

Activity Update – Working Groups and Committees

Governors have provided written briefings on the activities and areas of focus from their respective Committee and/or working group (appendix 1).

Name of Committee/group	Governor representatives
Airedale NHS Charitable Funds Sub Committee	David Child
Audit Committee	David Child
End of Life Care Group	Pat Taylor
Equality and Diversity	Christine Johnson John Roberts
Health Foundation Shared Purpose Group	Peter Allen
Membership Development Group	Peter Beaumont John Bootland Linda Dobson Peter Jackson (chair) Val Kimberley Anne Medley Pauline Sharp Pat Taylor Cath Wilson
Organ Donation Group	Liz O’Keeffe Cath Wilson
Patient and Public Engagement and Experience Group	Peter Allen Jerry Stanford
Patient Led Assessment of the Care Environment	Peter Beaumont
Performance Evaluation Group	Peter Beaumont John Bootland Peter Jackson Val Kimberley (chair) Paul Maskell Anne Medley John Roberts Pauline Sharp Pat Taylor
Quality Account Steering Group	Anne Medley Pauline Sharp
Right Care Portfolio Board – Patient Experience Programme sub group	Val Kimberley
Staff Lottery Committee	Annette Ferrier
Sustainability Project Group (EcoAwaire)	David Pearson Jerry Stanford

Action required: To receive and note the Governor updates.

Audit Committee Meeting 21.5.15

David Child

- The main purpose of the meeting was to hear the report of the auditors on the Accounts of the Trust for the year ended 31st March 2015, the Charitable Accounts and the Quality Report. The Accounts were the final drafts and were to be recommended to the Board for signature prior to submission to Monitor for 29th May.
- We also received the reports from the Auditors for submission to the Governors.
- From the Internal auditors we received a copy of their Audit Plan for 2015/2016.

Audit Committee Meeting 20.7.15

David Child

- In looking at the procurement policy, we first had a presentation of two papers from Graham Beck. This was very interesting and subject to intensive questioning from the NEDS.
- We approved the Monitor Quarter 1 corporate governance statement and time was spent on the corporate risk register, which again was subject to extensive questioning.
- We had the Mersey Internal Audit Agency (MIAA) internal audit report on the 3 pieces of work completed and progress reports on those items still in progress. They were questioned on what they considered 'high' level of assurance, 'significant', 'limited' and 'no' level of assurance. This related specifically to what would be required to change 'significant' level of assurance to 'limited' level of assurance.
- We received briefing notes from MIAA and also from Price Waterhouse Cooper (PWC) together with comments.
- It was Sally Houghton's last meeting and the committee approved the appointment of Jeremy Cross as the new chairman and Mr Shazad Sarwar, the new Non Executive Director, as a member of the audit committee in place of Sally. The changes to take effect from 1 August 2015. Sally was thanked for all her work, leadership, over her years as chairperson.

Equality & Diversity Group Meeting 8.4.15

Christine Johnson and John Roberts

- Information on the numbers relating to different ethnicities in local wards was distributed and discussed at the meeting. Main issue is how it is referenced, how accurate the data is and also how the data is being used.
- It was agreed that the point of the information for the trust is whether the take up of services is relational to the data.
- Discussion took place around the E&D culture of the trust and how this could be improved. Getting feedback from patients is difficult and staff have other targets and pressures which overtake a focus on this area. It was felt by the group that staff would benefit from training on other cultures so they could have more empathy with both staff and patients during periods of cultural/religious festivals etc.
- Discussion took place on how to improve recruitment from BME groups.
- Actions to be taken to improve culture:
 - Resurrect/create positive recruitment
 - Increase staff knowledge through possible use of themed weeks/events, 'Don't be afraid to ask' information giving campaign and getting further feedback from staff on how they feel.
- Race Equality Standard – as a whole the NHS is not moving forward on data requirements however there is a renewed focus on this, it will be a contractual requirement and CQC will challenge on this. There is a year to get everything ready in terms of baseline data and we were reassured by the E&D Lead that our Trust is already working on this.
- Need to look at 3 year trends and the Board and HR must lead on it. The first set of data is required at the end of April and needs to be published on the website.
- Accessible Standard Update – year to implement standard, there needs to be a strategic lead identified.
- The terms of reference of the group were also discussed.

