



**Unadopted Minutes of the Public Meeting of the Board of Directors
held on Tuesday 31 March 2020 by video conference**

Present:

Members:

Mr T Pedder	Chair
Mr T Buckham	Non-Executive Director
Ms A Gibbs	Director of Strategy and Planning
Mr M Harper	Chief Operating Officer
Ms N Hartley	HR Operations Director (Deputy for Mark Gwilliam)
Dr D Hughes	Medical Director
Ms A Laban	Non-Executive Director
Ms K Major	Chief Executive
Professor C Morley	Chief Nurse
Mr J O'Kane	Non-Executive Director
Mr N Priestley	Director of Finance
Mr M Temple	Non-Executive Director
Ms S Wright	Non-Executive Director

Participating Directors:

Ms S Carman	Assistant Chief Executive
Dr J Hill	Medical Director (Operations)
Ms J Phelan	Communications and Marketing Director

In Attendance:

Ms R Winterbottom	Interim Business Manager (Minutes)
-------------------	------------------------------------

Apologies:

Mr Mark Gwilliam	Director of Human Resources and Staff Development
Professor C Newman	Non-Executive Director
Ms R Roughton	Non-Executive Director

Minute Item

STH/26/20 Welcome and Introductions

The Chair welcomed Board members and those in attendance to the meeting.

He explained that as this board meeting was clearly taking place during a critical time when the Executive Team were preparing for the build-up in COVID-19 cases into the Trust, today's meeting had a deliberately focussed agenda to enable executive time to be prioritised on necessary actions.

Public Health advice around social distancing had also meant that the meeting would be held by video conference, the meeting was not opened to members of the public or indeed Governors as the technology was not ready to facilitate this at the present time, however, it was hoped that for future meetings Governors and hopefully the public would be able to virtually join the meeting to observe or be able to view it afterwards online.

There had also been the need to cancel the Council of Governors meeting scheduled for later that day.

The Chair was keen that full oversight by Non-Executives, Governors and the public be maintained and he confirmed that he was happy that, despite the immediate hiatus, basic disciplines and appropriate governance had been preserved during the last few weeks of disruption. Further actions were in development to ensure visibility of that within the next few weeks, having due regard to Government measures on social distancing.

STH/27/20 Declarations of Interests

There were no declarations of interest made.

STH/28/20 Minutes of the Previous Meeting Held on Tuesday 25 February 2020

The Minutes of the previous meeting held on Tuesday 25 February 2020 were **AGREED** and **APPROVED** as a correct record of the meeting.

STH/29/20 Matters Arising

The Board received updates on the following matters arising which were noted on the action log:

a) Nuffield and King's Fund Visit (Action log number 17, minute number STH/06/20(b))

Noting the length of time that had passed since the visit in January 2020 and that to date no feedback had been received the Board agreed to close this action.

The Board also agreed to close action number 5 around evaluation of the Give it a Go Week as this would be covered in the Chief Executive's Matters.

b) New Corporate Strategy Development

The Chief Executive proposed that the development of the new corporate strategy which the Trust had been intending to publish in the early summer was paused in light of the COVID-19 outbreak.

The Board of Directors **SUPPORTED** the proposed pause in relation to the development of the new corporate strategy.

STH/30/20 Chief Executive's Matters

The Chief Executive's report had been shared with the agenda papers; the Chief Executive highlighted the following points:

a) COVID-19

The Chief Executive gave a presentation which provided a detailed update on COVID-19.

Key points highlighted were;

- In terms of the current Trust position; the Trust was treating a number of inpatients including some in critical care, but currently the number of inpatients was relatively low.
- The Trust was experiencing higher levels of absence than normal through a combination of sickness and self-isolation. The Trust had introduced staff testing which was enabling staff with a negative result to return to the workplace sooner.
- The Trust was now in the phase of ramping up in preparation for the peak of the pandemic which was expected to fall around the Easter weekend. As a result the organisation was working incredibly hard to put in place actions to optimise capacity to care for COVID-19 patients, protect staff including vulnerable staff groups whilst continuing to provide non COVID-19 related obligatory care.
- A significant programme of health and wellbeing support for staff was in place which included the reorientation of the Trust psychological support services to provide dedicated support to staff specifically around COVID-19.
- Various national actions that were underway were also noted including the plans for Nightingale centres and national clinical guidance.

The Board of Directors **CONSIDERED** and **NOTED** the current Trust position and the actions that were in place both within the Trust and Nationally. The Board **CONFIRMED** they were assured by the actions that were underway to address the current issues as a result of the COVID-19 outbreak.

The Chair thanked the Chief Executive for her detailed update and extended the Board's thanks to the Executive Team and wider organisation recognising their extraordinary efforts to manage the unprecedented situation.

b) Integrated Performance Report

In the current circumstances the Chair proposed that issues from the Integrated Performance Report (IPR) were only highlighted to the Board by exception.

