

## Council of Governors

**UNCONFIRMED** Minutes of the meeting of 88<sup>th</sup> Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held in a hybrid format (in-person at The Circle and on MS Teams) on 18<sup>th</sup> October 2023

### Governors present in person:

Name	Designation	Name	Designation
Ben Duke	Public Governor (Deputy Lead)	Celia Jackson-Chambers	Appointed Governor (SACMHA)
Fozia Nadeem	Public Governor	Dave Swindlehurst	Appointed Governor (Sheffield MENCAP)
Julie Kitlowski	Public Governor	Billie Critchlow	Carer Governor
Alan Radford	Public Governor		
Irene Nakamatte	Public Governor		

### Governors present on MS Teams:

Name	Designation	Name	Designation
Jonathan Hall	Service User Governor	Scott Weich	Appointed Governor (Sheffield University)
Rebecca Lawlor	Service User Governor	Mark Dundon	Non-Executive Director
David Palfreyman	Staff Governor	Ross Mallett	Appointed Governor (Sheffield Hallam University)
Angelito Esguerra	Staff Governor		
Kathleen Myrie	Staff Governor		

### In attendance in person:

Name	Designation	Name	Designation
Sharon Mays	Chair	Heather Smith	Non-Executive Director
Anne Dray	Non-Executive Director	Deborah Lawrenson	Director of Corporate Governance
Olayinka Fadahunsi-Oluwole	Non-Executive Director	Amber Wild	Head of Corporate Assurance
Brendan Stone	Associate Non-Executive Director		

### In attendance on Teams:

Name	Designation	Name	Designation
Liz Johnson	Head of Equality, Inclusion	Helen Cowhig, Manager Homeless Assessment Team	

### Apologies:

Name	Designation	Name	Designation
Chris Digman	Public Governor	Dr. Alistair Brash	Young Service User/ Carer Governor

Name	Designation	Name	Designation
Terry Proudfoot	Service User governor (Lead)	Cllr Martin Phipps	Appointed Governor (SCC)
Nicola Hodson	Service User Governor	Vyvyan Hopkinson	Staff Governor
Saira Jabin	Carer Governor	Olayinka Monisola Fadahunsi-Oluwole	Non-Executive director
James Barlow	Appointed Governor (Sheffield Carer Centre)	Mark Dundon	Non-Executive director
Steve Ayris	Appointed Governor (Sheffield City Council)		

Minute	Item	Action
CoG 18/10/23 Item 1	<b>Welcome, Apologies and Declarations of Interest</b> The Chair welcomed governors to the meeting. Apologies were noted and there were no declarations of interest.	
CoG 18/10/23 Item 2	<b>Minutes of the Council of Governors meeting held on 22 June 2023</b> The minutes from 22 June 2023 were <b>approved</b> as a true and accurate record.	
CoG 18/10/23 Item 3	<b>Action Log</b> The action log was reviewed, and actions marked for closure agreed. The following updates were noted: <ul style="list-style-type: none"> <li><b>Action 15</b> relating to data regarding Respect training on Stanage ward – it was agreed that additional information, such as case studies, would support the data provided and this will be followed up with Salli Midgley and Celia Jackson-Chambers. <b>Action AW</b></li> </ul>	
CoG 18/10/23 Item 4	<b>Chair Report to the Council of Governors</b> The Chair shared the sad news of the passing of Nev Wheeler OBE who had been a service user governor for a considerable number of years and was known to many in the organisation. The Chair attended the funeral with Brendan Stone, Associate Non-Executive Director and Ben Duke, deputy lead governor. A tribute was shared on screen to acknowledge Nev's contribution to the organisation.  The Chair congratulated Ben Duke on being re-elected as deputy lead governor.  It was noted the Annual members meeting was held on 19 September with stalls showcasing some of the good work going on in the organisation and governors who attended were thanked for their attendance. It was confirmed the changes to the Constitution including an additional change to update the electoral wards was approved. <b>Action:</b> updated document to be shared with Governors and uploaded to the website. AW  The Chair welcomed new governors at the induction and membership engagement workshop held on 25 September 2023. This was well attended and will be followed up with a further session in March 2024 to develop the membership strategy. Governors were reminded to contact the Director of Corporate Governance or Head of Corporate Assurance to confirm their interest in participating in a working group to review the membership strategy. <b>Action:</b> All  In relation to Board recruitment, it was noted Salma Yasmeen, Chief Executive officer joined the Trust from 1 July 2023. Salli Midgely, has been confirmed in post following a competitive process as Executive Director of	

