

COUNCIL OF GOVERNORS MEETING

**Unconfirmed** Minutes of the public meeting held on 9<sup>th</sup> November 2021 at 17:30  
Via video conference

<b>Present:</b>	Claire Ward	Chair	CW
	Councillor David Walters	Appointed Governor	DW
	Ian Holden	Public Governor	IH
	John Wood	Public Governor	JW
	Kevin Stewart	Public Governor	KS
	Maxine Huskinson	Public Governor	MH
	Roz Norman	Staff Governor	RN
	Sue Holmes	Public Governor	SuH
	Councillor Craig Whitby	Appointed Governor	CrW
	Martin Stott	Public Governor	MS
<b>In Attendance:</b>	Paul Robinson	Chief Executive	PR
	Shirley Higginbotham	Deputy Director of Corporate Affairs	BC
	Graham Ward	Non-Executive Director	GW
	Neal Gossage	Non-Executive Director	NG
	Barbara Brady	Non-Executive Director	BB
	Lisa Richmond	Specialist Nurse Learning Disabilities	LR
	Anne Kabia	Ward Leader	AK
	Marcus Duffield	Head of Communications	MD
Sue Bradshaw	Minutes		
<b>Observer:</b>	Sue Cordon	Grant Thornton	
<b>Apologies:</b>	Lawrence Abrams	Public Governor	LA
	Nadia Whitworth	Appointed Governor	NW
	Nikki Slack	Appointed Governor	NS
	Philip Marsh	Public Governor	PM
	Manjeet Gill	Non-Executive Director	MG
<b>Absent:</b>	Ann Mackie	Public Governor	AM
	David Ainsworth	Appointed Governor	DA
	Gerald Smith	Public Governor	GS
	Jacqueline Lee	Staff Governor	JL
	Jayne Revill	Staff Governor	JR
	Richard Boot	Staff Governor	RB

**The meeting was via video conference. All participants confirmed they were able to hear each other and were present throughout the meeting, except where indicated.**

Item No.	Item	Action	Date
<b>21/351</b>	<b>CHAIR'S WELCOME, APOLOGIES FOR ABSENCE AND QUORACY CHECK</b>		
1 min	<p>The meeting being quorate CW declared the meeting open at 17:30. The meeting was held by video conference. All participants confirmed they were able to hear each other.</p> <p>It was CONFIRMED that apologies for absence had been received from:</p> <p>Lawrence Abrams, Public Governor Nadia Whitworth, Appointed Governor Nikki Slack, Appointed Governor Philip Marsh, Public Governor Manjeet Gill, Non-Executive Director</p>		
<b>21/352</b>	<b>DECLARATIONS OF INTEREST</b>		
1 min	GW declared an interest in item 21/360.2		
<b>21/353</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>		
1 min	<p>Following a review of the minutes of the meeting held on 10<sup>th</sup> August 2021, the Council APPROVED the minutes as a true and accurate record.</p> <p>Following a review of the minutes of the extraordinary meeting held on 21<sup>st</sup> September 2021, the Council APPROVED the minutes as a true and accurate record.</p>		
<b>21/354</b>	<b>MATTERS ARISING FROM THE MINUTES/ACTION LOG</b>		
2 mins	<p>The Council AGREED that action 19/192 was COMPLETE and could be removed from the Action Tracker.</p> <p><i>Action 21/332</i> – SH advised the blood vacutainer shortage is being overseen by the Incident Control Team. There has been no adverse effect on clinical care to date and the situation has significantly improved over the past month.</p> <p>The Council agreed this action was complete and could be removed from the Action Tracker.</p> <p><i>Action 21/338</i> – SH advised governor elections are to be held for both SFHFT and Nottinghamshire Healthcare in 2022. The aim is to undertake some joint work to promote the elections, the detail of which is being worked up.</p> <p>CW noted the current number of governor vacancies and queried if there was an option to bring the elections forward. SH advised this is a possibility. The Procurement Team have been approached in terms of arranging the tendering process for an organisation to run the elections.</p> <p>The Council agreed this action was complete and could be removed from the Action Tracker.</p>		

