

COUNCIL OF GOVERNORS MEETING

Unconfirmed Minutes of the public meeting held on 9th February 2021 at 17:30
Via video conference

Present:	John MacDonald	Chair	JM
	Ann Mackie	Public Governor	AM
	Ben Clarke	Staff Governor	BC
	Councillor David Walters	Appointed Governor	DaW
	David Ainsworth	Appointed Governor	DA
	Gerald Smith	Public Governor	GS
	Ian Holden	Public Governor	IH
	Jacqueline Lee	Staff Governor	JL
	John Wood	Public Governor	JW
	Kevin Stewart	Public Governor	KS
	Lawrence Abrams	Public Governor	LA
	Martin Stott	Public Governor	MS
	Maxine Huskinson	Public Governor	MH
	Nikki Slack	Appointed Governor	NS
	Philip Marsh	Public Governor	PM
	Roz Norman	Staff Governor	RN
	Sue Holmes	Public Governor	SuH
In Attendance:	Richard Mitchell	Chief Executive	RM
	Shirley Higginbotham	Director of Corporate Affairs	SH
	Graham Ward	Non-Executive Director	GW
	Tim Reddish	Non-Executive Director	TR
	Manjeet Gill	Non-Executive Director	MG
	Neal Gossage	Non-Executive Director	NG
	Claire Ward	Non-Executive Director	CW
	Sue Bradshaw	Minutes	
Observer:	Becky Cassidy	Interim Trust Secretary, Nottinghamshire Healthcare	
Apologies:	Councillor Craig Whitby	Appointed Governor	CrW
	Paul Baggaley	Public Governor	PB
	Barbara Brady	Non-Executive Director	BB
Absent:	Belinda Salt	Public Governor	BS
	Councillor Kevin Rostance	Appointed Governor	KR
	Councillor Michael Brown	Appointed Governor	MB
	Dean Whelan	Public Governor	DeW
	Jayne Revill	Staff Governor	JR
	Richard Boot	Staff Governor	RB

The meeting was via video conference. All participants confirmed they were able to hear each other and were present throughout the meeting, except where indicated.

Item No.	Item	Action	Date
21/291	CHAIR'S WELCOME, APOLOGIES FOR ABSENCE AND QUORACY CHECK		
1 min	<p>The meeting being quorate JM declared the meeting open at 17:30. The meeting was held by video conference. All participants confirmed they were able to hear each other.</p> <p>It was CONFIRMED that apologies for absence had been received from:</p> <p>Councillor Craig Whitby - Appointed Governor Paul Baggaley - Public Governor Barbara Brady - Non-Executive Director</p>		
21/292	DECLARATIONS OF INTEREST		
1 min	CW and NG declared an interest in item 21/300		
21/293	MINUTES OF THE PUBLIC MEETING HELD ON 10th NOVEMBER 2020		
1 mins	Following a review of the minutes of the meeting held on 10 th November 2020, the Council APPROVED the minutes as a true and accurate record.		
21/294	MATTERS ARISING FROM THE MINUTES/ACTION LOG		
1 mins	The Council AGREED that action 20/280 was COMPLETE and could be removed from the Action Tracker.		
21/295	CHAIR'S REPORT		
1 mins	<p>JM presented the report, which provided an update regarding some of the most noteworthy events and items over the past quarter from the Chair's perspective.</p> <p>The Council was ASSURED by the report.</p>		
21/296	CHIEF EXECUTIVE'S REPORT		
34 mins	<p>RM presented the report, advising despite a slight reduction in the rates of Covid infection in the community and the organisation, the Trust remains very busy, with currently 145 Covid positive inpatients, which is in excess of 50% more than the peak during the first wave of Covid. There are currently 19 patients in intensive care. Sickness absence rate is 7.2%, which is reducing. RM expressed thanks to everyone involved in the Trust's response to Covid and advised he was proud of the staff welfare and wellbeing offer which has been put in place.</p> <p>RM provided an update on the Covid vaccination programme, advising 30,000 people have been vaccinated at the King's Mill Hospital hub, with the focus on vaccinating the priority groups identified by the Joint Committee on Vaccination and Immunisation (JCVI). 66% of all SFHFT staff have been vaccinated and second doses will start to be given from 22nd February 2021.</p>		

