

Sheffield Teaching Hospitals NHS Foundation Trust

Chair's Briefing Report – July 2024

Board of Directors

Please see below, my Chair's Board Briefing Report for June and July 2024, I have highlighted some of my key engagements since my last report.

Partner and System Engagement

- Meetings I have attended include:
 - Sheffield Place Chairs' formal and informal monthly meetings.
 - South Yorkshire Integrated Care Board Trust Chairs' meeting held in July, hosted by Pearse Butler and Gavin Boyle. Tony Buckham deputised at the June meeting, due to my annual leave.
 - Chairing the South Yorkshire Acute Federation Governor Engagement event, and it was great to see so many of our Governors in attendance.
 - Chairing the Sheffield National Centre for Sport and Exercise Medicine Partnership Board, alongside the Assistant Chief Executive who is also a member of the Board.
 - NHS Providers' Chair and Chief Executive Network – the session included presentations from Paul Corrigan, CBE, Chair of Care City and former health policy adviser to Tony Blair who shared his insights on the political landscape and the future of the NHS; and Navina Evans, Chief Workforce Officer, NHS England and Dr Amar Shah, Consultant Forensic Psychiatrist and Chief Quality Officer at East London NHS Foundation Trust (ELFT) and National Clinical Director for Improvement. To conclude NHS England contextualised the long-term workforce plan alongside an improvement approach, and what this means for trusts in the short, medium, and long-term.
- Tony Buckham deputised for me at the Yorkshire and Humber Chairs' quarterly meeting due to annual leave. Presentations included updates from Richard Barker, Regional Director, NHS England and Sir Julian Hartley, Chief Executive, NHS Providers. Chris Day, Director of Engagement, CQC and Ian Dilks also updated on the publication of the Well-Led Process and Zoe Birch, Head of Talent, North East & Yorkshire Leadership Academy presented the Aspiring CEO Programme and plans for a Regional Talent Pool.
- The Chief Executive and I met with Pearse Butler, Chair and Gavin Boyle, Chief Executive of the South Yorkshire Integrated Care Board.
- Louisa Cowell, Chief Finance Officer (deputising for Kirsten Major, who was on annual leave), and I attended the South Yorkshire and Bassetlaw Acute Federation Board, which I chaired for the final time. The role will now be handed over to the Chair of Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.
- Individually, I met with Marlize De Vivi, Programme Manager for National Centre for Sport & Exercise Medicine; Jenni Douglas-Todd, Chair of University Hospitals Southampton; Mark Storey, Chief Executive, Sheffield Churches Council for Community Care, and I held an introductory meeting with Mahmud Nawaz, Chair of Chesterfield Royal Hospital NHS Trust following his appointment in February.

Trust Engagements

- I was invited to undertake the opening address at the World of Work Job and Careers Fair held in the Winter Gardens.

- Supported by the Chief Executive I undertook the quarterly briefing with the newly elected and re-elected South Yorkshire and North Derbyshire MPs following the general election on the 4 July.
- I delivered the Governors' Board Briefing following the Board of Directors held in May.
- As Chair of the Council of Governors I participated in the:
 - Quarterly Governor Representative discussions.
 - Informal 1:1 catch-up meetings with Governors.
 - Welcomed our newly appointed Governors at their induction session.
- As Chair of the Trust:
 - I chaired the Organ Donation and Tissue Retrieval Committee
 - I am invited each week to welcome and present at the Corporate Induction for new starters, which I have attended each Monday.

In my role as Chair, I also undertook the annual appraisal process for Kirsten Major, Chief Executive.

Senior Independent Director and Vice Chair

In advance of Tony Buckham stepping down from the Board, an appointment process for Tony's replacement as Senior Independent Director / Vice Chair has taken place. Expressions of interest were submitted, and I am pleased to announce that the proposed candidate was recommended to the Council of Governors in June, who approved the appointment. Congratulations to Ros Roughton who will take up the role from 1 October 2024.

Fit and Proper Persons

A key responsibility in my role as Chair is to ensure that the Board of Directors are compliant with the Fit and Proper Persons Regulation (FPPR). This regulation ensures that providers meet their obligations to only employ individuals who are fit for their role and to ensure that appropriate steps have been taken to ensure that they are of good character, are physically and mentally fit, have the necessary qualifications, skills and experience for this role and can supply certain information (including a Disclosure and Barring Service (DBS) check and full employment history, if required).

The regulation also extends to individuals who are prevented from holding the office (for example, under a director's disqualification order).

NHS England (NHSE) published the [Fit and Proper Person Test \(FPPT\) Framework for Board members](#) in August 2023.

The Trust has in place a [Fit and Proper Person Policy](#) to ensure that the Trust complies with the FPPR.

While the scope of the Trust's policy also includes members of the Council of Governors in line with requirements for individuals elected / appointed to the Council of Governors to meet appropriate standards of personal behaviours under Provider Licence condition G3 (Fit and Proper Persons as Governors and Directors), this paper solely relates to CQC regulatory requirements.

On appointment checks

In the reporting period (1 April 2023 to the date of this report) two individuals were appointed where Fit and Proper Person checks applied. For these two individuals, relevant checks

were carried out on appointment with satisfactory results recorded within the individuals' personal files.

Assessment of on-going fitness

All individuals who were subject to Fit and Proper Person checks during the reporting period, (including directors no longer in post at the date of this report) and were eligible to take part in an in-year appraisal have done so.

Through the appraisal process no matters were raised that cause concerns relating to an individual being fit and proper to carry out their role.

Self-attestation forms for all individuals subject to Fit and Proper Person checks (in post) have been completed and a hard copy will be retained on the individuals' personal files.

All returns have been reviewed and no issues have been identified that impact on individuals' abilities to perform their duties as members of the Board.

All due checks of on-going fitness have been made and dates of checks recorded and placed on individuals' personal files.

Annual FPPT submission

Confirmation of our annual FPPT submission was returned to the NHS England Regional Office on the 20 June 2024.

Annual Thank You Awards

The annual Thank you Awards ceremony will be held on Wednesday 6 November from 7.00pm in the Cutlers' Hall, Sheffield. This will be a wonderful evening to recognise the outstanding achievements of our staff, to which all Board members and Governors are invited to join. Further details will be circulated in due course.

Annette Laban
Chair
23 July 2024