



South Tees Hospitals
NHS Foundation Trust



Council of Governors Meeting

Tuesday 16 July 2024, 14:45

Rooms 3 and 4, STRIVE, Friarage Hospital,
Bullamoor Road, Northallerton, DL6 1JG



Caring
Better
Together

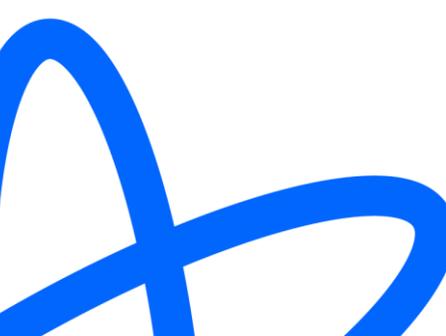
Council of Governors – Public Meeting

Tuesday, 16 July 2024 at 2.45pm in the
Rooms 3 and 4, STRIVE, Friarage Hospital,
Bullamoor Road, Northallerton, DL6 1JG

Agenda

ITEM	PURPOSE	LEAD	FORMAT	TIMING	
CHAIRS BUSINESS					
1.	Welcome and Introductions	Information	Chair	Verbal	2.45pm
2.	Apologies for Absence	Information	Chair	Verbal	2.45pm
3.	Quorum and Declarations of Interest	Information	Chair	ENC	2.45pm
4.	Minutes of Previous Meeting held on 21 May 2024	Approval	Chair	ENC	2.45pm
5.	Matters Arising and Action Sheet	Review	Chair	ENC	2.50pm
FOR INFORMATION					
6.	Lead Governor Report	Information	Lead Governor	ENC	2.55pm
WELL LED					
7.	Audit & Risk Committee Chair log	Information	Ken Readshaw	ENC	3.05pm
GOVERNANCE					
8.	Annual Members Meeting Arrangements	Approval	Head of Governance	Verbal	3.10pm
9.	Matters to bring to the attention of the Board	Discussion	Chair	Verbal	3.15pm
10.	Reflections on Meeting	Discussion	Chair	Verbal	3.20pm
11.	Any Other Business	Information	Chair / All	Verbal	3.25pm
12.	Date of Next Meeting: Tuesday 19 September 2024	Information	Chair		

Agenda Item: 3



Council of Governors Register of Interests

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

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

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

Agenda Item: 4



**Unconfirmed minutes of the Council of Governors Meeting held in
PUBLIC on 21 May 2024 at 9.15am
in the David Kenward Lecture Theatre, STRIVE, James Cook Hospital & via Microsoft Teams**

Present:

Ms Ali Wilson	Vice Chair / Non-Executive Director
Ms Yvonne Bytheway	Elected Governor, Middlesbrough
Mrs Janet Crampton	Elected Governor, Hambleton & Richmondshire
Dr Sarah Essex	Elected Governor, Staff
Dr John Fordham	Elected Governor, Patient and/or Carer
Ms Rebecca Hodgson	Elected Governor, Middlesbrough (online)
Ms Carlie Johnston-Blyth	Appointed Governor, Teesside University (online)
Prof David Kennedy	Appointed Governor, Newcastle University
Mr Graham Lane	Elected Governor, Hambleton & Richmondshire (online)
Ms Zahida Mian	Elected Governor, Redcar & Cleveland
Mr Julian Wenman	Appointed Governor, Staff
Mr Brian White	Elected Governor, Redcar & Cleveland
Mr Jon Winn	Elected Governor, Redcar & Cleveland
Mr Paul Fogarty	Elected Governor, Middlesbrough (online)
Mrs Sue Young	Elected Governor, Hambleton & Richmondshire

In attendance:

Mrs Liz Barnes	Group Non-Executive Director
Mrs Ann Baxter	Vice Chair / Group Non-Executive Director
Ms Ada Burns	Group Non-Executive Director
Ms Miriam Davidson	Group Non-Executive Director
Alison Fellows	Group Non-Executive Director
Mr Ken Readshaw	Group Non-Executive Director
Prof Rudy Bilous	Associate Non-Executive Director
Mrs Jackie White	Head of Governance / Company Secretary
Mr Stuart Irvine	Director of Strategy, Assurance & Compliance/Company Secretary
Mrs Heidi Holliday	Secretary to Trust Board / note taker

CHAIR'S BUSINESS

CoG/23/103 Welcome and Introductions

Ms Wilson, on behalf of Professor Bell, welcomed all members to the meeting including the newly Appointed Governor for Newcastle University, Prof David Kennedy. Ms Wilson explained that following the transitional phase of Group arrangements, future session timings would be reviewed and streamlined.

CoG/23/104 Apologies for Absence

Apologies for absence were received from the following Governors:

Mr Noel Beal	Elected Governor, Hambleton & Richmondshire
Ms Rachel Booth-Gardiner	Elected Governor, Middlesbrough
Ms Lisa Bosomworth	Appointed Governor, Healthwatch
Bernard Count von Ullersdorf	Elected Governor, Hambleton & Richmondshire
Cllr David Coupe	Appointed Governor, Middlesbrough
Cllr Ursula Earl	Appointed Governor, Redcar & Cleveland Borough Council
Prof Steve Jones	Appointed Governor, Newcastle University
Ms Jean Milburn	Elected Governor, Middlesbrough

Dr Isaac Oluwatowaju	Elected Governor, Staff
Mr Lee O'Brien	Appointed Governor, Carer Organisation
Prof Shaun Pattinson	Appointed Governor, Durham University
Cllr Steve Watson	Appointed Governor, North Yorkshire Council

Apologies for absence were received from the following:

Prof Derek Bell	Group Chair
Mr Mark Dias	Group Non-Executive Director
Mrs Allyson Gerner	Group Non-Executive Director
Ms Stacey Hunter	Group Chief Executive
Mr Chris Macklin	Group Non-Executive Director
Mr David Redpath	Group Non-Executive Director
Fay Scullion	Group Non-Executive Director

CoG/23/105 Quorum and Declarations of Interest

Mrs White confirmed that the meeting was quorate.

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

CoG/23/106 Minutes of Previous Meeting

The minutes of the meeting on the 20 February 2024 were approved subject to the following amendments:

Present:

Prof David Kennedy was also present at the last meeting.

CoG/23/089 Quality Assurance Committee Chair Update

Mr Phil Sturdy, Director of Estates, had therefore been asked to look at different options as the antenatal **clinics** are not fit for purpose.

Resolved: i) the minutes of the previous meeting were accepted as an accurate record subject to the above amendments.

CoG/23/107 Matters Arising and Action Sheet

The matters arising were reviewed and updated in the meeting.

FOR INFORMATION

CoG/23/108 Lead Governor Report

Mrs Crampton presented the Lead Governor Report and highlighted the key issues. Mrs Crampton apologised for the late circulation of the papers.

Following attendance at the inaugural Group Board meeting, the Lead Governors put forward a proposal to the Group Chair and Vice Chairs that the Council of Governors work towards the example of the Group Board and move towards a single Council-in-Common, which would reduce the number of meetings and administration pressures. Mrs Crampton requested member's views on this proposal.

Further 'Meet the Governor' sessions were to be arranged throughout June at varying times and venues and further ideas and suggestions were welcomed, along with volunteers to be part of the rota.

The Lead Governors had recently met with Stacey Hunter, Group Chief Executive and requested that Governors be more involved with the organisation, which she was open to.

Any ideas or suggestions on how to be more involved would be welcomed and would be discussed through the appropriate route.

Following discussion regarding Governors receiving comments or feedback, it was noted that a robust process would be agreed for Governors to follow. There was already a well-established complaints and compliments service therefore, a new system would not be developed however, a process would be agreed that would complement those services. It was noted that in the first instance Governors should contact Ms Wilson and Mrs White who would work collaboratively to take forward the information and would provide feedback. A suggestion was made to have a separate section on the action log for these issues so that they could be reviewed regularly to identify any potential themes and to ensure that sustained changes were being put in place.

