



University Hospitals Sussex

NHS Foundation Trust

Meeting of the Council of Governors

14.00 – 16.00 on Thursday 18 May 2023

Boardroom, 2nd Floor Washington Suite, Worthing Hospital, Lyndhurst Road,
Worthing, BN11 2DH

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	Verbal	Chair
		<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 elected Governors.</i>		
3.	14.00	Declarations of Interests To note and agree any required actions	Verbal	All
4.	14.00	Minutes of Council of Governors Meeting held on 16 February 2023 To approve	Enclosure	Chair
5.	14.05	Matters Arising from the Minutes None	N/A	Chair
		<u>ACCOUNTABILITY</u>		
6.	14.05	Chief Executive Report to Council To receive and agree any necessary actions	Enclosure	Andy Heeps on behalf of CEO
7.	14.30	Report from the Patient Engagement & Experience Committee Meeting held on 21 March 2023 To note	Enclosure	Frances McCabe as Committee Chair
8.	14.35	Report from the Membership Engagement Committee Meeting held on 13 April 2023 To note	Enclosure	John Todd as Committee Chair

<u>LISTENING AND REPRESENTING</u>				
9.	14.40	Lead Governor's Report To receive and agree any necessary actions	Enclosure	Glen Palethorpe on behalf of Lead Governor
10.	14.50	Public Governors' Update Improvement Groups <ul style="list-style-type: none"> ▪ Retail Catering 	Verbal	Governors John Todd
11.	14.55	Staff Governors' Update To receive and agree any necessary actions	Verbal	Andy Cook
12.	15.00	Appointed Governors' Update <ul style="list-style-type: none"> • West Sussex County Council • Brighton and Hove City Council • Voluntary Sector - Age UK • Brighton University • Inclusion To receive and agree any necessary actions	Verbal	Those appointed Governors in attendance
<u>OTHER ITEMS</u>				
13.	15.20	Systems & Partnership Committee - Chair Feedback To receive and agree any necessary actions	Presentation	Bindesh Shah
14.	15.45	Company Secretary Report To note	Enclosure	Glen Palethorpe
15.	15.50	Any Other Business To receive and action	Verbal	Chair
16.		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
17.	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 – 17.00 on Thursday 17 August 2023	Verbal	Chair
18.	16.00	To resolve to move to into private session <i>The Council now needs to move to a private session due to the confidential nature of the business to be transacted</i>		

Minutes

Minutes of the Council of Governors meeting held in Public at 2pm on Thursday 16 February 2023 via Teams Live Broadcast & in person.

Patrick Boyle	Non-Executive Officer, Deputy Chair
George Findlay	Chief Executive
John Todd	Public Governor – Adur
Fran McCabe	Public Governor – Brighton and Hove
Frank Sims	Public Governor – Brighton and Hove
Lindy Tomsett	Public Governor – Chichester (Lead Governor)
Doug Hunt	Public Governor – Mid Sussex
Pauline Constable	Public Governor – Worthing
Andy Cook	Staff Governor – St Richard’s Hospital
Jo Norgate	Staff Governor – Royal Sussex County Hospital
Amelia Palmer	Staff Governor – Worthing Hospital
Miranda Jose	Staff Governor – Peripatetic
Cllr Alison Cooper	Appointed Governor – West Sussex County Council
David Grantham	Chief People Officer
Karen Geoghegan	Chief Financial Officer
Paul Layzell	Non-Executive Director
Lucy Bloem	Non-Executive Director
Jackie Cassell	Non-Executive Director
Bindesh Shah	Non-Executive Director

In Attendance:

Glen Palethorpe	Company Secretary
James Millar	Deputy Director for Development & Property
Jan Simmons	Governor and Membership Manager
Nadia Shannon	Membership Administrator

COG/02/23/1 Welcome and Apologies for Absence ACTION

- 1.1 Patrick Boyle – Deputy Chairman 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 the following members:
Governors: Cllr Sarah Nield - Brighton & Hove City Council, Helen Rice – Voluntary Sector, Age UK, Hazel Heron - Public Governor – East Sussex/Out of Area, Chris Pobjoy Staff Governor – Princess Royal Hospital, Varadarajan Kalidasan (Kali) - Appointed Governor - Inclusion Groups.
- 1.3 **Executives:** Maggie Davies - Chief Nurse, Darren Grayson - Chief Governance Officer, Dr Rob Haigh – Interim Medical Officer, Dr Andy Heeps – Deputy Chief Executive & Chief Operating Officer,
- 1.4 **Non-Executive Directors:** Claire Keatinge, Lizzie Peers, David Curley, Sadie Mason (Associate), Lillian Philip (Associate)
- 1.5 Maria Rees – Public Governor Arun, Kate Galvin - Appointed Governor University of Brighton and Maggie Gormley - Public Governor, Chichester were unable to attend due to technical difficulties.

COG/02/23/2 Quoracy of Council of Governors Meetings

- 2.1 The meeting was quorate with more than one third of all Governors in attendance and at least 51% of those present being publicly elected Governors.

COG/02/23/3 Declarations of Interests

- 3.1 There were no interests to declare.

COG/02/23/4 Minutes of the Meeting Held on 24 November 2022

- 4.1 The minutes to be corrected to reflect that Frances McCabe had attended the meeting on 24 November 2022 and had not given apologies.
- 4.2 Subject to the above amendment the minutes of the meeting held on 24 November 2022 were **APPROVED** as a correct record.

COG/02/23/5 Matters Arising from the Minutes of Meeting

- 5.1 Item COG/02/23/7 - The Capital programme 2022/23 was included on the agenda for presentation in this meeting.

ACCOUNTABILITY

COG/02/23/6 Chief Executive Report to Council

- 6.1 George Findlay, Chief Executive, gave an overview of his report and took the opportunity to express his immense gratitude to all staff who had done a phenomenal job and showed amazing resilience in very difficult circumstances through Covid, flu, staff sickness and a Sussex wide critical incident.
- 6.2 The Council was advised that the industrial action had impacted the Trust during January and February with nursing, ambulance and physiotherapy staff all exercising their right to strike, alongside the indirect impact of train and teacher strikes which also affected staff availability and the ability of patients to access services. George added that he had been hugely impressed by the kind, professional and respectful way in which colleagues had approached the strike days and, in particular, the Trust's nursing leaders for handling a difficult situation with great skill, compassion and professionalism.
- 6.3 George acknowledged the success of the "Long Service Awards" events at Brighton and Fontwell Racecourse which had brought colleagues together face to face, away from the hospital, to thank them for their outstanding commitments and contributions at work over their many years of service.
- 6.4 George was pleased to announce the launch of the "Star Awards"; a programme that enabled the public and staff to nominate an amazing staff member who had gone above and beyond in their service.
- 6.5 For the past two years, the Trust had been working with NHS Sussex and partner organisations on a comprehensive review of stroke services in the coastal area of West Sussex, which covers the population of Adur, Arun, Chichester, Worthing and south of Horsham. George outlined the proposal to create an Acute Stroke Centre (ASC) for the coastal area of West Sussex to be located at St Richard's Hospital in Chichester. The Trust was encouraging members, patients and families, staff and stakeholders, and anyone living locally to share their feedback during the 12-week public consultation.

