

**Front sheet: Council of Governors**  
**Item number: 12**  
**Date: 24 April 2025**

<b>Private/ public paper:</b>	Public
<b>Report Title:</b>	Governance report
<b>Author(s) Accountable Director:</b>	Amber Wild, Head of corporate assurance Dawn Pearson, Associate director of communications and corporate governance
<b>Presented by:</b>	Dawn Pearson, Associate director of communications and corporate governance
<b>Vision and values:</b>	The Trust vision is to ensure we work together for service users. Governance reporting supports the <b>commitment to quality</b> , ensuring we <b>work together to improve services</b> and <b>deliver outstanding care</b> .
<b>Purpose and key actions:</b>	This report provides key updates on governance matters for reporting to the Council of Governors
<b>Executive summary:</b>	<p>The report provides an update to the Council of Governors on:</p> <ul style="list-style-type: none"> <li>The report provides an update on the <b>annual process for receiving declarations</b> of interests, gifts and hospitality in preparation for a final report to the audit and risk committee and then Board in May 2025. The register of interests is <b>attached at appendix one</b></li> <li>An update on the <b>annual self-assessment</b> for 2024- 2025. The full findings will be presented for consideration and discussion in the confidential session of the April Council of Governors meeting.</li> <li>An update on the feedback received from the Governors on the revised <b>Communication and Involvement Strategy</b>.</li> <li><b>South Yorkshire Mental Health Learning Disability and Autism (MHLDA) Provider Collaborative</b> Governor session notification.</li> <li>An update on the <b>Governor election process for 2025 -2026</b>. Governors are encouraged to raise awareness through their networks.</li> <li>An update on the Trust's new <b>values and behaviours framework</b> launch underpinning all our work at SHSC.</li> </ul> <p><b>Appendices included are:</b> Appendix 1 – Council of Governors register of interests as of April 2025. Appendix 2 – Governor election poster public Appendix 3 - Governor election poster staff</p>

<b>Which strategic objective does the item primarily contribute to:</b>					
Effective Use of Resources	Yes	X	No		
Deliver Outstanding Care	Yes	X	No		

Great Place to Work	Yes	X	No		
Ensuring our services are inclusive	Yes	X	No		
<b>What is the contribution to the delivery of standards, legal obligations and/or wider system and partnership working.</b>					
<p>The Health and Social Care Act 2022 enhances and amends the Health and Social Care Act 2012 Act, setting out the legal framework within which a Foundation Trust operates, which includes the following:</p> <ul style="list-style-type: none"> <li>• Constitution (including Standing Orders for practice and procedures of the Board of Directors and the Council of Governors)</li> <li>• The Codes of Conduct.</li> </ul> <p>These documents together provide a regulatory framework for the business conduct of the Foundation Trust</p>					
<b>BAF and corporate risk/s:</b>	None specifically to this report.				
<b>Any background papers/ items previously considered:</b>	This report provides key updates on governance matters for reporting to the Council of Governors and is received at every meeting, with the last report received in February 2025.				
<b>Recommendation:</b>	<p>The Council of Governors is asked to:</p> <ul style="list-style-type: none"> <li>• <b>Note</b> the updates and <b>discuss</b> content.</li> <li>• <b>Confirm</b> any errors in the register of interests noting some declarations are outstanding.</li> </ul>				



**Council of Governors  
Governance report  
24 April 2025**

**1. Purpose of the report**

The purpose of the report is to provide key updates on governance matters for the Council of Governors. The paper sets out:

- The background to the report
- An update on the annual process for receiving declarations of interests, gifts and hospitality
- An update on the annual self-assessment 2024- 25
- An update on feedback received from the governors on the Communication and Involvement Strategy.
- An update on the South Yorkshire Mental Health Learning Disability and Autism (MHLDA) Provider Collaborative governor session
- An update on the Governor elections being held during 2025 -2026.

**2. Background**

The Governance report forms part of the annual work programme and provides a report at every meeting on all governance related matters that have taken place this quarter, as well as updates on key areas of focus. The report also provides assurance that arrangements are in place to support appropriate and timely governance and monitoring arrangements.

**3. Declaration of Interests 2024-2025**

As per our managing conflicts of interest in the NHS policy all governors are responsible for ensuring that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their governor duties.

A conflict of interest can relate to issues which may impact on your role with the Trust for example, if you work for another organisation, undertake private work (private practice) or have a family member who works in an NHS or partnership organisation with which we work. If you are unclear whether you have a conflict, please contact the associate director of communications and corporate governance for advice.

