

**Minutes of the meeting of the Public Session of the Council of Governors  
Held on Thursday 1<sup>st</sup> July at 15:00  
Via Microsoft Teams**

**Present:**

<b>Chair</b>	Suzy Brain England OBE, Chair		
<b>Public Governors</b>	Peter Abell Dennis Atkin Phil Beavers Hazel Brand Mark Bright Bev Marshall Geoffrey Johnson	Linda Espey David Goodhead Maria Jackson-James Lynne Logan Ainsley MacDonnell Daven Bayley	Steve Marsh Susan McCreadie Pauline Riley Lynne Schuller Mary Spencer Clive Tattley
<b>Staff Governors</b>	Kay Brown	Duncan Carratt	Vivek Pannikar
<b>Partner Governors</b>	Phil Holmes	Joanne Posnett	Sue Shaw
<b>In attendance</b>	David Purdue – Deputy Chief Executive and Chief Nurse Dr Tim Noble – Executive Medical Director Emma Shaheen – Head of Communications and Engagement Kath Smart – Non-Executive Director Mark Bailey – Non-Executive Director Fiona Dunn – Deputy Director Corporate Governance/Company Secretary Adam Tingle – Communications and Engagement Manager Sheena McDonnell – Non-Executive Director Rebecca Joyce – Chief Operating Officer Claudia Gammon – Secretarial Support Officer (minutes) Hayley Findlow – Corporate Governance Officer (minutes)		

**Apologies:**

<b>Governor Apologies</b>	Mike Addenbrooke Wendy Baird Anthony Fitzgerald Jackie Hammerton	Victoria McGregor-Riley Sophie Gilhooly	David Northwood Mandy Tyrrell
<b>Board Member Apologies</b>	Richard Parker OBE – Chief Executive Marie Purdue – Director of Strategy and Transformation Jon Sargeant – Director of Finance Alasdair Strachan – Director of Education and Research Pat Drake, Non-Executive Director and Senior Independent Director Neil Rhodes – Deputy Chair/Non-Executive Director		

**ACTION**

**PC21/07 Welcome and Apologies for Absence (Verbal)  
/A1**

The Chair welcomed the Council of Governors and those in attendance to the meeting. The apologies for absence were noted.

**PC21/07 Declaration of Governors' Interests (Enclosure A2)**  
**/A2**

***The Council:***

- ***Noted the declaration of Governors' Interests.***

**PC21/07 Actions from previous meetings**  
**/A3**

***The Council:***

- ***Noted that there were no actions from previous meeting.***

**PC21/07 Suzy Brain England – Chair's Report (Presentation)**  
**/C1.1**

The Chair opened the meeting by thanking everyone at team DBTH for their unwavering dedication throughout the spring and into the summer quarter.

The Chair gave an update following the SYB Acute Federation Chairs Meeting, NHS Providers' Board meeting and the Executive Director and Non-Executive one to ones.

The Chair had advised that we have agreed to appoint an associate Director for six months with recruitment consultants Gatenby Sanderson. Board held a workshop on the ICS Compact. The Chair explained that she Chaired the Governor Advisory Committee.

The Chair highlighted she was interviewed by the Leadership Academy and the British Chamber of Commerce to inform their revised strategic direction. She has been engaged in Regional chairs' video calls.

The Chair continued to observe the governor briefings and took part in the Board workshop focusing on the digital strategy.

In the quarter ahead The Chair would continue to attend and observe the various national and regional meetings and hold one to ones.

**PC21/07 Hazel Brand – Lead Governor Update (Presentation)**  
**/C1.2**

Hazel Brand, Lead Governor, gave an update on Governors' activities, which included four training and development sessions and the Members' Medical Lecture series, which was held remotely this year due to the pandemic and reflected on DBTH's response to the pandemic. Many more members had viewed the video than had attended in person in previous years. Governors had had input to the development of the next strategic plan, and governors had also contributed to the Non-Executive Directors' appraisals.

Looking forward, the Lead Governor outlined the changes in Board meetings and the plans for governors' open surgeries. Governor elections were fast approaching, and she thanked those governors who would come to the end of their term of office or were not standing again for personal reasons. Governors were engaged in the procurement process for the internal and external auditors and governors would be updated on the outcome at a future meeting.

