

COUNCIL OF GOVERNORS MEETING

Unconfirmed Minutes of the public meeting held on 9th August 2022 at 17:30
Via video conference

Present:	Claire Ward	Chair	CW
	Councillor Craig Whitby	Appointed Governor	CrW
	Councillor David Walters	Appointed Governor	DW
	Ian Holden	Public Governor	IH
	Jane Stubbings	Public Governor	JS
	John Doddy	Appointed Governor	JD
	John Wood	Public Governor	JoW
	Justin Wyatt	Staff Governor	JuW
	Linda Dales	Appointed Governor	LD
	Liz Barrett	Public Governor	LB
	Michael Longdon	Public Governor	ML
	Nadia Whitworth	Appointed Governor	NW
	Neal Cooper	Public Governor	NC
	Ruth Scott	Public Governor	RS
Sue Holmes	Public Governor	SuH	
In Attendance:	Paul Robinson	Chief Executive	PR
	Shirley Higginbotham	Director of Corporate Affairs	SH
	Graham Ward	Non-Executive Director	GW
	Andrew Rose-Britton	Non-Executive Director	ARB
	Barbara Brady	Non-Executive Director	BB
	Manjeet Gill	Non-Executive Director	MG
	Steve Banks	Non-Executive Director	SB
	Aly Rashid	Non-Executive Director	AR
	June Morley	Lung Cancer Nurse Specialist	JM
	Sue Glover	Lung Cancer Nurse Specialist	SG
	Jennifer Leah	Deputy Chief Financial Officer	JL
	Kate Wright	Associate Chief AHP	KW
	Tony Felthouse	KPMG	TF
Sue Bradshaw	Minutes		
Apologies:	Nikki Slack	Appointed Governor	NS
	Vikram Desai	Staff Governor	VD
Absent:	Ann Mackie	Public Governor	AM
	Maxine Huskinson	Public Governor	MH

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
22/410	CHAIR'S WELCOME, APOLOGIES FOR ABSENCE AND QUORACY CHECK		
1 min	<p>The meeting being quorate CW 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>Nikki Slack, Appointed Governor Vikram Desai, Staff Governor</p>		
22/411	DECLARATIONS OF INTEREST		
1 min	GW, ARB, BB, MG, SB and AR declared an interest in item 22/421.2		
22/412	MINUTES OF THE PREVIOUS MEETING		
1 min	Following a review of the minutes of the meeting held on 10 th May 2022, the Council APPROVED the minutes as a true and accurate record.		
22/413	MATTERS ARISING FROM THE MINUTES/ACTION LOG		
1 min	<p>The Council AGREED that action 22/372, 22/403.1, 22/403.2 and 22/404 were COMPLETE and could be removed from the Action Tracker.</p> <p>Action 22/408 – SH advised a training session in relation to the Integrated Care System (ICS) and system working has been added to the schedule of topics for a future Governors' Workshop. The Council AGREED this action was now COMPLETE and could be removed from the Action Tracker.</p>		
22/414	PATIENT STORY – TARGETED LUNG HEALTH		
31 mins	<p>JM and SG joined the meeting</p> <p>JM presented the Patient Story which highlighted the Targeted Lung Health Check programme.</p> <p>CW thanked JM and SG for sharing the powerful and moving story, noting it provided an indication of the impact of the work for patients and the broader community.</p> <p>JuW noted incidental issues could be picked up through the lung health checks, for example lung nodules, and queried what impact this has on the service in terms of workload. JM advised when a patient is suspected of having early lung cancer they are referred directly to the Lung Cancer Team. Any incidental findings are referred back to the GP. Therefore, there is no impact on the service of the Lung Cancer Team, but there is an impact on GPs and lung disease clinics. There is a need to consider how this is managed.</p>		

