

COUNCIL OF GOVERNORS MEETING

Unconfirmed Minutes of the public meeting held on 8th November 2022 at 17:30
Via video conference

Present:	Claire Ward	Chair	CW
	Councillor Craig Whitby	Appointed Governor	CrW
	Ian Holden	Public Governor	IH
	Jane Stubbings	Public Governor	JS
	John Wood	Public Governor	JoW
	Justin Wyatt	Staff Governor	JuW
	Liz Barrett	Public Governor	LB
	Maxine Huskinson	Public Governor	MH
	Michael Longdon	Public Governor	ML
	Neal Cooper	Public Governor	NC
	Nikki Slack	Appointed Governor	NS
	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
	Steve Banks	Non-Executive Director	SB
	Aly Rashid	Non-Executive Director	AR
	Sally Whittlestone	15 Steps Co-ordinator	SW
	Grace Radford	Patient Experience Manager	GR
	Rob Simcox	Director of People	RoS
Rebecca Freeman	Head of Medical Workforce	RF	
Sue Bradshaw	Minutes		
Apologies:	John Doddy	Appointed Governor	JD
	Linda Dales	Appointed Governor	LD
	Nadia Whitworth	Appointed Governor	NW
	Manjeet Gill	Non-Executive Director	MG
Absent:	Ann Mackie	Public Governor	AM
	Councillor David Walters	Appointed Governor	DW
	Vikram Desai	Staff Governor	VD

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
22/427	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>John Doddy, Appointed Governor Linda Dales, Appointed Governor Nadia Whitworth, Appointed Governor Manjeet Gill, Non-Executive Director</p>		
22/428	DECLARATIONS OF INTEREST		
1 min	GW declared an interest in item 22/438.2		
22/429	MINUTES OF THE PREVIOUS MEETING		
1 min	Following a review of the minutes of the meeting held on 9 th August 2022, the Council APPROVED the minutes as a true and accurate record.		
22/430	MATTERS ARISING FROM THE MINUTES/ACTION LOG		
5 min	<p>Action 22/414 – SH advised staff are able to access help and advice from the Tobacco Dependency Team. The team offer confidential support ranging from advice on smoking and vaping to referral to the relevant community service provider, who all offer a similar level of support. All staff can access the first 30 minute consultation during working hours with no loss of pay and can receive on site face to face advice from the in-house service. Going forward there will be an additional staff vaping offer which provides staff with free vaping starter kits and support via an app.</p> <p>Action 22/418 – SH advised the increase in diagnostics activity, compared to the year 2019/2020, is included in the Single Oversight Framework (SOF) which is presented to the Board of Directors on a monthly basis. Current performance is 111.7%.</p> <p>Action 22/421 – SH advised the Trust's website has been updated to reflect the current constituencies, following the recent changes to the constitution.</p> <p>The Council AGREED these three actions were now COMPLETE and could be removed from the Action Tracker.</p>		
22/431	STAFF STORY – THE STORY OF LITTLE MILLERS		
25 mins	<p>RoS and RF joined the meeting</p> <p>RF presented the Staff Story which highlighted the work of the Little Millers Day Nursery.</p>		

