

Council of Governors

UNCONFIRMED Minutes of the meeting of 87th Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held in a hybrid format (in-person and on MS Teams) on 22nd June 2023

Governors present in person:

Name	Designation	Name	Designation
Terry Proudfoot	Service user Governor (Lead)	Irfan Khan	Appointed Governor
Ben Duke	Public Governor (Deputy Lead)	David Swindlehurst	Appointed Governor
Fozia Nadeem	Public Rest of England	Julie Marsland	Staffside Governor
Cecelia Jackson-Chambers	Appointed Governor (SACMHA)		

Governors present on MS Teams:

Name	Designation	Name	Designation
Jonathan Hall	Service User Governor	Angelito Esguerra	Staff Governor
Rebecca Lawlor	Service User Governor	David Palfreyman	Staff Governor
Julie Kitlowski	Public Governor	Scott Weich	Appointed Governor (Sheffield University)
Sylvia Hartley	Public Governor	Steve Ayris	Appointed Governor (Sheffield City Council)
Vyvyan Hopkinson	Staff Governor	James Barlow	Appointed Governor (Sheffield Carer Centre)

In attendance in person:

Name	Designation	Name	Designation
Heather Smith	Non-Executive Director	Amber Wild	Corporate Assurance Manager
Bethan Devonald	Executive Assistant (minutes)	Deborah Lawrenson	Director of Corporate Governance
Anne Dray	Non-Executive Director	Sharon Mays	Chair
Tania Baxter (for Item 15)	Head of Clinical Governance		

In attendance on Teams:

Name	Designation	Name	Designation
Linda Wilkinson (for item 4)	Director Psychological Services	Chin Maguire (for Item 4)	

Apologies:

Name	Designation	Name	Designation
Nicola Hodson	Service User Governor	Dr. Alistair Brash	Young Service User/ Carer Governor
Billie Crichlow	Carer Governor	Nev Wheeler	Service User Governor

Name	Designation	Name	Designation
Kathleen Myrie	Staff Governor	Saira Jabin	Carer Governor
Chris Digman	Public Governor	Irene Nakamatte	Public Governor
Cllr Martin Phipps	Appointed Governor (SCC)	Olayinka Monisola Fadahunsi-Oluwole	Non-Executive director
Owen McLellan	Non-Executive director	Mark Dundon	Non-Executive director
Brendan Stone	Non-Executive director		

Minute	Item	Action
CoG 22/06/23 Item 1	Welcome, Apologies and Declarations of Interest The Chair welcomed governors to the meeting. Apologies were noted and there were no declarations of interest.	
CoG 22/06/23 Item 2	Minutes of the Council of Governors meeting held on 7th February 2023 and 19th April 2023 The minutes for 7 th February 2023 and 19 th April 2023 were approved as a an accurate record.	
CoG 22/06/23 Item 3	Action Log <u>Action log received April 2023</u> The action log was reviewed, and actions marked for closure agreed. <ul style="list-style-type: none"> Action 6- It was noted that there remained no governor observer identified for the Audit and Risk Committee. The Chair asked for governors to put themselves forward if they wish to take on this role. Action: Governors asked to put themselves forward to observe ARC. A review of committee attendance will take place in six months - AW <u>Action log received June 2023</u> The action log was reviewed, and actions marked for closure agreed. <ul style="list-style-type: none"> Action 1 it was noted that there remained some areas Governors would value discussing on the Annual Operational plan. It was agreed that the action would as it stands would be closed and a further action re-framed to focus on capturing feedback from the additional briefing meeting put in place for Governors on the plan for 2023/24. Action: An update of the progress on the Annual Operational plan will be presented to the Council of Governors and timing of this will be confirmed and added to the work programme - AW 	
CoG 22/06/23 Item 4	Clinical and Social Care Strategy Programme update Linda Wilkinson (LW), Director of Psychological Services and Chin McGuire (CM), Programme Manager for the Clinical and Social care strategy provided an update to outline collaborative working to deliver on the objectives identified to improve the care for people work in and receive services drawing attention to the following key points: <ul style="list-style-type: none"> Consultation has taken place with people that use the services and Trust partners. The focus has been on care being delivered in a way that is person centred, strengths based, evidence-led, trauma informed. Co-production has taken place with people with lived experience and with staff who work across the system in primary care and across the city more broadly, using models that help to promote recovery and making sure that services are designed to meet people's needs. 	