- 6.6 The CQC maternity survey ranked UHSussex as the ninth best performing hospital Trust in the country for services that included ante-natal, labour and birth to post-natal. The results showed that the Trust had performed better than most of the 121 participating Trusts in several questions, while in no area was the Trust rated below average.
- 6.7 Thanking George for his report Patrick also took the opportunity to commend UHSussex staff on the way the recent strike action had been handled and for keeping patients safe.
- 6.8 The Council **RECEIVED** the Chief Executive's report.

COG/02/23/7 Capital Programme 2022/23

- 7.1 Karen Geoghegan, Chief Financial Officer, gave a brief introduction and was pleased to inform the Council that the Trust was in a good position to have so many funded and viable major projects currently progressing.
- 7.2 James Millar, Deputy Director for Development & Property then gave a presentation of the completed and ongoing Capital Development & Property Projects as below:
- 7.3 **Completed Projects:**
- Amberley Chemotherapy Unit costing £7.5m
 - A £6m investment at St Richards Hospital (SRH) for new laundry machinery and equipment.
 - Radiotherapy CT scanner at Royal Sussex County Hospital (RSCH) value £0.5m
 - Refurbished mortuary at Worthing Hospital £0.9m
- 7.4 **Ongoing Projects:**
- 3Ts stage 2 & 3 £171m, estimated completion date 2026
 - Endoscopy procedure rooms at Princess Royal Hospital (PRH) £18.2m
 - Paediatric audiology service unit's relocation at RSCH £3.6m
 - Expansion of the A&E department at RSCH £48 million, completion date 2027
 - Urgent Treatment Centre (UTC) Community Diagnostic Centre at Southlands Hospital
 - £14.5m MRI/CT/XRAY and ultrasounds at Southlands Hospital
 - Refurbishment and extension of Urology Investigation Unit at PRH £7m
 - Thomas Kemp building HTHW pipework upgrade £5.9m
 - SPECT CT – Nuclear Medicine SRH replacement of existing equipment £1.2m
 - Replacement and refurbishment of existing at Worthing Hospital £1.2m
 - Reconfiguration of administration space in Stillman House at SRH £1m
 - Refurbishment of Maternity Antenatal Outpatient unit at PRH £0.9m
- 7.5 Frances McCabe questioned why the expansion of the Emergency Department at RSCH would take so long to complete. James explained that the project was complex and consisted of many sub phases which would require careful attention to ensure there was no impact to services and no impact to the building schedule. George added that every effort would be made to maintain the project timelines and that the ICS, recognising that this was a priority for the Trust, would assist where possible by working with the Ambulance Trust and other partners to alleviate any pressures that might be encountered during the process over the next three years.

- 7.6 Frances commented that the public seemed unsure of when the Louisa Martindale building was opening. George confirmed that it would open to patients in April and that a media plan had been developed to inform the public.
- 7.7 Amelia Palmer felt that providing staff for the new Community Diagnostics Centre would be challenging for the Trust and hoped that existing staff would not be deployed from other departments. George agreed that this would mean a recruitment challenge for the Trust but, by retaining the Community Diagnostics Centre as part of the Trust, it would provide training and development opportunities to existing staff as well as for overseas recruitment.
- 7.8 Lindy Tomsett asked if, in the future, there would be plans to improve the antenatal clinic at St Richard's Hospital. James advised that an estates strategy vision was currently being undertaken and hoped to factor in the antenatal clinic into plans for the next year or so, although it did not feature in the Capital Plan for 2023/24.
- 7.9 Karen acknowledged the antenatal needs for St Richard's Hospital and explained the prioritisation process for schemes of work.
- 7.10 The Council **RECEIVED** the presentation on the Capital Programme 2022/23.

COG/02/23/8 Report from the Patient Engagement & Experience Committee Meeting held on 14 December 2022

- 8.1 Frances McCabe presented the Patient Engagement and Experience Committee (PEEC) report advising that the Committee had received the Trust's Quarter 2 Patient Experience Report and information relating to the Trust's principal 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.
- 8.2 The Committee had also received an update on the Learning and Actions element of the Patient Experience Strategy with a demonstration of the Friends & Family Test data analysis portal with which Divisions were engaged for the identification of improvement work. The Committee was also updated by Healthwatch on their patient and community engagement projects.
- 8.3 The Governors had received a presentation on the Patient Knows Best portal giving Sussex patients access to their hospital information including letters, test results and appointments. The Committee were advised of arrangements to publicise access to the portal through Trust clinical contacts and via the NHS App while assurances were received of safeguards against a presumption of digital access.
- 8.4 The Council **RECEIVED** the report of the Patient Engagement & Experience Committee Meeting.

COG/02/23/9 Report from the Membership Engagement Committee Meeting held on 18 January 2023

- 9.1 John Todd advised the Council of Governors that the Membership and Engagement Committee met on 18 January 2023. The Committee had not been quorate. Consequently, decisions for approval could not be taken in the meeting and subsequent approval would be sought virtually or taken to the next meeting.

- 9.2 The Committee had received a report on the Trust's membership and recruitment activities undertaken during the third quarter of 2022/23 and discussed the planning of future agendas, informed by approaches to engagement from the NHS Sussex Health and Care Partnership and UH Sussex Communications colleagues.
- 9.3 The Council **RECEIVED** the report of the Membership Engagement Committee.

COG/02/23/10 Lead Governor's Report

- 10.1 Lindy reflected on the toughest and most demanding winter seen in the NHS with challenges of the backlog of appointments and surgery due to the pandemic and the added burden of the Nursing and Ambulance industrial action, which had not only caused a significant burden on staff but also on Trust finances.
- 10.2 Through the weekly CEO briefings Governors had been reassured of the respectful approach the Trust had taken to the right of staff to strike and that colleagues were treated with empathy and understanding whilst maintaining a high level of patient care. The Governors commended and applauded the Trust's ethos.
- 10.3 Governors were very pleased to hear that a new temporary Outpatients Unit had been built at St Richard's Hospital to improve the unprecedented pressure on the hospital, as well as the new Emergency Department at RSCH and many other new projects across the Trust.
- 10.4 The Briefing sessions continued to be of great benefit to the Governors and the recent briefing on the reconfiguration of stroke services was of particular interest, providing considerable information and debate. Lindy added that Governors were keen to maintain a watchful eye to follow its progress through the public consultation period.
- 10.5 The Governors continued to be active in many areas of the everyday functioning of the hospitals with Peer reviews and the PLACE audits providing useful feedback. In addition, Governors had been involved in the Retail Steering Group to review the future of the restaurants and cafes at Worthing and St Richard's Hospitals and recently had a tour of the new Louisa Martindale facility at The Royal Sussex County Hospital in Brighton.
- 10.6 A number of Governors had attended the NHS Providers workshops which had provided a great opportunity to enhance their knowledge base and to network with other Trust Governors.
- 10.7 Concluding her report, Lindy acknowledged, on behalf of the Governors, the Trust's forward planning strategy under the leadership of the Chief Executive Officer in advance of the next round of industrial action and commended the Trust and its staff for how well it continued to care for its patients despite such adverse situations.
- 10.8 The Council **RECEIVED** the Lead Governor's report.