Equality & Diversity Group Meeting 2.6.15

Christine Johnson

- Update from the last meeting – looking at the logistics of themed days on equality and diversity.
- Accessible Standard – meetings are taking place to move this forward.
- This meeting mainly focused on the Trust's Equality and Diversity Priority areas work plan 2015-17 and discussion as to what progress had already been made and where / who could provide evidence.

The work areas are as follows:

- Violence against women and girls including female mutilation
- Accessible Information Standard
- Work Race Equality Standard
- Using commissioning levers to improve equality
- Staff friends and family test
- Equality impact assessment
- Unconscious bias
- Interpreting and translation
- LGBT
- All of the above areas are currently being looked at with progress being made in all of them, some areas more than others.
- Other possible workstreams could be patient data, patient experience of Equality Act protected groups, Equality and diversity training, Aging workforce.
- The annual report this year will probably consist of an update paper as the original full report was only completed last November.
- Rob Dearden went through some thoughts that were going into the draft strategy on Inclusion.
- Next meeting 2 August 2015.

Membership Development Group 11.05.15

Val Kimberley

- Members of the group had looked at the guidance from Monitor on representing members. We do many of the suggested activities already. Content of the guide could be discussed at a future network meeting - it represents 50% of our core duty.
Annual Plan - We are going to use the questions suggested by Rob Dearden at future events to collect feedback from members and public. Eventually this will be taken to the Board to Council meetings in December and February.
- Up and coming events on the calendar through to October. Need governor support.
- Voting has started and it can now be done by text, phone and online. Will be interesting to see if this increases numbers voting.
- Plans for open day well underway. Fiona has filled all the stands. Need to fill rota for governor participation.
- Meeting on 1.06.15 cancelled. Next meeting 6.07.15

Membership Development Group 6.7.15

Cath Wilson

- New members welcomed – John Bootland, Linda Dobson, Pauline Sharp. Still x1 vacancy on the group for Staff governor – agreed to keep vacant as important to have Staff input if possible.

- Governor representatives for other committee vacancies were selected at random by Fiona Page in the presence of the group.
- Peter Jackson (Chair) will now act as link between MDG and PPEE (working with Jerry Stanford) regarding response to public feedback.
- New public question feedback themes from Rob Dearden to be fed to Lyndsey Nicholson, PPEE lead
- Latest Monitor guidance to be taken to governor network meeting by Anne Medley.
- Hospital signage – issues being highlighted from the public re Information Centre and Self Check-In Screens – Val Kimberley to take these to Right Care meeting Thursday 9.7.15
- Open Day rota – now fully covered – although extra offers of help always gladly received.
- Stakeholder Governor article to be submitted for next Members' Newsletter – Pauline Sharp to execute.
- Various forthcoming events requiring governor support – please note dates in weekly update.
- Future member recruitment events discussed.
- Content for October newsletter discussed. Cath Wilson reported several members had contacted her re significant concerns re stroke service redesign as outlined in the local press – Cath Wilson to ask Karl Mainprize if he would contribute to October newsletter with more detailed breakdown of stroke service redesign.
- Next meeting Monday 3rd August 12.30-14.30.

Patient & Public Engagement and Experience Committee 7.7.15

Jerry Stanford

- The Terms of Reference document will be taken to September's meeting
- The Real Time Survey question revision is awaiting sign-off
- Friends & Family Test – the smart-phone facility is hardly used; posters designed to encourage better use have been circulated for comment
- NHS Choices April-June comments largely positive; PALS responding in each case.
- National in-patient Survey 2014 results were tabled. Airedale is standing still from previous year with specific areas of concern being toilet cleanliness, changed admission dates.
- Governor's report – a general feeling of repetition; Jerry to meet with Fiona and Peter Jackson to review process.
- National Child and young people survey is out and action plan will be available at next meeting.
- Volunteer Services and Patient & Carer Panel annual reports were circulated.
- New signage in the hospital will be rolled out by end of year.