The current declarations for the 2025/2026 register for the Council of Governors are attached for information and for accuracy checking, in readiness for onward receipt at the audit and risk committee in May 2025 prior to publishing. See **appendix 1**

At the time of reporting, updated declaration forms were pending for nine governors. All have been emailed to ask for returned forms to be received no later than 30 April 2024; in readiness for onward receipt at the audit and risk committee. Fit and Proper Persons test reviews have been undertaken and completed for Governors and there have been no declarations of gift and hospitality.

**4. Annual Self-assessment 2024-2025**

The Council of Governors have undertaken their annual self-assessment of effectiveness. Ten out of twenty-five Governors in post responded to the questionnaire. The full findings will be presented for consideration and discussion in the confidential session of the April Council of Governors meeting.

## 5. Communications and involvement strategy

A key statutory duty for the Council of Governors (CoG) in representing the interests of members and the public is being ambassadors for the Trust. The duty is to ensure SHSC gain insight, feedback and opinions from members, drawing on the conversation they have with stakeholders.

The focus of the Governor development session which took place on 6 March 2025 provided an opportunity to do just that. Governors were able to further contribute to the development of the **Trust strategy** and to provide **feedback on the development of a communication and involvement strategy** which would help drive the approach.



An **interactive session** supported by the Trust engagement team provided plenty of opportunity for governors to feedback their thoughts and reflect on the views of the public, meaning the feedback was a collection of the things they hear and have heard during their time as a governor.

The information collected feedback that will now inform both strategies going forward. Key themes from the discussion included:

- Ensuring carers remained a central focus and are explicitly mentioned.
- Making sure digital supports but recognises that not everyone will be able to access data, devices or know how to use technology.
- Continue to focus on close to home improvements.
- Make sure we continue to consider neurodiversity.
- Find ways to involve people and give them a voice.
- Think about who is not in the room and how we can reach these people.

Following the event a survey to capture further views was circulated for completion by all governors, and to be shared wider with stakeholders. SHSC want as many people as possible to have a chance to feed into strategy conversations.

In addition, a letter has been shared with 5,000 members who expressed a view to be involved further in SHSC was sent promoting the survey, offering an additional opportunity and a chance to have a say.

## 6. South Yorkshire Mental Health Learning Disability and Autism (MHLDA) Provider Collaborative

A meeting with the South Yorkshire Mental Health Learning Disability and Autism (SY MHLDA) provider collaborative is planned for all governors of the collaborative partners. The session will take place by teams on the evening of 21 May 2025, chaired by Sharon Mays our Trust Chair. The event will provide a chance to update governors on what the collaborative is, what the role of governors will be and to share achievements as well as future priorities.

## 7. Governor elections

Planning for the Governor elections for 2025 -2026 is underway and the outcome will be reported to Governors at its meeting on 19 June 2025 when the results have been published.

A comprehensive promotion of positions and elections has been in place since **28 March and remains underway until 29 April 2025**. This has been supported by SHSC communications team, the Board of directors, senior staff, Governors and partnership organisations. The approach to promotion has been:

- Two posters, one for staff governors and one for public, service user and carer governors have been circulated to governors, partners and networks and are attached at **appendix 2 and 3**.
- News item on the website <https://www.shsc.nhs.uk/news>
- News item on the SHSC internal intranet Jarvis <https://jarvis.shsc.nhs.uk/news/governor-elections-are-now-open-1>
- Social media posts (with further posts going out throughout the election period):
- X - [Sheffield Health and Social Care NHS FT \(@SHSCFT\) / X](#)
- LinkedIn- [Sheffield Health and Social Care NHS FT: Posts | LinkedIn](#)
- Facebook- [Sheffield Health and Social Care NHS Foundation Trust | Sheffield | Facebook](#)
- Direct push communication to Governors to promote elections in their constituencies.
- Direct push communication via email to partnership organisations to cascade to their communities through our engagement team.
- Direct push via the Board of directors to cascade to senior leaders and via networks.
- Direct push communication via the membership database.

Drop-in sessions for prospective governors have been planned during April and promoted via social media, the website and Eventbrite <https://www.eventbrite.co.uk/e/become-a-governor-at-sheffield-health-and-social-care-trust-tickets-1311508931519?aff=oddttdcreator>

Date	Time	Location
3 April 2025	09.30-10.30	MS Teams <a href="#">Join the meeting now</a>
8 April 2025	12.00-13.00	Room 2.6 Centre Court, Atlas Way S4 7QQ
16 April 2025	16.00-17.00	Conference Room A, 197 Eyre Street, Sheffield S1 3FG
22 April 2025	17.30-18.30	MS Teams <a href="#">Join the meeting now</a>

Governors have been asked to actively promote elections to constituencies. This includes promotional material co-produced and developed with Governors to promote the election

positions, using experience and stories. **Thank you to all the Governors for supporting the approach.** The material shared is set out below:

- Written testimonials from Billie Critchlow carer Governor
- Video blog from Chinyere Ehosiem, staff Governor
- Written testimonials from Jonathan Hall, service user Governor
- Video blog from Chin Maguire, staff Governor
- Attendance at the drop-in sessions for prospective Governors from Ben Duke, lead Governor.
- Information on the elections included in the carers e-news as well as a separate email communication to approximately 5000 carers with support from James Barlow, Sheffield carers centre.
- Attendance by the corporate assurance team at the carers café on 11 April supported by James Barlow, Sheffield carers centre.

