

## Council of Governors

Minutes of the 62<sup>nd</sup> Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Thursday, 12 December 2019 at the Circle, Voluntary Action Sheffield, Rockingham Lane, S1 4FW

### Present:

Name	Governor Constituency	Name	Governor Constituency
Angela Barney	Public South West	James Barlow	Appointed (Carers Centre)
Jayne Brown OBE (not item 62/11a)	Trust Chair	Adam Butcher	Service User
Tyrone Colley	Service User	Fay Colphon	Appointed (SACMHA)
Liz Carthy, Dr	Staff (Psychology)	Lee Coxon	Service User
Billie Critchlow	Carer	Julian Davis (left at 4:55)	Staff (Nursing)
Liz Friend MBE	Carer	Mark Gamsu (left at 15:35)	Appointed (CCG)
Mark Goodwin	Staff (Social Work)	Jonathan Hall	Service User
Nick Hall	Service User	Sylvia Hartley	Public NE
Steve Hible	Public North East	Jules Jones	Public South East
Julian Payne	Service User	Terry Proudfoot	Service User
Sue Roe (left at 17:00)	Carer	Dr Abdul Rob	Appointed (PMC)
Adam Rodgers (left at 17:00)	Staff (Clinical Support)	Varrisa Russell-White	Carer
Antony Sharp (left at 16:20)	Staff (Support Work)	Kate Steele	Service User
Margaret Spencer (left at 16:20)	Public North West	Susan Wakefield (left at 16:20)	Appointed (SHU)
Bradley Wass	Staff (Central Support)	Prof Scott Weich	Appointed (UoS)
Maggie Young	Staff (AHP)		

### In attendance:

Name	Designation	Name	Designation
Mia Bajin	Engagement Manager	Dr Helen Crimlisk	Deputy Medical Director
Jill Dentith	Governance Consultant	Phill Easthope	Interim Deputy Chief Executive/Director of Finance
Rita Evans	Director of Organisational Development	Samantha Harrison	Interim Director of Corporate Governance
Mike Hunter (from 3.50 pm)	Executive Medical Director	Sandie Keene CBE (not item 62/11b)	Non-Executive Director
Liz Lightbown	Executive Director, Nursing & Professions	Ailis Manzoni	Engagement & Experience Facilitator
Richard Mills (not item 62/11b)	Non-Executive Director	James Munro, Dr	CEO Care Opinion
Marisa Risley	SW MENCAP	Brenda Russell	PA (minutes)

Name	Designation	Name	Designation
Heather Smith (not item 62/11b)	Non-Executive Director	Sam Stoddart	Deputy Board Secretary
Ann Stanley (not item 62/11b)	Non-Executive Director		

### Apologies:

Name	Designation	Name	Designation
Cllr Steve Ayris	Appointed (SCC)	Clive Clarke	Interim Chief Executive
Susan Highton	Appointed (Staffside)	Cllr Adam Hurst	Appointed (SCC)
Ahmed Ibrahim	Public North East	Dr Nusrat Mir	Staff (Medical)
Toby Morgan	Service User	CLLR Josie Paszek	Appointed (SCC)
Charlotte Porter	Public South West	Professor Brendan Stone	Associate Non-Executive Director
Janet Sullivan	Appointed (MENCAP)	Joan Toy	Service User
Dean Wilson	Director of HR		

Minute	Item	Action
CoG 62/02	<p><b>Declarations of Interest</b></p> <p>The Chair informed CoG that she had an interest in Item 62/11 and therefore would leave the meeting for that item. Non-Executive Directors also declared an interest in part of item 11 relating to NED remuneration.</p>	
CoG 62/03	<p><b>Minutes of the Meeting held on 31 October 2019</b></p> <p>These were accepted as a true record.</p> <p><b>Minutes of the Meeting held on 19 November 2019</b></p> <p>Terry Proudfoot had given her apologies for this meeting but they had not been noted. Minutes to be amended accordingly.</p> <p>Other than the above amendment these were accepted as a true record.</p>	<p>Accepted</p> <p>Minutes to be amended</p> <p>Accepted</p>
CoG 62/04	<p><b>Action Log and Matters Arising</b></p> <p>Mark Gamsu, Appointed Governor (CCG), informed CoG that he had not received a response CoG's question from the CCG regarding adoption of the Carer Identification Scheme and therefore had sent yet another formal request asking for a response which would be provided at the next meeting.</p> <p>Sam Stoddart reported that Clive Clarke had asked if he could present a report to CoG in February on Listening into Action (LiA). This was agreed. In addition to this presentation, the Chair referred to the action log and asked CoG whether it would be more beneficial for them to hear the presentation by the Opiate Service which had been scheduled for February, or the Workforce presentation by Dean Wilson. It was agreed that the Workforce presentation (CoG 58/09) would be brought to the February meeting and the Opiate Service presentation (CoG 57/08) would be brought to the April Meeting.</p>	<p>M Gamsu</p> <p>Agreed</p> <p>Agreed</p>

