

COUNCIL OF GOVERNORS

**Minutes of the meeting of the Public Session of the Council of Governors
Held on Thursday 23 July 2020 at 15:45 to 18:00hrs
Via Starleaf Videoconferencing**

Present:

Chair	Suzy Brain England – Chair		
Public Governors	Michael Addenbrooke	Linda Espey	David Northwood
Via Starleaf	Philip Beavers	David Goodhead	
	Hazel Brand (Lead Governor)	Geoffrey Johnson	
	Ann-Louise Bayley	Beverley Marshall	
		Steve Marsh	
Staff Governors	Vivek Panikkar		
Partner Governors	Antony Fitzgerald	Victoria McGregor Riley	Clive Tattley
	Jackie Hammerton	Susan Shaw	

In attendance:

Board Members	Richard Parker OBE – Chief Executive
	David Purdue – Deputy Chief Executive and Director of NM&AHP
	Rebecca Joyce – Chief Operating Officer
	Karen Barnard - Director of People and Organisational Development
	Jon Sargeant – Director of Finance
	Dr Tim Noble – Medical Director
	Fiona Dunn Acting Deputy Director of Governance and Quality / Company Secretary
	Pat Drake, Non-Executive Director and Senior Independent Director
	Mark Bailey – Non Executive Director
	Sheena McDonnell – Non-Executive Director
	Neil Rhodes – Non-Executive Director
	Kath Smart – Non-Executive Director

In attendance:	Rosalyn Wilson – Corporate Governance Officer (Minutes)
	Katie Shepherd – Corporate Governance Officer (IT Support)
	Adam Tingle - Senior Communications and Engagement Manager
	Mark Price – NHS Providers
	Laura Ward – NHS Providers
	Kim Hutchings – NHS Providers

Apologies:

Governor	Karl Bower	Susan McCreadie	Kay Brown
Apologies	Ainsley MacDonnell	Robert Coleman	Mandy Tyrell
	Kathryn Dixon	Rupert Suckling	
Board Member	None		
Apologies			

CC23/07/A1 **Welcome and Apologies for Absence (Verbal)**

Suzy Brain England, Chair to the Board welcomed the Council of Governors to the public meeting. Mark Price, Laura Ward and Kim Hutchings from NHS Providers were also welcomed. They will be observing today's meeting to help support with the Trust feedback from the Governwell Effectiveness Survey that has recently been carried out.

CC23/07/A2 **Declaration of Governors' Interests (Enclosure A2)**

No changes to the declaration of Governors' interests were noted at the meeting and no conflicts of interest for the meeting were declared.

The Council:

- ***Noted and confirmed the Declaration of Governors' Interests.***

CC23/07/A3 **Actions from previous meetings (Enclosure A3)**

Action 1 – Agreed to be closed.

Action 2 – Agreed to be closed.

Action 3 – Agreed to be closed.

Action 4 – Agreed to be closed.

CC23/07/B1 **Chief Executives Report (Presentation)**

Richard Parker welcomed the Council of Governors and thanked them for attending today's meeting. The presentation gave the Council of Governors an oversight on the past and current Trust status with the COVID-19 pandemic.

Richard Parker reflected on the past 12 months and highlighted and summarised a number of achievements:

- The Trust achieved Good CQC Rating
- Conversations have commenced regarding the possibility of the new hospital
- The Trust received the best ever staff survey results
- Sharing how we care projects with the Quality Improvement Team expanded
- The Trust broke even financially for 2019/20

Richard Parker had interactive discussions with the Council of Governors regarding the achievements over the last 12 months.

A brief update was given to allow the Council of Governors an understanding on how the Trust has been performing during COVID-19. As of the 20 July 2020 the Trust has;

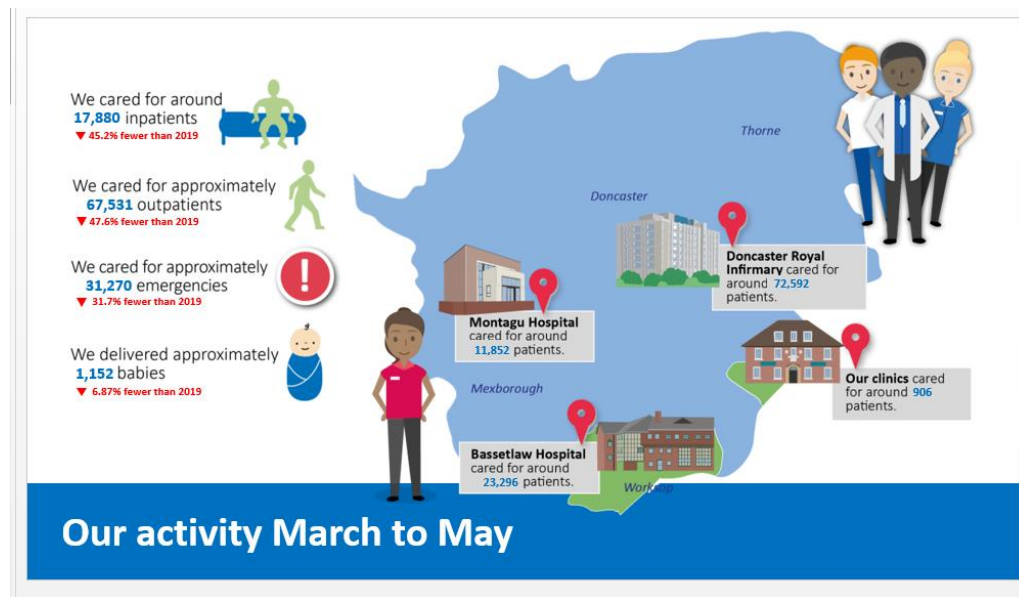
- Had a total of 63 COVID patients who had received intensive care treatment
- Discharged 475 COVID patients
- 229 patients have passed away (RIP)
- Approximately 2000 colleagues swabbed