Nomination forms have been sent to all eligible members via the election provider and the membership engagement database (including details of the drop-ins). In addition, details for applications are available on the Trust website and via Trust social media.

## 8. Values and Behaviour framework

During the summer of 2024 and as part of our culture improvement work, the Governors and over 1000 staff took part in our values engagement activity. The Trust received over 3000 pieces of feedback about our values. In the months that followed, 100+ staff from across SHSC, joined together as a 'Values Delivery Group'.

Following this, SHSC are now ready to launch the new values and behaviour framework at an in-person event which will be held on **Thursday 24 April 9.30am – 12.30pm at Sheffield Wednesday Football Ground**. This is an important launch underpinning all our work at SHSC. The lead and staff Governors have been invited to participate and get involved in embedding our new values and framework.

## 9. Recommendations

- Note the updates and discuss content.
- Confirm any errors in the register of interests noting some declarations are outstanding.

## 10. Appendices

Appendix 1 – Council of Governors register of interests as of April 2025.

Appendix 2 – Governor election poster public

Appendix 3- Governor election poster staff



# Register of Interests 2025-2026

## Council of Governors April 2025

Name of Governor and Constituency	DOI Date Notified/ Registered	Declaration of Interests	Identified potential for conflict of Interest and action taken by Trust	Date From	Date To
Dr. Alistair Brash (Young Carer)					
James Barlow (Carers Centre Sheffield)	14/03/2025	Sheffield Carers Centre, Data and Information Officer	N/A	2012	Present
Alick Bush (Public SW)					
Billie Critchlow (Carer)	12/03/2025	Nothing to declare	N/A	N/A	N/A
Chris Digman (Public SE)	15/04/2025	Nothing to declare	N/A	N/A	N/A
Linda Duckenfield (Service User)	13/03/2025	Green Party member	N/A	N/A	N/A
Ben Duke (Public SW)	23/03/2025	Volunteer and/or work for the following organisations: (1) Sheffield MENCAP (2) Re-engage (3) Young Lives vs Cancer (4) Rethink – Expert by Experience sessional worker (5)SACMHA - Sheffield African Caribbean Mental Health Association – Community Research worker (6) Sheffield City Council – Sheffield Directory Adult Social Care Coproduction Group - sessional worker (7)Sheffield Health and Social Care (SHSC) NHS Foundation Trust Expert by Experience sessional worker	Professional	Nov 2018 (1) July 2020 (2) Nov 2018 (3) May 2023 (4) Jan 2024 (5) May 2023(6) April 2023(7) Oct 2024 (8) July 2024 (9) Sep 2023 (10) July 2024	Present Present 31 Mar 25 Present Present 31 Aug 24 Present Present  Sep 2024 31 Mar 24 Present

Name of Governor and Constituency	DOI Date Notified/ Registered	Declaration of Interests	Identified potential for conflict of Interest and action taken by Trust	Date From	Date To
		(8)Community Attachment Scheme (CAS) tutor in the School of Health and Related Research (university of Sheffield) (9)University of Sheffield, as a Research Assistant (10) Research Assistant at University of Nottingham on a COVID19 Vaccination Programme Research Project (11) Research assistant Sheffield University			
Chinyere Ehosiem (Staff – AHP)	12/03/2025	Nothing to declare	N/A	N/A	N/A
Angelito Esquerro (Support Worker)	10/04/2025	Nothing to declare for purposes of this public record	N/A	N/A	N/A
Andrea Fox (Spence) (Appointed – Sheffield University)	17/03/2025	University of Sheffield Allied Health Professions, Nursing & Midwifery Professional Lead for Nursing at the above organisation, with a strategic role in business development	professional	2012(at Sheffield University) Sept 23 (current role)	present
Jonathan Hall (Service User)	12/03/2025	LERP – Lived Experience Research Panel Peer researcher	professional	June 2024	N/A
Celia Jackson-Chambers (SACMHA)					
Irfan Khan VCFS (PMC)	18/03/2025	Chair, Pakistani Muslim Centre . Nothing else to declare for purposes of this public record.	professional	N/A	present
Rebecca Lawlor (Service User)	14/04/2025	Nothing to declare	N/A	N/A	N/A
John Malcomson (Service User)					