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	<p>Nursing, Professions and Operations and interviews for the Director of Strategy have taken place, with an offer made and accepted pending completion of appropriate employment checks it was expected they will join the Trust in January 2024.</p> <p>The Chair has joined the board of NHS Providers which is proving to be a useful link for the organisation for connecting with colleagues in the national context.</p> <p>The Chair has also taken on the role of chairing the South Yorkshire Mental Health Learning Disability Autism (SYMHLDA) Provider collaborative and updates will be provided as work progresses against the priorities that have been agreed.</p> <p>The Chair hosted and presented at the Women’s Leadership network which explored barriers to progression and recruitment of women in the workplace.</p> <p>The Chair has continued to attend external meetings with Sheffield Place, the Integrated Care system and the region and has participated in community visits within Sheffield to understand the many joint working initiatives going on across the city for people with mental health issues.</p> <p>The Chair was involved in the Sheffield Children’s Hospital stakeholder panel for recruitment of their new Chair.</p> <p>The Chair attended the first SHSC cascade session – a new forum for communicating key information to staff across the organisation which has been well received.</p> <p>The Chair visited the SAANS service as part of the ongoing board visits undertaken by Board members and which continue to offer opportunities to talk service users, carers and staff.</p>	
<p>CoG 18/10/23 Item 5</p>	<p><b>Mental Health Legislation Committee (MHLC) Chair of committee presentation</b></p> <p>Governors were reminded that at each Council of Governors meeting, a Non-Executive Director presents key items from the Board sub-committee they chair, which is supplemented by the information circulated as part of the Council of Governors papers and in the Board Update report.</p> <p>Dr Olayinka Monisola Fadahunsi-Oluwole, presented an update on the Mental Health Legislation Committee (MHLC): [Slides are available].</p> <ul style="list-style-type: none"> <li>• The Mental Health Legislation Committee, which meets on a quarterly basis, in turn reports escalated issues to the Trust Board via the Alert, Advice Assure reports.</li> <li>• There are two groups which report into the Mental Health Legislation Committee – the Mental Health Legislation Operational Group, and the Least Restrictive Practice Oversight Group.</li> <li>• The Committee consists of the Chair of the committee, two further Non-Executive Directors (NEDs) –Mark Dundon, and Brendan Stone and the Medical Director, Executive Director of Nursing, Professions and Quality and the Director of Corporate Governance. The Committee sits within the portfolio of the Executive Medical Director and is supported professionally by the Trust’s Head of Mental Health Legislation with administration support provided by the Corporate Assurance team.</li> <li>• The committee ensures effective application and administration of mental health legislation</li> <li>• Key matters received at MHLC during the year 2022-2023 included: <ul style="list-style-type: none"> <li>○ Mental Health Legislation - Mental Health Act Scheme of Delegation</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Use of Force Act</li> <li>○ Restrictive Practice</li> <li>○ Mandatory training</li> <li>○ Mental Capacity Act</li> <li>○ RESPECT</li> <li>○ Associate Mental Health Act Managers (AMHAMs)</li> <li>○ Mental Health Legislation policies</li> <li>○ Human Rights</li> </ul> <p>Dr Olayinka Monisola Fadahunsi-Oluwole was thanked for her presentation and received questions from the Governors.</p> <p>In relation to a query raised about restrictive practice and whether this had been applied <u>because</u> they had a learning disability it was confirmed this would be clarified. [<b>post meeting note it has been clarified that restrictive practice would not be used just because an individual had a learning disability</b>].</p> <p>It was noted that visits to the newly refurbished 136 suite would be taking place in December and governors will be invited to attend. It was highlighted that faith and spirituality may play an important part in a service users recovery journey and they may benefit from receiving information on admission, to take on board for use when and if they felt they wanted to.</p> <p>In response to the one key area of priority for the committee, it was clarified that human rights has been at the forefront of recent discussions – updates on progress made in a range of areas; receiving assurance that training is being rolled out through across the organisation and development of a co-produce Human Rights leaflet. It was noted that the committee was assured around national work taking place in raising the profile of the role and the Trust in this area, with a national webinar planned supported by the Restraint Network and the Trust will be presenting at a national conference in the autumn.</p> <p>Dr Olayinka Monisola Fadahunsi-Oluwole then left the meeting to attend a presentation at a conference at South Yorkshire Police for Black History month.</p>	
<p>CoG 18/10/23 Item 6</p>	<p><b>Board Update Report</b></p> <p>The Board update reports from July and September 2023 were presented to the Council of Governors which outlined key matters the Board wished to draw to the attention of the Governors.</p> <p>In relation to the Lucy Letby verdict and the SHSC response, the Chair thanked the governors for raising questions regarding the robustness of the freedom to speak up and complaints procedures and the governors thanked the Chair for the thorough and informative response received (and sent to all governors) clarifying that these are regularly reviewed, challenged, and tested against any extraordinary circumstances that may arise.</p> <p>In relation to the delay of the Electronic Patient Record (EPR) programme, it was confirmed that further discussions at Board and Audit and Risk Committee have confirmed that the new go live dates agreed for October/November 2023 are on track to be achieved.</p> <p>In response to a query about interpreting services it was confirmed that services are brought in on a basis of need. It was noted that there had been</p>	

