

COUNCIL OF GOVERNORS

Minutes of the meeting of the Public Session of the Council of Governors
Held on Wednesday 11 November 2020 14:30hrs
Via Microsoft Teams Videoconferencing

Present:

Chair	Suzy Brain England – Chair		
Public Governors	Peter Abell	Linda Espey	Steve Marsh
Via Starleaf	Dennis Atkin	David Goodhead	David Northwood
	Mike Addenbrooke	Jackie Hammerton	Pauline Riley
	Philip Beavers	Maria Jackson James	Lynne Schuller
	Hazel Brand (Lead Governor)	Lynne Logan	Mary Spencer
	Mark Bright	Beverley Marshall	
Staff Governors	Kay Brown	Sophie Gilhooly	
	Duncan Carratt	Vivek Panikkar	
Partner Governors	Rob Coleman	Alexis Johnson	Susan Shaw
	Tina Harrison	Ainsley Macdonnell	Clive Tattley

In attendance:

Board Members	Richard Parker OBE – Chief Executive
	Jon Sargeant – Director of Finance
	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
	Mark Bailey – Non Executive Director
	Fiona Dunn - Company Secretary

In attendance:	Dan Spiller – Ernst Young, External Audit
	Rosalyn Wilson – Corporate Governance Officer (Minutes)

Apologies:

Governor	Anthony Fitzgerald	Phil Holmes
Apologies	Geoffrey Johnson	Victoria McGregor Riley

Board Member	Karen Barnard - Director of People and Organisational Development
Apologies	David Purdue – Deputy Chief Executive and Director of NM&AHP

Rebecca Joyce – Chief Operating Officer
Dr Tim Noble – Medical Director

ACTION

CC11/11/A1 Welcome and Apologies for Absence (Verbal)

Suzy Brain England, Chair to the Board welcomed all to the meeting and advised that Dan Spiller from Ernst Young would be providing an update on the Annual Audit Letter and would take questions from Governor on the paper.

CC11/11/A2 Declaration of Governors' Interests (Enclosure A2)

Lynne Schuller advised that one of her declarations was missing and has now been added for future meetings.

The Council:

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

CC11/11/A3 Actions from previous meetings (Enclosure A3)

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

CC11/11/B1 Annual Audit Letter 2019/2020 to the Council of Governors (Enclosure B1)

Dan Spiller from Ernst Young provided an update on the report. The ISA260 positive conclusion had not changed since presenting at the year end audit and Risk Committee (ARC) on 4 June 2020 and confirmed that this was the final report from EY for 2019/20.

It was advised that the purpose of this annual audit letter was to communicate to the Council of Governors the key issues arising from the external audit work which should be considered and then brought to the attention of the Trust.

Suzy thanked Dan Spiller for the update and asked the Council of Governors for questions.

Bev Marshall advised that as a Public Governor observer on the Audit and Risk Committee he has seen the work completed over the last 12 months and is assured with the progress the Trust is making and the audits are a good contribution to the Trust.

Mark Bright commented that the Trust had reported a good year from the outcome of the report.

Dan Spiller responded that the external auditors were not concerned with the changes into the threshold and the miss interpretation of data from the

Department of Health and Social Care.

Peter Abell asked that the Trust provides on behalf of the council of governors a congratulatory letter to the Finance Team for their hard work to maintain growth in the Trust.

Suzy Brain England asked the Governors if there were any more questions. No further questions and the Council were asked to receive the report.

Dan Spiller thanked Jon Sargeant and the Finance team for the open working relationship which had enabled the audit work to be continued throughout COVID-19.

Kath Smart advised that as the Chair of the Audit and Risk Committee the external audit was a good positive outcome.

Richard Parker asked that the minutes record the positive comments and the thanks to the Finance team. – record in minutes for work that goes into the finances

The Council:

- ***Received the Annual Audit.***

CC11/11/C1 Reports on Activity, Performance and Assurance Presentation (Enclosure C1)

The Council of Governors were presented updates on the Trust performance since the last meeting and the key points were noted from each presenter; the Non-Executive Directors updates.

Richard Parker, Chief Executive

Verbal update of the current COVID-19 data as of 11am 11 November 2020

- Current Covid-19 patients: **212**
- Total Covid-19 patients in Intensive Care: **18**
- Total Covid-19 discharges: **872**
- Total number of patients who have died: **381**
- Total number of patients who have been cared for: **1,467**

The Trust October activity was noted.

- By mid-October the Trust had the 3rd highest bed occupancy in the country. 98.6%.
- Testing capacity is being focused on in the following areas, Emergency,

Cancer and Urgent Services.

- Daily review meetings stepped back up, plus four times a day operational meetings.
- Maternity Services returning to Bassetlaw on 2 November.
- New COVID-19 diagnostic equipment on Trust sites.
- Flu vaccination programme for all staff.
- Road side parking restrictions relaxed again with DMBC.
- Ward areas being provided sandwich bags.
- All staff to have a wellbeing risk assessment.