	<p>LB acknowledged the difficulties the nursery has gone through this year, following the Ofsted inspection in March 2022. However, despite the challenges the staff have been brilliant. The fact parents and carers have no problem with the nursery and trust the nursery with their children speaks volumes. The determination and resilience shown by staff is admirable. The Trust is very lucky to have the nursery.</p> <p>NS felt the nursery had done very well. The way Ofsted treated the nursery in March 2022 was poor, noting the request made to Ofsted by the nursery not to visit due to an outbreak of Covid. This should have been taken into account. NS offered her help and support should this be required at any point.</p> <p>CW noted this was a fantastic story.</p> <p>RoS and RF left the meeting</p>		
22/432	CHAIR'S REPORT		
3 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.</p> <p>IH noted the work which has started to refresh the Trust's 5-year strategy and queried when the governors will be consulted, so they can inform constituents and provide feedback. CW acknowledged it is important for the governors to be part of the process. The strategy is in the early stages of development.</p> <p>PR advised a discussion on shaping the strategy could take place at the February Council of Governors meeting.</p> <p>Action</p> <ul style="list-style-type: none"> • Shaping the Trust's strategy to be an agenda item for the February 2023 Council of Governors' meeting <p>The Council was ASSURED by the report.</p>	PR	21/02/23
22/433	CHIEF EXECUTIVE'S REPORT		
5 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 sustained pressure across the Trust, declaration of a county wide critical incident in September, preparations for Winter and preparations for possible industrial action. PR advised there was recently an article in the local press in relation to a member of the Trust's staff being convicted of drink driving. PR advised the Trust is supporting the individual and working with the Nursing and Midwifery Council (NMC). There are no concerns relating to clinical practice and it is expected the NMC will close the case shortly.</p> <p>IH sought assurance in relation to preparedness for possible industrial action, both within the Trust and at a system level.</p>		

	<p>PR advised there are well developed plans in place. A working group has been established and the Trust keeps in close contact with staff side representatives. The business continuity approach is well developed.</p> <p>The Council was ASSURED by the report</p>		
22/434	LEAD GOVERNOR REPORT		
1 min	<p>SuH presented the report, highlighting joint lead governor meetings with SFHFT, Nottinghamshire Healthcare NHS Foundation Trust and Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust, and plans for a conference for all governors across the Integrated Care System (ICS).</p> <p>The Council was ASSURED by the report</p> <p>CrW left the meeting</p>		
22/435	15 STEPS FEEDBACK		
2 mins	<p>SW and GR joined the meeting</p> <p>SW presented the report, highlighting the positive themes and trends as identified in the report. In terms of issues identified during visits, SW advised there were no themes or trends identified and any actions have been followed up by SW and the Patient Experience Team, with assurance being provided by area owners these actions have been completed.</p> <p>The Council was ASSURED by the report</p> <p>SW and GR left the meeting</p>		
22/436	WINTER PLAN		
9 mins	<p>PR presented the report, advising the Winter Plan was approved by the Board of Directors on 6th October 2022. The plan is based on six principles, which are outlined in the report. Detailed modelling has taken place and the assumptions used within the modelling are outlined in the report. Mitigations which can be put in place and the additional capacity required have been identified. There is sufficient bed capacity in the expected demand model which would allow for a safe Winter. Work to improve flow continues and this will allow the worst case scenarios to be addressed.</p> <p>Work has been undertaken to build a system wide plan across Nottinghamshire, which includes a commitment to work together through Winter and beyond.</p> <p>RS noted the system approach to Winter and sought clarification if this is across the whole system, including community pharmacists.</p>		

	<p>PR confirmed it is a whole system plan, advising he had not yet had sight of the system plan so was unsure if it refers in detail to community pharmacists. However, it is a composite of the plans of the acute hospitals, community trust, mental health trust, primary care and adult social care.</p> <p>RS queried if the plan will be communicated to the local community as this would reinforce the signposting about how and where to access services. PR advised the Integrated Care Board (ICB) communications team have been involved in developing the plan. They will be putting together a communication strategy for the system, which the communication teams of all partner organisations will have access to.</p> <p>JuW noted one of the main challenges to opening additional capacity is ensuring clinical and ancillary staff are available. While the Trust is currently staffing capacity, JuW queried if there were any concerns in relation to sustaining this position. PR advised the Trust is strengthening recruitment by, in some cases, making substantive appointments where staffing levels need to be sustained. Vaccination rates will impact on sickness absence through Winter and daily reminders are being issued to staff about how to access flu and Covid vaccinations.</p> <p>JuW acknowledged the work being undertaken at the Sherwood Community Unit. PR advised the unit is a key part of the Winter Plan. The Trust has recently re-negotiated the lease and now has full input, ownership and control of all the inputs to the unit, for example, the catering and cleaning has been taken over by Medirect.</p> <p>The Council was ASSURED by the report</p>		
<p>22/437</p>	<p>REPORT FROM BOARD SUB COMMITTEES</p>		
<p>26 mins</p>	<p>Audit and Assurance Committee (AAC)</p> <p>GW presented the report to the Council, highlighting internal audit and the Healthcare Financial Management Association (HFMA) Sustainability Audit.</p> <p>IH advised he was unable to attend the last meeting of the Committee but had read the papers. IH noted the concern expressed in the Health Service Journal (HSJ) in relation to the deteriorating state of procurement and the supply chain process, noting NHS Logistics have abandoned plans to outsource procurement due to the challenging state of the supply chain and the economic environment. IH sought GW's views on this emerging risk.</p> <p>GW advised the Trust is fortunate to have a very good procurement team. However, the Trust is currently facing a lot of difficulties in terms of supply, timing of supply and pricing. The Procurement Team is starting to track where issues arise. In terms of timing of supply, there is a need to ensure stock holdings are correct. There is a lot of work happening in the background to help manage what is a difficult position, noting costs are increasing and this is part of the Trust's financial pressures. The Procurement Team are performing well and doing everything possible to manage the situation.</p>		

