

Meeting of the Council of Governors held in Public
On
Thursday 25 November 2021 at 15:00 – 17:00
Via Microsoft Teams
AGENDA

		LEAD	ACTION	ENC	TIME
A	COUNCIL BUSINESS				15:00
A1	Welcome and Apologies for absence	SBE	Note	Verbal	5
A2	Declaration of Governors' Interests	SBE	Note	A2	
	<i>Members of the Council of Governors and others present are reminded that they are required to declare any pecuniary or other interests which they have in relation to any business under consideration at the meeting and to withdraw at the appropriate time. Such a declaration may be made under this item or at such time when the interest becomes known.</i>				
A3	Actions from previous meetings	SBE	Note	-	
	<i>There were no outstanding actions from the meeting held on 23 September 2021</i>				
B	GOVERNOR APPROVALS				
B1	Chair & NED Appraisal & Objective Process Outcome Process	SBE	Approve	B1	5
C	REPORTS ON ACTIVITY, PERFORMANCE AND ASSURANCE				15:10
C	Presentation				
C1.1	Suzy Brain England – Chair's Report	SBE	Note	Present	10
C1.2	Kath Smart – Audit and Risk	KS	Note	Present	5
C1.3	Hazel Brand – Lead Governor Update	HB	Note	Present	5
C1.4	Neil Rhodes – Finance and Performance	NR	Note	Present	5
C1.5	Pat Drake – Quality and Effectiveness	PD	Note	Present	5
C1.6	Sheena McDonnell – People	SM	Note	Present	5
C1.7	Mark Bailey – Charitable Funds	MB	Note	Present	5
C1.8	Malcolm Veigas – Insight Programme Feedback	MV		Present	5
C1.9	Richard Parker – Chief Executives Report	RP	Note	Present	10
C1.10	Governor Questions (30mins)	Gov	Q&A	Verbal	30

D ITEMS TO NOTE These will be taken as read and noted, unless queries are raised with the Chair prior to the meeting **16:35**

D1	Minutes of Council of Governors held on 23 September 2021	SBE	Approve	D2	5
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E QUESTIONS FROM MEMBERS OF THE PUBLIC **16:40**

E1	Questions from members or the public previously submitted prior to meeting.	SBE	Q&A	Verbal	10
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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.

F INFORMATION ITEMS **16:50**

F1	Any Other Business (to be agreed with the Chair before the meeting)	Gov	Note	Verbal	5
F2	Items for escalation to the Board of Directors	SBE	Approve	Verbal	10
F3	Governor Board/Meeting Questions Database	FD	Note	F3	
	Date and time of next meeting:	SBE	Note	Verbal	

Date: 2 February 2022

Time: 15:00

Venue: Via Microsoft Teams Video Conferencing

G MEETING CLOSE **17:05**



Suzy Brain England, OBE
Chair of the Board



Register of Governors' Interests as 25 November 2021

The current details of Governors' Interests held by the Trust are as set out below.

Governors are requested to note the contents of the register – for confirmation at each Council Meeting, and to declare any amendments as appropriate in order to keep the register up to date.

Peter Abell – Public Governor – Bassetlaw

Member of The Labour Party
Member of Community Union

Dennis Atkin – Public Governor – Doncaster

Director/Owner of The Ridge Employability College Ltd
Member of the Doncaster Health Ambassadors Group (Doncaster Healthwatch)
Doncaster NHS Clinical Commissioning Group (Equality Engagement Committee)
Member of the Great North Medical Centre, GP Patients Forum

Mike Addenbrooke, Public Governor

Parish Councillor, Braithwell with Micklebring Parish Council

Wendy Baird, Partner Governor

Employee of The University of Sheffield – Faculty of Medicine Dentistry and Health – Role as Faculty Director of Research and Innovation

Ann-Louise Bayley, Public Governor

Unite Union, Secretary
Delegate, North East Region of UNITE Union to the National Forum Board
Doncaster Trades Council
South Yorkshire TUC
Yorkshire Humberside and N.E TUC
Stand Up To Racism – Chair
Affiliated to the Labour Party
Member of YWT

Hazel Brand, Public Governor

Member, Bassetlaw DC
Parish Councillor, Misterton
School Governor, Misterton Primary School
Member, Citizens' Panel, South Yorkshire & Bassetlaw ICS

Dr David Goodhead, Public Governor

Son is a Senior Pharmacist for DBTH
Member of Doncaster Rotary Club
Chair of a Regional DOHSC Mental Health Panel.