Minute	Item	Action
CoG 62/05	<p><b>Chair's Report</b></p> <p>The Chair confirmed that Jan Ditheridge had been appointed as the Trust's new Chief Executive and asked members of CoG who had been involved with the interview process to give their views.</p> <p>Both Adam Butcher and Terry Proudfoot confirmed Jan had been their preferred candidate. Jan's employment with the Trust will commence on Monday, 2 March 2020.</p> <p>The Chair informed CoG there had been a Working Together Conference which had been organised by the Trust's BME staff and feedback from which had been very positive.</p> <p>The Board meeting on 11 December 2019 had been long and detailed. There had been a presentation given by a carer whose daughter is in the Trust's care. The carer spoke mainly about the impact of communication on the quality of care. She highlighted that issues relating to patient confidentiality can prove difficult to ensuring effective communication with carers, but it was understood that this can be overcome by providing patient-centred care.</p> <p>The meeting had also been observed by CQC. The Chair requested that CoG members be sent a copy of the agenda from the meeting to enable them to see exactly what had been discussed.</p> <p><b>Post meeting note:</b> all governors are sent the agenda and minutes prior to every board meeting.</p> <p>Phil Easthope stated the carer's voice was clearly heard by the board and confirmed that Liz Lightbown, Director of Nursing and Professions, would be taking forward issues raised during the presentation.</p>	
CoG 62/06	<p><b>Chief Executive's Report</b></p> <p>Phil Easthope, Interim Deputy Chief Executive, presented the report to the meeting.</p> <p>He confirmed that:</p> <ol style="list-style-type: none"> <li>a) He had met Jan Ditheridge and she had visited Forest Close and Forest Lodge. Jan is interested in visiting all the Trust's services both in and out of hours;</li> <li>b) Many Trust staff are working on meeting CQC information requirements at the moment;</li> <li>c) Winter Pressures – the Trust has put in several bids for extra money to help with winter pressures.</li> <li>d) Quarter 3 PLACE Reviews have replaced the NHS Improvement Reviews.</li> </ol>	

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	<p>e) Phil welcomed Samantha Harrison as the Trust's Interim Corporate Governance Director who will be in post until David Walsh takes up the post permanently in 2020.</p> <p>In relation to additional winter pressure monies for which the Trust had bid, Phil was asked whether this will result in improvements in the service received by people who present with a mental health crisis. Phil responded the Trust would use the money to increase the number of doctors and nurses in the Crisis Service; additionally, the Trust would like to increase expertise in the Substance Misuse Service and to procure additional rehabilitation beds.</p> <p>Adam Butcher asked how the Trust is ensuring services are not affected by bullying and harassment and the threat of industrial action. In relation to the first part of Adam's question, Phil responded there have been eleven individual stakeholder meetings since the last board meeting and as a result there will be a new policy, new procedures and new training for staff.</p> <p>Regarding the collective grievance there had been a vote to strike but both parties have agreed a referral to the Advisory, Conciliation and Arbitration Service. Following this agreement, a meeting is scheduled to take place on 30 December 2019. The team from the Trust will include Phil, Mike Hunter and Dean Wilson.</p> <p>Phil provided assurance to governors that services always have a plan which can be put in place in the event of industrial action. He acknowledged that there will be an impact on services in the event of industrial action, but the Trust's aim is to minimise the impact on care.</p> <p>Phil was asked if the Trust's Whistle Blowing Officer (known in the Trust and across the NHS as the Freedom to Speak Up Guardian) is able to sufficiently deal with bullying and harassment concerns given the part-time nature of the post. He responded that every senior manager's door should always be open to listen to such issues. The Chair stated the Freedom to Speak Up Guardian's post is currently a Band 7 and the hours of work have been increased to 3 days a week. Sandie Keene informed CoG that Wendy Fowler, the current Freedom to Speak Up Guardian, writes a report every 6 months which is presented to Board. The Freedom to Speak Up report is presented to the Executive Director's Group and then taken to the public Board and papers can be accessed on the Trust's website.</p>	
CoG 62/07	<p><b>Service User Feedback and Engagement Presentation</b> Mia Bajin, Engagement &amp; Volunteer Manager, Ailis Manzoni,</p>	