Approximately 30000 antibody tests carried out.

Although the demand for Health Care Services was lower than anticipated the Trust has not seen any huge spikes of positive cases and the curve had also been lower than anticipated from information provided from Public Health England.

It was noted that although the Trust was reporting low new infection rates, the pace of infection rates is slower which means the COVID-19 situation will last longer than initially expected.

Richard Parker updated the Council of Governors on the Trust activity from March to May 2020 and praised staff for their continued efforts on keeping patients and staff safe through COVID-19.



The Trust has also had a number of achievements that should be mentioned:

- Thousands of items of key PPE distributed across sites with **NO** incidents of running out of key stock.
- 40,000 tests carried out by our Pathology Service.
- Over 30,000 virtual Hospital appointments taken place on digital platforms.
- 7 day operational Senior Manager Response.
- Standards of IPC remain high with regular reviews of areas and PPE.
- Regular and consistent communications to staff and general public.
- New sickness absence hotline and virtual visiting introduced during COVID-19.

Richard Parker mentioned that the STAR awards and staff praise would be recognised in a different way due to the social distancing and current situations. Plans are being drawn up to be more inclusive although remaining safe. The Trust is committed staff recognition.

The Trust is currently fundraising for Rainbow Gardens at Doncaster and Bassetlaw sites in memory of the staff members lost during COVID-19 and for an area for staff and patients to enjoy.

Richard Parker talked about the return of elective surgery and that plans are being drawn up in line with national guidance. This is a complex issue and careful thought and consideration is essential to ensure patients and staff are safe throughout.

The Trust has a number of contingencies in place due to COVID-19 which will mean that the blue and yellow areas will remain in place for some time. Trauma will remain at Doncaster Site until Bassetlaw becomes a blue site. Plans are being worked upon with Partners to look at Maternity Services returning to Bassetlaw around November 2020.

Outpatient activity has been increasing with an increase to the Radiology Capacity. Visiting restrictions will be reviewed weekly in line with the local and national guidance.

Staff will continue to wear facemasks and coverings until further guidance is issued by the Government.

Richard Parker concluded his presentation with the Trusts focus over the next few months:

- Preparing for Wave two of COVID-19 which may happen during the winter months.
- Restoration of Services.
- The Trust publication of the People Plan which will include Equality, Diversity and Inclusion.
- Refreshed NHS Plan.
- The Trust Financial and Contractual models.

Richard Parker thanked the Council of Governors for attending and welcomed any questions.

Mike Addenbrooke asked, regarding Cancer patients; they are receiving letters advising them their appointment is cancelled can the trust provide assurance that they won't be overlooked?

Richard Parker advised that the Cancer Pathway has been the most difficult to manage and that all national guidance has been followed. The Trust has maintained 4 of 6 standards.

Cllr Sue Shaw asked with Bassetlaw being made a blue site, when will the communications go out to the general public?
STAR Awards; will there be an opportunity to thank members of the public who have supported the Trust throughout COVID-19?

Richard Parker advised that discussions with 3rd parties such as EMAS, SCUBU and YAS are taking place and once confirmed the communications will go out.

Richard Parker advised that the Trust is looking into an event to thank staff and members of the public. Information will be shared at a later date.

A question was asked regarding the PPE that is required to resume surgery; is the equipment is sterile?

Richard Parker advised that there is enough sterile PPE available to carry out surgical procedures. The wards have been using gowns that meet the required IPC requirements and arrangements in place allowing the Sterile gowns to be used for surgical procedures.

Becky Joyce also added that all trauma group and 2 week wait are now being seen.

David Goodhead asked about the emergency patient presentation and the figure of a 30% decrease in attendance.

Richard Parker responded that the Trust is also concerned about the number of patients presenting in the ED as the Trust noted patients with high level health conditions were also down.

Richard Parker updated Council of Governors regarding the proposed new build Hospital. The Trust is hoping to hear the decision outcome regarding the new hospital build at the end of July, but understands with the current National situation this may be delayed. The Trust is aware that Matt Hancock, Health Secretary, previously asked to come and open the new CT suite and had agreed to revisit. He may combine his visit when he comes to meet Rosie Winterton MP as she is the MP for the locality on where the new build site is proposed.

