



COUNCIL OF GOVERNORS

Minutes of the meeting of the Council of Governors Committee held in public  
on Thursday 6 July 2023 at 15:00  
via Microsoft Teams

<b>Chair</b>	Suzy Brain England, Chair of the Board
<b>Public Governors</b>	Mark Bright Lynne Logan Andrew Middleton David Northwood Sheila Walsh
<b>Staff Governors</b>	<b>Irfan Ahmed</b> <b>Kay Brown</b> <b>Vivek Panikkar</b>
<b>Partner Governors In attendance</b>	Mark Bailey - Non-executive Director Hazel Brand - Non-executive Director Mark Day - Non-executive Director Fiona Dunn - Director of Corporate Affairs/Company Secretary Emyr Jones - Non-executive Director Lucy Nickson - Non-executive Director Angela O'Mara - Deputy Company Secretary (minutes) Richard Parker OBE - Chief Executive Alex Crickmar
<b>Governor Apologies:</b>	Lynne Schuller Mandy Tyrrell
<b>Board Member Apologies</b>	Jo Gander - Non-executive Director Emyr Jones - Non-executive Director

**COG23/07/A1 Welcome, apologies for absence (Verbal)**

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

**COG23/07/A2 Declaration of Governors' Interests (Enclosure A2)**

No changes to governors' interests were declared.

***The Council:***

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

**COG23/07/A3 Actions from previous meetings**

There were no outstanding actions.

**COG23/07/C Presentation**

**COG23/07/C1.1 Chair's Report**

The Deputy Chair provided a summary of the Chair's activities since the previous Council of Governors meeting, which included:

- Attendance at NHS Providers Governor Focus Conference
- The external launch of the Trust's Research & Innovation Strategy
- Completion of the Chief Executive's appraisal and objective setting
- Introductory meetings with Toby Lewis, Chief Executive of Rotherham, Doncaster & South Humber NHS Foundation Trust and the Trust's Chief Nursing Information Officer

Governors were reminded that the Annual Members Meeting would take place on 28 September and any questions should be submitted to the Trust Board Office in advance.

**COG23/07/C1.2 Lynne Schuller – Lead Governor**

The Lead Governor confirmed that the change in approach to agree governor questions prior to the Board of Directors meetings had worked well in June and would continue to secure a more inclusive approach.

The governor election campaign was now live, nominations were invited until 3 August, the poll would open on 24 August with results declared on 21 September 2023.

A meet and greet had recently taken place at Bassetlaw Hospital where governors had welcomed the opportunity to engage with patients, visitors and staff members.

**COG23/07/C1.3 Kath Smart - Audit & Risk Committee**

The Chair of the Audit and Risk Committee provided an insight into June's Committee meeting, the Chair's assurance log provided positive assurance in respect of the Getting It Right First Time Programme, NHS Shared Business Services annual assurance statement and an early clean opinion from the external auditors.

A moderate Head of Internal Assurance Opinion was provided based on the audit recommendation closure rate, the limited/moderate assurance internal audit reports and moderate assurance in respect of the Board Assurance Framework and risk management.

Approval of the annual accounts was provided, should any minor changes be required the Committee members delegated final approval to the Committee Chair and the Chief Financial Officer.

**COG23/07/C1.4 Emyr Jones - Quality and Effectiveness Committee**

The Deputy Chair of the Quality and Effectiveness Committee shared with the Council of Governors key highlights from the June meeting, which included:

- Progress in the delivery of the Patient Safety Incident Response Framework
- Improved duty of candour compliance
- Development of the Trust's Quality Framework and Strategy

Work in respect of clinical audit and the maternity single delivery plan was progressing. It had been agreed that virtual wards performance would be reported to the Finance and Performance Committee, with quality matters directed to the Quality and Effectiveness Committee.

**COG23/07/C1.5 Mark Day - Finance and Performance Committee**

The Chair of the Finance and Performance Committee provided an update on the key highlights from the monthly Committee meetings held since the last Council of Governors meeting, which included:

- New access standards reporting
- 2023/24 elective care priorities
- Financial performance

A deep dive discussion had taken place with regards to the cost improvement programme, the Committee was assured of the approach, however, a need to accelerate progress was recognised. Timely delivery against the urgent and emergency care improvement plan was required prior to the winter months.

**COG23/07/C1.6 Hazel Brand – Charitable Funds Committee & Nottingham & Nottinghamshire ICS**

The Chair of the Charitable Funds Committee provided an update on the key highlights from the June 2023 meeting, which included:

- Approval of the Annual Report
- Completion of the Committee effectiveness review

- Approval of a £25 Christmas gift and top-up funding for the Registered Nurse Degree Programme
- Development of a fundraising strategy, to be received at a future meeting

In respect of Hazel Brand's responsibilities as the non-executive representation for partnership working with Nottingham & Nottinghamshire Integrated Care System, the recent publications of the Integrated Care Strategy and the Joint Forward Plan were shared, which identified the golden thread priorities of prevention, equity and integration and the outputs of the recent Provider Collaborative Board workshop.

**COG23/07/C1.7 Mark Bailey – People Committee**

The Chair of the People Committee provided an update on the key highlights from May's meeting, which included:

- 2022/23 Annual Reports for Leadership & Organisational Development and Health & Wellbeing
- Safe staffing
- Widening Participation
- Medical Appraisals

The People Committee were sighted on the need to complete actions in relation to the NHS Violence Prevention & Reduction Standard by the end of Q1 2023/24 and the DBTH Way and the Committee's Annual Report were approved.

