



UNADOPTED Minutes of a meeting of the Council of Governors
held virtually on Tuesday 29 March 2022 at 12:45 pm

PRESENT: Annette Laban (Chair)

PATIENT AND PUBLIC GOVERNORS

Steve Barks	Martin Hodgson	Jane Pratt	Chris Sterry
Jo Bishop	Steve Jones	Joe Saverimoutou	Sue Taylor
Gorge Chia	Kaye Meegan	Harold Sharpe	Fiona Tatton
Michelle Cook	Ian Merriman	Shirley Sherwood	Mark Wilcox
Paul Dore			

STAFF GOVERNORS

Paulette Afflick-Anderson	Irene Mabbott	Liz Puddy	Cressida Ridge
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PARTNER GOVERNORS

David Warwicker

IN ATTENDANCE

Tony Buckham	Non-Executive Director
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 (Development)
Kirsten Major	Chief Executive
Chris Morley	Chief Nurse
Chris Newman	Non-Executive Director
John O'Kane	Non-Executive Director
Jane Pellegrina	Membership Manager
Maggie Porteous	Non-Executive Director
Julie Phelan	Communications and Marketing Director
Neil Priestley	Chief Finance Officer
Rosamond Roughton	Non-Executive Director
Toni Schwarz	Non-Executive Director
Martin Temple	Non-Executive Director
Shiella Wright	Non-Executive Director

APOLOGIES - GOVERNORS

Angela Foulkes	Lewis Noble	Cressida Ridge	Mark Wilcox
Jane Pratt	Sheila Reynolds		

APOLOGIES - BOARD MEMBERS

Paul Buckley

MEMBERS OF THE PUBLIC/OBSERVERS

There were no observers.

COG/22/01

Welcome and Apologies

Annette Laban welcomed everyone to the meeting and the above apologies were noted.

COG/22/02

Declarations of Interest

There were no declarations of interest.

COG/22/03

Minutes of Council of Governors' meeting held on 14 December 2021

The Minutes of the meeting of the Council of Governors held on 14 December 2021 were **AGREED** and **APPROVED** as a correct record of the meeting.

COG/22/04

Matters Arising

Sandi Carman referred to the Action Log at Enclosure B. She said that there was one item on the Action Log and this was recommended for closure.

It was **AGREED** to close the Action.

There were no further matters arising.

COG/22/05

Q&A Session following Board of Directors Meeting held on 29 March 2022

Annette Laban thanked governors who had observed at the Board of Directors meeting held in public earlier that day and invited comments and questions from governors.

The following points were noted during the discussion:

In response to Martin Hodgson's comment regarding disappointing waiting times, Kirsten Major said that the increasing number of patients waiting longer was a national issue but said that the Trust was committed to eliminating long waits by July 2022 and reaffirmed that the Trust was continuing to prioritise urgent care. Responding to a question from Mick Ashman about national planning to reduce waiting times, Michael Harper said that limited national guidance had been received regarding particular milestones; however, a joint approach was being taken across South Yorkshire and Bassetlaw.

Martin Hodgson was interested to learn of the reinstatement of the Board Out and About Programme and asked when it would be possible for governors to resume in person activities at the Trust. Annette Laban said that the Non-Executive Directors were glad to be able to be coming back on site and assured governors that the position regarding their return to Trust premises was being kept under regular review.

Joe Saverimoutou noted that Ros Roughton had been identified as the Non-Executive Director to support the Board's Maternity Safety Champion. He asked about the Trust's partial compliance on the implementation of the seven Immediate and Essential Actions identified in the Ockenden Report. Chris Morley said that a number of Trusts in South

Yorkshire and Bassetlaw were in a similar position and confirmed that at STH a number of key actions were in place.

COG/22/06

Chief Executive's Report

Kirsten Major gave a presentation that provided an update on the situation regarding COVID-19, the Trust's general position and other areas of interest.

