

## **Public Council of Governors, Minutes of the meeting held via Microsoft Teams on 7 January 2021, 10.00am-11.00am**

### **Attended**

**Helen Taylor**, Chair of ESNEFT (Chair)  
**Chris Hall**, Public Governor, Colchester  
**Joanna Kirchner**, Public Governor, Colchester  
**Paul Ellis**, Public Governor, Colchester  
**Margaret Llewellyn**, Public Governor Ipswich  
**Janet Brazier**, Public Governor, Rest of Essex  
**David Gronland**, Public Governor, Rest of Essex  
**Elizabeth Smith**, Public Governor, Rest of Essex  
**Helen Vanstone**, Public Governor, Rest of Suffolk  
**Jane Young**, Public Governor, Rest of Essex  
**Gillian Orves**, Public Governor, Rest of Suffolk  
**David Welbourn**, Public Governor, Rest of Suffolk and Lead Governor  
**Isaac Ferneyhough**, Staff Governor, Colchester  
**Sharmila Gupta**, Staff Governor, Colchester

**Helen Chuah**, Stakeholder Governor, Colchester Borough Council  
**Carlo Guglielmi**, Stakeholder Governor, Essex County Council  
**Neil MacDonald**, Stakeholder Governor, IBC/SCC  
**Vikki Jo Scott**, Stakeholder Governor, University of Essex  
**Zoe Dawson-Couper**, Stakeholder Governor, Colchester Garrison  
**Barry Wheatcroft**, Public Governor, Rest of Essex  
**Tim Newton**, Public Governor, Ipswich  
**Laurence Collins**, Public Governor, Ipswich

**Angela Tillet**, Medical Director  
**Paul Fenton**, Director of Estates and Facilities  
**Giles Thorpe**, Chief Nurse  
**Adrian Marr**, Director of Finance  
**Paul Fenton**, Director of Estates  
**Rebecca Driver**, Director of Communications and Engagement  
**Elaine Noske**, Non-Executive Director  
**Eddie Bloomfield**, Non-Executive Director  
**Richard Spencer**, Non-Executive Director  
**Richard Youngs**, Non-Executive Director

### **Also in Attendance**

**Tammy Hughes**, Head of Corporate Governance  
**Nick Hulme**, Chief Executive  
**Neil Moloney**, Deputy Chief Executive and Managing Director  
**Mike Meers**, Director of ICT  
**Shane Gordon**, Director of Strategy, Research and Innovation

### **Apologies**

**John Alborough**, Public Governor, Rest of Suffolk  
**Gordon Jones**, Stakeholder Governor Suffolk County Council

### ***Items were not necessarily discussed in order of the agenda***

#### **1. Welcome and Apologies for absence**

The Chair welcomed everyone to the Council of Governor meeting including members of the public and local press. She explained that due to operational pressures, the meeting had been condensed to one hour informing members of the formal business that needed to be transacted and that a further meeting would be set up by the beginning of April to compensate this shorter meeting.

Apologies for absence were received from Councillor Gordon Jones and Mr John Alborough.

## 2. Confirmation of Eligibility and Formal Appointment of Governors

The Chair was pleased to formally convene the first meeting and to confirm the eligibility and formal appointment of the Council of Governors in accordance with paragraph 6 & 9 of the Trust Constitution following the recently held elections at the end of 2020.

## 3. Governors Declarations of Interests

The Chair drew attention to the governors' declarations of interest register stating that any changes in interests should be notified to the membership office.

## 4. Minutes and Action Log of the meeting held on 6 August 2020

The minutes and action log of the meeting held on 6 August 2020 were approved as a correct and accurate record.

The Chair updated the following actions:

**Action 2.4** - Patient Experience presentation had been deferred to the next meeting;

**Action 6.2** - amendments to the constitution had been virtually agreed by the Council of Governors and then subsequently approved at the Board of Directors on 26 November 2020, and now required formal confirmation recorded within the minutes.

**Resolved: That the Council of Governors formally recorded approval of the amendments to the Trust constitution**

David Welbourn Lead governor highlighted that the amended constitution had not replaced the former version on the Trust website. The Chair requested that this be actioned immediately.

**Action: TH**

## 5. Chair's Report

The Chair wished to formally record her thanks and to restate how immensely proud she was of what ESNEFT had achieved in 2020 and the way the Trust was rising to the challenges of the early opening weeks of 2021. She paid tribute to all staff having to face the biggest challenge of their careers within the NHS.

The Chair highlighted the following for the Governors' information:

- The Trust was one of the first 50 hospital hubs to deliver the covid19 vaccination;
- Vaccination hub set up at Ipswich Hospital from Monday 4 January 2021;
- 6, 599 vaccinations to date given of which, 3,418 were ESNEFT staff;
- Paul Fenton, Director of Estates & Facilities awarded an MBE, Stephen Gee, Quality Manager and Clinical Biochemist awarded a British Empire Medal, and Catherine Morgan, former Chief Nurse awarded an OBE;
- Bluebird Lodge Community Hospital had been commended for its outstanding achievement in providing care for patients;

- Green light given in relation to the planning permission for the breast care centre at Ipswich Hospital;

## **6. COVID19 Update**

Mr Hulme thanked the Council of Governors for their understanding in shortening the meeting length highlighting the severity of the pandemic and the challenges faced by the Trust.

Mr Hulme spoke of the great work that had been undertaken in recovery following the second surge of covid. This had included that as from September, October and November 2020, the Trust had treated more cancer patients than any other Trust in the Country.