COG/02/23/11 Public Governors' Update

- 11.1 **Improvement Groups**
- 11.2 John Todd updated the Council on the work being undertaken by the Retail Catering Steering Group in respect of the catering and retail facilities at the Louisa Martindale Building at the Royal Sussex Country Hospital, Brighton

advising that a full market tender had process had been followed but as yet no contract had been awarded.

- 11.3 The Council was advised that the Compass Group, who provided the restaurant and front entrance retail facilities at Worthing, St Richard's and Southlands hospitals, would be withdrawing from the restaurant elements of their contract. The various options available were currently under review and a tender process would be followed if required.

Other Updates

- 11.4 Weekly Patient Lead Assessment of the Care Environment (PLACE) and monthly Peer Reviews continued to take place at St Richard's, Worthing and Southlands hospitals with Governors who were interested and available being encouraged to join the team.
- 11.5 Lead Governor, Lindy Tomsett and Maria Rees, Public Governor for Chichester had joined the Chichester University Engagement and Advisory Group and John was pleased to confirm that the Nursing and Allied Health Professional courses at Chichester University would be full again this year.
- 11.6 The Governors were pleased to note that the Trust's annual STAR Awards were now open to nominations with the ceremony taking place in June at the Amex Stadium in Brighton.
- 11.7 Responding to a question from Frances McCabe, Glen Palethorpe explained that Governors were welcome to attend the membership recruitment days that were being held at the various hospital sites in order to raise their profile and be more visible to the public.
- 11.8 The Council **NOTED** the public Governor's update.

COG/02/23/12 Staff Governors' Update

- 12.1 Miranda Jose gave an overview on how the recent RCN, Unite and CSP industrial action had been addressed and acknowledged the support received from the Trust and the Executive team in respect of the positive messages sent to staff, which were appreciated and reassuring. Miranda added that there had been concerns amongst some staff around the communication of the rules of striking for staff and working conditions. Governors would be pleased to hear if training or clearer information would be made available to line managers to ensure a consistent approach in future.
- 12.2 The Staff Governors were grateful to see a reduction in the pressures experienced in December and January and were keen to know what plans the Trust were making to maintain that improvement and to prepare for winter pressures in 2023/24.
- 12.3 Referring to additional funding set out in the recently published NHSE 2 year recovery plan, Staff Governors were keen to learn how the Trust intended to utilise the funding, since the focus of the plan was very much on admission avoidance, higher acuity services in the community and early support discharge.
- 12.4 Turning to the proposed reconfiguration of stroke services, and whilst appreciating the engagement the Trust had undertaken with staff affected, the Staff Governors highlighted that staff still had concerns both on a service provision level and the impact it would have on them personally.

- 12.5 Staff had appreciated the goodies-hampers and Christmas lunch provided by the Trust and the tea, coffee and squash donation kindly provided by the Love Your Hospitals Charity.
- 12.6 Staff Governors acknowledged the new bicycle service station units that had been installed in bike storage areas which added to the Trust's green commitment and supported people traveling to and from work.
- 12.7 The opening of the new Medical Day Case Unit at Worthing had been a major step forward for services and a new environment for staff to work in.
- 12.8 Some of the Staff Governors were delighted to have been given the opportunity to visit the new Louisa Martindale Building at the Royal Sussex County Hospital in Brighton. The feedback had been overwhelmingly positive with people genuinely astounded by the scale, design and finish of this new facility.
- 12.9 Staff who moved into that area as their new work base could truly look forward to providing care in a state-of-the-art environment, which would hopefully also serve to attract new staff to the Trust.
- 12.10 George thanked Miranda for the update and acknowledged the valuable feedback that had been given in the report. George would respond once he had the opportunity to consider and review the concerns that had been raised by the Staff Governors.
- 12.11 The Council **NOTED** the Staff Governors' update.

COG/02/23/13 Appointed Governors' Update

13.1 West Sussex County Council

- 13.2 Cllr. Alison Cooper provided the Council with a snapshot of West Sussex County Council's activities the key features being as follows:
- 13.3 A new scheme, the West Sussex House Project, providing young people leaving care with a safe home and support to live independently had been launched. This would bring together groups of young people up to the age of 25 who were moving out of care into adulthood.
- 13.4 West Sussex County Council had invested a total of £931,608 apprenticeship funding since the introduction of the apprenticeship levy to support local business. The funding had supported a total of 319 apprenticeships in West Sussex with £320.411 of the total amount invested in the last financial year.
- 13.5 Budget proposals had been discussed at full Council on 21 February 2023 to include council tax increases and strategies for managing finances and investments with a spend of £1.86 billion for residents.
- 13.6 The population of West Sussex had grown by 9.4% in 10 years with an increase of 20.8% in the over 65 years of age, under 15 years had increased by 7.8% and the 15 to 64 by 6%. There had been a significant increase in the over 65 years of age population.
- 13.7 The Council **RECEIVED** the Appointed Governor update from West Sussex County Council

13.8 Brighton and Hove City Council

There was no representative present at meeting.

- 13.9 **Voluntary Sector - Age UK**
There was no representative present at meeting.
- 13.10 **Brighton University**
Due to a technical issue Professor Kate Galvin could not join the meeting but had provided the following update.
- 13.11 The Council was informed that, thanks to the excellent clinical placements provided by the Trust, placements were generally working well and the University appreciated all the support to expand and develop.
- 13.12 There was a new Blog for practice educators containing updates, policy and process that all were welcome to use.
- 13.13 Kate reported that admissions for all health courses were down nationally, but the University was on target for their health courses. Interest in the University's Podiatry course was also encouraged as one of only three in the country.
- 13.14 The Council heard that the Health Research Partnership had welcomed a new Head, Virginia Govoni, and looked forward to continued cross institution and regional partnerships and collaborations.
- 13.15 The Council **NOTED** the Appointed Governor update from Brighton University.
- 13.16 **Inclusion**
There was no representative present at meeting.