Discussion ensued regarding possible ways to raise awareness of the role of the Governors and membership and the following suggestions were made:

- Broadcast on radio stations including Radio Stitch
- Podcasts
- Engage further with colleges and universities for more younger people to be involved, including promoting the roles at open days and targeting spaces that were regularly used by graduates and businesses
- Engage further with Local Authorities
- Engagement with younger patients and carers to gain experience in governance roles
- Mini workshops
- One-to-one contacts
- Social media and QR links for those that would prefer to receive information via media platforms.

It was agreed that existing mechanisms would be mapped to plan and build a campaign and all Governors were encouraged to get involved. Work was also ongoing with the Local Authorities, who were going to provide a list of areas and meetings that were held on a regular basis, which should be ready to share within the next 4-6 weeks. Further suggestions and ideas were welcomed.

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

Action: i) Section to be added to the action log for recording issues, comments or feedback raised with Governors.

Action: ii) Members to provide feedback on the proposal to move towards a single Council-in-Common.

Action: iii) Members to provide further ideas and suggested for raising awareness of the role of Governors and membership.

Action: iv) Volunteers to be part of the Meet the Governor rota.

Action: v) Information provided from Local Authorities regarding meetings and and groups be shared with members once received.

SAFE

CoG/23/109 Patient Experience Sub Group Update

Mrs Young provided an update to Governors following the last Patient Experience Sub Group meeting.

Mrs Young provided an overview of a positive and successful patient story that had been shared at the meeting in May 2024. Feedback from the patients' parents had been positive and they felt that all staff were aware of their son's needs, they felt listened to and the care was put into place as planned. A video was produced regarding the story, which had reached the finals of the Nursing Times Awards. It was noted that the story had also been shared at the Group Board meeting held on 17 April 2024. It was agreed that the story would be shared at a future Meeting in Common of the Council of Governors.

Other key issues included:

- Recruitment had taken place for more interpreters as this was an ongoing problem. More interpreters had been appointed however, it was providing difficult to provide interpreters for some languages.
- There was now a streaming Nurse at the Emergency Department desk in order to make patients journey's easier and to help with anxiety Betty, the therapeutic dog, visited the emergency department every Wednesday. There was also often a volunteer in the waiting room to help with basic queries and to provide useful information.
- Parking difficulties had been raised as a problem and was scheduled to be discussed further at the June meeting.
- The Patient Experience Team (PET) had been short of administration staff for some time, which has caused problems with the issuing of meeting papers and with some being circulated 24 hours in advance of the meetings. The team had now recruited three part time staff and two volunteers to help with the paperwork and it was hoped that the situation would now improve.
- An overwhelming majority of comments the PET team received were positive and the team had sent out 297 thank you cards in March 2024 alone, to wards and departments who had been mentioned as providing an excellent patient experience.

Mrs Burns reported on the issues with regards to the interpreters and the review that was underway and suggested that the Patient Experience Sub Group should receive a full update. Mrs White confirmed that she had received an update and would circulate it to members.

It was noted that the issues regarding parking difficulties was being picked up with Phil Sturdy, Director of Estates and Facilities.

Resolved: i) Ms Wilson thanked Mrs Young for her update.

Action: i) Mrs White to share the update regarding interpreters and the review that was underway with members.

EXPERIENCE

CoG/23/110 Health and Wellbeing Champion Update

Mrs Burns provided an update to Governors.

Ms Burns reported on a recent visit to the residencies at James Cook University Hospital, which were used for staff along with family of neonates and occasionally for relatives of patients that were in a real state of crisis. From a health and wellbeing point of view, the cleanliness and management of the residencies were excellent however, a number of issues had been raised including accessibility for disabled patients and families. The residencies were not owned by the Trust however, the Trust were responding to these issues. Ms Burns suggested that the Trust contact charities to seek funding to make them more homely and welcoming and how they could be used more effectively and equitably across the Group. Overall, Ms Burns was very impressed with the facilities and agreed to continue to follow up

on the issues raised via the People Committee and would provide feedback as and when necessary. A further visit was planned to the residencies at the Friarage Hospital.

