

**COUNCIL OF GOVERNORS**

Minutes of the Council of Governors meeting held on 11 June 2015  
At the Abbey Manor Business Centre, Preston Road, Yeovil, Somerset, BA20 2EN

<b>Present:</b>	Peter Wyman Sue Brown Sue Bulley Monica Denny Ian Fawcett Jane Gifford Hala Hall John Hawkins John Park Philip Tyrrell John Webster Alison Whitman Jane Lock Nicholas Craw Michael Fernando Yvonne Thorne	Chairman Public Governor Public Governor Public Governor Public Governor Public Governor [items 16/15 - 23/15] Public Governor Public Governor Public Governor Public Governor Public Governor Public Governor Appointed Governor [items 21/15 - 31/15] Staff Governor Staff Governor Staff Governor
<b>In Attendance:</b>	Mark Appleby  Maurice Dunster Maddie Groves Samantha Hann Roger Hayward Jo Howarth  Paul Mears Jade Renville Tracy Wilkinson	Head of Workforce Performance and Organisational Development [item 23-15] Non-Executive Director [items 16/15 - 23/15] Associate Director of Nursing [item 23/15] Assistant Company Secretary Head of Patient Experience [item 24/15] Associate Director of Patient Safety & Quality [item 24/15] Chief Executive [items 16/15 - 24/15] Company Secretary Medical Recruitment Manager [item 23/15]
<b>Apologies:</b>	Martin Ormston John Tricker Rob Childs Lou Evans David Recardo Judith Lindsay-Clark Paul Porter	Public Governor Public Governor Appointed Governor Appointed Governor Appointed Governor Staff Governor Staff Governor

		<b>Action</b>
16/15	<b>WELCOME AND APOLOGIES</b> Peter Wyman welcomed everyone to the meeting and introduced the newly elected governors; public governors Philip Tyrrell and Sue Brown and staff governors Yvonne Thorne and Nicholas Craw. Peter Wyman congratulated public governor John Park and staff governor Michael Fernando on being re-elected. Apologies for absence were received as noted above.	
17/15	<b>DECLARATIONS OF INTEREST</b> The Chairman declared that he is the Treasurer and Vice-Chairman of the University of Bath.	

18/15	<p><b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b></p> <p>The minutes of the meeting held on 18 March 2015 were approved as a true and accurate record. There were no matters arising not on the agenda.</p>	
19/15	<p><b>GOVERNOR ELECTION RESULTS 2015 &amp; INTRODUCTIONS FROM NEW GOVERNORS</b></p> <p>Peter Wyman verbally advised of the governor election results. He congratulated those governors who had been elected (see item 16/15) and gave the opportunity for introductions. Peter Wyman confirmed David Recardo had been appointed as the governor representing South Somerset District Council.</p>	
20/15	<p><b>CHIEF EXECUTIVE REPORT</b></p> <p>Paul Mears presented highlights from his written report, from which it was noted that:</p> <p><b>Director Responsibilities</b></p> <p>There are a number of strategic projects underway within the organisation that are important to the delivery of new models of integrated care. To ensure there is sufficient executive capacity to lead strategic programmes, the Board of Directors has agreed with Jonathan Higman that he will take on a new role of Director of Strategic Development from mid-June. Jonathan Higman will attend future Council meetings to provide updates on the development of these projects and the Trust's strategic priorities. Simon Sethi will join the Trust in mid-June to fill the role of Director of Urgent Care and Long Terms Conditions on an interim basis. Dr Meredith Kane has been appointed as the Associate Medical Director. Paul Mears confirmed Oliver Wyman Consultancy have been appointed to support YDH progress its strategic developments.</p> <p><b>Nursing</b></p> <p>There have been challenges nationwide with the recruitment of nurses as a result of workforce shortages. Further to an innovative recruitment campaigns (item 23/15 refers) nurses have been recruited to YDH with the hope that the Trust will exceed the required establishment by September 2015. Active recruitment would continue due to the natural turnover of any Trust's workforce and to ensure the best service provision for patients.</p> <p><b>Special Sundays</b></p> <p>YDH is a finalist in the Aviva Community Fund competition to secure £10,000 for the hospital's entry 'Special Sundays' in the 'supporting the older generation' funding category. If successful, the funding will be used to offer older patients in the hospital the chance to participate in a variety of special activities and events one Sunday each month.</p> <p><b>CQC Mock Inspection</b></p> <p>The CQC is in the process of inspecting each hospital trust in the country by April 2016 and it is likely YDH will be inspected in winter 2015/16. YDH is working with PwC on CQC readiness work and a mock inspection was carried out on 19 May 2015. In summary, the mock inspection feedback identified that the standard of quality care provided at YDH is high despite the operational pressures the Trust faces. Areas of improvement were also highlighted and these will be addressed as part of business as usual improvement activity.</p>	<p><b>JHig</b></p>

