



Royal Berkshire
NHS Foundation Trust

Council of Governors

MEETING
24 May 2023 17:00

PUBLISHED
19 May 2023

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Seminar Room, Trust Education Centre (TEC)	24/05/23		17:00
1. Apologies for Absence and Declarations of Interests (Verbal)			
		Graham Sims	
2. Minutes for Approval: 22 February 2023 and Matters Arising Schedule			
		Graham Sims	17:00
3. Changes to the Council Membership (Verbal)			
		Caroline Lynch	17:05
4. Questions from the Public (Verbal)			
		Graham Sims	17:10
Holding the Board to Account			
5. Acting Chief Executive Update (Presentation)			
		Janet Lippett	17:15
6. Quality Strategy (Presentation)			
		Eamonn Sullivan	17:35
7. Joint Forward Plan Plan 2023/24 (Presentation)			
		Rob Bowen	17:55
Items of Council Business			
8. Governors Assurance Committee Minutes: 26 April 2023			
		Tony Lloyd	18:15
Representing the Views of Members and the Public			
9. Governor Question Log			
		Caroline Lynch	18:20
10. Questions from the Public (Verbal)			
		Graham Sims	18:25
11. Date of Next Meeting (Verbal): Wednesday 27 September 2023 at 17.00			

Council of Governors

Wednesday 22 February 2023

17.00 – 19.00

Video Conference Call

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders) (Chair)
Mr. Jonathan Barker	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Cllr. Clive Jones	(Public Governor, Wokingham)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Sunila Lobo	(Public Governor, Reading)
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)
Mrs. Sue Hunt	(Non-Executive Director)
Dr. Bannin De Witt Jansen	(Interim Corporate Governance Officer)
Dr. Janet Lippett	(Acting Chief Executive) (up to minute 07/23)
Mrs. Nicky Lloyd	(Chief Finance Officer) (for minute 06/23)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Mr. Andrew Statham	(Director of Strategy) (up to minutes 05/23)
Mr. Tapiwa Songore	(Interim Deputy Secretary)
Dr Parveen Yaqoob	(Non-Executive Director)

Apologies

Mr. Ross Carroll	(Public Governor, East Berkshire & Borders)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Mr. Brian Painting	(Public Governor, Reading)
Mrs. Roberta Stewart	(Public Governor, Wokingham)

01/23 Declarations of Interest

There were no declarations of interest.

02/23 Minutes for Approval: 28 September 2022, 30 November 2022, 8 December 2022 and Matters Arising Schedule

The minutes of the meetings held on 28 September 2022, 30 November 2022 and 8 December 2022 were agreed as a correct record and would be signed by the Chair.

The matters arising schedule was noted. All items had been completed or included on the Governor Question Log.

03/23 Changes to the Council Membership

The Trust Secretary announced that following the recent round of elections, three new Governors had been elected:

Mr Benedict Krauze: Public Governor, Wokingham

Mrs Beth Rowland: Public Governor, Wokingham

Mr Richard Havelock: Staff Volunteer Governor.

04/23 Questions from the Public

There were no public in attendance.

05/23 Operational Plan 2023/2024

The Director of Strategy provided an overview of the Trust's Operating Plan and Strategic Metrics for 2023/2024 that would enable the Trust to deliver the expectations and objectives set out by NHS England in the National Operating Standards for acute trusts.

The Director of Strategy highlighted that these metrics focused on provision of highest quality care, investment in people and staff, delivery in partnership, innovation and improvement and achieving long-term sustainability. Trust performance against these measures would be measured monthly through the Integrated Performance Report (IPR).

The Director of Strategy also presented the Trust's three breakthrough priorities. These were improving staff recruitment and retention, reducing the number of stranded patients and reducing 62 day cancer diagnosis wait times. These priorities were anticipated to support the delivery of improved quality of care, staff retention and financial performance and patient experience.

The Director of Strategy also provided an overview of the 2023/2024 transformation programme that included service projects with internal and system-wide focus and prioritised patient flow, theatre utilisation and diagnostics. Corporate projects included implementation of the Green Plan, development of the future workforce and the Building Berkshire Together (BBT) business case.

A governor queried whether contradictions between the objectives set by NHS England, for example, the requirement to reduce overall spend whilst increasing staff recruitment, would inhibit the Trust from delivering its operational plan and meeting those objectives. The Director of Strategy advised that these considerations were reflected in both the Trust's Operational Plan and its financial strategy, for example, analysis of activity levels and service demand often determined whether recruitment of permanent staff was required.

