

Meeting to be held on Tues 12 July 2016
6.30 pm – 8.30 pm, Ballroom, The Mount

Elected Governors are reminded that they are deemed to have confirmed their declaration of their qualification to vote as a member of the Foundation Trust and that they are not prevented from being a member of the Council of Governors.

AGENDA

6.30pm	29/16	Welcome & Introductions		
	30/16	Apologies for absence and declarations of interest		
	31/16	To receive and agree the minutes of the Council meeting held 10 May 2016		Enc A
	32/16	To review the actions log		Enc B
Your statutory responsibilities				
		<i>Items to be discussed in closed session</i>		
6.35pm	Contributing to the development of the Trust's forward plans			
	33/16	Presentation on the South Yorkshire & Bassetlaw Sustainability and Transformation Plan (Simon Morritt)	FOR INFORMATION	Presentation
7.20pm	Your involvement in safeguarding quality			
	34/16	Quality Priority and CQC Update (Claire Harness)	FOR DISCUSSION	Presentation
7.35pm	Holding the Board to account			
	35/16	Directors' Report (and Governor questions on matters not otherwise covered on the agenda) (Simon Morritt and Nick Jeffrey)	FOR COMMENT	Enc C
7.50pm	Council Matters			
	36/16	Council Matters Update (including results of Governor Skills Audit Questionnaire) (Jackie Griffin / Judith Green)	FOR INFORMATION	Enc D
	37/16	Any other business	ACTION AS APPROPRIATE	
8.00pm	Close Meeting			
	Dates of next meetings: Annual Members Meeting: 13 September 6.30pm (refreshments from 6.00pm), The Lecture Theatre – <i>please note we need to convene an extraordinary Council meeting immediately prior to this meeting at 6pm.</i> Governor Development Session: 21 October 09:30-16:30, The Ballroom, The Mount Full Council Meeting: 8 November 6.30pm (refreshments from 5.30pm), The Ballroom, The Mount			

<i>Matters to be conducted in a closed session</i>				
8.00pm	09c/16	To receive and agree the minutes of the Council meeting held 13 June 2016		Enc A
	10c/16	Report from the Remuneration and Recruitment Committee – Update on NED appointment process (Jackie Griffin)	DECISION REQUIRED	Enc B (To be Tabled)
	11c/16	Report from the Board Nominations and Remuneration Committee (Nick Jeffrey)	FOR INFORMATION	Verbal

Actions Arising Report – updated following meeting on the 10 May 2016

Action ref:	Date Action raised	Action	Action with	Target date to complete	Progress / evidence that completed
23/16 Directors Report	10/05/16	A detailed discussion in relation to the South Yorkshire and Bassetlaw Sustainability and Transformation Plan would take place at the next meeting.	MP	July 2016	Item 33/16 on the July 2016 agenda.

Completed Actions updated following 10 May 2016

Action ref:	Date Action raised	Action	Action with	Target date to complete	Progress / evidence that completed
Notes from Joint Strategy Session	18 Jan 2016	Skills audit to be undertaken.	JMG	April 2016	Closed. Minute 26/16

Actions Scheduled updated following 10 May 2016

Action ref:	Date Action raised	Action	Action with	Target date to complete	Progress / evidence that completed
Trust's Strategic Direction	18 Jan 2016	Public consultation on the strategy will take place during the next six months.	IH	Ongoing	

For information

Enclosure C

Directors' report to the Council of Governors

Trust Objectives addressed by this paper

The paper supports the achievement of all Trust Objectives through the underpinning strategy of ensuring that the Trust is well governed and works effectively in partnership.

Purpose of the paper

The following report summarises current Trust developments and issues impacting the Trust that the Board of Directors consider that Governors should be aware of. A summary is presented for each item and, where relevant, links included to further information available within available on the Trust website at <http://www.sheffieldchildrens.nhs.uk/about-us/board-papers.htm>

For each item individual lead directors are signposted who will be able to respond to questions or comments posed either within the Council of Governors meeting or by contacting in advance of the meeting directly by email or through the Corporate Affairs Office.

For some items we have indicated the Non-executive Director Chair of the relevant Board Committee that seeks assurance around this area of Trust performance on behalf of the Board.

What is expected of us at the meeting?

Governors are asked to:

- i) Review the report
- ii) Ask questions and comment as appropriate

Author	Author contact details	Issue Date
	Simon Morritt, Chief Executive Simon.morritt@sch.nhs.uk	July 2016

DIRECTORS' REPORT TO THE COUNCIL OF GOVERNORS

The following report summarises current Trust developments and issues impacting the Trust that the Board of Directors consider that Governors should be aware of.

