

Council of Governors Meeting

**Tuesday 21 May 2024,
9.15am**

**David Kenward Lecture Theatre, STRIVE,
James Cook University Hospital**



Council of Governors – Public Meeting

21 May 2024, 9.15 – 10.15am
David Kenward Lecture Theatre, STRIVE, James Cook Hospital
& Via Microsoft Teams

Agenda

ITEM		PURPOSE	LEAD	FORMAT	TIMING
CHAIRS BUSINESS					
1.	Welcome and Introductions	Information	Chair	Verbal	9.15am
2.	Apologies for Absence	Information	Chair	Verbal	9.15am
3.	Quorum and Declarations of Interest	Information	Chair	Verbal / ENC 1	9.15am
4.	Minutes of Previous Meeting held on 20 February 2024	Approval	Chair	ENC 2	9.15am
5.	Matters Arising and Action Sheet	Review	Chair	ENC 3	9.20am
FOR INFORMATION					
6.	Lead Governor Report	Information	Lead Governor	ENC 4	9.25am
SAFE					
7.	Patient Experience Sub Group Update	Information	Sue Young	Verbal	9.25am
EXPERIENCE					
8.	Health & Wellbeing Champion Update	Information	Ada Burns	Verbal	9.30am
WELL LED					
9.	Audit & Risk Committee Chair log	Information	Ken Readshaw	ENC 6	9.35am
10.	People Committee Chair Log	Information	Mark Dias	ENC 7	9.35am
11.	Resources Committee Chair Log	Information	David Redpath	ENC 8	9.35am
12.	Quality Committee Chair Log	Information	Miriam Davidson	ENC 9	9.35am

GOVERNANCE					
11.	Review of Declaration of Interest & Register of Interest for Council of Governors	Discussion	Head of Governance	ENC 10	9.40am
12.	Governor Attendance	Discussion	Head of Governance	ENC 11	9.45am
13.	CoG Effectiveness	Discussion	Head of Governance	ENC 12	9.50am
14.	Matters to bring to the attention of the Board	Discussion	Chair	Verbal	9.55am
15.	Reflections on Meeting	Discussion	Chair	Verbal	10.00am
16.	Any Other Business	Information	Chair / All	Verbal	10.05am
17.	Date of Next Meeting: Tuesday 16 July 2024 – Friarage Hospital, Northallerton	Information	Chair		

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Council of Governors Register of Interests

Board Member	Position	Declaration Details
Prof Derek Bell	Joint Chair	Royal Medical Benevolent Fund Tenovus Scotland (Edinburgh) Centre for Quality in Governance NHS South East London (SEL) Member of the Council for Newcastle University. No remuneration.
Noel Beal	Governor	NIL
Rachel Booth-Gardiner	Governor	Brother employed by South Tees NHS Trust as an apprentice dietician Employed by Tees Esk and Wear Valleys NHS Trust as a Lead Occupational Therapist Treasurer of the Northern and Yorkshire regional group of the Royal College of occupational therapist (voluntary role)
Bernard, Count von Ullersdorf	Governor	Member - Institute of Export Fellow Institute of Directors – MD of international logistics co Member – Constitutional Monarch Association - Royalist Member – Conservative Party, Supporter of Rishi Sunak Property Owner – Leyburn & Folkstone
Lisa Bosomworth	Governor – Healthwatch South Tees	NIL
Yvonne Teresa Bytheway	Governor	Therapeutic Care Volunteer – James Cook University Hospital Member of UK Royal Voluntary Service – Home (telephone message service) Manager – Providing voluntary weekly craft sessions for local elderly community Member of Prostate Cancer Support Group – Providing support to members – Middlesbrough Teaching Support – Providing teaching support for NHS medical students – James Cook University Hospital

Cllr David Coupe	Governor	Ward Cllr Middlesbrough Council
Janet Crampton	Governor & Deputy Lead Governor	Trustee of Olive & Norman Field Charitable Trust. Trustee of The Forum, Northallerton Trustee of Abbeyfield, Northallerton
Cllr Ursula Earl	Governor	NIL
Dr Sarah Essex	Governor	Member of staff – South Tees
Paul Fogarty End of office 31.03.2024	Governor	Member of Patient Participation Group at Linthorpe Surgery, Middlesbrough Member of James Cook Hospital P.L.A.C.E team Therapeutic care volunteer Age uk Digital Champion volunteer
Dr John Fordham	Governor	Fellow of Royal College of Physicians Member of Pagets Association Member of British Society for Rheumatology
Rebecca Hodgson	Governor	NIL
Carlie Johnston-Blyth	Governor	NIL
David Kennedy	Governor	Newcastle Medical Students undertake placements within the Trust as well as other healthcare providers the North East and Cumbria Newcastle University academic lead supporting Teesside University with their ambition to open a new Medical School on Teesside.
Graham Lane End of office 31.03.2024	Governor	Chair - North Yorkshire Haematology Support Group Partner is Project Manager at NECS
Zahida Mian	Governor & Deputy Lead Governor	NIL

Jean Milburn – End of office 31.03.2024	Governor	Senior lecturer in the School of Health and Life Sciences Teesside University
Lee O'Brien	Governor	Carers Together are Commissioned by RCBC & MBC to provide carer support services within JCUH, Redcar Primary Care and Brotton Hospitals No funding is received from the Trust
Dr Isaac Oluwatowoju	Governor	Associate Pastor at Redeemed Christian Church of God, (RCCG)
Prof Shaun Pattinson	Governor	NIL declarations but other professional roles include: Fellowships/memberships of various professional organisations (Royal Society of Arts, Royal Society of Biology, and Society of Legal Scholars) Membership of various academic journal editorial boards (Journal of Bioethical Inquiry and The Biologist)
Cllr Steve Watson	Governor	NIL
Julian Wenman	Staff Governor	NIL
Brian White	Governor	Plumbing and Heating
Jon Winn	Governor	NIL
Sue Young	Governor	Member of Patient Participation Group at Quakers Lane Surgery, Richmond Ambassador for Sarcoma UK

**Unconfirmed minutes of the Council of Governors Meeting held in
PUBLIC on 20 February 2024 at 1.00pm
at Room 10 STRIVE, James Cook Hospital & via Microsoft Teams**

Present:

Ms Ali Wilson	Vice Chair / Non-executive Director
Mr Noel Beal	Elected governor, Hambleton & Richmondshire
Ms Rachel Booth-Gardiner	Elected governor, Middlesbrough
Bernard, Count von Ullersdorf	Elected governor, Hambleton & Richmondshire
Ms Lisa Bosomworth	Appointed governor, Healthwatch
Ms Yvonne Bytheway	Elected governor, Middlesbrough
Cllr David Coupe	Appointed governor, Middlesbrough
Mrs Janet Crampton	Elected governor, Hambleton & Richmondshire
Cllr Ursula Earl	Appointed governor, Redcar & Cleveland Borough Council
Dr Sarah Essex	Elected governor, Staff
Dr John Fordham	Elected governor, Patient and/or Carer
Ms Rebecca Hodgson	Elected governor, Middlesbrough
Ms Carlie Johnston-Blyth	Appointed governor, Teesside University
Prof Steve Jones	Appointed governor, Newcastle University
Mr Graham Lane	Elected governor, Hambleton & Richmondshire
Ms Zahida Mian	Elected governor, Redcar & Cleveland
Ms Jean Milburn	Elected governor, Middlesbrough
Mr Lee O'Brien	Appointed governor, Carer organisation
Dr Isaac Oluwatowoju	Elected governor, Staff
Prof Shaun Pattinson	Appointed governor, Durham University
Cllr Steve Watson	Appointed governor, North Yorkshire Council
Mr Julian Wenman	Appointed governor, Staff
Mr Brian White	Elected governor, Redcar & Cleveland
Mr Jon Winn	Elected governor, Redcar & Cleveland

In attendance:

Prof Rudy Bilous	Associate Non-executive Director
Mrs Ada Burns	Non-executive Director
Ms Miriam Davidson	Non-executive Director
Mr Mark Dias	Non-executive Director
Ms Stacey Hunter	Group Chief Executive
Mrs Jackie White	Head of Governance / Company Secretary
Mrs Anita Keogh	Corporate Affairs Officer / note taker

CHAIR'S BUSINESS

CoG/23/081 Welcome and Introductions

Ms Wilson on behalf of Professor Bell welcomed all members to the meeting including Emma Cowan, a Graduate Management Trainee, who was observing the meeting today.

Ms Wilson introduced Bernard, Count von Ullersdorf, Elected Governor for Hambleton & Richmondshire Constituency and also sadly reported that this would be the last meeting for Prof Steve Jones the Appointed Governor for Newcastle University who was retiring. She thanked Prof Jones for all his valuable contributions while in post and looked forward to meeting Mr David Kennedy who would be his replacement as Appointed Governor going forward.

Ms Wilson welcomed Ms Stacey Hunter, Group Chief Executive who was joining the meeting today. Ms Hunter thanked Ms Wilson for the warm welcome adding that this was her third week in post. She also reiterated the importance of the post of Governor and looked forward to joining the meetings.

Finally, Ms Wilson asked Governors for any feedback following the Development Sessions that took place earlier that day. The sessions had included a visit to the new discharge lounge as well as presentations on the Outpatient Improvement Programme and the new Complaints Process.

