







*As a foundation trust, we have a constitutional requirement to hold Council of Governors meetings in public. To achieve this, the hybrid Council of Governors meetings will be held in person and via MS teams shared live so that members of the public can view them. Governors taking part in the meeting may therefore be seen during the broadcast. Meetings will be removed following the conclusion of the meeting. MS Teams Recordings are kept only for the purpose of completing minutes and will be deleted.*

Notice is hereby given of  
Sheffield Health and Social Care NHS Foundation Trust's  
Council of Governors to be held on Thursday 20 June 2024 from  
2.30pm to 4.30pm

**This will be a hybrid meeting taking place in room 0.1(Ground Floor) at Centre Court  
and on MS Teams**

## PUBLIC AGENDA

V = Verbal  = Attachment

Time	No	Description		Brought by
2.30pm	01	<b>Welcome and Apologies Declarations of Interest</b>	V	Sharon Mays Chair
	02	<b>Minutes of the Council of Governors meeting held on 15 April 2024</b>		Sharon Mays Chair
	03	<b>Matters arising and action log for receipt in June 2024</b>		Sharon Mays Chair
2.35pm	04	<b>CEO report</b>	V	Salma Yasmeen Chief Executive
2.55pm	05	<b>Chair Report to the Council of Governors</b>	V	Sharon Mays Chair
3.05pm	06	<b>Board Update Report May 2024</b>		Non-Executive Directors
3.15pm	07	<b>Feedback from Governors from constituencies and any key meetings</b>	V	Governors
3.25pm	08	<b>Nominations and Remuneration Committee (NRC) Report (i) NRC Chair of Committee presentation</b>		Sharon Mays Chair
<b>3.35pm BREAK</b>				
3.45pm	09	<b>Audit and Risk Committee Chair of committee presentation</b>		<b>Anne Dray,</b> Non-Executive Director
3.55pm	10	<b>Governance Report</b>		<b>Deborah Lawrenson</b>

Time	No	Description	Brought by
			Director of Corporate Governance
4.05pm	11	<b>Draft Quality Account</b>	<b>Tania Baxter</b> Head of Clinical Governance and Risk
4.15pm	12	<b>Any other business</b>	<b>Sharon Mays</b> Chair
4.25pm	13	<b>Reflections on the meeting effectiveness</b> Consideration of any preferences or unconscious bias that could have influenced our decisions/discussions	<b>Sharon Mays</b> Chair
<b>4.30pm CLOSE - Confidential session to follow.</b>			
<b>ITEMS FOR INFORMATION ONLY</b>			
<ul style="list-style-type: none"> <li>• 14 (i) Council of Governors Calendar of meetings, workshops and events 2024-25</li> <li>• 14(ii) Council of Governors Work programme 2024-2025</li> </ul>			

## Dates of Future Meeting

### Governor development session

2 July 2024 12.45pm to 4.30pm

- Statistical Process Charts (SPC) Workshop (Performance Framework)
- People Directorate Recruitment and Wellbeing
- Governor Induction

Details of the full programme is available on the governor calendar

### Governor Council of Governor meetings 2024-25

- 26 September 2024 1pm to 4pm - Annual Members meeting
- 16 October 2024 2.30pm to 5pm
- 25 February 2025 2.30pm to 5pm

Confirmation of attendance and apologies to: [governors@shsc.nhs.uk](mailto:governors@shsc.nhs.uk)

## **Glossary**

### **Accounts Payable (Creditor)**

A supplier who has delivered goods or services in the accounting period and has invoiced the Trust, but has not yet been paid.

### **Accounts Receivable (Debtor)**

An organisation which has received a service from the Trust in the accounting period and has been invoiced by the Trust, but has not yet paid.

### **AfC – Agenda for Change**

Agenda for Change (AfC) is the current grading and pay system for NHS staff, with the exception of doctors, dentists, apprentices and some senior managers.

### **Amortisation**

Depreciation of Intangible Assets.

### **Annual Governance Statement (AGS)**

A statement about the controls the Foundation Trust has in place to manage risk.

### **Annual Accounts**

Documents prepared by the Trust to show its financial position.

### **Annual Report**

A document produced by the Trust which summarises the Trust's performance during the year, including the annual accounts.

### **Asset**

Something which is owned by the Trust. For example, a building or a piece of equipment, some cash or an amount of money owed to the Trust.

### **Audit Opinion**

The auditor's opinion of whether the Trust's accounts show a true and fair view of its financial affairs. If the auditors are satisfied with the accounts, they will issue an unqualified audit opinion.

### **Available Held for Sale (AHFS)**

Assets are classed as available for sale if they are held neither for trading nor to maturity. An example of this would be an investment without a maturity date such as an ordinary share.

### **Budget**

Represents the amount of money available for a service in a period of time and is compared to actual spend for the same period.