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	<p>some difficulty in sourcing services in previous months, but this had improved.</p> <p>Governors received and noted this update from the Board and were asked to feedback if anything further is required in terms of future presentation of the reporting.</p>	
<p>CoG 18/10/23 Item 7</p>	<p><b>Feedback from Governors from constituencies and any key meetings</b></p> <p>Ben Duke, deputy lead governor informed the meeting that he had attended the Sheffield Carers Event which showcased good work with carers and highlighted key work related to coproduction.</p> <p>He also participated in one of the PLACE assessment visit to inpatient units at the Trust and noted that there is an existing procedure in place to address any issues raised. It was noted that feedback from the Place assessment was at that stage expected to be reported through board assurance committees and the Board in January and the Council of Governors in February –<b>to note on the work programme.</b></p> <p>Billie Critchlow, carer governor attended the Sheffield Flourish art exhibition which showcases the astonishing work that they do with service users and noted that the organisation continues to work in partnership with this important sector.</p> <p>Jonathan Hall, service user governor informed the Council that he attends the Lived Experience Research partnership (LERP) and highlighted their work to governors as an opportunity to get involved in research and research panels. It was noted that the Trust has a strong emerging reputation for lived experience expertise contributing to research in the organisation.</p> <p>Dave Swindlehurst reported on a Mencap current campaign which is seeking changes to the current mental health legislation in relation to people with learning disabilities and autism so that they cannot be detained because of their disability. Further information is available on the MENCAP website.</p> <p><b>Action</b> link to the MENCAP website to be circulated to governors. <b>AW</b></p>	
<p>CoG 18/10/23 Item 8</p>	<p><b>Nominations and Remuneration Committee (NRC) report to the Council of Governors</b></p> <p>The Council of Governors received for assurance and comment an update on the areas approved for onward recommendation to the Council of Governors at the most recent Nomination and Remuneration Committee:</p> <ul style="list-style-type: none"> <li>• It was reported to committee that appraisals have been completed for the Non-Executive Directors with the exception of the Associate Non-Executive Director whose role falls under the auspices of the Board of Directors but it was confirmed the appraisal had been scheduled. Members of the NRC and all governors were thanked for their contribution to the appraisal process.</li> <li>• The committee received an update on the terms of office for the Non-Executive Directors and it was agreed that succession planning would take place once recruitment for the Executive roles on the Board is complete.</li> <li>• The committee received an update on board recruitment to the Director of Strategy role noting that a stakeholder event was held on the 13 October at which service user and carer governors were invited to participate. They were thanked for their support in this process.</li> </ul>	

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CoG 18/10/23 Item 9	<p><b>Governance Report</b></p> <p>An update was provided by the Director of Corporate Governance on the following key areas:</p> <ul style="list-style-type: none"> <li>• Progress against actions identified in the governor annual review of effectiveness.</li> <li>• The outcome of the governor elections was outlined illustrating the number of vacancies remaining following the elections in the summer. It was noted that the new membership database will be utilised to communicate with members in upcoming elections and for sharing news.</li> <li>• The Annual Members Meeting received and approved changes to the Constitution post receipt at Board of Directors and Council of Governors.</li> </ul> <p>The Council of Governors received and noted the updates provided.</p>	
CoG 18/10/23 Item 10	<p><b>Any other business</b></p> <p>None</p>	
	<b>CLOSE</b>	

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