**PC21/07 Neil Rhodes – Finance and Performance (Presentation)**  
**/C1.3**

Kath Smart presented on behalf of Neil Rhodes and provided an update on the most recent Performance and Finance Committee meeting on the 17<sup>th</sup> June 2021. It was noted that the Emergency Department (ED) had seen record attendances, putting extra pressure on all staff and ongoing actions were underway to manage this. There had been good progress in restoring service levels which will continue to be monitored carefully at F&P.

A deep dive into Ophthalmology issues has produced a set of actions which F&P is managing on an ongoing basis.

The Finance and Performance Committee gave an overview which had a positive start to the financial year and the Trust was £0.4 million ahead of plan, with capital at £1.3 million and a strong cash balance of £44.5 million.

The Finance and Performance Committee had received an excellent explanation of the use of the accelerator funding and the implications it had on the Trust. There was a discussion regarding the reported issues with the Women's and Children's hospital, and the steps that had been taken to procure a modular build on a short-term basis to increase the bed capacity for winter planning.

**PC21/07 Pat Drake – Quality and Effectiveness (Presentation)**  
**/C1.4**

Mark Bailey presented on behalf of Pat Drake an update on the most recent Quality and Effectiveness meeting held on the 14<sup>th</sup> June 2021.

The review of the clinical governance committee terms of reference had almost concluded.

The Quality and Effectiveness Committee had conducted a deep dive into the complaints following the receipt of the KPMG internal audit report with its recommendations.

The Committee continued to receive the Ockenden Report and Perinatal Mortality Review Tool at each meeting.

A report on 'patient safety learning' was received at each meeting which provides an update on the learning from patient safety incidents including an action plan on the Trust's Patient Safety Strategy.

A comprehensive Patient Experience Report was received.

**PC21/07 Kath Smart – Audit and Risk (Presentation)**  
**/C1.5**

Kath Smart provided an update on the most recent Audit and Risk Committee meetings that took place on the 21<sup>st</sup> May and 9<sup>th</sup> June 2021.

Year-end reports from KPMG concluded that DBTH has significant assurance over its internal control and risk management process which is positive feedback for the Trust. There were audit reports on Capacity Planning (Partial Assurance) and Risk Management (Significant assurance with minor improvements/ partial assurance) both with agreed recommendations and follow up plan. The Job Planning audit report received no assurance, however, the Executive Medical Director had fed back into the Audit and Risk Committee meeting on what the challenges were and how best to implement the recommendations. Work had already commenced on the ways to tackle the challenges, and regular monitoring reports would be discussed at further Audit and Risk Committee meetings.

The External Audit year-end report (ISA 260) also reported a positive outcome, as the accounts were unqualified, which was great feedback for the Trust and the teams who have worked on the annual accounts and report. The Value for Money report was due on the 30<sup>th</sup> June 2021 and recommendations that were made by the Internal and External audits would be followed up through the Audit and Risk committee meetings. The Audit and Risk Annual Report would go to the Board of Directors on the 20<sup>th</sup> July for assurance.

**PC21/07 Sheena McDonnell – People (Presentation)**  
**/C1.6**

Sheena McDonnell provided an update on the recent People Committee meeting that took place on the 4<sup>th</sup> May 2021. There was a deep dive into workforce planning, which included workforce profile information. Work on widening participation continued. An update was given on Education and Research.

The People Committee received regular updates on the RACE Equality Code action plan. A reciprocal mentoring scheme had commenced which involved senior leaders of the organisation.

The health and wellbeing of colleagues remained an area of focus within the Trust and a strategy was being developed.

Sheena McDonnell noted that colleagues' annual leave was being monitored in terms of ensuring staff are able to take leave when required. Additional rest areas had been introduced for colleagues to use during their breaks.

An update was given on Leadership and Development plans and the ongoing processes that had started to take shape.

The "People Plan Priorities" were explained and what they symbolised.

- We are compassionate and inclusive.
- We are recognised and rewarded.
- We each have a voice that counts.
- We are safe and healthy.
- We are always learning.
- We work Flexibly.
- We are a team.

**PC21/07 Mark Bailey – Charitable Funds (Presentation)**  
**/C1.7**

Mark Bailey provided an update on the recent Charitable Funds Committee meeting that took place on the 10<sup>th</sup> June 2021. Mark Bailey highlighted to the group that the Charitable Funds Committee had welcomed Peter and Norma Brindley as Executors of the Fred and Ann Green will; and Susan McCreadie and as the new Governor observer] to the Committee.