21/355	<b>CHAIR'S REPORT</b>		
1 min	<p>CW presented the report, which provided an update regarding some of the most noteworthy events and items over the past quarter from the Chair's perspective, highlighting PR's appointment as Interim Chief Executive and Marcus Duffield's appointment as Head of Communications.</p> <p>The Council was ASSURED by the report.</p>		
21/356	<b>CHIEF EXECUTIVE'S REPORT</b>		
4 mins	<p>PR presented the report, highlighting the Staff Excellence Awards, Staff Survey and the appointment of Andrew Marshall as Deputy Medical Director. PR advised Robert Jenrick, MP for Newark, visited Newark Hospital on 29<sup>th</sup> October 2021, noting this was a positive meeting.</p> <p>PR advised the emergency care pathway has been very busy over the last month, while the Trust is maintaining elective activity. The focus for the Executive Team is to ensure patients are safely cared for and colleagues are supported. The number of Covid positive inpatients has increased over the last month, stabilising at circa 50 patients over the last 3 weeks.</p> <p>Over 96% of staff have received two doses of the Covid vaccine and the booster vaccine is being administered to people who are eligible. There are circa 203 staff who have not yet received the second vaccine. PR noted the announcement from the Government on 9<sup>th</sup> November 2021 in relation to the requirement for all NHS staff to have been vaccinated by April 2022. PR advised this will be applied to staff who are in face to face contact with patients, noting there is a need to understand the guidance, which is currently awaited. However, it is a low number of Trust staff who are unvaccinated.</p> <p>Flu vaccinations continue to be offered to colleagues, with over 60% of front line colleagues having received the vaccine to date.</p> <p>IH queried who had stepped up into the role of Chief Financial Officer given PR is currently the Interim Chief Executive. PR advised Richard Mills is currently the Chief Financial Officer, having previously been the Deputy Chief Financial Officer.</p> <p>The Council was ASSURED by the report</p>		
6 mins	<p><b>Winter / H2 Plan</b></p> <p>PR advised a detailed report was presented to the Board of Directors on 4<sup>th</sup> November 2021. The Winter / H2 plan is complex and challenging, but ensures the Trust has sufficient capacity to meet the expected demand over the Winter period whilst also maintaining elective activity. The plan has been produced in line with the national guidance. There are three priorities in the plan, namely, to ensure critical care capacity remains at manageable levels, provide timely non-elective care and treat elective priority patients in a timely manner. A strong element of the plan relates to how the Trust will support staff and ensure attention is paid to colleagues' health and wellbeing.</p>		