Mr Beal and other Governors involved all agreed that the sessions had been very beneficial and looked forward to receiving the presentations used.

Action: i) Mrs Keogh to forward both sets of slides from the Development Sessions to Council of Governors.

CoG/23/082 Apologies for Absence

Apologies for absence were received from Governors:

Mr Paul Fogarty	Elected governor, Middlesbrough
Cllr Steve Watson	Appointed governor, North Yorkshire Council
Mrs Sue Young	Elected governor, Hambleton & Richmondshire

Apologies for absence were received from Non-Executive Directors:

Prof Derek Bell	Joint Chair
Ms Alyson Gerner	Associate Non-executive Director
Mr Ken Readshaw	Non-executive Director
Mr David Redpath	Non-executive Director

CoG/23/083 Declarations of Interest

Mrs White confirmed that the meeting was quorate.

There were no new interests declared and no interests declared in relation to the agenda.

CoG/23/084 Minutes of Previous Meeting

The minutes of the meeting on the 21 November 2023 were approved with one amendment to be made as a post meeting note as the minutes indicated the next meeting would take place January 2024 but this was pushed back to the 20 February 2024.

Resolved: i) the minutes of the previous meeting were accepted as an accurate record with the addition of the post meeting note.

CoG/23/085 Matters Arising and Action Sheet

The matters arising were reviewed and updated in the meeting.

CoG/23/086 Chairman's Report

Ms Wilson highlighted a number of issues within the Chairman's update which included work on the Group, Fit and Proper Test, Maternity Services which Ms Davidson would discuss in more detail later in the meeting, Board development training on the new Patient Safety Incident Framework, engagement visits with staff and preparation for a partnership meeting with the Universities supporting the two Trusts.

Ms Wilson also updated that work continues where the two Council of Governors can work together and share and communicate with each other. Both Council of Governors are now to meet together 4 times a year with two development sessions plus two separate meetings one which will focus on the Annual General / Annual Members meeting. Mrs Keogh has provided a full list of the dates agreed with the meetings taking place across all four of the main sites starting from May 2024.

No questions were raised.

Resolved: i) Ms Wilson concluded the Group Chairman's report.

CoG/23/087 Lead Governor Report

Mrs Crampton ran through her report which was included in the papers and was in addition to her regular email updates.

Mrs Crampton confirmed that her 1-1 meetings with Governors were continuing adding that she was very impressed with the amount of talent and experience in the room.

The Lead Governor also welcomed Ms Hunter to the meeting and looked forward to organising some time with the Group Chief Executive to detail different ways that the Governors could help more using their experience and skills.

Mrs Crampton reported on her activities since the last Council of Governor meeting in November 2023 including her meetings with Angela Warnes, Lead Governor at North Tees, Board of Directors and 1-1 meetings with the Chair, Vice Chair and Senior Independent Director and North Tees Council of Governor meetings. She reminded Governors that they could also join the public meetings for North Tees.

Mrs Crampton reported on the Partnership Agreement meetings which Governors were welcome to join and added that she thought it would be very beneficial to ask James Bromiley, Associate Director of Group Development and Maxine Crutwell to attend the joint Council of Governor meeting due to take place in May. Mrs White confirmed that she would ask them both to join.

The Lead Governor then turned to the joint Council of Governor meetings and encouraged more Governors to attend explaining that at the last meeting only 6 Governors from South Tees were present. Mrs Crampton also asked that both Mrs White and Mr Stuart Irvine from North Tees need provide the rag rating for collaborative joint working.

In relation to the North Tees and South Tees updates which were now being sent to both sets of Governors to provide full updates on both Trusts Mrs Crampton asked Governors if they could provide feedback as to whether they found all updates beneficial. Dr Fordham and other Governors all commented that the updates were very beneficial.

Mrs Crampton also confirmed to Governors that she had asked if Mrs White could possibly look into the possibility of an IT clinic in the hope that it would help Governors to navigate round e-mails etc. Ms Wilson added that she was sure that the Non-Executive Directors would welcome an IT Clinic too.

To conclude Mrs Crampton spoke to Governors about pop up stands which was an idea to help to promote the membership of the Trust and would be manned by Governors to be on hand to answer questions from members of the public on how to become a member. Mrs Crampton asked for any volunteers for the pop up stands to make contact with her.

Lastly at the last Council of Governor meeting in November 2023 Governors had stayed back for approximately 15 minutes which had been very beneficial and Mrs Crampton asked if Governors could repeat this at the end of the meeting to enable them to speak and recap the meeting. Governors confirmed that they too had found this beneficial and would do this.

Resolved: i) Ms Wilson thanked Mrs Crampton for her Lead Governor report.

Action: i) Mrs White ask James Bromiley, Associate Director of Group Development and Maxine Crutwell to attend the joint Council of Governor meeting due to take place in May.

Action: ii) Mrs White to look at the possibility of an IT clinic to help both Governors and Non-Executive Directors with any issues.

CoG/23/088 Chief Executive Report

Ms Hunter began with an update to Governors on the ballot of Healthcare Assistants with the national conversation on pay scales relating to Band 2 and Band 3. The negotiations are ongoing but both Trusts have aligned an offer and explained that the debate and dispute related to how many years to go back in relation to back pay. She confirmed that the current offer was backdated until July 2021 as this was when the issue was first highlighted. She concluded at a recent Chief Executive Officers meeting she had noticed that our Trust had put forward one of the most generous offers on backdating

the pay. To date there had also been no notification received of any action being taken by the Healthcare assistants.

Mrs Crampton thanked Ms Hunter for her update on this matter and asked if the total value of the changes was known. Ms Hunter replied that the Trust was currently working through the value.

Ms Booth-Gardiner asked if this related to only Healthcare Assistants or was this across all Health Associates including Occupational Therapy roles. Mr Peate confirmed that he would need to double check with Ms Metcalf, Director of HR.

Ms Hunter ran through the presentation with Mr Sam Peate, Chief Operating Officer, which included details from the Integrated Performance Report and finance information.

Ms Hunter continued her update by explaining the changes to the leadership roles would shortly be taking place explaining that these were key roles with the vast majority influencing the group work. She thanked everyone for their hard work even though things were uncertain for some colleagues. She concluded that the interviews for the leadership roles would be taking place on the 28/29 February with the next phase starting approximately 3 to 4 weeks later.

Mr Peate on behalf of Ms Hunter then continued with the update on:

- Finance
- Performance
- Quality
- Well Led

- improved.

Following questions were raised:

- Bernard, Count von Ullersdorf confirmed that he felt reassured that the senior management had lots of things in hand and had confidence in what he had heard during this update.
- Mrs Crampton thanked Mr Peate for his update but asked if the wording within the presentation could be made a little easier to understand including the use of acronyms.
- Mr Beal commented about the Junior Doctor strikes states that it had been reported nationally that over 7,000 interventions had been missed and asked if the hospital were insured. Ms Hunter reassured Mr Beal that the Trust was insured with indemnity insurance for people like Nurses. She added that the Trust always needed to be aware of staff who were striking as they do not get paid on those days of strikes. Ms Hunter also commented that the Trust had never had to call anyone back from the picket line.

Resolved: i) Ms Wilson thanked both Ms Hunter and Mr Peate for this report.

SAFE

CoG/23/089 Quality Assurance Committee Chair Update

Ms Davidson, Chair of the Quality Assurance Committee, provided an update from the Quality Assurance Committee meetings which had taken place since the last Council of Governor meeting. These meetings took place on the 29 November, 19 December and 31 January 2024.

She ran through the key topics discussed at the meetings.

Dr Fordham asked about pharmacy on a weekend with access being a problem. Ms Davidson confirmed that there was a shortage of pharmacists on a weekend and confirmed that there was not a 24/7 weekend service commissioned. Prof Bilous added that he had been given assurance that recruitment had taken place which was good news and that the pharmacy team were trying to combat the current problems as this was a risk.

Ms Hunter added that funding the pharmacy for weekend cover was a difficult choice to consider as it all came down to funding and if this could stretch to a full weekend cover.

Ms Davidson concluded her update with a few words on the recent Maternity CQC report. She provided a brief overview stating that the things that needed to be fixed were not easy things such as the problems experienced for maternity with the estate.

She encouraged Council of Governors to access the full report from the CQC website to consider the content.

Ms Davidson continued that the CQC had commented that the leadership was outstanding but that learning from incidents needed to be given further consideration and there were lots of parts which were outstanding and it was a real mix.

A meeting had recently took place in maternity and Ms Davidson was not surprised to see that maternity were already looking at different ways to address what had been raised by the CQC.

She added that there had also been a full day post Ockenden Event on the 5 February and was pleased to see 5 stalls there from South Tees.

Bernard, Count von Ullersdorf thanked Ms Davidson for her report adding that the Friarage needed to work on maternity. Ms Wilson reassured him that the Friarage had been included in the CQC report.

Mr Lane asked about the estate problem as he had thought that this was to be addressed. Ms Davidson replied that estates was always a problem. Prof Bilous informed Governors that the Trust had put a bid in for new maternity space but unfortunately this was not successful. Mr Phil Sturdy, Director of Estates, had therefore been asked to look at different options as the antenatal wards are not fit for purpose. Prof Bilous concluded that there were plans but that funding was required to enable those plans to go ahead.

