

Meeting of the Council of Governors held in Public

On

Thursday 7th July 2022 at 15:30 – 17:00

Via Microsoft Teams

AGENDA

		LEAD	ACTION	ENC	TIME
A	COUNCIL BUSINESS				15:30
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 28 April 2022</i>				
B	GOVERNOR APPROVALS				
C	REPORTS ON ACTIVITY, PERFORMANCE AND ASSURANCE				15:35
C	Presentation				
C1.1	Suzy Brain-England – Chair's Report	SBE	Note	Present	5
C1.2	Lynne Schuller – Lead Governor Update	LS	Note	Present	5
C1.3	Kath Smart – Audit & Risk & Quality & Effectiveness	KS	Note	Present	10
C1.4	Neil Rhodes – Finance & Assurance	NR	Note	Present	5
C1.5	Mark Bailey – Charitable Funds	MB	Note	Present	5
C1.6	Mark Day – People Committee Update	MD	Note	Present	5
C1.7	Richard Parker – Chief Executives Report	RP	Note	Present	10
C1.8	Governor Questions (20mins)	Gov	Q&A	Verbal	20
D	ITEMS TO NOTE These will be taken as read and noted, unless queries are raised with the Chair prior to the meeting				16:40

D1	Minutes of Council of Governors held on 28 th April 2022	SBE	Approve	D1	5
-----------	---	-----	---------	----	---

E	QUESTIONS FROM MEMBERS OF THE PUBLIC				16:45
----------	---	--	--	--	--------------

E1	Questions from members of the public previously submitted prior to meeting.	SBE	Q&A	Verbal	5
-----------	---	-----	-----	--------	---

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	5
-----------	--	-----	---------	--------	---

F3	Governor Board/Meeting Questions Database	FD	Note	F3	
-----------	---	----	------	----	--

	Date and time of next meeting:	SBE	Note	Verbal	
--	--------------------------------	-----	------	--------	--

Date: 24th November 2022

Time: 15:00

Venue: Via Microsoft Teams Video Conferencing

G	MEETING CLOSE				17:00
----------	----------------------	--	--	--	--------------



Suzy Brain England, OBE
Chair of the Board



Register of Governors' Interests as 22nd April 2022

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

Wendy Baird, Partner Governor

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

Jackie Hammerton – Public Governor – Rest of England

Employed by the University of Lincoln

Elieen Harrington – Public Governor – Doncaster

Founder of DonMentia
Run the DonMentia Forum

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

Andrew Middleton – Public Governor – Bassetlaw

Lay Vice Chair - East Riding of Yorkshire CCG (ends 30-06-22)
Lay Member Finance - Derby and Derbyshire CCG (ends 30-06-22)
Independent Non-Executive Director - Barnsley Healthcare Federation (ends 8 August 22)
Independent Person - Bassetlaw District Council and West Lindsey District Council.
Independent Added Member - Lincolnshire County Council Audit Committee
Member - Joint Independent Audit Committee, Lincs. Police and Crime Commissioner
Chair of Consultant Appointment Panels - United Hospitals Leicester
Chair of Performers List Decision Panels - NHS England.

Mick Muddiman - Public Governor – Doncaster

Member – Labour Party
Retired member UNISON

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**

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
Marc Bratcher - Public Governor – Doncaster
Kay Brown, Staff Governor – Non-Clinical
Duncan Carratt, Staff Governor – Non-Clinical
Angela Chapman – Public Governor - Doncaster
Anthony Fitzgerald, Partner Governor
Sophie Gilhooly – Staff Governor – Other Healthcare
Lisa Gratton – Staff Governor – Nursing & Medical
Natasha Graves – Public Governor – Doncaster
Linda Haglauer - Public Governor – Doncaster
Tina Harrison – Partner Governor – Doncaster College and University Centre
Phil Holmes – Partner Governor- Doncaster Metropolitan Borough Council
Maria Jackson-James – Public Governor – Rest of England
Alexis Johnson, Partner Governor
George Kirk – Public Governor - Doncaster
Lynne Logan – Public Governor – Doncaster
Ainsley McDonnell, Partner Governor
Sally Munro – Staff Governor – Nursing and Midwifery
Jane Nickels – Public Governor – Bassetlaw
David Northwood, Public Governor - Doncaster
Vivek Panikkar, Staff Governor
Jo Posnett – Partner Governor – Sheffield Hallam University
Pauline Riley, Public Governor



Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust



Council of Governors July 2022

Chair's Report



Suzy Brain England OBE

Chair of the Board and Council of Governors



From the Chair:

- Regular round of one-to-ones with Non-Executive Directors, Executive Directors and interims, and our Lead Governor.
- Lynne has been confirmed in post as Lead Governor and Andrew as Deputy as per previously agreed within expressions of interest and circulated email.
- Heavy involvement as the Acute Federation develops into an organisation which can be commissioned by the Integrated Care Board for delivery of services.
- There have also been a number of development and briefing sessions with the Integrated Care Board in South Yorkshire and the Chair, Pearse Butler. (Deputy Chair Neil Rhodes attends the Notts ICB meetings with Deputy CEO Jon Sargeant).
- Welcomed new cohorts of International nurses to develop and thrive with their many specialist skills at DBTH.
- Governwell Annual Conference
- Chairing of Grievance Panel which looked at how various doctor on call rotas are arrived at and recorded to a conclusion that appears satisfactory to management and staff side.
- We spent a significant amount of time looking at long and short lists for the successful recruitment of two new non-executive directors and a new Chief Operating Officer. Details of the appointments will be published as soon as the usual checks have been completed.



From the Chair:

- Staff recognition events and items created to thank colleagues.
- Discussion with internal audit on how we could approach their review of our Race Equality Code action plan.
- Appraisal with our Senior Independent Director and have set dates to carry out NED appraisals and objective setting.
- Participation in Doncaster Chamber of Commerce events and meetings including the annual business conference representing DBTH and engaged with the NHS Providers' Board.
- Meetings with opposite colleagues throughout the system.
- Attended a Levelling Up Conference at the Racecourse at the invitation of Nick Fletcher MP.
- We held a second risk summit raising awareness about the condition of our estate with the Yorkshire Regional NHSE/I colleagues. Our planning is going well to handle any estate emergencies.
- Finally, attendance at IT conference, as well as the Trust's We Care Into the Future event at the Doncaster Dome.



Lead Governor Report



Lynne Schuller

Interim Deputy Lead Governor



Overview

- Governor Briefing
- Non-Executive Director appraisals
- Patient experience



Non-Executive Director Report



Kath Smart

Non-Executive Director



Overview

Two Audit & Risk Committee Meetings – May and June

- Year end focus
- Financial Statements for 21/22
- Annual Report 21/22
- Annual Governance Statement 21/22
- External Audit (EY) – Opinion = Positive
- Internal Audit (360) – Opinion = Moderate
- Divisional Governance Audit Report
- Data Quality Audit Report
- Security Management



Overview

Quality and Performance Committee Meetings – June

- Divisional Presentation from Clinical Specialties Directorate
- Patient Safety Updates
- Falls/ HAPU /Incidents/ Serious Incidents
- Annual Patient Safety Group Report
- Safer Staffing
- Patient Experience
- NHS Food Strategy update
- Annual Research Report
- DBTH Library Services validation baseline report – positive outcome
- Mental Health Strategy update



Non-Executive Director Report



Neil Rhodes

Deputy Chair & Non-Executive Director



Overview

Finance and Performance meeting in May and June 2022

- Welcome to new governor observer Andrew Middleton.
- Financial Plan agreed for the year with the ICB – tough challenges ahead.
- Capital expenditure in year on profile.
- Solid cash balances held (circa £27m) in line with commitment profile too.
- Continuing Emergency Department pressures, with challenges exacerbated by delayed flow through hospital and beds blocked.
- Real pressure on recovery trajectories continues, owing to COVID, staff illness and annual leave making inroads into waiting times really difficult.
- Assurance that executive colleagues are focused, attentive and working hard to address the challenges with revised performance and oversight meeting structures now in place.