Expert Advisor Nationally on NHS Complaints (excluding any comments on alleged negligence in DBTH)

Jackie Hammerton – Public Governor – Rest of England

Employed by the University of Lincoln

Geoffrey Johnson, Public Governor

Doncaster Metropolitan Borough Council – Carers Strategic Oversight Group

Involvement with Patient Participation Network

Co-Chair at Doncaster Metropolitan Borough Council, Carers Strategic Oversight Group

Susan McCreadie, Public Governor

Director of Captain Cooks Haven Ltd

Member of St Leonard’s PCC

Dr Victoria McGregor-Riley, Partner Governor

Deputy Chief Officer, Director of Strategy, NHS Bassetlaw CCG

Trustee for Bassetlaw CAB

Husband is Orthopaedic Consultant at Sheffield Teaching Hospitals

Lynne Schuller – Public Governor – Bassetlaw

District Councillor, Bassetlaw District Council; Harworth Ward

Town Councillor, Harworth Town Council

Member of Labour Party

Susan Shaw, Partner Governor

Member of Health and Wellbeing Board (Nottinghamshire County Council)

District Counsellor Bassetlaw D.C

Member – Labour Party

Chair of a Charity in Bassetlaw called **Focus on young people in Bassetlaw**

Mary Spencer – Public Governor – Bassetlaw

Member of Citizens Panel – South Yorkshire and Bassetlaw ICS

Elected Parish Councillor for Walkeringham Parish Council

Lay Chair of SYB ICS Cancer Alliance Communication and Engagement Steering Group

Member of SYB ICS Cancer Alliance Advisory Board

Lay representative on the Bassetlaw CCG 3rd sector grant funding process 22/23

Clive Tattley, Partner Governor

Member, Worksop Rotary Club

Sheila Walsh - Public Governor – Bassetlaw

Parish Councillor, Carlton in Lindrick

The following Governors have stated that they have no relevant interests to declare:

Dr Mark Bright – Public Governor – Doncaster

Kay Brown, Staff Governor

Duncan Carratt, Staff Governor – Non Clinical

Tina Harrison – Partner Governor – Doncaster College and University Centre

Phil Holmes – Partner Governor- Doncaster Metropolitan Borough Council
Anthony Fitzgerald, Partner Governor
Sophie Gilhooly – Staff Governor – Other Healthcare
Maria Jackson-James – Public Governor – Rest of England
Alexis Johnson, Partner Governor
Lynne Logan – Public Governor – Doncaster
Ainsley McDonnell, Partner Governor
Sally Munro – Staff Governor – Nursing and Midwifery
David Northwood, Public Governor
Vivek Panikkar, Staff Governor
Jo Posnett – Partner Governor – Sheffield Hallam University
Pauline Riley, Public Governor
Mandy Tyrrell, Staff Governor
Mick Muddiman - Public Governor – Doncaster
Marc Bratcher - Public Governor – Doncaster
Linda Haglauer - Public Governor – Doncaster
Sheila Walsh - Public Governor – Bassetlaw



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

Title	Chair and Non-Executive Director Objectives and Appraisal Process Outcome		
Report to	Council of Governors	Date	25 November 2021
Author	Fiona Dunn, Company Secretary		
Purpose			Tick one as appropriate
	Decision		X
	Assurance		
	Information		

Executive summary containing key messages and issues

The Non-executive Directors objective setting, and appraisal process was completed during July 2021. The process followed that adopted and agreed by the Council of Governors at the meeting held 29 April 2021. Governors and Executive Directors were provided with an opportunity to feedback on their performance against agreed objectives, their ability to hold executives to account and comment on their strengths and development areas.

The Chair's appraisal process was informed by NHSE/I guidance, issued in November 2019. Aligned to the provider chair competency framework the guidance provides a standard approach to ensure a meaningful, multi-source assessment against the five core competencies; strategic, people, professional acumen, outcomes focus, and partnerships. The Chair was appraised on 7 June 2021 by Pat Drake, Senior Independent Director.

This paper reports to governors the Chair's and Non-executive Directors' objectives for 2021/22.

Key questions posed by the report

Do governors feel that the objectives for 2021/22 are sufficiently rigorous and robust?

How this report contributes to the delivery of the strategic objectives
The report contributes to the Trust's governance processes which underpin the appropriate delivery of strategic objectives.
How this report impacts on current risks or highlights new risks
The report mitigates the risk of failing to have in place sound governance arrangements as set out in the NHS Code of Corporate Governance.
Recommendation(s) and next steps
That the Chair and NED objectives for 2021/22 are APPROVED.

The Chair and Non-Executive Directors Objective Setting and Appraisal Process – 2021/22

Summary

The Chair's appraisal was completed on 7 June 2021 by Pat Drake, Senior Independent Director. Subsequently, the Chair then met with all Non-executive Directors throughout the month of July.

