

**Minutes of the Public Trust Board Meeting held on
Thursday 26 March 2020 at 10.15am
Seminar Room 17, Learning & Research Building, Southmead Hospital**

Present:

Michele Romaine	Chair	Andrea Young	Chief Executive
Kelvin Blake	Non-Executive Director	Evelyn Barker	Chief Operating Officer
John Everitt	Non-Executive Director	Helen Blanchard	Director of Nursing & Quality
Jaki Meekings-Davis	Non-Executive Director	Chris Burton	Medical Director
Rob Mould	Non-Executive Director	Neil Darvill	Director of Informatics
John Iredale	Non-Executive Director	Catherine Phillips	Director of Finance
Tim Gregory	Non-Executive Director	Jacqui Marshall	Director of People & Transformation

In Attendance:

Xavier Bell	Director of Corporate Governance & Trust Secretary	Kate Debley	Deputy Trust Secretary
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Observers: Due to the impact of Coronavirus COVID-19, the Trust Chair took the decision to suspend non-urgent and non-essential meetings until further notice. The Trust Board met virtually but was unable to invite people to attend the public session. Trust Board papers were published on the website, and interested members of the public were invited to submit questions in line with the Trust's normal processes.

TB/20/03/01	Welcome	Action
	The Chair welcomed everyone to the public meeting of the Board. Tim Gregory, Non-Executive Director, Jaki Meekings-Davis, Non-Executive Director, Kelvin Blake, Non-Executive Director, Rob Mould, Non-Executive Director, John Iredale, Non-Executive Director and John Everitt, Non-Executive Director, joined by teleconference.	
TB/20/03/02	Apologies For Absence and Welcome	
	The Board noted that apologies for absence had been received from Simon Wood, Director of Estates, Facilities & Capital Planning.	
TB/20/03/03	Declarations of Interest	
	There were no declarations of interest nor updates to the Trust Board register of interests as currently published on the NBT website and annexed to the Board papers.	
TB/20/03/04	Minutes of the previous Public Trust Board Meeting	

RESOLVED that the minutes of the public meeting held on 30 January 2020 be approved as a true and correct record other than the following amendment:

- In paragraph TB/20/01/06 the second sentence should now read 'Chris Burton, Medical Director, and Andrea Young, Chief Executive had met with the Junior Doctor Forum...'

TB/20/03/05 Action Log and Matters Arising from the Previous Meeting

All updates on the Action Log were noted.

There were no matters arising noted.

RESOLVED that the Action Log be noted.

TB/20/03/06 Chair's Business

The Chair advised that revised governance arrangements were being put in place to reflect Covid-19 planning and response.

Xavier Bell, Director of Corporate Governance and Trust Secretary, reported that the decision had been taken to stand all Board sub-committees down for the next three months, other than the statutory Audit, Charity and Remuneration Committees. Items from the stood down Committees' work plans would be added to Trust Board agendas as required.

The Chair then noted that this was the last meeting for Rob Mould, Non-Executive Director, before the end of his term of appointment. The Board noted their gratitude to Rob for his service and support over the past 10 years. Tim Gregory, Non-Executive Director, will deputise for the Trust Chair from 1 April 2020.

RESOLVED that the Chair's Briefing be noted.

TB/20/03/07 Chief Executive's Report

Andrea Young, Chief Executive, confirmed that in line with national guidance all non-Covid-19 planning work has been suspended. This includes operational planning, system planning and the financial recovery regime.

Andrea further reported that that the Trust had mobilised quickly and effectively to change ways of working in response to Covid-19. E-observations have been rolled out across the Trust and will provide an overview of safety. All staff now have access to Microsoft Teams to help enable remote and socially distant working

RESOLVED that the Chief Executive's Report be noted.

TB/20/03/08 Integrated Performance Report

Evelyn Barker, Chief Operating Officer and Deputy Chief Executive, presented the Integrated Performance Report.

During the ensuing discussion the following points were noted:

- The data contained in the report is for February, reflecting a challenging winter month.
- Due to pressures a number of routine procedures had been cancelled, which had had an impact on RTT and 52 week waits.
- Cancer performance had also been challenged due to winter pressures.
- The Chair asked whether caesarean section rates were connected to increased rates of induction of labour. Helen Blanchard, Director of Nursing & Quality, advised that induction of labour tends to lead to a higher chance of caesarean section and other medicalisation. It was agreed that a deep dive is required to fully understand the position.

RESOLVED that the Integrated Performance Report be noted and that a deep dive on caesarean section rates be undertaken.

HB

TB/20/03/09 Annual Equality Diversity & Inclusion Update; Valuing You

Jacqui Marshall, Director of People & Transformation, presented the 'Valuing You' Update Report, inclusive of the Gender Pay Gap and Workforce Race Equality Standard (WRES) Aspirational Targets.

The Board noted their thanks to Jas Kaur, Head of Equality, Diversity & Inclusion, for all the work she has done on these reports.

RESOLVED that:

- **The Gender Pay Gap Report be approved for publication;**
- **The independent review of NBT Gender Pay Gap should continue;**
- **All other actions recommended in the Report should be suspended due to the impact of Covid-19, other than that BME staff should continue to be supported.**

TB/20/03/10 Any Other Business

No items of Other Business were noted.

TB/20/03/11 Questions from the Public in Relation to Agenda Items

None received.

TB/20/03/12 Date of Next Meeting

The next public meeting of the Board was scheduled to take place on Thursday 28 May 2020, 10.00 a.m. Seminar Room 4, Learning & Research Building, Southmead Hospital. The Board will meet virtually and will be unable to invite people to attend the public session. Trust Board papers will be published on the website, and interested members of the public invited to submit questions in line with the Trust's normal processes.

The meeting concluded at 10.50am