	<p>Paul Mears spoke of two externally recognised examples of the work of the Trust:</p> <ul style="list-style-type: none"> <li>• Mr Nader Francis, Colorectal Surgeon, and three of his colleagues from YDH recently attended the European Association of Endoscopic Surgeons (EAES) Congress in Bucharest. Four conference papers were presented by Yeovil clinicians with two of the papers winning top prizes</li> <li>• Dr Alex Bickerton, a consultant in diabetes and endocrinology, has been selected as one of the 16 national clinical champions for Diabetes UK. This work fits well with the hospital's agenda and this appointment is positive news for the Trust and wider health community</li> </ul> <p>John Hawkins asked for more information regarding the prefabricated ward. Paul Mears advised the ward would be located on the top of the outpatients roof and access would be granted through level 4. The Trust is applying for planning permission and it is hoped the ward will be operational by December 2015.</p> <p>Philip Tyrrell spoke of the large number of housing developments in Yeovil and the impact on the hospital. Paul Mears said if the system is not redesigned, the hospital would need more resources and wards to cope with the increased level of demand in the next 5/10 years which is both operationally and financially unfeasible. However if the system is redesigned through the Symphony Project to achieve long-term sustainability.</p>	
21/15	<p><b>NEW MODELS OF CARE &amp; VANGUARD</b></p> <p>Paul Mears provided background information for the benefit of the new governors advising of the work undertaken in the past two years as part of the Symphony Project and confirmed YDH had been selected as a "vanguard site" to develop and implement a Primary and Acute Care System (PACS) model as set out in the NHS Five Year Forward View (5YFV). YDH's proposal will also build on the work undertaken recently to develop relationships with GPs in South Somerset. He confirmed 29 sites had been selected across the country, 9 of which would develop a PACS model with YDH being the only site to do so in the South West.</p> <p>Paul Mears spoke of the financial challenges facing the NHS both nationally and locally and advised in South Somerset 50% of the cost across the health and social care sector is spent on 4% of the population who have the most complex of needs. He said this further highlights the need to establish a PACS system that provides person centred co-ordinated care.</p> <p>Paul Mears said YDH received a visit in May from the national team as part of the vanguard programme feedback from which had been positive. Paul Mears confirmed a Programme Board was in place to oversee the development of the plans and there are 4 representatives from YDH and 4 from Primary Care (elected by 19 South Somerset). John Park asked whether other stakeholders will be included on the Programme Board and Paul Mears confirmed there will be representation at part of the meeting from Somerset Partnership NHS Foundation Trust, Somerset County Council and Somerset Clinical Commissioning Group (CCG). He added that voluntary sector organisations will be involved at the working group level. Paul Mears confirmed there are many bilateral discussions taking place with other stakeholders (including Dorset CCG and GPs) and this will continue as the work develops.</p>	

