

Board of Directors – Open

Date: 11 November 2020

Item Ref:

TITLE OF PAPER	Chair/Non Executive Directors Report
TO BE PRESENTED BY	Mike Potts, Chair
ACTION REQUIRED	The Board are asked to consider the information shared in this report.

OUTCOME	To summarise the key areas of activity that the Chairman and Non Executive Directors have been engaged in and to highlight any relevant issues to the Board.
TIMETABLE FOR DECISION	November 2020 Board of Directors meeting
LINKS TO OTHER KEY REPORTS / DECISIONS	
STRATEGIC AIM STRATEGIC OBJECTIVE BAF RISK NUMBER & DESCRIPTION	1) CoVid19 – Getting through safely 2) CQC - Getting Back to Good CoVid19 – Getting through safely 3) Transformation Priorities – Changing things that will make a difference
LINKS TO NHS CONSTITUTION /OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC	
IMPLICATIONS FOR SERVICE DELIVERY & FINANCIAL IMPACT	
CONSIDERATION OF LEGAL ISSUES	

Author of Report	Mike Potts
Designation	Chair
Date of Report	October 2020

Chair/Non Executive Directors Report

1. Purpose

For approval	For assurance	For collective decision	To seek input	To report progress	For information	Other (Please state)
	X				X	
The purpose of this report is to summarise the key areas of activity that the Chairman and Non Executive Directors have been engaged in and to highlight any relevant issues to the Board.						

2. System Wide

As Chair I have contributed to a number of system wide meetings/events as follows:

- Sheffield Provider Chairs Meeting (16 September 2020)
- South Yorkshire and Bassetlaw Integrated Care System Health Oversight Group (25 September 2020)
- Accountable Care Partnership Chairs Meeting (7 October 2020)
- Accountable Care Partnership Board Development (22 October 20)
- Accountable Care Partnership Board Meeting (30 October 2020)
- Health and Wellbeing Board (Public) Meeting (24 September 2020)

Forthcoming meetings/events:

Meeting with local Members of Parliament (4 December 2020)

2. SHSC Focussed

Board Development

- I continue to support and plan the ongoing programme of Board Development with Charis Consulting.
- The first Board Development Workshop was held on the 14 October 2020
- There is also work running in parallel specifically focussed on the role and function of Non Executive Directors
- The next Board Development session will be held on the 9 December 2020

Council of Governors Development

- I have established a regular fortnightly meeting with Terry Proudfoot Lead Governor.
- The Council has agreed to a programme of development to run in parallel with the Board Development Programme detailed above. This programme will be delivered by Charis Consulting and I will continue to liaise with both them, the Lead Governor and wider council members if appropriate in its on going design and delivery.
- The lead Governor and Richard Mills Vice Chair of the Board recently observed the meeting of a neighbouring council as part of this development.

Audit and Risk Committee Chair Appointment

Ann Stanley's term of office as Non Executive Director and Chair of Audit and Risk Committee came to an end on 31 October 2020. Ann had served for a period of six years. I thank Ann for her contribution and wish her well in the future.

After a formal interview process the Council of Governors have appointed Anne Dray as the new Non Executive Director and Chair of Audit and Risk Committee.

Anne is a qualified accountant and experienced senior level executive in the NHS, which includes more than 20 years working at Board level. Anne was previously a Non-Executive Director for Tameside and Glossop Integrated Care NHS Foundation Trust. She is presently a Non-Executive Director at Nottingham CityCare, a social enterprise provider of community health services; a role which does not present a conflict and in which she will continue.

Ann took up her appointment on 1 November 2020.

As Chair I have contributed to a number of SHSC Focussed meetings as follows:

- Chaired the Council of Governors meeting (8 October 2020)
- Chaired the Governor Development Working Group (28 September 2020)
- Both Richard Mills and I contributed to the New Governor Induction Programme (10 September 2020)
- Chaired the Associate Mental Health Act Managers Quarterly Meeting (21 October 2020)
- Chaired the Annual Members Meeting (22 September 2020)

Board Sub Committees

Non Executive Director colleagues continue to Chair the Board Sub Committees as follows:

Audit and Risk – Chair Ann Stanley (Anne Dray wef 1 November 2020)

Focus of last meeting (20 October 2020):

- Internal Audit Opinion for 20/21 – phase 1 (of 3) reports.
- Board Assurance Framework (BAF) – strengthen action on gaps in assurance.
- Freedom to speak up guardian – half yearly report. Need to strengthen 2020 submission.
- IT and stability of Insight 2 and need to progress replacement of Patient Record System.
- Need a real focus on information assurance – Proposed re location of data centre (from Fulwood) high risk.

