

**Minutes of the meeting of the Council of Governors held in public  
Thursday 7 July at 3:30pm  
via Microsoft Teams**

**Present:**

<b>Chair</b>	Suzy Brain England OBE - Chair of the Board		
<b>Public Governors</b>	Peter Abell	Lynne Schuller	
	Dennis Atkin	Andrew Middleton	
	Mark Bright	Vivek Panikkar	
	Angela Chapman	Pauline Riley	
	Natasha Graves	Shelia Walsh	
	Jackie Hammerton		
	George Kirk		
	Lynne Logan		
<b>Staff Governors</b>	Duncan Carratt	Sophie Gilhooly	Lisa Gratton
<b>Partner Governors</b>	Susan Shaw	Phil Holmes	
<b>In attendance</b>	Mark Bailey - Non-executive Director Mark Day - Non-executive Director Zoe Lintin - Chief People Officer Angela O'Mara - Deputy Company Secretary (Minutes) Richard Parker OBE - Chief Executive Neil Rhodes - Non-executive Director Kath Smart - Non-executive Director		

**Apologies:**

<b>Governor Apologies</b>	Eileen Harrington
<b>Board Member Apologies</b>	Fiona Dunn - Deputy Director Corporate Governance/Company Secretary

**PC22/07/A1 Welcome and Apologies for Absence (Verbal)**

The Chair of the Board welcomed the governors and those in attendance to the meeting. The above apologies for absence were noted.

**PC22/07/A2 Declaration of Governors' Interests (Enclosure A2)**

No change was declared to governors' interests.

***The Council:***

- ***Noted governors' current declarations of interests***

**PC22/07/A3 Actions from previous meetings**

There were no outstanding actions.

**PC22/07/C1.1 Suzy Brain England – Chair's Report**

The Chair of the Board confirmed that following expressions of interest, Lynne Schuller had been appointed as Lead Governor and Andrew Middleton as Deputy Lead Governor, with effect from 31 May 2022. The outcome had previously been communicated by the Company Secretary and was reported today for completeness.

The Chair summarised her activities since the last Council of Governors meeting, which included:

- 1:1 discussions with the Chief Executive, non-executive and executive directors
- Preparation for own and non-executive directors' appraisal.
- South Yorkshire & Bassetlaw Acute Federation and Integrated Care System development sessions
- Recruitment of the Chief Operating Officer
- Welcomed newly recruited international nurses
- Chaired day 2 of the NHS Providers GovernWell Conference and attended day 1 & 3
- Attended the Excellence in Healthcare, Levelling Up the North and We Care into the Future events

**PC22/07/C1.2 Lynne Schuller – Lead Governor's Report**

The Lead Governor shared the following items of interest:

- The next governor briefing was scheduled for 19 July, a workshop style session facilitated by Peter Abell would consider the draft addendum and its impact on the role of a governor. As with previous briefings, the reference material and outputs would be uploaded to the governor portal
- Following Clive Tattley's final term of office, Andria Birch, Chief Executive of Bassetlaw Community and Voluntary Service (BCVS) had agreed to take up the partner governor role with effect from 6 July 2022
- Governors were thanked for their contribution to the non-executive director appraisal process, the outcomes of which would be reported at November's Council of Governors meeting
- Plans to refresh the approach to patient engagement would be progressed by the Deputy Director of Nursing (Patient Experience)
- Governors who had not observed June's Board meeting were encouraged to review the presentation "See Yellow – Think Falls". The patient centered initiative identified how a simple introduction to raise awareness could improve patient care

**PC22/07/C1.3 Kath Smart – Audit & Risk and Quality & Effectiveness Committee**

In her capacity as Chair of the Audit & Risk Committee, Kath provided the following updates:

- Meetings of the Audit & Risk Committee in May and June had focused on year-end business in which the Annual Report & Accounts, including the Annual Governance Statement for 2021/22 were received
- Minor, non-material changes had been approved prior to final submission of the Annual Accounts on 24 June 2022. The Chair of the Audit & Risk Committee had requested the Director of Finance and the External Auditors plan to undertake 2022/23 year end business as part of a single meeting in 2023
- External Auditors provided an unqualified opinion of the Trust's financial accounts and would present the Auditor's Annual Report 2021/22 at the Council of Governors meeting on 29 September 2022
- The final Head of Internal Audit Opinion 2021/22 provided moderate assurance. Internal Auditors, 360 Assurance, had commenced their contract with the Trust in October 2021
- Divisional Governance and Data Quality Internal Audit reports had been received
- Compliance with the Violence Prevention and Reduction Standards was being assessed by the Local Security Management Specialist