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	<p>Progress made in the previous year was highlighted:</p> <ul style="list-style-type: none"> • Work Programmes have been established through governance and work groups. • Co-production activities have been organised to support listening to expert by experience and staff colleagues. • Collection of outcomes and benefits to reduce inequalities (e.g. ensuring people are staying in stable and appropriate accommodation). • Being mindful of finances of those that are being asked to be involved in co-production and coming up with potential solutions to this such as paying for people’s time who are involved in workshops • Work is taking place on communication, the team have been talking to teams through workshops and stakeholder events <p>A synopsis of the purpose of the strategy was requested for those governors who were unfamiliar with it. It was explained that the focus of the strategy is to deliver care based on the four key principles with a focus on engagement and co-production that is Person-Centred – Trauma informed - Strengths based and Evidence led.</p> <p>In response to assurance on how this is being delivered, Heather Smith, Non-Executive Director, clarified that there is oversight via reports to board assurance committees through to Board of Directors, as well as through discussions which take place and questions posed during Board visits to services. It was noted that there has been tangible change in person centred and trauma informed language being used. All other strategies are tightly interwoven into the overarching Clinical and Social Care strategy and consistently reflected. Whilst there is more work to do progress is evident. Anne Dray added that external third-party assurance is also looked at to measure this (external and internal audit, Care Quality Commission, Integrated Care System, and Sheffield PLACE).</p> <p>The Chair noted active involvement from groups such as SUN:RISE and informed governors that progress with delivery of the strategy is reported annually to the Board of Directors.</p> <p>In response to a challenge about whether co-production is taking place with the Learning Disability community, examples were given on how this has taken place locally and South Yorkshire including the Transformation programme. It was explained that the learning disability team has put forward five objectives for the strategy and the large amount of transformation being done in this team was highlighted. There are ten outcomes from this co-production work that are being taken forward.</p> <p>Action: it was agreed that the five objectives that link to the strategy with examples of co-production will be shared, along with the report which articulates 10 recommendations as a result of coproduction for the learning disability programme– LW/CM</p>	
<p>CoG 22/06/23 Item 5</p>	<p>Chair Report to the Council of Governors</p> <p>The Chair provided an update on the following matters:</p> <p><u>Council of Governors</u></p> <ul style="list-style-type: none"> • Sylvia Hartley has reached the end of her maximum term as a governor and this will be her last meeting. The Chair thanked Sylvia for her contributions over the years • The Chair continues to meet individually with governors and through the governor drop-in sessions to gain feedback • The Chair meets with the lead and Deputy lead governor 	

