

Meeting of the Council of Governors
14.00– 16.00 on Thursday 18 August 2022
AGENDA – MEETING IN PUBLIC

1.	14.00	Welcome and Apologies for Absence To note	Verbal	Chair
2.	14.00	Quoracy of Council of Governors Meetings <i>A meeting of the Council shall be quorate and shall not commence until it is quorate. Quoracy is defined as meaning that there shall be present at the meeting at least one third of all Governors (7 allowing for vacancies). Of those present, at least 51% shall be publicly elected Governors.</i>	Verbal	Chair
3.	14.00	Declarations of Interests The Chair and the Non-Executive Directors have an interest in Item 10 on the agenda. To note	Verbal	All
4.	14.00	Minutes of Council of Governors Meeting held on 19 May 2022 To approve	Enclosure	Chair
5.	14.00	Minutes of Council of Governors Meeting held on 27 July 2022 To approve	Enclosure	Chair
6.	14.05	Matters Arising from the Minutes None	N/A	Chair
<u>ACCOUNTABILITY</u>				
7.	14.05	Chief Executive Report to Council To receive and agree any necessary actions	Enclosure	Andy Heeps on behalf of CEO
8.	14.25	Report from the Patient Engagement & Experience Committee Meeting held on 15 June 2022 To note	Enclosure	Nicole Chavaudra on behalf of the Committee Chair
9.	14.30	Report from the Membership Engagement Committee Meeting held on 20 July 2022 To note	Enclosure	John Todd as Committee Chair
10.	14.35	Reports from the Nomination and Remuneration Committees held on 24 May 2022 and 16 June 2022 To note	Enclosure	Glen Palethorpe

11.	14.40	External Audit Performance To note	Enclosure	Karen Geoghegan
<u>LISTENING AND REPRESENTING</u>				
12.	14.50	Lead Governor's Report To receive and agree any necessary actions	Verbal	Frank Sims
13.	15.00	Public Governors' Update <ul style="list-style-type: none"> • Improvement Groups • Laundry Project Update 	Verbal Verbal	John Todd Lindy Tomsett
14.	15.10	Staff Governors' Update To receive and agree any necessary actions	Verbal	Staff governor
15.	15.15	Appointed Governors' Update <ul style="list-style-type: none"> • West Sussex County Council • Voluntary Sector - Age UK • Brighton & Hove City Council • Brighton University • Inclusion To receive and agree any necessary actions	Verbal	Alison Cooper Helen Rice Sue Shanks Kate Galvin Varadarajan Kalidasan
<u>ENGAGEMENT</u>				
16.	15.30	Quality Committee Chair Feedback To receive and agree any necessary actions	Presentation	Lucy Bloem
<u>OTHER ITEMS</u>				
17.	15.50	Company Secretary Report To note	Enclosure	Glen Palethorpe
18.		Any Other Business To receive and action	Verbal	Chair
19.	15.55	Questions from the public To receive and respond to questions submitted by the public at least 48 hours in advance of the meeting.	Verbal	Chair
20.	16.00	Date and time of next meeting: The next meeting in public of the Council of Governors is scheduled to take place at 14.00– 16.00 on Thursday 24 November 2022	Verbal	Chair

Minutes



University Hospitals Sussex

NHS Foundation Trust

Minutes of the Council of Governors meeting held in Public at 14.30 on Thursday 19 May 2022 via Teams Live Broadcast

Present:

Patrick Boyle	Non-Executive Office, Deputy Chair
Lyn Camps	Public Governor – Arun (Lead Governor)
John Todd	Public Governor – Adur
Frank Sims	Public Governor - Brighton & Hove
Frances McCabe	Public Governor - Brighton & Hove
Maggie Gormley	Public Governor – Chichester
Paul Wayne	Public Governor – Horsham
Doug Hunt	Public Governor – Mid Sussex
Hazel Heron	Public Governor – East Sussex / Out of Area
Jo Norgate	Staff Governor – St Richard's Hospital
Andy Cook	Staff Governor – Royal Sussex County Hospital
Amelia Palmer	Staff Governor – Worthing Hospital
Chris Pobjoy	Staff Governor – Princess Royal Hospital
Mr Varadarajan Kalidasan	Appointed Governor – Inclusion
Cllr Alison Cooper	Appointed Governor – West Sussex County Council
Maggie Davies	Chief Nurse
Dr Andy Heeps	Chief Executive (interim)
Charlotte Hopkins	Chief Medical Officer
Darren Grayson	Chief Governance Officer
David Grantham	Chief People Officer
Dr Tim Taylor	Medical Director
Joanna Crane	Non-Executive Director
Lizzie Peers	Non-Executive Director
Claire Keatinge	Non-Executive Director
Jackie Cassell	Non-Executive Director
Lucy Bloem	Non-Executive Director
Jon Furmston	Non-Executive Director

In Attendance

Glen Palethorpe	Company Secretary
Ben Smith	Deputy Company Secretary
Jan Simmons	Corporate Governance Officer

COG/05/22/1	WELCOME AND APOLOGIES FOR ABSENCE	ACTION
1.1	Patrick Boyle, Deputy Chair welcomed all those present to the meeting and extended a particular welcome to members of the public who were viewing the meeting remotely.	
1.2	Patrick noted that apologies had been received from Alan McCarthy, Chair, and the following members of the Council:	
1.3	Executive Directors: Karen Geoghegan, Chief Financial Officer Governors: Lindy Tomsett, Public Governor – Arun, Pauline Constable, Public Governor – Worthing, Miranda Jose, Staff Governor, Peripatetic, Kate	

	Galvin, Appointed Governor for Brighton University and Helen Rice, Appointed Governor for Voluntary Services.	
COG/05/22/2	QUORACY OF COUNCIL OF GOVERNORS MEETINGS	
2.2	The meeting was quorate with more than one third of all Governors (7 allowing for vacancies) in attendance and at least 51% of those present being publicly elected Governors.	
COG/05/22/3	DECLARATIONS OF INTERESTS	
3.1	There were no interests to declare.	
COG/05/22/4	MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON 17 February 2022	
41	The minutes of the meeting held on 17 February 2022 were approved as a correct record.	
COG/05/22/5	MATTERS ARISING FROM THE MINUTES OF MEETING	
5.1	There were no matters or actions arising from the minutes of the previous meeting.	
COG/05/22/6	CHIEF EXECUTIVE REPORT TO COUNCIL	
6.1	Andy Heeps presented the report in his interim role as Chief Executive adding that he was pleased to be attending the meeting and looking forward to Dr George Findlay joining as the Trust's new Chief Executive on 1 June 2022.	
6.2	Andy drew out some of the challenges, successes, and achievements of the Trust against the Patient First True North themes and took the opportunity to highlight one or two of these as well as the work launched yesterday [18 May 2022] in the Trust relating to the one UHSussex programme to take the Trust forward on their journey as a single organisation to recover, recoup and rebuild from Covid, not only in respect of services but also supporting staff which was always high on the Executive Team's agenda.	
6.3	Whilst striving to deliver an excellent experience to all patients, the past few months had continued to be very challenging and while a sense of normality returned to the wider society, the effects of the pandemic continued to be felt very strongly in the hospitals. Demand for all patient services had remained very high, with the Emergency Departments experiencing unprecedented numbers of patients when the hospitals were already operating at their capacity.	
6.4	Andy reflected on the impact this demand, combined with staff absence due to Covid, had on the Trust's patient satisfaction scores. Concerted efforts to address this, with a particular focus on the most challenged areas, such as the Emergency Departments, were being implemented and Andy was confident that with a significant reduction in the number of patients with Covid, as well as a small drop in demand for emergency care in recent	

	<p>weeks, that patient experience would return to the levels achieved in normal times.</p>	
6.5	<p>Turning to the Trust’s Patient First ambition for Quality being that zero-harm occurred to patients when in the Trust’s care, Andy highlighted that, despite the extraordinary pressures, staff had continued to reduce such harms. This was a superb achievement which Andy wished to publicly acknowledge and to thank colleagues.</p>	
6.6	<p>The Trust also continued to make good progress in reducing their crude mortality score with the Hospital Standardised Mortality Rate (HSMR) for the most recent month available. This had put the Trust in the ‘very low’ range and demonstrated a performance better than most other hospital Trusts.</p>	
6.7	<p>Although there were many other measures of quality the Patient First focus and success on reducing patient harm and mortality should provide patients with strong confidence that they could expect high quality, safe care from UHSussex.</p>	
6.8	<p>Another True North aim for the Trust was to have the best staff engagement rates in the NHS. With more than 8,000 UHSussex staff completing the annual NHS staff survey and being 3% above the national average, Andy reported that the results published in March showed a score on track with other Trusts across the country, with a decrease in overall scores. With the Trust’s scores just below the average across the NHS, this was reflective of the ongoing pressures Covid had created on services and people combined with the significant organisational pressures being experienced by the Trust. However, questions that assessed if the Trust was ‘compassionate and inclusive’ ranked UHSussex as top performing; this was really encouraging and demonstrated how staff supported one another, especially in difficult times.</p>	
6.9	<p>Referring to sustainability, Andy was delighted to confirm that the Trust’s financial goal had been exceeded by the delivery of a small surplus that was helped by the access to additional national recovery fund money that supported the overall financial position.</p>	
6.10	<p>The Trust’s carbon reduction programme was gathering pace following the publication of the UHSussex Patient First, Planet First green plan in February and in March the focus was on green travel and the many initiatives and incentive schemes to encourage staff to walk, cycle or use public transport to get to and from work. The Trust was also supporting the development of the Sussex Health and Care Partnership green plan to prevent thousands of tonnes of harmful emissions in Sussex and to help improve the health and environment of everyone living here.</p>	
6.11	<p>Finally, Andy described the one UHSussex programme that had been launched yesterday [18 May 2022). The new Clinical Operating Model going live in July 2022 would provide the opportunity to start thinking about the challenges faced by the organisation as one UHSSussex.</p>	
6.12	<p>Andy finished with a diagnosis of optimism, but also a recognition that staff were tired and needed help to recover, refresh and to reinvigorate to enable them to do their best for patients.</p>	