Non-Executive Director Report



Mark Bailey

Non-Executive Director



Charitable funds - overview

Charitable Funds meeting on 20 June 2022

- Fund balance - assurance on investments, income and expenditure.
- Health & Wellbeing - calendar of enhanced staff reward & recognition – **#approved**.
- International Nurse ‘stay & thrive’ support & possible extension to all new starts – **#approved**.
- Funds Development Committee - encouraged by increased “approvable” bids from all areas
- Multiple Serenity Appeal events underway & first North Notts Bee Trail sponsors.
- NHS Charities Together - focused DBTH Charity development work - **#authorised**
- Montague Diagnostic hub & Elective Surgery Centre enablers / enhancement
- **#approved** in principle support from Fred & Ann Green executors



Non-Executive Director Report



Mark Day

Non-Executive Director



Overview

- Commenced in role 01 May 2022
- Induction activity
- 121 Meetings
- New Non-executive – 2-day Induction
- People Committee Chair
- Handover from Sheena Mcdonnell
- Zoe Lintin, Chief People Officer in post
- Annual Report
- Audit & Risk Committee Member
- Attended Board x2, and other Committees



Rich Parker

Richard Parker OBE

Chief Executive



Covid-19 data

As of 11am on 4 July 2022:

- Current active Covid-19 patients: **68**
- Current inpatients: **96**
- Total Covid-19 patients in Intensive Care: **Zero**
- Total Covid-19 discharges: **5,246**
- Total number of patients who have died: **1,184**
- Total number of patients who have been cared for: **6,526**



Current position related to COVID-19

- **Increasing rates of COVID-19** since the Jubilee weekend which is in turn having an effect on staffing levels.
- **Masking guidance** we are still asking people to wear a mask when in patient/clinical areas – this applies to staff and visitors.
- **Waning interest from community** with increasing infection, which is putting additional pressures on services, however we are hopeful this was decline as we head further into summer.
- **Looking ahead** we expect challenges from rising transmission in the autumn and winter spike in late September/October and will plan accordingly.



Our key priorities

- **Our workforce:** Having the right people, in the right roles and ensuring we provide you with the tools to do your job, as well as supporting their health and wellbeing.
- **Meeting the demands of COVID-19:** The pandemic still has some distance left to run and we must stay agile as a result.
- **Catching up with our backlog:** There is room for innovation in this regard, and we must do all we can to ensure patients get the care they need.
- **Meeting our quality targets:** Above all, quality of care must never be impacted by any external factors effecting us – but also if we get the previous priorities right, we believe quality will follow.
- **Achieving all of the above within a reasonable financial envelope.**





Funding for a new hospital in Doncaster

www.dbth.nhs.uk



New Integrated Care Board arrangements

www.dbth.nhs.uk



Thank you, any questions?

Minutes of the meeting of the Public Session of the Council of Governors
Held on Thursday 28th April at 15:00
Via Microsoft Teams

DRAFT

Present:			
Chair	Suzy Brain England OBE - Chair		
Public Governors	Peter Abell Mark Bright Lynne Logan Shelia Walsh Eileen Harrington Natasha Graves	David Northwood Dennis Atkin Lynne Schuller Andrew Middleton Angela Chapman George Kirk	
Staff Governors	Kay Brown	Sophie Gilhooly	Sally Munro
Partner Governors	Tina Harrison	Sue Shaw	
In attendance	Mark Bailey - Non-Executive Director Kirsty Edmondson-Jones – Strategic Director of Estates and Facilities Claudia Gammon – Corporate Governance Officer (minutes) Neil Rhodes – Deputy Chair/Non-Executive Director Jon Sargeant – Interim Director of Recovery, Transformation, and Innovation Kath Smart – Non-Executive Director Alex Crickmar - Acting Director of Finance Dr Tim Noble - Executive Medical Director Abigail Trainer - Director of Nursing Sheena McDonnell - Non-Executive Director		
Apologies:			
Governor Apologies	Jackie Hammerton Phil Holmes Pauline Riley	Irfan Ahmed Lisa Gratton	
Board Member Apologies	Richard Parker OBE - Chief Executive Fiona Dunn - Deputy Director Corporate Governance/Company Secretary Ken Anderson - Chief Information Officer		