The Chair and Non-executive Directors are committed to supporting delivery of the True North objectives and the Trust's vision "To be the safest trust in England, outstanding in all that we do". Breakthrough objectives for 2021/22 were agreed in line with the Non-executives' portfolios, with their respective sub-committees of Board focused on delivery through their work. All colleagues had completed their statutory and essential training.

Chair of the Board

Feedback for the Chair's appraisal was sought from Executive, Non-executive, Divisional Directors and governors. In addition, external partners including the Chief Executive of South Yorkshire & Bassetlaw ICS, the Clinical Commissioning Groups, fellow Chairs and NHS Providers were invited to input into the process. All feedback was collated and anonymised before being received by the appraiser.

The Chair had met last year's objectives and the priorities for 2021/22 were agreed as follows:

- To develop external relationships to support the planned hospital new build so that this is driven locally and nationally.
- Engage in the delivery on budget and targets, make in-roads into the waiting lists, are well prepared for winter, that patient safety and engagement remains high on the agenda, that recruitment, management development, staff well-being and succession planning get appropriate focus.
- To continue to enhance governor training & development and ensure a successful Governor election round and that proper induction and briefings follow.
- To improve Black, Asian and Minority Ethnic (BAME) representation at all levels within the Trust including delivering on the Race Equality Code.

In accordance with the new guidance, the Chair's appraisal paperwork has been sent to the Chair and Chief Operating Officer of NHS Improvement and Richard Barker, Regional Director - North East & Yorkshire.

Non-executive Directors

Feedback for the Non-executive Directors was sought and collated anonymously from Governors and Executive Directors.

All Non-executive Directors completed the Trust 2021 appraisal documentation, they reflected on their achievements in 2020/21, what had gone well and areas which they felt could be improved upon. They considered how they had demonstrated the Trust's "WECARE" values and their contribution to quality improvements over the last 12 months.

Objectives for each NED focused on the breakthrough objectives, tailored to their individual portfolios, including but not exclusively:

- Development of a performance framework for measurement and assurance at the Board and sub-committees of Board.
- Contribute to the improvement of a fit for purpose Board Assurance Framework and Corporate Risk Register.
- Ensure appointment and effective handover of new Audit providers during 21/22, including reporting to Audit Committee, ensuring the External Audit appointment by Governors is robust and appropriate and reported.
- Support the Board to deal with perceived inequalities for patients and staff.
- Champion development of digital capabilities to enhance patient safety, care and experience.
- Advance the Trust's charity work, as an enabler of safer care, innovation and to support the professional development of DBTH colleagues.
- Support the reset and stabilisation process.
- Continue to advocate for a quality improvement approach across the Trust, leading by example at Board level.
- Support the Board in delivering the requirements of the NHS People Plan.
- Improving equality and diversity with enhanced policies, procedures behaviours and culture, in order to address the BAME and Black Lives Matter issues.



Council of Governors November 2021

Chair's Report



Suzy Brain England OBE

Chair of the Board and Council of Governors



From the Chair:

- The strategic workshop issues of: Net Zero, Anchor Institutions, working with RDaSH, preparing for potential upcoming CQC Inspection
- Flu and COVID-19 booster vaccines
- Support for 'City Status' bid for Doncaster
- Inducting new senior leaders
- Welcoming international nurses



Non-Executive Director Report



Kath Smart

Non-Executive Director



Overview

Audit and Risk Committee meetings held July and October 2021:

- External Audit – Annual Report 2020/21
- KPMG Progress and Audit Reports delivered:
 1. Cyber Security
 2. Data Protection and Security Toolkit
 3. Infection Control: Staff Vaccination & testing



Overview

- Audit Reports with less than significant assurance followed up:
 1. Job Planning
 2. Capacity and Demand
- Overdue Audit Recommendations increased – panel set up to review
- Health and Safety update
- ARC regular updates: Security, Fraud Prevention, EPRR



Lead Governor Report



Hazel Brand

Lead Governor



The Governor perspective:

- Welcome to new governors to the first full Council of Governors meeting
- And to Angela as new Deputy Company Secretary
- All Committee places filled - thanks to Governors
- Attended the Medical Advisory Committee
- Training and Development: Recent sessions on Holding to Account, and on NED recruitment
- Thanks to nine governors that have donated to the Christmas Star Appeal



