkbox"/>	3. Culture <input type="checkbox"/>	4. Governance <input checked="" type="checkbox"/>	
5. Risks, Issues & Performance <input type="checkbox"/>	6. Information Management <input type="checkbox"/>	7. Engagement <input type="checkbox"/>	8. Learning & Innovation <input type="checkbox"/>	

Publication				
Published on website		Confidentiality (FoI):	Private	Public

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

No.	Date	Governor	Query	Response
124	21 October 2021		<p>I have seen the announcement around the community diagnostic centres and notice one in the BOB footprint. Given the backlog and issues in primary care, does the RBFT / BOB team have any further info on the potential of these hubs and how they could benefit the catchment population?</p> <p>https://www.gov.uk/government/news/40-community-diagnostic-centres-launching-across-england</p>	<p>Patients in Berkshire West will benefit from an expansion of diagnostic services at West Berkshire Community Hospital (WBCH). WBCH already offers a range of diagnostic services, chemotherapy and renal dialysis, and additional funding will enable the Royal Berkshire NHS Foundation Trust team to expand the service, add to the equipment on site and create new jobs.</p> <p>Diagnostic community centres provide a one-stop-shop service offering checks, scans and tests. The aims are to provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> earlier diagnoses for patients through easier, faster, and more direct access to the full range of diagnostic tests needed to understand patients' symptoms including breathlessness, cancer, ophthalmology <input type="checkbox"/> a reduction in hospital visits which will help to reduce the risk of COVID-19 transmission <input type="checkbox"/> a reduction in waits by diverting patients away from hospitals, allowing them to treat urgent patients, while the community diagnostic centres focus on tackling the backlog <input type="checkbox"/> a contribution to the NHS's net zero ambitions by providing multiple tests at one visit, reducing the number of patient journeys and helping to cut carbon emissions and air pollution <p>This investment will help progress work on tackling waiting lists and also help ease pressure on our acute hospital site at the Royal Berkshire Hospital in Reading. The enhancement of facilities at WBCH, including extended opening hours, will help improve access to diagnostic services.</p>