		ACTION
PC22/04 /A1	<p><u>Welcome and Apologies for Absence (Verbal)</u></p> <p>The Chair welcomed the Council of Governors and those in attendance to the meeting. The Chair also welcomed the newly elected Governors to their first Council of Governors meeting.</p> <p>The apologies for absence were noted.</p>	
PC22/04 /A2	<p><u>Declaration of Governors' Interests (Enclosure A2)</u></p> <p>There were no changes required for the Governors Declarations of Interest</p>	
	<p><i>The Council:</i></p> <ul style="list-style-type: none"> - <i>Noted the declaration of Governors' Interests.</i> 	
PC22/04 /A3	<p><u>Actions from previous meetings</u></p>	
	<p><i>The Council:</i></p> <ul style="list-style-type: none"> - <i>Noted that there were no actions from the meeting held on 2nd February 2022.</i> 	
PC22/04 /B1	<p><u>Governor Approvals</u></p>	
PC22/04 /B1	<p><i>No items were raised under this section</i></p>	
PC22/04 /C1.1	<p><u>Suzy Brain-England – Chair's Report</u></p> <ul style="list-style-type: none"> - The Chair had overseen a successful Governor election. - The Chair had spoken about her journey at the Women and Healthcare Leadership Summit. - The Chair conducted several 1:1 with the Non-Executive Directors and the Chief Executive - The Chair attended various local/regional meetings, workshops, discussions, and networking with fellow Chairs within the Yorkshire region. 	
PC22/04 /C1.2	<p><u>Jon Sargeant – Chief Executive's Report</u></p> <p><u>Covid-19 update – as 26th April 2022</u></p> <p>Current Covid-19 patients – 90 Total Covid-19 patients in Intensive care – 1 Total Covid-19 discharges – 4,802 Total number of patients who have died – 1,134 Total number of patients who have been cared for – 6,094</p> <p>The Trust had responded to another spike in Covid-19 activity. Increasing pressures were due to staff absence. Due to this Elective activity had been reduced to support with urgent and emergency and cancer work. The Trust had seen its highest one-day peak in Covid-19 activity of 215 patients. Between mid-March and mid-April, the Trust had cared for 739 inpatients</p>	

with 63 sadly passing away. Colleagues were continuing to wear masks; test twice weekly and observe good standards of hand hygiene.

There had been various changes and developments within the Trust:

- Rebecca Joyce had stepped down as Chief Operating Officer (COO). George Briggs, currently COO at The Rotherham Foundation Trust would join the team in June as interim COO until the recruitment process was complete.
- David Purdue would leave the Trust on 22nd May to join NHS England and Improvement.
- Laura Churm would join the Trust in the coming weeks as Divisional Director of Nursing for Paediatric and Neonatal Care.
- Rachel Wilson had been appointed as Chief Pharmacist following the retirement of long-serving colleague, Andrew Barker.
- Marie Purdue had been successful in securing a secondment as Managing Director of the South Yorkshire Mental Health, Learning Disability and Autism Alliance.
- The Serenity Appeal was seeking to raise £50,000 to be invested in Bereavement Services, with £30,000 being raised so far.
- The Trust are in the process of recruiting more than 50 newly qualified International Nurses.
- Bassetlaw Hospital's Urgent and Emergency Village consultation is complete with over 2,000 respondents.
- Phase one of the Community Diagnostic Centre is now complete at Montagu Hospital.

