

**Council of Governors meeting in Public  
Thursday 4 March 2021 at 4.15pm  
Meeting Held virtually on Microsoft Teams**

<b>Present:</b>	Cathy Elliott	Chair of the Trust (Chair of the Council of Governors)
	Councillor Aneela Ahmed	Appointed Governor: Bradford Council
	Dr Sid Brown	Public Governor: Shipley (via telecon)
	Tina Butler	Appointed Governor: Bradford Assembly
	Surji Cair	Public Governor: Shipley
	Stan Clay	Public Governor: Bradford South
	Nicky Green	Public Governor: Keighley (Lead Governor)
	Rupy Hayre	Public Governor: Bradford East
	Belinda Marks	Staff Governor: Clinical
	Linzi Maybin	Staff Governor: Clinical
	Steve Oversby	Appointed Governor: Barnardo's
	Colin Perry	Public Governor: Bradford West (Deputy Lead Governor)
	Safeen Rehman	Public Governor: Rest of England
	Kevin Russell	Public Governor: Bradford East
	Pamela Shaw	Staff Governor: Clinical
	Nick Smith	Public Governor: Keighley
	Joyce Thackwray	Public Governor: Bradford South
<b>In Attendance:</b>	Therese Patten	Chief Executive
	Patrick Scott	Chief Operating Officer and Deputy Chief Executive
	Paul Hogg	Director of Corporate Affairs
	Phil Hubbard	Director of Nursing, Professions and Care Standards
	Aisha Karim	Corporate Governance Facilitator
	Maz Ahmed	Non-Executive Director
	Professor Gerry Armitage	Non-Executive Director and Deputy Chair
	Andrew Chang	Non-Executive Director
	Fran Limbert	Deputy Trust Board Secretary
	Simon Lewis	Non-Executive Director
	Carole Panteli	Non-Executive Director, Senior independent Director
	Tim Rycroft	Chief Information Officer
	Mike Woodhead	Director of Finance, Contracting and Estates

Item	Discussion
<b>103 Welcome and Apologies for Absence</b> (agenda item 1)	<p>The Chair, Cathy Elliott, opened the meeting at 4.15pm and welcomed attendees. She thanked everyone for their attendance to the virtual meeting. In line with governance best practice, the meeting was being recorded and would be retained for a limited time until the Council of Governors had formally approved the minutes at its next meeting.</p> <p>Apologies for absence had been received from: Ishtiaq Ahmed, Appointed Governor: Sharing Voices; Mahfooz Ahmed, Public Governor – Bradford West; Craig Berry, Staff Governor (Non-Clinical); Councillor Richard Foster, Appointed Governor – Craven Council; Councillor Robert Hargreaves, Zulfi Hussain - Non-Executive Director; Appointed Governor - Bradford Council; Abdul Khalifa: Staff Governor: (Non-Clinical); and Zahra Niazi, Public Governor - Bradford East.</p> <p>The Council was quorate.</p>
<b>104 Declarations of any Conflicts of Interest</b> (agenda item 2)	<p>No declarations of interest were made.</p>
<b>105 Minutes of the previous Public meeting held on 3 December 2020</b> (agenda item 3)	<p>The minutes of the public meeting held on 3 December 2020 were accepted as a true and accurate record.</p>
<b>106 Matters Arising</b> (agenda item 4)	<p>Ms Elliott confirmed that the Freedom to Speak up Guardian would attend the next Council of Governors’ meeting. She also congratulated Non-Executive Director (NED) Andrew Chang on his appointment as Chair of Audit Committee at Yorkshire Ambulance Service Trust. She confirmed that Mr Chang will continue in his Ned role with the Trust as well, managing conflicts of interest.</p>
<b>107 Action Log</b> (agenda item 5)	<p>The Deputy Trust Board Secretary presented the cumulative action log which showed those actions previously agreed by the Council of Governors, those that had been completed and those that remained outstanding.</p> <p>The Council noted that the action regarding the bite sized training would be removed from the action log and added to the annual workplan due to adapted plans during COVID-19.</p>

**The Council welcomed the updates provided and agreed to close the actions listed as competed.**

**108 COVID-19 Update** (agenda item 6)

The Chief Operating officer, as Incident Commander, provided the Council with a COVID-19 update.