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

WELL LED

CoG/23/111 Audit and Risk Committee Chairs Log

Mr Readshaw, Audit and Risk Committee Chair highlighted key points of discussion from the Audit and Risk Committee meeting that took place on the 14 February 2024 including the Fire Risk Audit, which highlighted a number of recommendations that were being closely monitored.

A further meeting was scheduled for the following day to start to look at the year ahead, internal and external audit reports and further discussion was also planned regarding the Fire Risk Audit.

A reminder was provided that the Audit Committees would remain as separate Committees at present.

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

CoG/23/112 People Committee Chair Log

In the absence of Mr Dias, Mrs Baxter, North Tees and Hartlepool People Committee Chair highlighted key points of discussion from the People Committee meeting that took place on the 14 February 2024.

The aim was to move the People Committee to a Group People Committee over the coming months and Mrs Baxter and Mr Dias had therefore been shadowing their respective Committees. Discussions had focused around training and the items that required escalation to the Group Board. One of the trusts priorities was to join together the Education and Training Strategy and to ensure that all trainees had access to the best training.

Resolved: i) Ms Wilson thanked Mrs Baxter for her update.

CoG/23/113 Resources Committee Chair Log

In the absence of Mr Redpath, Ms Wilson highlighted key points of discussion from the Resources Committee meeting that took place on the 14 February 2024.

The Trust had reported a positive position at a system control-total level, which had been an ambitious programme however, the Trust managed to achieve 99% of the target. The collaboration and level of engagement of all staff had helped towards this achievement.

The key issues for escalation were coding and progress against the digital programme. It was noted that there may be some income the Trust had not been receiving and work was focussed on this and although there had been a massive amount of work carried out on the digital programme, there were some projects that needed to start to deliver, which were being scrutinised.

CoG/23/114 Quality Committee Chair Log

Ms Davidson highlighted key points of discussion from the Quality Committee meeting that took place on the 24 April 2024, including the Pressure Ulcer Improvement Plan, the reduction in preventing harm and the regular maternity and staffing plan reports.

Eighteen staff had been recruited to start in September 2024, many of which were students that had worked at the Trust. The issue raised was regarding the time gap of those staff commencing in post and work was ongoing to manage this.

The End of Life Strategy was currently being updated to ensure there was a robust, caring and compassionate strategy in place. There were strong regional links with the Integrated Care Board (ICB) and hospices and positive joint working.

The Providing a Safe Environment Group Report was discussed and the areas of note were the external assurances and positive results of the PLACE assessment, with the Trust achieving very high scores that were better than the national average around environment, hygiene and availability of catering.

The Committee was informed of the good news that the Trust had received a Healthwatch South Tees Award for innovation in recognition of the Targeted Lung Health Check work and early diagnosis and the team were congratulated.

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

GOVERNANCE

CoG/23/115 Review of Declaration of Interest & Register of Interest for Council of Governors

Mrs White reported on the review of the declaration of interests register for the Council of Governors and highlighted the key issues.

Declarations of interest forms were sent to all Governors to complete and return to identify any updates or changes and 24 of the 25 declarations sent had been returned. Once finalised the register would be included in the Annual Report. Members were encouraged to raise any conflicts that arise during the course of the year and the register would be updated as and when necessary.

Resolved: i) Ms Wilson thanked Mrs White for her update.

CoG/23/116 Governor Attendance

Mrs White reported on the Governor Attendance report and highlighted the key issues.

In line with the Constitution, there was a requirement that Governors attended 75% of meetings and information regarding attendance was included in the Annual Report. Mrs White and Mrs Crampton were to work with colleagues that had not met this requirement.