The following issues were highlighted from the IPR for January 2020:

- The Chief Operating Officer reported that one patient breached the 12 hour trolley wait target in January. The delay was caused by a wait for a mental health bed under the care of Rotherham, Doncaster and South Humber (RDASH) Mental Health Trust.
- The Chief Nurse reported that one case of Trust assigned MRSA bacteraemia was recorded in January.
- In relation to research the Medical Director noted that the Trust would be unable to meet the 2019/20 target for recruitment to trials noting that as a result of COVID-19 all non COVID-19 related trials activity had ceased and many staff had been redeployed to the frontline and to focus on opening and recruiting to COVID-19 trials.

The Board discussed and agreed that it would continue to receive the Integrated Performance Report over the coming months, noting that this would

track the impact of COVID-19 on performance.

c) CD for respiratory

Dr Alex Basran had been appointed to the post of Clinical Director in Respiratory Service. The Chief Executive thanked Dr Charlie Elliott who has agreed to remain as joint Clinical Director to cover all matters relating to COVID-19.

d) Transport and Travel Strategic Review

The previous year the Trust had committed to undertake a review of transport and travel arrangements. The aim of the review was to produce a package of practical measures designed to influence transport to the STH sites and between sites for patients, visitors and staff. The review phase was nearing conclusion following engagement with a wide range of partners. A range of proposals had been shared with the Trust Executive Group for initial thoughts.

A number of schemes would now be explored in more depth, and some will be trialled as part of the Trust's COVID-19 response. This would help to inform the final proposals in the plan.

A meeting had been scheduled to brief the Governors on 17 March 2020 which unfortunately had to be postponed due to the current situation.

e) Give it a Go Week

A full update on the outcomes of Give it a Go week had been presented to the Finance and Performance Committee.

f) Churchill Fellowship

Dr Catriona Mayland, a Yorkshire Cancer Research Senior Clinical Research Fellow and Honorary Consultant at Sheffield Teaching Hospitals had been successful in being awarded one of the prestigious Churchill Fellowships

g) National Data Opt Out

The National Data Opt Out would be implemented in 2020 and all health and social care organisations that process patient information. Compliance had been mandated by the end of March 2020. This has been extended to 30 September in response to the pressure being faced by NHS organisations in preparing for and managing the implications of COVID-19.

h) Informatics Director appointment

Mark Norwood had been appointed as new Informatics Director at the Trust. Mark was currently Informatics Director at Derby and Burton Hospitals and has extensive NHS Informatics experience. Mark would take up post on 26 May 2020. The Board thanked Shaun Addy for his contributions to the Trust as Interim Informatics Director.

i) South Yorkshire and Bassetlaw Integrated Care System (SY&B ICS)

A report from the Chief Executive of SY&B ICS was attached as Appendix B to the Chief Executive's report. This provided a summary update on the work of the SYB ICS for the month of March 2020 including performance scorecards.

j) Sheffield Accountable Care Partnership (ACP)

An overview of the programme activities for the Sheffield ACP had been provided by the Programme Director and was included as Appendix C to the Chief Executive's report.

STH/31/20 Community Dental Estate at Wheata Place and Manor Clinic Full Business Case

The Director of Strategy and Planning presented the Full Business Case for the Community Dental Service Estate Refurbishment to the Board for approval.

The Director of Strategy and Planning highlighted the benefits of the preferred option for both patients and staff and noted that this would increase capacity to provide community based and special care dental services whilst delivering a £87.3k benefit to the annual revenue position of the Trust.

She noted that the preferred option would provide specialist paediatric outreach services in the community.

The Board of Directors **APPROVED** the Full Business Case for the Community Dental Service Estate Refurbishment and supported the preferred option to create a fully refurbished community dental estate for the city and population of Sheffield and surrounding areas at two community hubs, one based in the north of the city (Wheata Place, Parson Cross) and one based in the south of the city (Manor Clinic, Manor Top).

STH/32/20 Draft Yorkshire and Humber Local Clinical Research Network Annual Delivery Plan and Financial Plan

The Assistant Chief Executive and the Director of Finance presented the Draft Yorkshire and Humber Local Clinical Research Network Annual Delivery Plan and Financial Plan for 2020/21, noting that as host to the NIHR Yorkshire and Humber Local Clinical Research Network the Board was required each year to ratify the annual delivery and financial plans.

With respect to the Annual Delivery Plan the Assistant Chief Executive highlighted that COVID-19 would undoubtedly impact on the draft plans as there would be a significant focus on COVID-19 research and that there would be redeployment of staff.

The Board of Directors **RATIFIED** the Draft Yorkshire and Humber Local Clinical Research Network Annual Delivery Plan and Financial Plan for 2020/21, noting the potential impact of COVID-19 on this.

STH/33/20 Chair and Non-Executive Director Matters

No further matters were raised by the Chair and Non-Executives.

STH/34/20 For approval

a) Policy for the Use of External Auditors for Non-Audit Work

The Board of Directors **APPROVED** the updated Policy for the Use of External Auditors for non-audit work.

b) Use of the Corporate Seal

The Board of Directors **APPROVED** the affixing of the Trust seal to the Leases for the Boots Pharmacy Units at the Royal Hallamshire Hospital and the Northern General Hospital.

STH/35/20 Any Other Business

No additional items of business were raised.

STH/36/20 Date and Time of Next Meeting

The next Board of Directors meeting will be held on Tuesday 28 April 2020 at a time to be confirmed