Ms Davidson concluded her update by reassuring Governors that staffing was being worked on and that although recruitment had taken place a further increase in staffing was still required.

No further questions were raised.

Resolved: i) Ms Wilson thanked Ms Davidson for her update.

CoG/23/090 Patient Experience Sub Group

Dr Fordham who is a member of the Patient Experience Sub Group provided an update to Governors in the absence of Mrs Young.

He advised that the group received a patient story which was interesting to hear and related to a patient being lost in the system.

He mentioned further points to note:

1. Health Literacy – Dr Fordham felt that it would be interesting to know how this was progressing.
2. LITC had a virtual visit which was very interesting.
3. Counselling – He explained that there was a lack of counselling at the Holistic Care centre because of lack of funding. Mr Wenman confirmed that the level of counselling had dropped from 4 to 3.

Mr O'Brien who is also the CEO of Carers Together informed the Governors that they receive feedback. In relation to lanyards and carers passports they have been told that these are not being promoted with a lot of people commenting that they do not know anything about it and stressed the importance of reinforcing the message.

Resolved: i) Ms Wilson thanked Dr Fordham for his update.

EFFECTIVE

CoG/23/091 Resource Committee Chair Update

Ms Wilson provided the update in the absence of Mr Redpath. Two meetings of the Resource Committee had taken place since the last Council of Governor meeting in November 2023. She updated members on the assurances received and did not raise any issues for escalation other than the challenging CIP target for 2024/25.

No questions were raised.

Resolved: i) Governors thanked Ms Wilson for the update.

CoG/23/092 Integrated Performance Report

The full integrated performance report was included in papers for consideration as the highlights from the report were included in the Group Chief Executive update earlier in the meeting.

No questions were raised.

Resolved: i) Governors noted the full report.

EXPERIENCE

CoG/23/093 People Committee Chairs update

Mr Mark Dias, Chair of the People Committee highlighted key points of discussion from the People Committee meeting that took place on the 31 January 2024 including work on the Health & Wellbeing Report, Establishment Plan for AHP's, Freedom to speak up, workforce performance, and local Clinical Excellence Awards.

Mr Dias wanted to highlight something within the Health and Wellbeing report which the Committee recognised with the Better Health at Work Gold Award. This hard work was echoed by the assessor stating *'an outstanding gold level submission from South Tees Trust which demonstrates some excellent progress across a number of core areas related to health and wellbeing. The improvement and engagement demonstrated, as well as some of the core structural additions are very impressive.'*

Mr Dias concluded that there was more work to be done on the BAME staff network.

Dr Oluwatowoju responded that he was happy to be part of Council of Governors and speaking up and being heard but would like reassurance that BAME would be considered more. Mr Dias replied that the staff survey had highlighted issues and these were being addressed.

Ms Booth-Gardiner asked about staff support networks querying if there was anything missing. Mr Dias confirmed that he would send a list through to all Governors detailing all support networks.

Mrs Crampton raised a query on the problem of absenteeism. She explained that she had recently attended a Schwartz round where it was apparent that some people have problems at home adding that the wellbeing for people at work is there but it could go deeper. Mr Dias replied that it was really vital to have a good Line Manager / Worker relationship where discussions can take place and any concerns can be identified. Mrs Crampton encouraged the Council of Governors to join the Schwartz rounds if there were able. She also asked where as Governors they would be able to hear what comes down the pipeline. Mr Dias confirmed that this would be through the wellness review.

Mr O'Brien also detailed the Workers Care Bill which was coming into effect in April 2024 and would be encouraging as many people as possible to consider the same. He concluded that he was waiting for confirmation that Carers would be allowed 5 days unpaid carers leave.

Ms Hunter confirmed to Council of Governors that she would be definitely spending additional time on EDI as this was very important. She commented that when she initially looked at absentees and vaccines there is a real need to look at all the different options and see how support can be given to staff.

Resolved: i) Ms Wilson thanked Mr Dias for his update.

Action: i) Mr Dias to provide answers to Governors with a list of active staff network groups and participation rates/numbers if known.

CoG/23/094 Health & Wellbeing Champion Update

Ms Burns updated Governors.

She advised that she had visited the Occupational Health team and highlighted the significant pressures the team have been dealing with and the growth and demand on service provision but that she was pleased that a review was underway.

She continued that Occupational Health occupy one of the oldest parts of the estate and are a very energetic and supportive team.

In addition Ms Burns had also visited maternity where staff commented that they felt that the CQC report was fair and did not contain any surprises.

Lastly Ms Burns had also attended an induction session for newly qualified Nurses where she was speaking to them all and commented that the international Nurses were speaking very positively about the support that they had received for example around housing and support in general.

No questions were raised although Mrs Crampton did confirm to Governors that she was going to join Ms Burns on a further walkabout at the end of the month.

WELL LED

CoG/23/095 Audit and Risk Committee Chairs Log

Unfortunately Mr Ken Readshaw, Chair of Audit and Risk Committee was unable to attend the meeting today so Ms Wilson asked Governors to consider the Chairs Log noting that the issues to escalate to the Board were positive.

Resolved: i) Governors noted the Chairs Log

CoG/23/096 Board Walk Rounds

Ms Davidson advised Governors that she was hoping to visit community midwifery staff in the next month.

Mr Dias confirmed to Governors that he had visited Ward 11 which was one of the first who went ahead with e-prescribing. The feedback from staff was really positive and he received lots of comments about how it was really making a difference and more efficient with better patient experience.

Prof Bilous visited the surgical day centre which is relatively new. He explained that the centre enabled patients to be seen and assessed and help with any post operative problems. He felt that this was a really good resource to have this access and added that there were plans to try and expand with proposals being built up.

Prof Bilous also visited the children and young person emergency department which was a fantastic unit with great staff working in the same and a better experience for children.

Ms Burns briefed the Governors on the feedback she received from the student nurses on service improvement methodology. The feedback received was very positive with the understanding of data which then helped with

improvement. She concluded that unfortunately this was unable to be offered to all students but it was hoped that this would be increased to more Nurses.

Ms Wilson then provided her update to Governors. She explained that she had gone out with Ms Hunter and that they had gone through to Cancer and Palliative Care including Macmillan, radiotherapy and the Trinity Holistic. They had also been able to go along to see the LINAC machine which staff were very enthusiastic about.

Mr Wenman confirmed to Ms Wilson and all Governors that the next cancer bay was due to be opened in four weeks' time.

Ms Wilson also informed Governors that she had been along to a Patient Safety Event at Hardwick Hall recently and queried if this event could be opened up to see if Governors could attend as she found it very interesting.

Resolved: i) Ms Wilson thanked all Non-Executive Directors for their updates to Governors on wardrounds.

GOVERNANCE

CoG/23/097

Constitution

Mrs White led with the report explaining to Governors that the Constitution was reviewed on an annual basis with any appropriate amendments being made.

Following a meeting in common with North Tees & Hartlepool NHS Foundation Trust it was agreed that where possible the constitution of both Trusts would be aligned.

Mrs White thanked both Ms Sarah Hutt from North Tees and Mrs Anita Keogh for their work on the two documents which also included changes outlined in the Health and Care Act 2022.

She confirmed to Governors that this work was now complete and that the constitution sub group of the Council of Governors had recently met on the 12 February 2024 to run through some of the proposed amendments.

Mrs White detailed the changes made to the Constitution.

Mrs White asked Council of Governors if they approved the proposed changes following the recommendation of the Constitution Sub Group.

Council of Governors confirmed their approval.

Decision: i) Governors confirmed their approval to the changes to the Constitution.

CoG/23/098

Fit & Proper Person Checks

Mrs White presented the report to provide an update to the Council of Governors regarding the implementation of the revised requirements for the Fit and Proper Person Test process for board members and the outcome of testing against the new guidance that related to 2023/24.

She provided a background to the changes that set out new and more comprehensive requirements both for new board appointments and annual

review. The report had already been taken to both Board of Directors and to Nomination Committee with no concerns being raised.

Mrs White confirmed to Governors that the report would be taken to NHS England if approval was obtained.

Decision: i) Governors confirmed their approval to the new Fit & Proper Person Framework Report.

CoG/23/099 Matters to bring to the attention of the Board

Mrs Crampton raised an ongoing annoyance that she has continued to notice which was lack of signage on motorways showing James Cook Hospital. She added that on the A174 that is the first sign to the hospital and asked that this be taken forward.

Mrs White confirmed that she would speak with Mr Phil Study, Director of Estates, to bring this to his attention.

Action: i) Mrs White to ask Mr Sturdy about lack of signage on motorways showing James Cook Hospital.

CoG/23/100 Reflections on the meeting

Nothing was raised.

CoG/23/101 Any other business

Ms Wilson thanked everyone for enabling the meeting to end on time and for all presenters keeping papers to the point.

CoG/23/102 Date and time of next meeting

The next Joint Council of Governors is to take place Tuesday 21 May 2024 at James Cook Hospital.

The date and time of the next Council of Governor meeting for South Tees is Tuesday 21 May 2024 at James Cook Hospital prior to the Joint meeting.