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	<ul style="list-style-type: none"> • Governor development sessions that have taken place since the previous meeting include: <ul style="list-style-type: none"> ○ Quality Session coordinated by Heather Smith, Non-Executive Director ○ Mental Health Learning Disability and Autism Provider Collaborative development session for Governors –coordinated by Deborah Lawrenson, Director of Corporate Governance <p><u>Board update</u></p> <ul style="list-style-type: none"> • Jan Ditheridge, Chief Executive is now leaving at the end of June to provide support to a Manchester Trust whilst they recruit a new Chief Executive. Jan was thanked for her leadership and the significant progress made during her time with the Trust. • Salma Yasmeen, the new Chief Executive is now due to start on 1st July 2023. • Salli Midgley has been appointed as substantive Director of Nursing, Professions and Quality <p><u>Chair Activity</u></p> <ul style="list-style-type: none"> • A visit from the Chair of Sheffield Childrens NHSFT was hosted with Neil Robertson, Director of Operations and Transformation to look at the pathway of young people aged 16-17 and the overlap between services of both trusts • The Chair has met with the Chair from Healthwatch • The Chair has continued to participate in Sheffield PLACE, the MHLDA Provider collaborative and Integrated Care system meetings • The Chair has attended SUN:RISE carer group, and the NHS Confederation conference • The Chair will be joining the board of NHS providers from 1 July. <p>The Chair reminded the Council of Governors that there will be NHS 75 birthday celebrations taking place on 5th July, at Sheffield Hallam University, to which all governors are welcome.</p>	
<p>CoG 22/06/23 Item 6</p>	<p>Feedback from governors from constituencies and any key meetings</p> <p><u>Mental Health Learning Disability Autism Provider Collaborative Conference</u> It was noted six governors from SHSC attended the South Yorkshire Mental Health Learning Disability and Autism (MHLDA) Provider Collaborative on 13 June 2023 with Trust officers and were invited to feedback their experience. The session outlined the joint priorities that have been agreed.</p> <p>DL noted there was good attendance from governors across the Trusts involved and discussion was rich and beneficial in helping to shape priorities. Governors were encouraged to attend future events if they're able to as a way of engaging with other governors and thinking in a new collaborative way.</p> <p>The Chair noted this is a useful forum for governors to fulfil their responsibilities particularly around new requirements around collaboration and representing interests of the wider community.</p> <p><u>Research Champion, Lived Experience Research Partnership (LERP)</u> Jonathan Hall (JH) reported that he is a member of the research group which came about following attendance at a research showcase to the Lived experience group. He noted that there are interesting studies taking place in</p>	

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	<p>SHSC and asked governors to support the work with promoting research within the organisation in their engagement with members.</p> <p>The Chair noted that this could be a useful area to explore during the engagement and membership sessions taking place in the autumn.</p> <p><u>NHS Providers Conference</u> Ben Duke (BD) provided a summary of the topics discussed at the NHS Providers conference held in London on 23 May 2023 which he had attended with Nicola Hodgson:</p> <ul style="list-style-type: none"> • The value of having ID badges for governors • Round table discussions on diversity and inclusion, health inequalities, which a focus on the lack of representation by the LGBTQIA+ community • Discussions on the role of governors in times of crisis and the effect of covid • The importance of the role of governors in holding trust boards to account <p>In relation to the topics discussed, and specifically to topics related to inequality, it was agreed that materials from the event on this would be shared with the group Action: AW</p> <p>The Chair acknowledged that further work could be done to encourage a more diverse Council of Governors and suggested that this could be incorporated into the plans for the governor engagement and membership session planned in the autumn. Action: DL</p> <p><u>Staff induction:</u> Dave Palfreyman (DP) informed governors of the 'Know your Numbers' campaign which is used during staff inductions to raise awareness of health monitoring. He gave an example where this campaign had encouraged a staff member to go to their GP and prevented a potentially life altering health condition and confirmed there is a range of wellbeing offers which are highlighted to new staff during their induction.</p>	
<p>CoG 22/06/23 Item 7</p>	<p>Board Update report <u>March 2023</u> Governors noted the updates presented in the report and there were no further questions for the non-executives.</p> <p><u>May 2023</u> Governors noted the updates presented in the report and the clarification was requested on the following items:</p> <ul style="list-style-type: none"> • Recovery plans – it was noted that waiting times for SAANS has been an area of concern for some time and further assurance was requested on the waiting list recovery plans. The Chair explained that this is also a focus for the collaborative and that local and regional work is taking place on this issue. Assurance was given that there is focus on this issue. <p>Action: it was agreed that further detail on learning disability waiting lists and detail on strengthening VCS partnerships would be shared with governors –in support of HS, AW to follow up with Director of Operations and Transformation with a view to sharing a briefing with the governors.</p> <ul style="list-style-type: none"> • Time to hire – in response to a query on the key performance indicator for time to hire for new employees, HS clarified that 60 days (as 	<p>AW</p>