The Charitable Funds Policy had been received and updated since the last meeting in recognition of the "Above and Beyond" Committee, and the reviewed terms of reference had also been approved.

The Charitable Funds investment policy was formally approved and would provide monthly updates to the Committee members.

Mark Bailey noted that the fund-raising strategy had progressed well, with support from both the public and private sector organisations within Doncaster.

Team Doncaster has launched a campaign to create a permanent memorial in honour of key workers throughout the COVID pandemic. The memorial would take pride of place within the town centre, with the hope that it would provide a suitable monument for later generations to reflect on the hard work, sacrifice, and loss throughout 2020 and in to 2021 due to the COVID pandemic.

Proposals were being developed for further Health and Wellbeing schemes for staff alongside the 5<sup>th</sup> July "NHS Big Tea".

**PC21/07 David Purdue Deputy Chief Executive and Chief Nurse (Presentation)**  
**/C1.8**

The Deputy Chief Executive advised that as of the 1<sup>st</sup> July 2021 there were nine COVID-19 patients being cared for in the Trust, none of which were in the Intensive Care Ward. To date, 2,508 patients had been discharged, and a further 820 patients had sadly lost their lives due to the COVID-19 virus. Whilst it had been reported that there continued to be a decline in the number of COVID-19 cases, the public were reminded to remain vigilant and follow the hands, face, and space guidance. The vaccination programme continues nationally, and many people had received their second dose.

The Trust had concentrated its bed and testing capacity within emergency, urgent and cancer services, with other services gradually recovering.

The Deputy Chief Executive advised that during the month of May 2021 activity had increased which saw 464 babies delivered, 16,848 emergency patients cared for, 35,932 people seen in Outpatients and 9,482 cared for as inpatients.

Work would continue to recover the waiting lists, prioritising those who need the most urgent care.

The Trust's clinical strategy is being refreshed in line with the aim to become a CQC 'outstanding' rating hospital.

The Trust continues to work through the implications of the statutory establishment of the Integrated Care System (ICS).

**PC21/07 Governor Questions (Verbal)**  
**/C1.9**

Question from Peter Abell

Peter Abell thanked David Purdue and asked about the pressures of A&E, what happens with regards to Primary Care and where we go with it? He also asked about Maternity, the issues raised by Panorama programme and the shortage of midwives.

The Deputy Chief Executive advised that he has weekly meetings with Bassetlaw including all leads regarding the increase of patients in Emergency Department (ED). GP's see 20% more patients than they have previously mostly virtual. Feedback has shown that patients preferred to visit the ED. Open access for diagnostics is available, X-rays were possible, but ultrasounds were not as easy to perform. The 111 hubs had received an increase in patients being sent to ED. A review would take place of how we move forward. The ambulance service had been inundated, 9 ambulances within 15minutes were waiting at ED on 30<sup>th</sup> June. Bassetlaw had also been affected and had 58 patients in ED.

Maternity was raised within the Ockenden report update on the 30<sup>th</sup> June. Key actions (7) along with spreadsheets (48) were completed and submitted to board in June. David Purdue and Pat Drake sign this off. Maternity had 20 vacancies; 3 staff have taken back their notice. Nottingham and Sheffield Hospitals have been noted that they had received CQC rating 'inadequate'. The DRI are very open with the CQC, submitting any evidence to them whilst being up front and open about any issues. We have 23 newly qualified midwives and were looking at a new pilot to gain more overseas staff. Portugal has more midwives than jobs that through NHS Professionals we were looking at to recruit. 154 newly registered midwives in 2020 and 189 specialised midwives.

Question Lynne Schuller

Lynne Schuller raised a number of questions; firstly, would the complaints lead to an action plan? Sheena McDonnell had mentioned that they helped the schools in Doncaster, however were there any help for schools within Bassetlaw? As there had been 820 deaths within DRI were the staff receiving any mental health support and were their managers trained in spotting this?

Mark Bailey advised about the action plan following the complaints audit had been developed and recommendations were being reviewed with a plan that included data identifying any areas of training required.

David Purdue explained that training around Mental Health issues had been given to band 7's and above. Vivup is also accessible for all staff and had information on how to identify and access support. Wards 19 and 25 were offering psychological support.