Suzy Brain-England asked a question on behalf of the Governors regarding the progression of the New Build.

The Trust was awaiting a further update whether the Trust had made it in to the final 30 hospitals with the next stage being the final 8 hospitals. Due to local elections this was now on hold. Any news would be shared with the Governors.

Question from Peter Abell

Following the release of a report raised by the high court regarding the discharge of patients from hospitals into care homes

Jon Sargeant commented that as this was a new report nothing had been discussed within the Trust at present.

PC22/04
/C1.3

Neil Rhodes – Finance and Performance

Neil Rhodes provided an update on the most recent Finance and Performance Committee meeting that took place on 25 April 2022 which included:

- Neil Rhodes had been continually supporting Jon Sargeant with the change of Bassetlaw moving to the Nottinghamshire ICB.
- The Year-end position looked positive with £2.6 million favourable.
- Capital expenditure year to date was £35.6 million, with a £46.4 million cash balance at year end.
- Neil Rhodes visited the Emergency Department at both Doncaster and Bassetlaw to see the plans that had been implemented.
- Elective Recovery briefing would be held in mid-May.

Question from David Northwood

With the Emergency Department pressures are GP services as functional as they should be?

Suzy Brain-England answered that they were operating above pre-covid levels. Evidence showed that GP's and Emergency Department were busy. Dr Tim Noble added that there was a continuing issue with accessing primary care. Monthly meetings took place with the GP's and the Clinical Commissioning Group (CCG) to discuss the continuing issues. Some services were still restricted due to Covid-19 pressures.

**PC22/04
/C1.4**

Mark Bailey – Charitable Funds

Mark Bailey provided an update on the most recent Charitable Funds Committee meeting that took place on 24 March 2022 which included:

- Promoting and improving staff and patients health and wellbeing over the past 2 years.
- Fund balance was in a good, healthy position
- Approvals for therapies garden room/sanctuary at Doncaster, Magseed system for breast treatment and perfect ward to help with digitization of quality checks and audits.
- Serenity appeal – an area for parents who had lost a child
- North Notts Bee Nature Trail had been launched
- Supporting the Mexborough Montagu Hospital Diagnostic hub and elective surgery centre.

Suzy Brain-England thanked the staff and patients for their fundraising efforts, especially throughout the Covid-19 pandemic.

**PC22/04
/C1.5**

Kath Smart – Audit and Risk

Kath Smart provided an update on the most recent Audit and Risk Committee meetings that took place on 24 March and 19 April 2022 which included:

- External Audit – Ernst Young presented a plan in readiness for year-end including new areas and issues that would be on the fixed asset register.
- Senior Executive capacity would be within Ernst Young's year on year report
- A report would be presented at Council of Governors after the ISA 260 in May.
- Internal Audit (360 assurance) – updated that the Backlog Maintenance Audit had significant assurance, with minor improvement opportunities, the Job Planning Audit offered no assurance.
- Head of Internal audit opinion had moderate assurance
- The functional standards for counter fraud had been signed off.

Question from Mark Bright

Where does the partial assurance fit within the scale of assurance with 360 Assurance?

Kath Smart answered that partial assurance is part of the moderate assurance and accumulated using formulas.

PC22/04
/C1.6

Lynne Schuller – Interim Deputy Lead Governor Update

- Lynne welcomed the new governors to the meeting mentioning they had attended two induction workshops. Lynne encouraged them to submit any questions via the Trust Board office. Also mentioning that they can observe on the committees, of which Finance and Performance and Charitable Funds have spaces on.
- Non-Executive Director recruitment was underway to appoint to two posts with a closing date of the 6th of May.
- The Chair and Non-Executive Directors' appraisals would take place, governors would have an opportunity to provide input
- Next briefing sessions for governors were:
Bassetlaw Foundation School in Health
Stay and Thrive Initiative

PC22/04
/C1.7

Sheena McDonnell – People

Sheena McDonnell provided an update on the most recent People Committee meetings which took place on 1st March 2022, which included:

- Two deep dives had taken place, the first was on the workforce planning tool, second was on the staff survey which was in the public domain.
- Zoe Linton had been appointed to the post of Chief People Officer and would commence in post on 6th June 2022
- Workforce assurance had been affected by vacancy and sickness levels.
- SET training was proving difficult for some staff members to complete due to staffing levels
- Widening participation – working with partners, schools, ambassadors in schools creating pathways into Health Care assistant and trainee nurse roles.
- The Health and Wellbeing tea trolleys had been appreciated.
- The Trust had been awarded the Be Well @ Work award in the silver category by South Yorkshire Councils.
- Equality, Diversity, and Inclusion action plan had been refreshed.
- Freedom to speak up – encouraging and supporting staff in speaking up.

Sheena McDonnell – Quality and Effectiveness

Sheena McDonnell provided an update on the most recent Quality and Effectiveness Committee meetings that took place on 5 April 2022 which included:

- Allied Healthcare Professionals Deep dive.
- New Patient safety framework (PSIRF) introducing new roles nationally

	<ul style="list-style-type: none"> - Safer staffing – vacancies providing safety at all levels - Infection Prevention and Control – 2 years high focus on how this is addressed across trusts - Maternity Safety and Ockenden was discussed with more engagement being had with new mothers. - Bassetlaw Children’s Urgent and Emergency care was assured on the review moving forward. - Patient experience – complaints, family and friends’ tests were being addressed - Health inequalities were being reviewed <p>Suzy Brain-England added that this was to be Sheena’s last Council of Governors as she would be leaving the trust to join Barnsley as the new Chair.</p>	
<p>PC22/04 /C1.8</p>	<p><u>Governor Questions</u> There were no other questions as all were presented within each update</p>	
<p>PC22/04 /D1</p>	<p><u>Chair and Non-Executive Director Appraisal Process</u> The Chair of the Board confirmed her appraisal would be completed in accordance with the guidance issued by NHSE/I and Sheena McDonnell would conduct the appraisal, in her capacity as Senior Independent Director. Subsequently, the Chair would conduct the Non-executive Director appraisals and governors would be invited to provide feedback into both processes, to be collated by the Interim Deputy Lead Governor.</p> <p>Suzy Brain-England confirmed a report would be brought to November’s Council of Governors meeting to summarise the outcomes.</p>	
<p>PC22/04 /D2</p>	<p><u>Minutes of Council of Governors held 2nd February 2022</u></p> <ul style="list-style-type: none"> - <i>The Council of Governors Approved the minutes of the public Council of Governor meeting held on 2nd February 2022</i> 	
<p>PC22/04 /E1</p>	<p><u>Questions from members of the Public (verbal)</u> There were no questions submitted by the public.</p>	
<p>PC22/04 /F2</p>	<p><u>Any Other Business (Verbal)</u> There was no any other business submitted.</p>	
<p>PC22/04 /F3</p>	<p><u>Items for escalation to the Board of Directors</u> No items for escalation.</p>	

PC22/04
/G

Governor Board/Meeting Questions Database

The Council of Governors

- Noted the governor board meeting question database.

Date and time of next meeting:

Date 7th July 2022

Time 15:00

Venue Microsoft Teams – Videoconferencing

Meeting Close: 16:26

DR

Governor Questions and Answers - Updated to include May's 2022 Board



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

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

P21/10/E3	Board of Directors	19/10/2021	<p>Lynne Schuller, Public Governor Bassetlaw shared her positive feedback from the Wave of Light ceremony at Harworth All Saints church during Baby Loss Awareness Week. The service supported by the Trust's bereavement midwives and chaplain provided the bereaved time to reflect, a space to grieve and a safe environment in which to celebrate their babies. Lynne shared a special thank you for colleague's involvement in the ceremony and for all they do on a daily basis.</p> <p>The governors enquired if there was an action plan to improve the following measures and if there were any associated risks due to the low levels of completion:</p> <ul style="list-style-type: none"> • PROMPT compliance for HCA/MSWs @ 49.2% • ETG compliance <80% across all roles • 10 steps to safety - multi-professional training @ 76% 	The actions to address the above were largely covered in the Maternity Update report. Governors should continue to monitor performance and governor observers at the Quality & Effectiveness Committee should seek assurance and report back on plans to improve the uptake of training in the next governor report.	David Purdue, Chief Nurse and Deputy CEO	In the meeting
P21/10/E3	Board of Directors	19/10/2021	There is an increase in emergency caesarean sections at Bassetlaw – 18.7% in July and 22.7% in August. This might be just one or two deliveries – can this be put into perspective and is this due to an increase in high-risk mothers?	The Executive Medical Director stressed the key consideration was the appropriateness of the c-section, he also drew governor's attention to the fact that as the caesarean section rate goes up evidence suggest that the still birth rate goes down, and as such there was a balance to be found. The Chief Executive suggested it would be helpful to include the actual numbers of births and caesarean sections in future reports in support of the effect of small number statistics	Dr Tim Noble, Executive Medical Director	In the meeting
P21/11/I3	Board of Directors	16/11/2021	What are the difficulties in discharging to social care settings and the resultant impact on families?	The Chief Nurse confirmed a national discharge policy was in place where the criteria to reside was not met. Issues within social care setting were known and system wide work to improve discharge was in place, six discharge beds had recently been purchased to facilitate discharge from hospital.	David Purdue, Chief Nurse and Deputy CEO	In the meeting
P21/11/I3	Board of Directors	16/11/2021	In view of the need to recover elective surgery was there an additional money to facilitate use of the private sector?	Throughout the pandemic the Trust had continued to work closely with the on-site independent sector provider to maintain delivery of urgent services and to provide additional capacity. All opportunities to explore insourcing and outsourcing had been pursued and bids for all available funding, including the Targeted Investment Fund submitted. In addition the development of the Community Diagnostic Centre/Hub would provide additional MRI/CT capacity on a non-acute site.	Richard Parker, Chief Executive Officer	In the meeting
P21/12/E3	Board of Directors	21/12/2021	Is recovery and restoration achievable and to what extent are the non-executive directors assured of the plans	<p>It was confirmed that Jon Sargeant had been tasked with the delivery of robust recovery plans. Fortnightly focus & delivery group meetings had been put in place, efforts were focused and delivery of plans was joined up and timely. The Chair acknowledged the good working relationships formed with the private sector, supporting clinical prioritisation.</p> <p>Neil Rhodes confirmed that the Finance & Performance Committee would continue to receive updates on progress, although services had been impacted by Covid-19, restoration remained a focus. Plans were robust, and the Trust was reported to be well placed from a planning perspective.</p>	Jon Sargeant, Interim Director of Recovery, Innovation & Transformation	In the meeting
P22/01/F3	Board of Directors	25/01/2022	Is there a breakdown of the reasons that colleagues are not receiving the Covid-19 vaccine?	The Director of People & Organisational Development confirmed there was no central record, although reasons may become apparent through the conversations with the Freedom to Speak-up Guardian.	Karen Barnard, Director of People and Organisational Development	In the meeting
P22/01/F3	Board of Directors	25/01/2022	What action is being taken to deter the incidence of physical violence?	<p>The Chief Nurse confirmed the presence of on-site Saba security. In addition, colleagues undertook conflict resolution training. An update in this respect could be provided to the People Committee.</p> <p>Pat Drake raised awareness that some incidents where violence was reported had the potential to be linked to dementia or patients with behavioural issues and suggested there was a difference between such events and intended violence.</p>	David Purdue, Chief Nurse and Deputy CEO	In the meeting
P22/01/F3	Board of Directors	25/01/2022	In respect of the new build, please can Bassetlaw be considered/referenced as residents may live closer or equidistant to Doncaster Royal Infirmary.	The Director of Recovery, Innovation & Transformation confirmed that any future consultation would involve the residents of Bassetlaw.	Jon Sargeant, Interim Director of Recovery, Innovation & Transformation	In the meeting
P22/01/F3	Board of Directors	25/01/2022	In respect of transport between Doncaster and Bassetlaw is the provision of transport included within appointment letters, including details of how to book?	This matter had been raised previously and it was understood this was included in the letters, but a further check would be made.	Debbie Pook - Deputy Chief Operating Officer – Non-elective	In the meeting

