

COUNCIL OF GOVERNORS MEETING

Unconfirmed Minutes of the public meeting held on 28th September 2020 at 15:30
in the Boardroom, King's Mill Hospital

Present:	John MacDonald	Chair	JM
	Councillor David Walters	Appointed Governor	DaW
	David Ainsworth	Appointed Governor	DA
	Ian Holden	Public Governor	IH
	Jacqueline Lee	Staff Governor	JL
	John Wood	Public Governor	JW
	Kevin Stewart	Public Governor	KS
	Lawrence Abrams	Public Governor	LA
	Martin Stott	Public Governor	MS
	Nikki Slack	Appointed Governor	NS
	Philip Marsh	Public Governor	PM
	Roz Norman	Staff Governor	RN
	Sue Holmes	Public Governor	SuH
In Attendance:	Richard Mitchell	Chief Executive	RM
	Shirley Higginbotham	Director of Corporate Affairs	SH
	Graham Ward	Non-Executive Director	GW
	Tim Reddish	Non-Executive Director	TR
	Barbara Brady	Non-Executive Director	BB
	Neal Gossage	Non-Executive Director	NG
	Claire Ward	Non-Executive Director	CW
	Sue Bradshaw	Minutes	
Observer:	None		
Apologies:	Councillor Craig Whitby	Appointed Governor	CrW
	Councillor Michael Brown	Appointed Governor	MB
	Dean Whelan	Public Governor	DeW
	Jane Stubbings	Public Governor	JS
	Manjeet Gill	Non-Executive Director	MG
Absent:	Ann Mackie	Public Governor	AM
	Belinda Salt	Public Governor	BS
	Ben Clarke	Staff Governor	BC
	Gerald Smith	Public Governor	GeS
	Jayne Revill	Staff Governor	JR
	Richard Boot	Staff Governor	RB

The meeting was held in person and 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
20/262	CHAIR'S WELCOME, APOLOGIES FOR ABSENCE AND QUORACY CHECK		
1 min	<p>The meeting being quorate JM declared the meeting open at 15:30.</p> <p>It was CONFIRMED that apologies for absence had been received from: Councillor Craig Whitby - Appointed Governor Councillor Michael Brown - Appointed Governor Dean Whelan - Public Governor Jane Stubbings - Public Governor Manjeet Gill - Non-Executive Director</p>		
20/263	DECLARATIONS OF INTEREST		
1 min	<p>JM declared his position as Independent Chair for the Derbyshire Sustainability and Transformation Partnership.</p> <p>RM declared his position as Executive Lead of the Mid Nottinghamshire Integrated Care Partnership (ICP), Executive Member of the Nottingham and Nottinghamshire Integrated Care System (ICS), Chair of the East Midlands Leadership Academy, Chair of the East Midlands Clinical Research Network and Chair of the East Midlands Cancer Alliance.</p> <p>GW declared his position as Non-Executive Director for The Queen Elizabeth Hospital Kings Lynn NHS Foundation Trust.</p> <p>BB declared her position as Director of Operations (East Midlands) for Public Health England.</p>		
20/264	MINUTES OF THE PUBLIC MEETING HELD ON 11TH AUGUST 2020		
1 mins	<p>Following a review of the minutes of the meeting held on 11th August 2020, the Council APPROVED the minutes as a true and accurate record.</p>		
20/265	MATTERS ARISING FROM THE MINUTES/ACTION LOG		
2 mins	<p>The Council AGREED that actions 20/2048, 20/249, 20/256 and 20/257 were COMPLETE and could be removed from the Action Tracker.</p>		
20/266	CHAIR'S REPORT		
3 mins	<p>JM presented the report to the Council, highlighting the Trust has received £2m of government funding to upgrade A&E facilities and the first DAISY Awards have been awarded to celebrate the amazing work of nurses and midwives.</p> <p>The situation in relation to Covid is changing quickly. While the Trust is currently not in an area with additional restrictions, this may change if the number of cases rises quickly. The organisation needs to be agile in terms of the scenarios being planned for, bearing in mind Winter, Covid, restoring services and EU exit. The likely impact of these factors is currently unknown.</p>		

