

MINUTES OF THE COUNCIL OF GOVERNORS MEETING

23rd June 2021
14:00 – 15:30
MS Teams

Present	
Peter Horn (PH)	Trust Chair
Martin Ensom (ME)	Lead Governor and Public Governor for High Weald Lewes Havens
Grainne Saunders (GS)	Deputy Lead Governor and Appointed Governor – Children and Young People
Ann Barlow (AB)	Appointed Governor – Volunteers
Rob Persey (RP)	Appointed Governor – Brighton & Hove City Council
Stella Benson (SB)	Public Governor for Brighton & Hove
Janet Baah (JB)	Public Governor for High Weald Lewes Havens
Lilian Bold (LB)	Public Governor for Horsham
Rebecca Cooper (RC)	Public Governor for Worthing
Carolyn Costello (CC)	Public Governor for Chichester
Sandra Daniells (SD)	Public Governor for Arun
Christine Hearn (CH)	Public Governor for Brighton & Hove
Anne Jones (AJ)	Public Governor for Mid Sussex
David McGill (DMG)	Public Governor for Arun
Richard Norrie (RN)	Public Governor for Chichester
Stan Pearce (SP)	Public Governor for Brighton & Hove
Amber Villar (AV)	Public Governor for Crawley
Ngaire Cox (NC)	Staff Governor – Nurses and Healthcare Assistants
Jessica Poulton (JP)	Staff Governor – Allied Health Professionals
Anita Sturdey (AS)	Staff Governor – Support Staff
Emma Swarbrick (ES)	Staff Governor – Nurses and Healthcare Assistants
Griselda Wireko-Brobby (GWB)	Staff Governor – Doctors and Dentists
Lloyd Barker (LBa)	Deputy Chief Operating Officer/Area Director Children's and Specialist Services – item 5 only
Caroline Haynes (CH)	Director of Human Resources and Organisational Development – item 6 only
Mark Price (MP)	Member Development Manager, NHS Providers (Observer)
Zoe Smith (ZS)	Trust Secretary
Paul Somerville (PS)	Deputy Trust Secretary
Apologies	
Tara Dean	Appointed Governor – Higher Education
Joy Dennis	Appointed Governor – West Sussex County Council
Pennie Ford	Appointed Governor – Clinical Commissioning Groups (CCGs)
Elaine Foster-Page	Appointed Governor – Volunteers
Polly Labanya	Appointed Governor – Children and Young People

Anne Walder	Public Governor for Horsham
Martin Osment	Public Governor for Adur
1.	Welcome, apologies, declarations of interest
	Peter Horn (PH) Trust Chair welcomed everyone to the meeting and in particular Mark Price, Member Development Manager at NHS Providers, who was observing the meeting. Apologies for absence are noted on page one of these minutes. PH declared an interest for himself in relation to the annual pay review of the Chair (item 9) and said that he would not contribute to this part of this item. No other declarations of interest were declared for this meeting.
2.	Minutes of the Previous Meeting 29 April 2021
	The minutes of the previous meeting were agreed as a true and accurate record.
3.	Lead and Deputy Lead Governor Update
	<p>Lead Governor Martin Ensom (ME) had joined the first Lead Governors and Sussex Chair's Group that morning with PH. ME said the meeting focused on some of the complexities of the Sussex Integrated Care System (ICS) and that the Group would continue to work together to understand the developments of the ICS. ME said the formal ICS was to be implemented by April 2022, however, this was subject to national legislation.</p> <p>ME said that the Sussex Governors Network had planned to meet in April 2020 but this was postponed because of COVID. The network would reconvene when face to face meetings became viable. ME said that he attended the South East Reserve Forces' and Cadets' Association (SERFCA) virtual briefing in June and encouraged governors to book onto remaining places at the annual NHS Providers Governor Focus Conference in July.</p> <p>Deputy Lead Governor Grainne Saunders (GS) said that she was involved in the Children's Transition Group, which was being led by the Trust to engage with young people to hear what matters to them. GS said that school nurses were struggling to engage young people to complete the Friends and Families Test (to capture feedback and experience) and this was something both GS and Polly Labanya (PL), young people's governor, could potentially help with.</p>
4.	Governor Feedback
	<p>Rebecca Cooper (RC) said that the Trust's Care Without Carbon (CWC) programme was mentioned at the latest West Sussex HASC meeting as the County Council was due to launch its consultation on its future transport plan on 12 July. Robert Persey (RP) said that it was good that CWC had an active role in the ICS and was working with system partners.</p> <p>Amber Villar (AV) said that she was enjoying the governor role and had joined the new Governor Membership Group. AV said that she had been at the Crawley Hospital Mass Vaccination Site to promote membership and had met Matthew Pinsent who was volunteering. AV said many people did not know about membership and those that she had spoken with were keen to join. AV said that a short video of her promoting membership would be used as part of the Trust's membership social media campaign during the summer.</p> <p>Janet Baah (JB) said that she was organising a stall in Lewes on 31 July to promote membership. RP said that community services had a key role to play to deliver</p>