6.13	The Council NOTED the Chief Executive's report.	
COG/05/22/7	REPORT FROM THE PATIENT ENGAGEMENT AND EXPERIENCE COMMITTEE MEETING HELD ON 14 MARCH 2022	
7.1	Lyn Camps, as Committee Chair, presented the report advising that the Patient Engagement and Experience Committee had met on 14 March 2022 and was quorate and therefore able to formally approve the minutes from the previous meetings, recognising that the minutes had been considered and agreed at the previous Committee meetings.	
7.2	The Committee had received the Trust's developing patient experience strategy which had been summarised to a strategy on a page. The Governors at the meeting were excited by the developing Strategy and welcomed the focus on making enhancements in support of all patients receiving a good experience.	
7.3	The Committee received Trust's 2021/22 quarter three patient experience report along with a presentation from the Director of Patient Experience, Engagement and Involvement on the Trust's improvement breakthrough objective relating to patients' experiences whilst waiting. The Committee received information drawing out both the actions being done to improve patient feedback levels and their overall satisfaction levels alongside information "naming and faming" those areas that had locally enhanced both their overall feedback levels and satisfaction scores.	
7.4	The Committee also received updates from Brighton and Hove Healthwatch in respect of their work on the Hospital Discharge Project where Healthwatch made contact with a sample of patients who had been discharged and their experiences of the Trust and wider system support, both community and local authority services.	
7.5	Following a query from Frances McCabe relating to the setting up of patient panels and listening lunches Lyn Camps advised that although these had not yet been established they were part of the ongoing strategy development and plan and were hoped to be formalised at the next meeting of the Patient Engagement and Experience Committee.	
7.6	The Council NOTED the information and updates received from the Committee.	
COG/05/22/8	REPORT FROM THE MEMBERSHIP ENGAGEMENT COMMITTEE MEETING HELD ON 27 APRIL 2022	
8.1	Lyn Camps, as Committee Chair, presented the report from the Membership Engagement Committee meeting held on 27 April 2022.	
8.2	The Committee was quorate with eight governors being present plus a Senior Manager from the Communications team.	

8.3	The Committee received a report on the Trust's membership and was also invited to review the Trust's Membership and Engagement Strategy following the Trust's first year of operation.	
8.4	The Committee reviewed their Terms of Reference and, save for increasing the frequency of future reviews, recommended that the Terms of Reference remained suitable.	
8.5	Members of the Council were pleased to see more links with other organisations and younger people being explored as well as opportunities to engage with diverse groups using social media for different demographics. It was hoped that the ability to start re-engaging in person again would see an improvement in membership numbers.	
8.6	The Council NOTED the report.	
COG/05/22/9	REPORT FROM THE NOMINATION AND REMUNERATION COMMITTEE HELD ON 22 APRIL 2022	
9.1	Glen Palethorpe presented the report on behalf of Alan McCarthy, Committee Chair.	
9.2	The Council of Governor's Nomination and Remuneration Committee met on the 22 April 2022 to consider and select the shortlist of Non-Executive Director (NED) candidates for interview in May 2022.	
9.3	The Trust was seeking to appoint three NEDs, one to replace the early retirement of one NED and to replace two NEDs whose terms of office ended on 30 June 2022, both having served 9 years, the maximum length of tenure for a NED.	
9.4	The Committee had received a pack listing for each of the long-listed candidates with a view from recruitment advisors Hunter Healthcare as to the candidate's suitability for progression to the scheduled focus group and interviews.	
9.5	The Chair advised that the recruitment to these positions represented an opportunity to appoint additional talent and the Trust should seek to complement the skills on the Board. The Committee was advised that the recruitment advisors had been briefed to seek candidates who, as well as being suitably qualified for the role, could enhance the racial diversity of the Board.	
9.6	The Chair confirmed that one of the NED roles the Trust sought to appoint would become the Trust's Audit Committee Chair and therefore they would have to meet a number of specific requirements, one of which was to hold a relevant audit or accountancy qualification. Three candidates from the long list pack were considered suitable to meet the requirements of Audit Chair role and had been shortlisted for interview.	
9.7	Four further Candidates were shortlisted by the Committee for interview. Following individual consideration, the committee agreed not to progress to interview four candidates from the long list pack as it was considered they	

9.8	would not bring any further skills to those already on the Board or those candidates within the agreed to shortlist.	
9.9	The Committee was advised that there was the potential to appoint a further Associate NED to the Board and these roles had an emphasis on gaining wider experience with a view to a future role as a full NED role in the NHS.	
9.10	The Committee considered and put forward for interview as Associate NEDs, two candidates who had been long listed.	
	The Council NOTED the report.	
COG/05/22/10	LEAD GOVERNOR'S REPORT	
10.1	Lyn presented her report which provided an update of activities up to May 2022 and, as Lyn would be standing down as a Governor at the end of June 2022, she reflected on the challenges of the past three years as Lead Governor.	
10.2	The Governors were, of course, pleased to see that the Covid numbers across the Trust had finally started to reduce and that red and green pathways would also be reduced to enable an increase in bed capacity and hospital flows starting to gain some normality.	
10.3	During the past few months some of the Governors had met with the Chair and Non-Executive Directors in person whilst others joined the meeting remotely and the Nursing Peer reviews had been reinstated.	
10.4	Events for members had commenced with a virtual expert talk by Dr Rob Haigh, Deputy Chief Medical Officer for the Trust on 'My Covid Story' and more events were being planned for the coming months.	
10.5	The Trust had continued to support the Governors by providing briefings on the Staff Survey, the 3Ts capital programme and Holding Non-Executive Directors to account; this kept Governors abreast of the priorities for the Trust and helped them to gain assurance.	
10.6	As Lead Governor, Lyn had been involved in several virtual drop-in sessions to explain the role and answer questions as part of the recent Governor elections for the constituencies of Adur, Arun and Worthing, all of which were contested seats.	
10.7	Lyn advised that due to the high demand on services and the volume of sickness from Covid for staff, a number of Governors had supported the hospitals by volunteering to do Tea and Coffee rounds for patients in A&E and on hospital wards.	
10.8	Concluding her report Lyn added that she had personally learnt more than she ever could have imagined about the complexity of the Trust and the NHS. The Trust had a superb team of Governors and Lyn took the opportunity to thank them for being such positive, critical friends for the Trust and rising to the challenges; they had done an amazing job. Lyn also expressed her thanks to the Board and Non-Executive Directors for all their support and for being so transparent and open.	

10.9	Finally, on behalf of the Governors, Lyn extended heartfelt thanks to all the staff who continued to offer such fantastic care to the Trust's patients and each other.	
10.10	On behalf of the Council, Board, Patients and staff, Patrick expressed thanks to Lyn for all her work during the past three years, not only in Council and Committees but also as a volunteer in the Trust. Patrick added that the Council had been proud to have Lyn as Lead Governor and especially for the compassion shown to patients and staff; the impact made through all that work had been tremendous.	
10.11	Lizzie Peers echoed Patrick's sentiments and offered her own thanks from the Staff, patients and Board to Lyn for being an outstanding Lead Governor who had led with values, passion, love and tireless energy. Lyn's heartfelt Lead Governor updates that always captured the beating heart of the organisation would be greatly missed.	
10.12	On behalf of the Executive Directors, Andy Heeps added a huge thanks and congratulations for being the Lead Governor through quite an incredible timeframe. Given his short time in the Trust, the values in Lyn's leadership had shone through.	
10.13	Maggie Davies also applauded Lyn for her incredible support to patients and staff whilst weaving around the wards as a volunteer giving out teas and talking to patients for which the Trust was extremely grateful.	
10.14	The Council NOTED the Lead Governor's report.	
COG/05/22/11	PUBLIC GOVERNORS' UPDATE	
11.1	Nursing Peer Review	
11.1.1	Frank Sims provided an update on the reinvigorated nursing peer review process with each visit having been very well prepared with access to patients and staff and an opportunity to ask questions. Staff had been open and transparent.	
11.1.2	Frank shared some of the feedback with the Council including the impact and challenges on staff over the past few years and how local leadership could be developed to support staff.	
11.1.3	Frank commented that, depending on sites, the environment made a huge difference to how areas operated and would welcome any help to improve the physical environment in some of those areas. Overall, Frank had found the peer review a positive experience and it had been a privilege to meet staff and patients.	
11.1.4	Andy Heeps advised the Council that the Executive team would be moving meetings around the sites with the aim to be more visible to staff in the different locations. In addition, a key part of the new Clinical Operating Model, was the introduction of Hospital Directors to build hospital identity back to strengthen and empower frontline and middle tier management.	
11.1.5	Maggie Davies thanked Frank for his feedback.	