	<p>The plan is not without risk and there will be times during January and February when a bed deficit is expected, which may lead to some times of crowding in ED. It is hoped these will be kept to a minimum and any elective cancellations will also be kept to a minimum. The workforce requirements within the plan are significant and there is a risk staff may not be available.</p> <p>If demand on the non-elective pathway exceeds the modelling, this will impact on capacity. The Trust is not expecting the number of medically fit for discharge patients to increase and is working with social care colleagues to ensure there is timely discharge for these patients.</p> <p>IH acknowledged this is a very challenging plan and queried if the Trust is vulnerable from a system point of view if the plans of partner organisations are not as robust.</p> <p>PR advised the plan as described is for SFHFT. However, national submissions are required on a system basis and partner organisations across Nottinghamshire have worked together to produce a consolidated plan for the system for submission to NHSE/I. This is not without risk as one of the major 'asks' from NHSE/I is for ambulance handover times to be a key metric. The Trust's handover times are extremely good and if other hospitals are experiencing lengthening handover times then increased numbers of ambulances may be diverted to King's Mill Hospital, which will, therefore, pose a risk. This is not anticipated in the plan but the Trust has recently taken short periods of ambulance divers from NUH. While this is a risk, it will not impact greatly on the plan. The Trust works closely with partners across the system on a day by day basis to mitigate any risk.</p> <p>The Council ACKNOWLEDGED the update</p>		
<p>21/357</p>	<p><b>LEAD GOVERNOR REPORT</b></p>		
<p>2 mins</p>	<p>SuH presented the report to the Council, highlighting the recruitment of two new Non-Executive Directors (NEDs). SuH advised it was pleasing to see the volunteers back on site. Thanks were expressed to all staff for their ongoing work caring for patients. SuH expressed concern about the support for the governors' work from the Communications Team, but noted Marcus Duffield is now in post as Head of Communications.</p> <p>SuH advised she recently attended a meeting with Liz Barrett from Sutton Academy in relation to regeneration plans for Ashfield. This provides a good opportunity for the Trust to push the healthier communities agenda forward.</p> <p>PR advised Robin Smith, Head of Communications, left the Trust in August 2021 and Lorna Branton, Director of Communications, left the Trust in October 2021. Marcus Duffield has joined the Trust to replace Lorna until March 2022, while consideration is given to how Lorna's role will be filled on a longer term basis. Recruitment is ongoing for Robin's replacement and interviews will be held shortly.</p> <p>The Council was ASSURED by the report</p>		

21/358	<b>PATIENT STORY – SLADE’S STORY</b>		
21 mins	<p>LR and AK joined the meeting.</p> <p>MH left the meeting.</p> <p>LR and AK presented the Patient Story which related to the Learning Disability (LD) care pathway.</p> <p>MD joined the meeting.</p> <p>IH felt there are lessons to be learned from caring for patients with learning disabilities which can be transferred into other patient groups and areas. AK advised this can be set as a benchmark for every patient as it is important to give individualised patient care. The Trust is moving this learning forward to anyone with capacity issues or anxiety issues. The Pre-op Assessment Team will speak to the Day Case Unit about any patient who is not ‘routine’ and who would be unable to follow day case protocols so plans can be put in place to ensure individualised patient care. LR advised the simple things can make a huge difference to a patient’s care.</p> <p>RN joined the meeting.</p> <p>LR and AK left the meeting.</p>		
21/359	<b>REPORT FROM BOARD SUB-COMMITTEES</b>		
15 mins	<p><b>Audit and Assurance Committee (AAC)</b></p> <p>GW presented the report to the Council, highlighting internal audit and procurement.</p> <p><b>Quality Committee</b></p> <p>BB presented the report to the Council, highlighting Clostridium difficile (C. diff), Nursing, Midwifery and AHP Strategy, End of Life Annual report and Covid harm report.</p> <p>SuH advised BB is very good at challenging and SuH felt assured the people presenting reports to the Committee were being held to account.</p> <p>KS requested an update on the outpatients letters programme being reviewed by BB. BB advised she had prepared a briefing note which will be circulated to governors.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Briefing note relating to outpatients letters to be circulated to governors</b></li> </ul> <p><b>Finance Committee</b></p> <p>NG presented the report to the Council, highlighting Month 6 financial performance and H2 planning.</p>	BB	08/02/22