Name of Governor and Constituency	DOI Date Notified/ Registered	Declaration of Interests	Identified potential for conflict of Interest and action taken by Trust	Date From	Date To
Chin Maguire (Staff - Central Support)					
Kathleen Myrie (Staff- Nursing)	12/03/2025	Nothing to Declare	N/A	N/A	N/A
Julie Marsland (Staff-side)					
Ross Mallett (Sheffield Hallam University)	16/04/2025	Deputy Head of School: Health & Social Care, Sheffield Hallam University	professional	2015	present
Dave Palfreyman (Public RoE)	12/03/2025	Thinking Through Academy (Leadership Training Programmes) Associate Development Solutions (Bespoke solutions for service and professional development). Spouse volunteers for Chilypep (the Children and Young People's Empowerment Project)	N/A		Present
Terry Proudfoot (Service User)					
Dave Swindlehurst (Sheffield MENCAP and Gateway)	13/03/2025	Sheffield Mencap and Gateway Chief Executive officer	N/A	Sept 2016	Present
Sophie Thornton (Sheffield City Council)					
Laura Wiltshire (Public SE)	12/03/2025	RDaSH – Care Group Director Trustee for charity SAYiT	Professional	May 2024 Oct 2023	Present
Mohammed Khawja Ziauddin (Public North East)					

# Governor Elections 2025



We want you to help us provide excellent services to the people of Sheffield

## Notice of nominations

If you are passionate about shaping the future of health services in Sheffield, we have the following governor vacancies available:

### Public

Sheffield North West - two seats

Sheffield North East - one seat

Service user - seven seats

Young carer/service user - two seats

Carer - four seats

## How to apply

If you are interested in standing, more information and a nomination form can be found:

Online: [www.cesvotes.com/SHSC2025](http://www.cesvotes.com/SHSC2025)

Call: 020 8889 9203

Email: [ftnominationenquiries@cesvotes.com](mailto:ftnominationenquiries@cesvotes.com)

Post: CES, The Election Centre, 33 Clarendon Road, London, N8 0NW

**Meet governors, our chair and non executive directors and find out what's involved:**

**Thursday 3 April 2025**

**9:30am - 10:30pm**

Online

**Tuesday 8 April 2025**

**12pm - 1pm**

Room 2.6, Centre Court, Atlas Way, S4 7QQ

**Wednesday 16 April 2025**

**4pm - 5pm**

Conference Room A, 197 Eyre Street,  
Sheffield S1 3FG

**Tuesday 22 April 2025**

**5:30pm - 6:30pm**

Online

For more information about becoming a governor or to join an online session get in touch:

Email: [governors@shsc.nhs.uk](mailto:governors@shsc.nhs.uk)

Call: 0114 27 11358

Or visit: [www.shsc.nhs.uk/get-involved/council-governors](http://www.shsc.nhs.uk/get-involved/council-governors)

**The deadline for completed nomination forms is 5pm on Tuesday 29 April 2025**

# Governor Elections 2025



We want you to help us provide excellent services to the people of Sheffield

## Notice of nominations

If you are passionate about shaping the future of health services in Sheffield, we have the following governor vacancies available:

## Staff

Medical and clinical - one seat

Psychology - one seat

Social worker - one seat

Clinical support worker - one seat

## How to apply

If you are interested in standing, more information and a nomination form can be found:

Online: [www.cesvotes.com/SHSC2025](http://www.cesvotes.com/SHSC2025)

Call: 020 8889 9203

Email: [ftnominationenquiries@cesvotes.com](mailto:ftnominationenquiries@cesvotes.com)

Post: CES, The Election Centre, 33 Clarendon Road, London, N8 0NW

**Meet governors, our chair and non executive directors and find out what's involved:**

**Thursday 3 April 2025**

**9:30am - 10:30pm**

Online

**Tuesday 8 April 2025**

**12pm - 1pm**

Room 2.6, Centre Court, Atlas Way, S4 7QQ

**Wednesday 16 April 2025**

**4pm - 5pm**

Conference Room A, 197 Eyre Street,  
Sheffield S1 3FG

**Tuesday 22 April 2025**

**5:30pm - 6:30pm**

Online

For more information about becoming a governor or to join an online session get in touch:

Email: [governors@shsc.nhs.uk](mailto:governors@shsc.nhs.uk)

Call: 0114 27 11358

Or visit: [www.shsc.nhs.uk/get-involved/council-governors](http://www.shsc.nhs.uk/get-involved/council-governors)

**The deadline for completed nomination forms is 5pm on Tuesday 29 April 2025**