Non-Executive Director Report



Neil Rhodes

Deputy Chair & Non-Executive Director



Overview

- **Major schemes** - reporting exceptional progress with delivery of the new build operating theatre and ward
- **Current financial position and projection** - steady as we go, very careful management needed
- **Capital position** - ICS pulling together well to support us
- **Cash position** - still sound and well managed
- **Demand pressures** - particularly on the Emergency Department - an overview of current position
- **Patient lists and progress with elective recovery** – discussing a difficult journey in future months
- **A challenging period through winter but significant plans and progress**



Non-Executive Director Report



Pat Drake

Senior Independent Director



Overview

- Clinical Governance Review
- Quality Strategy
- Quality Framework
- Divisional Assurance
- Winter Plan
- Clinical Risks
- Safer Staffing
- Maternity Safety
- Patient Experience
- Learning from Deaths



Non-Executive Director Report



Sheena McDonnell

Non-Executive Director



Overview

People Committee Focus

- Equality, Diversity & Inclusion
- Health and Wellbeing
- Recruitment
- Workforce planning
- Freedom to Speak Up
- People Promise – Reward and Recognition
- Refresh of the People Strategy



Non-Executive Director Report



Mark Bailey

Non-Executive Director



Charitable Funds Overview

- **Fund-raising strategy progressing - individual and organisations:**

1. Go Green Ltd. waste management & recycling donation scheme
2. Hearts for Doncaster
3. SANDS United
4. Christmas Stars

- **Health and Wellbeing/Appreciation:**

1. Psychologist support, complimentary therapies, 'know your numbers'
2. Work environment improvement packages
3. Yorkshire Wildlife Park, 'acts of kindness', Christmas Advent calendar

- **Innovation/Research/Service enhancement:**

1. Orthodontic intra-oral scanning - digitisation
2. Born & Bred in Doncaster 'BaBi-D'

- **In development:**

1. Maternity bereavement suite, Digital innovation hub, Community diagnostic capacity enablers



Insight Programme Feedback



Malcolm Veigas

Associate Non-Executive Director

Learning

- Inquisitive without being overtly challenging
- Agenda management
- Not instinctively offering solutions
- Engaging, encouraging and welcoming staff who are newly exposed to how the various Boards work
- Maintaining energy and interest.
- Helping to signpost additional thinking and doing on some subjects in a collegiate manner



Consider

- Share reports where possible to allow for scrutiny and feedback
- Be aware of the use of acronyms for those new to the NHS
- Connectivity between the objectives of the Insight Programme and Reciprocal Mentoring
- When the time is right, progress face to face access to front line and NED Peer group.



Rich Parker

Richard Parker OBE

Chief Executive



Covid-19 data

As of 11am on 23 November:

- Current Covid-19 patients: **63**
- Total Covid-19 patients in Intensive Care: **14**
- Total Covid-19 discharges: **3,210**
- Total number of patients who have died: **922**
- Total number of patients who have been cared for: **4,220**



Current position related to COVID-19

- We are expecting to see a **slight reduction in the current Covid rates of infection in our communities** before a slight rise in patients requiring hospital care through the winter months
- **The booster vaccination** are controlling the rates of severe infection and we continue to roll-out 'top-up' jabs
- **Influenza rates** remain at a very low level nationally – encourage friends and family to get the jab
- **We will have more info on vaccine mandate soon** and implications for staff
- As ever, we **thank Team DBTH for their hard work**