	<p>KS advised he was assured by the level of challenge from the NEDs on the Committee, but noted the high level of agency spend. NG acknowledged there was a record agency spend in September 2021 of £1.6m caused by vacancies and staff being off sick. The Trust has increasingly had to use Thornberry.</p> <p><b>People, Culture and Improvement Committee</b></p> <p>The report was taken as read due to MG sending her apologies for the meeting.</p> <p>RN advised MG will challenge until she receives appropriate assurance. It is a very inclusive committee, with all members being encouraged to participate in the discussions.</p> <p><b>Charitable Funds Committee</b></p> <p>BB presented the report, highlighting the Annual Accounts for 2020/2021, Audit Report and Letter of Representation and Charitable Funds Policies. It was noted there has been slow progress in developing the Newark One Stop Breast Clinic.</p> <p>The Council was ASSURED by all Board Sub-Committees reports.</p>		
<p>21/360</p>	<p><b>COUNCIL OF GOVERNORS MATTERS / STATUTORY DUTIES</b></p>		
<p>15 mins</p>	<p><b>Membership and Engagement Group</b></p> <p>CW invited the appointed governors to raise any issues they had in terms of broader relationships with the Trust.</p> <p>CrW advised at the last meeting of the Membership and Engagement Group he committed to speaking to other councillors at Mansfield District Council to obtain any feedback about the Trust. No responses have been received to date but this will be followed up.</p> <p>SuH presented the report, highlighting the Bellamy Road and young members projects, outpatients survey and the resumption of Meet Your Governor (MYG) sessions indoors, subject to governors completing a risk assessment, undertaking lateral flow tests, etc. SuH encouraged all governors to complete their risk assessment forms and participate in MYG or submit any feedback received from their constituents.</p> <p>KS advised a constant theme raised at MYG sessions is smoking and queried if anything was being done to address this issue. SH advised the Trust previously worked with Ashfield Council in terms of litter picking as this littering is the only thing which is illegal.</p> <p>CrW advised he was recently at a hospital in London where a line was painted on the ground with signage stating 'no smoking beyond this point' and queried if this was an option to push people away from areas where the Trust does not want smokers. However, CrW acknowledged people may think it is OK to smoke outside of that line, even though they are still on the Trust's premises.</p>		

<p>6 mins</p>	<p>PR acknowledged signage could be improved and there is a need to remind patients and visitors the Trust is a non-smoking site. However, without legal powers it is a difficult issue to address.</p> <p>SuH advised people she has challenged do respond to being informed they are smoking under the children’s ward and maternity unit at the front of the hospital. PR advised if people are challenged in an appropriate way, reminding people it is a non-smoking environment, this does illicit the right behaviours. Signage is important as approaching someone who is smoking is a reminder rather than a challenge.</p> <p>SuH advised patients and visitors have raised the issue of staff smoking at the bottom of the car park. RN advised a number of staff smoke on site walking from one department to another whilst in uniform. Vaping is allowed on site and it is difficult to determine who is smoking and who is vaping. There is a need to revisit the smoking policy.</p> <p>PR advised the current smoking policy will be communicated to staff and the policy will be reviewed.</p> <p>JW advised he was aware of previous discussions about the installation of speakers playing the message “This is a no smoking area”.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• <b>Current smoking policy to be communicated to staff as a reminder and a review of the smoking policy to be undertaken</b></li> </ul> <p>SH reminded governors feedback can be provided from any source, not just MYG sessions.</p> <p>MD introduced himself to the governors</p> <p>The Council was ASSURED by the report</p> <p><b>Report of the Remuneration Committee</b></p> <p><b>Re-appointment of NEDs</b></p> <p>GW left the meeting</p> <p>CW advised Graham Ward (GW) comes to the end of his tenure on 30<sup>th</sup> November 2021, having served 6 years as a Non-Executive Director. Graham is eligible for reappointment and has had a positive appraisal. It is proposed to re-appoint GW for a period of 1 year to 30<sup>th</sup> November 2022.</p> <p>The Council APPROVED the reappointment of GW for a period of 1 year.</p> <p>GW re-joined the meeting</p>	<p>PR</p>	<p>03/02/22</p>
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	<p><b>Appointment of Non-Executive Directors</b></p> <p>SuH presented the report, advising the calibre of applicants who were shortlisted for interview was very high. Following two strong interviews it was recommended the Council support the appointments of Steve Banks and Professor Aly Rashid.</p> <p>Both individuals bring different experience and expertise to the Trust's diverse and experienced Board of Directors. Professor Rashid has held an extensive array of senior medical positions in a career spanning 40 years. Steve Banks brings recent NHS Non-Executive Director experience in a large organisation and has a career history over the last 15 years of holding board level positions. Both candidates have excellent working knowledge of system working and were able to demonstrate the importance of putting patients first and supporting the wellbeing of our workforce.</p> <p>The Council APPROVED the appointments of Steve Banks and Professor Aly Rashid as Non-Executive Directors</p>		
<b>21/361</b>	<b>QUESTIONS FROM MEMBERS OF PUBLIC</b>		
	No members of the public were present		
<b>21/362</b>	<b>ESCALATIONS TO THE BOARD OF DIRECTORS</b>		
<sup>min</sup>	<p>The Council AGREED the following escalations to the Board of Directors meeting:</p> <ul style="list-style-type: none"> <li>• Role of governors in the new system to be a topic for a future workshop</li> </ul>		
<b>21/363</b>	<b>ANY OTHER BUSINESS</b>		
<sup>min</sup>	No other business was raised.		
<b>21/364</b>	<b>DATE AND TIME OF NEXT MEETING</b>		
	<p>Date: Tuesday 8<sup>th</sup> February 2022 Time: 17:30 Venue: MS Teams (TBC)</p> <p>There being no further business the Chair declared the meeting closed at 18:50</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p><b>Claire Ward</b> <b>Chair</b></p> <p style="text-align: right;"><b>Date</b></p>		