Mr Scott referenced the Government's national COVID-19 update on 22 February 2021 and discussed the national COVID-19 measures. The announcement confirmed a continued lockdown, but with a road map to eventually exit from restrictions by June 2021. He mentioned the pressure on the NHS acute sector remained significant and the national vaccine programme was ahead of schedule. He commented that the areas where infection rates were not falling as quickly reflected local health inequalities. Governors noted the importance of the test, trace and isolate programme which includes lateral flow tests that the Trust encouraged staff to complete twice weekly, and that the NHS was looking to respond to emerging Covid variants.

Mr Scott mentioned that locally the vaccination programme was well underway with two community vaccination centres (CVCs) currently operating at both the Jacobs Well and Old Bradford College sites. He also commented that inpatient services had continued to experience significant pressure, although the number of outbreaks was currently under control. There was one positive case and no wards had closed, however the number of beds were still in high demand. He indicated that the pressure was most significant across 0-19 services and staff wellbeing remained a concern and area of focus for the leadership team and Board.. He informed the Council that a contract and quality assurance framework was in place to support Out of Area placements with a local independent sector provider to provide capacity.

Mr Scott also outlined how the EU Exit would now be formally reported through the Incident Command Structure, although there were no areas requiring additional action at this time.

In response to questions raised by Governors he reported that the contract with the independent provider regarding Out of Area placements was currently a short term arrangement until the end of March this year, but with the option of a rolling contract, and assurances were in place to ensure the quality of the service was monitored closely.

A question was asked regarding the transition back into workplaces for staff and how to reflect on the learning through the pandemic with different options for staff. **Mr Scott invited Staff Governors to become involved in discussions on the reset and recovery work being developed over the next four months which was welcomed by those Governors**

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The Director of Nursing, Professions and Care Standards provided a Covid vaccination update for the Trust. Ms Hubbard explained that the Lynfield Mount staff vaccination centre had nearly completed the first set of vaccine doses and would be starting second doses by the end of March this year. Once these had been completed the Lynfield Mount vaccination site would then be closed. She reported that some staff members were able to use the Jacob's Well Site from 1 February this year and described how feedback showed that the CVC site was efficient, well managed, and had received a lot of positive feedback from the public. She informed the Council that the Bradford College CVC site would be opening the week commencing 15 March this year.

A question was asked regarding staffing levels at Jacob's Well. Ms Hubbard explained there had been good levels of staffing and there was a robust team of staff from a mixed workforce of Trust staff, staff bank and staff from partner organisations such as the Fire Service. She mentioned that staff felt positive and had a sense of community.

A question was asked about the Covid vaccination uptake of BAME staff. Ms Hubbard explained that there was initial vaccine hesitancy, but this had been reduced as more people were championing the vaccine.

Individual Governors shared their positive stories and experiences of the Jacob's Well CVC site. Ms Elliott thanked those Governors for sharing their feedback.

The Council noted the COVID-19 update and Trust's response during COVID-19, particularly working in partnership across the system.

## **109 Chair's Report (agenda item 7)**

Ms Elliott highlighted a number of items within her report including:

- The Development of Governor communications and engagement, and Governor feedback were sought on future activities;
- Streamlined governance due to the third phase of the pandemic in line with national guidance and a forward look Board planner;
- National policy developments, especially the White Paper for the Health and Care Bill for integrated care published in February this year to be implemented by Government by next year;
- Partnership working at a local Bradford & Craven place level and West Yorkshire & Harrogate Integrated Care System level for service transformation; and
- Recent engagement with staff and services by some Board members during the pandemic, especially the CVC service and virtual staff forums.

Ms Elliott highlighted the new format of the Governor Communication newsletter which had changed from weekly to monthly. Council members shared feedback which in summary stated that they had found the new newsletter engaging, focused and more concise.

**110 Care Quality Commission (CQC) Update** (agenda item 8)

Ms Hubbard provided an update on the outcome of the unannounced CQC inspection which had taken place in December 2020. She mentioned the new format of the report and that following the unannounced visit, the CQC agreed that appropriate systems were in place. The CQC had not identified any further 'must do' requirements and only a limited number of 'should do' recommendations of which local management were already aware. She reported that staff felt confident to discuss their service, recognising the continuous improvement and learning taking place.

Mr Scott added that following a ward visit after the inspection that he undertook with Mrs Hubbard, staff felt proud of the opportunity to showcase their work, had evidenced continually high quality of care, and had sustained and embedded this into practice. Ms Hubbard addressed a comment about how staff felt about challenging the CQC, and she mentioned that staff felt comfortable and had done so in a professional way.