As interim Chair of the Quality & Effectiveness Committee Kath Smart shared the following insight into the Committee's business in June 2022:

- Clinical Specialties Divisional presentation
- Patient Safety Updates, including falls, hospital acquired pressure ulcers, incidents and serious incidents
- Safer Staffing report
- Patient Experience, including complaint analysis, learning and engagement with the deaf community
- Strategy Updates: NHS Food & Mental Health
- Annual Research Report
- Quality & Improvement Outcomes Framework Self-Assessment for the Knowledge & Library Services

**PC22/07/C1.4 Neil Rhodes – Finance & Performance Committee**

In his capacity as Chair of the Finance & Performance Committee Neil summarised key highlights from May and June 2022 meetings:

- Finances were well managed, in what would be a challenging year for the Trust. An efficiency target of 4% of the Trust’s income had been agreed.
- A £10m deficit financial plan had been agreed with the Integrated Care Board
- In-year capital expenditure was on profile and cash balance of c£27m
- The Committee welcomed Andrew Middleton as a governor observer
- Continued high levels of emergency attendances, impacted by reduced flow and high bed occupancy
- Recovery plans were challenged by the continuing presence of Covid and its impact on staffing and capacity

**PC22/07/C1.5 Mark Bailey – Charitable Funds Committee**

As Committee Chair, Mark shared the following areas of interest from the last meeting of the Trustees in June 2022:

- Assurance received in respect of fund investment, income and expenditure
- Bids approved to support health and wellbeing, with a focus on staff reward and recognition and support for the “Stay & Thrive” initiative for the Trust’s international recruits
- Encouraged by an increasing flow of approvable bids via the Charitable Funds Development Committee

- Fundraising events, including sky-diving and peak walking, were underway to support the Serenity Suite Appeal
- DBTH Charity development work to be progressed
- Fred & Ann Green executors supportive of innovative use of the fund for the Diagnostic Hub and Mexborough Elective Orthopaedic Centre

**PC22/07/C1.6 Mark Day – People Committee**

Mark joined his first Council of Governors' meeting since his appointment on 1 May 2022. As part of his induction, he had met with executive and non-executive colleagues, and welcomed the transparent, welcoming and insightful conversations. He had undertaken the Trust's corporate induction and was due to attend NHS Providers 2-day non-executive director induction.

As Chair of the People Committee Mark would work closely with the Chief People Officer and her team; he had been impressed with his initial interactions and observations, recognising their ambitious, focused approach to develop the Trust's people and supporting workforce strategies to ensure the Trust was a great place to work, with an engaged, motivated workforce appropriately skilled to deliver the best possible care/service.

**PC22/07/C1.7 Richard Parker – Chief Executive's Report**

The Chief Executive provided an update on the current Covid numbers, which stood at 80 active cases and a total of 106 inpatients. Infection, prevention and control measures had been adapted to reflect the increase, likely to be impacted by large scale gatherings, linked to the Platinum Jubilee celebrations, sporting and entertainment events. An increase in infection levels was expected to be seen in the autumn and winter, and the Trust would plan accordingly. The impact was seen in the community and across the workforce, with staff absence levels c.9% (4% of which related to Covid19). The importance of wearing face coverings in the hospital setting was reinforced.

Vacancy levels continued to be challenging and in maternity services, a twice weekly workforce review to ensure service delivery was undertaken by the Director of Midwifery, Chief Operating Officer and Chief Nurse. The Continuity of Carer provision remained on pause in view of the vacancy rate.

A return to a pre-pandemic financial regime was noted and as referenced by the Chair of the Finance & Performance Committee delivery of the financial plan was expected to be challenging.

The vaccination programme was expected to commence in August/September and would include Covid and Influenza. A smaller campaign for those identified at risk of monkey pox was also anticipated.

No news had been received in respect of the Trust's bid for a new hospital, the impact of the change in Prime Minister and Secretary of State was unknown.

The Outline Business Case for the Bassetlaw Emergency Care Village had been approved by the Board for submission to NHS England, remedial work related to the reinforced aerated autoclaved concrete would need to be completed prior to this.

Phase one of the Community Diagnostic Centre at Montagu had been completed, plans and a supporting business case for Phase two were being developed.