	<p>Ian Fawcett questioned whether the venture has political support both locally and nationally. Paul Mears advised contact has been made with the new MP for Yeovil and Rt Hon Oliver Letwin, MP for West Dorset, has previously met with the Trust. Peter Wyman confirmed key relationships are also being developed nationally.</p> <p>The question was raised how the health and social care budget could be combined especially as the social services funding streams are different from that of the NHS. Paul Mears confirmed the Trust is currently working with the Somerset CCG (YDH's commissioner), the Local Authority (social services commissioner) and NHS England (primary care commissioner) to establish outcomes based commissioning and a joint budget. This is different to the current system which is mainly activity driven and is expected to improve patient outcomes (aligned to the Symphony Project) and achieve financial efficiency.</p> <p>Yvonne Thorne asked about the communication and engagement methods for the programme and whether the information is filtering down to all staff groups. Paul Mears confirmed there are a variety of methods in place including CONECT weekly, CONECT staff, CONECT managers, team meetings, staff suggestions area on intranet. He added that communication is a two-way process and staff must also engage with the executives and their line managers. John Park questioned whether staff attend the meetings arranged and Paul Mears advised the turnout can vary particularly for different clinical departments and it has always been a challenge for ward staff to attend meetings. These issues are being reviewed and meetings will be arranged for a time and date which is convenient for those teams whenever possible.</p> <p>Paul Mears provided an overview of the work of the Symphony 0.5 Integrated Care Hub based at the hospital and the Council viewed a video from a patient who spoke of the difference the hub had made on her life. Nicholas Craw asked whether patients are registered with their GP and/or the hub. Paul Mears confirmed patients are registered with their own GP who refers the patient into the hub. Consultants are also able to refer patients who they think would benefit from the work undertaken by the hub. The question of how the Symphony Hub was funded was raised and Paul Mears confirmed the CCG provided additional funds to test and learn from a pilot scheme. The hub is located at the hospital and two more are planned across South Somerset.</p> <p>Jane Lock said that social care teams have also established hubs and expressed caution about causing confusion with the duplicate terminology. Paul Mears confirmed discussions with social care are taking place regarding working together to develop and cover all health and social care needs.</p> <p>Sue Bulley commented how welcoming it was to hear from the video of patients being able to take ownership of their care. The hub had received good feedback from patients.</p>	
22/15	<p><b>CHIEF FINANCE AND COMMERCIAL OFFICER REPORT</b></p> <p>Peter Wyman presented the Finance Report explaining that the unprecedented operational pressures and associated medical and nursing agency, locum and bank expenditure led to a higher than budgeted deficit in 2014/15. Peter Wyman advised that agreement from the Dorset and Somerset CCGs to invoice two months in advance means YDH should maintain positive cash levels into late summer before requiring deficit support.</p>	

	<p>The Council were advised that Monitor is visiting the Trust in June to discuss the ongoing investigation into the Trust's finances and strategic plans for long-term sustainability, recognising that the Trust has a deficit budget for 2015/16. The Trust has been open and transparent with Monitor throughout the investigation, which has been a collaborative, learning process. Paul Mears advised a significant proportion of acute hospitals are in deficit, compared with a number of mental health and community trusts in surplus. He said this further supports the need for the health and social care system to be redesigned where the priority is the provision of safe, high quality care for the patient.</p> <p>John Park asked whether CIP plans had been identified and Paul Mears confirmed plans are in place to achieve circa £3efficiency savings across the Trust. He added that while making efficiencies is important, of greater priority is the continued delivery of safe services.</p> <p>Paul Mears provided an overview for the benefit of the new governors of the Trust's contract with Intersystems for the implementation of TrakCare and the electronic health record (EHR). Phase 1 is currently underway and the aim is to go live and implement phase 1 October/November 2015. John Park asked for an explanation of the terminology used and Paul Mears confirmed TrakCare is the product name. Jane Lock asked whether agency staff will be able to use the system. Paul Mears confirmed agency staff will be trained, if required, however the majority of the work undertaken on the PAS system on the wards is carried out by the ward clerk.</p> <p>Peter Wyman provided the Council with an estates update. Phase 1 and 2 of the Special Care Baby Unit project is underway to create a temporary space for the unit. Work will continue throughout the summer with a handover towards the end of the year. Planning permission for the multi-storey car park will be submitted in June 2015 and the intention is work will begin on site in January 2016. A maintenance backlog survey has been undertaken and results are awaited which will help the Trust prioritise plans for the next 5 years.</p>	
23/15	<p><b>HR WORKFORCE PRESENTATIONS</b></p> <p>Peter Wyman welcomed Maddie Groves, Tracy Wilkinson and Mark Appleby to the meeting to provide the Council with an update on HR workforce.</p> <p><b>Nursing Recruitment</b></p> <p>Maddie Groves spoke of the work with the Communications Team to raise the profile of the Trust on social media, YouTube, radio and google. Maddie Groves advised the Trust's website has been updated and applicants applying for nursing posts are now able to submit their CVs via the website and no longer have to apply through NHS Jobs. Interviews are scheduled every fortnight to ensure suitable candidates can be interviewed and appointed as soon as possible. She also advised the Council of the Return to Acute Care Environment (RACE) course developed for the Trust which provided qualified nurses who had not worked in an acute hospital before, or who had not worked in the environment for a number of years, the opportunity to refresh their nursing skills within an acute care environment. Following completion of the course, all nurses were offered employment with the Trust and have received a 4 week supported induction.</p> <p>Maddie Groves advised the Trust has worked closely with NEU Professionals International Healthcare Recruitment Agency to recruit international EU nurses from Italy and Spain who have the transferrable skills to work within the UK.</p>	