CC23/07/C1

Presentation from Chair, Non-Executive Directors and Lead Governor (Presentation)

Suzy Brain England – Chair to the Board gave a brief update to the Council of Governors.

Regular meetings are being held virtually with Hazel Brand and Linda Espey. Regular update emails are sent to all Governors with a brief outline on what had been discussed.

In September the Trust will welcome the new Governors. Initial induction session will take place on the 21 September.

The Governors have now been “buddied” up with a Non-Executive Director. This is designed to increase communication links and help resolve issues raised more promptly and more personal.

The Governor Advisory Committee will be discussed at the NHS Providers national conference but details on the date for this are still to be published.

The Board are looking at ways to increasing diversity and will be looking at appointing associate Non-Executive Directors to the Board.

Hazel Brand – Lead Governor

Due to the overrun of the Chief Executive presentation, Hazel thanked the Council of Governors for their continued support and also a special thank you to Jackie Hammerton, Partner Governor who will be leaving Sheffield Hallam University and moving to Lincoln University so will no longer be a Partner Governor.

Hazel brand advised the Council of Governors that she would circulate her update to the Governors due to time constraints.

Neil Rhodes – Non-Executive Director

Neil Rhodes gave a brief update on the work the Finance and Performance Committee and what assurance the committee had been seeking. The main focus over the coming months will be supporting the Trust to be pro-active in its planning for the future post COVID-19 and ensuring that the Trust Finance position remains stable.

Pat Drake – Non-Executive Director

Pat Drake gave the Council of Governors assurance that the Quality and Effectiveness Committee (QEC) are seeking assurance from Divisions that they are safe and patient safety is not jeopardised.

The Key areas that QEC have been monitoring throughout COVID-19 are

- Risks, incidents and ‘Never Events’.
- Mortality.
- Patient Attendances.
- Discharge Arrangements.
- Personal Protective Equipment (PPE).
- Testing.
- Consenting.
- Complaints.
- Safer Staffing

From September 2020 QEC will be focusing on:

- Stabilisation and recovery - Safety and Governance.
- CQC Action Plan update.
- Appraisals.
- SET Compliance.
- BAME Colleagues and Covid-19 impact.
- QEC Workplan.

Sheena McDonnell – Non-Executive Director and Freedom to Speak Up Non-Executive Director

Sheena McDonnell updated the Council of Governors on how the Non-Executive Directors will continue to work in a virtual world and how the vision for this is currently working. Non-Executive Directors are available virtually and have been working behind the scenes on a number of projects. Sheena has been working on governor development with the Company Secretary and how this will work going forward.

Sheena McDonnell also gave a brief update on:

- Charitable Funds Committee.
- Fred and Ann Green Advisory Group.
- Ethics Committee.

Kath Smart - Non-Executive Director

Kath Smart gave an update on the highlights from the Audit and Risk Committee (ARC) since the last Council of Governors presentation:

- Unqualified opinion on the Accounts 19/20 from Ernst Young.
- Clean Value for Money opinion.
- “Substantial assurance” given by KPMG on the Head of Internal Audit opinion.
- Signed-off Trust Annual Accounts and Annual Report.

Internal Audit reports, Six issued from KPMG:

- Three substantial assurance.
- Two partial assurance.
- One consultancy review.

Kath Smart informed the Council of Governors that ARC also seeks assurance in the following areas:

- Health, Safety and Fire.
- Security Management.
- Counter Fraud.
- Information Governance.

The ARC approved the two below Trust policies at the last committee meeting:

- DBTH Standing Orders, Standing Financial Instructions & Reservation of Powers to the Board.
- DBTH Standards of Business Conduct and Employee Declarations Policy.

Mark Bailey – Non-Executive Director

Mark Bailey only started with the Trust as a Non-Executive Director in February 2020 and is not appointed as a Chair of a Committee at present. There is no requirement for him to present at today’s meeting.

CC23/07/D1

Governor Approvals

No items to approve.

CC23/07/E1

Minutes of Council of Governors held on 13 May 2020 (Enclosure E1)

There were no amendments required to the minutes. Council to approve.

The Council of Governors

- ***Approved the minutes from 13 May 2020.***

CC23/07/E2 **Minutes of the Annual Members Meeting held on 26 September 2019 (Enclosure E2)**

The Council of Governors

- ***Approved the Annual Members meeting Minutes from 26 September 2020.***

CC23/07/F1 **Questions from Members of the Public**

Questions from members or the public previously submitted prior to meeting. *NB. If questions are not answered at the meeting about the business discussed, then a coordinated response will be circulated to all governors post meeting.*

There were no questions submitted from the members or the public.

CC23/07/G1 **Any Other Business (Verbal)**

There were no items of any other business raised.

CC23/07/G2 **Items for Escalation to the Board of Directors**

There were no items to escalate to the Board of Directors.

CC23/07/G3 Date and time of next meeting:

Date – 11 November 2020

Time – 2.30 -5.00pm

Venue – Videoconferencing

CC23/07/H **Meeting Close 18:00.**