It was noted that there was an error in the percentage reported for Professor Jones' attendance, which was to be rectified. Any further inaccuracies were to be raised with Mrs White.

Following discussion regarding other duties the Governors undertook, a suggestion was made for Governors who were due for re-election to include in their application what other areas of work they undertook/led on.

Resolved: i) Ms Wilson thanked Mrs White for her update.

Action: i) The percentage reported for Professor Jones' attendance to be rectified.

ii) Governors to include information regarding the areas of work they undertook and lead on to be included in applications for re-election.

CoG/23/117 CoG Effectiveness

Mrs White reported on the CoG Effectiveness report and highlighted the key issues.

A review of the effectiveness of the Council of Governors had been undertaken and as a result the cycle of business for the Council had been updated. All meetings had been quorate for the year and attendance had been met. A full record of attendance for the Council was appended to the report. A review of the Council of Governors duties was undertaken, where assurance was provided that all duties had been met. The Constitution had been updated and aligned with North Tees & Hartlepool NHS Foundation Trust.

The review concluded that the Council had discharged its duties as outlined in the report.

It was recommended that the Council should continue to meet every 8 weeks, 6 of which would be In Common meetings and include development sessions.

The Council of Governors approved the review.

Resolved: i) Ms Wilson thanked Mrs White for her update.

Action: i) The review be approved.

CoG/23/118 Matters to bring to the attention of the Board

There were no matters to bring to the attention of the Board.

CoG/23/119 Reflections on Meeting

There were no reflections raised.

CoG/23/120 Any Other Business

There was no other business to discuss.

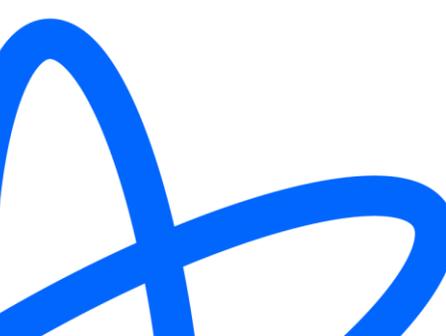
CoG/23/121 Date and Time of Next Meeting

The next Meeting in Common of the Council of Governors is to take place on Tuesday, 16 July 2024, 12.30pm in Rooms 3 & 4, STRIVE, Friarage Hospital.

The next meeting of South Tees Council of Governors is to take place on Tuesday, 16 July 2024, 2.45pm in Rooms 3 & 4, STRIVE, Friarage Hospital, following the Meeting in Common.

Closed at 10.22am.

Agenda Item: 5



Council of Governors Action Log (meeting held in Public)

Date of Meeting	Minute no	Item	Action	Lead	Due Date	Comments	Status (Open or Completed)
21.11.2023	Development Session		Lucy Tulloch to return back to Council of Governors to look at strategic objectives for Trust & Group	Anita Keogh	21.05.2024 21.11.2024	Lucy Tulloch invited to Joint Development Session on 21.05.2024 to present 21.05.2024 - the item was to be re-arranged for a future joint development session to discuss the strategic plan.	Open
21.11.2023	CoG/23/073	Patient Experience Sub Group	Mrs White and Prof Bell to discuss sub group with Kate Jones	Jackie White / Derek Bell	21.05.2024	21.05.2024 - Derek Bell attended the Sub Group meeting. Discussions with Kate Jones and Hilary Hall had taken place and it was agreed that the Sub Group would be reviewed, along with the Quality Assurance Sub Group to align the Groups and processes across the two trusts. Further updates would be provided as and when work progresses.	Open
21.11.2023	CoG/23/076	Feedback from Constituency Meetings	Estates to provide update re : Staircase at Friary Hospital to Governors	Phil Sturdy	21.05.2024 16.07.2024	08.03.2024 - Jackie White e-mailed Phil Sturdy asking him to provide update to Govs on issues raised to be able to provide details to Govs. 21.05.2024 - update to follow.	Open