	<p>JuW queried how the team engage with people who might not engage with healthcare services, for example, people in deprived areas, people who struggle to get out of the house, etc. JM advised the Lung Cancer Team do not carry out the assessments as these are undertaken by the targeted health team. However, JM advised she is aware the scanners go to areas which are very easily accessible, such as town centres, and also deprived areas.</p> <p>SuH and DW advised they had been invited for a scan, with the results being clear. They expressed thanks to the team for a very professional and efficient service.</p> <p>JD felt this service is how medicine should be, out in the community, reaching into the heart of the most challenged group of people, noting the best results come from targeting the worst affected areas. The ICS has a statutory responsibility to tackle health inequalities, one of the biggest causes of which is smoking. JD queried if smoking cessation services are aligned with the programme of targeted lung health checks in terms of offering advice to people attending for scans.</p> <p>JM advised people are offered a referral to the smoking cessation service when attending for a scan. In addition, consultants and lung cancer nurses proactively encourage people to stop smoking if they are referred to the Lung Cancer Team. Consultants will provide nicotine replacement therapy if a patient is in a smoking cessation programme.</p> <p>JD queried if there is any smoking cessation therapy provision for Trust staff. JM advised she would need to clarify this, but advised the smoking cessation service are very proactive. All current smokers who are admitted to hospital as a patient are offered a referral to smoking cessation.</p> <p>JuW advised pre-Covid there was a push for smoking cessation for patients but felt this may have taken a 'back seat' through Covid. JM advised referral rates are increasing. The nurses and consultants on the Lung Cancer Team are very proactive in making referrals.</p> <p>CW advised any information regarding smoking cessation support for staff would be forwarded to the governors.</p> <p>Action</p> <ul style="list-style-type: none"> • Information in relation to smoking cessation support for staff to be sent to governors <p>RS expressed thanks to the team for their work, noting previously lung cancer resulted in a very poor prognosis. However, early detection improves this. RS advised she was involved in the bowel cancer screening programme when it started and noted the impact on GPs and resources as it grew. RS sought assurance the Trust has support in terms of planning for growth and the next steps in the lung health programme, advising of the need to recruit GPs into the process to understand the impact on primary care.</p>	<p>SH</p>	<p>08/11/22</p>
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	<p>JM advised there is national support for the programme. It is being rolled out in different areas, having started with small pilot sites. The benefit of the programme is clear. JM felt it unlikely there will be a huge rollout of the programme, due to the impact on services, noting the rollout needs to be in a very controlled way to allow services to adapt and manage. GPs are on board with the programme as the information on patients referred for a scan is derived from GP records.</p> <p>RS queried if patients who do not attend for their scans are contacted to encourage attendance and if any further communication is required to help people understand why they have been invited for a scan. JM advised the team contact people who do not attend to try to establish the reason for non-attendance. If a patient is referred to the Lung Cancer Team at SFHFT with an abnormal result, the consultant will vet referrals and contact the patient. The team will ring patients to explain why they have been referred and ask them to attend for an appointment. This helps reduce the DNA (Did Not Attend) rate.</p> <p>JM and SG left the meeting</p>		
22/415	CHAIR'S REPORT		
2 mins	<p>CW 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, highlighting executive appointments.</p> <p>The Council was ASSURED by the report.</p>		
22/416	CHIEF EXECUTIVE'S REPORT		
4 min	<p>PR presented the report, which provided an update regarding some of the most noteworthy events and items over the past quarter from the Chief Executive's perspective. Highlighting the creation of the Integrated Care Board (ICB) with effect from 1st July 2022, operational pressures and Little Millers Nursery. PR advised the Trust's Freedom to Speak Up team have been shortlisted for a Health Service Journal (HSJ) Award.</p> <p>The Council was ASSURED by the report</p>		
22/417	LEAD GOVERNOR REPORT		
3 min	<p>SuH presented the report, highlighting the links being forged with the Lead Governor at Nottinghamshire Healthcare.</p> <p>CW advised it has been agreed Meet Your Governor sessions and 15 Steps are able to resume.</p> <p>SH advised she has been in contact with her counterpart at Doncaster and Bassetlaw Teaching Hospitals (DBTH) NHS Foundation Trust, who are now part of the same ICS as SFHFT. It has been agreed a meeting will be arranged between the lead governors for SFHFT, DBTH and Nottinghamshire Healthcare to explore ways of working together.</p> <p>The Council was ASSURED by the report</p>		