The Chief Executive highlighted the following key priorities:

- To ensure we have the right people, in the right roles, supported by the appropriate training/education and with a focus on their health and wellbeing
- Improved patient flow, to continue to work with our partners to facilitate the discharge of those patients who are medically fit
- Recovery of elective backlog through innovation and transformation
- Achievement of quality standards

On 1 July 2022 Integrated Care Systems became statutory bodies, the Trust spans two systems, NHS South Yorkshire and NHS Nottingham & Nottinghamshire and the Chief Executive confirmed his role as a partner member on the South Yorkshire Integrated Care Board. The Trust now has a duty to collaborate with its partners and the plans for the Mexborough Elective Orthopaedic Surgical Centre would be an excellent example of partnership working.

#### **PC22/07/C1.8 Governor Questions**

**Public Governor, Peter Abell, highlighted the recent press coverage of the Oldham doctor who had been charged with manslaughter, reportedly the doctor was 80+ years of age and assurance was sought as to how doctor's competency was assessed.**

The Chief Executive confirmed that the annual appraisal involved self-reflection, supported by evidence, including peer/patient feedback and complaint/incident data in order to inform competency and fitness to practice.

The Chief People Officer recognised the robust procedures and support that were in place and confirmed that where incidents occurred, they were appropriately investigated and identified learning embedded into practice. Whilst the revalidation process considered appraisal outputs, it was not dependent on age, as this could be considered discriminatory.

**Following the announcement that the staff terms and conditions section of the COVID-19 workforce guidance would be withdrawn, Staff Governor, Duncan Carratt, enquired of the potential detrimental effect on completion of lateral flow testing and raised a concern with regards to the financial impact on colleagues, especially considering the current cost of living crisis.**

As this was a national directive, the Chief Executive confirmed that compliance was not discretionary. He shared the concerns, with regards to testing, and encouraged staff to maintain routine testing, in accordance with current guidance, and to take all necessary preventative actions.

A review of the expenses policy to reflect the current cost of living had taken place and an increase applied in respect of mileage/accommodation costs.

As the directive had been received at short notice, the Chief People Officer confirmed that the detail was still being worked through. The change would be implemented on a phased approach and a system wide communication would be issued in due course.

**On behalf of Partner Governor, Sue Shaw, Lynne Schuller enquired of Covid vaccine availability and of booster uptake**

The Chief Executive confirmed that national uptake was variable, dependent upon individual vulnerabilities. In line with previous vaccination campaigns hospital staff would be offered the opportunity to be vaccinated at their place of work. Members of the public would be contacted by their general practice, however, if vulnerable unvaccinated patients attended a hospital outpatient clinic or were an inpatient, every effort would be made to vaccinate. The campaign was expected to start in August/September.

**Public Governor, Mark Bright, highlighted that a refurbishment to a hospital was now deemed to be a “new hospital” and enquired what this meant in the context of the Trust’s bid?**

The Department of Health’s definition of a new hospital included three specific levels of work, including extensive refurbishment. The Chief Executive confirmed there was still an expectation that a further eight new hospitals would be announced in the Autumn, however, if there was a balance to be achieved between acute and mental health providers, then this had the potential to reduce acute offers to four. It was difficult to know how the change in government leadership would influence the programme.

**Public Governor, Andrew Middleton, acknowledged the successful We Care into the Future event and enquired of potential follow up activity, work experience and/or apprenticeship offers. He also enquired of opportunities to reach out to post education adults.**

The work with schools had the potential to extend beyond students and raise awareness of career opportunities with parents and carers. The Chief Executive highlighted the targeted recruitment of health care support workers, however, noted the competitive local market.

The Chair of the Board confirmed that governors had attended a briefing session on the expansion of the Foundation School in Health initiative, to include Bassetlaw, earlier in the year. A future opportunity to hear more from the Training and Education team could be considered later in the year/early next year.

PC22/07/D1

**Minutes of the Council of Governors Meeting held in public on 28 April 2022**

- ***The Council of Governors approved the minutes of the Council of Governors meeting held in public on 28 April 2022***

**PC22/07/E1**      **Questions from Members of the Public**

No questions had been received from members of the public.

**PC22/07/F1**      **Any Other Business**

No items of any other business.

**PC22/07/F2**      **Items for Escalation to the Board of Directors**

No items for escalation to the Board of Directors.

**PC22/07/F3**      **Governor Meeting Questions Database**

*The Council of Governors:*

- *Received and noted the question database.*

**PC22/07/F4**      **Date and Time of the Next Meeting**

**Date: 29 September 2022**

**Time: 3pm**

**Venue: MS Teams**

**PC22/07/G**      **Meeting closed at 17:13**



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**Suzy Brain England OBE  
Chair of the Board**

**29 September 2019**