In relation to a query raised on the factors that had led to the prolific use of agency staff, the Director of Strategy advised that in some cases, widespread shortages of qualified staff in some specialities had created significant recruitment challenges, whilst in others, low activity levels or service demand did not support the recruitment of permanent staff.

The Director of Strategy advised that the Trust would consider the efficiency of its recruitment processes to ensure that they are proactive.

A governor queried whether the Trust's operational plan had been discussed with the Integrated Care Board (ICB). The Director of Strategy advised that discussions had taken place across the Buckinghamshire, Oxfordshire and Berkshire (BOB) ICB to ensure that trusts were working together to achieve objectives, for example, sharing capacity for elective procedures, providing support for pathology services and aligning pay rates for agency staff.

06/23 Finance Update

The Chief Finance Officer provided an overview of the Trust's financial performance for the period ended 31 January 2023. The Chief Finance Officer explained that the Trust was forecast to end the Year to Date (YTD) on a deficit of £15.01m. The Chief Finance Officer highlighted that this was due to higher than anticipated staff vacancy and sickness, an increase in non-pay costs as a result of outsourcing support and an increase in consumables and prostheses. The Chief Finance Officer advised that the Trust had received lower than planned income principally due to low levels of elective activity which reduced access to Elective Recovery Funds (ERF).

The Chief Finance Officer highlighted that the Trust was in a strong position with regard to cash flow and was able to meet its financial liabilities. The Chief Finance Officer also highlighted that the Trust had £28m to fund medical equipment, development of the digital infrastructure and various building and construction work including a new patient discharge lounge and the construction of a rapid response laboratory.

A query was raised with regard to how the Trust's financial performance compared with other foundation trusts. The Chief Finance Officer advised that financial positions were variable. However, the Trust was in a similar position to various others of similar size and capacity.

A governor queried how much staff sickness was related to mental health or burnout. The Chief Finance Officer advised that the categories assigned to the causes of staff sickness were fairly broad. However, the Chief People Officer would be able to provide further detail. It was agreed that the Chief People Officer would be invited to the next meeting. **Action: C Lynch**

A query was raised in relation to whether ending the financial year on a deficit would negatively impact funding in the next financial year. The Chief Finance Officer advised that there would be an impact on the next year's budget. However, the Trust planned to work with local communities to reduce the number of Did Not Attend (DNA) appointments and work with staff to reduce vacancies and sickness levels. The Chief Finance Officer explained that for the past two years, all NHS organisations had received top-up funding to ensure that they would break even. However, this was no longer the case and the Trust would need to carefully consider use of resources.

A governor queried whether trusts would still receive a bonus for reducing spend or whether this was no longer available. The Chief Finance Officer advised that that scheme had been replaced with the Elective Recovery Fund. It was more beneficial to receive funding and the budget at the start of the year so that care delivery and services could be planned accordingly.

07/23 Acting Chief Executive Update

The Acting Chief Executive provided an update on the operational status of the Trust. High levels of bed occupancy, admission rates and Emergency Department (ED) attendance and challenges with infection control had presented operational complications. However, the Trust was expected to meet national expectations for eliminating waiting times of over 52 and 78 weeks.

The Acting Chief Executive highlighted that the Trust was focused on addressing challenges with diagnostic capacity in pathology, radiology and endoscopy services and reducing cancer diagnosis waiting times. The Acting Chief Executive explained that the 62 day wait times for cancer diagnosis were largely the result of pinch points in diagnostic processes and the large

volume of people being tested for cancer. However, the Trust was meeting national cancer treatment times in cases where patients had received a diagnosis.

The Acting Chief Executive highlighted that the Trust had had its most successful Winter Flu vaccination campaign to date with a 64% vaccination rate, making it the best performing Trust in the BOB ICB. Conversely, Covid rates had upticked, particularly among staff, and continued to cause challenges.

The Acting Chief Executive advised that the Royal College of Nursing (RCN) proposed 48 hour strike from 1 March to 3 March 2023 had been withdrawn. However, further strike action was still planned for Ambulance Service. Additionally, the British Medical Association (BMA) had announced that 98% of junior doctors balloted had voted in favour of a 72 hour strike in March 2023. The Acting Chief Executive advised that Governors would be updated as these situations progressed.