We cared for around **18,319** inpatients



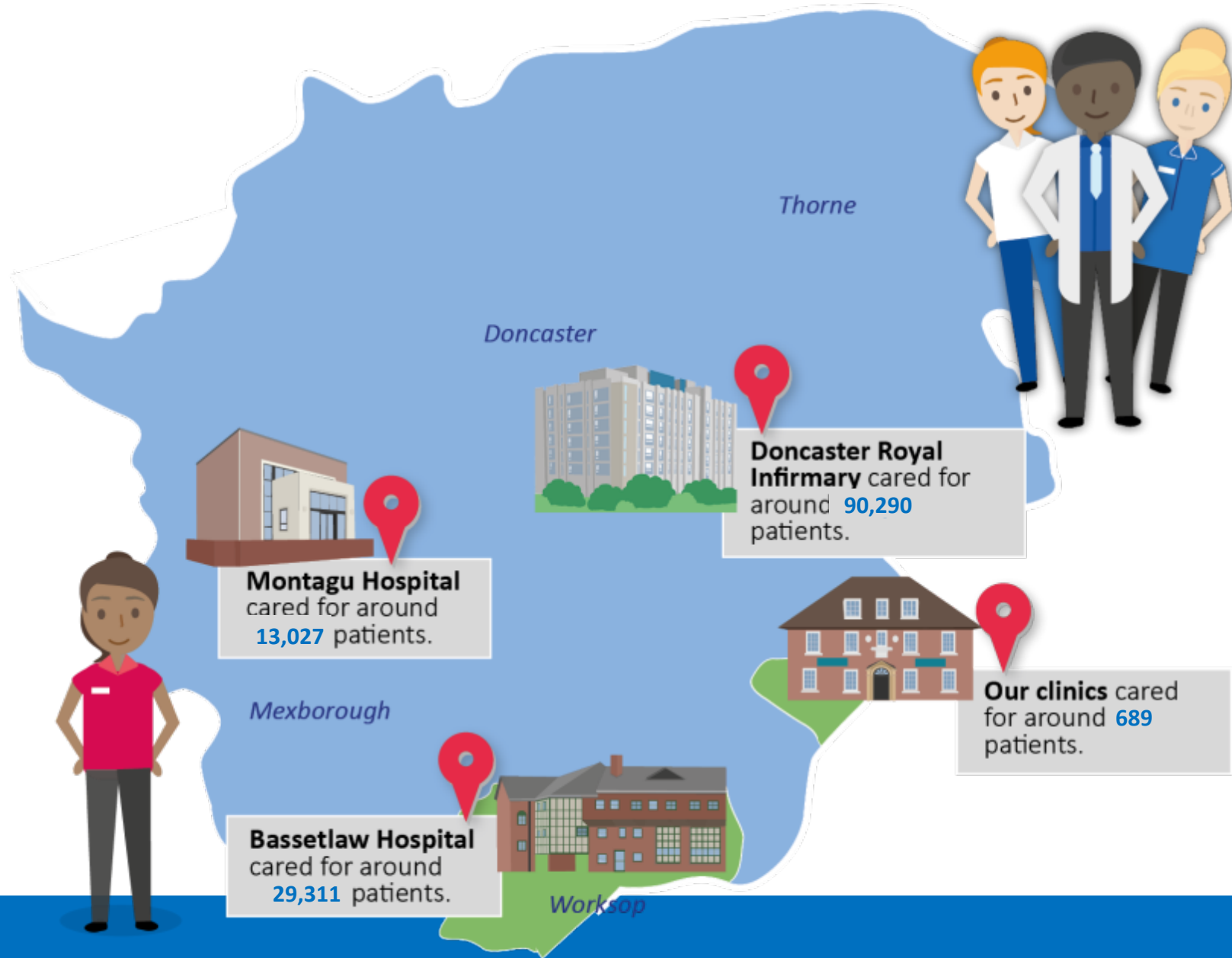
We cared for approximately **80,411** outpatients



We cared for approximately **33,853** emergencies



We delivered approximately **734** babies



Our activity in September and October

Changes and developments

- We have appointed Jon Sargeant to the role of **Director of Recovery, Innovation and Transformation**
- As Directorate of the same name has been established, composed of: Strategy and Improvement, Digital Transformation, Information and the Project Management Office
- **Alex Crickmar** becomes Acting Director of Finance
- We have been accepted into NHSX' Digital Aspirant Plus scheme to implement a **Electronic Patient Record**
- Work to recruit to our **Executive Medical Director office** has been complete with a refreshed and expanded leadership team
- **Karen Barnard will retire** on 27 February 2022 following more than five years of service to Team DBTH. Work is underway to find a **replacement 'Chief People Officer'**





Community Diagnostic Centre (CDC) at Montagu

www.dbth.nhs.uk



New theatres and paediatric wards

www.dbth.nhs.uk



Thank you, any questions?

Minutes of the meeting of the Public Session of the Council of Governors
Held on Thursday 23rd September at 15:00
Via Microsoft Teams

DRAFT

Present:			
Chair	Suzy Brain England OBE, Chair		
Public Governors	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 Ann Louise Bayley	Steve Marsh Susan McCreadie Pauline Riley Lynne Schuller Mary Spencer Clive Tattley
Staff Governors	Kay Brown	Duncan Carratt	Vivek Panikkar
Partner Governors	Phil Holmes	Joanne Posnett	Sue Shaw
In attendance	Mark Bailey – Non-Executive Director Fiona Dunn – Deputy Director Corporate Governance/Company Secretary Hayley Findlow – Corporate Governance Officer (minutes) Rebecca Joyce – Chief Operating Officer Dr Tim Noble – Executive Medical Director Sheena McDonnell – Non-Executive Director Richard Parker OBE – Chief Executive Jon Sargeant – Director of Finance Emma Shaheen – Head of Communications and Engagement Kath Smart – Non-Executive Director Adam Tingle – Communications and Engagement Manager		
Apologies:			
Governor Apologies	Mike Addenbrooke Wendy Baird Anthony Fitzgerald Jackie Hammerton	Victoria McGregor-Riley Sophie Gilhooly	David Northwood Mandy Tyrrell
Board Member Apologies	Pat Drake, Non-Executive Director and Senior Independent Director David Purdue – Deputy Chief Executive and Chief Nurse Marie Purdue – Director of Strategy and Improvement Neil Rhodes – Deputy Chair/Non-Executive Director Alasdair Strachan – Director of Education and Research		
			ACTION
PC21/09 /A1	<u>Welcome and Apologies for Absence (Verbal)</u> The Chair welcomed the Council of Governors and those in attendance to the meeting. The apologies for absence were noted. A special welcome was given by the Chair for the newly elected public governors:		

