

Council of Governors - Open

Minutes of the 63rd Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Thursday, 27 February 2020 at the Circle, Voluntary Action Sheffield, Rockingham Lane, S1 4FW

Present:

Name	Governor Constituency	Name	Governor Constituency
Cllr Steve Ayris	Appointed (SCC)	Angela Barney	Public South West
James Barlow	Appointed (Carers Centre)	Jayne Brown OBE	Trust Chair
Adam Butcher	Service User	Tyrone Colley	Service User
Liz Carthy, Dr	Staff (Psychology)	Fay Colphon	Appointed (SACMHA)
Lee Coxon	Service User	Billie Critchlow	Carer
Julian Davis	Staff (Nursing)	Mark Gamsu	Appointed (CCG)
Jonathan Hall	Service User	Nick Hall	Service User
Sylvia Hartley	Public NE	Susan Highton	Appointed (Staffside)
Cllr Adam Hurst	Appointed (SCC)	Jules Jones	Public South East
Dr Nusrat Mir	Staff (Medical)	Cllr Josie Paszek	Appointed (SCC)
Julian Payne	Service User	Charlotte Porter	Public SW
Terry Proudfoot	Lead Governor	Sue Roe	Carer
Varria Russell-White	Carer	Antony Sharp	Staff (Support Work)
Kate Steele	Service User	Joan Toy	Service User
Susan Wakefield	Appointed (SHU)	Barry Wass	Staff (Central Support)
Prof Scott Weich	Appointed (UoS)	Maggie Young	Staff (AHP)

In attendance:

Name	Designation	Name	Designation
Andrea Wilson	Interim Joint Chief Operating Officer	Ann Stanley	Non-Executive Director
Brenda Russell	PA Corporate Governance (Minutes)	Clive Clarke	Interim Chief Executive
Dave Swindlehurst	Sheffield Mencap (for J Sullivan)	Heather Smith	Non-Executive Director
Holly Cubitt	Head of Communications	Dr Mike Hunter	Executive Medical Director
Richard Mills	Non-Executive Director	Samantha Harrison	Interim Director of Corporate Governance
Sam Stoddart	Deputy Board Secretary	Sandie Keene CBE	Non-Executive Director
Jason Harrison	Renewal UK		

Apologies:

Name	Designation	Name	Designation
Liz Friend MBE	Carer	Mark Goodwin	Staff (Social Work)
Steve Hible	Public NE	Ahmed Ibrahim	Public North East
Toby Morgan	Service User	Adam Rodgers	Staff (Clinical Support)
Margaret Spencer	Public North West	Professor Brendan Stone	Associate Non-Executive Director
Janet Sullivan	Appointed (MENCAP)	Dean Wilson	Director of HR

Minute	Item	Action
CoG 63/01	<p>Welcome and Apologies The Chair opened the meeting by welcoming Jason Harrison, Organisation Development Consultant, who would be observing the meeting today as part of the development programme.</p> <p>She confirmed that following receipt of the Section 29A warning notice which the Trust had received from the Care Quality Commission (CQC) on 13 February 2020 she was recommending that all non-essential items from the agenda be removed and the majority of the time to be used to enable discussion on this topic as a confidential item. This was agreed.</p>	Agreed
CoG 63/02	<p>Declaration of Interest None noted.</p>	
CoG 63/03	<p>Minutes of the Meeting held on 12 December 2019 These were approved as a correct record.</p>	Approved
CoG 63/04	<p>Action Log and Matters Arising Item not taken.</p>	
CoG 63/05	<p>Chair's Report Item not taken.</p>	
CoG 63/06	<p>Chief Executive's Report Taken in confidential section.</p>	
CoG 63/07	<p>Care Quality Commission Item taken under the confidential section.</p>	
CoG 63/08	<p>Workforce & Organisation Development Committee – Deep Dive Item deferred.</p>	
CoG 63/09	<p>Audit & Risk Committee – Deep Dive Item deferred.</p>	
CoG 63/10	<p>Quality Objectives and Quality Report Indicators Tania Baxter, Acting Director of Quality, presented this item. She referred to her paper, previously circulated and reminded governors that the Trust has three quality objectives in 2019/20 which are centred around service user experience, access to services and physical and social outcomes. This year as part of the work being</p>	

