

Council of Governors

Minutes of the 43rd Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Tuesday 7th June 2016 in the Mayfield Suite, SHSC Headquarters, Old Fulwood Road, Sheffield, S10 3TH

Present:

Name	Designation	Name	Designation
Sue Rogers	Vice Chair/NED (Chair for the meeting)	Barbara Bell	Public Governor
John Buston	Public Governor	Tyrone Colley	Service User Governor
Dorothy Cook	Public Governor	Ian Downing	Carer Governor
Deborah Gamsu	Staff Governor	Elaine Hall	Staff Governor
Sylvia Hartley	Public Governor	Sue Highton	Appointed Governor
Dani Hydes	Staff Governor	Celia Jackson-Chambers	Appointed Governor
Jules Jones	Public/Lead Governor	John Kay	Service User Governor
Dr Paul Miller	Staff Governor	Pat Molloy	Service User Governor
Toby Morgan	Service User Governor	Cllr Josie Paszek	Appointed Governor
Sue Roe	Carer Governor	Janet Sullivan	Appointed Governor
Michael Thomas	Young Service User/Carer Governor		

In attendance:

Name	Designation	Name	Designation
Cllr Leigh Bramall	Non-Executive Director	Adam Butcher	Governor Designate
Billie Critchlow	Governor Designate	Jill Dentith	Interim Board Secretary
David Houlston	Governor Designate	Richard Mills	Non-Executive Director
Ann Stanley	Non-Executive Director	Sam Stoddart	Deputy Board Secretary
Mervyn Thomas	Non-Executive Director		

Apologies:

Name	Designation	Name	Designation
Teresa Barker	Appointed Governor	Angela Barney	Carer Governor
Debjani Chatterjee	Service User Governor	Dan Creber	Staff Governor
Rosemary De Ville	Public Governor	Joan Healey	Appointed Governor
Diane Highfield	Staff Governor	Gil Holt	Carer Governor
Cllr Adam Hurst	Appointed Governor	Prof Paul Ince	Appointed Governor
Mohammed Ziauddin	Public Governor	Lorraine Ricketts	Public Governor
Dr Abdul Rob	Appointed Governor	Dr Leigh Sorsbie	Appointed Governor

Minute	Item	Action
CoG 43/1	Welcome and Apologies Sue Rogers, Vice Chair welcomed all to the meeting and in particular Deborah Gamsu for whom it was her first meeting and governor designates whose terms	

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	begin on 1 st July 2016. Apologies were noted.	
CoG 43/2	Declarations of Interest None were recorded.	
CoG 43/3	<p>To receive and approve minutes of the meeting held on 5th May 2016 These were approved as a correct record.</p> <p>Post Meeting Note: John Buston, Public Governor felt that the item on e-cigarettes had not accurately reflected his comments at the meeting. He discussed this with the Lead Governor and it was agreed that the following post meeting note should be added, subject to approval by governors at their next meeting:</p> <p><i>Following the discussion at the meeting on 5 May John Buston had contacted Moira Leahy and communicated his concerns that e-cigarettes contain 5% of the composition and toxicants in tobacco smoke in their vapour.</i></p> <p><i>John had expressed his concerns regarding this matter by stating that he felt it would be appropriate for staff to advise service users that the use of e-cigarettes should be used as a temporary measure and encouraged to use other forms of nicotine replacement. He was also concerned about the use of e-cigarettes by parents and the issue of use on their children's health.</i></p>	
CoG 43/4	<p>Matters Arising from the Minutes of the Meeting held on 5th May 2016 CoG 42/10: The Vice Chair informed Council that the outcome of the governor survey in relation to methods of providing feedback will be presented to either the July or September meeting.</p> <p>No other matters were raised.</p>	All to note
CoG 43/5	<p>Chair Appointment Process</p> <p>a) Report on the process Council received the report which detailed the process taken for the Chair appointment. The contents were noted and the paper was received.</p> <p>b) To Approve the Nomination & Remuneration Committee's Recommendation to appoint Jayne Brown Jules Jones, Lead Governor and Nomination and Remuneration Committee (NRC) Panel Chair referred to paper 5b and then thanked governors for their significant input into the process and stated that their feedback, and that of the stakeholders and board, had been very helpful to the panel. She added that Jayne Brown performed exceptionally well at interview and the panel's view was borne out by the feedback received from all the stakeholders that she would make an excellent Chair.</p> <p>Sue Rogers then asked Council to approve Nomination & Remuneration Committee's recommendation to appoint Jayne Brown for a four year term with effect from 1st July 2016 to be remunerated at £40,000 p/a. A vote took place and was carried unanimously.</p>	<p>Received</p> <p>Approved</p>

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CoG 43/6	<p>Appointments to the Nomination & Remuneration Committee</p> <p>Sue Rogers began by proposing to governors to allow designate governors present to participate in the vote to appoint to the vacancies of the Committee. Pat Molloy seconded the motion stating that they should be included as the vacancies aligned with the start of their terms. This was agreed by a majority vote.</p> <p>Mrs Rogers explained that four vacancies exist, in the service user, carer, public and young service user/carers governor constituencies. As there had only been one nomination received in both carer and young service user/ carer constituencies (Angela Barney and Michael Thomas respectively), the governors were appointed to the Committee unopposed.</p> <p>However, as there were multiple nominations in the public and service user constituencies a ballot would take place. Mrs Rogers asked governors to read the statements which had been handed out and to vote as per the ballot paper.</p> <p>The results were that Pat Molloy was elected to the service user governor vacancy and Barbara Bell was elected to the public governor vacancy. Mrs Rogers thanked everyone who had stood and congratulated those who were appointed.</p>	<p>Appointed</p> <p>Appointed</p>
CoG 43/7	<p>Any Other Business</p> <p>Pat Molloy questioned whether a review of the Chair appointment process would take place as a learning exercise. Mrs Rogers confirmed that this was standard practice after every appointment and that the Nomination & Remuneration Committee would be undertaking this when it next met and would report back to a future Council meeting.</p> <p>Toby Morgan questioned whether, in the case of appointed governors, organisations could offer multiple candidates who the Nomination & Remuneration Committee could then interview and chose which to appoint. Mrs Rogers responded that it is the responsibility of stakeholder organisations to go through a selection process in order to determine the best person to represent them on the Council of Governors.</p> <p>Toby then went on to ask about attendance of appointed governors. Sam Stoddart stated the attendance record of all governors is publicly declared as part of the Annual Report.</p> <p>Governors were reminded to complete their Non-Executive Director (NED) appraisal forms. Mervyn Thomas clarified that it is the Chair's responsibility to appraise the NEDs, but that governors are invited to contribute to this via the questionnaire sent to them. In addition, the Chair invites the Lead Governor to sit in on the appraisal meetings. The Senior Independent Director (SID) undertakes this function, with support from Governors, in the case of the Chair's appraisal.</p> <p>It was noted that a report on the outcome of the appraisals is taken to the Nomination & Remuneration Committee before being presented to the Council of Governors.</p> <p>Mrs Rogers drew the meeting to a close but firstly thanked Dorothy Cook, John Kay and Ian Downing who were stepping down as governors. She thanked them for the</p>	<p>Interim Board Secretary</p> <p>All to note</p>

Minute	Item	Action
	contributions they had made to the Trust and the commitment they had shown to users and carers during their time as governors which was greatly appreciated by all and that they would be sorely missed. The council reiterated these thoughts and thanked them all.	