Key points highlighted were as follows:

Covid-19 Update:

- There were 158 Covid-19 positive inpatients with two patients being cared for in critical care; in the previous 24 hours there had been nine patients admitted and ten patients had been discharged. During the pandemic to date there have been a total of 8850 hospital admissions.
- The command structure had been stood down from 4 March 2022.
- From 28 March 2022 patients were able to have up to two visitors per day and patients attending outpatient appointments could now be accompanied by one person if they required assistance.
- The South Yorkshire and Bassetlaw vaccination programme continued; to date 3.1 million vaccinations had been given and a spring booster programme was about to commence for the over 75s, care home residents and for those aged 12 years and over with a weakened immune system. Plans were in development for an autumn vaccination programme. Mandatory vaccinations for NHS staff had been revoked on 15 March 2022. 97% of STH staff had been vaccinated.
- Draft terms of reference had been published for a Statutory Public Inquiry into the Government and public sector response to the pandemic. The Inquiry would be chaired by Baroness Heather Hallet and would commence in spring 2022.

CQC Update:

- On 18 February 2022 the Trust had provided a full factual accuracy response to the CQC's draft report on the recent inspection, including representations to a proposed Section 29 Notice. The CQC were currently reviewing the Trust's response.
- The CQC had confirmed their decision not to uphold the Trust's representations, other than to remove a minor point relating to review of the mental health risk assessment form with respect to the Section 29 Notice.
- The Trust would receive the final report in advance of its publication on 5 April 2022.

Mental Health Strategy:

- A new Mental Health Strategy for 2022-2025 had been developed, this was based on three principles:
 - Supporting patients and providing patient-centred care when challenged with mental health problems and illness,
 - Recognising and responding to those needs with understanding; kindness and skill to promote mental wellbeing and safety of people in our care,
 - Fostering an integrated approach to care that provided equal attention to the mental health needs of patients alongside their physical needs.

Operational Performance:

- A&E 4 hour standard: in January 2022 70.72% of patients attending A&E were seen within four hours compared to a national performance for January of 74.3% against the national target of 95%. Performance previously had been 71.58% in December and 73.03% in November 2021.

- 18 week planned care: Covid-19 continued to affect performance, with 1,276 incomplete 52 week breaches in January 2022. The percentage of patients waiting fewer than 18 weeks for treatment at the end of January 2022 was 74.02% compared to 74.56% at the end of December 2021. National performance for January 2022 had been 62.8%.
- Cancer waiting times: due to the impact of Covid-19 performance remained variable across the targets, urgent and obligatory care remained a priority and specific recovery actions continued.
- Diagnostic waits within six weeks: achievement of the 99% target continued to be challenging, the figure for January 2022 had been 73.10% and for December 2021 had been 74.83%, this compared with the national performance for January 2022 of 70%.

Financial Update:

- A satisfactory financial position for 2021/22 was expected.
- Planning guidance for 2022/23 had been received; it would be a challenging planning round via the "System" with issues likely to be funding for inflation; required efficiency savings; growth funding and the Elective Recovery Fund. Draft plans were to be submitted by 17 March with final plans on 28 April 2022.
- Capital Position: the aim was to spend the full 2021/22 capital allocation though some risks to achieving this were noted. Work continued on developing plans for the next three years including the commitment to an Electronic Patient Record. Significant investments were planned for 2022/23.

People Update:

- Mark Tuckett had been appointed as Director of Strategy and Planning from April 2022.
- Graham Marsh had been appointed as Chief Pharmacist from 1 March 2022.
- Halla Zaitoun had been appointed as Clinical Director for Oral and Dental Services from 1 April 2022.
- Jonathan Bury was appointed as Clinical Director for the South Yorkshire Pathology Network with a start date to be confirmed.

Kirsten Major concluded by sharing details of a range of awards that had been achieved by colleagues across the Trust.

In the discussion that followed Martin Hodgson asked whether there was any discussion nationally, or any benchmarking being undertaken, in relation to sharing best practice around efficiency savings. Neil Priestley said that though there was nothing specific there were opportunities to compare performance for example Model Hospitals; Service Line Reporting and Getting it Right First Time data.

COG/22/07

Governors' Matters

(a) Unadopted Notes of Governors' Forum Meeting held on 21 February 2022

Martin Hodgson referred to Paper C; he reported that John O'Kane had joined Annette Laban in conversation with governors at the start of the meeting and as Chair of the Audit Committee John had introduced KPMG (the Trust's new external auditors) to governors and Tim Cutler from KPMG had led governors through the role of the auditor and their responsibilities. This presentation had been followed by an opportunity for governors to put questions to Tim Cutler. The Forum had been interested to hear Joe Saverimoutou's account of the work of the Equality, Diversity and Inclusion Board and had noted that Paula Ward was keen to discuss the EDI training agenda with governors.

