

Minutes of the 38th Open Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Thursday 16th July 2015 in the Mayfield Suite Trust Headquarters, Fulwood House, Old Fulwood Road, Sheffield S10 3TG

22nd October 2015
Item No 3

Present:

Name	Governor Constituency	Name	Governor Constituency
Professor Alan Walker CBE	Chair	Brandon Ashworth	Public SW
Angela Barney (left at 6.15pm)	Carer	Barbara Bell	Public rest of England
Sarah Burke (left at 5.45pm)	Service User	John Buston	Public NW
Debjani Chatterjee MBE	Service User	Tyrone Colley	Service User
Dorothy Cook	Public SE	Dan Creber	Staff
Joan Davies	Staff	Cllr Roger Davison	Appointed
Rosemary De Ville	Public SW	Ian Downing (left at 6.35pm)	Carer
Abbey George	Young Service User/Carer	Elaine Hall	Staff
Sylvia Hartley	Public NW	Joan Healey	Appointed
Sue Highton (left at 6.50pm)	Appointed	Dani Hydes	Staff
Celia Jackson-Chambers	Appointed	Jules Jones	Public SE
John Kay	Service User	Vin Lewin(left at 6.55pm)	Staff
Pat Molloy	Service User	Toby Morgan	Service User
Cllr Josie Paszek	Appointed	Sue Roe	Carer
Russell Shepherd	Service User	Nev Wheeler OBE	

Apologies:

Name	Governor Constituency	Name	Governor Constituency
Afrah Alkheili	Public NE	Teresa Barker	Appointed
Dean Chambers	Service User	Diane Highfield	Staff
Gill Holt	Carer	Cllr Adam Hurst	Appointed
Professor Paul Ince	Appointed	Dr Paul Miller	Staff
Lorraine Ricketts	Public NE	Dr Abdul Rob	Appointed
Dr Leigh Sorsbie	Appointed	Janet Sullivan	Appointed

In Attendance:

Name	Role	Name	Role
Ann Stanley	Non-Executive Director	Karen Jones	PA to Chair
Anthony Clayton	Non-Executive Director	Ken Lawrie	Director of Commercial Relations
Clive Clarke	Deputy Chief Executive	Kevan Taylor	Chief Executive
Cllr Mick Rooney	Non-Executive Director	Mervyn Thomas	Non-Executive Director
Emma Sposato	Public/Staff	Sam Stoddart	Deputy Board Secretary
Ian Warwick	KPMG	Susan Rogers MBE	Deputy Chair/NED

Minute	Item	Action
COG38/1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and apologies from 11 governors were received. Although not present at the meeting the Chair welcomed new Governor, Professor Paul Ince, representative for the University of Sheffield. The Chair informed the Governors of three upcoming important dates for their diaries: Joint Board of Directors and Council of Governors session on 23 July at Fulwood House; the Eid Festival on 26 July at Don Valley Bowl; and the Sheffield Wellbeing Festival on 29 July on Fargate. For further information speak to Faye Mellors, Membership Officer.</p>	

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	<p>emphasis being on the Trust's accounts. KPMG's four main pieces of work covered:</p> <ul style="list-style-type: none"> - looking at the Trust's accounts and providing an audit opinion - ensuring the Trust provides value for money - checking that the Annual Report is balanced, fair and understandable - looking at the Quality Report <p>From this work, KPMG, produced two audit opinions and reports to say that everything was ok and in order.</p> <p>Mr Warwick explained about the Highlight Memorandum, which is a summary of key issues. This is compiled with Monitor and confirms that the audit went smoothly and that they are satisfied with the completed audit. The Chair asked the governors to formally receive the auditor's governance report. The was duly received.</p>	Received
COG38/7	<p>External Assurance on the Quality Report</p> <p>Mr Warwick explained how the report was produced by looking at indicators and performance figures, etc. Three main areas of KMPG work were to;</p> <ul style="list-style-type: none"> - ensure the report complies with Monitor regulations - ensure it is consistent with external evidence - check indicators. Three indicators were checked. Two provided by Monitor and one by SHSC. The two by Monitor (which have been the same indicators for a number of years now) were positive and the auditors were satisfied that last year's recommendations had been carried out. The SHSC indicator was Access to Psychological Therapies. When this was looked at it was found that the reporting was over optimistic and a different way of calculating was suggested which was agreed and actioned. <p>The Chair asked if anyone had any questions regarding the audit. Dorothy Cook asked what is a 'clean opinion'? Mr Warwick responded that it means the auditors are satisfied with the findings. Dorothy also asked what the phrase 'Limited assurance' meant. Mr Warwick explained that this is because the work carried out on the financial accounts is more thorough and intensive than that carried out within the quality report and therefore only limited assurance can be provided.</p> <p>The Chair asked that Council of Governors receive the reports from KPMG. The Governors acknowledged their receipt.</p>	Received
COG38/8	<p>Constitutional Amendment</p> <p>Due to his interest, Cllr Mick Rooney left the meeting for this item.</p> <p>Amended copies of the Trust's Constitution were provided. The Chair explained that they fell into a number of different categories, but the majority were to amend inaccuracies or referencing errors in the Constitution. The Chair asked that the Council of Governors accept these changes with the exception of Annex 7 paragraph 10.6. He explained that Julie Dore had asked him to remove this from the paper whilst discussions are</p>	

