



GOVERNORS' FORUM
NOTES OF A VIRTUAL MEETING HELD ON
Thursday 21 May 2020
3pm with Tony Pedder and Sandi Carman
followed at 3:15 pm by the Governors' Forum Meeting

Present:

Sally Craig (SC) Convenor	Amanda Forrest (AF)	Ian Merriman (IM)
Mick Ashman (MA)	David Foster (DF)	Brendan Molloy (BM)
Steve Barks (SB)	Tim Furness (TF)	Kath Parker (KP)
Barbara Bell (BB)	Martin Hodgson (MH)	Joe Saverimoutou
Wendy Bradley (WB)	Steve Jones (SJ)	Karen Smith (KS)
George Chia (GC)	Joyce Justice (JJ)	Chris Sterry (CS)
Michelle Cook (MC)	Irene Mabbott (IMa)	Sue Taylor (ST)
Luc de Witte (LdW)		

Apologies:

Lewis Noble	Harold Sharpe	Fiona Tatton
Cressida Ridge	Pete Tanker	

In Attendance:

Tony Pedder (TP) item 1	Sandi Carman (SCa) item 1	Jane Pellegrina (JP) Notes
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1 Welcome and Apologies

Sally Craig (SC) welcomed everyone to the meeting and the above apologies were noted.

2 Discussion with Tony Pedder and Sandi Carman

SC welcomed Tony Pedder and Sandi Carman.

The following points were highlighted from the discussion:

- **KP** asked about declining attendance at A&E. **TP** said that lockdown had resulted in fewer attendances at A&E due to 'social' injuries; some people had avoided A&E and hospitals generally because they were afraid of catching the virus; some people were not attending because they believed the NHS was too busy to see them. However he said that following the campaign to encourage people back into A&E and hospitals we had seen demand increasing.
- **AF** asked how community services were coping. **TP** reported significant activity but that the Trust was working closely with GPs, Social Services and the voluntary sector and this collaboration had been valuable.
- **SB** queried whether the region had received any military support. **TP** said there had been some logistical support around PPE and with getting the Harrogate Nightingale facility commissioned.
- **BB** asked when Weston Park Hospital would be restarting chemotherapy services. **TP** said that this was being very carefully considered for different types of cancers but also for individual patients and services would only be restarted when it was considered safe to do so.
- **IM** queried the current PPE situation at STH. **TP** reported that the situation at STH was currently OK and said the position was closely monitored on a day to day basis.
- **KP** queried whether there would be an enquiry into the NHS supply chain regarding the PPE situation. **TP** said that the security of the supply chain was an issue but he felt it was broader than PPE, the supply of machine parts and food etc was critical too.

- **AF** commented that the voluntary sector was under significant financial pressure due to the loss of income from grants and donations. **TP** acknowledged the extreme financial pressure and said that charities were able to access central funds.
- **GC** asked if the Trust was able to access any of the money donated to the NHS. **TP** said that as a registered charity Sheffield Hospitals Charity was able to do so.
- **SJ** asked whether the financial support pledged by the Government to the NHS was being delivered. **TP** said that so far the financial support had been forthcoming.

SC thanked the Mr Pedder and Mrs Carman for an interesting discussion and they then left the meeting.

3 Notes of the Forum Meeting held on 27 February 2020 and Matters Arising

SC said that it was disappointing that so many upcoming visits and presentations for Governors had to be postponed but that these would be rescheduled when it was possible to do so.

SC drew attention to the up-to-date list of Trust Committees and Workstreams that governors were involved in.

The Notes were **AGREED**.

4. To note arrangements for a virtual Extraordinary Council of Governors meeting on 28 May 2020

KP referred to the Chairman's email to all Governors sent on 15 May 2020 advising that a virtual Extraordinary Council of Governors Meeting would be held on Thursday 28 May 2020 at 2:00 pm. Governors noted the date and time of the meeting.

5. Update from CoG Nomination and Remuneration Committee (NRC)

MH reminded Governors that at present the NRC had two distinct strands of work: firstly regular business with meetings chaired by Tony Pedder and secondly the Chair succession process business with meetings chaired by **MH** in his capacity as Vice-Chair of the NRC. **MH** said he would report on each of the NRC meetings held since the last Forum meeting.

Chair Succession Process Business

3 March 2020 - four Executive Search Agencies had been selected from the NHS National Procurement Framework and were invited to meet the NRC. Three agencies accepted the invitation and provided presentations to the NRC. Following detailed discussion of the three agencies the NRC had selected Odgers Berndtson as the most appropriate agency to assist the Committee in the search and selection process.

7 April 2020 – following the outbreak of COVID-19 pandemic resulting in the necessity to cancel all face-to-face meetings it had been agreed that the NRC should continue with preparatory work for the succession process and at a virtual meeting the NRC had discussed the programme for the search and selection, reviewed the NHSE/I guidance on the job description and person specification for an NHS Provider Chair, discussed **MH's** document setting out stakeholder views on the requirements for a Chair and reviewed the proposed recruitment timetable.

24 April 2020 – the NRC met with Odgers Berndtson and discussed the process and the proposed timetable. It had been agreed that preparatory work should continue and Odgers were asked to provide the NRC with a detailed project plan.