Quality Committee

AR presented the report to the Council, highlighting the increase in 12 hour breaches in ED, increase in falls, overdue investigations, water safety and approval of a report on stroke.

JuW advised he felt the discussions at the Committee were robust and challenging. It is reassuring to note the Trust is doing everything possible to avoid 12 hours breaches in ED and to learn from them when they do occur.

RS felt it was a big meeting, with a lot of very important topics for discussion but they all had the 'air time' required. People are working incredibly hard to mitigate the risks to quality.

MH left the meeting

Finance Committee

ARB presented the report to the Council, highlighting the Trust's financial position at the end of Month 6, in depth discussion in relation to the Board Assurance Framework (BAF) Principal Risk 4 (PR4) and the appointment of GW as Vice Chair of the Committee.

JoW advised he was unable to attend the last meeting of the Committee.

IH noted a report in the HSJ in relation to discussions to return to payment by results within the NHS and queried what the impact of this will be on the Trust. ARB advised he had not seen the report and would need to follow this up.

GW advised he had seen the article in the HSJ and felt this is not necessarily a move the Trust would welcome. If this did come to fruition, Richard Mills, Chief Financial Officer, and his team would pick up on this and plan accordingly. CW advised the speculation is payment by results would be re-introduced in respect of elective work in order to incentivise elective work.

PR advised a form of payment by results for elective work is in place for 2022/2023 as there is an assumption trusts will perform to the levels of activity as at 2019/2020. There is a financial incentive for delivering greater than that. PR advised it is unclear if the re-introduction of payment by results would have a negative impact. There is a need to understand the detail and the case mix if this was introduced.

People, Culture and Improvement Committee

SB presented the report to the Council, highlighting the discussion in relation to PR3 and PR5.

JS advised she was unable to attend the last meeting of the Committee.

SuH advised she was unable to attend the last meeting of the Committee but advised it is a very busy committee with a huge agenda.

<p>7 mins</p>	<p>GW re-joined the meeting</p> <p>Governor Elections</p> <p>SH presented the report, advising there are currently five governor vacancies, two public governors for Newark and Sherwood, two public governors for the Rest of the East Midlands and one staff governor. SH outlined the proposed timeline for elections to these vacant posts.</p> <p>SuH noted the term of office for two governors ends in September 2023 and queried if these posts could be included in the election process which would conclude in April 2023. SH advised she would seek advice on this, given it would be 6 months before the successful governors took up post.</p> <p>Action</p> <ul style="list-style-type: none"> • Clarify if election to governor posts which will become vacant in September 2023 can be included in the election process which will conclude in April 2023 <p>IH sought clarification on the voting system which will be used. SH confirmed this will be the 'first past the post' system.</p> <p>CW encouraged all governors to speak to members and obtain e-mail addresses from members who currently do not have this information recorded on the system as this will reduce the postage costs for elections.</p> <p>The Council APPROVED the proposed timeline for governor elections, as outlined in the report</p>	<p>SH</p>	<p>21/02/23</p>
<p>22/439</p>	<p>OUTSTANDING SERVICE – THE DIGITAL MIDWIFE</p>		
<p>4 mins</p>	<p>A short video was played highlighting the work of the Digital Midwife and the Badgernet system.</p>		
<p>22/440</p>	<p>QUESTIONS FROM MEMBERS OF PUBLIC</p>		
	<p>No questions were raised</p>		
<p>22/441</p>	<p>ESCALATIONS TO THE BOARD OF DIRECTORS</p>		
<p>1 min</p>	<p>The Council AGREED the following escalations to the Board of Directors meeting:</p> <ul style="list-style-type: none"> • Governor elections • Re-appointment of Graham Ward as a Non-Executive Director for a further 12 months • Governors to be included in the consultation process for the development of the Trust strategy 		