11.1.6	The Council RECEIVED the Nursing Peer Review update.	
11.2	Mortality Group	
11.2.1	Frances McCabe provided an update as a member of the Sussex End of Life and Mortality Committee. The Committee, led by Tim Taylor, the Trust's Medical Director, focussed on the review of data, patient experience and best practice. Its remit was broad ranging and included palliative care as well as chaplaincy etc. The Committee reported to the Clinical Outcomes and Effectiveness Group.	
11.2.2	Frances commended the role of the Medical Examiners as a good example of good practice and the personal approach between next of kin.	
11.2.3	Tim Taylor thanked Frances for her update and summary of the meeting adding that the role of the Medical Examiner was an expanding service which had been established in the Acute sector and was extending to include hospices and primary care.	
11.2.4	The Council RECEIVED the update from the Mortality Group	
COG/05/22/12	Staff Governor update	
12.1	Andy Cook gave an update to the Council which highlighted some of the concerns and challenges currently being experienced relating to teams that were tired with little or no reserve and under more pressures than compared with those during the Covid pandemic. The staff Governors would encourage the Trust to reinvigorate culture and renewed efforts with partner organisations.	
12.2	Andy acknowledged the recent visit by the CQC and looked forward to receiving their feedback and findings.	
12.3	The Staff Governors were committed to the Trust's Green Plan and would encourage the widening of the 'dump the junk' campaign to include recycling and would welcome involvement in the food and drink services for the new 3Ts development.	
12.4	Andy concluded his report by extending congratulations and best wishes to all those members of staff who had been nominated for the Trust's STAR awards and to Dr Andy Heeps for his seamless leadership as interim Chief Executive.	
12.5	Patrick Boyle thanked Andy for his report and acknowledged that some of the issues raised had already been discussed with the Chair.	
12.6	Andy Heeps thanked Andy Cook for his kind words and reflected on how impressed he had been that staff Governors had been open and transparent with the Executive team around the concerns that had been raised by them. There was an absolute commitment to make improvements, but it would need a combined effort by Governors, Staff, Executives and Non-Executive Directors thinking and acting together to achieve them.	

12.7	The Council RECEIVED the Staff Governor's update.	
COG/05/22/13	APPOINTED GOVERNORS' UPDATE	
13.1	West Sussex County Council	
13.1.1	Cllr Alison Cooper gave a snapshot of West Sussex County Council's activities including their report on the economy and information relating to the homes for Ukraine scheme.	
13.1.2	Alison advised that there had been an overall decrease in people claiming benefits in Sussex with Mid-Sussex having the lowest claimant rate while Crawley had the highest.	
13.1.3	In terms of economic activity Sussex had higher rates than the national average although not quite as high as they had been previously.	
13.1.4	It was noted that job postings were highest in the nursing, care workers, programmers and software professions with catering related occupations also in high demand.	
13.1.5	New business incorporations had exceeded the number of businesses that had been dissolved or had gone into liquidation reflecting quite a positive view overall coming out of the pandemic.	
13.1.6	Alison went on to describe the Homes for Ukraine's scheme which was another significant piece of work being developed and delivered by West Sussex County Council in conjunction with District and Borough Councils.	
13.1.7	The Council RECEIVED the update from the West Sussex County Council.	
13.2	Voluntary Sector – Age UK	
13.2.1	This update was deferred to the next meeting.	
13.3	Inclusion	
13.3.1	Mr Varadarajan Kalidasan (known as Kali) provided an update advising that he had attended a useful meeting of the network leads including the BAME, LGBTQ+ and Disability forums and to hear what each group had been doing in respect of common problems for the Trust.	
13.3.2	Kali acknowledged the efforts being made by the Chief People Officer and his teams to appoint replacements as soon as possible for those frontline members of staff who had retired.	
13.3.3	The Trust would be supporting and participating in several Pride events across the region starting with Chichester in a few weeks' time.	
13.3.4	Following an influx of international nurses, Kali advised of ongoing conversations on how to provide them with the support they needed.	
13.3.5	Finally, Kali drew attention to a recently produced BMA report on how the NHS had let down ethnic minority staff during the pandemic. However, the Council was pleased to know that the Trust had done better than other organisations and were among the top performers.	

13.3.6	Patrick thanked Kali for his update and for everything he was doing for the Trust around inclusion.	
13.3.7	The Council RECEIVED the update on Inclusion.	
13.4	University of Brighton	
13.4.1	This item was deferred to the next meeting.	
COG/05/22/14	PEOPLE COMMITTEE CHAIR FEEDBACK	
14.1	David Grantham gave an overview of the People Committee on behalf of Patrick Boyle, the Committee's Chair.	
14.2	The Council received information on the staff survey results, noting that Quarter 4 had been challenging for staff with the burden of managing the ongoing demands of the pandemic, recovery, increased demand and, increasingly, the general pressures in the wider economy which had all been reflected in the staff survey results being just below average overall.	
14.3	However, Quarter 1 of 2022/23 provided an opportunity to re-focus and reinvigorate the current programmes of work and reprioritise with the staff survey results helping to inform this. The reorganisation of people functions and recruitment into teams would help unlock benefits of merger. Key areas to be strengthened were the Trust's support for wider culture change, building on and around its Patient First Improvement System and improving staff feedback.	
14.4	David then shared the People scorecard headlines showing the Trust's workforce vacancies, sickness absence, appraisal rates and statutory and mandatory training levels.	
14.5	The Council noted the activities that were reviewed monthly at the People Committee Strategic Deployment Review (SDR) together with other actions including the launch of the new appraisal system and partnership work with the ICS and other Trusts.	
14.6	Referring to the recruitment and role of a new Freedom to Speak Up guardian, the Council agreed that it was important to empower managers and leadership teams to develop a speak up culture in the organisation; this was a key factor in listening to staff and them being heard.	
14.7	The Council NOTED the report.	
COG/05/22/15	COMPANY SECRETARY REPORT	
15.1	Glen Palethorpe presented the report which provided the Council with an update, on matters of a regulatory nature including matters for which the Trust has complied with NHS I or other regulatory requirements.	
15.2	There were a small number of publicly elected governors whose terms of office ended on the 30 June 2022. These covered the constituencies of Adur, Arun and Worthing. The election process commenced in early April with	

	voting taking place between 23 May and 14 June, with declaration of the results on 15 June 2022.	
15.3	There were three virtual public drop-in sessions held during April to provide more information on the role of the governor and the election process for those who were considering standing for election.	
15.4	Glen also advised that in April 2022 two Governors had attended a Virtual Governor Workshop run by NHS Providers where they heard an update from NHS England and Improvement.	
15.5	The annual NHS Providers Governor Conference would be taking place in July; this would also be a virtual event where across the three days Governors would have the opportunity to share, learn and develop their knowledge as well as space to network with other Governors and hear from expert speakers who were committed to maximising the impact of the Governor role.	
COG/05/22/16	Constitution review	
16.1	Glen Palethorpe presented the Constitution review advising that Each NHS Foundation Trust is required to have a constitution that describes the governance of the organisation and is constructed to be compliant with the NHS Act 2006. During the merger the Trust's constitution was subject to review by Capsticks who confirmed to the Board that it was compliant with the NHS Act 2006, prior to its approval by both the Trust Board and the Council of Governors.	
16.2	It was good practice to review the Trust's constitution to ensure it supports the effective operation of the Board and the Council of Governance. The review at the end of the first year of University Hospitals Sussex had identified two areas where greater clarity within the constitution would be beneficial.	
16.3	Qualification to be a Governor - The FT code and model constitution was designed to encourage members to apply and be welcomed as Governors and therefore included few statutory reasons for disqualifying a governor, these being linked to the Fit and Proper Persons requirements. It has been added within the constitution that they must also abide by the established code of conduct, undertaken required training and uphold the Trust's values.	
16.4	On review of the Constitution it was recommended that a further criterion be added. This being: - the Governor had declared an interest which, through the Council's management of that interest, would significantly impact on that person's ability to actively deliver the role of a Governor. This would be a qualified criterion in that the decision to remove the governor would be subject to a majority vote of the Council as to the impact of managing the declared interest. This additional text would be added to Annex 4, page 72 section 3.4.3	
16.5	Quoracy for Council meetings - It was recommended that a minor change to the wording in respect to the Council of Governors quoracy rules for their meetings would better describe the intent of the Trust. This change was at Annex 5, paragraph 1.19.2 to the stipulation that to be quorate 51% of those in attendance must be publicly elected which did not reflect the value the	

	Council places on the staff elected governors. Therefore, the word publicly is recommended to be removed from this sentence. This removal maintains the intent that at all Council Meetings the majority of those in attendance must have been elected but does not infer a differential value of staff and publicly elected governors. This change was at page 81, within Annex 5.	
16.6	Glen concluded by adding it was unlikely that the constitution would need further review unless any major changes were required.	
16.7	Recognising the recommendation from the Trust Board, all thirteen Governors (being in excess of 50%) in attendance at the meeting APPROVED the minor change at Annex 5 paragraph 1.19.2 and AGREED the change to Annex 4, 3.4.3 regarding where significant management of a declared interest impacted the person’s ability to fulfil the governor role then the Council would determine that person’s ability to be or remain a governor.	
COG/05/22/17	OTHER BUSINESS	
17.1	There was no further business to discuss.	
COG/05/22/18	QUESTIONS FROM THE PUBLIC	
16.1	An opportunity had been given, but there were no questions from the public lodged in advance of the meeting. Questions received from the public during the meeting would be responded to by email.	
COG/05/22/19	DATE OF NEXT MEETING	
17.1	The next meeting of the Council of Governors was scheduled to take place at 14.00 – 16.00 on Thursday 18 August 2022.	

