

COUNCIL OF GOVERNORS

Minutes of the meeting of the Public Session of the Council of Governors
Held on Thursday 24 September 2020 15:00hrs
Via Starleaf Videoconferencing

Present:

Chair	Suzy Brain England – Chair		
Public Governors	Peter Abell	Linda Espey	David Northwood
Via Starleaf	Dennis Atkin	David Goodhead	Pauline Riley
	Philip Beavers	Geoffrey Johnson	Lynne Schuller
	Hazel Brand (Lead Governor)	Lynne Logan	Mary Spencer
	Mark Bright	Beverley Marshall	
Staff Governors	Duncan Carratt	Sophie Gilhooly	Sally Munro
Partner Governors	Rob Coleman	Alexis Johnson	Susan Shaw
	Tina Harrison	Victoria McGregor Riley	Clive Tattley

In attendance:

Board Members	Richard Parker OBE – Chief Executive
	Karen Barnard - Director of People and Organisational Development
	Jon Sargeant – Director of Finance
	Dr Tim Noble – Medical Director
	Alasdair Strachan – Director of Education and Research
	Fiona Dunn Acting Deputy Director of Governance and Quality / Company Secretary
	Pat Drake, Non-Executive Director and Senior Independent Director
	Sheena McDonnell – Non-Executive Director
	Neil Rhodes – Non-Executive Director
	Kath Smart – Non-Executive Director
	Emma Shaheen – Head of Communications and Engagement
	Kirsty Edmondson Jones – Director of Estates and Facilities
	Ken Anderson – Acting Chief Information Officer

In attendance:	Rosalyn Wilson – Corporate Governance Officer (Minutes)
	Katie Shepherd – Corporate Governance Officer (IT Support)

Apologies:

Governor	Mike Addenbrooke	Ainsley MacDonnell	Mandy Tyrell
Apologies	Karl Bower	Susan McCreadie	
	Kay Brown	Vivek Panikkar	

Board Member	Mark Bailey – Non Executive Director
Apologies	David Purdue – Deputy Chief Executive and Director of NM&AHP
	Rebecca Joyce – Chief Operating Officer

CC24/09/A1 **Welcome and Apologies for Absence (Verbal)**

Suzy Brain England, Chair to the Board welcomed the existing, new and returning governors to today's Council of Governors public meeting. The outcome of the elections listed below:

ELECTED for Public Bassetlaw

- Peter ABELL – Returning Governor
- Lynne SCHULLER
- Mary SPENCER

ELECTED for Public Doncaster

- Mark BRIGHT - Returning Governor
- Lynne Julie LOGAN -Returning Governor
- Dennis ATKIN
- Pauline RILEY

ELECTED for Public Rest of England

- Jackie HAMMERTON – was a Partner Governor
- Maria JACKSON-JAMES

ELECTED Staff: Non Clinical

- Duncan CARRATT - Information Services Manager - Returning Governor

ELECTED Staff: Other Healthcare

- Sophie GILHOOLY - Physiotherapist

ELECTED Staff: Nursing & Midwifery

- Sally MUNRO - TAU Sister

APPOINTED Partner Governors:

- Tina Harrison – Director of Curriculum Support Personal Development, Behaviour & Attitudes at Doncaster College and University Centre
- Phil Holmes - Director of Adults, Health and Wellbeing (DASS)
- Jo Posnett - Interim Deputy Head for Dept of Allied Health

CC24/09/A2 **Declaration of Governors' Interests (Enclosure A2)**

The Trust Board Office advised the Chair that amendments had been made to the Governors Declarations of Interest register to remove Governors whose terms had ended and to include the newly elected Governors whose declarations will be captured throughout the induction process.

It was noted that the master register provided under agenda item A2 requires an amendment, due to change in elected governor. Amendment required for Public Governor –Bassetlaw; Dr Chandrakant Mutalik (Public Governor – Bassetlaw) to be replaced with Lynne Schuller due to Dr Chandrakant Mutalik standing down the appointment.

The Council:

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

CC24/09/A3 Actions from previous meetings (Enclosure A3)

There were no outstanding actions on the Public Council of Governors action log.

CC24/09/B1 Minutes of Council of Governors (Enclosure B1)

The Council of Governors were asked to accept the minutes from the previous meeting as a factual copy. There were no amendments to be made.

The Council:

- ***Noted and confirmed the minutes from the previous meeting to be an accurate copy.***

CC24/09/B2 Any Other Business (Verbal)

There were no items of any other business raised.

CC24/09/B3 Items for escalation to the Board of Directors (Verbal)

There were no items for escalation to the Board of Directors.