The first cohort of nurses commenced work with YDH in May 2015 and the second cohort will start in July 2015. As with the RACE nurses, the EU nurses are provided with a 4 week supported induction. Maddie Groves advised the Trust has explored non-EU recruitment which is more difficult due to additional measures the applicants must go through to be able to work within the UK.

Maddie Groves presented the projected vacancy/over established monthly position based on the recruitment and natural turnover and it is predicted that by September 2015 the Trust should have sufficient establishment which will enable to the YDH to significantly reduce the usage and expenditure of agency nurses.

The governors asked about the language barrier for the international EU and non-EU nurses. Maddie Groves confirmed applicants are assessed on their language skills at interview and all successful nurses are supervised when they first arrive at YDH.

Sue Bulley questioned whether retaining the recruited nurses was a concern for the Trust. Maddie Groves advised there will always be natural turnover and some of the nurses may wish to move to bigger trusts in the future but she stressed the applicants and the recruitment agencies used are advised of the rural setting of YDH. Paul Mears advised the Trust offers a relocation package to the nurses to ensure the transition is as seamless as possible.

#### **Medical Recruitment**

Tracy Wilkinson presented an overview of the medical vacancies at the Trust including consultant, middle grade doctors and Trust Fellows across a number of specialities. She advised the training doctor posts are recruited nationally through Deaneries and YDH is unable to advertise for these posts as they would for other roles.

Tracy Wilkinson confirmed the HR Directorate has been restructured to create a HR Team and a Recruitment Team. As with recruitment for nurses, the Recruitment Team is focusing on promoting YDH as a place to work and have updated the website to allow CVs to be submitted directly to the Trust, improved the google search ranking and are offering benefits and relocation packages for each grade. The advert text and job descriptions have been reviewed and improved and a recruitment brochure has been developed for each speciality.

Tracy Wilkinson spoke of work undertaken by the team to recruit medical staff including instructing agencies to source suitable candidates arranging 14 interviews in Dubai and undertaking regular Skype interviews. Tracy Wilkinson provided an overview of the future plans for the team including establishing a 'refer a friend' scheme for medical posts, developing a talent pool, attending recruitment fairs and conferences, exploring LinkedIn to headhunt candidates and working with Deaneries and Royal Colleges to identify and recruit new talent.

#### **Staff Survey, Academy Workplan and Apprentices**

Mark Appleby advised that in partnership with Yeovil College, the YDH Academy Vocational Team deliver apprenticeship training. He confirmed the Trust has apprentices across a variety of teams including outpatients, theatres, wards, the Academy, HR, catering and domestic services. Mark Appleby spoke of other areas still to be explored including finance, clinical therapies, maternity and paediatrics and he advised all vacant Agenda for Change Band 1 and 2 posts are being reviewed to be used as an apprenticeship.