Quality Account Steering Group report

Pauline Sharp

- The scheduled meeting of the group for June 20th was cancelled so there have been no meetings since the last Council of Governors meeting.
- However the governors have been updated on the Quality Improvement Strategy 2015-2018 at the May Network Session by the Medical Director, Karl Mainprize.
- In addition the governor choice of a Quality priority 2014/2015 was selected by the Council of Governors following a discussion with the Medical Director also at a Network meeting. The subject was "Emergency re-admission within 28 days of discharge from hospital", as part of the assurance on the data presented in the Quality Account, the Council of Governors requested third party testing of this indicator.

- The Quality Account time-line has been adhered to including submissions to both the Audit Committee and the Board also to the various Overview and Scrutiny committees of the Stakeholder Councils and Health Watch for responses.
- The Quality Account audit has been completed by Price Waterhouse Coopers and a limited assurance opinion has been given.
- The auditor (Ian Roberts) will present his report to the governors at the Annual Members Meeting which is prior to the Council of Governors Meeting on the 30th July 2015.

Right Care Board Progress Reports

Val Kimberley

- Dementia Care - Elaine has prepared and circulated the 'Here to Care' report. This focusses on the achievements of the last two years and the vision for the next two.
- Training - 73% of staff have now had Right Care training. Work is being done around mandatory training in the light of Right Care. The group recognised how all staff and notably porters and domestic staff are important in the overall patient experience and that customer care training for these groups is important. The task and finish group are setting up and launching the "hello, my name is.." project.
- Urgent Care - Following recent development sessions the mapping of pathways through urgent care has identified good and some less good aspects. Work is now going on to find ways to improve. Small and sometimes quite simple changes can make all the difference to the patient experience. Ward 2 have been focussing on the reduction of noise at night for example.
- Access points - Design of the car park is delayed due to personnel problems. The capital programme has been agreed so next stages can move forward. Barriers are planned to tell visitors where spaces are in the car park. £50,000 allocated this year to improve footpaths and walkways around the site. Work continues around the Wayfinder Project. It is vital that signs and patient letters are aligned correctly. It is hoped to have the letters sorted by the end of December. Implications regarding diversity and disability have to be addressed. There is now provision for visitors to park their bicycles - outside the Emergency Department.
- Leeds Metropolitan University students are to return in October. Purpose to be determined to get best use so timing is crucial otherwise no obvious change would be apparent since their initial audit.
- Risk assessments have been carried out for the Adopt a Courtyard initiative. There will be a display at the open day with a view to attract interest from volunteers and sponsors. The fundraiser is involved.
- The problems re public Wi-fi are now resolved.

Shared Purpose – Bringing Healthcare Home

Peter Allen

- Since our last meeting, the Shared Purpose project has now ceased as the end of implementation phase has ended and the workstream has been incorporated within the Hub as business as usual.
- Airedale, Wharfedale and Craven CCG and Bradford City and Bradford District CCG's have all agreed to continue commissioning the service and there has been interest from other areas as well.
- A small funding option has been secured to continue training and promotion about the service within the community and this funding will last for 12 – 18 months but this is a small

project and will only have an operational group as the governance, etc will flow through the Hub.

- The End of Implementation report has been completed and sent to the Health Foundation and the final evaluation is currently being conducted for the end of project report in December. A copy of the full report is available upon request.

Sustainability Project Group 17.7.15
David Pearson and Jerry Stanford

- This was the first meeting attended by the two new governors, David Pearson and Jerry Stanford. We were made particularly welcome, and the chairman said that any contributions we might make would be appreciated.
- The Trust's environmental record was currently very good, and the aim was to continue efforts to improve. It was recognised that any project which was able to demonstrate good environmental principles was also likely to be have financial benefits.
- Efforts would continue to involve all staff in working towards better waste management.