22/418	ANNUAL REPORT AND ACCOUNTS 2021/2022		
6 mins	<p>Annual Report</p> <p>JL and KW joined the meeting</p> <p>SH presented the report, advising the 2021/2022 Annual Report has been composed aligned with the NHS Foundation Trust Annual Reporting manual for 2021/2022. There were a number of changes in the guidance for 2021/2022 and these are detailed in the report. The report has been laid before Parliament, is available to view on the Trust website and will be presented to the Annual General Meeting (AGM) in September 2022.</p> <p>IH noted the national target is for 99% of all diagnostic tests relating to physiology, radiology and endoscopy to be completed within six weeks of referral and the aim for the Trust is to return to pre-pandemic levels as soon as possible, and certainly in line with the national NHS planning guidance of 99% of diagnostic tests within six weeks by 2025. IH sought clarification regarding the reason for this timescale, noting other targets have a shorter timescale for achievement. SH advised she would need to confirm the details and would respond outside of the meeting.</p> <p>Action</p> <ul style="list-style-type: none"> • Information relating to the timescale for returning diagnostic tests to pre-pandemic levels to be provided to governors <p>IH noted the reference to four improvement campaigns in relation to the Quality Strategy. While welcoming the campaigns, IH advised he was not previously aware of these. IH queried if the different improvement campaigns and quality campaigns could be simplified. SH advised the campaigns form part of the Quality Account, which the governors are consulted on in terms of an area to report on specifically in the Quality Account and for the auditors to review. PR advised there is a renewed Quality Strategy which is going through the stages of consultation and approval.</p> <p>IH expressed concern only 38% of clinical audits have been completed. SH advised this work was stood down as part of the Trust's response to Covid. BB confirmed staff undertaking clinical audit work were redeployed to deal with essential services at the height of Covid as it was necessary to prioritise direct clinical care. It is anticipated the clinical audit programme will gather momentum this year. IH felt it would be useful to explore ways of bringing clinical audit and improvement processes closer together to reduce duplication of workload.</p> <p>SuH queried if extracts of the Annual Report are shared with the press, particularly highlighting the large increase in the number of outpatients appointments and ED attendances. SH advised a summary of the Annual Report is produced and will be presented to the AGM, which the press are invited to.</p>	SH	04/11/22

IH advised he felt the work of the Committee is rigorous and thorough. IH noted the payment made to one of the Private Finance Initiative (PFI) partners is linked to inflation. Therefore, the payments are likely to increase substantially. IH requested an update on the relationship with PFI partners.

PR confirmed the monies paid to the PFI provider are linked to the Retail Price Index (RPI). However, SFHFT, together with other trusts who have an RPI linked PFI contract, have received some central funding in recognition of this. In addition, trusts which can demonstrate a significant increase in energy bills have received funding. In terms of the relationship with PFI partners, the Trust is currently in a contractual standstill position while work is ongoing to improve performance and recognise historic poor performance. The aim is to renegotiate the terms on which the contract moves forward, in order to obtain improved performance. It was noted progress is slow. However, relationships at an operational level remain good and, therefore, there is no impact on patient care.

CrW left the meeting

Quality Committee

BB presented the report to the Council, highlighting challenges in relation to clinical capacity, resulting in poor attendance and limited contribution to key forums, relocation of services, results of the Sentinel Stroke National Audit and review of how SFHFT's Quality Committee relates to the ICS quality forum.

Finance Committee

ARB presented the report to the Council, highlighting the review of the Board Assurance Framework (BAF) Principal Risk 4, Quarter 1 position and progress made in relation to the Trust's self-assessment against the Healthcare Financial Management Association (HFMA) Financial Sustainability Audit.

PR advised the HFMA Financial Sustainability Audit is a national requirement to ensure NHS finances are returning to pre-Covid 'grip and control'.

People, Culture and Improvement Committee

MG presented the report to the Council, highlighting the People, Culture and Improvement Strategy, Equality Diversity and Inclusion agenda and workforce planning analysis.

IH noted 5% of the Trust's staff are described as senior managers and queried if the structure is correct and if the Trust would be open to challenge in terms of having too many layers of management. MG noted the recent political pronouncements and advised they are not always black and white. MG felt there are arguments for layers of management, such as career progression. More detail is always required. CW advised the Trust's structure is based on the nationally agreed structure.