	<p>RN joined the meeting.</p> <p>JM noted 66% of staff have been vaccinated and queried how many staff are likely to be vaccinated. RM advised 89% of staff have had the flu vaccination this year and it is likely uptake of the Covid vaccination will be similar. Staff are supported and encouraged to have the Covid vaccine, but it is personal choice. The Trust is taking steps to make it as easy as possible for colleagues to access the vaccine. The JCVI guidance is for front line colleagues only to be offered the vaccine. However, this has been flexed to ensure everyone working at the Trust has equal access to the vaccine.</p> <p>IH advised he has been made aware of a company who dismissed someone for refusing to have the Covid vaccination, the justification being under health and safety they were entitled to dismiss the person for refusing to comply. IH advised he has been asked why it is not compulsory for all NHS staff to have the vaccination. RM advised it is not national policy for the vaccination to be mandatory. There have been discussions in recent years about mandating the flu vaccination, but this is not possible. There is a need to have sensible discussions with staff and make it as easy as possible for them to access the vaccination.</p> <p>RN noted through having sensible conversations about the flu vaccine, year on year the Trust has improved the percentage of staff being vaccinated without mandating it. RM advised the flu vaccination rate has improved from 60% five years ago, to 89% this year. This is a good proxy indicator for overall levels of staff engagement.</p> <p>AM queried if there was a role for the military to provide support and enable Trust staff to take time off. JM advised there have been some discussions in relation to identifying any learning from the military in terms of supporting people who are coming out of a difficult situation.</p> <p>RM advised colleagues in the military can offer support in terms of learning from the psychology of being involved in a long campaign, the impact that can have and how you decompress as an individual afterwards. The Trust engaged effectively with the military in the first wave of Covid and identified some benefits from that. There is a greater understanding now of what staff are going through and the psychological support from Nottinghamshire Healthcare is really effective. While there may be an option for further military support, RM felt this is not currently required. The main thing is the need to ensure the basics are in place, for example, colleagues working long clinical shifts can consistently have a break to rehydrate and refuel. There is also the need to ensure staff can take annual leave and have a meaningful break this summer.</p> <p>In terms of clinical support from the military, numbers of suitably qualified personnel are limited. Therefore, any personnel will predominantly go into the teaching hospitals and major trauma centres. However, the Trust is receiving support from 20 military personnel with some of the domestic duties. This has been well received, but this is to strengthen numbers rather than giving people the opportunity to have a rest.</p>		
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DaW noted there is a Covid testing facility at Mansfield Town Football Club and queried if this is available to everyone in Nottinghamshire or just people in Mansfield. DA advised it is available to everybody.

In terms of non-Covid issues, RM highlighted maternity services, particularly the requirements of the Ockenden report.

SuH advised she had no concerns about the Trust's maternity services, but had some concerns regarding the reporting, bearing in mind the reports are available to the public. SuH felt it would be useful to add a qualifying sentence to explain the number of incidents for lay people reading the report who might otherwise feel concerned. JM advised the Trust has reported all the incidents which have occurred, but circa 90% of these were events where there were slight variations from the expected route and did not result in harm. Ways of ensuring the Trust reports publically in an open and transparent way, but which does not raise lots of issues, is being discussed. It is likely the Quality Committee will look at the detail with a shorter report being presented to the Board of Directors.

RM advised the Trust will be providing support to maternity services at Shrewsbury and Telford Hospital NHS Trust (SaTH) through a formal maternity improvement partnership. SFHFT will receive funding to support this in terms of backfill for roles.

RM advised the staff survey results are scheduled to be communicated in March 2021. The Health Service Journal (HSJ) awards will take place on 17th March 2021 and SFHFT is a finalist for the Trust of the Year for the second consecutive year.

JM advised the Board of Directors will review the Trust's position in terms of the impact of Covid and start to look forward at a workshop in February. Following this it would be useful for the governors to have a similar session looking at the challenges and how the Trust can move forward.

RM advised after the first wave of Covid, the Trust received a letter from NHSI outlining the expectations for recovery. There has been nothing issued nationally yet following the latest wave of Covid. There is a need to discuss what we think the Trust can achieve, bearing in mind welfare and wellbeing of colleagues and ensuring that is at the centre. There is a need to identify and strengthen SFHFT's role in the system by working with partners.

IH noted a discussion at the recent Public Board of Directors meeting in relation to two maternal deaths which may have been due to people not being as active during Covid lockdowns. IH queried how the Trust can model and understand what impact Covid may have on people's health in the future and the demands this may place on the Trust. JM advised David Selwyn, Medical Director, is doing some work looking at indirect harm of Covid on patients. This can be discussed further at the workshop session.