OTHER ITEMS

COG/02/23/14 Patient Committee - Chair Feedback

- 14.1 Jackie Cassell gave a presentation and an overview of the Trust's Patient Committee.
- 14.2 The standard work for the Patient Committee was four meetings a year to include deep dives, surveys and action plans, improvement reports, partnership and ICB working, risk report and BAF, annual review and updates and reports for the Quality Governance Steering Group and Patient Experience and Engagement Group.
- 14.3 Jackie outlined the Patient Experience Strategy to the Council explaining that it included the metrics from the friends and family test and the flexibility and depth to identify opportunities for improvements.
- 14.4 Jackie advised the Council of Governors that she was leaving the role as Chair of the Patient Committee and wished to thank and acknowledge Maggie Davies, Nicole Chavaudra, and Jacqueline Clarke-Mapp, for all their work on the Patient Committee.
- 14.5 The Council **NOTED** the Patient Committee Chair Feedback.

COG/02/23/15 Company Secretary Report

- 15.1 Glen Palethorpe presented the Company Secretary Report. This report provided the Council of Governors with an update on matters aligned to the Trust's constitution or other regulatory requirements.

15.2 NED appointments

The Council of Governors Appointment and Remuneration Committee met on the 1 February to consider the appointment of a Brighton and Sussex Medical School NED as Jackie Cassell had left the employment of the medical school. The Committee agreed to the appointment of Professor Malcolm Reed to this position from the 1 March 2023 for a period of 3 years to 28 February 2026

- 15.3 At the same meeting the Committee considered the request of the Chair to retain Jackie Cassell for a period to the 30 June 2023 to allow Jackie to coach and support the transition of the People Committee chair to Claire Keatinge. The Committee agreed to the appointment of Jackie Cassell as a NED for the period of 1 March 2023 to the 30 June 2023

15.4 Staff Governor Elections

The election process had commenced for the Worthing and Southlands staff governor following the retirement from that position of Amelia Palmer as Amelia has secured a different role, one within the ICB. The nomination process ended on the 15 February with the election process then following in March 2023.

15.5 2021/22 LYH and BSUH Charities Annual Reports

The Board, acting as corporate trustees for both LYH and BSUH Charities, had approved the annual report for both Charities, these had been submitted to the Charity Commission and placed on the Trust's website.

- 15.6 Both annual reports detailed the generous support given by our communities and highlighted some of the amazing individual and group fundraising activities undertaken along with key highlights on how those donations had made a difference to patients and staff.

- 15.7 The Council **RECEIVED** the Company Secretary's Report.

COG/02/23/16 Any Other Business

- 16.1 There was no other business to discuss.

COG/02/23/17 Questions from the public

- 17.1 Response to questions from Mr John Thompson.
- 17.2 Glen Palethorpe responded to the first question how the Council of Governors saw its role in taking account of the view of Members.
- 17.3 Glen advised that the views of members are provided through the elected members. Each member is part of their local community and whilst they do not operate in the same way as councillors of a local authority holding surgeries etc they do through their experiences bring their views. This is also true for our staff governors representing our staff members. For significant events then the views of our members are captured through the public consultations as is happening currently as was referenced by George in respect of the Stroke reconfiguration public consultation.
- 17.4 The second question was in relation to what plans the Trust had for more presentations to members on topics of interest.
- 17.5 Glen advised that these used to occur and there had been one in the prior year, but it was correct to note these had not been regular across 2023/34. The Trust has canvassed the members for areas of interest and these do overlap with those reflected on by John such as diabetes and cardiac conditions and with

this information Glen confirmed that there are plans in place to commence a series of Expert Talks by Clinicians to our membership from April 2023.

17.6 Response to questions from Mrs Jane Ramage

17.7 The first of Jane’s questions was in relation to an update on other projects planned for SRH over the past few years eg additional MRI, expanded Paediatric A&E, which had not progressed as anticipated.

17.8 George referenced the significant amount of investment planned for all the hospitals as seen during the meeting from the Capital Plan presentation and drew particular attention to the Paediatric A&E department at SRH where the Trust had hoped to refurbish but due to other capital pressures in the programme were unable to do. However, due to space being freed up by other services it had been possible to relocate the Paediatric A&E and a good example of making better use of space instead of needing more investment.

17.9 The second question raised was in respect of Queen Victoria Hospital taking on surgery for cancer patients in West Sussex and if this included patients from St Richard’s Hospital, for whom it would be a long journey.

17.10 George explained that Queen Victoria Hospital (QVH) had always had a role as a surgical hub, particularly for breast cancer patients, the use of which had become greater during Covid as a ‘green’ hospital site and formed part of the planning for next year. The Planned Care Board would be looking at how to get best use of all the facilities across Sussex and how to ensure that patients get the surgery they required in the shortest possible time. George went on to emphasise there were no plans to downgrade any of the Trust’s hospitals; all had an important part to play and the Trust’s Clinical Strategy reflected that where possible services would always be provided locally, however to ensure the best use of services some, by necessity may be centralised.

17.11 The Council **NOTED** the questions received from the public.

COG/02/23/18 Date of Next Meeting

18.1 The next meeting of the Council of Governors was scheduled to take place at 14.00 – 16.00 on Thursday 18 May 2023

Jan Simmons
Governor & Membership Manager
16 February 2023

Signed as an accurate record of the meeting

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Chair

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Date

Agenda Item:	6	Meeting:	Council of Governors	Meeting Date:	18 May 2023
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 a summary of highlights from the Chief Executive and the work of UHSussex over the last quarter.					
Key Recommendation(s):					
The Council is asked to NOTE this report.					

To: Council of Governors

Date: May 2023

From: Chief Executive – Dr George Findlay

Agenda Item: 6

CHIEF EXECUTIVE BOARD REPORT

1. THANK YOU

- 1.1 The months of February, March, and April this year continued to prove extremely challenging for our staff and services, and I want to publicly acknowledge what a phenomenal job my colleagues have been doing in very difficult circumstances. Continued industrial action, winter pressures and ongoing impacts of the pandemic have all meant this last quarter has been even more challenging than was previously expected.
- 1.2 Our teams have repeatedly gone above and beyond to put our patients first and ensure we continued to provide safe emergency and urgent care for those who needed us most, no matter the extraordinary pressures or staffing constraints we experienced. Countless colleagues have worked additional shifts, longer hours, provided support outside their normal roles or cancelled leave to support one another and our patients. Thank you to all our staff for their hard work, commitment, and resilience in the face of such adversity.
- 1.3 Regrettably, the impact on our patients has been greater during more recent periods of industrial action as it has been necessary for us to postpone thousands of appointments and elective procedures to prioritise patient safety and life-preserving care. Such decisions are never taken lightly, and I want to apologise to everyone who has been affected in this way and thank them for their patience as we do all we can to reschedule them as swiftly as we can.
- 1.4 Despite these testing times and the relentless demands upon our staff, there are also many positive developments and achievements that it is important we take time to celebrate and share. As such, I am delighted to highlight a selection of these below that have occurred since our last Public Board meeting at the beginning of February. Well done to all colleagues involved.