	The Council was ASSURED by all Board Sub Committees' reports		
22/421	COUNCIL OF GOVERNORS MATTERS / STATUTORY DUTIES		
8 mins	<p>Membership and Engagement Group</p> <p>SuH presented the report, highlighting engagement with the local community. SuH encouraged governors to assist in running a stall at local events to help increase membership and raise awareness of the governor role. SuH advised it is important to engage with the local community, particularly in Newark.</p> <p>LD advised she had some ideas about encouraging people to become governors in the Newark area and advised she would speak to SuH outside of the meeting.</p> <p>The Council was ASSURED by the report</p>		
2 mins	<p>Non-Executive Directors (NEDs) Appraisal Outcome and Objectives</p> <p>CW presented the report, advising the Trust is fortunate to have the level of expertise demonstrated by the NEDs. Appraisals have been undertaken for Barbara Brady, Manjeet Gill and Graham Ward. Objectives have been set for the coming year for all NEDs, including those who were appointed at the beginning of 2022, namely Aly Rashid, Steve Banks and Andrew Rose-Britton. CW advised she is satisfied with the performance of the NEDs.</p> <p>The Council APPROVED the NEDs' appraisals and objectives as recommended.</p>		
6 mins	<p>Revised Constitution</p> <p>SH presented the report, advising a review of the Trust's constitution has taken place. SH highlighted the changes to the constitution, as noted in the report. Legal advice regarding the proposed changes has been sought. The lawyers have advised some further revision is required to ensure the constitution aligns with the latest legislation.</p> <p>IH sought clarification regarding the composition of the Newark Hospital Constituency, particularly in relation to the Wards of Bingham East, Bingham West, Cranmer and Thoroton from Rushcliffe District Council, feeling these should be removed. SH advised if these Wards are removed, this would reduce the number of members and, therefore, potential new governors for the Newark area.</p> <p>The Council AGREED these Wards should remain part of the Newark Hospital Constituency.</p> <p>The Council APPROVED the revised Trust Constitution and AGREED a full audit of the Constitution should be undertaken later in the year.</p> <p>SH advised the revised Constitution will be presented to the Trust's AGM in September for final approval.</p>		

5 mins	<p>Governor Elections</p> <p>SH presented the report, advising it is proposed to hold Governor elections in the Autumn of 2022 to align to the revised constituencies. SH encouraged the governors to take any opportunities presented to increase membership and potential interest in becoming a governor.</p> <p>SuH sought clarification on the voting system to be used for the elections. SH advised elections will be held on a 'first past the post' basis, noting this is in line with the Model Election Rules. This is stated in the revised constitution.</p> <p>RS advised people have reported to her they have found it difficult to sign up as a member on the Trust website. RS advised she has previously raised this with the Communications Team and queried if this has been updated. SH advised she would follow this up and advised hard copy membership forms can still be used.</p> <p>Action</p> <ul style="list-style-type: none"> • Clarify if the method for people signing up as a member via the Trust website has been updated, following concerns raised people have found this difficult to navigate <p>The Council APPROVED the proposal to hold governor elections in the Autumn of 2022</p>	SH	08/11/22
22/422	<p>OUTSTANDING SERVICE – CELEBRATING THE WORK OF OUR FREEDOM TO SPEAK UP (FTSU) GUARDIANS</p>		
7 mins	<p>A short video was played highlighting the work of the FTSU Guardian and FTSU Champions.</p>		
22/423	<p>QUESTIONS FROM MEMBERS OF PUBLIC</p>		
	<p>No questions were raised</p>		
22/424	<p>ESCALATIONS TO THE BOARD OF DIRECTORS</p>		
3 min	<p>The Council AGREED the following escalations to the Board of Directors meeting:</p> <ul style="list-style-type: none"> • Approval of revised Trust constitution and the decision to hold governor elections in the Autumn • Further audit of the constitution to take place later in 2022 • Governors to increase engagement activity with a focus on increasing active membership • Public not able to register on website to become members 		
22/425	<p>ANY OTHER BUSINESS</p>		
5 min	<p>Covid 19 Inquiry Process</p> <p>SH presented the report, advising the terms of reference for the national inquiry have been agreed and the inquiry has been launched. SH outlined the actions taken by the Trust to date.</p>		

	<p>The inquiry is broken down into modules, with the third module focussing on healthcare systems. Timings for this module are not yet known, but it is expected this will be late 2023. The inquiry is unlikely to involve the Trust until the third module. The working group will continue to meet as necessary.</p> <p>JD felt whatever the findings of the enquiry are, the hard work and dedication of front line care workers in the face of the challenges brought by Covid should never be forgotten.</p> <p>The Council was ASSURED by the report</p>		
<p>22/426</p>	<p>DATE AND TIME OF NEXT MEETING</p>		
	<p>Date: Tuesday 8th November 2022 Time: 17:30 Venue: MS Teams (TBC)</p> <p>There being no further business the Chair declared the meeting closed at 19:35</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p>Claire Ward Chair</p> <p style="text-align: right;">Date</p>		