	population health and wellbeing, and that these topics could serve as a wider basis for the Trust to engage more broadly with the local population. Ann Barlow (AB) said that she was promoting membership to visitors to the Brighton Mass Vaccination Centre.
5.	Children's Services
	<p>Lloyd Barker (LBa) gave a presentation (circulated after the meeting) which provided a high-level overview of children's services that the Trust provided in Brighton & Hove and West Sussex, including children immunisations in East Sussex. PH thanked LBa for his wide-ranging presentation and invited questions from governors.</p> <p>GS said it was helpful to understand the depth of clinical competency and was struck by the innovation shown and the work of clinicians in partnership working. In particular developing confidence with young people in the class room through the roll out of therapies in schools. JB said it was good to hear about the joined up approach across agencies and the ability to share data across organisations to best meet individual needs.</p> <p>RC asked what the challenges had been for services during the COVID-19 pandemic. LBa said that demand for services had been strong. The Healthy Child Programme included five mandated visits to families which had been challenging, and safeguarding took up a lot of resources, however, teams had been adaptive to working in different ways.</p> <p>LBa said that neurodevelopment pathways (autism and ADHD) were led by Sussex Partnership NHS Foundation Trust (SPFT), with SCFT contributing as a key partner, and that a number of clinics were involved in order to make a diagnosis, which took time. LB said the Trust was working with commissioners and SPFT to bring elements of the assessments together with the aim to reduce the time taken. LBa acknowledged that data was challenging as it was held by multiple agencies but was confident that children and young people who most needed the services were accessing them. LBa confirmed that the Trust did not provide crisis management but did provide ChatHealth, a confidential support and advice text and telephone service for young people provided by school nurses, which was maintained throughout the pandemic. LBa confirmed that the Trust saw parents before the birth of their child. Universal children's services were provided up to the age of five, other services were provided up to the age of 18 and some disability services e.g. at Chailey Clinical Services were provided up to the age of 25 before transitioning to adult services.</p>
6.	Equality, Diversity and Inclusion
	<p>Caroline Haynes (CH) gave a presentation (circulated with the papers) which provided details of the Trust's commitment to equality, diversity and inclusion. CH said that not everyone's experience was the same at the Trust. The Trust's Deputy Medical Director and Chair of the Black, Asian and Ethnic Minority (BAME) staff network had written to BAME staff during the pandemic to encourage uptake of the COVID-19 vaccinations with details of extra support available from the Trust. CH gave information about the Hidden Disabilities Sunflower Scheme where staff can wear a branded lanyard to discreetly indicate that they may need additional support, help, or a little more time. Emma Mendes da Costa, Inclusion Project Lead and Disability Network Chair had recently chaired a regional network event on disability and co-chaired a national NHS Employers' hidden disabilities webinar. CH said that the Equality, Diversity and Inclusion Executive Steering Group was set up in November 2020 and was chaired by the Chief Executive to lead improvements to staff and patients. PH thanked CH for her</p>

	<p>presentation and invited questions from governors:</p> <p>David McGill (DMG) highlighted that although diabetes was not mentioned it was a disability. CH confirmed this and said that the presentation did not include an exhaustive list of all disabilities. Paul Somerville (PS) agreed that he would share with DMG the sunflower training video of a person who lived with diabetes.</p> <p>ACTION: PS to share with DMG the sunflower training video of a person who lived with diabetes.</p> <p>Anita Sturdey (AS) said that the sunflower training had been well received and it might be something that governors might like to do. Anne Jones (AJ) mentioned the possibility of bullying. CH said that the Trust took this seriously and provided extra support to eradicate all forms of bullying.</p> <p>RC commented that capturing demographic and accessible information needs via SystemOne would be helpful for the Board to identify trends and for services to provide appropriate care and support to patients.</p> <p>JB said that the Staff Survey data should be verified by an independent organisation. CH said that this was the case and that the Staff Survey provided rich information to the Trust.</p>
7.	<p>Membership Engagement Strategy – Update on Year One Plan</p> <p>PS provided an update on the delivery of the Year One Plan (August 2020 to May 2021), including:</p> <ul style="list-style-type: none"> • 92 new members had been recruited. • 83 members had died. • Delivery of the strategy and implementation of the annual plan had been impacted by the pandemic and face-to-face engagement had not been possible for the majority of the year. • A new Governor Membership Group formed in June had reignited enthusiasm with governors to commence targeted membership recruitment and to provide feedback from people/members to the Trust via face-to-face opportunities. • New and existing membership materials had been agreed and had been sent to members of the Governor Membership Group. • A social media campaign promoting membership and the Annual Members' Meeting was planned from late summer. <p>PS thanked the Governor Membership Group for their proactive work. PH acknowledged its work to date.</p>
8.	<p>Update from Governor sub-committees including Terms of Reference</p> <p>PH referred the CoG to the papers that had been circulated including:</p> <ul style="list-style-type: none"> • The minutes of the Governor Strategy Group on 4 May. • The minutes of the Governor Steering Group on 5 May and its updated Terms of Reference. • The notes from the Staff Governor Group on 2 June. <p>The CoG noted these documents.</p>
9.	<p>Report of the Council of Governors Nominations and Remuneration Committee (CoG NRC) – Thursday 17 June</p> <p>PH reminded the CoG that at the beginning of the meeting he had declared an interest</p>