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	<p>undertaken on developing the Trust's strategic plan, one of the aims is to deliver outstanding care and experiences for our service users and carers. Under this sit five objectives:</p> <ol style="list-style-type: none"> I. The accreditation of services (where appropriate) ensuring delivery of evidenced based interventions; II. Improving service user safety and reduce harm; III. Improving physical health outcomes; IV. Improving access to services and reduce waiting times; V. Improving service user experience and the outcome of their care, addressing inequities. <p>Tania recommended to governors that the above list is used as the Trust's Quality Objectives for 2020/21. She stated that these need to align with the issues identified by the Care Quality Commission (CQC) and there might be some flexibility to review these.</p> <p>The Chair summarised that the five objectives were being recommended as the quality objectives for 2020/21 with the caveat that changes may be needed to reflect the findings of the CQC when they become fully known. She asked Mike Hunter if he concurred with this. Mike stated he agreed, but added that rather than have accredited services as an individual objective, all objectives could be achieved through accreditation and he therefore suggested that objective one be reframed as an underpinning statement for the achievement of the other four objectives.</p> <p>Angela Barney asked if there was any cross-learning with other Trusts. It was confirmed there could be. James Barlow queried whether objective V could include carers as well as service users. This was agreed.</p> <p>The Chair then sought CoG's approval of the recommended quality objectives. This was duly given.</p> <p>Tania then went on to explain that for the production of the Trust's quality report our external auditors must test that our data is accurate. For the previous two years the Trust's mortality indicator has been tested. Tania had submitted five indicators to the Auditors to check they are auditable and they are included in the paper. Her recommendation is that mortality is audited for a third year, as this provides more consistency. After this a different indicator should be chosen.</p> <p>Terry Proudfoot, Lead Governor, felt that indicator testing should be done over three years as is, but queried whether physical health monitoring was an auditable indicator. Tania confirmed that the auditors only test items that are included in the annual Quality Report.</p> <p>Adam Butcher agreed that mortality should be audited but made specific mention to this in the context of the national LeDeR programme (Learning from deaths of people with a learning disability).</p>	<p>Agreed</p> <p>Approved</p>

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	<p>Billie Critchlow concurred with this and stated that mortality should remain an indicator until such point as it is no longer required.</p> <p>Ann Stanley, Non-Executive Director, asked whether the suggested indicators represented a fair coverage over a range of local indicators from the Auditor's perspective. Tania responded that the Auditors must audit two externally driven indicators which this year are about inappropriate out of area placements and the other is early intervention services. They audit the entire quality report, but can only check in detail on a locally chosen indicator. The others won't be audited to the same level.</p> <p>The Chair drew the item to a close and confirmed that governors had approved mortality as indicator to audit.</p>	Approved
CoG 62/11	<p>Board Appointments</p> <p>a) Update on Chair Appointment Process Terry Proudfoot, Lead Governor, presented this update and referred to the paper. The Nominations and Remuneration Committee (NRC) met in January 2020. The advert was placed in the Guardian online and on other key websites. The four-week application process finished on 21 February 2020. Long-listing of the applications will take place on 28 February 2020, followed by short-listing on 9 March 2020. Presentations for the Chair appointment will take place on 31 March 2020 as will the stakeholder interview panels. Main interviews will take place on 3 April 2020. Terry confirmed there were 14 applicants for the post.</p> <p>b) Update of NED (Audit Chair) Appointment Process The Chair presented this update. Shortlisting will be carried out on 9 March 2020. There are 6 applicants and the Chair is confident that this position and the Chair position will be filled.</p> <p>c) Update on Chair Appraisal Process Sandie Keene, Non-Executive Director, presented this update. The Chair appraisal has been completed with Adam Hurst, Appointed (SCC) Governor, as the stakeholder representative and Terry Proudfoot as Lead Governor. The process and outcome will be fed back to NRC in the first instance followed by CoG. She reminded governors of the new process set down by NHS England and NHS Improvement which had been adopted by the Trust. As part of the process, the appraisal must be sent to NHS England which is being actioned.</p>	
CoG 63/12	<p>Items for Information/Discussion/Consultation</p> <p>a) Governor Feedback from Activities Terry attended the Suicide Prevention Website launch in September and the Safer Care event in November which was very good and would recommend to others. Adam Butcher, Service User Governor, also attended the Safe Care Conference and concurred that other Governors should</p>	

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	<p>attend.</p> <p>b) Governor Questions to Board Received for information.</p> <p>c) Performance Dashboard Received for information.</p>	
CoG 63/13	<p>Any Other Business</p> <p>a) Council Development: Update Jason Harrison from Renewal, was observing today's meeting. Sam Stoddart confirmed that all Governors will receive an e-mail shortly enabling them to make an appointment to have a telephone conversation with Jason or Sarah from Renewal.</p> <p>b) Governor Elections Sam Stoddart confirmed that papers have been circulated indicating which Governor roles are due for reappointment. However, there was one omission – Mark Gamsu's, Appointed CCG Governor, term of office comes to an end in May 2020 which he is intending to renew if he is re-appointed by CCG. Sam stressed that it is important to raise as much awareness as possible and that every Governor should be trying to encourage people to become members.</p> <p>c) Any Other Urgent Business Mark Gamsu wanted it on record that the actions of the person who leaked information to the Sheffield Star are not acceptable. This contravenes the agreed Governor Code of Conduct with respect to contacting the media; Governors are in a privileged position and should respect that. The Chair confirmed that with accountability comes responsibility and thanked Mark for his support.</p>	All to note
	<p>Date and Time of Next Meeting</p> <p>Thursday 30 April 2020, 2.45pm in the Conference Hall, Voluntary Action Sheffield, 33 Rockingham Lane, Sheffield, S1 4FW.</p>	