A summary is presented for each item and, where relevant, links included to further information available within board papers on the Trust website at <http://www.sheffieldchildrens.nhs.uk/about-us/board-papers.htm>

For most items individual lead directors are signposted who will be able to respond to questions or comments posed either within the Council of Governors meeting, or by contacting in advance of the meeting directly by email or through the Corporate Affairs Office.

For those areas it is appropriate to do so, we have indicated the Non-executive Director Chair of the relevant Board Committee that seeks assurance around this area of Trust performance.

HOW THE TRUST IS PERFORMING

Financial performance in summary – month 2

The in-month financial position for month 2 is an actual deficit in month of £245k against a planned deficit in month of £528k. This is a favourable performance against plan in month of £283k.

Pay is overspent by £298k in month 2, compared to budget.

The finance report for month 2 shows that delivery of Cost Improvement Plans (CIP's) is £312k. This is circa 30% against the plan for the year to date (in equal twelfths). CIP's are plans that the Trust has identified at either a Trust-wide or divisional level to deliver efficiency savings.

Focus is being placed on the performance against CIP targets by the Finance and Resources Sub Committee of the Board.

The financial report for month 2 can be accessed from the link below.

http://www.sheffieldchildrens.nhs.uk/downloads/boardpapersjun2016/BoardPapers_Jun2016EncK.pdf

Questions should be directed to:

John Somers, Chief Finance Officer john.somers@sch.nhs.uk

Sarah Jones, NED Chair of the Finance & Resources Committee

Operational performance in summary – month 2

The Trust reported zero attributable cases of C Difficile in month 2.

The Trust met the required standard for the indicator patients waiting for a diagnostic test in less than 6 weeks for the third consecutive month.

The Trust met the required standard in the accident and emergency indicator for total time in the Emergency Department less than 4 hours for both month and year to date positions.

The Trust has reported one MRSA Bacteraemia case in month 2, therefore underachieving against the zero tolerance target. This case is under review with commissioners and it is unlikely that this will be a Trust attributable case

Unplanned re-attendance rate within the Emergency Department in the month is above the target of less than or equal to 5% at 8.0%. The Quality Committee has reviewed this area of performance which has been the subject of a clinical audit. The Trust Board is satisfied that the Trust's performance in this area is satisfactory and in line with other children's trusts.

The performance report from May 2016 can be accessed from the following link.

http://www.sheffieldchildrens.nhs.uk/downloads/boardpapersjun2016/BoardPapers_Jun2016EncJ.pdf

Questions should be directed to: Isabel Hemmings, Chief Operating Officer

Isabel.hemmings@sch.nhs.uk

Safe Staffing and Quality Dashboard

The CQC visited the Trust in June 2016.

Wards remained safely staffed and activity was slightly reduced during May 2016.

A recruitment event had been successful with new registered and non-registered nurses set to join the Trust in September 2016.

Work to improve the reliability of the Friends and Family Test continued.

The quality dashboard report from May 2016 can be accessed from the following link;

http://www.sheffieldchildrens.nhs.uk/downloads/boardpapersjun2016/BoardPapers_Jun2016Encl.pdf

Questions should be directed to: Sally Shearer, Director of Nursing and Quality,

sally.shearer@sch.nhs.uk

Monitor's Quarter Four 2015/16 Monitoring

The Trust received confirmation of our current risk ratings following Monitor's review of our quarter four 2015/16 submission. These indicate a Financial Sustainability Risk Rating of three (3) and a Governance Risk Rating of GREEN.

WORKFORCE ISSUES

Mandatory Training compliance is 89% and above the 85% target.

Performance Development Review (PDR) has significantly increased and has reached the 80% target.

All Divisions are currently working on their Staff Survey action plans to take things forward at a local level

Questions should be directed to: Steven Ned, Director of HR and Organisation Development steven.ned@sch.nhs.uk

WHAT IS HAPPENING IN AND AROUND THE TRUST

Hospital development

With works progressing and new finishes being completed, teams from departments who are relocating can see what their new environments will look like. The teams are continuing to work hard finalising new ways of working and processes they will use in the new build.

The reconstruction of the entire house on 8/10 Northumberland Road is progressing, with the careful replacement of the original stone going well. Builders have reached the roof now, with the stone arch above the door to number 10 being rebuilt at roof level just as it was before – it's going to look impressive but also it will look just like any other house on Northumberland Road.