**COG23/07/C1.8 Karen Jessop – Chief Nurse Presentation – Quality Strategy**

The Chief Nurse was welcomed to the Council of Governors meeting to share details of the Trust's Quality Strategy 2023-27, recently presented to the Quality & Effectiveness Committee.

The strategy consisted of the following six themes and was aligned to the NHS Long Term Plan and the Trust's vision "To be the safest trust in England – outstanding in all we do":

- Patient Safety
- Patient Experience
- Clinical Effectiveness
- Fundamentals of Care
- Care of Our Most Vulnerable
- Care Planning & Documentation

Operational delivery plans would underpin the strategy.

**COG23/07/C1.9 Jon Sargeant – Deputy Chief Executive Report**

In the absence of the Chief Executive, the Deputy Chief Executive updated the Council of Governors on the Trust's activity during the period March to June, the appointment of the substantive Deputy Chief Executive, Zara Jones, effective from October 2023 and a change to the divisional structure, which resulted in the creation of a new division of Urgent & Emergency Care.

In respect of the Trust's finances, the year ahead was expected to be challenging, a final deficit plan of £26.8m had been submitted, with cost efficiencies of £22.1m. The need to ensure the best use of public money was reinforced, through the provision of efficient and effective services. An external review of the Trust's underlying deficit position had been commissioned to validate and establish potential efficiencies.

Further to the recent announcement that the Trust had been unsuccessful in securing funding for a new hospital, alternative funding and next steps were being considered, a number of visits to the site were planned to include the South Yorkshire Mayor and the Parliamentary Under Secretary of State for Health, Lord Markham. The Trust would continue to work closely with partners to make the case for a new hospital, whilst considering refurbishment.

In terms of development across the hospital sites, the work to remove the reinforced aerated autoclaved concrete at Bassetlaw was now complete. The business case for Bassetlaw Emergency Village had been approved, cash had been drawn down and a ground breaking ceremony was planned in the coming weeks. At Montagu Hospital, a refurbishment of the Pain Management Unit had been completed and the modular unit for the Montagu Elective Orthopaedic Centre was now in production.

Since the last Council of Governors meeting, the Trust had launched its People Strategy which outlined a commitment to improve the working life of DBTH colleagues, a pay deal had been agreed for colleagues on the national Agenda for Change pay structure and changes made to the route for the hospital's park and ride and shuttle bus service. As part of the 75<sup>th</sup> anniversary of the NHS, colleagues' contribution had been recognised at an event at the Yorkshire Wildlife Park and for those long serving team members an afternoon tea was held at Ye Olde Bell in Barnby Moor.

**COG23/07/  
C1.10**

### **Governor Questions**

Doncaster Public Governor, David Northwood welcomed the use of "hello my names is" as a positive action to support improved patient experience and sought assurance that this would be delivered consistently. The Chief Nurse confirmed this was an integral part of colleague induction and was subsequently assessed through Tendable audits, which had demonstrated improved usage.

David Northwood also reported a recent conversation with a nurse in training, which highlighted a positive experience at the Trust which was encouraging to hear from a recruitment perspective.

Bassetlaw Public Governor, Peter Abell noted the volume of building works ongoing at Bassetlaw and enquired if signage and revised routes had been subject to review by the senior management team. The Deputy Chief Executive confirmed that amendments to signage had been made but gave a personal commitment, with the support of the Head of Patient Experience, to complete a site walkabout, to include a check on the provision of wheelchairs and seating.

In response to a question from Bassetlaw Public Governor, Andrew Middleton, the Deputy Chief Executive confirmed that the Trust was sighted on the Nottingham & Nottinghamshire Joint Forward Plan. In respect of the nursing degree funding this was confirmed to be top-up funding and supported the principle of developing Trust colleagues. The Charitable Funds Committee had a duty to ensure approval was in accordance with the policy.

Bassetlaw Public Governor, Sheila Walsh spoke positively of the recent health and social care careers fayre held at Retford Oaks Academy and enquired of plans to hold this on an annual basis going forwards. The Deputy Chair agreed to make enquiries and provide feedback in due course.

***The Council of Governors:***

- ***Noted the Presentation***

**COG23/07/D1 Chair & Non-executive Director Appraisal Process**

The Company Secretary's paper confirmed the proposed approach for the Chair and Non-executive's 2022/23 appraisals, including a timeline for completion and subsequent feedback to the November's Council of Governors meeting.

***The Council of Governors:***

- ***Ratified the Chair & Non-executive Appraisal Process***

**COG23/07/D2 Minutes of the Council of Governors held on 28 April 2023**

***The Council of Governors:***

*Noted and approved the Minutes of the Council of Governors held on 28 April 2023*

**COG23/07/E1 Questions from members of the public previously submitted prior to the meeting**

No questions had been received from the public.

**COG23/07/F1 Any other Business**

No items of other business were raised.

**COG23/07/F2 Items for escalation to the Board of Directors**

No items for escalation were reported.

**COG23/07/F3 Governor/Board Meeting Question Database**

***The Council of Governors:***

- ***Received and noted the question database.***

**COG23/07/F3 Date and time of next meeting (Verbal)**

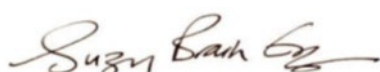
Date: **28 September 2023 (AMM) 9 November 2023**

Time: **15:00**

Venue: **Microsoft Teams**

Meeting **16:37**

Close:



**Suzy Brain England OBE**

Chair of the Board

28 September 2023