There were no questions.

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

Martin Hodgson, acting Vice-Chair of the CoG NRC, reported that work was ongoing on the appointment of a new Non-Executive Director. The Executive Recruitment Agency, Alumni Harvey Nash, had been engaged to support this year's recruitment process and a representative from the firm had attended the NRC meeting. A broad timetable for the recruitment process had been mapped out.

There were no questions.

(c) Update from Trust Freedom to Speak Up (FTSU) Guardians

Irene Mabbott and Paulette Afflick-Anderson presented an overview of FTSU at STH, their presentation is attached to these Minutes.

These points were raised in the discussion that followed:

Ian Merriman asked whether volunteers could raise concerns with the FTSU Guardians. Irene Mabbott said that, if the prescribed channels for volunteers were not appropriate, they could get in touch with an FTSU Guardian. Ian also queried whether individuals who raised concerns were asked for feedback on the outcome. Paulette confirmed that feedback was requested and the feedback was acted on.

Looking at the analysis of cases across the three year period Martin Hodgson queried the headings and asked whether equality concerns were excluded and if not which heading they were assigned to. Paulette Afflick-Anderson confirmed that the FTSU Guardians did receive concerns relating to equality issues and individuals were signposted to appropriate support. Irene Mabbott said that the data headings/definitions applied to the analysis were set by the National Guardians' Office.

Harold Sharpe thanked Paulette and Irene for an interesting presentation and proposed that CoG should receive a further, more detailed, update later in the year discussing the range of issues raised; actions taken and the outcomes. He considered that some staff might be apprehensive about raising concerns and he would be interested to learn how those individuals were supported.

George Chia asked when new staff were provided with information about FTSU and whether staff could be assured of anonymity? Paulette said FTSU information was provided at induction and that confidentiality was keenly maintained and staff were reassured of this throughout the process.

There were no further questions.

It was **AGREED** to request a further presentation from the FTSU Guardians later in the year.

COG/22/08

Non-Executive Directors' Matters

Annette Laban that Non-Executive Directors' Matters was a new item that was being introduced following discussion at the Governors' Forum meeting and she was pleased to introduce Non-Executive Directors Tony Buckham and Martin Temple.

Tony Buckham said that he was in his second term of office as a NED having been reappointed by CoG for four years from September 2019. He had been Senior Independent Director and Vice Chair of the Trust since April 2021 and was a member of the Board Nomination and Remuneration Committee and the Finance and Performance Committee. Additionally, he had chaired the Human Resources and Organisational Development Committee since November 2018, Maggie Porteous, Martin Temple and Shiella Wright were also NED members of the Committee. The HR&OD Committee was a formal committee established by the Board to provide assurance to the Board that the HR&OD strategy supported the corporate aims of the Trust. Its monthly agenda contained standing items for example reviewing staffing, sickness and attendance and the Committee also undertook deep dives into specific topics. Performance indicators were reviewed monthly, Freedom To Speak Up data was reviewed quarterly and there was an annual review of the results of the NHS staff survey. The Committee regularly reviewed risks and was also responsible for workforce strategy.

During the discussion that followed Martin Hodgson asked whether there was anything that Tony found particularly challenging. Tony said he was sometimes frustrated by the pace of the NHS.

Martin Temple said that he had been a NED since July 2013 and following reappointment by CoG was coming to the end of his final term of office. He was a member of the Board Nomination and Remuneration Committee and the HR&OD Committee and he had chaired the Finance and Performance Committee since 2013, other NEDs on that Committee were Tony Buckham, Chris Newman and Maggie Porteous. The F&P Committee was a formal Committee established by the Board to provide assurance and to look in depth at finance and performance matters on behalf of the Board for example the financial plans and strategies in relation to revenue, capital and working capital; the Trust's service plans and performance in delivering service targets; the Trust's efficiency and productivity plans; directorate budgets; service line reporting and key areas such as IT and procurement. The Committee had responsibility to review risks and planning to manage risks, for example the impact of Covid on waiting times and capital money availability.

Annette Laban thanked both colleagues for their contribution. There were no further questions.

COG/22/09

Any Other Business

There was no further business to discuss.

COG/22/10

Date of Next Meeting

24 May 2022.

Signed:
Chair

Date:.....