

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

Present:

Chair	Suzy Brain England OBE - Chair		
Public Governors	Peter Abell	David Northwood	
	Mark Bright	Dennis Atkin	
	Lynne Logan	Lynne Schuller	
	Shelia Walsh	Andrew Middleton	
	Eileen Harrington	Angela Chapman	
	Natasha Graves	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	Irfan Ahmed
	Phil Holmes	Lisa Gratton
	Pauline Riley	
Board Member Apologies	Richard Parker OBE - Chief Executive Fiona Dunn - Deputy Director Corporate Governance/Company Secretary Ken Anderson - Chief Information Officer	

PC22/04/A1 Welcome and Apologies for Absence (Verbal)

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.

The apologies for absence were noted.

PC22/04/A2 Declaration of Governors' Interests (Enclosure A2)

There were no changes required for the Governors Declarations of Interest

The Council:

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

PC22/04/A3 Actions from previous meetings

The Council:

- ***Noted that there were no actions from the meeting held on 2nd February 2022.***

PC22/04/B1 Governor Approvals

PC22/04/B1 *No items were raised under this section*

PC22/04/C1.1 Suzy Brain England – Chair's Report

- 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 Jon Sargeant – Chief Executive's Report

Covid-19 Update – as 26th April 2022

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

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 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 Committee

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
- 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

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.

PC22/04/C1.8

Governor Questions

There were no other questions as all were presented within each update

PC22/04/D1

Chair and Non-Executive Director Appraisal Process

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.

Suzy Brain England confirmed a report would be brought to November’s Council of Governors meeting to summarise the outcomes.

PC22/04/D2

Minutes of Council of Governors held 2nd February 2022

- *The Council of Governors Approved the minutes of the public Council of Governor meeting held on 2nd February 2022*

PC22/04/E1

Questions from members of the Public (verbal)

There were no questions submitted by the public.

PC22/04/F1

Any Other Business (Verbal)

No items of any other business were submitted.

PC22/04/F2

Items for escalation to the Board of Directors

No items for escalation.

PC22/04/F3

Governor Board/Meeting Questions Database

The Council of Governors

- Noted the governor board meeting question database.

PC22/04/G

Date and time of next meeting:

Date 7th July 2022

Time 15:00

Venue Microsoft Teams – Videoconferencing

Meeting Close: 16:26



Suzy Brain England OBE

Chair of the Board

Date 7 July 2022