Council of Governors Action Log (meeting held in Public)

Date of Meeting	Minute no	Item	Action	Lead	Due Date	Comments	Status (Open or Completed)
21.11.2023	Development Session		Lucy Tulloch to return back to Council of Governors to look at strategic objectives for Trust & Group	Anita Keogh	21.05.2024	Lucy Tulloch invited to Joint Development Session on 21.05.2024 to present	Closed
21.11.2023	CoG/23/068	Resource Committee Chair Update	Mr David Redpath to provide Governors with answer relating to procurement savings and difficulties in ordering IT	David Redpath	21.05.2024	11.03.2024 - Answer from David Redpath emailed to all Governors	Closed
21.11.2023	CoG/23/070	Integrated Performance Report	Dr Mike Stewart, Chief Medical Officer and Dr John Fordham - Elected Governor to meet to discuss sepsis	Anita Keogh	21.05.2024	Meeting organised between Dr Stewart and Dr Fordham to go ahead on the 28 March 2024	Closed
21.11.2023	CoG/23/071	People Committee Chairs update	Mr Mark Dias to speak with Ms Rachael Metcalf re: Community Staff and increase in mileage	Mark Dias	21.05.2024	08.03.2024 - Answer from Mark Dias sent to all Governors together with answers to underpay/overpay - *ACTION BELOW.	Closed

21.11.2023	CoG/23/071	People Committee Chairs update	Mr Mark Dias to bring findings of report re: underpay and overpay to next Council of Governor meeting	Mark Dias	21.05.2024	08.03.2024 - Answer from Mark Dias sent to all Governors with details of findings from report.	Closed
21.11.2023	CoG/23/073	Patient Experience Sub Group	Mrs White and Prof Bell to discuss sub group with Kate Jones	Mrs White / Prof Bell	21.05.2024		Open
21.11.2023	CoG/23/076	Feedback from Constituency Meetings	Estates to provide update re : Staircase at Friary Hospital to Governors	Phil Sturdy	21.05.2024	08.03.2024 - Jackie White e-mailed Phil Sturdy asking him to provide update to Govs on issues raised to be able to provide details to Govs	Open
20.02.2024	Development Session	Outpatient Transformation Programme	Mrs Keogh to provide a copy of the presentation used by Joanne Evans to all Governors	Anita Keogh	21.05.2024	Emailed to Governors - 21.02.2024	Closed

20.02.2024	Development Session	Complaints Process	Mrs Keogh to provide a copy of the presentation used by Jen Little to all Governors	Anita Keogh	21.05.2024	Emailed to Governors - 21.02.2024	Closed
20.02.2024	CoG/23/087	Lead Governor Report	Mrs White to organise for James Bromiley and Maxine Crutwell to attend Joint Council of Governors on 21.05.2024	Jackie White	21.05.2024	James Bromiley and Maxine Crutwell invited to attend Joint Development Session on 21.05.2024	Closed
20.02.2024	CoG/23/087	Lead Governor Report	Mrs White to look at the possibility of an IT clinic to help both Governors and Non-Executive Directors with any issues	Jackie White	21.05.2024	Workshops organised for: 23.05.2024 - 1pm onwards 07.06.2024 - 1.30pm onwards to take place in STRIVE with IT team	Closed
20.02.2024	CoG/23/093	People Committee Chairs update	Mr Mark Dias to obtain answers to following questions raised: - List of active staff network groups - Participation rates/numbers (if available)	Mark Dias	21.05.2024	08.03.2024 - Email with answer sent to all Governors on 08.03.24. Answer: We have 6 networks but I would say only 5 are active at this time. BAME LGBT+ Menopause Childness not by Choice Disability and long term health conditions We do not keep registers so participation rates are not recorded.	Closed

20.02.2024	CoG/23/099	Matters to bring to Board	Mrs Janet Crampton asked if concerns re: lack of signage to South Tees Hospital on motorways could be picked up and addressed by Director of Estates. Mrs Jackie White to raise with Mr Phil Sturdy, Director of Estates and ask for feedback	Jackie White / Phil Sturdy	21.05.2024	08.03.2024 - Jackie White e-mailed Phil Sturdy asking him to provide answer to concerns raised by Janet Crampton re: lack of signage / update Govs	Open

Lead Governor Report (STHFT)

Meeting date: 21 May 2024

Reporting to: Council of Governors

Agenda item No: 6

Report author: Janet Crampton, Lead Governor, STHFT

Action required:
Information

Delegation status (Board only):

N/A

Previously presented to:
N/A

NTHFT strategic objectives supported:

Putting patients first ☐

Valuing our people ☐

Transforming our services ☐

Health and wellbeing ☐

STHFT strategic objectives supported:

Best for safe, clinically effective care and experience ☒

A great place to work ☒

A centre of excellence, for core and specialist services, research, digitally supported healthcare, education and innovation in the Northeast of England, North Yorkshire and beyond ☒

Deliver care without boundaries in collaboration with our health and social care partners ☒

Make best use of our resources ☒

CQC domain link:

Well-led

Board assurance / risk register this paper relates to:



Key discussion points and matters to be escalated from the meeting

ALERT: Alert to the matters that require the board's attention or action, e.g. non-compliance, safety or a threat to the Trust's strategy.

Update for governors on activity since last meeting.

ADVISE: Advise of areas of ongoing monitoring or development or where there is negative assurance. What risks were discussed and were any new risks identified.

No new risks identified

ASSURE: Assure Inform the board where positive assurance has been achieved, share any practice, innovation or action that the committee considers to be outstanding.

The report provides a first written overview of the issues and events affecting the Governors or which have involved the Governors

Recommendations:

Members of the Council of Governors are asked to note the contents of the report.

Meeting of the Council of Governors

Lead Governor's Update

1. Introduction

This report provides an overview of the involvement and activities of Janet Crampton, Lead Governor, over the period since the last Council of Governors meeting. It summarises much of what I have sent to Governors in the intervening period in my periodic 'catch-up' emails.

2. Key Issues and Planned Actions

- I continue to meet regularly with the Chair/Vice-Chairs, Senior Independent Non-Executive Director, Head of Governance and with other Governors, and NEDs and also with my co-lateral colleague in North Tees, Angela Warnes.
- I have attended the public parts of the Board of Directors' meetings, including the first Inaugural Meeting of the Group Board of Directors. At this latter meeting, it was immensely satisfying to see the collegiate approach being taken between, within and across both Trusts, with clear respect and collaboration evident amongst clinical, management and professional staff.
- At meetings at this level, I have observed developments towards the embedding of sound principles and practices at all levels of operation and received briefings as appropriate on industrial action, areas of media interest, appointment of Group and Site Executive Leadership Teams, appointment of Clinical Board Leadership Teams and development of responsibilities from both Trusts to the Group Executive Board.
- Disestablishment of separate Trust Groups of Non-Executive Directors and the appointment of the Group Non-Executive Directors
- In addition, I have been given the opportunity to petition for more Governors involvement at Group Board Committees as and when this is considered viable and practicable, and to help formulate the format and agenda for the Meeting in Common of the Council of Governors.
- Along with other Governors, I have been a member of the Nominations Committee and we held several meetings (some under considerable time pressure) to agree the processes and proposals involved.
- I have set up and attended two sessions of Meet the Governors, and thank my fellow Governors for supporting me in this endeavour, about which more below.
- Angela Warnes and I also have had a catch-up Teams meeting with Stacey Hunter and were very pleased to understand Stacey's commitment to attending Council of Governor meetings in future, diary pressures permitting, and her enthusiasm for getting to know Governors better and playing us to our strengths.
- Angela and I have also put to the Chair and Vice Chair a proposal that Council of Governors follow the example of the Group Board of Directors and **move towards a single Council-in-Common**. I'd appreciate discussing this further with you all – it has many advantages, not least fewer meetings and less pressure on admin staff producing papers and shorter meetings for our busy Executive and Non-Executive colleagues to attend. I'd be interested to have your views on this proposal.

3. Establishment of the Group Executive and Clinical Model

You will all have followed the regular bulletins and communications about this but words on a page do not fully describe the full range of activities at pace to ensure that all due cautions and processes were observed in order for the new Group to become an entity on 5 April 2024. Jackie and Stuart and their teams have worked tirelessly to ensure this has been achieved with all due diligence and process. We owe them a considerable debt of gratitude because it has meant that we, as Governors, may be assured that every care has been taken to ensure the legality, fairness and transparency of the process. This has been achieved through the formalisation of a Partnership Agreement (PA) and the closer alignment of key documents and approaches – the Constitution, the Board Assurance Framework (BAF) and the Integrated Performance Report (IPR), about which Jackie & Stuart will give you more information.

4. Comments/Negative Feedback etc

As Governors we are often in the position of being the Trust's boots-on-the-ground with close association with the public from whom we receive complaints and comments. Jackie is preparing a slide for later in this agenda clarifying what our role is in ensuring that comments arrive with the right person to consider and action them, and to undertake to advise the changes that have been made. To be clear, when we hear about any individual cases we should refer them immediately to PALs. When we discern that themes are arising, however, we should ensure that Ali Wilson is informed (directly or via myself) and she will ensure they are passed on to the appropriate Clinical Lead or Manager. We do of course have a responsibility to ensure that processes are in place and are effective in addressing any deficit in patient safety and care, but we do not have any executive role in checking, challenging or making change happen. Please tell me if you continue to have any doubt about the Governors' role in this regard or need any of the processes clarifying.