	<p>for himself relating to the annual pay review of the Chair, and said that he would not contribute to this item. The report from the CoG NRC set out the following recommendations to the CoG:</p> <ol style="list-style-type: none"> 1. Minor amends to the CoG NRC Terms of Reference. 2. To reappoint David Parfitt to serve a new two-year NED term for the period 1 July 2021 to 30 June 2023, subject to annual reappointment in June 2022. 3. To extend Maggie Ioannou's NED term for two-months for the period 1 August to 30 September 2021. 4. To appoint David Parfitt as Deputy Chair from 1 October 2021, as existing Deputy Chair Stephen Lightfoot is to step down from the Trust on 30 September. 5. To note and agree the recommendation from the Trust Board in May that Lesley Strong, NED, be appointed Senior Independent Director (SID) from 1 October 2021 following the end of Maggie Ioannou's NED term on 30 September. 6a. That NED pay should align to the national NHS England and NHS Improvement (NHSE/I) guidance <p>DECISION: The CoG approved the above CoG NRC recommendations.</p> <p>PH then excused himself from participating in any discussion in relation to the Chair's remuneration and handed this item to the Lead Governor. ME said that he had a conversation with PH prior to the CoG NRC meeting and that PH had told ME that he would not accept a pay award that was any more than the Agenda for Change (AfC) 2021-22 pay award (which was still to be confirmed nationally). The CoG NRC discussed this at its meeting, taking into account PH comments, but recommended that the Chair's remuneration should be in line with the national guidance. Conversations were had with PH, ME and CH after the CoG NRC meeting. PH refused to accept alignment to the national guidance and confirmed that he would only accept a pay award that mirrored AfC, or should it be more, he would accept to align to the national guidance for NHS Chair remuneration. The CoG NRC therefore had put this recommendation forward to the CoG to approve. The CoG felt that it was important that the Chair's had expressed his views, and said that his decision was honourable and demonstrated solidarity to staff.</p> <p>DECISION: The CoG agreed to the final recommendation made in the CoG NRC report that the Chair's pay award for 2021-22 would mirrored that for AfC, or should it be more, the Chair would accept to align to the national guidance for NHS Chair remuneration.</p>
10.	<p>Plans for Wednesday 22 September</p> <p>PS confirmed arrangements and timings for the day as follows:</p> <ul style="list-style-type: none"> • A private Joint Meeting of the Board and CoG. To receive the Independent Auditor's Report to the CoG on the Annual Report and Accounts 2020/21. • Annual Members' Meeting. A presentation from the Chief Executive, Chief Financial Officer and Chief Nurse providing a summary of the year from the Annual Report and Accounts and Quality Account 2020/21, followed by an annual update from the Lead Governor. The meeting will conclude with a presentation about the Trust's Care Without Carbon programme and its new five-year strategy – delivering sustainable healthcare.
11.	<p>Any other business</p> <p>PH said that the Trust was looking for up to three governors to join the Staff Awards judging panel. The following key dates were shared: nominations to be issued to the judging panel in September for review, followed by a shortlisting meeting to take place</p>

	<p>September/October and a final decision meeting to take place in October. Staff Governor Emma Swarbrick had previously been confirmed as a judge following the Staff Governor Group on 2 June. PH encouraged one public and one appointed governor to put themselves forward. PS agreed that he would email the CoG outside of the meeting to confirm interest.</p> <p>ACTION: PS to email the CoG to establish who would like to join the Staff Awards judging panel.</p> <p>The meeting closed at 15:30.</p>
12.	Date of next meeting
	Wednesday 22 September 2021 15:30 to 17:00 to be held at The Ashington Centre, Foster Lane, Ashington, West Sussex RH20 3PG.

Action List

	Meeting Date	Name	Action	Delivered By
1	23/06/2021	PS	To share with DMG the sunflower training video of a person who lived with diabetes.	ASAP
2	23/06/2021	PS	To email the CoG to establish who would like to join the Staff Awards judging panel.	ASAP