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	<p>Engagement &amp; Experience Facilitator, and James Munro, Chief Executive of Care Opinion, attended and gave an overview of their services.</p> <p>Mia reiterated that user and carer voices are extremely important to the Trust. She highlighted 10 ways in which services engage:</p> <ul style="list-style-type: none"> <li>• Volunteering – there are 84 Volunteers (60% are carers and service users)</li> <li>• Recruitment and Selection</li> <li>• Patient Led Assessments of the care environment (PLACE)</li> <li>• 15 Steps Challenge Assessments</li> <li>• Patient Experience Questionnaires</li> <li>• Lived Experience Stories at Board</li> <li>• Service User Networks</li> <li>• Service Users and Carers involvement in steering groups &amp; workshops</li> <li>• Service User Engagement Group (SUSEG) Roadshows</li> <li>• Microsystems Meetings.</li> </ul> <p>Main areas of work for the Engagement and Experience Team are:</p> <ul style="list-style-type: none"> <li>• Drop-in clinics in community settings</li> <li>• Identifying new ways of working with Care Opinion</li> <li>• Text messages</li> <li>• Facilitated group sessions</li> <li>• Publicity on patient letters</li> <li>• iPads in waiting rooms and utilising the skills of volunteers.</li> <li>• Developing new ways of working with the Friends and Family Test</li> <li>• New ways of inputting and analysing data with workshops planned in the new year</li> <li>• Working on Year 4 Service User Strategy Priorities.</li> </ul> <p>James Munro from Care Opinion then spoke giving an overview of Care Opinion, a national feedback service working across the UK, Ireland and Australia.</p> <p>James stated that Care Opinion enables people to anonymously provide feedback to services which can directly respond. He added there are currently 380,000 stories online which have been viewed by 10,000 people. He picked out one story that was very complementary of the Trust's Gender Identity Service. It also identified an area of possible improvement that the Trust had then acted upon.</p> <p>He stated that initially staff were quite nervous, fearing it may</p>	

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	<p>only invite negative feedback, but they have since realised it is a positive platform for real time service user and carer feedback to which they can respond resulting in an improvement in quality and experience.</p> <p>Questions were then invited. Mark Gamsu stated he had seen Mia's first report to the CCG and believed it would be useful for governors to see as they will be interested to see how the Trust uses the information it gather from engagement and service user feedback.</p> <p>Mia confirmed there are two reports: (a) Service Users Strategy Report and (b) the Quality Assurance Report both of which go to the Quality Assurance Committee (QAC).</p> <p>Sandie informed governors that QAC has said it would be useful for these two reports to be combined into one.</p> <p>Angela Barney questioned the process for dealing with story content, particularly when speedy action is needed.</p> <p>Mia responded that all stories go to the Experience Team in addition to the service about whom the story refers. If required, the Experience Team will then escalate the need for action. Sandie added that operational managers would take any necessary action and this would be reported to QAC. If QAC then express any concerns, these will be escalated to the Executive Director's Group (EDG). James confirmed there are automated tools built into Care Opinion in addition to the Trust's clinical escalation process. The Chair asked Phil Easthope if Executives are linked to the Care Opinion site in order they can have sight of stories. Phil undertook to check whether executive colleagues were linked on to the site.</p> <p>Billie Critchlow asked how the Trust was looking to improve its engagement. Mia responded that the goal of the Trust is that everyone is seen as equals and to never forget that every person has an individual story to tell.</p> <p>Jules Jones asked whether the Engagement and Experience Team worked into primary care. Mia confirmed that some work has been carried out, but there is a lot more that needs to be done; however, this would require resourcing.</p> <p>The Chair thanked everyone for their informative and interesting presentations.</p>	<p>P Easthope</p>
CoG 62/08	<p><b>Finance &amp; Performance Committee – Deep Dive</b> Richard Mills, Finance &amp; Performance Committee (FPC) Chair, gave a presentation outlining the main purpose of this</p>	

