

**MINUTES OF THE BOARD OF GOVERNORS  
HELD ON THURSDAY 28 NOVEMBER 2013  
AT 4.00 p.m. – 5.30 p.m.  
OLYMPIA HOUSE**

**PRESENT:**

Mike Briggs	(MB)	Independent Chair
Joe Warner	(JW)	Managing Director
Aaron Harney	(AH)	Employee Governor
Katherine Grady	(KG)	Employee Governor
Christine Wallis	(CW)	Carer Governor
Sarah Middleton	(SM)	Employee Governor
Christine Jackson	(CJ)	Leadership Governor
Vicky Lee	(VL)	Employee Governor
Maria Page	(MP)	Employee Governor

**APOLOGIES:**

Helen Kenyon	(HK)	CCG Governor
Bev Compton	(BC)	Local Authority Governor
Christine Forman	(CF)	Community Governor

**IN ATTENDANCE:**

Sharon Pearson	(SP)	Board Secretary
Lindsay Francis	(LF)	Admin Support

**Action**

**1 Apologies**

Apologies received from Helen Kenyon, Bev Compton and Christine Forman.

**2 Minutes of the Previous Meeting**

KG brought to the Board's attention the use of the word 'emailing' when requesting Communications to send out messages, documents etc. In future all requests will be requested for 'circulation'. In the case of Item 4 in the previous minutes the request was for the Chair and Governors to receive the Performance Wheel by email as they do not have access to the Intranet.

**KG**

The Minutes of the previous meeting held on 7 November 2013 were agreed and signed as a true and accurate record.

**3 Matters Arising**

**Datix**

SM queried a request she had received in her previous role as Datix Manager for A3. It was agreed that if appropriate to A3 then SM to respond. SM said she would check to see whether she could still access Datix.

**Healthy Lives, Healthy Futures**

JW reported that he would be attending a Clinical Stakeholder Summit meeting on Friday, 29 November at Barton Upon Humber and that he would report back to Board meeting in January 2014.

JW

**Action Sheet**

4.0 (9 October meeting): CJ reported that there had been some developments concerning respite and that she would report back to the Board at a later date.

CJ

10.0 (9 October meeting): No update as yet on the Doughty Centre.

**4 Performance**

No further update.

**5 Finance**

No further update.

**6 Human Resources**

No further update in terms of figures but action has been taken regarding vacancies.

JW reported that a Workshop was taking place on Friday, 29 November to look into the question of vacancies. It was hoped that 6 unqualified workers could be recruited on an Interim basis. One Agency staff had been recruited and a new member of staff was starting next week.

The Chair reiterated his concern at the high level of vacancies and for the need to give recruitment a high priority. He asked that a full picture of the vacancies be brought back to the next Board meeting in January 2014.

NM

**7 Risk**

No further update.

**8 Winter Pressures**

JW reported that he had had a discussion with the Leadership Team regarding Winter pressures. Should the weather cause disruption and travel difficulties, everyone now has an agile kit and therefore equipped to work from home or another location should this become necessary. All staff have been asked to test their agile kits, including their phones, to make sure they can work satisfactorily from home.

The supply of winter warmth and food packages in hand.

JW reported that the CCG has put in place additional beds and that agreements were on-going in relation to additional staffing.

VL raised her concern regarding placements by Care Plus and how this may have a knock on effect with focus. JW reported that he had had a conversation with Care Plus regarding Rapid and discharge, and that he would go back and discuss third party top up.

JW

The Chair asked if anything was being done regarding Falls Prevention. It was reported that Sue Bartlett-Moore attends winter pressure meetings and links in with others regarding falls prevention.

MP asked if any more thought had been given to the use of 4 wheel drives. SP reported that a voluntary service in Louth is available to us. This proved very successful in 2010 when we did utilise the service heavily. Ros Davey has been collating information on who owns 4 wheel drives, has additional skills etc. that could be utilised in the event of emergency/adverse weather conditions. The business team are able to map where staff live and where they can operate from if the need arises.