	<p>In planning for different scenarios, prioritisations need to be considered. In Stage 1 of Covid many services were stood down on national instruction. It is recognised this is not the approach which should be taken now. There is a need to consider how the estate can be used in a different way to how it was used in Phase 1, which was more of a sudden change. The Trust has learnt a lot from Phase 1 of Covid. The Recovery Committee is responsible for scrutinising the plans. The Trust, NHS and wider care system is facing a challenge over the coming months. Thought needs to be given to how the governors are apprised of any changes.</p> <p>Action</p> <ul style="list-style-type: none"> • Consideration to be given to how the governors are apprised of any changes relating to Covid in a timely way <p>The Council was ASSURED by the report.</p>	SH	10/11/20
20/267	CHIEF EXECUTIVE'S REPORT		
14 mins	<p>RM presented the report to the Council, advising concern is rapidly growing across the public sector about the growing rates of Covid, both in the community and in hospitals. Currently the number of patients with Covid in the Trust is in single figures. However, this is growing slightly but not to the same level as in Leicester, Nottingham or Birmingham. It is becoming increasingly clear the volume of patients with Covid in the second wave is likely to be the same as in the first wave.</p> <p>There are many reasons for the Trust to be proud about its response to Covid and how SFHFT has worked with partner organisations over the last 6 months. Due to the national instruction at the start of Covid, the Trust stood down a lot of services to focus on the most acutely unwell patients. This led to appointments being cancelled. The expectation through the Phase 3 letter is for the Trust to provide a more nuanced response to care over Winter, recognising there will be patients with Covid in the organisation but the majority of patients will not have Covid.</p> <p>NHS Improvement (NHSI) are particularly 'interested' in four groups of patients through Phase 3. Firstly, patients who require or who are receiving cancer care. While there is more work to do, the Trust has made positive progress, both in terms of restoration of services and reducing waiting times for patients requiring cancer treatment. The second group is patients waiting for elective in-patient admissions. The Trust is making positive progress in relation to this and is making very good progress in comparison to other providers across the Midlands.</p> <p>The third group is patients waiting in excess of 52 weeks for surgery. The Trust made a lot of positive progress in this area over the last three years and as of 31st March 2020 there were no patients waiting over 52 weeks. However, this number has increased dramatically over the last two months. The Trust is taking steps to provide dates for surgery for these patients and it is hoped the maximum number of patients waiting over 52 weeks has now passed.</p>		

The fourth group is patients on the emergency care pathway. Despite activity on the emergency care pathway returning to the same level as this time last year, performance for the ED 4 hour wait standard remains at 96% YTD. The Trust's emergency care performance remains the best in the Midlands.

While progress is being made, the Trust faces a difficult Winter. Nationally and regionally some of the expectations which were included in the Phase 3 letter need to be lowered as there is a recognition finances are tighter than was first envisaged, people are tired and ED activity is returning to pre-Covid levels.

At a recent meeting of the Senior Leadership Team the following points were identified as key to the organisation over Winter. Providing safe care to patients, recognising a proportion of patients will have Covid but the majority won't and there is a need to get the balance right. The best way of providing safe care is by supporting each other and there is a need to look after each other and ourselves. Feel proud of the response in terms of working with partners over the last 6 months and ensure this continues.

The Trust has been asked by the University of Nottingham to support them in developing an in house testing service, specifically designed to tackle asymptomatic transmission amongst students and staff. There has been a lot of attention on universities and SFHFT is pleased to help colleagues there.

The Trust is pleased to have been able to reintroduce elective orthopaedic work to Newark Hospital. Pre-Covid more patients were having their treatment at Newark Hospital than previously. The Trust will continue to grow the offer at Newark Hospital.

While the Trust continues to make progress, there is a need to be pragmatic about the challenges ahead.