**The Council welcomed the update and would be informed of any further updates.**

**110 Assurance Reporting Joint Mental Health Legislation and Quality and Safety Committee** (agenda item 9.1)

Non-Executive Director, Gerrard Armitage and Non-Executive Director, Carole Panteli presented the Joint Mental Health Legislation and Quality and Safety Committee Assurance Report.

Professor Armitage outlined that there was a continued and sustained pressure on mental health services; pressure on the Trust's Pharmacy Services given key staff were heavily involved with the Covid vaccination programme; and that the Trust continued to be responsive to COVID-19 related requests at both a national and place-based level. Assurances had been received at the Joint Committee that staffing levels across Children's Services were now rated as green; metrics had been requested regarding staff preceptorships linked to the Workforce and Equality Committee; and Covid vaccine information dissemination was progress well, using a mixture of traditional and digital channels to ensure staff and local communities were well informed of arrangements and aligned to national messaging.

**The Council welcomed the update provided and the leadership and scrutiny that had been undertaken by the Committee.**

**112 Audit Committee Assurance Report 8th February 2021** (agenda item 9.2)

Mr Chang reported that changes to Committee membership had seen Zulfi Hussain become a member of the Finance, Business and Investment Committee with Simon Lewis joining the Audit Committee.

Mr Chang highlighted that the Audit committee had reviewed an internal audit report on Sickness Management which had concluded a limited assurance rating. The audit found that there was a need to further embed the principles outlined in the Supporting Attendance Policy in order to improve compliance. He described the eleven recommendations to improve performance which had been agreed with management; nine had been implemented and the remaining two were in hand.

The Audit Committee had also reviewed and noted the circumstances relating to four payments to service users totalling £4,085 for the loss of personal property which occurred in different inpatient wards. He mentioned that management was undertaking a review of the procedures and compliance for securing service users' personal property, including the provision of training to staff. He added that a future internal audit in this area was planned.

Governors noted that the Committee had approved the close down plan for the preparation, approval and publication of the 2020/21 annual accounts.

**The Council welcomed the update provided and the leadership and scrutiny that had been undertaken by the Committee.**

**113 Ethics Committee** (agenda item 79.3)

Mr Hogg presented the Ethics Committee Assurance Report.

He reported that the Ethics Committee had met on 12 February 2021 to review and discuss the benefits of aligning reporting from the Ethical Advisory Group more closely with the Clinical Board, Senior Leadership Team and Quality and Safety Committee. As a result of this, the Ethics Committee had been dis-established and replaced with an Ethical Assurance Group. Further work, led by the Medical Director, would ensure that Governors were kept informed about how ethical dilemmas were considered during the pandemic by observing the Quality & Safety Committee and receiving reports from it.

Mr Lewis mentioned that due to the streamlined governance arrangements during COVID-19, the next Workforce and Equality meeting was scheduled for April 2021 and a report would be presented at the next Council meeting. Mr

Lewis also highlighted the work to develop wellbeing guardians across the NHS who would become advocate for staff on wellbeing issues.

**The Council welcomed the update provided and the leadership and scrutiny that had been undertaken by the Committee.**

**The Non-Executive Directors left the meeting.**

**114 Governor Elections** (agenda item 12)

Mr Hogg thanked Governors who had been part of the promotion of the election campaign, and added that nominations were now open with over 20 people already expressing an interest in the roles. He highlighted the different seats that were vacant and the timetable for the election process which would be completed by 30 April 2021. He also reported that there would also be an election to the Deputy Lead Governor role due to Colin Perry retiring as a Governor on 30 April 2021. The Council was asked to support an election for the Deputy Lead Governor role with further details shared once the new Governors were in post.

**The Council welcomed the update provided, noted the election dates and supported the election of a new Deputy Lead Governor after 30 April this year.**

**115 Management of Deferred Items** (agenda item 12)

**The Council received the log of deferred items that outlined those topics that had been deferred due to meetings being revised in response to the pandemic.**

**116 Any Other Business** (agenda item 13)

The Chair thanked those Governors who had reached the end of their terms of office, and for the contributions to the Trust over a number of years as well as during the meeting today. The Council gave a round of applause to those Governors retiring as a gesture of thanks at the end of the virtual meeting.

The meeting closed at 6.20pm.

Signed.....

Date.....