Regular Business

18 May 2020 – there had been an update from Mr Pedder on the involvement of the NEDs during the COVID-19 pandemic, Mr Pedder reported on the short term arrangements that had been put in place for Ms Rosamond Roughton. He explained that unfortunately the demands of Ms Roughton's role at the Department of Health and Social Care during this pandemic were precluding her from being as fully involved in STH as she would have liked. He had agreed a two month period when she would step back from attending the Board of Directors and Board Committees. Mr Pedder would report back to the NRC at the end of June 2020. There had also been discussion of the progress on the annual appraisal of the NEDs and it had been agreed to proceed with the annual appraisal of the Chair.

During discussion the following points were highlighted:

SB asked whether there was a plan B if the current situation continued and it was not possible to proceed with the recruitment of a new Chair. **MH** said that if the situation dictated a short delay the process could be paused but if a longer delay appeared likely there may need to be a review.

BB asked about the current Chairman if there was a long delay. **MH** said that Mr Pedder's term of office as Chair of the Trust did not end until 31 December 2020. Mr Pedder had indicated that he was not in favour of a lengthy extension of his term of office. The Trust Vice-Chair, Mrs Laban, would take on the role of Chair if required.

WB said that since the Committee of the Whole House that she had requested had not taken place she wanted the NRC to share the Chair job description and person specification with Governors. She also wanted assurance that the NRC would probe Odgers on their track record concerning diversity of candidates. **MH** said that the JD and PS were based on criteria set out by NHSE/I and the NRC would be working to that template. The documents were still in draft and had to be discussed further with Odgers. Following this they could be shared with Governors.

BM said this emphasised the opinion he had raised previously that it was important to ensure that future potential candidates had adequate time to give to the NED role and that applicants from outside the NHS should be encouraged.

6 Elections to Council of Governors

JP reported on national guidance that FTs were free to stop/delay Governor elections where necessary and noted that the Trust is looking at a proposal to postpone the upcoming elections. It is anticipated that Governors whose current term of office ended on 30 June 2020 and had expressed an intention to stand again for election may be enabled to continue to be present and participate but not to vote in meetings. It was hoped to hold elections later in the year. This would be discussed further at the upcoming CoG meeting.

7 Updates from Staff Governors

IMa reported that staff were continuing to raise concerns through the Freedom to Speak Up Guardians and they were continuing to receive support. She said that some concerns raised had been related to COVID-19. **MA** queried whether nursing staff were speaking up about PPE concerns or were they raising general anxieties. **IMa** said it was a mix of both. She added that responding to anonymous issues was more challenging, but the Trust investigated all concerns. **IMa** said that Tony Buckham (NED) is continuing to chair the FTSU meetings but these are now being held virtually. **KS** said that efforts are ongoing to encourage staff to become FTSU Advocates and training for Advocates is continuing. Advocates are the first line of contact for staff raising concerns.

8 Annual Members' Meeting

It was noted that it was unlikely that the AMM scheduled for 21 September 2020 would be held in its usual format.

9 Any Other Business

There was no further business to discuss

10 Date of Next Meeting

4 August 2020.

Governors involvement in Trust Committees and Workstreams (February 2020)

Committee/Workstream	Governor(s)	
AMM Planning Group	All Governors invited to participate	
Big Room Meetings	Lewis Noble	
Board of Directors Meeting in Public (Observing)	All Governors invited to participate	
Board Sub-Committees (Observing)	All Governors invited to participate	
Catering Standards	Steve Barks	Vacancy
Charitable Funds Management Committee	No longer operating	
Clinical Effectiveness Committee	Steve Barks	Mick Ashman
Community Services Patient Experience Group	Barbara Bell	
Council of Governors' Nominations and Remuneration Committee	Sally Craig Tim Furness Amanda Forrest Pete Tanker	Martin Hodgson Harold Sharpe Irene Mabbott Kath Parker
EDI Board	Martin Hodgson	
End of Life Forum	Sally Craig	Lewis Noble
Governor Ambassador for Voluntary Services	Barbara Bell	George Chia
Governors' Monthly Board Briefing Sessions with the Chairman	All Governors invited to participate	
Governors' Communications Group (GoodHealth editorial etc)	All Governors invited to participate	
Governors' Quarterly Finance Brief	All Governors invited to participate	
<i>Governors' Quarterly IT Strategy Update</i>	<i>Not currently operating</i>	
Governors' Strategic Planning Group	All Governors Invited to participate	
Emergency Planning Operation Group	Joe Saverimoutou	
Infection Prevention and Control Committee	Kath Parker	
Mental Health Committee	Sally Craig	Lewis Noble
Nutrition Support Group	Lewis Noble	
Organ Donation Committee	Joyce Justice	
<i>Patient Environment Group</i>	<i>Not currently operating</i>	
Patient Led Assessment of the Care Environment (PLACE)	Joyce Justice Chris Sterry	Sue Taylor
Promoting & Valuing Difference Workstream	Joe Saverimoutou	Harold Sharpe
Psychology Board	Sally Craig	Lewis Noble
PROUD Forum	Martin Hodgson Barbara Bell	Joe Saverimoutou
Patient Experience Committee	Sue Taylor Sally Craig	George Chia
Pharmacy Management Board	Sue Taylor	
Quality Board	Kath Parker Joe Saverimoutou	Harold Sharpe
Recruitment /interview panels eg. Nurse Directors - periodically	All Governors invited to participate as and when	
Retail Projects	Kath Parker	
Safer Surgery Steering Group	Kath Parker	
Sheffield Cancer Services Transformation Group	Kath Parker	
Travel and Transport Review Group	Brendan Molloy	