5. Meet the Governors

I mentioned at the last Council of Governors meeting that the big standout message from the two sessions we held, is how little our staff and the public know about being a Member of the Trust and how to become a Governor. I have spoken to Stacey and Jackie about the need for some sort of campaign to publicise these roles and demonstrate the value of becoming either. I propose that in June we should have more sessions (I'd like to try a late afternoon/early evening session to reach out to those people visiting friends and relatives), and I would also like to propose that we hold some in The Friarage, Redcar Primary Care Hospital and out in the community, perhaps with a partner such as Healthwatch. Please let me know your views on this and any availability you may have in giving an hour or two to this activity.

6. New Governors

At the time of writing, the election process is underway and we wish good luck to current Governors who are standing for re-election. I am pleased to say that Dr David Kennedy has been inducted as a Stakeholder Governor and I understand from Jackie that we have 3 new staff Governors, about which she will say more in due course.

7. Recommendation

The Council of Governors are asked to note the content of this report.

Janet Crampton
Lead Governor



Audit & Risk Committee **Chair's Log**

Meeting: Audit & Risk Committee	Date of Meeting 14/2/24
Connecting to: Main Board	Chair Ken Readshaw
Key topics discussed in the meeting	
<p>Counter Fraud Progress with plan satisfactory. Reports on conflicts of interest and private patients work in NHS time received.</p> <p>Internal Audit Fire Audit – key themes discussed including open actions, the committee felt that the timeline for corrective actions should be shortened.</p> <p>External Audit Progress on year end audit discussed, new IFRS16 work planned for an early stage in the audit process.</p> <p>Deep dive – People committee Review of People committee assurance processes and risk management. Strong assurance received.</p> <p>Risk management Progress on risk management improvement plan continues. Next steps are to check completeness of risk system, disaggregate corporate risks and share significant risks with relevant sub committees.</p>	
Actions	Responsibility / timescale
n/a	
Escalated items	
<p>Key Issues/ Concerns for escalation:</p> <p>Fire risk audit</p>	
Risks (Include ID if currently on risk register)	Responsibility / timescale
No Additional Risk Identified	

PEOPLE COMMITTEE

Chair's Log

Meeting: NHS South Tees – People Committee	Date of Meeting: 27.03.2024
Connecting to: Group Board of Directors	Date of Meeting: 17.04.2024
Key topics discussed in the meeting	
<ul style="list-style-type: none"> Committee Effectiveness Review Leadership & Improvement People Plan Report – ED&I Summary Review of WDES & WRES Employee Retention 	
Actions	Responsibility / timescale
<p>Committee Effectiveness Review 2023/2024</p> <p>People committee met on 10 occasions with acceptable attendance from members. There were three deep dive sessions on Staff Wellbeing, Talent and EDI.</p> <p><i>The remit of the Committee is to review and oversee the delivery of the workforce strategies across the Trust. The Committee will seek assurance that appropriate mitigations are in place to manage risks of achievement of the workforce strategies and that appropriate links are made into the BAF.</i></p> <p>A review of the effectiveness of the Committee was undertaken in March 2024 and included input from the Clerk to the Committee, and the Head of Governance. This review considered the 2023/24 work of the Committee. The review concluded that the Committee had discharged its duties including frequency of the meetings, attendance and content and level of information provided to the Committee.</p> <p>Leadership & Improvement</p> <p>The committee reviewed the activity within the Strive leadership and improvement team and Leadership, Improvement and Safety Academy (LISA). An excellent operational paper and analysis.</p> <p>The committee aligned on the importance of competency development and improvement within the talent pipeline. Maturing assurance across the Group (South Tees & North Tees) demands absolute clarity on future talent demands, strategic optionality and delivery risks/mitigations. The committee agreed more work was required so this strategic assurance could be provided.</p> <p>People Plan Report – ED&I Summary Review of WDES & WRES</p> <p>The committee noted the focused work being undertaken in this space. Although there remains significant work to be undertaken, the recent staff survey and IPR metrics are showing positive signals.</p> <p>The committee were unanimous in expressing their thanks and appreciation for efforts of Sharon Olliver (HR BP Strategy).</p> <p>Employee Retention</p> <p>The committee reviewed employee relations themes and trends. There are positive signals of cultural change and a common sense approach to discipline, grievance and absence management. Procedural time remains an area for improvement</p>	

Escalated items

Key Issues/ Concerns for escalation:

An expedited human capital review across the Group (South Tees & North Tees) so there is absolute clarity on talent pipeline (delivery and risks)

Sharing good practice/Things to celebrate:

Risks (Include ID if currently on risk register)

Responsibility / timescale

None

PEOPLE COMMITTEE

Chair's Log

Meeting: NHS South Tees – People Committee	Date of Meeting: 27.03.2024
Connecting to: Group Board of Directors	Date of Meeting: 17.04.2024
Key topics discussed in the meeting	
<ul style="list-style-type: none"> • Growing the Workforce for the Future • Impact of Increased Protected Characteristics on Recruitment Panels • GMC Trainee Survey – Follow Up Report • Freedom to Speak Up - Report 	
Actions	Responsibility / timescale
<p>Growing the Workforce for the Future</p> <p>Committee reviewed processes in place to develop and retain by aligning our Collaborative workforce plans to key talent pipelines and development opportunities. Nursing staffing improved with South Tees having one of the lowest turnover rates</p> <p>Next steps to develop a Group workforce plan and talent pipeline (acquisition, development, retention) with new clinical groups.</p> <p>Impact of Increased Protected Characteristics on Recruitment Panels</p> <p>Remains a work in progress to have a representative from any staff network on recruitment panels to ensure cultural awareness</p> <p>GMC Trainee Survey – Follow Up Report</p> <p>South Tees ranking reduced in the GMC National Trainer Survey and assurance sought on actions to reverse.</p> <p>There remain areas of concern with some specialities with quality mechanism and action plans. The staff survey was not correlated and this was an immediate action (Ms Herdman, Dr Ryan, Mrs Campbell)</p> <p>Committee was informed some areas are not delivering on their commitment to education and training. This is a risk to trust delivering to a high standard and future medical education growth strategy. It was agreed to escalate this to Clinical Policy Group (Dr Ryan) and Group Board (Mr Dias)</p> <p>Freedom to Speak Up – Report</p> <p>Committee was updated on quarterly progress (South Tees) and plans for Group integration.</p>	
Escalated items	
<p>Key Issues/ Concerns for escalation:</p> <p>Some areas are not delivering on their commitment to education and training. This is a risk to trust delivering to a high standard and future medical education growth strategy.</p> <p>Sharing good practice/Things to celebrate:</p>	

EDI continues to show improvements and a more precise awareness of areas for intervention. Our understanding is maturing and resulting is systemic change.

Risks (Include ID if currently on risk register)

Responsibility / timescale

None

Chair's Log

Meeting: Resources Committee ST	Date of Meeting 30 April 2024															
Connecting to: Group Board	Date of Meeting: 15 May 2024															
Key topics discussed in the meeting																
Financial position for Month 12																
At Month 12 the reported position is a deficit of £20.1m at a system control-total level, which is in line with the 2023/24 plan. This is due to additional central funding allocated to the ICB and subsequently South Tees.																
2024/25 Planning																
The Trust’s planned deficit now stands at £50.9m (an improvement of £1.7m from Draft Plan), inclusive of the PFI IFRS 16 impact. This is the position that will be submitted locally to the ICB on 25th April, in readiness for the formal Final Plan submissions required from all system partners on the 2nd May 2024. The ICS expects to submit an overall planned deficit of c£124m (including the PFI IFRS 16 impact).																
Given the planned deficit position of both the Trust and wider system for 2024/25, significant further review and scrutiny is anticipated.																
Cost Improvement																
Total delivery for 2023/24 was £39m (99% of target). For context, the table below compares performance for 2022/23, and shows a significant increase across all areas:																
	<table><tr><th></th><th>YTD M12 2022/23 £000</th><th>YTD M12 2023/24 £000</th></tr><tr><td>Clinical Collaboratives</td><td>8,232</td><td>16,682</td></tr><tr><td>Corporate</td><td>7,896</td><td>9,280</td></tr><tr><td>Central / Technical</td><td>8,762</td><td>13,025</td></tr><tr><td>Total</td><td>24,890</td><td>38,987</td></tr></table>		YTD M12 2022/23 £000	YTD M12 2023/24 £000	Clinical Collaboratives	8,232	16,682	Corporate	7,896	9,280	Central / Technical	8,762	13,025	Total	24,890	38,987
	YTD M12 2022/23 £000	YTD M12 2023/24 £000														
Clinical Collaboratives	8,232	16,682														
Corporate	7,896	9,280														
Central / Technical	8,762	13,025														
Total	24,890	38,987														
For the full year, 71% of the savings were planned to be recurrent, however the actual was 64%. There has been a continued focus on increasing the value of recurrent savings during the year and this improved from 56% at quarter 1, to 60% at quarter 2, 63% at quarter 3 and 64% for the full year.																
Following the 2024/25 Financial Plan submission, and a subsequent requested increase, the Trust’s CIP target for 2024/25 is currently £47.4m, which represents 5.3% of turnover and 5.5% of operating expenditure. The target of £47.4m is an increase of £8m (20%) compared to 2023/24.																
Clinical Coding																
The committee was presented with an update on the progress in regards to clinical coding, whilst it was acknowledged that progress has been made and that an increase in income has been seen the committee asked for further assurance.																