Attendance at Full COG (scheduled meetings)

NAME	AREA COVERED	CONSTITUENCY	FULL COG MEETING DATES				TERMS OF OFFICE	DATE ELECTED	TERM ENDS
			10/05/2022	09/08/2022	08/11/2022	Feb 2023			
Ann Mackie	Newark & Sherwood	Public	P	X			3	01/05/22	30/04/25
Councillor Craig Whitby	Mansfield District Council	Appointed	P	P			4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	A	P			1	23/04/20	31/05/23
Councillor John Doddy	Nottinghamshire County Council	Appointed		P			4	14/07/21	31/05/25
Councillor Linda Dales	Newark & Sherwood District Council	Appointed	A	P			1	15/07/21	16/05/23
David Ainsworth	Mansfield & Ashfield CCG	Appointed	A				N/A	20/02/20	N/A
Ian Holden	Newark & Sherwood	Public	A	P			3	01/05/22	30/04/25
Jane Stubbings	Ashfield	Staff	P	P			3	01/05/22	30/04/25
John Wood	Mansfield	Public	P	P			3	01/05/22	30/04/25
Justin Wyatt	King's Mill Hospital	Public	P	P			3	01/05/22	30/04/25
Liz Barrett	Ashfield	Public	P	P			3	01/05/22	30/04/25
Maxine Huskinson	Ashfield	Public	P	X			3	01/11/20	31/10/23
Michael Longdon	Mansfield	Public	P	P			3	01/05/22	30/04/25
Nadia Whitworth	Volunteers	Appointed	A	P			3	10/05/21	10/05/24
Neal Cooper	Mansfield	Public		P			3	13/05/22	30/04/25
Nikki Slack	Vision West Notts	Appointed	P	A			N/A	17/07/19	N/A
Ruth Scott	Mansfield	Public	P	P			3	01/05/22	30/04/25
Sue Holmes	Ashfield	Public	P	P			3	01/11/20	31/10/23
Vikram Desai	King's Mill Hospital	Public	P	A			3	01/05/22	30/04/25

P = Present
A = Apologies
X = Absent

Attendance at Extraordinary COG meetings

NAME	AREA COVERED	CONSTITUENCY	EO COG	TERMS OF OFFICE	DATE ELECTED	TERM ENDS
			04/04/2022			
Ann Mackie	Newark & Sherwood	Public	X	3	01/05/19	30/04/22
Councillor Craig Whitby	Mansfield District Council	Appointed	A	4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	A	1	23/04/20	31/05/21
Councillor Linda Dales	Newark & Sherwood District Council	Appointed	A	1	15/07/21	31/05/22
David Ainsworth	Mansfield & Ashfield CCG	Appointed	A	N/A	20/02/20	N/A
Gerald Smith	Mansfield	Public	X	3	01/05/19	30/04/22
Ian Holden	Newark & Sherwood	Public	P	3	01/05/19	30/04/22
Jacqueline Lee	Newark Hospital	Staff	A	3	01/05/19	30/04/22
Jayne Revill	King's Mill Hospital	Staff	X	3	01/05/19	30/04/22
John Wood	Mansfield	Public	A	3	01/05/19	30/04/22
Kevin Stewart	Ashfield	Public	P	3	01/05/19	30/04/22
Lawrence Abrams	Rest of East Midlands	Public	A	3	01/05/19	30/04/22
Martin Stott	Newark & Sherwood	Public	P	3	01/05/19	30/04/22
Maxine Huskinson	Ashfield	Public	X	3	01/11/20	31/10/23
Nadia Whitworth	Volunteers	Appointed	P	3	10/05/21	10/05/24
Nikki Slack	Vision West Notts	Appointed	P	N/A	17/07/19	N/A
Philip Marsh	Ashfield	Public	A	3	01/05/19	30/04/22
Richard Boot	Newark Hospital	Public	X	3	01/05/19	30/04/22
Roz Norman	King's Mill Hospital	Staff	P	3	01/05/19	30/04/22
Sue Holmes	Ashfield	Public	A	3	01/11/20	31/10/23

P = Present
A = Apologies
X = Absent