



UNADOPTED Minutes of a meeting of the Council of Governors
held virtually on Tuesday 29 September 2020 at 1:30 pm

PRESENT: Tony Pedder (Chair)

PATIENT AND PUBLIC GOVERNORS

Steve Barks
 Barbara Bell
 Michelle Cook

Sally Craig
 David Foster
 Steve Jones

Ian Merriman
 Brendan Molloy
 Lewis Noble

Kath Parker
 Joe Saverimoutou
 Chris Sterry

STAFF GOVERNORS

Karen Smith

PARTNER GOVERNORS

Amanda Forrest

Angela Foulkes

Luc de Witte

IN ATTENDANCE

Tony Buckham	Non-Executive Director
Paul Buckley	Interim Director of Strategy and Planning
Sandi Carman	Assistant Chief Executive
Mark Gwilliam	Director of Human Resources and Staff Development
Michael Harper	Chief Operating Officer
Jennifer Hill	Medical Director (Operations)
David Hughes	Medical Director
Annette Laban	Non-Executive Director
Kirsten Major	Chief Executive
Chris Morley	Chief Nurse
John O'Kane	Non-Executive Director
Jane Pellegrina	Membership Manager
Julie Phelan	Communications and Marketing Director
Neil Priestley	Director of Finance
Rosamond Roughton	Non-Executive Director
Martin Temple	Non-Executive Director
Shiella Wright	Non-Executive Director

APOLOGIES - GOVERNORS

Tim Furness	George Chia	Martin Hodgson	Joyce Justice
Irene Mabbott	Cressida Ridge	Harold Sharpe	Sue Taylor

APOLOGIES - BOARD MEMBERS

Anne Gibbs

MEMBERS OF THE PUBLIC/OBSERVERS

There were no observers.

COG/20/24

Welcome and Apologies

Mr Pedder welcomed everyone and thanked Governors for joining the virtual CoG meeting and also for their continued participation in the work of the Trust, particularly observing at the virtual meetings of the Board of Directors and Trust Committees.

The above apologies were noted.

COG/20/25

Declarations of Interest

There were no declarations of interest.

COG/20/26

Minutes of Council of Governors' meeting held on 30 June 2020

The Minutes of the meeting of the Council of Governors held on 30 June 2020 were **AGREED** and **APPROVED** as a correct record of the meeting.

COG/20/27

Matters Arising

COG/20/15 – Terms of Reference of Council of Governors' Nomination and Remuneration Committee

Mrs Carman confirmed that a Single Agenda Governors' Forum meeting had been arranged for Monday 5 October 2020 and papers would be circulated to governors ahead of the meeting.

COG/20/15 – Membership Engagement Strategy

Mrs Carman confirmed that the Membership Engagement Strategy had been discussed at a Single Agenda Governors' Forum meeting on 16 September. She gave a presentation setting out the progress made at that meeting and also details of future work to be undertaken by a task and finish group. Governors were encouraged to join the task and finish group and were asked to email expressions of interest to Mrs Carman or Mrs Pellegrina. An update would be provided at the December Council of Governors meeting.

COG/20/28

Chief Executive's Report and Q&A Session

Ms Major gave a presentation which provided an update in relation to the situation regarding COVID-19 and the Trust's general position.

Key points highlighted were as follows:

- Currently there were 30 COVID-19 related inpatients in the Trust of whom four were in critical care, there had been two admissions in the last 24 hours and four patients had been discharged.
- The staff flu vaccination programme would start on 12 October with flu hubs at the Northern General Hospital, the Royal Hallamshire and across community settings. To

accommodate social distancing an on-line booking platform was being used for the hubs to avoid crowding and waiting.