### **Capital Expenditure**

Money spent on buildings and valuable pieces of equipment such as major computer purchases.

### **Cash and cash equivalents**

Cash includes cash in hand and cash at the bank. Cash equivalents are any other deposits that can be converted to cash straight away.

### **Cash Equivalent Transfer Value (Pensions)**

This is the total value of the pension scheme benefits accrued (i.e. saved up) which are the contributions paid by a member of staff and the Trust over the period of employment.

These funds are invested and valued at a point in time by an actuary. The cash equivalent transfer value is the amount which would be transferred, if a staff member moved to work for a different organisation.

### **Control Total**

An agreed financial control total for all NHS Providers, calculated on a Trust-by-Trust basis and designed to ensure the NHS provider sector achieves financial balance.

Access to the Provider Sustainability Fund is dependent on agreement and delivery of the control total.

### **Corporation tax**

A tax payable on a company's profits. Foundation Trusts may have to pay corporation tax in the future. The legislation introducing corporation tax to Foundation Trusts has been deferred and 2011/2012 was the first year that Government introduced corporation tax to Foundation Trusts.

### **Care Quality Commission (CQC)**

The independent regulator of all health and social care services in England.

### **CQUINs**

Commissioning for Quality and Innovation payments framework were set up in 2009/10 to encourage care providers to continually improve how care is delivered.

### **Current Assets**

These are assets, which are normally used or disposed of within the financial year.

### **Current Liabilities**

Represents monies owed by the Trust that are due to be paid in less than one year.

### **Deferred Income**

Funding received from another organisation in advance of when we will spend it.

### **Depreciation**

An accounting charge which represents the use, or wearing out, of an asset. The cost of an asset is spread over its useful life.

### **EBITDA**

Earnings Before Interest, Tax Depreciation and Amortisation - this is an indicator of financial performance and profitability and indicates the ability to pay the dividends due to the Government in respect of the 3.5% return on assets the Trust is expected to achieve.

## **EPR**

Electronic Patient Record

## **External Auditor**

The independent professional auditor who reviews the accounts and issues an opinion on whether the accounts present a true and fair view.

## **Finance lease**

An arrangement whereby the party leasing the asset has most or all of the use of an asset, and the lease payments are akin to repayments on a loan.

## **Financial statements**

Another term for the annual accounts.

## **Foundation Trust Annual Reporting Manual (FT ARM)**

The guidance document, published annually by NHS England, sets out the accounting requirements for Foundation Trust's Annual Report. Previously included technical guidance on the Accounts, which is now provided within the Department of Health and Social Care (DHSC) Government Accounting Manual.

## **Going concern**

The accounts are prepared on a going concern basis which means that the Trust expects to continue to operate for at least the next 12 months.

## **DHSC Government Accounting Manual (GAM)**

Provides the accounting guidance for all NHS bodies, now including Foundation Trusts. Guidance specific to Foundation Trusts in respect of the Annual Report is still included in the Foundation Trust Annual Reporting Manual (FT ARM).

## **IFRS (International Financial Reporting Standards)**

The professional standards organisations must use when preparing the annual accounts.

## **Impairment**

A decrease in the value of an asset.

## **Income and Expenditure Reserve**

This is an accumulation of transfers to / from the Revaluation Reserve as well as the cumulative surpluses and deficits reported by the Trust, including amounts brought forward from previous years.

## **Intangible asset**

An asset which is without substance, for example, computer software.

## **Inventories**

Stocks such as clinical supplies, medical equipment, pharmacy stock.

## **Liability**

Something which the Trust owes, for example, a bill which has not been paid.

## **Liquidity ratio**

Liquidity is a measure of how easily an asset can be converted into cash. Bank deposits are very liquid, debtors less so. The liquidity ratio is a measure of an entity's ability to meet its obligations, in other words how well it can pay its bills from what it owns.

## **MEA (Modern Equivalent Asset)**

This is an instant build approach, using alternative site valuation in some circumstances.

## **Net Book Value**

The net book value is the lower of the cost to the business to replace a fixed asset or the recoverable amount if the asset was sold (net of expenses).

## **NICE**

National Institute for Health and Care Excellence. NICE provide independent, evidence based guidance on the most effective ways to prevent, diagnose and treat disease and ill health, reducing inequalities and variation.

## **NIHR**

National Institute for Health Research. The NIHR is a large, multi-faceted and nationally distributed organisation, funded through the Department of Health and Social Care to improve the health and wealth of the nation through research.

## **Non-current assets held for sale**

Buildings that are no longer used by the Trust and declared surplus by the Board, which are available for sale.

## **Non-current asset or liability**

An asset or liability which the Trust expects to hold for longer than one year.

## **Non-Executive Director**

These are members of the Trust's Board of Directors; however they do not have any involvement in the day-to-day management of the Trust. Their role is to provide the Board with independent challenge and scrutiny.