Jan Simmons
 Corporate Governance Officer
 26 May 2022

Signed as a correct record of the meeting

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Chair

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Date

Minutes



University Hospitals Sussex

NHS Foundation Trust

Minutes of the Council of Governors meeting held at 18.30 on Thursday 27 July 2022 in public and via Teams Live Broadcast	
Present:	
Alan McCarthy MBE DL George Findlay Andy Heeps Karen Geoghegan Charlotte Hopkins Maggie Davies David Grantham Darren Grayson Lizzie Peers Claire Keatinge Lucy Bloem Glen Palethorpe Frank Sims Lindy Tomsett Paul Wayne John Todd Andy Cook Maggie Gormley Alison Cooper Maria Rees Miranda Jose Doug Hunt Amelia Palmer	Chair Chief Executive Officer Deputy Chief Executive/Chief Operating Officer Chief Financial Officer Chief Medical Officer Chief Nurse Chief People Officer Chief Governance Officer Non-Executive Director Non-Executive Director Non-Executive Director Company Secretary Public Governor – Brighton & Hove (Lead Governor) Public Governor – Chichester Public Governor – Horsham Public Governor – Adur Staff Governor – Royal Sussex County Hospital Public Governor – Chichester Appointed Governor – West Sussex County Council Public Governor – Arun Staff Governor – Peripatetic Public Governor – Mid Sussex Staff Governor – Worthing Hospital
In Attendance	
Darren Wells	Grant Thornton
Jan Simmons	Governor & Membership Manager

COG/07/22/1	WELCOME AND APOLOGIES FOR ABSENCE	ACTION
1.1	The Chair welcomed those attending the meeting in person and those who were attending virtually via the MS Teams Live broadcast.	
1.2	Apologies for absence were noted from Public Governors: Pauline Constable, Frances McCabe, Hazel Heron Staff Governors: Jo Norgate, Chris Pobjoy Appointed Governors: Helen Rice, Mr Varadarajan Kalidasan, Prof Kathleen Galvin and Cllr Sue Shanks.	
1.3	John Thompson, as the Lead Governor for the Trust for the period from late 2016 to 2020, took the opportunity to pay tribute to Lyn Camps who had recently stood down at the end of her tenure as Lead Governor. John thanked Lyn for her dedication to the role and for the impact she had made during her three years as Lead Governor.	

COG/07/22/2	DECLARATIONS OF INTERESTS	
2.1	There were no interests to declare.	
COG/07/22/3	MINUTES OF THE MEETING HELD ON 29 July 21 (noting these were approved by the Council on 19 August 2021)	
3.1	The Council noted that the minutes of the Annual General Meeting held on 29 July 2021 had been approved by the Council on 19 August 2021.	
COG/07/22/4	External Audit Annual Audit Results Reports for BSUH and WSHFT	
4.1	The Council RECEIVED the Auditor's Annual Report in relation to the audit of University Hospitals Sussex NHS Foundation Trust, presented by Darren Wells from Grant Thornton, External Auditors for the Trust.	
4.2	Darren advised that this was Grant Thornton's first year as Auditors for the Trust and he was pleased to report they had experienced good cooperation from the Trust and its Finance Team. He highlighted the key areas of the report adding that the financial statements for the Trust gave a true and fair view of the financial position as at 31 March 2022 and of its expenditure and income for the year then ended.	
4.3	The Council noted that there were no adjustments required to the financial statements and the few observations on the notes to the accounts were all adjusted prior to the audit concluding.	
4.4	The report concluded that there were no risks of significant weakness identified in relation to the Trust's financial sustainability, governance or improving economy, efficiency and effectiveness.	
4.5	The Chair thanked Grant Thornton and welcomed the receipt of the positive report for the Trust.	
4.6	There were no questions received from Members on the Auditor's Annual Reports.	
COG/07/22/5	Acceptance of the Annual Report and Accounts as presented at the AGM for BSUH and WSHFT	
5.1	The Council of Governors AGREED the receipt of the Annual Report and Accounts 2021/22 for University Hospitals Sussex NHS Foundation Trust for which a presentation had been made at the Annual General Meeting.	
COG/07/22/6	Questions from Governors on the Accounts	
6.1	There were no questions received from the Members or Governors on the Accounts.	

COG/07/22/7	Close of meeting	
7.1	To conclude the meeting Alan McCarthy thanked everyone present for attending the AGM and this meeting and for their continued support of the Trust.	

Jan Simmons
 Governor & Membership Manager
 29 July 2021

Signed as an accurate record of the meeting

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Chair

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Date



Agenda Item:	5	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Chief Executive's Report				
Sponsoring Executive Director:	Dr George Findlay, Chief Executive				
Author(s):	Dr George Findlay, Chief Executive				
Report previously considered by and date:					
Purpose of the report:					
Information	<input checked="" type="checkbox"/>	Assurance	<input type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes and any link to BAF risks					
Patient	<input checked="" type="checkbox"/>				
Sustainability	<input checked="" type="checkbox"/>				
People	<input checked="" type="checkbox"/>				
Quality	<input checked="" type="checkbox"/>				
Systems and Partnerships	<input checked="" type="checkbox"/>				
Link to CQC Domains:					
Safe	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>		
Caring	<input checked="" type="checkbox"/>	Responsive	<input checked="" type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
Communication and Consultation:					
n/a					
Executive Summary:					
This report gives the Council of Governors an overview of the work of UHSussex over the last quarter.					
Key Recommendation(s):					
The Council of Governors is asked to NOTE this report.					

To: Trust Board**Date: August 2022****From: Chief Executive – Dr George Findlay****Agenda Item: 5**

CHIEF EXECUTIVE BOARD REPORT

1. INTRODUCTION

- 1.1. Welcome to my first Chief Executive Council of Governors report since re-joining the Trust on 1 June 2022. I was very proud to serve as Chief Medical Officer and Deputy Chief Executive of both our predecessor Trusts in Sussex and it has been excellent to return to University Hospitals Sussex NHS Foundation Trust (UHSussex) after a 15-month secondment as Chief Executive of Medway NHS Foundation Trust.
- 1.2. I wish to thank Deputy Chief Executive and Chief Operating Officer Dr Andy Heeps for so ably stepping up as the Trust's interim Chief Executive for three months following the retirement of Dame Marianne Griffiths on 1 April 2022. Andy, working alongside the executive team, provided excellent leadership during a busy transition period and I am grateful to inherit all the good work that both continued and was started during this period.
- 1.3. For example, this included our Urgent and Emergency Care Improvement programme as well as our Executive Gemba Programme, that ensures the Trust's leaders are regularly visiting frontline teams and seeing first-hand the challenges and achievements of colleagues in the locations where they work.
- 1.4. Going to Gemba (being an active leader on the frontline) is a key element of our Patient First philosophy and strategic approach to continuous improvement at UHSussex. Since my return to UHSussex, I have made a point of visiting each of our seven hospitals and multiple services. It has provided a superb opportunity to reacquaint myself with teams in all our hospitals, meet both new and old colleagues, and hear how departments and specialties are meeting the ongoing challenges posed by the Covid pandemic, high demand for urgent services and significant backlog of planned care caused by the national lockdowns over the past two-and-a-half years.
- 1.5. The pandemic continues to place immense pressure on our people and the NHS more generally. The health and wellbeing of our people is a major concern and area of investment for us. Staff across the board are tired and many have had traumatic experiences during the pandemic. Despite this, I have been hugely impressed with their resilience and steadfast commitment to delivering the very best patient care possible in the face of adversity and unprecedented pressures.

- 1.6. Key to meeting these challenges is our Patient First programme, which both equips and empowers colleagues with the right skills to innovate and improve care for their patients. It also provides the Trust with a strategy that enables us to focus on the areas where we can make the biggest difference to the communities and patients we serve.
- 1.7. This report is formatted to highlight news and key information related to each of our Patient First strategic themes: Patients | Quality | Our People | Systems & Partnerships | Sustainability. Each theme has its own True North, or aspirational vision statement of what we want to be or achieve. Each theme has a breakthrough objective that is one area of dedicated improvement that will deliver the greatest strides towards our True North. And we have related strategic initiatives and corporate projects that deliver systematic improvement and innovation to address key issues.