Most of the external brickwork is nearing completion as is the external cladding so we can begin to see what the finished building will look like. The scaffolding is planned for removal over the coming weeks so we'll be able to see the finished building.

The biodiversity green roofs are progressing nicely. The seeded roof is coming to life and the alpine roof is benefiting from the perfect growing conditions provided by our British summer!

Bedrooms and consulting rooms are taking shape in all areas as you can see in photo three with internal blinds, doors, flooring, parent bed bases etc. all being installed.

The atrium area is progressing well, with 90% of the outer panels of the play tower now in place. This will give a 'wow' factor to the reception and entrance area. Almost all the glass has been installed in the atrium (reception) area and it's surprising what a difference this has made. The glass lets the natural light into the whole of the area and allows you to see right across the entire atrium, out into the central courtyard, across the link bridges and out onto the second courtyard.

In terms of anticipated timetable for the completion of the project, a revised work programme from the main building contractor has been agreed by the New Build Team. This confirms planned completion of phase one in October 2016 with the opening of the final phase of the development scheduled for March 2017.

Questions should be directed to: Simon Morritt, Chief Executive
simon.morritt@sch.nhs.uk

Back to the floor programme

The programme of back to the floor visits for the Board of Directors has continued with the following having taken place:

- Sally Shearer visited the Research Medical Treatment Lounge on the 6 May 2016, and the Acute Site on the 12 May 2016.
- Derek Burke visited Centenary House on the 6th May, Beighton on the 13th May and Amber Lodge at Becton on the 18th May 2016
- On 1st June 2016, Sally Shearer, Director of Nursing and Quality visited the Out Of Hour's team.
- On 1st June 2016, Non-executive Director, Patricia Mitchell visited Ward M1 and then on 8th June visited Ward S1.

- Derek Burke, Medical Director has made back to the floor visits to Becton, visiting Sapphire Lodge on 3rd June, Emerald Lodge on 9th June and Ruby Lodge on 10th June. On 6th June Derek also visited the School Nursing Team.

The back to the floor programme timetable has been circulated to Governors with a view to arranging opportunities for Governors to accompany Board Directors on these visits.

HOW THE TRUST IS WORKING WITH ITS PARTNERS ACROSS THE REGION

South Yorkshire and Bassetlaw Sustainability and Transformation Plan

An update on this will be discussed in detail during the meeting.

Questions should be directed to: Simon Morritt, Chief Executive
simon.morritt@sch.nhs.uk

Update on Council Matters

Trust Objectives addressed by this paper

The paper supports the achievement of all Trust Objectives through the underpinning strategy of ensuring that the Trust is well governed and works effectively in partnership

Purpose of the paper

This paper presents for information items relating to the operation of the Council of Governors.

What is expected of us at the meeting?

Governors are asked to:

- i) Review the report and comment as necessary

Author	Author contact details	Issue Date
	Jacqueline Griffin, Lead Governor jacqueline.griffin@sch.nhs.uk Judith Green, Associate Director of Corporate Affairs Judith.green@sch.nhs.uk	July 2016

1. CHANGES ON THE COUNCIL OF GOVERNORS

There have been no changes on the Council of Governors since the Council last met.

2. LEAD GOVERNOR NOMINATIONS

Nominations for the Lead Governor role closed on the 20 May 2016, and we are very pleased to confirm that Jackie Griffin has been reappointed as Lead Governor.

We look forward to Jackie undertaking this role for another 12 months and continuing the great work she has been doing in supporting the Chair and the Corporate Affairs Office in developing the Council and the role of governors.

3. SKILL MIX

Thank you for all your input into the recent short survey we issued on Governors' skills and interests. We wanted to gather all this information so we can offer opportunities matched to Governors areas of expertise or interest.

We received 12 responses to the survey.

Some of the things that your answers are telling us are:

- You want more opportunities to get involved with clinical departments;
- Most of respondents were happy with the number of formal meetings we hold;
- Evenings are the most convenient time for meetings to be held / activities to be organised;
- You want opportunities / support for engaging more with members of your constituencies / the public; and
- Informal Governor meet ups and regular Governor newsletters would be popular.

The survey has been timely as the results will feed into ideas that our new incoming Chair, Sarah Jones plans to talk through over the next few months. Sarah is interested in all your views and ideas for getting more involved and invites suggestions from all Governors.

We will collate the findings from both of these exercises and hold some discussion in the early autumn.