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	<p>ongoing and decisions finalised. To confirm he stated that the paragraph relating to the Local Authority Non-Executive Director would remain in the constitution for now and therefore governors were being asked to approve all the other changes amendments.</p> <p>Jules Jones requested that the wording within the Constitution be changed to remove all references that were gender specific. Debjani Chatterjee agreed. Celia Jackson-Chambers felt that was unnecessary and suggested adding a sentence of explanation at the beginning. Toby Morgan expressed that it should be changed to move with the times. Sam Stoddart explained that this was a big job that would require approval of the Board and Council at the future meeting. She would happily undertake the task should the majority of Council wish for the change to take place. A vote was therefore taken and 19 governors voted in favour of making the amendment. The vote was carried. A paper will be submitted to the October Council for governor approval.</p> <p>With regards to Annex 7 paragraph 10.6 Brandon Ashworth asked if it was worth putting the acceptance of all the Constitution changes on hold until the position with the SCC NED was finalised. Kevan Taylor said that not accepting the changes could affect the recruitment of the SCC NED and that if Council agreed to the Constitution and 10.6 this would not delay recruitment of the SCC NED position. The Chair confirmed that as it stood 10.6 was still in place and it was appropriate for a SCC to submit a NED nomination. Toby Morgan asked if the SCC NED had to be a Councillor or just a SCC employee. Sam Stoddart said she would check but was fairly certain it did have to be a Councillor. The Chair asked that the Council of Governors accept the amendments to the Constitution with the exception of Annex 7 paragraph 10.6.</p> <p>For: 26 Against: 0 Abstentions: 3</p> <p>Cllr Mick Rooney was invited to re-join the meeting at this point.</p>	Agreed
	<p>Chair's Motion to Exclude Members of the Public from the Next Agenda Item</p> <p>The Chair proposed the following motion: That in accordance with Annex 6, paragraph 7.2 of the Constitution, members of the public be excluded from the meeting for reasons of confidentiality and business sensitivity of the matters to be discussed.</p> <p>The motion was adopted as a resolution of the Council. Guests in the public gallery left the meeting room at this point</p>	Adopted
COG38/9	<p>Establishment of New Operating Company Confidential minute</p>	
COG38/10	<p>Governor Feedback (a) Feedback from Governor Activities The Chair thanked governors for their detailed summary sheets. Five were received for information.</p>	

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	<p>(b) Feedback from Board Questions Debjani Chatterjee said she had only received partial answers to her three questions to Board and wished to raise the following points:</p> <ol style="list-style-type: none"> 1. On asking about plans to extend the Reader in Residence post, she was told that the post would possibly be extend, but wants to know what comes of this and wants to be kept informed. 2. She felt the answer she had received was conflicting when asking if it was normal practice not to inform patients of other therapies. It this because of short supply or is it expectations or good practice? 3. Cuts within the Community Service. There was no consultation on the proposal. Are they proposals or decisions? Is there scope to change these proposals and add/raise further questions? Is it possible to monitor what happens when new proposals come into effect? <p>The Chair suggested that Sam arranges for Debjani to meet with Julie Leeson re the possibility of monitoring changes. He said that the answer to Debjani’s second question was inadequate and should be passed back for more information. Questions 1 should go to Clive Clarke for reply.</p> <p>Jules Jones pointed out that the third point in her question had not been answered at all, ie what is the Board doing to support staff in order to return to work, and what does the Trust do to promote staff wellbeing? The Chair responded that this would be put to the Director of HR. Dan Creber asked if the first part of his question would be answered. Clive confirmed that it would.</p>	
COG38/13	<p>Any Other Business</p> <p>John Kay wished to take the opportunity to thank Jason Rowlands for the changes he had made to the dashboard report.</p> <p>Toby Morgan asked for more information regarding Self Directed Support care packages and budgets. Sam said that Council had received a presentation on this before and that she would get Toby a copy. If after reading this Toby had a question he could put this to the Board.</p> <p>The Chair wished to formally mark that this may be the last time that Cllr Mick Rooney attends Council of Governors. He thanked Mick for his long and dedicated service, his skill and diplomacy, and for being a fantastic colleague. A round of applause followed. The Chair closed the meeting.</p>	<p>Received</p> <p>Toby Morgan</p>

Signed: Date:.....