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	<p>Committee which is to assure the Board of Directors that adequate and appropriate governance structures, process and contracts are in place by having an overview of:</p> <ul style="list-style-type: none"> <li>• Financial risk and control</li> <li>• Financial processes and monitoring returns</li> <li>• Management of finances within the allocated resources to deliver an efficient and effective service.</li> <li>• Key investments and business cases</li> <li>• Estates Strategy and Capital Development</li> <li>• Governance of data and information within the Trust - (with Audit &amp; Risk Committee).</li> </ul> <p>The Committee meets seven times a year and many of its decisions must be ratified by the Board. It receives reports via EDG from the Business Planning Group, Capital Board and Cost Improvement Programme Working Group as well as monthly finance reports and quarterly investment appraisals.</p> <p>One item covered by the investment appraisal is the Insight 2 Patient Administration System contract for which the committee has approved a business case; however, there are some issues concerning this which will be reported to CoG in the near future.</p> <p>Adam Butcher questioned whether the Trust is on track with projects identified within the Estates Strategy. Richard confirmed this. Phil Easthope stated the Trust is two years into a five-year plan. He added the Trust is aware it needs to invest in its community estate. Additionally, the Trust has £10m set aside for digital projects and relocation from the Fulwood site is a key factor as this will release funds for other projects. The sale of Fulwood site has encountered some problems and will be discussed at the City Council's Planning Committee in February 2020.</p> <p>Terry Proudfoot asked about the Senior Information Risk Owner (SIRO) annual report received by FPC and the nature of assurance it had provided. Richard responded that NHS Digital has an Information Governance Tool Kit and each Trust should achieve a certain compliance score each year. The Committee were assured the Trust's progress and score were appropriate. Phil confirmed that information governance within the Trust has improved over the last 18 months.</p> <p>Terry questioned the amber rating on one of the Board Assurance Framework financial risks and whether, given the current situation regards funding, amber is acceptable. Richard confirmed it was and that the Trust can explain why it has a surplus at the moment. The Chair confirmed that the</p>	