	<p>Mark Appleby discussed with the Council the benefits of employing apprentices including developing skilled workers for the future, loyal members of staff and motivated and satisfied workforce. Apprenticeships at YDH are for 18-24 months with a day release to Yeovil College. Mark Appleby confirmed there is no contractual requirement for YDH to employ the apprentice at the end. Mark Appleby confirmed the number of apprentices is increasing with 19 trained in 2012/13, 45 in 2013/14 and 78 in 2014/15.</p> <p>Jane Lock spoke to the Council of the success of 'Project Search' which provided interns with learning disabilities the opportunity to work at YDH, which has resulted in substantive employment for some of the interns. Paul Mears confirmed the graduation for the second cohort is taking place at the end of June 2015. The Council of Governors agreed they would welcome a presentation providing more information regarding Project Search in a future meeting.</p> <p>Mark Appleby provided an overview of the performance against the staff, noting as an overall movement in the year compared against the 2013 responses for the staff survey which was undertaken in November 2014. It was noted the response rate had risen from 49% in 2013 to 66% in 2014. Mark Appleby confirmed the Trust has areas of focus for 2015 based on what staff reported through the survey with the main focus being on improving communication and managing change. The HR team is currently in discussions with departments and asking for feedback following the results of the survey which will help inform the corporate response plan.</p> <p>Mark Appleby presented the Academy Education and Training 2 Year Plan which identifies 7 strands - mandatory training, leadership and development, professional registration, continued profession development, vocational education, talent management and equality, diversity and inclusion. Mark Appleby advised that under each strand the plan identifies what the Trust has achieved so far and the areas of focus for the future. He confirmed the Trust is also developing an Organisational Development Plan.</p>	<b>JR/SH</b>
24/15	<p><b>GOVERNOR INFORMATION DASHBOARD</b></p> <p>Paul Mears presented the governor information dashboard explaining the Board of Directors receives additional supporting information on a monthly basis for a more detailed review. Paul Mears highlighted key areas of operational pressure from which it was noted that:</p> <p><b>Patient Experience</b> As the operational pressures are easing, the friends and family response rate had improved as had the number of compliments received by the Trust.</p> <p><b>Infection Control/Safety</b> Paul Mears advised there were 2 MRSA cases in January and March 2015, which were the first since March 2013. Both cases were in ICU and a detailed analysis of both cases had been undertaken and actions taken forward. The infection control teams are working with the nursing teams to improve infection control.</p> <p><b>Workforce</b> There continues to be a reduction in sickness absence.</p>	

	<p><b>Referral to Treatment Time (RTT)</b>  One of the biggest challenges for the Trust currently is managing the waiting lists to meet the 18 week RTT as a number of operations had to be cancelled over winter to manage exceptional operational demand and the waiting lists have grown significantly. A recovery plan is in place.</p> <p><b>A&amp;E</b>  YDH achieved the target of 95% of patients seen and discharged within 4 hours in A&amp;E in April 2015. Paul Mears confirmed the Trust's ambulance handover is one of the best in the South West.</p>	
25/15	<p><b>QUALITY, PATIENT SAFETY AND EXPERIENCE OVERVIEW</b></p> <p><b>Catering</b>  Roger Hayward tabled a presentation on the recent projects undertaken by YDH to improve patient experience. Roger Hayward spoke of the refurbishment of the canteen one year on and advised it continues to perform well with consistent revenue. Patient and visitors numbers have increased since the refurbishment and the retail range is under constant review. He spoke of the success of the coffee pods located within the hospital and advised the A&amp;E waiting room had recently undergone a refurbishment which included an additional coffee pod which replaced the vending machines.</p> <p>Roger Hayward spoke of the proposal put forward by the Nutrition Steering Group to enhance patient nutrition by introducing snacks between key meal service times. Roger Hayward also advised that the Board of Directors has approved a new hot meals service. The service was agreed within the 2015/16 budget and contractual agreements with the provider of the service 'steamplicity' were signed in April 2015. All the meals are chilled and cooked on the wards. 230 members of staff were trained in April and May 2015 and the service went live on 12 May 2015. The feedback received to date has been positive. John Webster advised he took part in the CQC mock inspection and the only complaint received regarding the steamplicity meals were that the portion sizes were too big for some patients but the quality of the food was excellent. Roger Hayward confirmed the meals have a fixed portion size but noted the feedback. Roger Hayward confirmed the meals are coloured coded for the patients and advise which meals fulfil different dietary requirements for instance gluten free or low sodium content.</p> <p><b>Car Parking</b>  Roger Hayward confirmed a second temporary car park opened in December 2014. There were immediate benefits to patients including the reduced time taken to find a car parking space on site and the removal of the barriers. The Trust moved to Automated Number Plate Recognition (ANPR) technology through partnership with ParkingEye in January 2015. Consistent negative feedback was received by patients and visitors and subsequent parking signage was increased to assist users of the car park to understand the system and the changes. In March 2015, both car parks moved to pay and display with ANPR remaining in operation in the drop off zones. Roger Hayward advised a Parking Enforcement Officer is in post as the barriers have not been reinstated. He advised the number of tickets issuing fines have been very small in comparison with the numbers using the car parks and he confirmed the revenue during the last 6 months has been consistent.</p>	