22/442	ANY OTHER BUSINESS		
7 mins	<p>CW invited additional comments from governors and non-executive directors, specifically in relation to the effectiveness of the meeting.</p> <p>IH noted there have been a number of cases in the news recently where hospitals have had serious issues. These were foundation trusts and it is difficult to understand why the governors were not aware of the issues. IH queried if the NEDs felt the relationship between the governors and NEDs at SFHFT is appropriate, suitable and sufficiently open and transparent to enable the governors to identify any issues which may arise at the Trust.</p> <p>CW felt the NEDs of the trusts in the news were not necessarily sighted on the issues, let alone the governors. It was noted maternity is a significant feature of SFHFT's Board of Directors meetings and across the sub committees of the Trust.</p> <p>GW felt the relationship between the NEDs and governors at SFHFT is very good, noting the re-introduction of 15 Steps provides an opportunity for relationships to develop. The governor observer role of sub committees works very well.</p> <p>SuH reflected when she first started as a governor, all members of the Board of Directors attended the Council of Governor meetings and it was the executives who passed on information rather than the NEDs. At that time there was no encouragement to observe Board of Directors meetings and there were no observers of the sub committees. The situation now is completely different and there is a very open relationship with the governors. The only area of concern is the new governors do not yet know the NEDs.</p> <p>ARB felt continual involvement between the NEDs and the governors is vital. Face to face meetings are how relationships are built.</p>		
22/443	DATE AND TIME OF NEXT MEETING		
	<p>Date: Tuesday 21st February 2023 Time: 17:30 Venue: MS Teams (TBC)</p> <p>There being no further business the Chair declared the meeting closed at 19:20</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	X		3	01/05/22	30/04/25
Councillor Craig Whitby	Mansfield District Council	Appointed	P	P	P		4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	A	P	X		1	23/04/20	31/05/23
Councillor John Doddy	Nottinghamshire County Council	Appointed		P	A		4	14/07/21	31/05/25
Councillor Linda Dales	Newark & Sherwood District Council	Appointed	A	P	A		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	P		3	01/05/22	30/04/25
Jane Stubbings	Ashfield	Staff	P	P	P		3	01/05/22	30/04/25
John Wood	Mansfield	Public	P	P	P		3	01/05/22	30/04/25
Justin Wyatt	King's Mill Hospital	Public	P	P	P		3	01/05/22	30/04/25
Liz Barrett	Ashfield	Public	P	P	P		3	01/05/22	30/04/25
Maxine Huskinson	Ashfield	Public	P	X	P		3	01/11/20	31/10/23
Michael Longdon	Mansfield	Public	P	P	P		3	01/05/22	30/04/25
Nadia Whitworth	Volunteers	Appointed	A	P	A		3	10/05/21	10/05/24
Neal Cooper	Mansfield	Public		P	P		3	13/05/22	30/04/25
Nikki Slack	Vision West Notts	Appointed	P	A	P		N/A	17/07/19	N/A
Ruth Scott	Mansfield	Public	P	P	P		3	01/05/22	30/04/25
Sue Holmes	Ashfield	Public	P	P	P		3	01/11/20	31/10/23
Vikram Desai	King's Mill Hospital	Public	P	A	X		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