2. PATIENTS

- 2.1. We strive to deliver an excellent experience to all our patients, whether they are attending A&E as an emergency, receiving care as an inpatient, or seeing our specialists as an outpatient or for a diagnostic procedure. Summer has continued to be very challenging with “winter” pressures persisting from Spring and throughout July and into August. As I have been visiting teams in all our hospitals, I am incredibly proud of the concerted efforts I see every day being made by colleagues to put our patients first and provide excellent quality care for them.
- 2.2. The ongoing effects of the pandemic continue to be felt very strongly in our hospitals. Demand for all our patient services remains very high. Large numbers of patients have required urgent care while our hospitals were already operating at their capacity and with timely discharges delayed by ongoing issues with social care provision, that have also been exacerbated by the pandemic and staffing availability. Additionally, new Covid Omicron BA.4 and BA.5 variants saw the number of patients we were caring for with Covid peak again at nearly 200 in July and the record-breaking heatwave also added yet more pressure to an already stretched local care system in Sussex.
- 2.3. Against the backdrop of such extraordinary circumstances and with many of our staff also off work due to Covid, we did see an impact on our patient satisfaction scores. We set ourselves a high standard for patient experience, with a Patient First ‘True North’ target of 95% of patients rating their experience of our care ‘Good’ or ‘Very Good’ in the Friends and Family Test (FFT). Unfortunately, our average FFT satisfaction score has slipped to around 86%.
- 2.4. Our most challenged areas are our emergency departments, with long waiting times cited as people’s biggest concerns. This, however, is a symptom of a broader patient flow problem that is caused by delayed discharges and ongoing capacity issues within the social care sector. We are looking at piloting new discharge wards in two of our hospitals for patients who are medically ready to leave our care but who are waiting for ongoing support services in the community.

- 2.5. We are also committing to improving the discharge experience for the majority of patients who go straight home without additional care needs by increasing earlier discharges each day, as part of our Systems & Partnerships breakthrough objective.
- 2.6. Our current lower average FFT score does mask many areas where patients continue to report excellent satisfaction rates. I would like to take this opportunity to commend the teams in the following areas that have been highlighted as FFT star performers: Royal Sussex County Hospital: Brighton General Hospital Dermatology; Courtyard Level 6 and 7, and Trevor Mann Baby Unit | Sussex Eye Hospital: Pickford ward | Princess Royal: Hurstwood Park Surgical Day Case Unit, Ardingly and Horsted Keynes wards | St Richard's Hospital: Apuldram, Bosham, Lavant, Middleton, Selsey and Wittering wards and Surgical Day Case Unit | Worthing: Beeding, Broadwater, Balcombe and Durrington wards.

3. QUALITY

- 3.1. Our Patient First ambition, or 'True North', for Quality is that zero harm occurs to our patients when in our care. Unfortunately, patient falls, pressure ulcers and infections are historically commonplace in hospitals, but this is of course unacceptable, and we are committed to doing all we can to eliminate such harms.
- 3.2. We also have a target to reduce 'low' and 'moderate' harms and I am proud to highlight that despite the extraordinary pressures mentioned above, our staff have continued to reduce such harms. This is a superb achievement and I want to publicly acknowledge it and thank colleagues here.
- 3.3. Another key measure of the quality of care we provide is mortality. Our aim is to reduce crude mortality score by 10%. In June, our crude mortality was 3.45 with a rolling 12-month value of 3.64, putting us in the middle of our peer group with an ambition to have the lowest crude mortality amongst our peers.
- 3.4. A significant amount of work is taking place to improve the robustness of our data as well as reduce the incidence of mortality. For example, in May, we held a Coding and Mortality Summit to improve data collection and the medical directorate is now hosting a Monthly Coding and Mortality Improvement Group.
- 3.5. There are of course many other measures of quality, but our Patient First focus and success on reducing patient harm and mortality should provide patients with strong confidence that from UHSussex they can expect high quality safe care.
- 3.6. Our leading contribution to national and local research also supports our Quality agenda. In May, we announced investing nearly £1 million on new research initiatives. The money will enable more nurses, midwives, therapists and junior doctors to contribute to and develop their own research through fellowships. Research active trusts are also more rewarding places to work and we hope our growing activity in this area will help us attract and retain talented colleagues. It is also great news for our patients.

3.7. Following our significant contribution in the fight against Covid and creation of the booster vaccines, we are now also seeing non-Covid research increase again. In the past year, the Trust has recruited 3,691 patients into 217 non-Covid-19 studies in disease areas including: Cancer; Cardiovascular Disease; Dermatology; Diabetes; Gastroenterology; Infectious Disease; Haematology; Herpetology; HIV & Sexual Health; Neurology; Ophthalmology; and Children's' Medicine.

4. OUR PEOPLE

4.1. It is well-evidenced that quality of care is better in organisations where staff feel involved, listened to and empowered. Our Patient First aim is therefore to have the best staff engagement rates in the NHS. Our NHS Staff Survey results – informed by 8,000 members of staff last Autumn – are being used to focus improvement activity where feedback from staff has shown it is needed most.

4.2. The record-breaking 1,300 nominations for our annual staff recognition awards in May demonstrate many colleagues are highly engaged with the Trust and wish to celebrate and congratulate each other's hard work and achievements. Our Patient First STAR Awards was a hugely uplifting occasion, held in person for the first time since before the pandemic. To enjoy some of the spectacle yourself and watch an excellent video that really captures the spirit of the event, visit the news section of our website at <https://www.uhsussex.nhs.uk/uhsussex-celebrates-staff-at-patient-first-awards/>.

4.3. I wish to publicly congratulate once again all this year's winners and runners up, including our Infection Prevention and Control Team that won *Clinical Team of the Year*; the Workforce Hub that won *Support Service Team of the Year* for their work managing Covid absence, testing and risk assessments; as well as our Estates Team that won the *Governors' Award* for their incredible work getting our hospitals ready for Covid at short notice that included enabling the red and green pathways, repositioning A&E Minors, creating new ward areas and reconfiguring Emergency Departments across all our hospitals.

4.4. Following the STAR event, we relaunched our popular Star of the Month programme. The finance team are Star of the Month winners for June thanks to their outstanding achievements, completing the first set of annual accounts for UHSussex. With more than 150 staff, the finance team have integrated financial systems and produced a consolidated set of accounts for the newly merged Trust alongside working with new auditors, resulting in them receiving four nominations for Star of the Month.

4.5. Our awards celebrate our Trust values of compassion, communication, teamwork, respect, professionalism and inclusion. But our values are self-evident in the many ways our staff make headlines with their achievements all year round.

- 4.6. Recent highlights from our www.uhsussex.nhs.uk/news pages include: Paediatric Matron, **Lynne Mould**, who became the Trust's first recipient of the Cavell Star medal after being nominated by her team at the Royal Alexandra Children's Hospital; Worthing Hospital's Castle Ward Manager, **Liane Seymour**, who was awarded a Certificate of Appreciation in recognition of pressure ulcer prevention work; Consultant Trauma and Orthopaedic Surgeon, Lt Col **Ben Caesar**, 16 Medical Regiment, Royal Army Medical Corps, who walked 11 km in full combat gear through war memorials of Brighton and Hove in support of Armed Forces Day on 25 June; and A&E staff member at The Royal Sussex County and Princess Royal hospitals, **Luke Tester**, who received a Platinum Champions Awards from The Royal Voluntary Service in recognition of the 1,000 hours of volunteering he does each year, on top of his work for the Trust.
- 4.7. We also enjoyed an incredible turnout of UHSussex people for Brighton Pride on 6 August. Colleagues from across the Trust came together to celebrate this energetic and colourful festival, demonstrating our ongoing commitment to our inclusion core value and representation of people from all backgrounds and walks of life.
- 4.8. In July, we also held our first UHSussex Medical Education and Trainee Excellence Awards at the AMEX Stadium in Brighton. Overall, 38 awards were made in nine categories to recognise the invaluable contribution of our junior doctors and those who mentor and train them in our hospitals. The overall winner was Academic Foundation Doctor **Ekelemna Obiejesie** who won both Foundation Doctor of the Year as well as the Sophie Spooner Legacy Cup. Congratulations to Ekelemna and all the award winners and runners up.

5. SYSTEMS & PARTNERSHIPS

- 5.1. Our priority for Systems and Partnerships is to reduce waiting times for patients, both for urgent care and planned procedures. The three-month pause in elective procedures at the onset of the pandemic in 2020 and disruption of consequent lockdowns has caused waiting lists to grow nationwide to unacceptable lengths. Locally, we are doing all we can to increase the number of patients we are seeing, despite ongoing and important infection control protocols that reduce capacity at the very time we want to treat more people.
- 5.2. I wish to thank all our staff working additional hours and helping us innovate and provide services in new ways to address our waiting lists. Throughout the pandemic, we have continued to see patients with the most urgent needs, such as new cancer referrals and those requiring urgent procedures, in a timely way. I am pleased to report that we have also made excellent progress seeing patients who have been waiting the longest, but we remain acutely aware that many more are waiting to see us. Significant work is underway to maximise our capacity and to use the independent sector where possible to reduce waiting times

- 5.3. Waiting times in our Emergency Departments have also proved unacceptably long for many patients in recent months with admissions delayed because our hospitals are operating either at, or very near, full capacity. Our Systems and Partnerships breakthrough objective is focused on improving hospital capacity earlier in the day at the time it is most needed by patients waiting in ED.
- 5.4. We also continue to work in partnership and explore new arrangements with our social and community care partners to reduce the large number of patients who are medically ready for discharge but cannot leave hospital due to delays in arranging packages of care outside of our hospitals.
- 5.5. Our new 3Ts hospital development in Brighton is key to improving capacity as well, providing as it will new tertiary, trauma and teaching facilities for the whole of Sussex. We know that the care environment makes a real difference to the experience of patients and staff which is why it is great to see the progress being made on 3Ts development.
- 5.6. I recently visited the Stage 1 Building with other members of the executive team and could see that we will be able to start moving patient services into the new building in early 2023. Some of the wards and outpatient departments are effectively complete, with the rest not far behind. At the end of July, I hosted some of our local MPs for their first look at the new building. And earlier this month, the media were given their first peek behind the scenes as we launched our #shareaname campaign, asking colleagues and members of the public to share potential names with us via our website.
- 5.7. The new building will allow us to think differently about how we manage the numerous services moving into it. It will also unlock potential across our wider hospital estate and have a positive influence on our capacity and planning for the Trust as a whole. Please visit www.uhsussex.nhs.uk/about/hospital-redevelopment/ for further information.