- Flu vaccines would be offered to all maternity patients and inpatients with a length of stay over 14 days. The Trust had also worked with Sheffield Clinical Commissioning Group to agree a plan for STH community nursing teams to vaccinate some of the city's housebound patients in their own homes.
- During COVID-19 car parking had been free of charge, including for staff. However, with the reset of activity across the Trust there was added pressure on parking. Spaces were now being ring-fenced across all sites for patients and visitors and usage by non-STH staff was being monitored. The H1 shuttle bus service was being reviewed to enable capacity to be maximised to increase services at peak times. Additionally, to reflect new ways of working a review of parking systems was being undertaken and the Trust Executive Group would review progress in October.
- Operational Performance:
 - A&E 4 hour standard: in July 90.85% of patients attending A&E were seen within 4 hours compared to the national target of 95%. Previous performance had been 93.91% in May and 94.27% in June.
 - 18 week planned care: performance had again been affected by the impact of COVID-19.
 - Cancer waiting times: due to the impact of COVID-19 performance remained variable across the targets, urgent care remained a priority. For April – June and July 2020 STH was compliant for Two Week Wait and Breast Symptomatic Two Week Wait.
 - Diagnostic waits within 6 weeks: achievement of the 99% target remained challenging while previously this target had been consistently delivered.
- Financial Update:
 - Under the national funding arrangements for the COVID pandemic for April – September the Trust would be reimbursed for costs incurred including extra COVID costs (eg PPE) net of savings.
 - New arrangements had been announced for the second half of the year with block payments for commissioners and a nationally calculated top-up to provide funding at 2019/20 expenditure levels (plus inflation) and system level funding allocations for COVID costs and growth with an expectation of a balanced System Plan.
- Phase 3 Report Update:
 - The Trust had submitted reset plans which included workforce plans.
- People update:
 - Amjid Ali had been appointed Clinical Director for the Musculo-Skeletal Care Group.
 - Veena Reddy had been appointed Clinical Director for Renal Services.
 - Matt Wiles had been appointed Clinical Lead for Major Trauma.
 - Paula Schofield, Nurse Director/Head of Midwifery, would be retiring in October with Marie Reid appointed as interim ND/Head of Midwifery.
 - Martin Salt, Nurse Director for Specialised Medicine, Cancer and Rehabilitation, would be retiring in October with Ali Mortimer appointed as interim ND.
 - Mike Potts had been appointed Chair of Sheffield Health & Social Care NHS FT.
 - Sheffield City Council had appointed Kate Joseph as Chief Executive. Kate was currently Director General in Number 10's COVID Taskforce and would take up the Chief Executive post from January 2021.

Mr Pedder invited comments and questions from governors and the following points were highlighted:

- In response to a query from Mr Jones, Mr Morley reported that in a survey of patients about virtual consultations feedback had been positive and the Trust's Outstanding Outpatients Team would continue to evaluate the feedback.
- In response to a question from Mr Noble, Ms Major said that Dr Sarah Jenkins, Deputy Medical Director, was leading on a piece of work relating of rehabilitation of COVID-19 patients.
- In response to a question from Mr Saverimoutou, Mr Morley said that outcomes for BAME patients on the midwifery led pathway continued to be an area of focus for the maternity leadership team.
- In response to a comment from Mr Jones, Ms Major said that there was still some internal work outstanding but confirmed that the return to full operational use of the Hadfield Building would contribute to easing pressures particularly with the demands of the winter months. Mr Pedder said that the Board continued to closely monitor the progress of the work on the Hadfield Building.

COG/20/29

Governors' Matters

(a) Notes of Governors' Forum Meeting held on 4 August 2020

Mrs Craig reported that governors had been pleased to welcome Mr Pedder and Ms Roughton to the first part of the Forum meeting and during an interesting conversation governors had learned something of Ms Roughton's career background and of her aspirations as a Non-Executive Director of the Trust. Mr Pedder had reported on operational matters and provided an update on the current position regarding COVID-19. The dates for two single agenda item Forum meetings were confirmed and Mrs Carman said that she would be seeking governors' views on facilitation of the two sessions.

