

Feedback reports for Assurance Committees, Council of Governors, 5 December 2019

People and Organisational Development Committee		
Chair	Carole Taylor Browne	
Governors	Liz Smith, Pubic Governor for Rest of Essex	Donna Booton, Staff Governor for Colchester
June	Meeting cancelled.	
26 July	<ul style="list-style-type: none"> • This meeting always reflects the experience of the chair, and therefore it is well managed and keeps to time. • Following the recent introduction of bi-monthly deep dives/ workshop style meetings interspersed with full business meetings, this meeting was a full business meeting. • A previous review of attendees has reduced the number of people around the table with the result that dialogue was more focussed than previously. • Executives or their deputies, and NEDS participated fully and equally. I felt strongly that both groups now know each other better, work together well and demonstrate a common goal. • The NEDs asked insightful, in-depth questions making suggestions where appropriate. • Governors present are always welcomed and asked to comment. • The meeting will benefit when the newly appointed Director for People and Organisational Development is in post, and up to speed, to enable the Trust to make headway on the several challenges it has in this field. <p>LS</p>	
August	No meeting was scheduled.	
26 September	<ul style="list-style-type: none"> • This continues to be a well run, focused and inclusive committee. The new Director of People and Organisational Development is now in place and attended. • Following the review of the action log, HR and workforce assurance report there were three particular items for discussion. • The report of the Freedom to Speak Up Guardian. To note here was his comment that he receives strong support for his role and actions from the executive, which he says is not always the case with colleagues in other trusts. • The trust is in the process of appointing assistant guardians to ensure that there is coverage across the entire workforce of over 10k. • The annual report for Research and Innovation. To note here is the increase in research and innovation activity since the merger with the size of the new organisation being attractive to staff both in terms of recruitment and access to high quality research activities. • International interest and partnership continues to grow. • Workforce Disability Equality Standard. The newly appointed trust lead reported on the required metrics and the trust's action plan. As a result of the reporting timescale this was, with some comments, signed off at 	

	this meeting. Work will continue at pace now the lead is in place. LS
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Audit Committee		
Chair	Richard Youngs	
Governors	Jane Young, Public Governor Rest of Essex	David Welbourn, Public Governor Rest of Suffolk
Overall Summary	Nothing to report. JY	

Quality and Performance		
Chair	Helen Taylor, succeeded by Hussein Khatib	
Governors	Ian Marsh, Public Governor for Ipswich	Michael Horley, Public Governor for Colchester
25 June	<ul style="list-style-type: none"> • Duty of Candour issues were discussed at length and to be re-visited at a future meeting. The situation with Concordia patients also discussed. • Chair appeared to be well prepared • Contributions from all. • Intervention was appropriate and on topic. • CTB unfortunately lost IT access early in the meeting which unfortunately may have hampered participation. • Broad involvement by NED's • Strong evidence of challenge between Directors. IM	
26 July	<ul style="list-style-type: none"> • Hussein Khatib's first meeting as Chair, meeting started on time and kept to time. • Chair appeared to be well prepared • Contributions from all. • Intervention was appropriate and on topic. • CTB only NED (apart from Chair) in attendance. • Falls at Ipswich site, CTB wanted to know why there appeared to be little traction with this? Chief Nurse said that cohorting was an issue and was being addressed. • Broad involvement by NED's IM	
29 October	<ul style="list-style-type: none"> • Started on time but ran over slightly. • The group was focussed with appropriate discussion. • The three NEDs in attendance (inc Chair) were well prepared. 	

	<ul style="list-style-type: none"> • Good discussion on the Incident Management deep dive. • Challenges were constructive and positive. • Good meeting as usual with constructive and informative submissions. <p>IM</p> <ul style="list-style-type: none"> • The Chair is ably supported by the NED committee members to probe and question the reports of the directors for the principle benefit of Patients. • The meeting was quorate with the required number of NEDs and Executive Directors present. • Also in attendance were department managers. • The meeting was chaired effectively by who was prepared and asked probing questions of the executives and managers presenting reports. • The NEDs ably assisted him. • This was my first meeting as a Governor observer and I took my time to become acquainted with the procedure and reports. <p>MH</p>
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Charitable Funds		
Chair	Richard Spencer,	
Governors	Gill Orves, Public Governor Rest of Suffolk	John Alboorough, Public Governor Rest of Suffolk
Overall Summary	<ul style="list-style-type: none"> • The meetings ran to time and sufficient time was allocated to each agenda item. • The Chair was extremely well prepared for the meetings. • The Chair was very open to everyone around the table asking a question or making a comment & actively sought the opinions of committee members. • The Chair made sure that everyone was clear of the outcomes. • The Chair kept everyone around the table on track. • It was clear that each NED attending the meeting was fully prepared to participate by asking many questions throughout and many references to the papers were made. • I felt that some very prudent and insightful questions were asked. Each NED was happy to seek clarity if they required more information. I witnessed lots of constructive challenge from each NED & thought provoking questions were asked. • Each NED was extremely interested in every agenda item and on several occasions asked multiple questions. • I witnessed no favouritism to any of the agenda items. • Each NED contributed equally. Each funding request was fairly judged on its own merits. • Each challenge was made in a constructive and respectful manner all were appropriate. Challenges were generally designed to seek further clarification & understanding. 	