6. SUSTAINABILITY

- 6.1. Our Patient First financial goal is to break even at the end of 2022/23. Our current position is not on target, but our cash position is strong and we have improved our efficiency programme, as well as received additional funding to help counter the current inflationary pressures. We do continue to bear additional costs, however, related to ongoing operational pressures, availability of staff, patient flow and capacity issues.
- 6.2. In terms of environmental sustainability, our carbon reduction programme is performing very well, following the publication of our UHSussex Patient First, Planet First green plan in February. Ten workstreams are delivering 28 projects on areas such as decarbonising our supply chain, reducing energy and water consumption,

promoting sustainable travel and reducing our use of resources, including medical gases that exacerbate climate change.

6.3. Our Trust has one of the most progressed staff engagement programmes in the country with more than 450 staff signed up and participating as Green Ambassadors, representing 77% of our departments. In addition to formal projects, numerous working groups such as Green Admin, Green Pharmacy, and Green Cycling Group are working on local carbon saving initiatives and improvements for staff, patients and our environment. Plans for a second annual UHSussex Environment Week are underway for September to promote the activity of our Green Ambassadors, our Environmental Sustainability Strategic Initiative and to recruit more staff and volunteers in support of our goal to become a net zero organisation.

6.4. In June, we focused on the Digital Transformation workstream. The department has an impressive record of making improvements that benefit both patients and staff, as well as the environment. For example, they have saved 40 tonnes of CO₂ a year by redesigning the Trust's data centre and reducing server racks from 40 to just 10. Additionally, nearly two thirds of the IT equipment disposed by the Trust is re-used, while virtually everything else is recycled, helping to ensure they meet key ISO codes and other international standards.

6.5. Furthermore, new information management services such as the introduction of 'Order Comms' for radiology and pathology referrals; the Electronic Prescription and Medication Administration system trust-wide; and digitisation of scores of other forms and referrals have saved reams of paper and other associated environmental printing costs. Additionally, other projects to expand patient-use of the My Health and Care Record app and the introduction of a new medical eNoting service will deliver further savings of carbon emissions in the coming months.

6.6. To find out more about our Patient First Planet First green plan, please visit <https://www.uhsussex.nhs.uk/about/greenplan/>.

7. INTERESTED TO FIND OUT MORE?

7.1. The news section of our website provides more detail and great images related to some of the events and achievements I have referenced above. Please visit www.uhsussex.nhs.uk/news. We are also very active on social media. Please join the conversation, comment, like and share by searching for us @UHSussex on your favourite platform or use the hashtag #UHSussex. We also invite people living locally to join UHSussex as a member, volunteer in our hospitals or develop your career with us. With seven hospitals across Sussex and numerous satellite services, we are proud to be at the heart of the communities we serve. You can be part of the UHSussex family too. Visit www.uhsussex.nhs.uk/join-us - thank you.

8. RECOMMENDATIONS

8.1. The Council of Governors is asked to **NOTE** the Chief Executive Report for August 2022.

Agenda Item:	8.	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Report from Patient Engagement and Experience Committee Meeting Chair				
Committee Chair:	Nicole Chavaudra, Director of Patient Experience, Engagement & Involvement				
Author(s):	Jan Simmons, Governor & Membership Manager				
Report previously considered by and date:					
Purpose of the report:					
Information	<input checked="" type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes					
Patient	<input checked="" type="checkbox"/>				
Sustainability	<input type="checkbox"/>				
People	<input checked="" type="checkbox"/>				
Quality	<input checked="" type="checkbox"/>				
Systems and Partnerships	<input checked="" type="checkbox"/>				
Link to CQC Domains:					
Safe	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>		
Caring	<input checked="" type="checkbox"/>	Responsive	<input checked="" type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input type="checkbox"/>		
Communication and Consultation:					
Executive Summary:					
<p>The Patient Engagement and Experience Committee met on 15 June 2022 but unfortunately was not quorate with only two publicly elected Governors in attendance. The meeting was not seeking any approvals other than the Committee's minutes from its last meeting, so the Committee decided to continue with the meeting. The minutes were approved by those in attendance at the meeting and it was agreed to seek virtual approval by email from those not in attendance.</p> <p>With a number of recent meetings not having been quorate, approval had been AGREED by the Council of Governors to reduce the quoracy of this Committee to at least four Governors (three of which must be publicly elected) and either the Chief Nurse or their Deputy, or at least one member of the Patient Experience Team and would ensure that any approvals could be authorised and minutes approved.</p> <p>The Committee RECEIVED the Trust's Quarter 4 Patient Experience Report and information relating to the Trust's principle sites at Brighton, Chichester, Haywards Heath, Worthing and Southlands and those areas where the Trust had performed well for patients as well as concerns and complaints received and the satisfaction feedback levels for the Friends and Family test.</p> <p>The Committee RECEIVED the Trust's draft Patient Experience strategy which had been summarised on a page for this meeting and the Governors were pleased to learn about the Home for Lunch initiative to enhance timely patient discharges.</p> <p>The Committee also RECEIVED Governor feedback from their contact with the public and an update from Brighton and Hove Healthwatch on their telephone calls project during Covid.</p>					

Key Recommendation(s):

The Council is asked to **NOTE** that there were no matters from this meeting that were referred to the Council for action. The Council is asked to **NOTE** the information and updates the Committee received at the meeting in respect of patient experience and the continued development of the Trust's Patient Experience Strategy,

COMMITTEE HIGHLIGHTS REPORT TO COUNCIL

Meeting	Meeting Date	Chair	Quorate	
			yes	no
Patient Engagement & Experience Committee	15 June 2022	Nicole Chavaudra	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Declarations of Interest Made				
There were no declarations of interest				
Assurance received at the Committee meeting				
<p>As the Committee was not quorate it was agreed that the minutes of the previous meeting held on 14 March 2022, having been approved by those members in attendance at the meeting, would be circulated to members not present to gain their virtual approval.</p> <p>The Council of Governors had APPROVED the Committee's request to reduce the quoracy for this meeting to four Governors (three of which must be publicly elected) to help ensure that any future approvals could be authorised, and minutes approved.</p> <p>Patient Experience Report The Committee RECEIVED the Trust's 2021/22 Quarter four Patient Experience report. This report included information for the period to March 2022 and covered all the Trust's principle sites at Brighton, Chichester, Haywards Heath, Southlands and Worthing. With regard to priorities and complaints improvement, the Committee NOTED that although the significant majority of patients were satisfied that they had received a good or better experience, satisfaction levels were reducing and there had been a 57% increase in the number of concerns since Q2. The Committee was informed that the main themes of negative patient feedback continued to relate to waiting, either on site or for treatment. However, the implementation of the new structures was under way to enhance a timelier response to complaints, the alignment of complaints to the new Clinical Operating Model (COM), and the development of a clinically led response to complaints.</p> <p>Draft Strategy on a page The Committee RECEIVED the draft Patient Experience Strategy on a page 2022 – 2025 highlighting the main themes of better engagement, listening, prevention and early intervention and change and improvement for patients. The Committee was informed that from the Friends and Family test 2021 more than 90% of UHSussex patients reported receiving good or better care whilst patient feedback consistently identified waiting, communication and staff attitudes and behaviour as the main themes to provide opportunities for improvement. The Committee NOTED that a new provider of the Friends and Family test had been secured which increase engagement with the public and incorporate more visible measuring tools using QR codes and other real time devices.</p> <p>The Governors were pleased to hear of the "Home for lunch" initiative, which was being promoted to enable timely patient discharges and to improve the quality of care to patients.</p> <p>The Committee RECEIVED positive feedback on the new programme of nursing peer reviews.</p>				

The Committee **RECEIVED** feedback from Public Governors noting that the main item of concern related to the very limited telephone/Wi-Fi signal in the emergency or waiting areas of all hospital sites.

There was no one able to attend the meeting from Sussex Integrated Care System (formerly CCG) or the Patient Participation Group (CCG).

Healthwatch feedback

The Committee **RECEIVED** an update from Healthwatch Brighton & Hove and **NOTED** that they had been extremely supportive throughout the very challenging times of the Covid pandemic and in supporting the NHS with their volunteers and telephone scheme. The Committee was advised the telephone project would be closing in two months' time. Members of the Committee were invited to the Healthwatch conference 28 June 2022.

Healthwatch West Sussex was absent from the meeting.

Governors on the Committee were invited by the Estate and Facilities team to join the reinstated PLACE Audits, a walk-through clinical areas with a patient's eye.

Actions taken by the Committee within its Terms of Reference

The Committee did not take any specific decision at this meeting over the approval of the former minutes.