20.02.2024	CoG/23/099	Matters to bring to Board	Mrs Janet Crampton asked if concerns re: lack of signage to South Tees Hospital on motorways could be picked up and addressed by Director of Estates. Mrs Jackie White to raise with Mr Phil Sturdy, Director of Estates and ask for feedback	Jackie White / Phil Sturdy	21.05.2024	08.03.2024 - Jackie White e-mailed Phil Sturdy asking him to provide answer to concerns raised by Janet Crampton re: lack of signage / update Govs. 21.05.2024 - Phil Sturdy was liaising with the Highway Agency to look at this, along with the internal signage.	Open
31.05.2024	CoG/23/108	Lead Governor Report	Section to be added to the action log for recording issues, comments or feedback raised with Governors	Jackie White	16.07.2024	Included	Complete

Agenda Item: 6



Lead Governor Report (South Tees)

Meeting date: 16 July 2024

Reporting to: Council of Governors

Agenda item No: 6

Report author: Janet Crampton, Lead Governor STH

Action required:
Information

Delegation status (Board only):
Choose an item.

Previously presented to:

NTHFT strategic objectives supported:

Putting patients first

Valuing our people

Transforming our services

Health and wellbeing

STHFT strategic objectives supported:

Best for safe, clinically effective care and experience

A great place to work

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

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

Make best use of our resources

CQC domain link:

Well-led

Board assurance / risk register this paper relates to:

Key discussion points and matters to be escalated from the meeting

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

Update governors on significant activities undertaken by the lead governor since the last meeting in May.

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

Nil to note.

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

Nil to note.

Recommendations:

The Council of Governors are asked to:

1. Note the activities undertaken by the Lead Governor.
2. Welcome and support the newly elected governors.

Meeting of the Council of Governors

16 July 2024

Report of the Lead Governor for South Tees NHS Foundation Trust

This report provides an overview of both regular and one-off meetings attended by the Lead Governor and other related activities undertaken since the last meeting.

1. Key Meetings and Activities

Since the last meeting of the Council of Governors on 21 May 2024 I have undertaken the following meetings / activities:

1.1 Regular Informal Meetings with the Group Chair, Vice Chairs and Lead Governors

Monthly catch-ups provide an opportunity for the Lead Governors to be updated and briefed on any current issues such as:

- Updates on industrial action.
- Briefing on any areas of media interest – positive or adverse.

Other topics for discussion have included:

- Appointments to executive leadership teams.
- Agenda items for the Council of Governors meeting and format of Council of Governor meetings.
- Board champion roles.
- Move to single board committees and governor observation of board committees.

I also have regular catch-ups with the Chair and Vice Chairs to discuss any issues specific to the group and also each individual Trust. Between ourselves, I continue to have regular written and verbal communication and I have collaborated on the development of the actions for the collaborative working activity alongside Stuart Irvine and Jackie White, Company Secretaries, which is now complete.

1.2 Group Chair Appraisal

The two Senior Independent Group Non-Executive Directors, Chris Macklin and Ada Burns have carried out the 360 degree appraisal using a revised process mandated by NHS England. Appraisal forms were circulated to a variety of individuals and I was asked to collate feedback from our respective governors and complete the appropriate template. Whilst I shared the feedback, each Lead Governor submitted a template on behalf of their own Trust.

I would like to thank those of you who provided some qualitative feedback which were incorporated into the open comments section.

A Nominations Committee In Common was held to consider the outcome of the Chair's appraisal on 27 June 2024, which Angela Warnes was unable to attend due to holiday commitments and I attended via Teams. Further information on the outcome will be shared with Council of Governors in due course. Other appointments continue to be made and there are some scheduled Nominations Committee meetings coming up about which we'll report later.

1.3 Observation of Board of Directors Meetings

Whilst I was not able to observe the Group Board meeting on 3 July 2024 because of personal circumstances, I have done so in the past and also have attended in person. I recommend to governors that they also observe in this way as it is very instructional and gives great insight into the prodigious amount of work going on 'in the background' which we, as governors, need to understand in order to appreciate the work of our Non-Executive and Executive colleagues and to witness the dynamics of their close working.