From the discussion on Winter Pressures the Chair felt content that all issues were being addressed and that preparations were well underway.

## 9 Policies

SP asked the Board for any comments on the supporting Policies:

### Alternative Working Patterns Policy and Guidance

The form attached at the end of the policy refers to a Statutory Right to Request which is not mentioned in the policy

### Ex Offender Policy Statement

It was stressed that employees must declare any arrests, prosecutions and criminal offences as soon as known. The onus was clearly on the individual to report such an act immediately to their Line Manager.

### Gifts and Hospitality Policy and Guidance

No comment.

### Job Share Policy

No comment.

### Lone Worker Policy and Procedure

Visiting clients at home, section d) to read "in the premises the staff member should ask the client" (i.e. replace the word patient with client);

Visiting clients at home, section f). It was questioned whether full home

addresses should be recorded in Outlook calendars. It was agreed that this was not necessary as all addresses were clearly recorded on SystemOne.

Probationary Period Policy and Procedure

No comment.

Social Media Policy and Guidance

No comment.

Working Time Directive Guidance

Under Section 7 Adolescent Workers it was questioned whether employees who are over the school leaving age but under 18 i.e. 16 could be employed. The answer was yes, but presently none were employed.

With the above amendments/comments, the Board approved the Policies.

SP would now amend the Policies as agreed. These would then be put on the Portal and discussed at a future Communications Event.

SP

**Young Carers MOU**

- 10 The supporting paper was taken as read. JW thought the document very positive and asked that if the Board was happy with it then he would sign off the document. The Board agreed.

JW

**AOB**

- 11 There being no other business the meeting closed at 4.30pm with the Chair wishing everyone a very Merry Christmas.

**Date of Next Meeting: Thursday, 9 January, 2014.**

These minutes are accepted as a true and accurate record.....



Chairman

Date: 9/01/2014.....

From Meeting 02 May 2013		By Whom	By When	Completed
Action				
7:1	Agile policy to be brought back to the Board for endorsement in due course.	K Cook/N Mekkaoui	31 December 2013	
From Meeting 09 October 2013				
Action		By Whom	By When	Completed
4.0	CJ has entered into a discussion with CCG with regard to further work and will feed back to the Board at a later date.	Christine Jackson	Watching brief	
10.0	Due to the plans for the Doughty Centre the requirements for this building could change. JW/SP are following this up with the solicitors.	Joe Warner and Sharon Pearson	Watching Brief	
From Meeting 07 November 2013				
Action		By Whom	By When	Completed
4.0	As some Governors do not have access to the Intranet, KG to liaise with Marc Wilson regarding emailing out the latest version of the Performance Wheel presentation.	KG/Marc Wilson	ASAP	
7.0	The identified risk of a lack of a Serious Incident Reporting system was being addressed.	Sharon Pearson	31/12/13	
8.0	JW and HK to keep the Board updated bi-monthly on the progress of Healthy Lives, Healthy Futures.	Joe Warner and Helen Kenyon	9/1/14	
8.0	A core value of focus to work with the Community and get the profile of focus out into the Community. JW happy to go out and do this.	Joe Warner	9/1/14	

**From Meeting 28 November 2013**

Action	By Whom	By When	Completed
3.0 JW reported that he would be attending a Clinical Stakeholder Summit meeting on Friday, 29 November at Barton Upon Humber and that he would report back to Board meeting in January 2014.	JW	January 2014	
6.0 A full picture of the vacancies to be brought back to the next Board meeting in January 2014.	NM	January 2014	
8.0 JW reported that he had had a conversation with Care Plus regarding Rapid and discharge, and that he would go back and discuss third party top off.	JW	January 2014	
9.0 SP to amend the Policies as agreed, put on the Portal and discuss at future Comms Event.	SP	January 2014	
10. Young Carers MOU – JW to sign off document	JW	ASAP	