Roger Hayward advised Interserve and Prime the strategic estates partner for YDH, is supporting YDH with obtaining planning permission for a multi-storey car park with 650 spaces. Staff and public consultations have been undertaken which were reasonably attended and it is anticipated it will be operational in 2017.

Sue Brown asked whether the car park charges have been reviewed. Peter Wyman confirmed the revenue generated from the car park goes directly back into the hospital to improve patient care and there are concessions available. Sue Bulley asked whether the Trust has received any financial penalty for the change to the payment system and returning to pay and display car parks. Roger Hayward confirmed as the Trust still holds a contract with ParkingEye and no charges have been incurred by YDH. Monica Denny asked if the multi-storey car park will have the facility to advise users before entering the car park that it is full and Roger Hayward confirmed this facility would be available. Jane Lock questioned whether Kingston Wing patients could have the complimentary parking permit sent to them prior to arriving on the day to improve the experience as currently patients must visit reception to collect a permit and have to take this back to their car before arriving at the Kingston Wing. Roger Hayward confirmed he would explore this suggestion. Peter Wyman thanked Roger Hayward for the presentation.

#### **Quality Account, Patient Safety Update and Sign Up to Safety Campaign**

Jo Howarth introduced herself and tabled a presentation on the Quality Account, patient safety and the Sign Up to Safety Campaign. Jo Howarth confirmed the Quality Account drives improvement and care and provide a summary of the Trust's achievements in relation to quality of care for the previous year. She confirmed that the Trust had achieved a reduction of 20% in 2014/15 in grade 2 and above hospital acquired pressure ulcers, on top of a 40% reduction in 2013/14. The governor indicator had been agreed as patient experience of discharge.

Jo Howarth advised that the Trust had subscribed to the Sign Up to Safety Campaign which commits the Trust to five pledges:

- Putting safety first
- Continually learn
- Being honest
- Collaborating
- Being supportive

She also spoke of the implementation of harm free care groups, Safety Thermometer, problem-based learning groups, quality improvement programmes and the accelerated patient safety officer training. The working groups aim to ensure staff are engaged and help to ensure the Trust delivers against the pledges. Jo Howarth confirmed the problem-based learning groups had been established to allow time for reflective learning amongst colleagues and to ensure learning is embedded throughout the Trust.

Jo Howarth advised there had been an increase in clostridium difficile (c.difficile) cases and disappointingly 2 MRSA blood stream infections in 2015, the first cases since March 2013. There had been no reduction in inpatient falls but there had been a 12% reduction in harm to patients that had fallen. The patient experience approach had been improved and all members of the patient experience team are able to deal with complaints, PALS enquiries and supporting patients with bereavement.