2. ACHIEVEMENTS, AWARDS AND RECOGNITION

- 2.1 More colleagues and teams from across the Trust have graduated from our Patient First Improvement System (PFIS) training programme, delivered by our in-house Kaizen continuous improvement team. PFIS trains and empowers frontline colleagues to identify opportunities for positive, sustainable change and teaches them the skills and support they need to make improvements happen. Congratulations to the following team's for joining our UHSussex-wide army of problem-solvers: Ophthalmology at Southlands; Discharge Lounge teams and discharge co-ordinators trust-wide; Booking Department in Worthing; Referral Hub teams; Vascular Ward team, Brighton; Royal Alex Children's Hospital level 9 medical ward team; and the Clinical Site Management teams at all our hospitals.
- 2.2 Our cancer teams at St Richard's and Worthing were presented with the Myeloma UK Clinical Service Excellence Programme (CSEP) Award in recognition of their outstanding care and dedication to patients with myeloma, an incurable blood cancer which claims the lives of 3,000

people in the UK each year. Staff were praised for their efforts to improve patients' quality of life and eagerness to truly listen to their needs.

- 2.3 The Sussex Orthopaedic Treatment Centre at Princess Royal has been named as one of eight elective surgical hubs in the country to receive national accreditation for the highest standards in clinical, operational practice, and care for patients. Additionally, two of the centre's orthopaedic surgeons, Mr Stephen Bendall and Mr Joel Vernois, were amongst those receiving the Roger A. Mann Award, presented for the first time to recipients outside of the USA, after a clinical paper they supported was presented at the American Foot & Ankle Society (AOFAS) conference.
- 2.4 Colleagues at Royal Sussex County Hospital are helping to deliver a key NHS target to end new Hepatitis C infections. All patients over 16 who attend A&E in Brighton are now being screened for Hepatitis C when having routine blood tests taken - unless they choose to opt out. The screening is in addition to routine HIV testing which was introduced last year. Earlier detection improves treatment options and reduces onward transmission.
- 2.5 Clinicians from UHSussex helped ensure the annual Brighton Marathon ran safely again this year, by volunteering their clinical expertise as part of the medical support for the event. This year, for the first time, they helped saved a runner's life by applying an innovative cold-water immersion method to treat severe heatstroke brought on by over-exertion. The runner was treated and monitored for four hours, after which they could go straight home, avoiding admission to hospital.
- 2.6 Professor Yvonne Gilleece, a UHSussex consultant in HIV Medicine and Sexual Health, was elected Chair of the British HIV Association (BHIVA), becoming the first candidate outside London to hold the prestigious position. Yvonne also helped promote HIV Testing week in February with a special appearance on ITV's Good Morning Britain programme.
- 2.7 The radiology team at Royal Sussex County Hospital achieved a quicker and more efficient CT scanning service, despite a 40% increase in the number of scans requested each week. Putting continuous improvement into practice, the team worked with doctors, porters, healthcare assistants and IT specialists to identify key areas where CT scan delays occurred and introduced counter-measures to improve the service.
- 2.8 The colorectal cancer service is assessing more than 200 patients each week, in new faster diagnosis clinics across UHSussex, helping to address the growing demand for the service which now receives 1,100 urgent referrals a month following a 25% increase since 2019. Nationally, because of such high demand, only around 40% of patients with suspected lower gastrointestinal tract cancers are being diagnosed within the standard time frame – but by introducing an innovative faster diagnosis model, our teams are reaching more than 60% in some of the clinics.
- 2.9 Patients at the Princess Royal requiring urgent gynaecological assessments can now be seen in a new Gynaecology Assessment Unit (GAU) that streamlines them directly from the hospital's Emergency Department (ED), or from GP referrals or Urgent Treatment Centres. The unit provides a rapid assessment and diagnostic service, which not only significantly reduces the time these patients spend in ED, but also enables other patients to be seen more quickly in the department.

3. £48 MILLION INVESTMENT TO IMPROVE EMERGENCY DEPARTMENT IN BRIGHTON

- 3.1 Plans have been agreed to invest £48 million at the Royal Sussex County Hospital (RSCH), to deliver a radical improvement to the Emergency Department (ED) and the way in which the local NHS supports people needing urgent care. With more space, more resuscitation beds, and a new three-storey Urgent Treatment Centre (UTC), the ambition is to completely transform the current ED, which is ageing and cramped, and increasingly not fit for purpose.
- 3.2 The new 'emergency floor' will be more than twice the size of the current A&E. It will cover the existing ED area, additional space freed up by other services moving into the new Louisa Martindale Building and it will include a new-build UTC. Improving urgent and emergency care is a key area of work for NHS partners across Sussex. The investment for the improvement work is supported by NHS Sussex and national funding. The phased building programme is scheduled for completion by 2028.

4. LOUISA MARTINDALE BUILDING OPENING SOON

- 4.1 Our new £500 million Louisa Martindale Building at the Royal Sussex County Hospital in Brighton is now just weeks away from welcoming patients. Recently, we have revised our opening plans slightly to provide a bit more time to commission the building management system.
- 4.2 This is a hugely complex process – for example, LMB has 14,000 items of medical equipment within it and the building management system must not only support all of the individual systems across the 11 floors, but also ensure they all work together - and so we are taking a little more time to make sure everything is ready.
- 4.3 When staff begin to move into the LMB it will be the new home for a diverse range of outpatient, inpatient and specialist services. It will be a fantastic new environment for patients and staff alike. We are currently commissioning the LMB's new theatres and major medical equipment and will carry out a full clinical clean of the 11-storey building as part of the commissioning process. These works will make the building ready to welcome the 100,000 patients a year.
- 4.4 To find out more about this incredible new asset that will benefit patients from across all of Sussex, please visit www.uhsussex.nhs.uk/LMB.

5. STROKE IMPROVEMENT PROGRAMME

- 5.1 Thank you to everyone who participated in the 12-week "Improving in-hospital stroke service" public consultation that ended on 21 April. More than a thousand people responded to a public consultation and many more had opportunities to find out more and ask questions about our proposal to develop a new Acute Stroke Centre at St Richard's Hospital in Chichester.
- 5.2 For the past two years, we have been working with NHS Sussex and partner organisation on a comprehensive review of our stroke service for people living in Adur, Arun, Chichester, Worthing and south of Horsham. The public consultation sought to involve and seek the views of people living locally on our preferred option and proposed service change.
- 5.3 We are confident our proposal would bring many benefits, including improved access to specialist stroke services 24 hours a day, seven days a week; a reduction in disabilities and death caused by strokes; and shorter hospital stays for people who have a stroke.