The Acting Chief Executive advised that an embargo on sharing the results of the Staff Survey was still in place. However, results would be shared with the Council once the embargo had been lifted.

A query was raised as to whether mitigations in the event of strike action should be included in workforce and operational plans rather than being managed as the strikes were announced and what mitigations were in place for the proposed junior doctors' strike. The Acting Chief Executive advised that the Trust would use its experience of the 2016 junior doctors' strike to plan mitigations. For example, senior doctors could step in and other staff roles including Physician Associates, Medical Support Workers and some nursing colleagues may be suitable to carry out some of the junior doctors' duties.

A governor sought clarification on the definition of the term 'junior doctor' and whether this included senior registrars. The Acting Chief Executive advised that the term 'junior doctor' referred to all doctors-in-training and as doctors spent eight to ten years in postgraduate training, the term applied to those who were newly qualified through to senior registrar grade. The Acting Chief Executive highlighted that staff grade doctors and consultants were not eligible to strike.

A query was raised as to how many junior doctors were eligible to strike. The Acting Chief Executive advised that eligibility criteria for strike action under the British Medical Association (BMA) required junior doctors to have membership with the BMA and to have been balloted. The BMA had up to 24 hours prior to the start of the strike to release the list of derogations and those eligible to strike; therefore, it was challenging to anticipate numbers in advance of strike action.

A governor queried whether improving diagnostic wait times would lead to increased pressure on cancer treatment services and what mitigations were in place to ensure capacity. The Acting Chief Executive highlighted that the Trust met target treatment times for patients who received a cancer diagnosis and the pressure on diagnostic services was caused by the high volume of people being investigated for a potential cancer diagnosis.

A governor raised a query regarding how patients were prioritised when elective procedures were delayed. The Acting Chief Executive advised that clinical prioritisation and consideration of how long patients had been on the waiting list formed the basis of this decision-making, with urgent priority given to patients requiring urgent treatment.

A governor raised a query regarding Hospital at Home (HaH) care and whether there were any factors restricting its rollout. The Acting Chief Executive advised that the Trust had services such as the Virtual Ward, Same Day Emergency Care Service (SDECS) and the Urgent Care Centre (UCC) enabled patients to receive treatment close to home or at home. The Acting Chief

Executive advised that HaH care should not be viewed as a cheaper model of care since the standard of care provided by all such schemes should meet the same quality standards as care provided in hospital. The Acting Chief Executive highlighted that HaH should be considered for its benefits to patients but not seen as a cheaper option for care.

08/23 Membership Committee Minutes: 9 February 2023

The Chair of the Membership Committee provided an overview of the meeting held on 9 February 2023.

The Council approved the Terms of Reference (TOR).

09/23 Governors Assurance Committee Minutes: 25 January 2023

The Chair of the Governor Assurance Committee provided an overview of the meeting held on 25 January 2023.

10/23 Nominations and Remuneration Committee: 26 October 2022

The Chair of the Nominations and Remuneration Committee provided an overview of the meeting held on 26 October 2022.

11/23 Proposal to change Council of Governor Membership

The Trust Secretary advised that a formal proposal would be submitted to the next Council to approve the creation of a Youth Governor to represent the 16 - 25 year old age group. The Youth Governor would be elected by the Trust's Youth Forum and the term of service would be one year. The proposal would also include a recommendation that the Youth Governor would be mentored by the Staff Governor, Nursing & Midwifery to ensure that the Youth Governor was appropriately supported and developed in the role.

A query was raised in regards to any statutory requirements in relation to the composition of a Council of Governors. The Trust Secretary advised that there were no statutory requirements. However, the creation of the Youth Governor role would require a change to the Trust Constitution which required both Board and Council approval to proceed.

12/23 Recommendations from the Membership Committee

The Council approved the Membership Strategy.

The Council approved the Council of Governor Objectives.

13/23 Council of Governor Attendance 2022/23

The Trust Secretary highlighted the attendance records for 2022/23 and requested that Governors review the attendance record for accuracy as this information was required for the Annual Report.