I would recommend that governors attend at least one Group Board meeting if possible. Please let Sarah Hutt (sarah.hutt@nhs.net) or Heidi Holliday (heidi.holliday1@nhs.net) know if you would like to attend in person or virtually and access will be given to the papers.

1.4 Health Watch Listening Event 6 June 2024

This event was organised by Health Watch to seek the views of the local population and stakeholder organisations about the provision of services by the Group. The feedback, structured around the clinical board areas, will be collated and used to inform strategy and services. It was a great opportunity for me to talk informally to attendees about becoming a member of the trust and the role of the Council of Governors.

1.5 Promoting Trust Membership and Role of the Governor

Due to pre-election restrictions I have not undertaken any specific activities since the last meeting.

1.6 Regular Email Briefings

I have each provided some additional updates and briefings to their respective Governors.

1.7 Governor Election and Induction Event

The governor election process has now been completed and most vacancies for elected governors have been filled. I am liaising with Sarah Hutt on what will be first the joint induction event for the new governors for both North Tees and Hartlepool and South Tees Trusts.

1.8 Lead Governors Network

Led by Angela, she and I are starting to explore the setting up of a Lead Governor's Network for the North East and North Cumbria region. I think it would provide an opportunity to learn from others and discuss opportunities and challenges, particularly as others in the region are developing Group models and I will keep you informed regarding any developments.

1.9 Deputy Lead Governor

Zahida Mian, Deputy Lead Governor has been out and about with Miriam Davidson, Group Non-Executive Director and Maternity Champion for South Tees in the community meeting with maternity staff. Zahida may want to say a little about her experience of this.

2. Council in Common Administration

I believe it is important to demonstrate our willingness to work together as two councils whilst also ensuring that those issues relating only to one Trust are recorded separately and, on occasion when sensitivity demands it, for those issues only to be discussed within that Trust. In the main, however, it is my optimistic hope that we will continue to forge ahead 'in Common' and demonstrate the strength of our working mutually and collaboratively. I believe this is particularly important when we reach out

as a bridge back to our communities to show the inclusive and holistic approach we are taking to service our local populations.

3. Recommendations

The Council of Governors are asked to:

- Note the activities undertaken by the Lead Governors.
- Welcome and support the newly elected governors.



Agenda Item: 7



Audit & Risk Committee (South Tees)

25 June 2024

Connecting to: Council of Governors

Key topics discussed in the meeting:

- Main purpose of the meeting was to receive the various year-end financial documents / Auditors reports and to approve submission to NHSE by the 28 June deadline.
- Counter fraud - The year end rating was green in all counter fraud requirements, an improvement from last year and giving significant assurance. The plan for 2024/25 was approved.
- Internal Audit - One report received, Medication, medium risk. This completes the internal audit programme for 2023/24. The Head of Internal Audit opinion is "Reasonable assurance / moderate assurance". Governance, risk management and control in relation to business critical areas is generally satisfactory. However, there are some areas of weakness and non-compliance in the framework of governance, risk management and control which potentially put the achievement of objectives at risk. Some improvements are required in those areas to enhance the adequacy and effectiveness of the framework of governance, risk management and control. This maintains the level of opinion achieved last year, which was an improvement from prior years.
- External Audit - The audit is substantially complete and an unqualified opinion and a value for money opinion with a significant weakness are anticipated. This is unchanged from last year. The financial statements, annual report and governance statement were approved, subject to the following. Any minor adjustments needed on completion of the audit. A conclusion to the discussion on a provision to cover certain employee costs relating to a historic issue. It is recommended that final sign off for these is delegated to Chris Hands by the Board at the meeting on 3 July 2024.

Actions:

- None

Escalated items:

- Arrangements for final sign off, if needed

Risks (Include ID if currently on risk register):

- No new risks.