(b) Report from Council of Governors' Nomination and Remuneration Committee

In Mr Hodgson's absence Miss Parker reported that since the last Council of Governors meeting the Nomination and Remuneration Committee's work had focussed on the recruitment of the new Trust Chair. She reminded the Council of Governors that the Committee had been working with the executive search agency, Odgers Berndtson. The final date for submission of applications had been 21 September 2020 and the Committee had received details of all applicants on 23 September 2020 prior to a longlisting meeting taking place on 25 September 2020. Seven candidates had been longlisted and Odgers Berndtson were undertaking detailed discussions with those candidates. A report on these discussions would be provided to the Committee at the shortlisting meeting to be held on 22 October 2020. Stakeholders drawn from governors, non-executive and executive directors, STH staff and partner organisations would have an opportunity to meet the shortlisted candidates at a session prior to the formal interviews which would be held on 12 November 2020. An extraordinary Council of Governors meeting would be held on 13 November 2020 to agree the appointment following the Nomination and Remuneration Committee's recommendation.

(c) Outcome of Chair Appraisal 2019-20

In Mr Hodgson's absence Miss Parker referred to Enc C, circulated with the Agenda. She said that the paper set out the principle arrangements of the Chair appraisal process and summarised the findings. She reported that the Vice-Chair of the Council of Governors' Nomination and Remuneration Committee and the Senior Independent Director had reviewed and discussed the outcomes in detail and these had been communicated to the Chair.

It was noted that the Chair had had another excellent year, and had led the Trust with great professionalism and commitment. She said that the feedback reflected the admiration, and in many instances, affection, in which the Chair is held. It was also noted, since this would be the Chair's final appraisal prior to stepping down, that he had continued up to the present to lead the Trust confidently through the unprecedented and troubling times of COVID-19.

The appraisal report concluded, on behalf of the Trust, the Vice-Chair of the Council of Governors' Nomination and Remuneration Committee and the Senior Independent Director, by thanking the Chair for the service he had given the Trust over the years and wished him well for the future when he retired in December 2020.

(d) Feedback from Annual Members' Meeting held on 21 September 2020

Miss Parker reminded the Council that this year's Annual Members' Meeting had taken place virtually. Considerable work had been undertaken to publicise the event as widely as possible and to encourage participation and this had resulted in 350 people joining the session, attendees had included staff, Trust members and members of the public. This was an increase on last year's attendance which had been around 120. Miss Parker said that governors would particularly like to thank Mrs Phelan, Director of Communications and Marketing, and her team for ensuring the Annual Members' Meeting had been a successful event.

COG/20/30

Reappointment of External Auditor for the 2020/21 Financial Year

Mr Priestley reported that the Trust's current contract with Mazars for external audit services had commenced with the 2016/17 financial year and, following the extension recommended by the Audit Committee and agreed by the Council of Governors, the contract would run until the 2020/21 financial year. However, he said that it was good governance to carry out an annual review of the service provided and reported that the Audit Committee had undertaken a review in July 2020. Mr Priestley reported that, following the annual review of the service provided by Mazars the Audit Committee recommended the reappointment of Mazars as the Trust's External Auditor for the 2020/21 financial year.

The Council of Governors **APPROVED** the reappointment of the External Auditor for the 2020/21 financial year.

Mr Priestley reported that a tender for the future External Audit services for the 2021/22 financial year would be required and this process would commence at the start of 2021. He said that the Council of Governors was responsible for appointing the External Auditor on the recommendation of the Audit Committee.

COG/20/31

Update on Election of Council of Governors

Mrs Pellegrina referred to Enc D, circulated with the Agenda. She said that the paper was self-explanatory but welcomed any queries. No queries were raised.

The Council of Governors **NOTED** the update.

COG/20/32

Any Other Business

There was no further business to discuss.

COG/20/33

Date and Time of Next Meeting

Mr Pedder noted that the next meeting would be held on 15 December 2020 and would be held virtually.

Signed:
Chair

Date:.....