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	<p>mentioned in the report) is the regional target and the trust is on track to achieve this.</p> <ul style="list-style-type: none"> Workforce Race Equality Standard (WRES) – further information was requested about the high disparity ratio for the WRES against the national benchmark. HS explained that this looks at the difference in the promotional opportunities (salary difference) between people from diverse communities and those from white communities, looking at opportunities for promotion and working at different levels and roles within the organisation. There has been progress in non-clinical areas but there are continuing issues within the clinical areas and disparity in more senior roles and an action plan is being created to look at this. An example of this is ensuring there is representation of diverse colleagues on interviewing panels for senior positions. Staff absence – concern was expressed about the percentage of staff absent due to stress and anxiety and if this was work-related, it was confirmed by HS that this data has been requested for reporting back to People committee. 	
<p>CoG 22/06/23 Item 8</p>	<p>Nominations and Remuneration Committee (NRC) Chair of committee presentation</p> <p>The Chair explained that the presentation slides shared with governors provided detail on the responsibilities of the committee and activity over the previous year.</p> <p>It was noted that there are gaps in the membership for NRC, from some of the constituencies. Governors were asked to consider expressing an interest in participating in the NRC.</p> <p>The lead governor confirmed that the previous year had been busy due to Board recruitment and noted that it is a rewarding committee to be part of for Governors and a key element of responsibilities for the Council of Governors. The committee helps to distil information for the Council of Governors and is good committee to join for those governors who are interested in discussing issues in more detail. She commended strong support provided from the Chair and Corporate Governance team, and the governor members of the committee.</p> <p>The Chair thanked the committee for their hard work and support throughout the year.</p>	
<p>CoG 22/06/23 Item 9</p>	<p>Nominations and Remuneration Committee (NRC) report</p> <p>The Council of Governors were presented with the updated terms of reference for the Nominations and Remuneration Committee which were discussed and approved by the Committee for onward reporting to the Council of Governors. Key changes made were noted and the Council of Governors approved the updated terms of reference for the Nominations and Remuneration Committee.</p>	
<p>CoG 22/06/23 Item 10</p>	<p>Council of Governors Review of Effectiveness (deferred from April 2023)</p> <p>Deborah Lawrenson (DL) outlined work which had taken place with the Chair and Lead Governor to reflect on the review of effectiveness feedback from Governors. The report outlined how matters are currently addressed as well as any additional planned actions.</p> <p>The Chair noted that the review of effectiveness will be undertaken annually, and it was agreed that a six month review of progress against actions from the 2022/23 review will be received in the governance report in six months time.</p> <p>Action: Review of Effectiveness progress update to be added to the work</p>	

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	programme – AW	
<p>CoG 22/06/23 Item 11</p>	<p>Audit and Risk Committee Chair of committee presentation Anne Dray (AD) provided a presentation on the work of the Audit and Risk Committee over the year.</p> <p>AD noted improvement made on closure of Internal Audit actions in a timely way, development of the new Board Assurance Framework and increased governance around risk which had supported the Trust in receiving an improved Head of Internal Audit Opinion, moving from ‘moderate’ the previous year to ‘significant’.</p> <p>Other key areas also monitored by Audit and Risk committee in the previous year include:</p> <ul style="list-style-type: none"> • Annual Reports and Accounts and Annual Governance statement for 2022/23 – improved processes commended by auditors. • Annual Reports and reviews of effectiveness from the Board Assurance Committees. • Policy Governance including ratification of policy approvals and approval of the Policy Framework. • A Risk Oversight Group has been established which reports into Audit and Risk committee and supports the implementation of the Risk Management strategy. • Reporting and monitoring of the Board Assurance Framework and Corporate Risk Register. • Oversight of Freedom to speak up (FTSU) responsibilities have moved from ARC to People and QAC. <p>It was noted that the objectives of the committee for 2023/24 include maintaining significant assurance for the Head of Internal Audit Opinion., reviewing risk management processes, undertaking the tender process for external audit and maintaining strong planning for annual report and accounts. Governors were reminded that volunteers will be needed to support the external audit tender process the outcome of which will be reported to Council of Governors for approval.</p> <p>Action: it was agreed that an External Audit working group would be set up by the finance team and with support from governors who were asked to put forward nominations - DL to liaise with finance on the arrangements</p> <p>SW gave feedback that the presentation was difficult to follow and too fast. He asked AD to outline key issues of concern for the committee she would wish to draw to the attention to the governors.</p> <p>AD confirmed it would be maintaining the strong Head of Internal Audit Opinion; maintaining oversight of the annual reports from the committees to board and oversight on concerns raised through committees related to staffing issues, clinical quality and the culture of the organisation.</p> <p>In response to a question about the progress being made around culture and Freedom to Speak Up, it was clarified by DL that the FTSU guardian has engaged extensively with staff to enable the development of the new FTSU strategy approved by the Board in March; and reports are received through the committees including as part of the learning lessons report received at Quality Assurance Committee. The Board also undertook a self-assessment on Freedom to Speak up and is well-sighted on progress and issues.</p>	