Items to come back to Committee (Items Committee keeping an eye on)

There were no items to be brought back to the Committee

Items referred to the Board or another Committee for decision or action

Item	Referred to
There were no specific matters referred to the Council for action.	



University Hospitals Sussex

NHS Foundation Trust

Agenda Item:	9.	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Report from Membership and Engagement Committee Meeting Chair				
Committee Chair:	John Todd, Public Governor for Adur and meeting chair				
Author(s):	John Todd, Public Governor for Adur				
Report previously considered by and date:					
Purpose of the report:					
Information	<input checked="" type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes					
Patient	<input checked="" type="checkbox"/>	A vibrant membership will support the Trust with its engagement activities in support of enhancing patient experience of the Trust's services			
Sustainability	<input type="checkbox"/>				
People	<input checked="" type="checkbox"/>	A vibrant membership will support the Trust's Staff with their drive to learn from our patients and their family			
Quality	<input checked="" type="checkbox"/>	A vibrant membership will support the Trust with its engagement activities in support of enhancing the quality of the Trust's services			
Systems and Partnerships	<input checked="" type="checkbox"/>	A vibrant membership will support the Trust as it seeks to engage within the system.			
Link to CQC Domains:					
Safe	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>		
Caring	<input checked="" type="checkbox"/>	Responsive	<input checked="" type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input type="checkbox"/>		
Communication and Consultation:					
Executive Summary:					
<p>The Membership and Engagement Committee met on 19 July 2022, the Committee was quorate with 5 public governors and 1 staff governor present for the duration of the meeting plus a member of staff from the Communications Team and the Company Secretary.</p> <p>The Committee received a report on the Trust's membership and recruitment activities undertaken during the first quarter of 2022/23 and discussed the planning of future agendas.</p>					
Key Recommendation(s):					
<p>The Council is asked to NOTE the actions of the Committee and NOTE that the Committee referred no matters to the Council for their action.</p>					

COMMITTEE HIGHLIGHTS REPORT TO COUNCIL

Meeting	Meeting Date	Chair	Quorate	
			yes	no
Membership and Engagement Committee	19 July 2022	John Todd	✓	<input type="checkbox"/>
Declarations of Interest Made				
There were no declarations of interest				
Assurance received at the Committee meeting				
<p>The Committee RECEIVED a report on the Trust's membership and NOTED that the current levels of membership are above the minimum levels of membership per constituency as set out within our constitution.</p> <p>The Committee discussed the Trust's performance within each of the key membership strategy themes of, recruiting; welcoming; engaging and enhancing membership communication. The Committee NOTED the positive recruitment outcomes supported by the Membership team member's attendance at several events during the first quarter of 2022/23. The Committee NOTED the actions in respect of the next series of planned engagement events primarily for members but that these would offer the opportunity to encourage prospective members to join, noting that the membership is being canvassed through a short e-survey as to their views on the areas of the Trust they would wish to know more about. The Committee recognised the continued support the governors can give to cascading messages into our communities and the role the Trust newsletter plays in providing the governors with valuable information in support of this work.</p> <p>The Committee DISCUSSED areas they would wish to receive at future meetings including information on how the Trust could improve its member representation of the communities we serve through benchmarking our work with that of other Trusts. The Committee also asked if the Trust could speak to the ICB and offer them an opportunity to update the Committee on their engagement activities. The Committee also recognised that as the Council's Patient Experience and Engagement Committee focuses on the impact on the delivery of the Trust's Patient Experience strategy then closer working alignment of the agendas and work of the two committees may be beneficial.</p>				
Actions taken by the Committee within its Terms of Reference				
The Committee made no specific decisions at this meeting.				
Items to come back to Committee (Items Committee keeping an eye on)				
Within the meeting the shape and content of future meetings was discussed and this will look to see to compliment the standing agenda item on the Membership Strategy Delivery report items on ICB engagement activities are added.				
Items referred to the Board or another Committee for decision or action				
Item	Referred to			
The Committee referred no matters to other Council for action but asked the Council to note that the Trust is seeking feedback from the membership on the topics for the forthcoming "expert talks" which offer an opportunity for our communities to continue to hear about the exciting work of the Trust.				



Agenda Item:	10.1	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Nomination and Remuneration Committee Chair report from the 24 May 2022 meeting				
Committee Chair:	Alan McCarthy – Council of Governors and Committee Chair				
Author(s):	Alan McCarthy - Council of Governors and Committee Chair				
Report previously considered by and date:					
Purpose of the report:					
Information	<input type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes and any link to BAF risks					
Patient	<input type="checkbox"/>				
Sustainability	<input type="checkbox"/>				
People	<input type="checkbox"/>				
Quality	<input type="checkbox"/>				
Systems and Partnerships	<input type="checkbox"/>				
Link to CQC Domains:					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input type="checkbox"/>		
Communication and Consultation:					
Report:					
<p>The Council of Governor Nomination and Remuneration Committee met on the 24 May 2022 to consider and the outcome of the interviews on the 23 May 2022 and to agree the shortlist for the third Non-Executive Director (NED) position and the position Associate Non-Executive Director.</p> <p><u>Appointment of Non Executive Directors</u></p> <p>The panel having undertaken the interviews on the 23 May 2022 following NED and Governor focus groups that took place on the 17 May 2022 recommended to the Nomination and Remuneration Committee the appointment of David Curley and Bindesh Shah as Trust Non Executive Directors from 1 July 2022. The Committee approved these recommendations.</p> <p><u>Non-Executive Director and Associate Non-Executive Director Shortlisting</u></p> <p>With the appointment of two NEDs the Committee considered a number of candidates for shortlisting for interview on the 15 June 2022.</p> <p>The Committee also considered the request of the Chair to consider a number of candidates for the role of an Associate NED.</p> <p>The Chair advised that the recruitment to these positions represented an opportunity to appoint additional talent and the Trust should seek to complement the skills on the Board. The Committee was advised that</p>					

the recruitment advisors had been briefed to seek candidates who as well as being suitably qualified for the roles, could enhance the diversity of the Board.

The Committee considered and put forward for interview two candidates for the Non Executive Role and two candidates for the Associate Non Executive Director positions, recognising that in the preceding interviews on the 23 May there had been three candidates who whilst not suitable at this stage for appointment to the Non Executive Director role were suitable for consideration for an Associate Non Executive role. The Chair added that given the level of potential talent for the Associate Non Executive Director Role then it would be possible to appointment more than one new Associate Non Executive.

Key Recommendation(s):

The Council **NOTE** the appointment of David Curley and Bindesh Shah as Non Executive Directors from 1 July 2022.

The Council **NOTE** the Nomination and Remuneration Committee recommendation of two candidates to progress for interview for the Non Executive Director position and a further two candidates for the Associate Non Executive Director position to be judged against the previously interviewed three candidates.



Agenda Item:	10.2	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Nomination and Remuneration Committee report from the 16 June 2022 meeting				
Committee Chair:	Alan McCarthy – Council of Governors and Committee Chair				
Author(s):	Glen Palethorpe - Company Secretary				
Report previously considered by and date:					
Purpose of the report:					
Information	<input type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes and any link to BAF risks					
Patient	<input type="checkbox"/>				
Sustainability	<input type="checkbox"/>				
People	<input type="checkbox"/>				
Quality	<input type="checkbox"/>				
Systems and Partnerships	<input type="checkbox"/>				
Link to CQC Domains:					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input type="checkbox"/>		
Communication and Consultation:					
Report:					
<p>The Council of Governor Nomination and Remuneration Committee met on the 16 June 2022 to receive the outcome of the Chair and NED performance appraisals.</p> <p><u>Chair Appraisal</u></p> <p>In respect of the Chair the Committee received a report from the Trust's Senior Independent Director (SID) who undertook the appraisal of the Chair. The Committee received information on the Chair's 360 degree feedback and the Chair's own self-reflection. The Committee agreed that SID's performance rating for the Chair was a fair and balanced reflection of his performance over the previous year, recognising that 2021/22 was an exceptionally difficult year for the Trust in many respects, not least the continued impact of covid.</p> <p>The SID informed the Committee of the objectives set for the Chair including a proposed objective set by the Governors, this being "<i>Ensure the Board is diverse and represents the communities we serve</i>".</p> <p>The Committee received confirmation that the appraisal had confirmed the Chair remained a fit and proper person in accordance with the CQC regulations. The Committee agreed there was nothing that they needed to refer to the Council in respect of the Chair's performance</p> <p><u>Non Executive Director Appraisals</u></p> <p>In respect to the Non Executives Directors the Committee received a report from the Chair who had undertaken each of the NEDs appraisals. The Chair presented information from each of the NEDs 360 degree feedback process and their self-reflections in respect of their performance. The Committee agreed</p>					

that the Chair's performance rating for each of the Non Executives and the Associate Non Executive was a fair and balanced reflection of their performance over the previous year.

The Committee was informed of the suite of objectives set for each NED with a request that there be a governor set objective added to those set by the Chair, the governors set objective for each NED is *“To ensure that Board visibility is a priority and in support of this the NEDs take an active role in Gemba ”*.