5.4 To make the changes, and realise these benefits, it would mean Worthing Hospital would no longer be a receiving centre for stroke admissions and more stroke patients would be seen at the proposed Acute Stroke Centre at St Richard's and the Comprehensive Stroke Centre at Royal Sussex County Hospital in Brighton.

5.5 An independent organisation is currently collating all the consultation feedback that NHS Sussex and UHSussex will respond to in a new Decision-Making Document later in the summer. The timeframe for the next steps in the stroke improvement programme is subject to the feedback received. Further information is available on the NHS Sussex website at www.sussex.ics.nhs.uk.

6. NEW CHARITY “*My University Hospitals Sussex*”

6.1 Our former charities Love Your Hospital and BSUH Charity have officially merged under a new name: *My University Hospitals Sussex*. But the charity's mission remains the same – to raise funds to support UHSussex patients, families, and staff above and beyond what is possible through core government funding alone. The funds the charity will raise for treatment, care and research will all make a real and tangible difference to patients and staff alike. Please visit www.muyussex.org to find out more and pledge your support.

7. SUPPORTING OUR PEOPLE

7.1 Our staff are our most precious resource, and we have a broad programme to provide support for them, as well as thank, acknowledge, and recognise everything they do for our patients, each other, and the Trust. Below are some recent examples of the many actions we take to show our appreciation and care of our colleagues.

7.2 Nearly 600 colleagues have attended our Long Service Awards so far this year. Held away from the hospitals, the events are an opportunity to thank staff who are marking significant milestones, such as 20, 30, 40 and even more years of service to the NHS. Attendees enjoyed a cream tea with colleagues at six different events. It was calculated that the combined years of service totalled an incredible 13,677 years!

7.3 In February, March and April we provided complimentary tea bags, coffee and squash to all staff areas as a small gesture of thanks and contributions towards the cost-of-living crisis. Additionally, our Crisis Support Fund panel that was set up in January. It meets every week and has so far allocated £12,757 to 56 members of staff who sought financial assistance.

7.4 In February and March, we offered 20-minute massages to front line staff working in our main hospitals. More than 400 colleagues enjoyed the stress-busting treatment in staff lounges and selected departments.

7.5 Wellbeing Hubs for staff were launched in January at RSCH and in April at Princess Royal. Located in communal staff lounges, new wellbeing assistants are on hand to provide advice and support. Staff are invited to pop along for refreshments, decompression art activities, wellbeing signposting, and massage chairs.

7.6 In April, we introduced new Conflict Resolution Training for all staff as part of their mandatory training three-year requirements. The measure was in direct response to findings from the NHS

staff survey results which show too many colleagues continue to experience violence, aggression, or abuse while at work. The training is part of a much broader Reducing Violence and Aggression strategy being developed across the Trust.

7.7 In March, we officially signed up to the Menopause Workplace pledge. Menopause guidance and cafes have been established for over a year to help address a range of menopause issues. To date, a community of more than 150 members of staff has developed to share information and offer peer support.

7.8 As part of our Patient First breakthrough objective to support and encourage 'speaking up', we have introduced more guidance and materials to help colleagues raise concerns. This included a new web page, suite of resources and leader toolkits published in March.

8. INTERESTED TO FIND OUT MORE?

8.1 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 @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 their 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. We wish to welcome others to our UHSussex family too. Visit www.uhsussex.nhs.uk/join-us - thank you.

9. RECOMMENDATIONS

10.1 The Council of Governors is asked to **NOTE** the Chief Executive Report for May 2023.

Agenda Item:	7	Meeting:	Council of Governors	Meeting Date:	18 May 2023
Report Title:	Report from Patient Engagement and Experience Committee Meeting Chair				
Committee Chair:	Francis McCabe, Public Governor Brighton and Hove				
Author(s):	Jan Simmons, Governor & Membership Manager				
Report previously considered by and date:	N/A				
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 type="checkbox"/>				
Quality	<input checked="" type="checkbox"/>				
Systems and Partnerships	<input type="checkbox"/>				
Research and Innovation	<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 21 March 2023 but was not quorate with only two public governors in attendance. It was also attended by the Director of Patient Experience, Engagement and Involvement as well as a representative from Healthwatch and Paula Cooper, Assistant Director Service Transformation and Oliver Phillips, Director of Strategy & Planning for agenda items 7 and 13 respectively. Apologies were received from the NHS Integrated Care Board representative. Whilst the meeting was not quorate it was decided to continue as there were no items for substantive decision with the approval of the minutes being deferred to the next meeting recognising that the meeting reviewed and found no areas requiring correction.</p> <p>The Committee received the proposal to review and amend, if necessary, the Terms of Reference and the reorganisation of the agenda to make the focus of PEEC more dynamic and amenable to Governors to be able to bring forward views and influence priorities. The Committee reflected that it would be able to measure the success of these changes through an improved level of involvement of Governors within Trust improvement projects and their reporting of this involvement being made directly to the Council.</p> <p>The Committee received a presentation on the Voice of Patient Experience given by Paula Cooper, Assistant Director Service Transformation, with examples of how the patient experience was represented in the programmes supported by Improvement and Delivery.</p> <p>In addition, the Committee received an update on progress that had been made on the Better Engagement segment of the Patient Experience Strategy and a short presentation on the Welcome Standards at the heart of which was the patient voice and tackling the priorities for improving patient experience, as defined by the Trust's patients and their representatives.</p>					

The Committee also received information relating to the PLACE audits, noting that the national results were not yet available.

There was no representative at the meeting from the ICB and therefore the Stakeholder Feedback item was deferred to the next meeting.

The Committee also received feedback from Healthwatch on their patient and community engagement projects.

Being mid-way through the 12-week public consultation, the Governors received an update from the Director of Strategy and Planning on Improving hospital-based stroke services in West Sussex.

The Committee noted the Trust's Quarter 3 Patient Experience Report and information relating to the Trust's principal 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.

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 but the Council is asked to **NOTE** the change made by the Committee to the focus of its meeting to allow them to be more action and improvement orientated.