Mr Hulme highlighted the following for the Council of Governors information:

- Both hospital sites were full and at capacity;
- ITU and respiratory wards were full and at capacity;
- One in 18 people in Essex were suspected to have covid;
- Hourly decisions were taking place assessing the ever changing position and situation;
- There was much better access to testing than before, a credit was paid to the teams and Pathology Department for the service they were providing;
- Credit was paid to the system partners for their support in reducing the number of people admitted and the safe discharge processes that were being put in place;

### **Questions and Comments:**

In response to a question from Mr Gronland, it was agreed that the covid message supplied by Mr Meers would be shared with all governors to support them in answering their constituents concerns.

**Action: TH**

In response to a statement from Ms Vanstone, Mr Hulme confirmed that there had been covid deniers on site. This was not a helpful position but he was pleased to report that over 95% of staff had requested to have the vaccination.

In response to a question from Mr Ager, Mr Hulme confirmed that staff working in high-risk areas, which included ITU, were being prioritised. All vulnerable and high-risk staff were being prioritised alongside this and there were plans to ensure that all staff would be vaccinated by the end of January 2021. The communications messages were being pushed harder and Mr Hulme was pleased to report that 7362 staff had consented so far to receive the vaccination.

In response to a question from Mrs Brazier in relation to people requiring medical advice prior to receiving their vaccination, Mr Hulme confirmed that the public would receive correspondence from their local GP practice. Mrs Brazier gave her thanks to all staff.

Major Zoe Dawson-Couper, informed the members that staff at the Garrison had expressed an interest in volunteering in the vaccination hub or within the community. Mr Hulme requested that Mr Meers share his email address and make contact with the local Garrison to engage support from them.

**Action: MM**

In response to a question from Mr Welbourn, Mr Hulme requested that all governors could support the Trust by staying at home, only leaving for essential items or to have the vaccination to protect the NHS.

The Chair thanked Mr Hulme for the update. She stated that the Trust would continue to keep governors abreast of the situation via the staff briefing.

## **7. Appointment of External Auditors**

Mr Welbourn reported that this item was one of the formal responsibilities of the Council of Governors to appoint the external auditors. The retendering process had been completed, and throughout the process, Mr Welbourn was pleased to report that governors had been working with members of the audit committee and finance team from the outset.

Mr Welbourn was delighted to recommend to the Council of Governors that BDO be appointed for a three-year term of office having gone through a very rigorous process of evaluating their bid.

Mr Welbourn assured the Council that minor issues mentioned in the report had been addressed.

**Resolved: That the Council approve the recommendation of BDO as the external auditors for a period of three years**

## **8. Appointment of Non-Executive Directors**

The Chair informed the Council of the appointment process for the Non-Executive Director (NED) vacancies.

For the benefit of the new governors, the Chair explained that at the beginning of 2020 there had been a couple of NED vacancies and as the pandemic had just started, it was considered a difficult time to go out and recruit, so governors had approved the interim appointment of two former NEDS, one formally from Colchester, Mrs Diane Leacock and one formally from Ipswich, Mrs Elaine Noske. The Chair was delighted to say both these

Interim appointments had been successful with them both hitting the ground running and that they had added great value during this time.

The Chair spoke of the recruitment process that had taken place in the autumn where members of the appointments and performance committee had looked at the skills required for the challenges faced by the Trust. The roles had been advertised widely with support from NHSE/I which resulted in a very high calibre of applicants received and

over 68 applications being received into the Trust. The Director of Governance had then undertaken a longlisting exercise and the Chair was pleased to report that from the 11 candidates shortlisted, six were brought forward for interview.

Candidates were invited for a virtual stakeholder session, informal discussion with the Chair and Chief Executive and then formal interview process. The interview was held virtually and the interview panel was made up of the Chair, two public governors Mr Paul Ellis and Mr David Welbourn, one staff governor, Isaac Ferneyhough and one stakeholder governor, Cllr Gordon Jones and finally the Senior Independent Director and Deputy Chair Mrs Carole Taylor-Brown.

The outcome of the process was that the interview panel unanimously recommended to the Council of Governors that Elaine Noske unanimously be appointed for a term of three years along with Mr Mark Ridler, appointed as an Associate NED for a term of office of two years.

The Chair continued that a similar process had taken place prior to Christmas. The recommendation from the second process was that Mr Mark Millar be appointed to fulfil the role of the Audit Committee Chair for a term of office for three years and Mr Andy Morris, an Associate NED for a term of office of two years.

Mr Welbourn echoed the Chair's comments and concluded that it was beneficial for the Trust to appoint Associate NEDs and that this was something that the Trust would want to do more of over time to support in succession planning.

Mr Welbourn concluded that there was work to do with ensuring the development training of Associate NEDS and to strengthen diversity especially with the increased governance demands anticipated within the ICS.

**Resolved: That the Council of Governors approve the recommendation of the Non-Executives and Associate Non-Executive Directors named above**

## **9. Questions from Members of the Public**

The Chair informed the Council that there had not been any questions received from members of the public.



## East Suffolk and North Essex

NHS Foundation Trust

Mr Welbourn thanked the Chair on behalf of the Council of Governors for her leadership during the pandemic. He concluded by informing members of a financial governance award that had been won by the Trust for the processes that had been put in place during the pandemic.

Ms Vanstone was delighted to report that she had heard from friends and neighbours in her constituency of the extraordinary lengths that clinical staff had gone to which

included Clinicians calling patients at home to see how they were getting on. Mrs Smith, public governor echoed her feedback and reported on her recent experience at the hospital.

### **10. Any Other Business**

The Chair reminded governors that an additional meeting would be set up.

Mr Ferneyhough, staff governor requested that consideration be given in relation to acronyms when deciding ward names and gave an example of AMSDEC and RQ.

The Chair declared the meeting closed.