The Committee received confirmation that the appraisals had confirmed each NED remained a fit and proper person in accordance with the CQC regulations The Committee agreed there was nothing that they needed to refer to the Council in respect of any of the NEDs performance

Appointment of Non Executive and Associate Non Executive Directors

The panel having undertaken the interviews on the 15 June 2022 following NED and Governor focus groups that took place on the 13 June 2022 recommended to the Nomination and Remuneration Committee the appointment of Paul Layzell as the Trust's Non Executive Director from 1 September 2022 and the appointment of Sadie Mason as an Associate Non Executive Director. Sadie joined the Trust on the 1 August 2022. The Committee agreed to make an offer to a further Associate Non Executive Director who has yet to confirm their start date. The Committee approved these recommendations.

Key Recommendation(s):

The Council **NOTE** the performance appraisals for the Chair and NEDs did **not** identify any matters that need referring to the Council for consideration in respect of their continuation with the Trust and that the process confirmed the Chair and the NEDs remain fit and proper persons.

The Council **NOTE** the governor set objectives for the Chair and each NED has been incorporated into their objective for 2022/23.

The Council **NOTE** the appointment of Paul Layzell as Non Executive Director from 1 September 2022 and Sadie Mason from 1 August 2022 as Associate Non Executive Director, along with the offer made to a further Associate Non Executive Director.



University Hospitals Sussex

NHS Foundation Trust

Agenda Item:	11	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Annual Report on External Auditor Performance 2021-22				
Sponsoring Executive Director:	Karen Geoghegan, Chief Financial Officer				
Author(s):	Clare Stafford- Director of Finance Martin Botterill- Deputy Director of Finance - Operational Finance Hansen Quao - Associate Director of Finance - Financial Services				
Report previously considered by and date:					
Purpose of the report:					
Information	<input type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input checked="" type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes and any link to BAF risks					
Patient	<input type="checkbox"/>				
Sustainability	<input checked="" type="checkbox"/>				
Our People	<input type="checkbox"/>				
Quality Improvement	<input type="checkbox"/>				
Systems and Partnerships	<input type="checkbox"/>				
Link to CQC Domains:					
Safe	<input type="checkbox"/>	Effective	<input type="checkbox"/>		
Caring	<input type="checkbox"/>	Responsive	<input type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
Communication and Consultation:					
Executive Summary:					
<p>The purpose of this report is to provide an assessment of performance of the external auditor following the completion of the audit for the 2021/22 financial year. This report considers the work of the auditor including both quality and fees charged.</p>					
Key Recommendation(s):					
<p>The Council is asked to:</p> <p>NOTE the performance of Grant Thornton with regards to the 2021/22 audit.</p>					



PURPOSE

1. The Audit Committee is required to review the performance of the external auditor after the completion of the year-end audit. This report assesses the work of the auditor regarding the quality of the work and the fees charged.

PERFORMANCE

2. A joint procurement exercise was carried out by Brighton and Sussex University Hospitals NHS Trust (BSUH) and Western Sussex Hospitals NHS Foundation Trust (WSHT) in 2020/21 to appoint an external auditor from 2021/22 onwards for University Hospitals Sussex NHS Foundation Trust.
3. The outcome of this procurement exercise was the appointment of Grant Thornton UK LLP (GT) as the Trust auditors for 2021/22.
4. Darren Wells was the key audit partner for GT supported by Paul Jacklin as the senior manager and these senior personnel have remained constant throughout the year.
5. As the incoming auditors to the Trust, GT have been required to undertake additional testing in the first year with regards to, for example, opening balances and documenting the processes employed by the Trust. A significant amount of this work was completed as part of the interim audit in early 2022.
6. In advance of the final audit commencing, GT agreed with the Trust a timetable for the audit, together with a schedule of working papers that would be required.
7. A significant amount of the audit work was undertaken remotely by GT. The audit team did attend sites for stock takes and to verify the existence of assets and were prepared to attend the Trust if required.
8. During the audit GT have provided the Trust with a daily updated query log and have attended weekly meetings with the Trust finance team to discuss the progress of the audit. GT also have been responsive to Trust requests for additional meetings to discuss and resolve matters as they arise.
9. The audit was delivered by GT in accordance with the agreed plan and the audit findings report was delivered to the Trust on time.
10. The value for money work element of the audit did start later than planned. However GT, with the assistance of the Trust, were able to revise the timetable, accelerate the work and deliver the conclusion on time.
11. The Trust produced and submitted audited accounts to NHS Improvement by 22 June 2022 in accordance with the accounts timetable for 2021/22 from NHSE/I.

12. During 2021/22 there were no non-audit services carried out by Grant Thornton. There are currently no engagements for non-audit services in place or under discussion.
13. Grant Thornton are regularly required to consider and report to the Audit Committee on their independence. They confirmed in June 2022 that:
- There are no significant facts or matters that impact on their independence as auditors that they are required or wish to draw to the Trust's attention;
 - they have complied with the Financial Reporting Council's (FRC) Ethical Standards for Auditors;
 - they have implemented policies and procedures to meet the requirements of the FRC's Ethical Standards;
 - that in their professional judgment the firm and each covered person are independent and able to express an objective opinion on the financial statements; and
 - they have complied with the requirements of the National Audit Office's Auditor Guidance Note 01 which sets out supplementary guidance and requirements for auditors of public bodies.
14. The Audit Committee has considered GT's assessment of independence and concurs with the conclusion.

FEES

15. The table below shows the agreed fees for the first three years of the engagement commencing with the 2021/22 audit as year 1.

Annual fees

Supplier name	Year 1	Year 2	Year 3	Total cost
	£'000	£'000	£'000	£'000
GT	150	153	156	459

16. The 2021/22 audit was carried out on time and in line with the agreed fees. The Trust did not incur any additional fees from GT for the audit.

RECOMMENDATION

17. **The Audit Committee is asked to:**

NOTE the performance of Grant Thornton with regards to the 2021/22 audit.



Agenda Item:	17	Meeting:	Council of Governors	Meeting Date:	18 August 2022
Report Title:	Company Secretary Report				
Committee Chair:	Glen Palethorpe, Company Secretary				
Author(s):	Glen Palethorpe, Company Secretary				
Report previously considered by and date:					
Purpose of the report:					
Information	<input checked="" type="checkbox"/>	Assurance	<input checked="" type="checkbox"/>		
Review and Discussion	<input type="checkbox"/>	Approval / Agreement	<input type="checkbox"/>		
Reason for submission to Trust Board in Private only (where relevant):					
Commercial confidentiality	<input type="checkbox"/>	Staff confidentiality	<input type="checkbox"/>		
Patient confidentiality	<input type="checkbox"/>	Other exceptional circumstances	<input type="checkbox"/>		
Implications for Trust Strategic Themes and any link to BAF risks					
Patient	<input type="checkbox"/>				
Sustainability	<input type="checkbox"/>				
People	<input type="checkbox"/>				
Quality	<input type="checkbox"/>				
Systems and Partnerships	<input type="checkbox"/>				
Link to CQC Domains:					
Safe	<input checked="" type="checkbox"/>	Effective	<input checked="" type="checkbox"/>		
Caring	<input checked="" type="checkbox"/>	Responsive	<input checked="" type="checkbox"/>		
Well-led	<input checked="" type="checkbox"/>	Use of Resources	<input checked="" type="checkbox"/>		
Communication and Consultation:					
Executive Summary:					
<p>This report provides the Council of Governors with an update, including matters for which the Trust has complied with NHS I or other regulatory requirements.</p> <p>Annual General Meeting</p> <p>The Annual General Meeting took place on the 27 July and below for information is the link to where the slides used in the meeting can be found can be found on the Trust's website. The event was videoed and this will be loaded to the same web page in due course. The annual report, including the Trust's financial statements and the Trust's quality account for the Trust can also be found using the same link. https://www.uhsussex.nhs.uk/about/trust-board/</p> <p>Governor Elections</p> <p>Our elections concluded in June 2022 and these returned the following members as Governors, Maria Rees for Arun, John Todd for Adur and Pauline Constable for Worthing (noting that John and Pauline were Governors previously thus making this their second terms).</p> <p>Lead Governor</p> <p>Following the retirement of Lyn Camps as Governor for Arun the Governors undertook a selection process for a new Lead Governor. The outcome of this process has seen Frank Sims, public governor for Brighton and Hove, appointed as Lead Governor.</p>					

Governor Committee Chairs

Each of the two respective Council of Governor's Committees have elected a new chair following the departure of their previous chair at the last round of Governor elections. These resulted in John Todd becoming the Chair of the Membership and Engagement Committee and Frances McCabe becoming the Chair of the Patient Experience and Engagement Committee.

Non-Executive Director Appointments

Following the successful round of interviews, the Council of Governors Nomination and Remuneration Committee approved the appointment of, David Curley, Bindesh Shah and Paul Layzell as Non-Executive Directors and Sadie Mason as an Associate Non Executive Director.

Key Recommendation(s):

The Council of Governors is recommended to

NOTE the outcome of the recent Governor elections that saw Maria Rees elected for Arun, John Todd elected for Adur and Pauline Constable elected for Worthing (noting that John and Pauline were Governors previously thus making this their second terms).

NOTE that Frank Simms has been appointed as Lead Governor and the appointment of the two Council of Governors Committee chairs, John Todd and Frances McCabe.

NOTE that the appointments approved by the Council of Governors Nomination and Remuneration Committee of, David Curley, Bindesh Shah and Paul Layzell as Non-Executive Directors and Sadie Mason as an Associate Non-Executive Director.