	<ul style="list-style-type: none"> • The NEDs made lots of constructive challenges, I do not think they could have done any more! • The NEDs seemed to challenge because they needed to know more about the answers given by staff present to some of their questions, but also challenged/sought clarity whether applications brought to the meeting were things that should be provided by the Trust or should come from charitable funds. • The scrutiny of each funding request is very thorough and fair. • I felt that these were excellent meetings, very well chaired. The meeting on Oct 29th had a positive atmosphere and everyone around the table was given the chance to contribute. It is clear that everyone very much has their own thoughts and therefore discussions are balanced and very interesting as not everyone thinks exactly the same and it was healthy to see different points of views before reaching a general consensus • Staff also came to give evaluations on previous projects & questions were asked to ascertain if things could've been done better, which will be useful information gleaned for future projects. <p>GO</p> <ul style="list-style-type: none"> • The Charitable Funds Committee always has a very packed agenda. • The Chair, conducts the meetings in a very efficient and comfortable manner. We always do reach the end of those massive agendas on time! • Other NEDs in attendance are always able to contribute to the discussions and those contributions are always very valuable. • They demonstrate very clearly the advantage of having senior, experienced, executives from outside of the NHS. • Their comments are always well received and helpful to the work of the Committee. • Those submitting bids are invited to attend the meetings, as well as follow up invitations to those who have implemented whatever requirement they came to the Committee for originally. <p>JA</p>
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Finance and Performance		
Chair	Eddie Bloomfield	
Governors	Michael Horley, Public Governor Colchester	Jenny Rivett, Public Governor Ipswich
Overall Summary	<ul style="list-style-type: none"> • Attendance at F&P meetings is high, documentation is sent out on the Friday prior to the meeting, all those required to report each month do so. • The NEDs are always well informed and challenge points of concern. • The meetings are well led and everyone present is given enough time to report and answer questions including discussion where 	

	<p>appropriate.</p> <ul style="list-style-type: none"> • New initiatives are taken away and worked on, there is a colour system to monitor where progress is at. • This is checked by the Chair at each meeting. <p>JR</p>
26 June	<ul style="list-style-type: none"> • The meeting was quorate with the required number of NEDs and Executive Directors present. • Also in attendance were department managers, Managing Director and several managers who were scheduled on the agenda.. • The meeting was chaired effectively by Julie Parker who was well prepared and asked probing questions of the executives and managers presenting reports. • The NEDs ably assisted her. • In addition to the monthly update on the finance and performance data, reports on the following were presented for information and/or approval of the committee <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Service Business case for the STP <input type="checkbox"/> Financial recovery plans <input type="checkbox"/> Treasury Management Policy <input type="checkbox"/> North East Essex Alliance Development <input type="checkbox"/> Update from the Time Matters Board <p>MH</p>
24 July	<ul style="list-style-type: none"> • The meeting was quorate with the required number of NEDs and the Director of Finance. • Also in attendance were department managers, directors and the prospective new Director of Finance. • The chair was well prepared, kept the meeting on track in terms of agenda and timings. • Committee members were given time to make points and ask questions. • The focus of the meeting centred on the financial position and the need to make the control totals without compromising patient care. • The Trust was struggling financially at this time by missing its performance targets and thus not receiving the support from the CCG. <p>Also discussed were:-</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial recovery plan. <input type="checkbox"/> Cost Improvement Plans – regrettably not on target <input type="checkbox"/> Performance in ED and RTT were improving but Cancer was not as good as planned <input type="checkbox"/> A quarterly update on Commissioning and Procurement plans

	<input type="checkbox"/> Intervention Radiology and Cardiac Angiology Business plan amendments <ul style="list-style-type: none"> • This being the final meeting of the Director of Finance She was applauded and thanked for all of her very good work in keeping the Trust on the financial tightrope during her tenure. • She was wished the very best in her new role elsewhere and informed that she would be missed. <p>MH</p>
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Learning from Deaths	
Governor	Jane Young, Public Governor Rest of Essex
Overall summary	<ul style="list-style-type: none"> • Still developing a working together approach across both sites • General feedback still revolving around issues with communication.

End of Life	
Governor	Jane Young, Public Governor Rest of Essex
Overall summary	<ul style="list-style-type: none"> • Still developing a working together approach across both sites • Fewer complaints now coming through • General feedback still revolving around issues with communication.

Travel, Access and Parking	
Governor	Janet Brazier, Public Governor Rest of Essex
Overall summary of topics discussed	<ul style="list-style-type: none"> • Park and Ride vs Shuttle bus between hospitals • Disabled parking • Staff parking

Equality, Diversity and Inclusion	
Governor	Janet Brazier, Public Governor Rest of Essex
Overall summary of topics discussed	<ul style="list-style-type: none"> • Workforce Race Equality Scheme (WRES) • Workforce Disability Equality Scheme (WDES) • Accessible Information Standard (AIS) • Equality Impact Assessment (EIA) • LGBT Network • Staff Induction and Training in ED&I issues.