4. FUTURE TRUST STRATEGY DEVELOPMENT

Jackie Griffin, Lead Governor, attended a Trust Workshop in Developing Community Services on Tuesday 28 June 2016. This was organised by the Trust Future Strategy/Transformation group, run by Isabel Hemmings.

The event was attended by a range of staff including Health Visitors, clinicians, nursing and Non-Executive Directors. Isabel started the session with a presentation on the Children's Health and Wellbeing Board Vision for Locality Based Services across Sheffield and what it may mean for SCH and our teams/services. Spilt into groups, attendees worked on several questions discussing and writing up our thoughts on questions including existing services that work well, future ideas around community working and shaping services, barriers and negatives. A Wild Card and Room 101 board were provided for each topic so that any question could be proposed around creating or disposing of an idea.

The information gathered at the event and discussed in the plenary session will be written up and form part of future plans around shaping community services. Please let Jackie know if you would like to receive a copy of notes from the event.

5. ACTIVITIES WITHIN THE TRUST

We continue to co-ordinate a range of opportunities for Board Directors and Governors to visit different areas of the Trust, either through the Back to the Floor Programme or Cleanliness Audit programme. Governors have also been encouraged to attend recent Mock CQC Inspections. The following have taken place since the last meeting;

- On the 17 May 2016, Partner Governor Dawn Walton took part in a Mock CQC Inspection.

Governors are invited to share any observations from their visits with the rest of the Council at the meeting.

Governors are reminded that they can book themselves onto visits by accessing the booking system from our website at: <http://www.sheffieldchildrens.nhs.uk/about-us/governor-activities.html>

This includes dates for the Trust's internal programme of cleanliness audits, back to the floor visits, Mock CQC Inspections, PLACE assessments and Trust Board meetings.

As a reminder any Governor is welcome to attend public board meetings and public/patient/carer governors are invited to observe the private session.

Further opportunities for getting involved in the near future are:

6. APPOINTMENT OF EXTERNAL AUDITORS WORKING GROUP

We talked about this at the last Council meeting and the need for a small number of Governors to work with Non-executive Directors to hold a tender competition for the award of a new contract for external audit services.

The group will need to meet three times between later summer and the beginning of October.

So far we have interest from two staff governors and a public governor. If anymore public governors are keen to get involved then please let Madeleine Parry in the Corporate Affairs Office know as a soon as possible.

7. TRUST CONSTITUTION WORKING GROUP

Again, we have talked recently about a group of Governors working alongside the Chair and the Corporate Affairs Office to review and update the Trust Constitution. Most of this work can be done via e-mail without the need for too many meetings.

If anyone has in interest in this area, again please let Madeleine Parry in the Corporate Affairs Office know as a soon as possible.

8. YOUTH FORUM

We have recently established a Youth Forum. We are looking for current and former patients and their brothers and sisters to join the forum to find out what they think about the hospital and how we can make it better for other young people. Here is a link to the details on our website;

<https://www.sheffieldchildrens.nhs.uk/patients-and-parents/youth-forum.htm>

Sophie Lewis, Patient Governor attends this and has kindly agreed to update the Council at our November 2016 meeting on the Forum's progress to date and any issues that have been identified.

9. ANNUAL MEMBERS MEETING

Please note that the annual members meeting has been scheduled for 13 September 2016 and will be held in the lecture theatre starting at 6.30pm, with refreshments from 5.30pm. We look forward to seeing you all there.

It is very likely that there will need to be a short formal Council of Governors' meeting immediately before the annual members meetings. Please could we therefore ask you to be available from 6pm for an extraordinary meeting. We will confirm details for this as soon as possible.

10. GOVERNOR DEVELOPMENT DAY – HOLD THE DATE

We are planning to schedule a governor development day in the autumn and invite all governors to attend. This will be a great opportunity for both experienced and newer governors and we are looking to have this externally facilitated.

Please could we ask you to hold 21 October 2016 in your diaries and await more details.

11. NICK JEFFREY, CHAIRMAN

This Council meeting is in fact Nick Jeffrey's last meeting before he steps down from his role as Trust Chairman and Chairman of the Council of Governors at the end of August 2016.

Nick has been Chair of the Trust for six years. He has been a strong ambassador for the Trust and its work, overseeing the Trust during a time of significant growth and improvement.

On behalf of the Council of Governors, Jackie Griffin would like to formally thank Nick for his advice, guidance and leadership during this time and wish him well in his 'retirement'.