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	<p>Action: it was agreed that the Freedom to Speak Up Guardian would be asked to attend the staff drop-in session with the Chair during Speak Up month and this will be planned into the calendar - AW</p> <p>The Chair noted the feedback received from SW on the pace of the committee chair presentations and suggested that the format of the presentations would be reviewed so that the work and remit of the committee is shared in advance with key highlights, issues, risks etc being presented to the Council of Governors.</p>	
<p>CoG 22/06/23 Item 12</p>	<p>Governance report Deborah Lawrenson (DL) provided an update on the following key areas:</p> <p><u>Receipt of corporate governance statement and provider compliance statements</u></p> <ul style="list-style-type: none"> • The new provider licence for SHSC was presented for information which has been updated by NHS England to reflect modified standard licence conditions following a statutory consultation to bring it up to date to reflect current statutory and policy requirements. • The corporate governance disclosures statement was provided for agreement in respect of support provided to governors in discharging its duties. • The declarations of compliance and self-certification were provided for information, prior to receipt at the Audit and Risk Committee and Board of Directors for final approval in June in an additional public session. <p>The Council of Governors agreed the Corporate Governance statement.</p> <p>It was noted that governors were due to receive the draft Annual Report and Accounts for 2022/23 in the confidential session for information in advance of finalisation and approval at the Audit and Risk Committee and the Board of Directors in private in June. The Annual Report and Accounts for 2022/23 will then be received at the Annual Members meeting in September and final version will be shared in advance for information with Governors following submission to NHSE and laying before Parliament.</p> <p><u>Declarations of Interest</u> The final declarations for the 2022/23 register for the Council of Governors was presented for approval. At the time of reporting, updated declaration forms were pending from two existing governors and it is recommended that these not be included in the annual report as these governors had not been to a meeting during 2022/23. Fit and Proper Persons test reviews have been undertaken and completed for Governors. There were no declarations of gifts and hospitality.</p> <p>Governors were reminded to check their declarations prior to onward receipt at the Audit and Risk Committee in June, and prior to publishing on the website and advise if any amendments are required. Action: All Governors</p> <p><u>Deputy Lead Governor role</u> The current Deputy Lead Governor comes to the end of their current term of office at the end of June 2023. DL advised given that a number of governors are participating in the election process which ends on 28 July 2023 it was recommended elections to the role of Deputy Lead Governor take place post conclusion of the election over August and early September to enable any governors eligible to stand who wish to do so to participate. Governors approved this recommendation</p> <p><u>PLACE (Patient Led Assessment of the Clinical Environment) assessments</u></p>	