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	<p>Trust has been relatively financially stable in the past. However, it may have challenges over the next year. Cllr Adam Hurst sought clarification regarding the Trust's capital spend. Richard advised that any significant capital spend must be included in the Trust's capital programme. The capital programme consists of 25/30 schemes per year which are approved by the Finance &amp; Performance Committee.</p> <p>A question was asked regarding the process for seeking additional funding from the CCG. The Chair said that the Trust needs to clearly demonstrate where and why it needs additional resources. Mike Hunter, Executive Medical Director, added that:</p> <ul style="list-style-type: none"> <li>• £26 billion will come into the NHS over the next 10 years</li> <li>• £2.6 billion of this has been identified for mental health of which Sheffield will get 1%</li> <li>• £2.6 billion represents 10% of the total funds whereas mental health represents 30% of the problems within the NHS; therefore, when Sheffield receives the 1% of the £2.6 billion the CCG and the Trust must ensure that every penny is used for mental health.</li> </ul>	
CoG 62/09	<p><b>Quality Assurance Committee (QAC)</b></p> <p>Sandie Keene, Chair of QAC presented her reports. She confirmed the committee had met twice since the reports were issued to CoG in October 2019. There were 2 serious issues in October which were discussed and resolved at the November meeting of QAC.</p> <p>The reports that had been issued by QAC to CoG were taken as read.</p>	
CoG 62/10	<p><b>Workforce &amp; Organisation Development Committee (WODC)</b></p> <p>Heather Smith, Non-Executive Director, presented this report. She stated the meeting on 5 November 2019 had been her first and as such she had inherited the agenda which she intends to extend in the future to include staff health, safety and wellbeing.</p> <p>Heather had asked for further information on the following issues raised at the meeting on 5 November 2019:</p> <ul style="list-style-type: none"> <li>• The Trust's annual Equality and Human Rights report</li> <li>• Assurance on meeting legislative requirements</li> <li>• Flexible working</li> <li>• Problem Resolution Framework</li> <li>• Staff Health and Wellbeing report</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Health and Safety update</li> </ul> <p>The staff survey update was received following which it was agreed by Board that a composite action plan will be created to address issues raised through the staff survey. Terry Proudfoot asked whether WODC had assurance that an effective strategy will be in place to address culture as a means of improving staff morale.</p> <p>Heather confirmed that going forward organisational development will have its own section on the agenda and Rita Evans, Director of Organisational Development, is scheduled to address the January meeting.</p> <p>Adam Butcher asked about the deep dive into sickness absence and whether there was any indication the majority was stress related. Heather confirmed the committee had asked for further work to be carried out regarding this.</p> <p><b>Audit &amp; Risk Committee (ARC) – Update</b> Ann Stanley, committee chair, had not circulated a report but thought that CoG would benefit from an ARC report and possible risk deep dive at the next meeting. The Chair agreed and confirmed that this should be added to the February Agenda.</p>	Board Secretary
CoG 62/11	<p><b>Report from Nomination &amp; Remuneration Committee</b></p> <p>a) <b>Chair Appointment Process</b> Richard Mills, Deputy Chair, chaired this item (Jayne Brown left the room for this item due to a conflict of interest). Sandie Keene, Senior Independent Director (SID) presented this item pointing out that the Chair’s term of office ends on 30/06/20 and therefore an appointment process must take place.</p> <p>i) <b>Roles and Responsibilities</b> The roles of CoG, NRC, Board and Senior Independent Director (SID) were duly noted.</p> <p>ii) <b>Job Description &amp; Person Specification</b> Sandie Keene stated NRC received a revised role description and person specification which reflected new national requirements published by NHS England and NHS Improvement in September 2019. This included a standard job description and person specification aligned to a competency framework. NRC supported the new documents with the addition within the person specification of lived experience. NRC also</p>	Noted

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	<p>acknowledged that, as required by the NHS Foundation Trust Code of Governance, the Board's views needed to be sought on the revised job description and person specification. They were therefore presented to Board on 11 December 2019. They expressed concerns about a phrase in the person specification which said, "fully attentive towards issues of equality, diversity and inclusion". The Board felt this was inadequate for the scale and importance of this subject and therefore suggested a wording change to ensure the person can demonstrate involvement in addressing issues related to a clear understanding of equality, diversity and inclusion and needed to demonstrate a clear understanding of the social determinants of mental health, which was duly included.</p> <p>CoG were asked if it approved the revised job description and person specification. Approval was duly given.</p> <p><b>iii) Legal and Governance Framework</b> This was duly noted.</p> <p><b>iv) Support in the process</b> Following debate and discussion NRC agreed that Gatenby Sanderson be appointed to support the process for the reasons outlined in the paper. CoG duly approved their appointment.</p> <p><b>v) Chair Remuneration</b> After detailed discussion NRC agreed by a majority vote of 4 to 2 to recommend a £2,000 uplift, taking the remuneration level to £42,000 to bring it in line with the national requirements set down by NHS England and NHS Improvement to take effect at the start of the appointment.</p> <p>Terry Proudfoot queried whether there are any regional variations in chair remunerations and whether NRC has benchmarked the chair's remuneration. Sam Stoddart explained that all NHS organisations will now have to work within the new prescribed framework which was issued in September 2019 which will eliminate the significant variations in remuneration levels for chairs and NEDs which has previously existed.</p> <p>CoG was asked if it approved the revised remuneration level. This was duly approved.</p>	<p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Approved</p>