## **Operating lease**

An arrangement whereby the party leasing the asset is paying for the provision of a service (the use of the asset) rather than exclusive use of the asset.

## **Payment By Result/Payment by Outcomes**

A national tariff of fixed prices that reflect national average prices for hospital procedures. Already in use in acute Trusts and currently being developed for mental health and learning disabilities services.

## **POMH**

The national Prescribing Observatory for Mental Health (POMH-UK) aims to help specialist mental health Trusts/healthcare organisations improve their prescribing practice.

## **Primary statements**

The four main statements that make up the accounts: the Statement of Comprehensive Income; Statement of Financial Position; Statement of Changes in Taxpayers' Equity; and Statement of Cash Flows.

## **Provisions for Liabilities and Charges**

These are amounts set aside for potential payments to third parties, which are uncertain in amount or timing, for example, claims arising from litigation.

## **Provider Sustainability Fund (PSF)**

PSF replaces the 'Sustainability and Transformation Fund' (STF) from year 2018/19 and it is the additional funding administered by NHS Improvement, which is intended to incentivise Trusts to achieve their Control Totals. It breaks down into three areas - Finance, General Distribution and Bonus.

## **Public Dividend Capital (PDC)**

This is a type of public sector equity finance based on the excess of assets over liabilities at the time of the establishment of the predecessor NHS Trust. It is similar to a company's share capital.

## **Public Dividend Capital Payable (PDC Payable)**

This is an annual amount paid to the Government for funds made available to the Trust.

## **Reference Cost**

The costs of the Trust's services are produced for the Department of Health for comparison with other similar Trusts.

## **Revaluation Reserve**

This represents the increase or decrease in the value of property, plant and equipment over its historic cost.

## **Section 136**

Section 136 is part of the Mental Health Act that gives police emergency powers to detain an individual if they think they have a mental disorder, they're in a public place and need immediate help. A Section 136 suite is a facility for people who are detained by the Police under Section 136 of the Mental Health Act.

## **Service Line Reporting (SLR)**

A system which identifies income and expenditure and then produces gross profit across defined 'business units', with the aim of improving quality and productivity.

## **System Oversight Framework**

The System Oversight Framework is designed to help NHS providers attain, and maintain, ratings of 'Good' or 'Outstanding'. The Framework doesn't give a performance assessment in its own right. It applies from 1 October 2016 and replaces the Monitor Risk Assessment Framework and the NHS Trust Development Authority Accountability Framework.

## **South Yorkshire and Bassetlaw Integrated Care System (ICS)**

Integrated Care Systems are a way of working, collaboratively, between a range of health and social care organisations, to help improve people's health. South Yorkshire and Bassetlaw ICS is a

group of local Organisations that embrace similar aims in the provision of the broad spectrum of healthcare.

### **Statement of Cash Flows (SOCF)**

Shows the cash flows in and out of the Trust during the period.

### **Statement of Changes in Taxpayers' Equity (SOCITE)**

This statement shows the changes in reserves and public dividend capital during the period.

### **Statement of Comprehensive Income (SOCI)**

This statement was previously called 'Income and Expenditure Account'. It summarises the expenditure on pay and non-pay running costs less income received, which results in a surplus or deficit.

### **Statement of Financial Position (SOFP)**

A year-end statement which provides a snapshot of the Trust's financial position at a point in time. The top half shows the Trust's total net assets (assets minus liabilities). The bottom half shows the Taxpayers Equity or investment in the Trust.

### **Third Sector Organisations**

This is a term used to describe the range of organisations that are neither public sector nor private sector. It includes voluntary and community organisations (both registered charities and other organisations such as associations, self-help groups and community groups), social enterprises, mutuals and co-operatives.

### **True and fair**

It is the aim of the accounts to show a true and fair view of the Trust's financial position, that is they should faithfully represent what has happened in practice.

### **UK GAPP (Generally Accepted Accounting Practice)**

The standard basis of accounting in the UK before international standards were adopted.

### **Unrealised gains and losses**

Gains and losses may be realised or unrealised. Unrealised gains and losses are gains or losses that the Trust has recognised in its accounts but which are potential as they have not been realised. An example of a gain that is recognised but unrealised is where the value of the assets has increased. This gain is realised when the assets are sold or otherwise used.

### **Use of Resources Metric**

The new approach replacing the previous Financial Sustainability Risk Rating. The Use of Resources rating measures 5 metrics; Capital Service Cover, Liquidity, Income and Expenditure Margin, Income and Expenditure Variance from Plan and Agency spend, with equal weightings (1 being the highest overall score). The Financial Sustainability Risk Rating previously only measured the first four on equal weightings.

### **VCSE**

Voluntary, Community and Social Enterprise