GPs in Urgent Care have piloted being on the front door to assist patients and to see what difference it made.

Bassetlaw schools had been looked into further and it would be mentioned in the Preceptorship Programme.

#### Question Bev Marshall

Bev Marshall spoke on behalf of all the Governors in saying thank you to everyone at DRI. He asked about the issues with the Women's & Children's hospital plans and expressed his personal views for the campaign re-extra funding for the plans.

The Chair thanked Bev for his passion and explained that the local Council would look at the strategic plan for the DRI and that we were up at the top of the listing for a new hospital. This would help with recruitment and contribute to the economy. The Council were looking at the 'Basin site' in Doncaster as a proposed new build location. Jon Sargeant and the Chair were hoping to talk to the Doncaster MP's next week as to whether it is value for money to build a new hospital as the DRI is too small. The Chair added that it would be essential to get backing from the MP's, Council, and the new Secretary of State for Health to gain this decision.

#### Question Lynne Logan

Lynne Logan asked; can staff be trusted to book and receive there Covid-19 vaccines as they cannot receive them onsite any longer? She also added that a member had stated that the Rainbow Garden was lovely, and some wind chimes would look perfect in there.

David Purdue replied that staff had been able to receive the vaccine at the DRI, but this is no longer available, and relies on staff going elsewhere to receive them. It was mentioned whether this would be made compulsory for all NHS staff to receive the vaccine, the Trust is awaiting feedback on this. However, it cannot be enforced if you are pregnant or trying for a baby. To work for the NHS the Hepatitis B vaccine is compulsory and whether the Covid-19 should be the same. Students that are on placement in care home must be fully vaccinated to carry out the placement.

The Chair and David Purdue agreed to the suggestion of the addition of wind chimes in the Rainbow Garden and would look into this.

#### Question Duncan Carratt

Duncan Carratt started by thanking everyone for the Rainbow Gardens which allowed staff to have somewhere to go on breaks. HE asked as to whether staff are now beginning to take annual leave as we move more to the winter months'?

Sheena McDonnell added that in the People Committee it was discussed that staff carried leave over in some areas. This was high in some areas and low in others. Staff could also sell annual leave to the trust however this was not promoted widely as the preference is for staff to take suitable rest time.

David Purdue explained that it is was being monitored closely to ensure that staff take their leave and rest.

It was noted that the canteens are open again, having tables for up to 6 people with the opportunity to use the marquee outside also. Breaks at work are important and staff should ideally take a quarter of their annual leave per quarter.

Rebecca Joyce explained that there were waiting lists for staff wellbeing accelerator programme and annual leave required balancing. Rebecca Joyce mentioned that she had had a walk about with Kath Smart, asking staff if they used the wellbeing information and whether they were receiving the support they needed. The feedback was positive This is accessed by both clinical and admin staff.

The Chair asked if there were any further question to be raised but didn't receive a response.

### ***The Council of Governors***

- ***Noted the information provided in the presentations and through the question-and-answer session.***

#### **PC21/07 Minutes of Council of Governors held on 29<sup>th</sup> April 2021 (Enclosure D1)** **/D1**

### ***The Council of Governors***

- ***Approved the minutes of the public Council of Governor meeting held on 29<sup>th</sup> April 2021.***

#### **PC21/07 Questions from members or the Public (verbal)** **/E1**

There were no questions submitted by the public.

#### **PC21/07 Any Other Business (Verbal)** **/F1**

The Chair highlighted that Bev Marshall – Public Governor would be completing his third and final term as governor on 22 September 2021. On behalf of the Trust, the Chair thanked Bev for his service to DBTH, his candour and his dedication to representing local people throughout his many years a Governor.

There were no items of any other business.

#### **PC21/07 Items for escalation to the Board of Directors (Verbal)** **/F2**

- ***It was noted that the views on funding around the new Women's and Children's hospital was to be monitored at Board.***

#### **PC21/07 Governor Board/Meeting Questions Database** **/F3**

### ***The Council of Governors***

- ***Noted the governor board meeting question database.***

**Date and time of next meeting:**

**Date 23<sup>rd</sup> September 2021**

**Time 15:00**

**Venue Microsoft Teams - Videoconferencing**

**PC21/07** Meeting closed 16:50.

**/G**



**Suzy Brain England  
Chair of the Board**

**Date  
23<sup>st</sup> September 2021**