

## Board of Directors – Public

Date: 10 March 2021

Item Ref: 05

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

<b>OUTCOME</b>	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.
<b>TIMETABLE FOR DECISION</b>	March 2021 Board of Directors meeting
<b>LINKS TO OTHER KEY REPORTS / DECISIONS</b>	
<b>STRATEGIC AIM STRATEGIC OBJECTIVE  BAF RISK NUMBER &amp; DESCRIPTION</b>	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
<b>LINKS TO NHS CONSTITUTION /OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC</b>	
<b>IMPLICATIONS FOR SERVICE DELIVERY &amp; FINANCIAL IMPACT</b>	
<b>CONSIDERATION OF LEGAL ISSUES</b>	

<b>Author of Report</b>	Mike Potts
<b>Designation</b>	Chair
<b>Date of Report</b>	March 2021

# Chair/Non Executive Directors Report

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## 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.						

## Board Development

The programme of Board Development continues with specific sessions as follows:

- Board Assurance Framework, Corporate Risk Register and Trust Strategy Refresh – 3 February 2021
- Risk Management and Risk Appetite, Health and Safety for Boards and continue Trust Strategy Refresh including Trust Values – 10 February 2021
- Leading Cultural Change - Freedom to Speak, Nolan Principles – 1 March 2021

## Non Executive Director Recruitment

Arrangements are in hand to begin the recruitment process to the Non Executive Director vacancy. In recruiting to this post we are hoping to attract someone with a clinical background and also take the opportunity to see if we can enhance the diversity of our Board membership.

The post will be advertised on Monday 8 March 2021 with interviews being held on the 7 & 9 April 2021.

In addition we are seeking a nomination from Sheffield City Council to sit on our Board as an Associate Non Executive Director.

Both these appointments have been endorsed by the Council of Governors Nominations and Remuneration Committee and will be led by them with a recommendation on who should be appointed being made to the full Council meeting on the 19 April 2021.

## Board Champions and Lead Roles

The following Non Executive Directors have been assigned lead roles in the following areas:

### Board Sub Committees

Committee	Chair	Lead Executive Director
Quality Assurance	Sandie Keene	Beverley Murphy
People	Heather Smith	Caroline Parry
Finance and Performance	Richard Mills	Phillip Easthope
Mental Health Legislation	Mike Potts (pending new Non Exec Appt)	Mike Hunter
Audit and Risk	Anne Dray	Phillip Easthope

### Leads/Champions

Mandated Lead Roles		Lead Exec	Champions	Lead Exec	
Senior Independent Director	Sandie Keene	N/A	User Engagement and Experience	Brendan Stone	Beverley Murphy
Counter Fraud	Anne Dray	Philip Easthope	Well Being Guardian (Staff)	Heather Smith	Caroline Parry
Freedom to Speak Up	Sandie Keene	N/A	Physical Health (Including Nutrition)	Mike Potts	Beverley Murphy
Equality and Diversity	Anne Dray	Jan Ditheridge	Health & Safety/IMT/Estates	Richard Mills	Pat Keeling
Emergency Planning, Resilience and Response	Richard Mills	Beverley Murphy	Mortality	Mike Potts	Mike Hunter

**As Chair I have contributed/attended a number of national and system wide events/meetings as follows:**

#### National

National Wellbeing Guardian Event (28 January)  
 Feedback from National Collaboration for Mental Health (2 February)  
 Webinar Claire Murdoch interviewing Sir Simon Stephens (23 February)  
 Senior Onboarding Event for new Chairs (24 February)

#### System Wide

Yorkshire and Humber Chairs Meeting (20 January)  
 Place Partnership Working Group (21 January)  
 ACP Provider Chairs Meeting (22 January)  
 SY&B Mental Health Alliance Group (22 January)  
 ACP Board Meeting (28 January and 11 February)  
 ACP Chairs Meeting (4 February 2021)

### SHSC Focussed

Associate Mental Health Act Managers Meeting (20 January)  
Nominations and Remuneration Committee (21 January 2021)  
NED Recruitment – Meeting with Sarah Jones, Chair, Sheffield Children’s NHS FT (27 February)  
Service User Engagement Meeting (5 February)  
NED’s Meeting with Chair (9 February 2021 and 9 March 2021)  
Appointments panel for the Executive Director of Nursing, Professions and Operations

### Virtual Board Visits

The programme of Board visits continues albeit virtually because of Coronavirus restrictions. The following areas have been visited since my last report:

**Woodland View** - Sandie Keene  
**Maple Ward** - Heather Smith

### Non Executive Director Activity

All Non Executive Directors remain active in chairing and managing the Board Sub Committees for which they are responsible. This includes agreeing and setting agendas, ensuring effective conduct of meetings, follow up of agreed actions and timely reporting.

We have also agreed some new lead/champion roles detailed above and have been agreeing the role and function of each of these with Non Executive Directors.

In addition a number of NEDs have accessed external webinars and events run by Good Governance Institute, Kings Fund, NHSs Providers, Healthcare Financial Management Association etc a selection of which include:

<ul style="list-style-type: none"><li>• What’s in store for Health and Social Care in 2021?</li><li>• Duty of Care to staff</li><li>• ICS - what should we be getting on with?</li><li>• Effective Challenge in Board meetings</li><li>• BAME: why are we still talking about trust?</li><li>• Anti Fraud</li><li>• Integrated care summit</li><li>• Brexit</li></ul>	<ul style="list-style-type: none"><li>• The new White Paper</li><li>• ICS thoughts and lessons from abroad</li><li>• What does good governance for quality and safety look like?</li><li>• The changing role of the NED</li><li>• Navigating NHS reform</li><li>• Clinical negligence</li><li>• Well-being guardians</li></ul>
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### Council of Governors (CoG)

The Council has met on one occasion since my last report and that was on the 25 February 2021.

The CoG continued its revised format starting with a Governor Story – on this occasion Scott Weich talked about “The role of appointed governors: A university perspective”.

### CoG Development

The next stage of CoG Development was discussed and agreed. Next stages included:

- Nominating a Deputy Lead Governor
- Establishing a rota of CoG members who would periodically observe board committees and clinical/departmental Board visits. The role and function of these observers would be clearly agreed.
- Further Governor training workshops would be arranged on engagement.

- Establish Governor lived experience stories at council meetings.
- Prof Brendan Stone Associate Non Executive Director and lead for User Experience and Engagement along with Salli Midgley, Director of Quality would work with the CoG to refresh service user engagement and its relationship with the proposed new Lived Experience Group.

## Governor Elections

Governors terms of office stand at 3 years with up to three consecutive terms being allowable after which governors must stand down. Elections take place each year to appoint to existing vacancies or to seats where the terms of office have come to an end.

In 2021 there will be 12 seats available for elected governors and 2 seats for appointed governors 14 seats in total as follows:

<b>Constituency – Elected Governors</b>	<b>Number of Seats Available</b>
Public South East	1
Public South West	1
Public Rest of England	1
Service User	4
Young Service User/Carer	1
Staff Allied Health Professionals	1
Staff Clinical Support	1
Staff Psychology	1
Staff Medical and Clinical	1
Total	12
<b>Appointed Stakeholder Governors</b>	
SACMH Social Care	1
University of Sheffield	1
Total	2

Working with the Trust's electoral service provider, UK Engage, a proposed timetable has been agreed with declaration of results being made on Friday 25 June 2021.

The Corporate Assurance Manager will ensure that governor elections are held in accordance with the Model Rules for Elections on behalf of the Director of Corporate Governance

**Mike Potts**  
Chair