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	<p>The Patient Led Assessments of the Care Environment PLACE programme is an annual appraisal of the non-clinical aspects of NHS and independent/private healthcare settings. NHS digital set the timeframe for the assessments to be completed and it is anticipated that these will take place in September 2023.</p> <p>It was proposed that governor representatives be included in visits (where available), particularly those who are representing service user and carer constituents to act as “patient assessors” as this will support governors to gain insight on services.</p> <p>Governors were asked to express their interest in participating to support planning. Action: Governors to advise AW/BD of their interest by the end of August.</p> <p><u>Annual Members meeting update</u> The Annual Members Meeting (AMM) will take place on 19 September 1-5pm. This provides an opportunity for members to meet with governors, to learn more about the Trust and its services to hear about achievements from the last year and to look forward to the year ahead. The Annual Report and Accounts 2022/23 will be formally received as will the updated Constitution for approval.</p>	
<p>CoG 22/06/23 Item 13</p>	<p>Constitution for approval Deborah Lawrenson (DL) presented the updated Constitution for approval in advance of the Board of Directors on 28 June 2023 and final approval at the Annual Members Meeting in September 2023.</p> <p>It was noted that the document has been updated to reflect requirements as a result of amendments to the 2006 Health and Social Care Act and to the Code of Governance, and proposed additional changes already discussed at the Council of Governors and Board of Directors, as well as tidying up where required. It was confirmed the document has been updated by the Director of Corporate Governance and has also been subject to external legal review.</p> <p>Governors were reminded that it was agreed further discussions will take place in due course after the outcome of the current elections are known and following the governor membership and engagement session in the Autumn if any further changes are required to the composition of the Council of Governors. If so these would be taken through approvals in 2024/25.</p> <p>The Council of Governors agreed to changes recommended to the Constitution for onward reporting to the Board of Directors for endorsement prior to final approval at the Annual Members Meeting in September 2023.</p>	
<p>CoG 22/06/23 Item 14</p>	<p>Quality Account Tania Baxter (TB) presented the draft Annual Quality Account for 2022/23 on behalf of the Executive Director of Nursing, Professions and Quality. It was confirmed this had been presented to the Quality Assurance Committee in May 2023. The Council of Governors were asked to receive the Quality Account 2022/23 for information and feedback and were advised that any feedback received will be incorporated within the final draft which will be presented to the Board of Directors in June 2023.</p> <p>It was noted that the version received by Governors had been shared with stakeholders such as Sheffield ICB, Healthwatch and the Local Authority Health and Wellbeing Scrutiny Board to request their contribution/commentary. Any feedback received will be incorporated within the final draft which will be</p>	

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	<p>presented to the Board of Directors in June 2023 and subsequent publication on the website by 30 June 2023.</p> <p>Cecelia Jackson Chambers (CJC) highlighted that there is not sufficient information in the Quality Account relating to seclusion rates of people from ethnically diverse backgrounds and actions being taken to address this.</p> <p>TB noted that one of the three-year quality objectives is to look at the disproportion of people from diverse communities being on the inpatient wards and therefore being more likely to be secluded. She highlighted that there is a baseline figure on this included in the Annual Quality Account and this is an objective being taken forward for this year to reduce these numbers.</p> <p>It was agreed that this will be reviewed to ensure that the information has been clearly reported.</p> <p>Action: it was agreed that the document will be reviewed to incorporate this feedback and a note that outlines progress in these areas will be circulated to the Council of Governors – TB/AW</p> <p>DW challenged lack of reference to Learning Disability and Autism spectrum disorder in the Quality Account and recommended that work taking place should be reflected. It was also highlighted that there was no information relating to the Race Equality Commission report from 2022.</p> <p>SW asked the Non-Executive Directors if this was a balanced and fair reflection and if there was anything specifically that governors should be alerted to.</p> <p>The Chair highlighted that the report does not cover all the quality work that is going on in the organisation. HS, Chair of Quality Assurance Committee confirmed that the report reflects how the Trust is doing against key quality objectives and includes good detail of the work going on in the organisation. HS advised governors that the purpose of the quality development session held for governors in April 2023 was to highlight the work across the organisation and allow for an in-depth discussion about quality and quality improvement.</p> <p>Governors were reminded of the Quality development session held in April which provided an overview of current work.</p> <p>It was highlighted that Stanage Ward was not included in the RESPECT training table within the report and if this was an error. It was agreed that this would be reviewed and feedback would be given on this aspect.</p> <p>Action: data regarding Respect training on Stanage ward to be reviewed and an update circulated to the Council of Governors – TB/AW</p> <p>Governors were thanked for their feedback nothing that this would be considered before the Quality Account was presented to Board in June.</p>	
<p>CoG 22/06/23 Item 15</p>	<p>Any other business None</p>	
	<p>CLOSE</p>	

The next meeting of the Council of Governors will be held on
18 October from 2.30 – 5.00pm