14/23 Governor Question Log

A query was raised in relation to difficulties in obtaining prescription medicines in local community pharmacies that had caused delays to patients receiving their prescribed medicines and whether this supply issue had affected hospital medicine supplies. The Council agreed that this question would be added to the Governor Question Log. **Action: C Lynch**

A governor raised a query regarding issues caused by inadequate car parking notices in the North Block car park that had caused disruption for staff working in the Berkshire Cancer Centre

(BCC) as patients formed queues to ask for assistance with parking issues. It was agreed that this would be progressed as an operational issue. **Action: C Lynch**

A governor queried whether the ICS could compel local General Practice (GP) to provide their own phlebotomy services rather than referring patients to the hospital for this simple procedure and therefore reducing pressure on hospital services. The Council noted that as this was not a Trust issue or a core clinical practice issue, the ICS would not be able to mandate this. However, it was advised that the issue could be raised with Berkshire West PLACE for forward action.

A governor queried when an update on the Building Berkshire Together programme would be provided by the national team. The Chair of the Trust advised that no update had been made available since the last report.

15/23 Questions from the Public

There were no public in attendance.

16/23 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday 24 May 2023 at 17.00.

SIGNED:

DATE:

Council of Governors

Wednesday 22 February 2023

18.50 – 19.00

Videoconference Call

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders) (Chair)
Mr. Jonathan Barker	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Cllr. Clive Jones	(Public Governor, Wokingham)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Sunila Lobo	(Public Governor, Reading)
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. Bannin De Witt Jansen	(Interim Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mr. Tapiwa Songore	(Interim Deputy Secretary)

Apologies

Mr. Ross Carroll	(Public Governor, East Berkshire & Borders)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Mr. Brian Painting	(Public Governor, Reading)
Mrs. Roberta Stewart	(Public Governor, Wokingham)

17/23 Apologies and Declarations of Interest

There were no declarations of interest.

18/23 Minutes for Approval: 28 September 2022, 30 November 2022 and 8 December 2022

The minutes of the meetings held on 28 September 2022, 30 November 2022 and 8 December 2022 were agreed as a correct record and would be signed by the Chair.

The matters arising schedule was noted.

19/23 Minutes for Approval: Governor Nominations and Remuneration Committee 8 December 2022

The Council received the minutes of the meeting held on 8 December 2022.

20/23 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday 24 May 2023 at 17.00.

SIGNED:

DATE:

Date	Minute Ref	Subject	Matter Arising	Owner	Update
22 February 2023	06/23	Finance Update	A Governor queried how much staff sickness was related to mental health or burnout. The Chief Finance Officer advised that the categories assigned to the causes of staff sickness were fairly broad. However, the Chief People Officer would be able to provide further detail. It was agreed that the Chief People Officer would be invited to the next meeting.	D Fairley	the Chief People Officer will be attending the Council of Governors on 27 September 2023
22 February 2023	14/23	Governor Question Log	<p>A query was raised in relation to difficulties in obtaining prescription medicines in local community pharmacies that had caused delays to patients receiving their prescribed medicines and whether this supply issue had affected hospital medicine supplies. The Council agreed that this question would be added to the Governor Question Log.</p> <p>b) A governor raised a query regarding issues caused by inadequate car parking notices in the North Block car park that had caused disruption for staff working in the Berkshire Cancer Centre (BCC) as patients formed queues to ask for assistance with parking issues. It was agreed that this would be progressed as an operational issue.</p>	C Lynch	Completed.

Minutes

Governors Assurance Committee

Wednesday 26 April 2023

17.00 – 19.00

Video Conference Call

Present

Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor) (Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mr. Benedict Krause	(Public Governor, Wokingham)
Mrs. Sunila Lobo	(Public Governor, Reading)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Brian Painting	(Public Governor, Reading)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)

In attendance

Mr. Graham Sims	(Chair)
Dr. Bal Bahia	(Non-Executive Director)
Mrs. Sue Hunt	(Non-Executive Director)
Mrs. Priya Hunt	(Non-Executive Director)
Dr. Bannin De Witt Jansen	(Interim Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Mr. Peter Milhofer	(Non-Executive Director)
Prof. Parveen Yaqoob	(Non-Executive Director)

Apologies

Mr. Jonathan Barker	(Public Governor, Reading)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Richard Havelock	(Volunteer Governor)
Cllr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. Christopher Plumb	(Staff Governor, Admin/Management)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Mr. Paul Williams	(Public Governor, Reading)
Ms. Bet Tickner	(Public Governor, Reading)

06/23 Declaration of Interests

[Professor Parveen Yaqoob (Non-Executive Director) declared an interest as the line manager of Professor Carol Wagstaff]

07/23 Minutes for Approval: 25 January 2023 and Matters Arising Schedule

The minutes of the meeting held on 25 January 2023 were agreed as a correct record and would be signed by the Chair.