SuH noted previously there had been a concern patients were not attending the hospital and queried if this has changed. RM advised the number of patients receiving emergency care is at a similar level to this time last year. The Trust is forecasting Winter activity will be 4.6% higher than last Winter. The number of patients who probably should not be accessing emergency care (minors) is not quite back to pre-Covid levels. However, the number of patients who are acutely unwell is back to the previous level. Outpatient activity is circa 75-80%. A hybrid approach to appointments is being offered with face to face, telephone and virtual clinics available. In terms of elective admissions, the Trust is above the NHSI target. The Trust's performance is the best in the region in relation to the restoration of cancer services. While progress is being made, this needs to continue. The Trust is able to offer more appointments, patients' perceptions of the hospital as a true place of safety during Covid is changing and people are coming in. In August the Trust held a virtual Q&A session for patients and the community. This was well received and there are plans for this to continue. In terms of the governors being kept informed, they are welcome to join the staff brief which takes place every Friday.

	<p>IH noted there has been some discussion about NHS111 triaging patients before they present at A&E and queried if this is operating within the Trust and if it has had any effect. RM advised NHS111 have been a form of triage for some time, directing patients to primary care, pharmacy, urgent care centres, etc. This works fairly effectively and is one of the reasons why the number of minors patients has not returned to previous levels. Nationally there is a plan to change the offer in time for the depths of Winter and the Trust is working with commissioning colleagues in relation to this.</p> <p>MS advised his constituents are delighted with the resumption of services at Newark hospital and felt there is a need to further publicise this good news.</p> <p>DA expressed congratulations for everything everyone is doing in these difficult times, noting real progress is being made in spite of the challenges.</p> <p>The Council was ASSURED by the report.</p>		
<p>20/268</p>	<p>REPORT FROM BOARD SUB-COMMITTEES</p>		
<p>6 mins</p>	<p>Recovery Committee</p> <p>RM presented the report, advising given the demands of restoration and recovery the Trust felt it important to implement the Recovery Committee to provide assurance about the detail of what is happening in terms of recovery and restoration and feed information up to the Board of Directors as appropriate. Things are rapidly evolving and there is a sense some of the national expectations are changing and becoming increasingly pragmatic. The report provides information on some of the local spikes in Covid and the actions being taken to address this. The Winter plan will be presented to the Board of Directors on 1st October 2020.</p> <p>In terms of work across the ICS, it is known the NHSI methodology for regulation is changing. Whilst what is happening at SFHFT will be 'of interest' to NHSI, they view partners as working together in terms of work in relation to activity levels, staff capacity, health and wellbeing, finances, etc.</p> <p>RN joined the meeting.</p> <p>JM advised the Recovery Committee look at performance across the NHS as this is the only benchmark available. SFHFT is performing well and is near the top in terms of restoring elective services, day case and outpatients are above the average and the Trust is performing well in relation to cancer services. There are pressure points but compared to others the Trust is in a good position, notwithstanding patients could not access services for a number of months. There is a large element of catch up and there will be individual stories around this. The progress which has been made puts the Trust on a solid footing moving into Winter, but this will be challenging.</p>		