CC24/09/C1 Trust Constitution – Enclosure C1)

Fiona Dunn presented a draft of the revised Trust Constitution which had been previously circulated to the Council of Governors for comment during the revision process.

The Trust is required to have a constitution which sets out how it is constituted, how it makes decisions and to whom it is accountable. It is based on NHSE/I core constitution statutory guidance issued in 2014. Some of the provisions are required by law while some are discretionary.

The Constitution is required to be reviewed in full every three years. The last review was in January 2018.

Fiona Dunn summarized the changes made to the Constitution and advised that they were minor, generally clarification type changes as the nature of this document is that it is not designed to cover every eventually. The review undertaken was to modernize the terminology and to ensure the constitution still remains fit for purpose for the organisation.

Fiona Dunn confirmed that none of the amendments made in this review related to any change in powers of duties or role of the council of governors.

Fiona Dunn confirmed that this draft of the Trust Constitution had been approved by the Board of Directors on 15 September and was seeking approval of the revision by the Council of Governors.

Suzy Brain England asked the Council of Governors if they had any questions on the revised Constitution.

Mark Bright commented, on page 71, the Governor appeals process and asked if this is this now reflected in the standing orders.

Fiona Dunn advised that once the Trust Constitution is approved then governor standing orders will be reviewed and aligned with the Trust Constitution.

There were no more questions raised by the Council of Governors.

The Council of Governors:

- ***Approved the Trust Constitution.***

CC24/09/D1

Annual Report and Accounts 2019/2020 for Annual Members Meeting (Enclosure D1)

Suzy Brain England explained to the Council of Governors that due to COVID-19 the Annual Members Meeting cannot go ahead in the normal way of a face to face meeting but will go ahead using virtual Video Conferencing.

Suzy Brain England asked the Council of Governors to receive the Annual Report and Accounts for 2019/2020.

The Council of Governors:

- ***Accepted the Annual report for 2019/2020.***

The Council of Governors were given the opportunity to ask the Executive Directors questions, although the External Auditors, Ernst Young were not present, they will be attending the November Council of Governors meeting.

Hazel Brand asked why the quality accounts are not in this year's annual report.

Richard Parker advised that the Trust was given revised guidance in March by NHSE/I that due to COVID19 pandemic, the reporting requirements were reviewed. The quality accounts reporting will still go ahead but the completion date is extended to 31 December 2020.

Kath Smart advised that the Audit and Risk Committee were working to the revised timetable for the quality accounts. .

Emma Shaheen advised that the quality accounts should be available for the Governors at the November Meeting.

Bev Marshall made an observation as a governor that this year's annual report records a good year for the Trust and that the CQC report is in there too. Bev Marshall expressed his thanks to all the staff who had worked hard to reflect the outcome.

Hazel Brand and Susan McCreadie asked Suzy Brain England and Richard Parker to express a huge thank you to all staff for carrying on through the COVID-19 pandemic and commended the Trust on the support to staff throughout.

Richard Parker expressed his thanks to all staff at all levels from first wave and then into the potential second wave and on behalf of the Executive Team.

Although COVID-19 is impacting on the Trust all staff continue to work on supporting the Trust Vision to be CQC outstanding.

Suzy Brain England updated the Council of Governors that the Trust 'Thank You' events had unfortunately had to be paused following a decision made at the Board of Directors. Due to the implementation of the updated government guidelines it was felt that the events could not take place safely and until COVID restrictions are lifted the events are on hold, as staff and their families safety is a priority.

Fiona Dunn provided a demonstration for the Council of Governors on how to access the Annual Members Meeting due for later that evening.

There were a number of questions raised regarding the Annual Members Meeting:

Q) Can the numbers of participants be circulated to the Governors post release?

A) Yes . these will be circulated with the minutes.

Q) Will the presentation be available after the Annual Members Meeting finishes?

A) The presentation will be available on the Trust website via a link to YouTube site.

Q) Do we know the areas that people access the meeting?

A) Unfortunately not, can only see quantity of viewers not locality.

Q) Should Governors be publicising this?

A) Yes they should.

Alexis Johnson advised that once he receives the information he would support the Deaf Trust in Doncaster to publicise this for the Trust amongst the deaf community using Side Kick which is a social media platform they use.

The Council of Governors

- ***Received and approved the Annual Report of Accounts 2019/2020.***

CC24/09/D2 Date and time of next meeting:

Date – 11 November 2020

Time – 15:00 – 18:00pm

Venue – Microsoft Teams - Videoconferencing

CC24/09/D3 Meeting Close 16:30.