Quality Assurance – Chair Sandie Keene

Focus of meeting - 28 September 2020

- Amalgamation of the quality and performance report.
- Back to Good progress update.
- Internal Audit report on CQC action plan.
- School of Health and Related Research (SchARR) report on Community Mental Health Teams (CMHTs).
- Considered draft performance framework
- Received quarterly reporting on the following:
 - Mental Health legislation
 - Infection Prevention and Control
 - Incident Management
 - Safeguarding
 - Service Users Experience.
 - Clinical Effectiveness
- Routine policy updates.

Focus of meeting 26 October 2020 (chaired by Richard Mills)

- Integrated Performance and Quality Report
- Back to Good Progress Report
- CQC Annual State of Health national report – considered issues for SHSC.
- SHSC CQC Community Mental Health Survey Action Plan.
- Considered the draft Annual Quality Account.
- Nutrition and Hydration Strategy - progress report
- Board Assurance Framework (BAF) and the Corporate Risk Register (CRR)
- Service User Safety Group quarterly report
- Mortality quarterly report
- Routine policy updates
- Plan for Out of Area Admissions as well as a review in terms of the Acute Care Pathway.
- Need to closely monitor all issues raised in relation to Policies, IT Developments and Estates to ensure that improvements made are sustained

The committee is fundamentally reviewing its reporting and agenda setting to improve its overall effectiveness.

Finance and Performance Committee – Chair Richard Mills

Focus of meeting - 26 October 2020

- Estate issues, particularly key decisions needing to be made, and breath and scope of transformation projects.
- Trust's projected financial position going forward, and pressures from out of area referrals.
- Considered the potential impact of an overspend at year-end, including the impact on cash available for capital expenditure.

People Committee – Chair Heather Mills

Focus of meeting - 23 September 2020

- Work being done on upskilling staff to meet future service needs.
- Proposals to address progression pathways for existing staff to improve retention and recruitment.
- Considered the Rapid Improvement Plan to increase the fill rate for vacant Registered Nurse vacancies.
- Review of Case Management HR data, received an update on the impact of the new disciplinary and problem resolution process.
- Received an overview of the Organisational Diagnostic findings with the proposed framework for the 2020-23 OD strategy
- Received an Equality, Diversity and Inclusion Strategic Overview.
- Ratified the new PDR policy and discussed new Terms of Reference for the Committee.
- Reviewed HR Dashboard

Focus of meeting -15 October 2020

- Update on actions to address staff Health and Wellbeing.
- Update on Registered Nurses Recruitment Plan.
- Case Management HR data.
- Listening into Action -a review of progress.
- Black Lives Matter.
- Reviewed HR Dashboard.

Full minutes of all Board Sub Committees when approved are received by the Board in the Board Sub Committees and Significant Issues section of the agenda.

Other Chair and Non Executive activity

Board Visits

Visits have been undertaken to the following areas:

Wainwright Crescent, IAPT, Non Opiates Sheffield Treatment and Recovery Team (START), Neuro Enablement Service, Forest Lodge, Early Intervention Service and Eating Disorders

A full report of the outcome of these visits is included in the Board Agenda.

The Big Conversation, Quality Improvement Week and Health and Wellbeing Festival

We have individually or collectively supported attendance at some of the events that have been organised around the Big Conversation and the Quality Improvement Week.

We are currently agreeing how we support the Sheffield Health and Wellbeing Festival.

4 Chairs Induction

As the newly appointed Chair I have continued with a programme of induction which has included the following:

Introductory meetings with SHSC staff and key partners/stakeholders including:

- Executive and leadership team.
- Local Members of Parliament.
- Sue Holden, National Director of Intensive Support, NHSI
- Fleur Blakeman Director of Improvement, NHSI
- Mental Health Provider Chairs across South Yorkshire and Bassetlaw
- Chairs of Sheffield Teaching Hospitals, Sheffield Children's Hospital and Primary Care Sheffield
- Sir Andrew Cash, South Yorkshire and Bassetlaw Integrated Care System
- Richard Barker, Regional Director, NHS England, North East and Yorkshire NHS
- Alison Knowles, Locality Director, NHS England South Yorkshire and Bassetlaw
- George Linders-Hammond, Cabinet Member for Health and Social Care
- Sue Highton, Chair Staff Side
- Ian Cole and Andy Buck, South Yorkshire Housing Association (SYHA)
- Dr Tim Hudson, Chair, , NHS Sheffield Clinical Commissioning Group (NHSSCCG) Maddy Desforges, Voluntary Action Sheffield (VAS)

Attended all Board Sub Committees as observer as part of my induction into SHSC.

Established buddying arrangement with a Chair of another organisation in Special Measures.

6 Contact Details

Mike Potts, Chair

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