COMMITTEE HIGHLIGHTS REPORT TO COUNCIL

Meeting	Meeting Date	Chair	Quorate	
Patient Engagement & Experience Committee	14 December 2022	Frances McCabe	yes <input type="checkbox"/>	no <input checked="" type="checkbox"/>
Declarations of Interest Made				
There were no declarations of interest				
Assurance received at the Committee meeting				
Focus of PEEC				
<p>The Committee RECEIVED the proposal to review and amend, if necessary, the Terms of Reference and the reorganisation of the agenda to make the focus of PEEC more dynamic and amenable for Governors to be able to bring forward views and influence priorities. The Committee NOTED the recommendations that the agenda and Committee would focus on change, innovation and delivery of services that improved patient experience and where Governors could actively add value. It would also move receipt of routine reports to the end of the meeting and oversee the level of Governor involvement within Trust improvement projects.</p>				
Patient Engagement in Pathway Changes				
<p>The Committee RECEIVED a presentation on the Voice of Patient Experience with examples of how the patient experience was represented in the programmes supported by Improvement and Delivery. The Governors were informed that the Patient Strategic theme and True North would always ensure there was a foundation of patient experience in all improvement programmes and that patient focused tools were included as part of the Trust's business as usual improvement methodology and as part of strategic planning through to sustaining the improvement. Each of the programmes aimed to identify the quality, experience, timeliness measures from a patient perspective and that solutions implemented should demonstrate a positive relationship between the improvement metrics for each project and the more formal patient experience measures.</p> <p>The Committee reflected that it would be able to measure the success of these changes through an improved level of involvement of Governors within Trust improvement projects and their reporting of this involvement being made directly to the Council.</p>				
Patient Experience Strategy – Better Engagement				
<p>The Committee RECEIVED an update on the progress that had been made on the Better Engagement – nothing about me without me, segment of the Patient Experience Strategy. The Committee noted the five objectives of Better Engagement that had been identified, being nothing without me, an increase in response rates to patient surveys, increased engagement through visible and accessible digital methods, improved experience of discharge and embracing technology to improve patient experience.</p>				
Welcome Standards				
<p>The Committee RECEIVED a short presentation on the Welcome Standards, at the heart of which was the patient voice and tackling the priorities for improving patient experience, as defined by the Trust's patients and their representatives. The Governors were informed of the pilot training of reception colleagues, including volunteers, in preparation for the opening of the Louisa Martindale Building and to support a more customer service focus to these patient facing roles. The development of the Welcome Standards had been reviewed by the UHSx Patient Experience and Engagement Group (PEEG) which included Healthwatch representing the patient voice and ICB quality representatives. Branding work for the Welcome Standards had been carried out by the Trust's Comms team.</p>				
Improvement Groups - PLACE				
<p>The Committee RECEIVED information relating to the Patient-Led Assessments of the Care Environment (PLACE) audits which provided motivation for improvement by giving a clear message, directly from patients, about how the environment or services might be enhanced. As the national results were not yet available, and the audits having been stood down due to the pandemic, the Committee was informed of</p>				

the Trust's results compared to the 2019 scores. The overall score for food was higher in terms of ward tasting and how it was prepared, served and presented. The score for condition, appearance and maintenance of the environment of all hospital sites was lower than previously due to areas being inaccessible during the pandemic and wards closed. However, the Committee was **ASSURED** that the backlog of work had been included on the schedule of works. The score for privacy and dignity was also lower than before and all issues noted were being progressed and resolved. Governors were encouraged to join the new weekly PLACE audits commencing in April.

Healthwatch Update

The Committee **RECEIVED** feedback from Healthwatch on their patient and community engagement projects. Discussions were taking place to ensure that patients were involved in the proposed redesign of the Emergency Department at the Royal Sussex County Hospital. Healthwatch would be starting the process to be sighted on the Trust's action plans from the various CQC reports, which the Trust welcomed. Regular monthly 'enter and view' visits to the hospital would be starting again post Covid, with the first visit to all the maternity units and wards across the east and west working with Healthwatch West Sussex and Maternity Voices Partnership; this would be a useful way for patients to provide insight on the environment and what they were seeing.

Stroke Consultation Update

The Committee **RECEIVED** an update on Improving hospital-based stroke services in West Sussex and, being mid-way through the 12-week public consultation, were advised that KPIs were on track, 636 responses had been received to the questionnaire, two key note events had been held, with a further event planned for the coming week, which more than 35 local groups and networks had attended; there had been 368 in person interactions and positive stakeholder engagement and media coverage and reporting. The Committee **NOTED** the key themes that had arisen to date, these being the consistent lack of awareness that not every aspect of acute stroke services was currently available 24/7, concerns around travel time and the financial and time implications for Worthing residents travelling to and from St Richard's Hospital during an acute stay. There was, however, high support of the case for change and the need for 24/7 services.

Patient Experience Quarter 3 Report

The Committee **NOTED** the Trust's Quarter 3 Patient Experience Report and information relating to the Trust's principal 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.

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 previous minutes.

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

Sussex Integrated Care System

As the ICS were not represented, the agenda item for update on the work of the Sussex Integrated Care System and learning from their health inequality project from the pilot with the Crawley Community was deferred to the next meeting.

Welcome Standards

An update on the progress of the Welcome Standards to be made a regular agenda item for the next few meetings.

Improvement Groups

An update on the national results of the PLACE audits to be placed on the agenda for the next meeting.

Items referred to the Board or another Committee for decision or action	
Item	Referred to
The Council is asked to NOTE that there were no matters from this meeting that were referred to the Council for action but the Council is asked to NOTE the change made by the Committee to the focus of its meeting to allow them to be more action and improvement orientated.	



Agenda Item:	8	Meeting:	Council of Governors	Meeting Date:	18 May 2023
Report Title:	Report from Membership and Engagement Committee Meeting Chair				
Committee Chair:	John Todd, Public Governor for Adur and meeting chair				
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"/>	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.			
Research & Innovation					
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 13 April 2023. The Committee was quorate with eight Governors attending, three of which were publicly elected and the Director of Communications.</p> <p>The Committee received a report on the Trust's membership and recruitment activities undertaken during the fourth quarter of 2022/23 and discussed the planning of future agendas, informed by approaches to engagement from the NHS Sussex Health and Care Partnership and UH Sussex Communications colleagues.</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	13 April 2023	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 were 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 of membership events held on the Trust's hospital sites during the fourth quarter of 2022. Despite new members being recruited at these events the monthly cleanse of the database resulted in the removal of members who could not be reached exceeding new members for the same quarter.</p> <p>The Committee NOTED the programme of events for the coming months. In collaboration with other hospital teams/forums and together with Sexual Health colleagues the Team would be attending the annual Pride events in Chichester and Worthing and Trans Pride in Brighton to raise awareness and recruit new members. Other events included the Armed Forces Day in Littlehampton, the Lions Charity market in Worthing and joining with HR colleagues to attend apprenticeship and career fairs to focus on the recruitment of the younger age group.</p> <p>The Committee NOTED that the programme of Expert Talks was progressing and that clinicians had been secured to deliver the first three talks on Respiratory, Miniaturisation in Cardiology and Diabetes.</p> <p>An update on the Stroke Consultation was provided by a representative of the ICB. The Committee NOTED that the consultation was on track to hit its KPI of 1k responses and had received a good mix of respondents across West Sussex and especially from the Worthing/Lancing corridor. The Committee also NOTED an update from the ICB on the Crawley project reflecting a good example of how to reach seldom heard groups. The Trust's membership team planned to use the learning from the Trust's ICB partners to inform future member recruitment activity.</p> <p>The Director of Communications provided an overview of the current communication and engagement activities that were taking place in the organisation and with external colleagues. The Committee NOTED the present focus of the Communications team had been dominated by managing the recent industrial actions of the RCN and junior Doctors as well as on the opening of the Louisa Martindale Building at the Royal Sussex County Hospital site, the Trust's STAR awards and the Stroke Reconfiguration consultation.</p> <p>The Committee NOTED that pursuing collaboration with other Foundation Trusts partners to share event and membership information remained work in progress.</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)	
<p>Within the Member Engagement Report (received at each meeting) the Committee would monitor the theoretical risk of membership falling below a constitutional minimum in any one of the Trust governors' constituencies.</p> <p>This would also include benchmarking our member recruitment work with that of other Trusts and a programme of Expert Talks.</p> <p>Information on an ICB wider partnership working event taking place on 3 July 2023 aiming to bring all partners together on a quarterly basis and that would also open up opportunities for governors to join events.</p>	
Items referred to the Board or another Committee for decision or action	
Item	Referred to
<p>The Committee referred no matters to the Council of Governors, Board or other Committee for action.</p>	