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	<p><b>vi) Appointment timetable</b> The timetable will be set by Gatenby Sanderson working back from 30 April 2020 when CoG will consider NRC's recommendation for the Chair appointment. This will be shared with governors once known. NRC was eager to ensure the Chair appointment process mirrors that of the recent CEO appointment.</p> <p><b>b) NED Remuneration</b> All NEDs left the room for this item and the Chair, Jayne Brown, rejoined the meeting.</p> <p>The Chair referred governors to the report which detailed the new national requirements for NED remuneration which determines pay level by the size of the NHS organisation. Current NED remuneration levels stand at £12,688 per annum but the requirement states this should be a uniform rate of £13,000 for a Trust the size of SHSC. CoG was asked to approve NRC recommendation to adopt this rate with effect from 1 April 2020. Approval was duly granted.</p> <p>The Chair then explained the new requirements also stipulate a maximum of £4k for a Trust the size of SHSC for supplementary payments for additional roles. At the moment the Audit &amp; Risk Committee Chair, Senior Independent Director and Vice Chair all receive an uplift of £2,000 per annum. NRC agreed that the award should remain in place for each of these 3 roles, but that the amount should reduce to £1,333 to ensure the £4k limit is not exceeded. In line with the guidelines, NRC agreed that these reductions in the uplift should take effect at the point the role is subject to reappointment.</p> <p>CoG approved NRC's recommendation regarding supplementary payments.</p> <p><b>c) Audit &amp; Risk Committee Chair NED Appointment</b> The NEDs rejoined the meeting for this item.</p> <p>Following the decision taken by CoG at its meeting on 25 July 2019 that an external recruitment agency should be appointed to increase the chances of a successful appointment, NRC agreed by a majority vote that Gatenby Sanderson was the preferred company to run the appointment process. CoG duly approved the recommendation.</p> <p>NRC agreed that the current position held by Ann Stanley</p>	<p>All to note</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

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	<p>could run until 31 May 2020 if the appointment process was successful. CoG will be asked to approve the recommended candidate at its meeting on 30 April 2020.</p> <p><b>d) Chair Appraisal Process:</b> CoG were informed of the new national framework for Chair Appraisal and Development at its meeting of 31 October 2019 and gave its approval for the NRC to review and implement the new process. NRC considered and approved the new process with the addition of a few minor amendments plus a strengthening through the inclusion of another governor in addition to the lead governor in the appraisal itself.</p> <p>The outcome of the appraisal will be reported to NRC following which a report will be brought before CoG.</p> <p>Angela Barney asked if it would be appropriate to have Universities involved in this process as an external stakeholder given the importance of the Trust's relationship with them regarding recruitment and training.</p> <p>Sandie Keene referred to page 7 of the report which contains a list of external stakeholders and confirmed that she would be asking Sam Stoddart to write to all the identified stakeholders to complete the assessment questionnaire. She pointed out that CoG who will be asked to complete the assessment questionnaire, includes appointed governors from Sheffield Hallam University and the University of Sheffield.</p> <p>CoG duly noted the new chair appraisal process.</p>	<p>All to note</p> <p>All to note</p> <p>Noted</p>
CoG 62/12	<p><b>Appointment of Trust's External Auditors</b> Ann Stanley, Audit &amp; Risk Committee Chair, presented this report. She explained the appointment of external auditors is a statutory responsibility of CoG and as previously agreed, a tender exercise was enacted by the appointed working group to secure the service going forward with effect from 1 April 2020 for a period of at least 3 years. The process was conducted under the North of England Commercial Procurement Collaborative External Audit Framework which included the incumbent provider plus four other potential bidders.</p> <p>Unfortunately, the Trust received only one submission and this was from the current incumbent, KPMG. Therefore, the working group asked KPMG to deliver a presentation on the following topic "How can you demonstrate value for money within your bid, including a breakdown of how the number of</p>	