Digital

The committee was presented with an update on the digital programme. There continues to be limited assurance with regard to digital which the committee raised as a concern. Further assurance is required.

EDRMS Business case

The committee received a update on the EDRMS business case, we approved the recommendation in principle but need to obtain confirmation from finance that this is affordable in early years.

Actions	Responsibility / timescale

Escalated items

Key Issues/ Concerns for escalation:

- Coding
- Digital Programme progress

Risks (Include ID if currently on risk register)	Responsibility / timescale
No Additional Risk Identified	

Chairs Log

Meeting: Quality Assurance Committee	Date of Meeting: 24/04/2024
Connecting to: Board of Directors	Chair: Miriam Davidson
Key topics discussed in the meeting	
<p>The following Assurance reports were considered:</p> <ul style="list-style-type: none"> • Board Assurance Framework, 9 reports at April 2024 QAC were considered for assurance for effective management of principal risks. Reports included : • Monthly Integrated Quality and Performance • Draft Annual Quality Account ... good progress has been made on developing the report, QAC noted that the draft quality priorities for next year are being developed jointly with North Tees Trust. The draft is being shared with external stakeholders for comment. The final report will be shared will be presented to QAC on 29/05/2024 for approval on behalf of the Board. • Pressure Ulcer Improvement Plan a comprehensive plan to improve the care delivered to patients and a reduction in preventable harm. • Maternity Workforce ...the report provided assurance to QAC and Trust Board that there is an effective system in place for midwifery workforce planning and monitoring of safe staffing levels. • End of Life strategy... the strategy is currently being updated, regional links have been made with the ICB and local joint working has commenced with North Tees staff. • Risk Summit updates... an update was provided on the internal risk summits , the work is continuing and further progress reports will be brought to QAC • Cancer pathway/ breach report ...referrals continue to increase and significant pressures remain on the system. The report described key regional priorities for 2024/2025 and the NENC local cancer priorities • Clinical audit forward plan... the paper described in detail the clinical priorities and process for agreeing a final forward plan was agreed. • Providing a Safe Environment Group report.... this was the first report to QAC since the revised governance of the services. Areas to note were the external assurances, positive results of the PLACE assessment and the progress in resolving matters raised in the PwC fire audit. 	
Actions	Responsibility / timescale
<ul style="list-style-type: none"> • The update to the End of Life strategy is planned to be completed by end of May 2024 	J. Lamb. June 2024
<ul style="list-style-type: none"> • Final Annual Quality Account report to QAC on behalf of Board 	I Bennett. May 2024
<ul style="list-style-type: none"> • * Falls report , a progress on actions 	K Jones. May 2024

Escalated items

- Other assurance reports discussed and approved at QAC included QAC sub- group effectiveness reviews, QAC effectiveness review and an update on the Internal Audit recommendations for clinical audit.
- Committee members were informed that a relationship meeting with the CQC and visit on site earlier in the week (03/04/2024) had been positive
- It was noted in discussion of the Estates, Facilities and Capital paper that there were gaps in support for Community sites, these sites are overseen by NHS Property Services, further engagement is being progressed.
- QAC was informed of the good news that the Trust has received a Healthwatch South Tees Award for Innovation in recognition of the Targeted Lung Health Check work. Congratulations to all the team involved.

Risks (Include ID if currently on risk register)

Responsibility / timescale

No risks to add on 24/04/2024

MEETING OF THE COUNCIL OF GOVERNORS – 21 May 2024			
Review of Declaration of Interest & register of interest for Council of Governors			AGENDA ITEM: 13
Report Author and Job Title:	Jackie White Head of Governance & Company Secretary	Responsible Director:	
Action Required	Approve <input type="checkbox"/> Discuss <input type="checkbox"/> Inform <input checked="" type="checkbox"/> (select the relevant action required)		
Situation	This report includes a review of the Declaration of Interest and register of interest for Council of Governors		
Background	<p>The NHS must be impartial and honest in the conduct of its business and its employees should remain beyond suspicion. As an organisation, we have a duty to ensure that all our dealings are conducted to the highest of standards of integrity and that NHS monies are used wisely so that we are using our finite resources in the best interests to patients.</p> <p>An annual update of registers should be undertaken and in line with the Standards of Business Conduct Policy all staff should identify and declare material interests at the earliest opportunity (and in any event within 28 days).</p>		
Assessment	This annual report sets out the register of interest report for Council of Governors.		
Level of Assurance	Level of Assurance: Significant <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Limited <input type="checkbox"/> None <input type="checkbox"/> (Select the relevant assurance level)		
Recommendation	Members of the Council of Governors are asked to note this update		
Does this report mitigate risk included in the BAF or Trust Risk Registers? please outline	There are no risk implications associated with this report.		
Legal and Equality and Diversity implications	There are no legal or equality & diversity implications associated with this paper.		
Strategic Objectives (highlight which Trust Strategic objective this report aims to support)	Best for safe, clinically effective care and experience <input checked="" type="checkbox"/>	A great place to work <input checked="" type="checkbox"/>	
	Deliver care without boundaries in collaboration with our health and social care partners <input checked="" type="checkbox"/>	Make best use of our resources <input checked="" type="checkbox"/>	

	<p>A centre of excellence, for core and specialist services, research, digitally-supported healthcare, education and innovation in the North East of England, North Yorkshire and beyond ☒</p>	
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1. PURPOSE OF REPORT

The purpose of the report is to provide an annual update on the register of Declaration of Interest and register of interest for Council of Governors.

2. BACKGROUND

The NHS must be impartial and honest in the conduct of its business and its employees should remain beyond suspicion. As an organisation, we have a duty to ensure that all our dealings are conducted to the highest of standards of integrity and that NHS monies are used wisely so that we are using our finite resources in the best interests to patients.

In line with the Standards of Business Conduct Policy all staff should identify and declare material interests at the earliest opportunity (and in any event within 28 days). An annual update of registers should be undertaken.

3. DETAILS

3.1 Registers of interest

Declarations of Interest were sent to all Governors to complete and return to identify any updates/changes.

The table below provides detail on the response received back.

	Number of Declarations sent	Number of Declarations returned	Percentage completed
Council of Governors	25	24	96%

Three Governors provided details of changes to their Declarations which were updated on the main register.

4. RECOMMENDATIONS

The Council of Governors are asked to note the report

ENC 1

Council of Governors Register of Interests

Board Member	Position	Declaration Details
Prof Derek Bell	Joint Chair	Royal Medical Benevolent Fund Tenovus Scotland (Edinburgh) Centre for Quality in Governance NHS South East London (SEL) member of the Council for Newcastle University. No remuneration.
Noel Beal	Governor	NIL
Rachel Booth-Gardiner	Governor	Brother employed by South Tees NHS Trust as an apprentice dietician Employed by Tees Esk and Wear Valleys NHS Trust as a Lead Occupational Therapist Treasurer of the Northern and Yorkshire regional group of the Royal College of occupational therapist (voluntary role)
Bernard, Count von Ullersdorf	Governor	Member - Institute of Export Fellow Institute of Directors – MD of international logistics co

		Member – Constitutional Monarch Association - Royalist Member – Conservative Party, Supporter of Rishi Sunak Property Owner – Leyburn & Folkstone
Lisa Bosomworth	Governor – Healthwatch South Tees	NIL
Yvonne Teresa Bytheway	Governor	Therapeutic Care Volunteer – James Cook University Hospital Member of UK Royal Voluntary Service – Home (telephone message service) Manager – Providing voluntary weekly craft sessions for local elderly community Member of Prostate Cancer Support Group – Providing support to members – Middlesbrough Teaching Support – Providing teaching support for NHS medical students – James Cook University Hospital
Cllr David Coupe	Governor	Ward Cllr Middlesbrough Council
Janet Crampton	Governor & Deputy Lead Governor	Trustee of Olive & Norman Field Charitable Trust. Trustee of The Forum, Northallerton Trustee of Abbeyfield, Northallerton
Cllr Ursula Earl	Governor	NIL

Dr Sarah Essex	Governor	Member of staff – South Tees
Paul Fogarty End of office 31.03.2024	Governor	Member of Patient Participation Group at Linthorpe Surgery, Middlesbrough Member of James Cook Hospital P.L.A.C.E team Therapeutic care volunteer Age uk Digital Champion volunteer
Dr John Fordham	Governor	Fellow of Royal College of Physicians Member of Pagets Association Member of British Society for Rheumatology
Rebecca Hodgson	Governor	NIL
Carlie Johnston-Blyth	Governor	NIL
David Kennedy	Governor	Newcastle Medical Students undertake placements within the Trust as well as other healthcare providers the North East and Cumbria Newcastle University academic lead supporting Teesside University with their ambition to open a new Medical School on Teesside.