NAME	AREA COVERED	CONSTITUENCY	FULL COG MEETING DATES				EO COG	TERMS OF OFFICE	DATE ELECTED	TERM ENDS
			11/05/2021	10/08/2021	09/11/2021	08/02/2022				
Ann Mackie	Newark & Sherwood	Public	P	P	X		P	3	01/05/19	30/04/22
Ben Clarke	King's Mill Hospital	Staff	X					3	01/09/19	31/08/22
Councillor Craig Whitby	Mansfield District Council	Appointed	P	A	P		X	4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	P	P	P		P	1	23/04/20	31/05/21
Councillor Kevin Rostance	Nottinghamshire County Council	Appointed	X						15/10/20	31/05/21
Councillor Michael Brown	Newark & Sherwood District Council	Appointed	X					1	18/05/20	31/05/21
David Ainsworth	Mansfield & Ashfield CCG	Appointed	P	A	X		P	N/A	20/02/20	N/A
Dean Whelan	Mansfield	Public	X					3	01/09/22	31/08/22
Gerald Smith	Mansfield	Public	P	A	X		X	3	01/05/19	30/04/22
Ian Holden	Newark & Sherwood	Public	P	P	P		P	3	01/05/19	30/04/22
Jacqueline Lee	Newark Hospital	Staff	P	P	X		P	3	01/05/19	30/04/22
Jayne Revill	King's Mill Hospital	Staff	X	A	X		X	3	01/05/19	30/04/22
John Wood	Mansfield	Public	P	P	P		P	3	01/05/19	30/04/22
Kevin Stewart	Ashfield	Public	P	P	P		P	3	01/05/19	30/04/22
Lawrence Abrams	Rest of East Midlands	Public	P	A	A		P	3	01/05/19	30/04/22
Martin Stott	Newark & Sherwood	Public	P	A	P		P	3	01/05/19	30/04/22
Maxine Huskinson	Ashfield	Public	X	P	P		A	3	01/11/20	31/10/23
Nadia Whitworth	Volunteers	Appointed		P	A		P	3	10/05/21	10/05/24
Nikki Slack	Vision West Notts	Appointed	A	A	A		X	N/A	17/07/19	N/A
Paul Baggaley	Newark & Sherwood	Public	P					3	01/11/20	31/10/23
Philip Marsh	Ashfield	Public	P	P	A		P	3	01/05/19	30/04/22
Richard Boot	Newark Hospital	Public	P	X	X		X	3	01/05/19	30/04/22
Roz Norman	King's Mill Hospital	Staff	P	P	P		A	3	01/05/19	30/04/22
Sue Holmes	Ashfield	Public	P	P	P		P	3	01/11/20	31/10/23

P = Present  
A = Apologies  
X = Absent