Minute 23/22: Member Issue and Feedback: The Trust Secretary advised that work was continuing in regard to costing a hybrid meeting for the Annual General Meeting (AGM). However, due to the costs involved it may not be possible to hold the event at the previous location of Green Park. An update would be provided once the costings had been discussed.

Action: C Lynch

08/23 Chair Update

The Chair provided an update on the Trust's financial position and confirmed that the Trust would report a £17.3m deficit at year-end as forecast. The Trust was currently considering ways to make cost savings in the current financial year and were engaging with teams and departments to explore ideas and suggestions for using existing resources more efficiently. The Chair advised that various sources of funding were also available through the Treasury and NHS England and the Trust would apply for these if eligible.

The Chair advised that there had been no further updates from the National Hospital Team to date. The Chair confirmed that Mr. Steve McManus would return to the Trust from his secondment on the 28 June 2023.

The Chair highlighted that the next round of nursing industrial action was planned for 29 April 2023 through to 2 May 2023. However, no derogations had been agreed for this particular round.

The Chair provided an overview of the critical incident that had occurred in the early hours of 23 April 2023. This had resulted in flooding the generator room that provided electrical supply to Battle Block and part of North Block resulting in lost power supply to both areas. The Trust had declared a major incident as a result. The Chair acknowledged the assistance provided by partner trusts and system partners that had provided help and assistance. Six wards had temporary power supply by 24 April and the remaining wards were operational by 25 April. However, lift access continued to be an issue in both the North Block and Battle Block. The Chair also confirmed that there had not been any loss of life and only minor harms were experienced. The Chair acknowledged the significant efforts of staff who ensured the continuity of high quality care in exceptionally challenging circumstances and noted the particular difficulties experienced by night-shift teams.

A Governor raised a query in regard to whether service contracts for the water supply facilities were in place and whether the mains valves had been serviced. The Chair confirmed that service contracts were in place and were maintained. However, a full investigation into the critical incident would be commissioned and would include establishing the reasons for the failures of both the mains cut-off mechanism and the alarms.

A Governor sought assurance that the Trust would be covered for any damage through insurance. The Chair confirmed that the Trust had appropriate insurance policies in place to cover losses and damages.

A Governor queried whether the Trust made provision for non-clinical staff, such as engineers, to manage critical incidents that occurred out of hours. The Chair confirmed that the Trust had an Emergency Preparedness Resilience & Response Plan (EPRR) in place which included provision for engineers, clinical engineers and other non-clinical as well as clinical staff to attend in the event of an emergency or critical incident occurring out of hours. The Chair emphasised

that, in the recent incident, the replacement of electrical circuitry and wiring had been challenging and not the deployment of staff.

09/23 Member Issues and Feedback

The Chair reminded Governors that Purdah was still being observed.

A Governor highlighted the recent results of the NHS Friends and Family Test (FFT) that were published in February 2023. The results had indicated dissatisfaction with primary care services among patients from a particular local primary care practice. The Governor advised that they had requested Emergency Department (ED) data from the Trust and wished to establish if ED attendance rates among these patients was disproportionate to attendance of patients from other practices. The Trust Secretary advised that this information had been requested from the Trust's Informatics team. **Action: C Lynch**

The Chair asked the Trust Secretary to provide a brief overview of the role of an NHS Trust Governor. The Trust Secretary advised that Governors held the Non-Executive Directors to account for the performance of the Board and Non-Executives in turn held the Executive Directors to account for the performance of the Trust. For this reason minutes of Board Committee Chaired by Non-Executive Directors were submitted to the Governors Assurance Committee (GAC) meetings.

A Governor raised an issue regarding the lack of core equipment (e.g. pillows and wheelchairs) in the Trust's ED. The Staff Governor, Nursing & Midwifery, advised that the ED did not routinely provide pillows for patients as they were not intended to sleep, rest or remain in the ED for prolonged periods of time. ED staff aimed to admit or treat and discharge patients within four hours. In cases where patients were approaching the end of life, a pillow and other necessities were provided. Space requirements and health and safety regulations meant that wheelchairs were not routinely stored in the ED. However, they were readily sourced from other parts of the hospital for patients who required them and portering staff were available to transport patients whose mobility was impaired.