Graham Lane End of office 31.03.2024	Governor	Chair - North Yorkshire Haematology Support Group Partner is Project Manager at NECS
Zahida Mian	Governor & Deputy Lead Governor	NIL
Jean Milburn – End of office 31.03.2024	Governor	Senior lecturer in the School of Health and Life Sciences Teesside University
Lee O'Brien	Governor	Carers Together are Commissioned by RCBC & MBC to provide carer support services within JCUH, Redcar Primary Care and Brotton Hospitals No funding is received from the Trust
Dr Isaac Oluwatowoju	Governor	Associate Pastor at Redeemed Christian Church of God, (RCCG)
Prof Shaun Pattinson	Governor	NIL declarations but other professional roles include: Fellowships/memberships of various professional organisations (Royal Society of Arts, Royal Society of Biology, and Society of Legal Scholars) Membership of various academic journal editorial boards (Journal of Bioethical Inquiry and The Biologist)
Cllr Steve Watson	Governor	NIL

Julian Wenman	Staff Governor	NIL
Brian White	Governor	Plumbing and Heating
Jon Winn	Governor	NIL
Sue Young	Governor	Member of Patient Participation Group at Quakers Lane Surgery, Richmond Ambassador for Sarcoma UK

MEETING OF THE PUBLIC COUNCIL OF GOVERNORS – 21 May 2024			
Attendance Log - Governors			AGENDA ITEM: 14
Report Author and Job Title:	Anita Keogh Corporate Affairs Officer	Responsible Director:	Jackie White – Head of Governance
Action Required	Approve <input type="checkbox"/> Discuss <input type="checkbox"/> Inform <input checked="" type="checkbox"/>		
Situation	<p>To share with Council of Governors in line with the Constitution attendance of meetings:</p> <p><i>If Governors fail to attend three meetings in any financial year, unless the members of the Council of Governors are satisfied that:</i></p> <p style="text-align: right;">a) <i>the absences were due to reasonable causes; and they will be able to start attending meetings of the Council of Governors again within such a period as the Council of Governors consider reasonable</i></p>		
Background	<p>If Governors fail to attend three meetings in any financial year, unless the members of the Council of Governors are satisfied that:</p> <p style="text-align: right;">a) the absences were due to reasonable causes; and they will be able to start attending meetings of the Council of Governors again within such a period as the Council of Governors consider reasonable</p> <p>In line with good governance we monitor the attendance and attach the attendance log for consideration for meetings held in 2023/24.</p>		
Assessment	Following identification of a number of low attendances contact has been made and next steps agreed.		
Level of Assurance	Level of Assurance: Significant <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Limited <input type="checkbox"/> None <input type="checkbox"/>		
Recommendation	Members of the Council of Governors are asked to note the content of the attendance log		
Does this report mitigate risk included in the BAF or Trust Risk Registers? please outline	There are no risk implications associated with this report.		

Legal and Equality and Diversity implications	There are no legal or equality & diversity implications associated with this paper.	
Strategic Objectives	Best for safe, clinically effective care and experience <input checked="" type="checkbox"/>	A great place to work <input checked="" type="checkbox"/>
	Deliver care without boundaries in collaboration with our health and social care partners <input checked="" type="checkbox"/>	Make best use of our resources <input checked="" type="checkbox"/>
	A centre of excellence, for core and specialist services, research, digitally-supported healthcare, education and innovation in the North East of England, North Yorkshire and beyond <input checked="" type="checkbox"/>	

Governor	Constituency	Term of Office	Number of Terms	Term due to end/ended	Council of Governor Meeting Attendance
Public Elected Governors					
Rebecca Hodgson	Middlesbrough	3 years	3	November 2025	3/5 60%
Jean Milburn	Middlesbrough	3 years	2	March 2024	5/5 100%
Yvonne Bytheway	Middlesbrough	3 years	2	November 2025	4/5 80%
Paul Fogarty	Middlesbrough	3 years	1	March 2024	3/5 60%
Rachel Booth-Gardiner	Middlesbrough	3 years	1	November 2025	4/5 80%
Zahida Mian	Redcar and Cleveland	3 years	1	May 2025	5/5 100%
Jon Winn	Redcar and Cleveland	3 years	2	May 2025	4/5 80%
Brian White	Redcar and Cleveland	3 years	2	March 2026	4/5 80%
Allan Jackson	Redcar and Cleveland	3 years	3	July 2023	0/1 0%
Janet Crampton	Hambleton and Richmondshire	3 years	3	November 2025	5/5 100%
Graham Lane	Hambleton and Richmondshire	3 years	1	March 2024	5/5 100%
Sue Young	Hambleton and Richmondshire	3 years	2	March 2026	2/5 40%
Noel Beal	Hambleton and Richmondshire	3 years	1	March 2026	2/3 66%
Bernard Borman	Hambleton and Richmondshire	3 years	1	March 2026	1/1 100%
Nigel Puttick	Hambleton and Richmondshire	3	1	April 2023	0/0 0%
Angela Seward	Rest of England	3 years	3 plus 1 year	November 2023	4/4 100%
John Fordham	Patient / Carer	3 years	1	May 2025	4/5 80%
Elaine Lewis	Patient / Carer	3 years	1	April 2023	0/0 0%
Staff Elected Governors					
Sarah Essex		3 years	1	May 2025	5/5 100%
Isaac Oluwatowoju		3 years	1	May 2025	5/5 100%
Julian Wenman		3 years	1	March 2026	2/5 40%
Appointed Governors	Partner Organisation	Date appointed		Council of Governor meeting attendance	
Cllr David Coupe	Middlesbrough Council	January 2022		2/5 40%	
Cllr Steve Watson	North Yorkshire Council	August 2022		3/5 60%	
Patrick Rice	Redcar and Cleveland Council	August 2019		0/1 0%	
Cllr Ursula Earl	Redcar and Cleveland Council	June 2023		3/4 75%	
Prof Shaun Pattinson	Durham University	October 2022		4/5 80%	
Prof Stephen Jones	Newcastle University	January 2016		4/5 50%	
Carlie Johnston-Blyth	Teesside University	May 2021		4/5 80%	
Lee O'Brien	Carer Organisation	February 2020		3/5 60%	
Paul Crawshaw	Healthwatch Organisation	February 2015		0/2 0%	
Lisa Bosomworth	Appointed substitute for Healthwatch Organisation	May 2019		3/5 60%	

		Meeting Attendance - 2023 to 2024													TOTAL
Forename	Surname	16.05.2023 - Private Meeting	16.05.2023 - Public Meeting	18.07.2023 - Private Meeting	18.07.2023 - Public Meeting	19.09.2023 - Private Meeting - NO PRIVATE MEETING	19.09.2023 - Public Meeting	24.10.2023 - AGM	21.11.2023 - Private Meeting NO PRIVATE MEETING	21.11.2023 - Public Meeting	20.02.2024 - Private Meeting Was 16.01.2024 NO PRIVATE MEETING	20.02.2024 - Public Meeting Was 16.01.2024	19.03.2024 - Private Meeting CANCELLED	19.03.2024 - Public Meeting CANCELLED	
Noel	Beal					0	0	1	0	1	0	1			3
Rachel	Booth-Gardiner	1	1	1	1	0	0	1	0	1	0	1			7
Bernard	Borman										0	1			1
Lisa	Bosomworth	1	1	1	1	0	0	0	0	0	0	1			5
Yvonne	Bytheway	1	1	1	1	0	0	1	0	1	0	1			7
Cllr David	Coupe	1	1	0	0	0	0	1	0	0	0	1			4
Janet	Crampton	1	1	1	1	0	1	1	0	1	0	1			8
Paul	Crawshaw	0	0	0	0	0									
Ursula	Earl			1	1	0	0	0	0	1	0	1			4
Sarah	Essex	1	1	1	1	0	1	1	0	1	0	1			8
Paul	Fogarty	1	1	0	0	0	1	1	0	1	0	0			5
John	Fordham	1	1	0	0	0	1	1	0	1	0	1			6
Rebecca	Hodgson	0	0	1	1	0	1	0	0	0	0	1			4
Allan	Jackson	0	0												0
Carlie	Johnston-Blyth	1	1	0	0	0	1	1	0	1	0	1			6
Stephen	Jones	1	1	0	0	0	1	0	0	1	0	1			5
Graham	Lane	1	1	1	1	0	1	0	0	1	0	1			7
Elaine	Lewis														0
Zahida	Mian	1	1	1	1	0	1	0	0	1	0	1			7
Jean	Milburn	1	1	1	1	0	1	1	0	1	0	1			8
Lee	O'Brien	0	0	1	1	0	1	0	0	0	0	1			4
Isaac	Oluwatowoju	1	1	1	1	0	1	0	0	1	0	1			7
Shaun	Pattinson	1	1	1	1	0	1	0	0	0	0	1			6
Nigel	Puttick														
Patrick	Rice	0	0												0
Angela	Seward	1	1	1	1	0	1	1	1	1	0	0			8
Lesley	Spaven														
Steve	Watson	1	1	1	1	0	0	1	0	0	0	1			6
Julian	Wenman	0	0	0	0	0	0	1	0	1	0	1			3
Brian	White	0	0	1	1	0	1	1	0	1	0	1			6
Jon	Winn	1	1	0	0	0	1	0	0	1	0	1			5
Sue	Young	0	0	0	0	0	1	1	0	1	0	0			3