	<ul style="list-style-type: none"> - Mark Bratcher – (Public Governor Doncaster) - Mick Muddiman – (Public Governor Doncaster) - Linda Haglauer – (Public Governor Doncaster) - Sheila Walsh – (returning Public Governor Bassetlaw) 	
PC21/09 /A2	<u>Declaration of Governors’ Interests (Enclosure A2)</u>	
	<p><i>The Council:</i></p> <ul style="list-style-type: none"> - <i>Noted the declaration of Governors’ Interests.</i> 	
PC21/09 /A3	<u>Actions from previous meetings</u>	
	<p><i>The Council:</i></p> <ul style="list-style-type: none"> - <i>Noted that there were no actions from previous meeting.</i> 	
PC21/09 /B1	<u>Auditors Annual Report 2020/21 (Presentation)</u>	
	<p>Dan Spiller, External Audit Manager from Ernst Young (EY) gave an update to the Council of Governors, on the annual audit report for 2020/21.</p> <p>This was a new style of report spilt into five sections. The executive summary on page 3 of the report gave a breakdown down of the key conclusions from the report.</p> <p>Pages 8 and 9 of the report detailed the unavoidable risks relating to misstatements due to fraud or error and the conclusion was that there were no material weaknesses in controls or evidence of management override.</p> <p>The audit concluded that the testing did not identify any material misstatements due to revenue and expenditure recognition or any material issues or unusual transactions which indicated any improper misreporting of the Trust’s financial position.</p> <p>On page 11 of the report a small number of misstatements were identified which management corrected. These related to the audit fee disclosure note, the remuneration report, maturity analysis of financial liabilities and the accounting policy in relation to inventory. It was highlighted that the following misstatements which were corrected by management were:</p> <ul style="list-style-type: none"> • £5.9m understatement of impairment charge and an opposite £1.1m reversal of impairment. These corrections also resulted in an increase to the Revaluation Reserve of £5.4m and £0.4m increase to the Net Book Value (NBV) of Land and Buildings. • £0.8m reduction to prepayments and accruals for a 2021/22 invoice that was incorrectly included in both balances in the 31 March 2021 Statement of Financial Position <p>It was determined that planning materiality to be £6.61m as 2% of gross revenue expenditure reported in the accounts. It was considered that gross revenue expenditure to be one of the principal considerations for stakeholders in assessing the financial performance of the Trust.</p> <p>It was agreed that the Auditors would report the findings to the Audit and Risk Committee with the audit differences in excess of £0.3m.</p> <p>It was identified that the report did not sign any risks of significant weakness in the Trust’s Value For Money arrangements for 2020/21.</p>	

	<p>It was explained that in the report there were a few control issues that prevented valuation transactions being inputted along with the system issues impacting on the Fixed Asset Register FAR, meaning that increased manual intervention was needed to perform valuation transactions and create working papers.</p> <p>The report made it clear the impact of control issues with a clear way of moving forward by make sure that the issues with the fixed asset register should be identified and rectified as soon as possible along with more Quality Assurance procedures performed on work papers and where issues were known in advanced this should be flagged to the audit team.</p> <p>A control should be implemented to ensure that a new starter contacts were signed and retained in a timely manner. The Trust should mitigate controls so that invoices have one purchase order, which reflects and matches the one in the system.</p> <p>Dan Spiller concluded his presentation on the Annual Auditors Report and reported that the certificate had been issued on the 2nd July 2021 and the audit was now closed.</p> <p>The Chief Executive praised Dan Spiller for his presentation to the Council of Governors and wanted to note his thanks to Dan and his work colleagues at Ernst Young as the External Auditors for the hard work and good relationships over the years and particularly within the last 12 months through COVID. A special thanks went to the Director of Finance and his team for getting us to the point we were at now.</p> <p>The Chair thanked the External Auditors and explained that they have held the management accountable, and this had been done in a professional and respected way.</p>	
	<p>The Council:</p> <ul style="list-style-type: none"> - Noted no questions received. - Noted and received the External Auditors Annual Report Opinion. 	
<p>PC21/09 /B2</p>	<p><u>Appointment of Auditors – Process Outcome</u></p>	
	<p>The Director of Finance gave thanks to his team and updated the Council of Governors on the appointment of both the Internal and External auditors.</p> <p>The Internal Audit contract was awarded to 360 Assurance, who would replace KPMG. The tender was won based upon the price and quality of the service. Appointing 360 assurance would save the Trust 35k each year with a total cost of 64k. Nearly all the Trusts in the South Yorkshire area had appointed 360 Assurance as it was deemed the better choice with best value for money.</p> <p>Ernst Young would remain the External Auditors for the Trust and was the only bidder for the contract. The bid was accepted after a further evaluation on the price costing the trust 210k per year.</p> <p>The contract length was three years with two further 12-month extensions totaling five years were available after a review with a contract start date of the 1st October 2021.</p> <p>Kath Smart stated that through the multi-disciplinary approach, having member of the finance and procurement team working on this including the 3 representative governors, the process had worked extremely well and was a very good and clear process. Thanks were given all round to the selection team.</p>	