Agenda Item:	9	Meeting:	Council of Governors		18 May 2023
Report Title:	Lead Governor's Report				
Sponsoring Executive Director:	Lindy Tomsett, Lead Governor				
Author(s):	Lindy Tomsett, Lead Governor				
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"/>		
Link to Trust Strategic Themes:					
Patient Care	<input type="checkbox"/>	Sustainability	<input type="checkbox"/>		
Our People	<input type="checkbox"/>	Quality	<input type="checkbox"/>		
Systems and Partnerships	<input type="checkbox"/>				
Any implications for:					
Quality					
Financial					
Workforce					
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:					
Executive Summary:					
This report provides the Council with an update of activities up to May 2023					
Key Recommendation(s):					
The Council is asked to NOTE this report.					

Lead Governor Report
May 2023

It is so very unfortunate that NHS is still having to provide services around Industrial Action, this has had a ripple effect across the whole spectrum of care which has led to a reduction in some services and planned surgery. However, the Trust continues to support its staff to take action should they wish and has with its staff once again stepped up to the mark and worked together and offered the best possible care to all those who have needed it.

Throughout this very concerning time it has been very reassuring for the Governors to hear about the continuing corporate development plans that have been announced, not least of all the plans for the significant overhaul of the ED Department at Brighton which will completely transform the present ED. Although this is not going to materialise overnight it surely will be a lift for staff morale giving them much better facilities to deliver emergency care.

On another note the PRH memory clinic will become the lead hospital site for a national Alzheimer's study and at SRH the Cancer services have won a national award recognising their hard work and dedication. There has also been many other good news announcements despite the difficult times that the staff have to continue to work through, and once again the Governors applaud the tenacity of all those who work within the Trust focusing on our patients.

There have been several very important briefings for the Governors to keep us all abreast of the Trusts forward planning. These have included the 'Operational Plan' and the 'Clinical Strategy' development which has outlined a clear vision of the Trust's continuing progress in the future across the Trust. The briefing on the 'Reconfiguration of the Stroke Services' required a second discussion in order for the Governors to ensure the full and wider picture of the need and the proposed new structure of this very important service, and therefore aid the public's understanding alongside all the Trust's information that has been directed to the Public as well.

The Governor led committees have been continuing and the Chairs have given their individual reports. Leading on from this, several Governors have been very active at different hospital sites meeting the Public to encourage membership recruitment.

Governors have participated in the judging process for the Environment awards and for the very prestigious Star Awards. I must add that reading through the nominations for the Star awards is truly awe-inspiring and just demonstrates how amazing the staff are and how frequently they go the extra mile. Not forgetting the Long service awards as well, as all these awards are so deserving. They provide evidence from the Board that they recognise the Staffs exemplary contribution to the Trust and this is supported by the Governors.

The Governors have completed their appraisals for the Chair and the NEDS and set an 'Objective' for both the Chair and the NEDS for 2023/24.

Many Governors continue to maintain their usual commitments to the Place Audits and the Peer Reviews, and some do even more with regularly volunteering on the wards. In particular I would like to mention Maggie who takes the shop trolley around SRH and Doug who does some gardening at PRH.

All these activities help the Governors to acquire further insight into the operational day to day running of the Trust and is invaluable to raising our awareness and our ability to promote a constructive and collaborative relationship within the Council of Governors and the Trust Board

Lastly elections are underway to fill the public governor vacancies in Brighton & Hove and Mid Sussex and a staff governor vacancy for PRH. We look forward to welcoming new faces and I'm sure they will bring their enthusiastic commitment to the Council of Governors.

Lindy Tomsett
Lead Governor UHSussex NHS Foundation Trust

Agenda Item:	14	Meeting:	Council of Governors	Meeting Date:	18 May 2023
Report Title:	Company Secretary Report				
Author(s):	Company Secretary				
Report previously considered by and date:	Information covering in this report was also reported to the Trust Board on 4 May 2023				
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"/>		
Link to ICB / Trust Annual Plan					
Link to ICB Annual Plan	<input type="checkbox"/>	Link to Trust Annual Plan	<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"/>				
Research and Innovation	<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"/>		
Regulatory / Statutory reporting requirement					
Governor elections are held in accordance with the Trust's constitution.					
Communication and Consultation:					
Report:					
This report provides the Council of Governors with an update on matters aligned to the Trust's constitution or other regulatory requirements not covered within other reports.					
Governor Elections					
We completed our election process for the Worthing and Southlands staff governor. The process returned Sue Shepherd, a matron, who was elected for a three-year term commencing 1 April 2023.					
We have commenced elections for the staff governor position for Princess Royal Hospital and the Public Governor positions for Mid Sussex and Brighton and Hove. The nomination process ended on the 2 May with each constituency securing at least one nomination. Following the election process the results are planned to be returned on 21 June 2023. We have held a series of drop-in information sessions for those interested in applying for these positions allowing the role to be explained and to answer any questions allowing potential nominees to consider the role before applying.					
Associate Non Executive Director retirement					
Lillian Philip retired from the Trust as an Associate Non-Executive Director at the end of her term of office on the 19 April 2023.					

Key Recommendation(s):

The Council of Governors is recommended to **NOTE**

- the election result that has seen Su Shephard returned as Staff Governor for Worthing and Southlands
- the ongoing election process for the Staff Governor for Princess Royal Hospital and the Public Governor positions of Mid Sussex and Brighton and Hove.
- the retirement of Lillian at the end of her term of office