	<p>RM advised the Trust is actively looking for harm caused through secondary factors, for example, pausing elective work. There is a need to identify what constitutes success and the regulator needs to confirm what acceptable becomes. The Trust will do its best but there is a need to be clear what that is and how it is measured.</p> <p>Action</p> <ul style="list-style-type: none"> • Governor workshop to be held looking at the challenges faced post Covid and how the Trust can move forward <p>DA advised on a daily basis he sees the positive relationships with SFHFT across primary and secondary care and the wider system. There is good communication from SFHFT to primary care and positive partnership working.</p> <p>The Council was ASSURED by the report.</p>	SH	23/03/21
21/297	LEAD GOVERNOR REPORT		
7 mins	<p>SuH presented the report to the Council, highlighting the work in relation to the governors' statutory responsibility of holding the Non-Executive Directors (NEDs) to account and expressed thanks to staff, noting the growing concern for staff's wellbeing. It was noted engagement work is difficult to undertake in the current circumstances. Belinda Salt, Public Governor for Mansfield, is resigning as she is finding it difficult to carry out the governor role alongside working full time.</p> <p>In terms of membership, the Trust currently has 130 young members. The 'Grow your own' project for attracting young members was presented at the recent Governwell virtual workshop.</p> <p>SH acknowledged the work of SuH, RN and NS in developing the young members project and submitting it to NHS Providers for consideration as a 'Governor Showcase'. Arranging virtual Meet Your Governor sessions is being discussed with the Communication Team.</p> <p>RN suggested running a webinar to promote what it means to be a governor and highlight the work the Trust is doing.</p> <p>JM advised Julie Hogg, Chief Nurse, has identified a way of undertaking remote visits to wards. This is paused, given the current pressures, but will be picked up when pressures ease.</p> <p>The Council was ASSURED by the report.</p>		
21/298	RAISING CONCERNS UPDATE		
2 mins	<p>SH provided an update to the Council in relation to a concern which had been raised by a former governor (DM) who is currently a consultant for the Trust. The concerns raised related to an investigation which was carried out over three years ago. A further investigation was undertaken and some errors were found in the original investigation. The Trust has offered an apology to DM and David Selwyn (DS), Medical Director has met with DM.</p>		

	<p>DS has commissioned an internal audit to look at the consent process, as these were the concerns raised by DM. The final audit report should be received in March 2021. Any actions and recommendations from this will be reported back to the governors.</p> <p>Action</p> <ul style="list-style-type: none"> • Actions and recommendations arising from internal audit report into the Trust's consent process to be fed back to the Council of Governors <p>The Council ACKNOWLEDGED the update.</p>	SH	11/05/21
21/299	REPORT FROM BOARD SUB-COMMITTEES		
21 mins	<p>Audit and Assurance Committee (AAC)</p> <p>GW presented the report, highlighting internal audit, external audit and register of interests. David Selwyn has advised declarations of interests will be added as a component of the appraisal process for clinicians.</p> <p>IH felt given the pressure everyone involved in the audit process is under, the process is going forward rigorously. IH noted the National Audit Office report which details serious accounting issues at University Hospitals of Leicester and sought assurance there are no similar issues at SFHFT. GW advised the Trust is taking a proactive stance in relation to the report. Paul Robinson, Chief Financial Officer, is in discussion with 360 Assurance in relation to including some work in next year's audit plan to target those areas in order to provide assurance on all the risks which have been identified at Leicester.</p> <p>RM advised the National Audit Office report is in the public domain. The Trust will use the information in the report to scrutinise and review the Trust's position. SFHFT wants to take the opportunity to learn from other organisations. RM acknowledged he and SB worked at Leicester Hospital prior to moving to SFHFT and provided assurance they were not involved in what happened at Leicester as the issues post-date their moves to SFHFT.</p> <p>Quality Committee</p> <p>CW presented the report to the Council, highlighting the Joint Advisory Group (JAG) Accreditation for Endoscopy has been reinstated and assurance was received in relation to risks relating to the Private Finance Initiative (PFI) Contract. In addition, the Committee received the annual cancer services report and noted there is an outstanding appointment for the named doctor for adult safeguarding.</p> <p>JM noted the reference in the report from the Audit and Assurance Committee regarding outstanding risks from the Deprivation of Liberty Safeguards (DOLS) / Mental Health Capacity Act internal audit report and that these were being followed up by the Quality Committee. JM queried if a report has been presented to the Quality Committee. CW advised the Committee has had previous discussions about DOLS, etc. and will be returning to this.</p>		