Suzy Brain England, Chair to the Board

- Key message to staff, visitors and communities – Hands, Face, Space.
- The Trust is recruiting two Associate Non-Executive Directors in line with the Trust People Plan.
- Welcoming new Governors to meetings and the new digital normal.
- Thanked the local communities for supporting the Trust.
- Big thank you to all DBTH staff for unswerving dedication.

Hazel Brand, Lead Governor

- Welcome to new and re-elected Governors to their first full Council of Governors.
- Update on the Governwell conference.
- Training and development sessions update.
- Trust Board Office reviewing the Governor Observers on committees.
- Update on how Governors can help in wave two.

Neil Rhodes, Non-Executive Director, Deputy Chair to the Board and Chair Finance and Performance

- Update on performance challenges and what is discussed to support the delivery of KPIs including 52 week breaches and RTT.
- Focus on embedding new ways of working including Out Patient Clinics, drive through testing and diagnostics.
- Four hour A&E wait performance improving.
- Work required on ambulance delays.
- Internal Audit given significant assurance on the recent audit COVID Financial Controls and systems.

Pat Drake, Non-Executive Director, Chair Quality and Effectiveness

- Observed the Clinical Governance Committee and Patient Experience and Engagement Committee
- Attended in capacity of Non-Executive Director two QI events within the maternity team.
- Clinical Specialities Division presented and update on Governance to the Quality and Effectiveness Committee (QEC).
- Recent Complaints deep dive and further update and review to QEC in February 2021.
- Stabilisation and Recovery on the QEC agenda as a standing agenda items for every meeting.
- Changes within the Senior Leadership team within the Director of Nursing structure and a warm welcome to Abigail Trainer, Deputy Chief Nurse.
- Focus on Patient Safety Learning, Mortality Governance and Safer Staffing.
- Learning Disabilities strategy will be reviewed at QEC along with the other Mental Health Strategies.
- Although the People Committee has been formed, workforce assurance will still be presented to QEC.
- ReSPECT and End of Life Care will be presented at QEC at the end of November.
- Research and effectiveness will continue to come to QEC.

Kath Smart, Non-Executive Director, Chair Audit and Risk Committee

- Cyber Security presented to Audit and risk Committee (ARC) in October and update given on the work plan for 2020/21.
- The Internal Audit programme had re-commenced for Quarter 2.
- Counter Fraud prevention and detection assurance is ongoing with update given on the work done within the remit of the Local Security Management Specialist.
- Health and Safety have realigned their reporting for the ARC committee for more consistency in data.
- Declarations of Interests was discussed and will be addressed by the Medical Director.
- Four internal audit reports presented and representative teams moving forward with the outcomes.
- Council of Governors will be required to appoint the External Auditors during 2021.

Sheena McDonnell, Non-Executive Director, Chair People Committee

- Now the Chair of the new People committee that will focus on, People Plan, Staff Survey, Absence and Freedom to Speak up FTSU.
- Ongoing work with FTSU to support staff within areas that have raised concern.
- Promote the positive work being done with the Health and wellbeing committees and Equality and Diversity.
- New Equality and Diversity Lead starting in the Trust end of November.
- Fred and Ann Green will be chaired by Mark Bailey at the next meeting.
- Trust has appointed a new Fundraiser.
- Fred and Ann Green will link in with the Charitable Funds Committee.
- Fred and Ann Green have sponsored a star that will be illuminated at Mexborough Montague throughout December and also made a donation to the Memorial Gardens.

Suzy Brain England asked the Council of Governors for questions.

No questions raised.

The Council of Governors:

- ***Noted the update on the Trust activity and performance.***

CC11/11/D1 Minutes of Council of Governors held on 24 September 2020 (Enclosure D1)

No changes to note.

The Council of Governors

- ***Noted the minutes as a true copy.***

CC11/11/D2 Minutes of the Annual Members Meeting held on 24 September 2020 (Enclosure D2)

No changes to note.

The Council of Governors

- ***Noted the minutes as a true copy.***

CC11/11/D3 Chair & NED Objective Setting and Appraisal Process (Enclosure D3)

The Council of Governors are asked to approve the paper.

The Governors approved the paper presented.

The Council of Governors

- *Approved the Chair and NED Objective setting and appraisal process.*

CC11/11/E1 Questions from members or the Public (verbal)

There were no questions submitted by the public for today's meeting.

CC11/11/F1 Any Other Business (Verbal)

DBTH Governor Showcase Video

Fiona Dunn advised the Council of Governors about the work that had been undertaken and the reason behind the making of the showcase video. Governors were sent the link to watch the video.

CC11/11/F2 Items for escalation to the Board of Directors (Verbal)

There were no items raised for the Board of Directors.

CC11/11/F3 Date and time of next meeting:

Date – 28 January 2021

Time – 15:00

Venue – Microsoft Teams - Videoconferencing

CC11/11/G Meeting Closed 17:00