PC21/02/F2	Council of Governors	02/02/2022	Recently there have been lots of questions raised and disquiet in the media about PPE for NHS staff, in particular masks, and whether it is of a high enough standard. Are our staff happy with the level of PPE they are using, especially the masks? And are they able to raise concerns if they feel they need a higher level?	We supply PHE accredited masks to all our staff. In areas with high levels of covid, staff are fit tested for FFP3 masks and we provide all staff with a GVS mask(this is a respirator with replaceable filters). In areas with covid cases we also provide visors as well as masks.	David Purdue, Chief Nurse and Deputy CEO	After the meeting
PC21/02/F2	Council of Governors	02/02/2022	Do we require any local publicity around mask wearing in Health care settings such as hospital , or is there not really a problem with compliance .	The Trust has worked with public health to ensure the messages regarding the wearing of masks in health facilities has been reiterated. We have put up additional signs in all entrances outlining the requirements. There is not an issue at the moment due to the restrictions to visiting	David Purdue, Chief Nurse and Deputy CEO	After the meeting
PC21/02/F2	Council of Governors	02/02/2022	1. Have any staff left or handed in their resignation due to the mandatory vaccination requirement? 2. Should the Government continue on with mandatory vaccine requirement and those staff who do not wish to take up the vaccine leave are we assured we can continue to operate a safe and effective service?	1)to the best of my knowledge none 2)each service would undertake a risk assessment and the leadership teams would then consider the implication of that risk assessment and review service provision.	Karen Barnard, Director of People & OD	After the meeting
P22/02/12	Board of Directors	22/02/2022	Does the national guidance for risk stratification give the Trust sufficient information to inform individual patients of their position in the queue for procedures and the number of weeks they must expect to have to wait, as promised by the Secretary of State for Health & Social Care when launching My Planned Care?	Due to the fluidity of the waiting list the Executive Medical Director acknowledged identification of a specific position within the queue would be challenging and subject to change. The letter from the National Director of Elective Recovery had requested provider support in supplying specific clinical content by 31 March 2022 and the Interim Director of Recovery, Transformation & Innovation advised that the Head of Information was currently reviewing the requirements to ensure a best possible fit by that date. A generic email account would be in place and work would be undertaken iteratively.	Dr Tim Noble, Executive Medical Director	In the meeting
Governor briefing	Cyber security	14/03/2022	How do you see cyber risk being managed / worked in an increasingly interconnected ICS structure which will by design encourage data sharing protocols.	In many respects the work has already started. In line with the SYB Digital Strategy we are a data provider feeding into the Yorkshire and Humber Care Record (YHCR). Consistent with the Doncaster Place plan, we continue to support the Integrated Doncaster Care Record (IDCR). We are incrementally working with ICS peers towards SNOMED clinical data standards and each of these of these projects are embedded within the DBTH Digital Transformation Business plan for 2022/23.	Ken Anderson, Chief information officer	After the meeting
Governor briefing	Cyber security	14/03/2022	On the environmental risk today I became aware of a solar storm event that may disrupt business and internet networks would this situation be regarded as a cyber risk and how do minimise any effects.	This phenomenon is not related to cyber security, although it can have an adverse impact on electrical communication systems. Given the way in which Trust IT systems are supported within the Trust the potential risk is minimal. The overarching consideration is that business continuity arrangements should apply in the event of any significant downtime (no matter what the cause).	Ken Anderson, Chief information officer	After the meeting