	<p>Jo Howarth spoke of the reduction over the year in the number of formal complaints received. Jo Howarth advised the Council of the strict and formal process the Trust must comply with when a formal complaint is received (YDH has 25 days from receipt of the complaint). She spoke of how the formal complaint process can be extended if a root cause analysis is required and the Trust then has 60 days to respond.</p> <p>John Park questioned whether a patient experience group had been established to replace the patient experience committee which had been disbanded. Jade Renville confirmed a group had been set up which would be chaired by Linda Hann, Patient Experience Manager, which will meet monthly. Jade Renville confirmed there is staff representation on the group from across the Trust and an additional staff governor will be invited to join the group. The Council were advised the patient experience group will report to the Governance Committee.</p> <p>Jo Howarth advised the Council that YDH won the Patient Safety Award for the work of the patient Safety Thermometer and for the approach the Trust has taken and the shared learning. Jo Howarth provided an overview of the aims of the Quality Improvement Strategy and advised the Strategy is currently being drafted and a copy will be presented to the Council at a later date. Jo Howarth spoke of the key deliverables for 2015/16 which included no more than 8 cases of c.difficile, 0 cases of MRSA bloodstream infection and a 10% reduction in falls resulting in harm. The Trust must also 4 national CQUINS and 5 local CQUINS.</p>	
26/15	<p><b>REPORTS FROM ASSURANCE COMMITTEES</b></p> <p>The Council had received by email copies of the draft minutes for CGAC, NCRAC and the Audit Committee which were held on 17 April 2015.</p> <p>From these Ian Fawcett highlighted CGAC received a presentation from Helen Williams, Associate Director and Head of Midwifery, on the recommendations of the Morecambe Bay Investigation Report and the relevance for the Trust. CGAC were reassured of the quality of care provided at YDH but an action plan is in place on the areas identified where improvements could be made to the service provided. Hala Hall confirmed NCRAC received a presentation from Mark Appleby on the Academy Education and Training 2 Year Plan.</p> <p>Jade Renville advised the Council that the Board of Directors has to merge the two assurance committees to form one governance committee. The terms of reference for the committee would be revised accordingly. A review of the governor observers these committees would be carried out as a result of the formation of the governance committee.</p> <p>Within the papers a summary report from the Audit Committee had been included which identified the areas discussed at the meeting. John Park confirmed he had nothing further to add.</p>	JR
27/15	<p><b>REPORTS FROM GOVERNOR WORKING GROUPS</b></p> <p>The Council had received by email copies of the draft minutes for the governor working groups. The Council noted the following reports from governor committees and working groups:</p>	

	<p><b>Strategy and Performance – 15 May 2015</b>  Within the papers a summary report from the Strategy and Performance working group had been included which identified the areas discussed at the meeting, all of which had been covered during the course of the Council meeting.</p> <p><b>Membership and Communications – 14 May 2015</b>  Hala Hall presented the enclosed report which identified the areas discussed at the meeting together with the enclosed guidance document ‘Representing the Interests of Members and the Public’ which she confirmed was a useful tool on how to increase membership. Hala Hall advised the group discussed at length how the governors can fulfil their statutory requirement to represent their constituencies. The group asked the Council to identify local events, forums and groups within their constituencies and email these to Samantha Hann who would collate the information for discussion at the next group meeting.</p>	<b>ALL</b>
28/15	<p><b>FEEDBACK FROM OTHER NHS COUNCIL OF GOVERNOR MEETINGS</b>  Jade Renville advised governors had been invited to attend the Council of Governor meetings and Governing Body meetings for local health organisations. Feedback would be provided to each organisation and representatives from their organisations had been invited to attend the YDH Council of Governor meetings. To date YDH representatives had attended the following Council of Governor meetings:</p> <p><b>Somerset Partnership NHS Foundation Trust – 12 May 2015</b>  John Hawkins, Julia Hendrie, Jade Renville and Samantha Hann attended.</p> <p><b>Dorset County Hospital – Monday 1 June 2015</b>  Ian Fawcett and Jade Renville attended.</p> <p><b>Taunton and Somerset NHS Foundation Trust – Wednesday 3 June 2015</b>  Alison Whitman and Michael Fernando attended.</p>	
29/15	<p><b>ANY OTHER BUSINESS</b>  There was no further business to discuss.</p>	
30/15	<p><b>EXCLUSION OF THE PUBLIC</b>  The Council resolved to exclude the public and others for the remainder of the meeting.</p>	
31/15	<p><b>DATE OF NEXT MEETING</b>  The next meeting will be held on Thursday 17 September 2015.</p>	