10/23 Board Sub-Committee Key Issues (Group Discussions)

The Committee formed two breakout groups, each of which discussed topics highlighted at recent Board sub-committees, and matters generally, with Non-Executive Directors in turn.

Feedback from the discussions included:

- Governors received detail about the ongoing work and initiatives to improve the recruitment and retention of staff across the Trust, including encouraging and facilitating the upskilling and progression of students into staff roles and the expansion of the Physicians Associate role.
- Governors received assurance about the management of the backlog maintenance and the increased regular checks of facilities, buildings and equipment.
- Governors received details about the implementation of the equality and diversity strategy and were assured by the contribution of NEDs with particular expertise in this area, in driving this forward.
- Governors received assured of the significant improvements to the maternity service and received details about the improvement projects, peer reviews carried out with other hospitals and the positive outcome of the Care Quality Commission (CQC) visit. Governors were assured by the new and important work to investigate the link between maternal mortality and ethnic origin.

- Governors received details about the Trust's management of the recent critical incident.
- Governors received assurance about the ongoing strong relationship and collaboration between the University of Reading and the Trust. Although the Medical School was not going ahead at this time, Governors were assured of the commitment of both organisations to improving their research and development programmes and in the training and development of future healthcare professionals.
- Governors received information about the funding for the recruitment of international staff and the need to individualise their experiences.
- Governors received assurance in regard to the 2023/24 budget and that every critical consideration was being assessed to ensure a budget that could be successfully delivered.
- Governors received assurance that the use of agency staff, including Allied Health Professionals, continued to be challenged.

11/23 Date of Next Meeting

It was agreed that the next meeting would be held on Wednesday 28 June 2023 at 17.00

SIGNED:

DATE:

Title:	Governor Question Log
Agenda item no:	10
Meeting:	Council of Governors
Date:	24 May 2023
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Dr Bannin De Witt Jansen

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?	
Assurance	
Information	The Council of Governors is asked to note the report.
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

Appendix 1

No.	Requester	Date	Question	Response												
150	22 February 2023	Governor	A query was raised in relation to difficulties in obtaining prescription medicines in local community pharmacies that had caused delays to patients receiving their prescribed medicines and whether this supply issue had affected hospital medicine supplies.	Patients rarely experience delays on discharge due to unavailability of medicines prescribed on the electronic discharge letter (EDL) or discharge summary. The range of medicines stocked in the Trust is a fraction of the total medicines available in the community; therefore, the Trust is less affected by shortages experienced in the community pharmacy sector. If a shortage of a particular medicine is experienced in the Trust or an inpatient is prescribed a medicine on the national shortage list, the Pharmacy has time whilst the patient is still in hospital to either source the drug or work with clinicians to identify an appropriate alternative so that it is available to the patient on discharge. The Trust is also part of the Thames Valley medicines contracting and procurement set up which allows the Trust to be notified of medicines which are coming into short supply and enable the Pharmacy to source the drug (or an appropriate alternative) to ensure its availability to patients at discharge.												
151	7 March 2023	Governor	What is the percentage and number of junior doctors versus Consultant staff at RBH?	<p>Data provided by Medical Workforce on 7 March 2023</p> <table border="1" data-bbox="1272 1070 2114 1241"> <thead> <tr> <th></th> <th>Headcount</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Senior</td> <td>434</td> <td>53.1%</td> </tr> <tr> <td>Trainee</td> <td>383</td> <td>46.9%</td> </tr> <tr> <td>Total</td> <td>817</td> <td></td> </tr> </tbody> </table>		Headcount	Percent	Senior	434	53.1%	Trainee	383	46.9%	Total	817	
	Headcount	Percent														
Senior	434	53.1%														
Trainee	383	46.9%														
Total	817															
152	20 April 2023	Governor	<ul style="list-style-type: none"> • What is the rate of ED attendance for patients with South Reading and Shinfield listed as their primary care practice? • Are the rates of attendance for South Reading and Shinfield practice 	Information requested												

			disproportionate to patients of other primary care practices who also attended ED?	
153	24 April 2023	Governor	<ul style="list-style-type: none"> • What are the energy bills/upkeep costs for the Oasis Health and Wellbeing Centre? • Who funds the running costs for the Centre? • What are the usage stats for the Centre 	Information requested.