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	<p>days per grade have been calculated.”</p> <p>The presentation was considered a worthwhile process to understand the detail and seek further clarity. The bid submitted came in within the framework prices and is cheaper on a day rate basis than the previous tender over 5 years ago. However, the number of days proposed has increased substantially from 135 days to 186 days which equates to an increase in the annual cost.</p> <p>Ann confirmed it had been a robust and competitive process and agreed penalties would be applied if fewer days were worked. In addition, the Trust will not be charged if more than the 186 days are worked.</p> <p>The question was asked whether it was possible that companies are agreeing not to bid against each other’s existing client base.</p> <p>Phil Easthope said he did not understand this to be the case. He added that a change in regulatory standards which are due may have influenced companies’ decisions to submit bids.</p> <p>The question was asked why the contract was for three years and not one year. Ann responded that a three year contract is better because the Trust has a fixed price for those three years.</p> <p>Ann summarised that the working group were recommending KPMG for a three year period with the option of a further year and asked for CoG approval. This was unanimously given.</p> <p>Ann then sincerely thanked those governors involved in the working group for their hard work during the process.</p>	Approved
CoG 62/13	<p><b>Amendments to the Trust’s Constitution</b></p> <p>In line with the requirements cited in paragraph 45 of the Trust’s constitution that any changes to the constitution must be approved by both CoG and the Board, the Chair asked CoG if any one had any objections to the proposed changes to the Standing Orders. As none were raised, the Chair then asked CoG to vote to approve the amendments. The vote was unanimous and the amendments were approved.</p>	Approved
CoG 62/14	<p><b>Items for Information/Discussion/Consultation</b></p> <p>a) <b>Governor Feedback from activities</b> – the report was received.</p>	Received

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	<p><b>b) Governor Questions to Board</b>  Terry Proudfoot, Service User Governor, asked for clarification on the nursing figures outlined on page 3 of the report. Liz Lightbown, Executive Director of Nursing and Professions, confirmed that in the annual reports up to 2016/17 there had been an error in recording data – i.e. unregistered nurses were included in the figures. Therefore, the figures looked higher than they actually were.</p> <p>She added the Trust has a new Workforce Information Team working on information and data who will be able to provide more accurate reporting for the Trust.</p> <p>Angela Barney referred to the deep dive in relation to acute inpatient care pressures and asked if it could look at safety issues related to gender on wards. The Chair confirmed that the Board had agreed to expand the deep dive as a result of a number of issues including questions asked by governors.</p> <p>Mike Hunter confirmed the deep dive will capture the complexity of all the factors at play behind the increased pressure on the system, but also any consequences of the increased pressure on the system. He said it will be important to share the findings with CoG.</p> <p>Cllr Adam Hurst queried which Board Committee would be involved in the deep dive. The Chair confirmed it would be WODC and QAC.</p> <p><b>c) Performance Dashboard</b>  Sam Stoddart confirmed this would be discussed at the next Performance Overview Group, and the 2020 dates would be sent out in the near future.</p>	<p>All to note</p> <p>All to note</p> <p>S Stoddart</p>
CoG 62/15	<p><b>Any Other Business</b></p> <p><b>a) Appointment of Lead Governor: Ballot (this item was taken after item 3 at the beginning of the meeting but is recorded in order to align numbering to the agenda)</b>  Sam Stoddart informed CoG that everyone had received personal statements from Adam Butcher, Toby Morgan and Terry Proudfoot prior to the meeting. Sam handed out a ballot paper and stressed that it was one vote per Governor. The person with the most votes would be elected as the Lead Governor. However, if more than one person received the same number of votes then the Chair would have the casting vote.</p>	

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	<p>Time was given for members to complete their ballot. Once received votes were counted.</p> <p>The Chair reported that Terry Proudfoot had received the most votes and was therefore elected as Lead Governor. The Chair then thanked Toby Morgan and Adam Butcher for putting themselves forward and for Toby's hard work and support over the past six months. This was acknowledged by CoG.</p> <p><b>b) Council Development Work Programme: Update</b>  Rita Evans, Director of Organisational Development, reported that the proposal for CoG development was agreed at the last meeting adding there was clearly a real commitment to move forward on this matter. The steering group had met with the preferred partners (Renewal) to undertake the work. As a result it was agreed that they were a good fit and that work should commence.</p> <p>Renewal will meet with the Chair after which they will commence 1:1 interviews with each member of CoG and board and observe a CoG meeting as part of the diagnostic and discovery phase. This will then inform the next phase. The work will be done in collaboration and the insight and proposals will be brought back to CoG.</p> <p><b>c) Any Other Urgent Business</b>  There being no other urgent business the Chair closed the meeting.</p>	<p>Elected</p> <p>All to note</p>
	<p><b>Date and time of next meeting</b>  Thursday 27 February 2020, 2.45pm in the Conference Hall, Voluntary Action Sheffield, 33 Rockingham Lane, Sheffield, S1 4FW.</p>	