	<p>PM advised he continues to be impressed with the work the Quality Committee undertakes. PM noted the reference in the report to Wrong Blood in Tubes being unfortunately inevitable and sought clarification regarding this. CW advised she could not recall the discussion but advised sometimes there will be human factors involved. The Committee will pick this up again and get clarification.</p> <p>JM felt while there may be errors, it is important to note what the quality assurance programmes are to identify those before harm is caused.</p> <p>Action</p> <ul style="list-style-type: none"> • Assurance required regarding actions being taken in relation to identifying and reducing instances of Wrong Blood in Tubes <p>Finance Committee</p> <p>NG presented the report to the Council, highlighting the Trust's financial position at the end of Q3, planning for 2021/2022, funding for the Covid vaccination programme and funding for the new pathology system.</p> <p>KS advised he was happy with the questions raised by the NEDs. KS queried if there are any plans for a second governor observer for Finance Committee as he is currently the only observer. SH advised all the governor observers will be reviewed in the Spring and hopefully someone will come forward. There is also a vacancy for an observer of the Charitable Funds Committee.</p> <p>People, Culture and Improvement Committee</p> <p>MG presented the report to the Council, highlighting the BAF framework review, sickness absence figures and the staff survey</p> <p>The Council was ASSURED by all Board Sub-Committees reports.</p>	DS	11/05/21
21/300	COUNCIL OF GOVERNORS MATTERS / STATUTORY DUTIES		
2 mins	<p>Report of the Remuneration Committee</p> <p>SuH presented the report, advising the Committee met on 26th January 2021 to discuss the re-appointment of Claire Ward and Neal Gossage, Non-Executive Directors.</p> <p>The Remunerations Committee are recommending to the Council that CW and NG's tenures be extended for 12 months.</p> <p>It was noted this is the ninth and final year for CW.</p> <p>The Council APPROVED the reappointment of Claire Ward and Neal Gossage for a period of 12 months to 30th April 2022.</p>		
21/301	QUESTIONS FROM MEMBERS OF PUBLIC		
	No members of the public were present		

21/302	ESCALATIONS TO THE BOARD OF DIRECTORS		
1 mins	<p>The Council AGREED the following escalations to the Board of Directors meeting:</p> <ul style="list-style-type: none"> • Thanks to staff for their ongoing hard work in difficult circumstances • Thought to be given to how governors can engage with Trust members and members of the public 		
21/303	ANY OTHER BUSINESS		
	No other business was raised		
21/304	DATE AND TIME OF NEXT MEETING		
	<p>Date: Tuesday 11th May 2021 Time: 17:30 Venue: MS Teams (TBC)</p> <p>There being no further business the Chair declared the meeting closed at 18:45</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p>John MacDonald Chair</p> <p style="text-align: right;">Date</p>		

NAME	AREA COVERED	CONSTITUENCY	FULL COG MEETING DATES				TERMS OF OFFICE	DATE ELECTED	TERM ENDS
			11/08/2020	28/09/2020	10/11/2020	Feb 2021			
Ann Mackie	Newark & Sherwood	Public	P	X	P	P	3	01/05/19	30/04/22
Belinda Salt	Mansfield	Public	P	X	P	X	3	01/05/19	30/04/22
Ben Clarke	King's Mill Hospital	Staff	P	X	X	P	3	01/09/19	31/08/22
Councillor Craig Whitby	Mansfield District Council	Appointed	P	A	A	A	4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	P	P	P	P	1	23/04/20	31/05/21
Councillor Kevin Rostance	Nottinghamshire County Council	Appointed			P	X		15/10/20	31/05/21
Councillor Michael Brown	Newark & Sherwood District Council	Appointed	X	A	X	X	1	18/05/20	31/05/21
David Ainsworth	Mansfield & Ashfield CCG	Appointed	P	P	P	P	N/A	20/02/20	N/A
Dean Whelan	Mansfield	Public	A	A	X	X	3	01/09/22	31/08/22
Gerald Smith	Mansfield	Public	X	X	A	P	3	01/05/19	30/04/22
Ian Holden	Newark & Sherwood	Public	P	P	P	P	3	01/05/19	30/04/22
Jacqueline Lee	Newark Hospital	Staff	P	P	X	P	3	01/05/19	30/04/22
Jane Stubbings	Ashfield	Public	P	A			3	01/11/17	31/10/20
Jayne Revill	King's Mill Hospital	Staff	X	X	A	X	3	01/05/19	30/04/22
John Wood	Mansfield	Public	P	P	P	P	3	01/05/19	30/04/22
Kevin Stewart	Ashfield	Public	P	P	P	P	3	01/05/19	30/04/22
Lawrence Abrams	Rest of East Midlands	Public	P	P	A	P	3	01/05/19	30/04/22
Martin Stott	Newark & Sherwood	Public	P	P	P	P	3	01/05/19	30/04/22
Maxine Huskinson	Ashfield	Public			P	P	3	01/11/20	31/10/23
Nikki Slack	Vision West Notts	Appointed	X	P	P	P	N/A	17/07/19	N/A
Paul Baggaley	Newark & Sherwood	Public			P	A	3	01/11/20	31/10/23
Philip Marsh	Ashfield	Public	P	P	P	P	3	01/05/19	30/04/22
Richard Boot	Newark Hospital	Public	P	X	P	X	3	01/05/19	30/04/22
Roz Norman	King's Mill Hospital	Staff	P	P	A	P	3	01/05/19	30/04/22
Sue Holmes	Ashfield	Public	P	P	P	P	3	01/11/20	31/10/23

P = Present
A = Apologies
X = Absent