	<p>The Council:</p> <ul style="list-style-type: none"> - Noted no questions received. - Noted and Received the appointment of 360 Assurance for the Internal Auditors - Noted and approved the reappointment of the External Auditors Ernst Young (EY) 	
PC21/09 /C1	Minutes of Council of Governors held on 1st July 2021 (Enclosure C1)	
	<p>The Council of Governors</p> <ul style="list-style-type: none"> - Approved the minutes of the public Council of Governor meeting held on 1st July 2021 	
PC21/09 /D1	Questions from members or the Public (verbal)	
	There were no questions submitted by the public.	
PC21/09 /E1	Any Other Business (Verbal)	
	There were no items of any other business.	
PC21/09 /E2	Items for escalation to the Board of Directors (Verbal)	
	<p>Hazel brand Lead Governor</p> <p>During the pre-meet there were several questions asked relating to the annual report. Hazel Brand was assured by the Chair that these would be answered through the various committees.</p>	
PC21/09 /E3	Governor Board/Meeting Questions Database	
	<p>The Council of Governors</p> <ul style="list-style-type: none"> - Noted the governor board meeting question database. 	
PC21/09 /F1	Annual Members Meeting – Virtual (pre meet)	
	<p>Annual Members Meeting Suzy Brain England OBE, Chair</p> <ul style="list-style-type: none"> - <u>Annual Report and Accounts 2020/21</u> - Question and Answer Session regarding the Annual Report and Accounts 2020/21 <p>The virtual Annual Members Meeting would be available to view on the Trust's website from 23rd September 2021 at 18:00 via the link:</p> <p>https://www.dbth.nhs.uk/news/dbth-annual-members-meeting-2021/</p> <p>The AMM would cover:</p> <ul style="list-style-type: none"> ▪ Our response to COVID-19 ▪ Our overall operational activity 	

	<ul style="list-style-type: none"> ▪ <i>Our highlights and challenges throughout the year</i> ▪ <i>Our financial performance</i> ▪ <i>An update on local, regional and national developments in health and social care</i> ▪ <i>An update from our Lead Governor</i> <p>Speakers would include:</p> <ul style="list-style-type: none"> ▪ <i>Suzy Brain England OBE, Trust Chair</i> ▪ <i>Richard Parker OBE, Chief Executive</i> ▪ <i>Jon Sargeant, Director of Finance</i> ▪ <i>Hazel Brand, Lead Governor</i> ▪ <i>Along with other senior colleagues throughout the Trust.</i> 	
PC21/09 /F2	<p><u>Governor Questions (Verbal)</u></p> <p><u>Hazel Brand</u></p> <p>Several questions arose in the pre meet which related to historical data in the annual report, in respect of the previous staff survey; it was agreed to monitor results from the next staff survey and as such no further information was required at this time.</p>	
	<p>It was highlighted that any further questions relating to the Annual Members Meeting recording could be submitted up to Friday 1st October 2021 by email and responses would be provided at the Council of Governors meeting in November 2021.</p> <p>Questions to be submitted to: dbth.trustboardoffice@nhs.net</p>	
	<p><u>Comment from Mark Bright</u></p> <p><u>Mark Bright complimented the Trust firstly for the inclusion of the COVID timeline from March 2020 to March 2021 on how the trust responded to COVID and was very effective at how this was communicated. Secondly a “Well done” on the 9 Annual members lecture videos shown during June 2021 on how professional they were and to pass on congratulations to all the people involved.</u></p> <p>The Chair reported to the group that it would be seen as a timeline of videos to say how well things went whilst in the middle of a pandemic as a historically part of time. The lecture videos had been a massive hit with other Trusts both locally and nationally because of the Trusts participation through the Governor Advisory Committee and the NHS Provider body.</p> <p>The number of views had been viewed by more people on Facebook than ever before. This has proved how the world has changed through use of social media particularly by increasingly using it more as a communication tool for the Trust.</p>	
	<p><u>Question Lynne Schuller</u></p> <p><u>Lynne Schuller asked the question relating to the gender pay comparison and what the balance of women fared to males working in the Trust, with more males having higher paid jobs than females returning to work in the lower paid jobs. How does the Trust positively encourage the females to take up the higher paid roles and advance their careers and do we identify the effects to enable them to take these roles?</u></p>	