MEETING OF THE COUNCIL OF GOVERNORS – 21 May 2024			
Council of Governor - Effectiveness			AGENDA ITEM: 15
Report Author and Job Title:	Jackie White Head of Governance & Company Secretary	Responsible Director:	Derek Bell Chairman Janet Crampton Lead Governor
Action Required	Approve <input checked="" type="checkbox"/> Discuss <input type="checkbox"/> Inform <input type="checkbox"/> (select the relevant action required)		
Situation	A review of the effectiveness of the Council of Governors has been carried out and as a result the cycle of business for the Council has been updated		
Background	In line with the well led framework and the code of governance for the NHS an effectiveness review was undertaken of the Council of Governors which is being presented to the Council of Governors for consideration.		
Assessment	A review of the effectiveness of the Council of Governors has been undertaken. The assessment has concluded that the business of the Council has been fulfilled during 2023/24.		
Level of Assurance	Level of Assurance: Significant <input type="checkbox"/> Moderate <input type="checkbox"/> Limited <input checked="" type="checkbox"/> None <input type="checkbox"/> (select the relevant assurance level)		
Recommendation	Members of the Council of Governors are asked to discuss and approve the review.		
Does this report mitigate risk included in the BAF or Trust Risk Registers? please outline	There are no risk implications associated with this report.		
Legal and Equality and Diversity implications	There are no legal or equality & diversity implications associated with this paper.		
Strategic Objectives (highlight which Trust Strategic objective this report aims to support)	Best for safe, clinically effective care and experience <input type="checkbox"/>	A great place to work <input type="checkbox"/>	
	Deliver care without boundaries in collaboration with our health and social care partners <input type="checkbox"/>	Make best use of our resources <input type="checkbox"/>	
	A centre of excellence, for core and specialist services,		

	research, digitally-supported healthcare, education and innovation in the North East of England, North Yorkshire and beyond <input type="checkbox"/>	
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COUNCIL OF GOVERNORS EFFECTIVENESS REPORT 2023/24

1. Introduction

The FT Code of Governance states that 'The council of governors should assess its own collective performance and its impact on the NHS foundation trust.'

The purpose of this report is to formally report on the work of the Council of Governors during 2023/24 and to indicate the expected 2024/25 work plan.

The Council has met on 8 occasions which included six meetings held in public and two meetings held in private throughout the year. Meetings of the Council of Governors shall be held at least four times each year, inclusive of an Annual General Meeting, at times and places that the Council of Governors may determine.

The Chair of the Board of Directors, as Chair of the Council of Governors and the Company Secretary have routine planning meetings to agree the agenda and papers before the meeting. The Chair also has a pre meeting to discuss the papers being presented shortly before the meeting takes place with the Lead Governor.

2. Membership of the Council

The Council of Governors is made up non-elected (appointed members from partner organisations) and elected members (made up of staff and locality constituents), this can be broken down as follows: five represent Middlesbrough; five Redcar and Cleveland; five Hambleton and Richmondshire; one Rest of England; two Patient and/or Carers; three staff; and 12 represent our partner organisations.. All meetings were quorate for the year and attendance was met. A full record of attendance for the Council can be found in Appendix 1.

3. Council of Governors and Committees

An Annual Members Meeting to receive the accounts was held on the 24 October 2023 with presentations made by the Chief Executive, Chief Finance Officer and Chief Medical Officer as well as being shared with members.

The Council of Governors has two formal sub groups; Nomination Committee and Membership Committee. The Nomination Committee is responsible for regularly reviewing the structure, size and composition of the board of directors and making recommendations for changes where appropriate. Also for the appointment of non-executive directors including the Chair of the Trust.

The Membership Committee is responsible for monitoring the Trust's membership to ensure it is representative of the community it serves and to communicate and engage with its members including staff and the public in general in compliance with the Health and Social Care Act 2012.

4. Review of the Council of Governors duties

Duties	Outputs	Purpose
To hold the Non-executive Directors individually and collectively to account for the performance of the Board of Directors	Integrated Performance report Finance report Chairs logs from Committee Managing Director update on strategic issues COVID 19 updates Operational plan CQC update Update on risks facing the Trust	Assurance Assurance Assurance Assurance Assurance Assurance Assurance Information
To represent the interests of the members of the Trust as a whole and the interests of the public.	Improvement Plan Strategic objectives Integrated Performance Report Finance Report Feedback from Lead Governor	Information and Assurance Information Assurance Assurance Information

Appointment and removal of the Chairman and other Non-executive Directors	Approval of the appointed of and reappointments of Non executive Directors following recommendation from Nomination Committee	Approval
	Considered the succession plan for the Board of Directors through the Nomination Committee	Assurance
	Agreed a short-term sabbatical for a Non Executive director through the Nomination Committee	Approval
	Agreed the approach for the Non-Executive Director appraisals and received a report on the Non-executive Director appraisals from the Vice Chair through the Nomination Committee	Assurance
	Agreed the joint approach for the interim Joint Chair's appraisal and received a report on the appraisal from the SID	Assurance
Approving the appointment of the Chief Executive	Agreed the appointment of the Group Chief Executive	Approval
Deciding the remuneration of the Chairman and Non-executive Directors	Recommend the remuneration of the Vice Chair	Approval
Appointment and removal of STHFT's External Auditors	Not applicable during 2023/24	

Receiving STHFT's Annual Report and Annual Accounts	Received on 24 October 2023	Assurance
As necessary make recommendations and/or approving revisions to STHFT's Constitution	Constitution updated and agreed	Approval
Approval of significant transactions	Update on joint working / collaboration in the Tees Valley received via Chairs update	Assurance
Approval of any application by the Foundation Trust to enter into a merger, acquisition, separation or dissolution	Not applicable during 2023/24	
Review of STHFT's membership and engagement arrangements	Through Membership and Engagement Sub Committee updates to Council	Assurance

5. Sub groups established

The Council of Governors established other groups including the Annual Operating Plan Group, the Constitution Working Group, Quality Account Group, Patient Experience Steering Group.

6. Review of the Constitution

The Constitution of the Council of Governors was reviewed in 2023/24 to align with North Tees & Hartlepool NHS Trust in line with the group arrangements.

7. Review of Effectiveness

A review of the effectiveness of the Council of Governors was carried out by the Corporate Affairs Officer in April 2023. This review considered the 2023/24 work of the Council. The review concluded that the Council had discharged its duties as outlined above.

8. Work programme for 2024/25

The Council of Governors should continue to meet every 8 weeks as scheduled in face to face meetings with Microsoft Teams offered by exception. The Council should continue to keep under review their duties of holding the Board to account and explore ways of doing this with the Board of Directors.

Anita Keogh

Corporate Affairs Officer

Appendix 1

Governor	Constituency	Term of Office	Number of Terms	Term due to end/ended	Council of Governor Meeting Attendance
Public Elected Governors					
Rebecca Hodgson	Middlesbrough	3 years	3	November 2025	3/5 60%
Jean Milburn	Middlesbrough	3 years	2	March 2024	5/5 100%
Yvonne Bytheway	Middlesbrough	3 years	2	November 2025	4/5 80%
Paul Fogarty	Middlesbrough	3 years	1	March 2024	3/5 60%
Rachel Booth-Gardiner	Middlesbrough	3 years	1	November 2025	4/5 80%
Zahida Mian	Redcar and Cleveland	3 years	1	May 2025	5/5 100%
Jon Winn	Redcar and Cleveland	3 years	2	May 2025	4/5 80%
Brian White	Redcar and Cleveland	3 years	2	March 2026	4/5 80%
Allan Jackson	Redcar and Cleveland	3 years	3	July 2023	0/1 0%
Janet Crampton	Hambleton and Richmondshire	3 years	3	November 2025	5/5 100%
Graham Lane	Hambleton and Richmondshire	3 years	1	March 2024	5/5 100%
Sue Young	Hambleton and Richmondshire	3 years	2	March 2026	2/5 40%
Noel Beal	Hambleton and Richmondshire	3 years	1	March 2026	2/3 66%
Bernard Borman	Hambleton and Richmondshire	3 years	1	March 2026	1/1 100%
Nigel Puttick	Hambleton and Richmondshire	3	1	April 2023	0/0 0%
Angela Seward	Rest of England	3 years	3 plus 1 year	November 2023	4/4 100%
John Fordham	Patient / Carer	3 years	1	May 2025	4/5 80%
Elaine Lewis	Patient / Carer	3 years	1	April 2023	0/0 0%
Staff Elected Governors					

Sarah Essex	3 years	1	May 2025	5/5 100%
Isaac Oluwatowaju	3 years	1	May 2025	5/5 100%
Julian Wenman	3 years	1	March 2026	2/5 40%

Appointed/Partnership Governors

Appointed Governors	Partner Organisation	Date appointed	Council of Governor meeting attendance
Cllr David Coupe	Middlesbrough Council	January 2022	2/5 40%
Cllr Steve Watson	North Yorkshire Council	August 2022	3/5 60%
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