	<p>RM advised there are 23 providers across the Midlands and SFHFT is first in terms of the reintroduction of cancer services and second for restarting elective admissions and reducing 52 weeks waiters. Good progress is being made in relation to the timeliness of emergency care and SFHFT continues to be the top performer in the Midlands. There is more work to do in relation to outpatients, but the focus is on the patients whose need is greatest. SFHFT is doing well against the backdrop of a challenging position across the Midlands.</p> <p>The Council was ASSURED by the report</p>		
20/269	LEAD GOVERNOR REPORT		
2 mins	<p>SuH presented the report to the Council, advising a new membership registration form has been designed, aimed at attracting younger members. It is anticipated the first Young Members Newsletter will be going out at the end of September 2020. In terms of governor engagement, a list of actions for consideration has been drawn up for discussion at the Membership and Engagement Group meeting on 6th October 2020.</p> <p>JM acknowledged the last few months have been difficult and governors feel distanced, noting the Meet Your Governor sessions are currently paused.</p> <p>The Council was ASSURED by the report.</p>		
20/270	GOVERNOR ELECTION UPDATE		
1 mins	<p>SH advised there are three candidates for the two vacancies in Ashfield and four candidates for the one vacancy in Newark. There are no candidates for the Rest of the East Midlands, despite all Derbyshire members being included.</p> <p>The deadline for candidate withdrawals was Thursday 24th September 2020. The notice of poll and issue of ballot packs will be Tuesday 6th October 2020, with the poll closing at 17:00 on Thursday 29th October 2020 and the result being declared on Friday 30th October 2020.</p> <p>The Council NOTED the verbal update</p>		
20/271	QUESTIONS FROM MEMBERS OF PUBLIC		
	No members of the public were present		
20/272	ESCALATIONS TO THE BOARD OF DIRECTORS		
1 mins	<p>The Council AGREED the following escalations to the Board of Directors meeting:</p> <ul style="list-style-type: none"> Recognise progress and note there is more work to do Review and strengthen how the Trust communicates with governors <p>SH encouraged governors to inform the Trust with any feedback they receive from their constituents.</p>		

20/273	ANY OTHER BUSINESS		
	No other business was raised.		
20/274	DATE AND TIME OF NEXT MEETING		
	<p>Date: Tuesday 10th November 2020 Time: 17:30 - 20:00 Venue: Lecture Theatre 2, Education Centre, King's Mill Hospital (TBC)</p> <p>There being no further business the Chair declared the meeting closed at 16:05</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p>John MacDonald Chair</p> <p style="text-align: right;">Date</p>		

NAME	AREA COVERED	CONSTITUENCY	FULL COG MEETING DATES				TERMS OF OFFICE	DATE ELECTED	TERM ENDS
			11/08/2020	28/09/2020	10/11/2020	Feb 2021			
Ann Mackie	Newark & Sherwood	Public	P	X			3	01/05/19	30/04/22
Belinda Salt	Mansfield	Public	P	X			3	01/05/19	30/04/22
Ben Clarke	King's Mill Hospital	Staff	P	X			3	01/09/19	31/08/22
Councillor Craig Whitby	Mansfield District Council	Appointed	P	A			4	21/05/19	31/05/23
Councillor David Walters	Ashfield District Council	Appointed	P	P			1	16/05/19	31/05/20
Councillor Michael Brown	Newark & Sherwood District Council	Appointed	X	A			1	21/05/19	31/05/20
David Ainsworth	Mansfield & Ashfield CCG	Appointed	P	P			N/A	20/02/20	N/A
Dean Whelan	Mansfield	Public	A	A			3	01/09/22	31/08/22
Gerald Smith	Mansfield	Public	X	X			3	01/05/19	30/04/22
Ian Holden	Newark & Sherwood	Public	P	P			3	01/05/19	30/04/22
Jacqueline Lee	Newark Hospital	Staff	P	P			3	01/05/19	30/04/22
Jane Stubbings	Ashfield	Public	P	A			3	01/11/17	31/10/20
Jayne Revill	King's Mill Hospital	Staff	X	X			3	01/05/19	30/04/22
John Wood	Mansfield	Public	P	P			3	01/05/19	30/04/22
Kevin Stewart	Ashfield	Public	P	P			3	01/05/19	30/04/22
Lawrence Abrams	Rest of East Midlands	Public	P	P			3	01/05/19	30/04/22
Martin Stott	Newark & Sherwood	Public	P	P			3	01/05/19	30/04/22
Nikki Slack	Vision West Notts	Appointed	X	P			N/A	17/07/19	N/A
Philip Marsh	Ashfield	Public	P	P			3	01/05/19	30/04/22
Richard Boot	Newark Hospital	Public	P	X			3	01/05/19	30/04/22
Roz Norman	King's Mill Hospital	Staff	P	P			3	01/05/19	30/04/22
Sue Holmes	Ashfield	Public	P	P			3	01/11/17	31/10/20

P = Present
A = Apologies
X = Absent