	<p>The Director of People & Organisational Development explained that the board report relating to the gender pay gap, with evidence that more males have taken up the positions in medical and dentistry and in the most senior roles but there were more opportunities arising for women being evidenced. The Director of People & Organisational Development would be happy to discuss the pay gender gap report further if this was necessary.</p> <p>The Chair reported that more recently the male/female role shift balance was slowly changing. The Chair offered assurance that through the training and development within the organization that there was an equally accessible route for staff to take in all roles.</p> <p>The Chief Executive stated that the Trust secures the best candidate for the job role with the best skills and knowledge with openness and transparency.</p> <p>The Chair asked if there were any further question to be raised.</p> <p>The Chair thanked everyone that had attended and had took the time to take part in the Annual Members meeting and apologised that COVID pandemic continues to make life difficult but thanked all for rising to the challenge. Additional thanks were given to the governors for their continuing their support.</p>	
PC21/09 /F3	<p><u>Date and time of next meeting:</u></p> <p>Date 25th November 2021</p> <p>Time 15:00</p> <p>Venue Microsoft Teams - Videoconferencing</p>	
PC21/09 /G	<p>Meeting closed 15:45.</p>	

Reference	Meeting Source	Date	Question	Answer	Who Answered?	Date sent to CoG
PC21/04/C1.8	Council of Governors	29/04/2021	Noting the recent new posts (workforce matron, head of nursing), were these roles filled internally and if so has this made more vacancies?	The workforce post and new Heads of Nursing were formed from the existing matron funding, so we have restructured the matrons to ensure equity of work and created the new posts.	David Purdue, Chief Nurse and Deputy CEO	01/07/2021
PC21/04/C1.8	Council of Governors	29/04/2021	Relating to Fred and Ann Green, when stating 're-confirming', does this mean the terms of reference are the same as what they have been, or have they undergone some adaptation?	The terms of reference have not been changed for the Fred and Ann Green Legacy, only that the reporting Committee is now the Charitable Funds Committee.	Fiona Dunn	23/09/2021
PC21/07/C1.9	Council of Governors	01/07/2021	In regards to the pressures in 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 30th June. Bassetlaw had also been affected and had 58 patients in ED. Maternity was raised within the Ockenden report update on the 30th 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.	David Purdue, Chief Nurse and Deputy CEO	23/09/2021

PC21/07/C1.9	Council of Governors	01/07/2021	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	Mark Bailey, Non-Executive Director	23/09/2021
PC21/07/C1.9	Council of Governors	01/07/2021	A question was raised regarding the extra funding for the plans for the Women and Children' Hospital.	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.	Suzy Brain-England OBE, Chair	23/09/2021
PC21/07/C1.9	Council of Governors	01/07/2021	Can staff be trusted to book and receive there Covid-19 vaccines as they cannot receive them onsite any longer?	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.	David Purdue, Chief Nurse and Deputy CEO	23/09/2021
PC21/07/C1.9	Council of Governors	01/07/2021	Are staff 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.	David Purdue, Chief Nurse and Deputy CEO	23/09/2021
PC21/09/F2	Council of Governors	23/09/2021	In relation to the gender pay comparison how does the Trust positively encourage the females to take up the higher paid roles and advance their careers and do we identify the effects to enable them to take these roles?	The Director of People & Organisational Development explained that the board report relating to the gender pay gap, with evidence that more males have taken up the positions in medical and dentistry and in the most senior roles but there were more opportunities arising for women being evidenced. The Director of People & Organisational Development would be happy to discuss the pay gender gap report further if this was necessary. The Chair reported that more recently the male/female role shift balance was slowly changing. The Chair offered assurance that through the training and development within the organization that there was an equally accessible route for staff to take in all roles. The Chief Executive stated that the Trust secures the best candidate for the job role with the best skills and knowledge with openness and transparency.	Karen Barnard, Director of People & OD	In the meeting