



**GOVERNORS' FORUM**  
**UNADOPTED NOTES OF A VIRTUAL MEETING HELD ON**  
**Thursday 27 May 2021 at 3:00 pm**

<b>Present:</b>	Kath Parker – Acting Convenor Paulette Afflick-Anderson Steve Barks Jo Bishop George Chia Steve Jones Irene Mabbott	Kaye Meegan Ian Merriman Brendan Molloy Lewis Noble Jane Pratt Liz Puddy Sheila Reynolds	Harold Sharpe Joe Saverimoutou Shirley Sherwood Chris Sterry Fiona Tatton Sue Taylor
<b>Apologies:</b>	Mick Ashman Tim Furness Martin Hodgson	Joyce Justice Cressida Ridge	Pete Tanker David Warwicker
<b>In Attendance:</b>	Annette Laban Tony Buckham (item 2)	Paul Griffiths (item 10)	Jane Pellegrina (notes)

**Welcome and Apologies**

**Kath** said she would be acting as Convenor. Steve Barks hoped to be able to join the meeting later.

**Kath** welcomed everyone to the meeting, including Annette Laban and Tony Buckham (NED, Vice Chair and Senior Independent Director).

The above apologies were noted.

**2 Discussion with Annette Laban and Tony Buckham**

**Annette and Tony** thanked governors for the invitation to join them for an informal discussion.

**Annette** said that following a bench marking exercise with Shelford and other Trusts she was reviewing arrangements for the Board of Directors meetings. She wanted to devote more Board time to development sessions and strategic discussion. **Annette** said that these proposals would not affect the arrangements for Governors' Board Briefing sessions. These sessions would still be held monthly and would continue to provide in-depth feedback for Governors on discussions that took place at Board meetings and Annette and Kirsten would continue to respond to questions submitted by Governors throughout the month.

**Kath** said this sounded reasonable and asked if this could be introduced as a pilot. **Annette** agreed that the arrangement could be assessed and revisited if necessary.

**George** thought it was a good idea and it would allow the Board to be more spontaneous. **Harold** was in favour of development sessions for the Board but did not consider that MS Teams was a suitable medium for undertaking this type of work. **Steve J** supported the proposal to give the Board more free thinking time. He thought that this would be a good opportunity to review some of the repetition at the Board and Council of Governors. He also encouraged consideration of CoG/BoD joint strategic sessions and **Joe** agreed with this. **Annette** suggested that the ICS could be a suitable topic for a joint Board/CoG session

**Brendan** and **Harold** asked when it would be possible to hold face to face meetings again. **Annette** said that the Trust would wait until national guidance was received on this before reviewing the current arrangements.

**Fiona** said that as someone working full time she had found that MS Teams meetings made it easier for her to take part and she believed that there should be a place for a range of approaches in planning for the future. **Tony** agreed and said that there should be a balanced way forward. **Annette** said she would like to see a hybrid approach.

**Tony** updated governors on the position regarding the Hadfield Building which was a PFI building. **Tony** reminded governors that issues with the building had meant that it had been taken out of service and had undergone extensive work over a two year period. **Tony** had been involved with the project from the outset. The work on the building was forecast to be completed during mid-June when the building could then be returned to patient use.

**Harold** asked about the two modular wards that were introduced to provide capacity while the Hadfield Building was out of commission and he queried the life-span of modular buildings. **Tony** said that the modular wards would be retained to provide additional space; particularly during the winter months and that the buildings had an estimated lifespan of approximately 15 years. **Tony** suggested that, when arrangements could be made, governors might be interested to visit the Hadfield Building and the modular wards. Governors welcomed this suggestion.

**Ian** queried staffing for these additional beds. **Tony** said that plans were in place to ensure appropriate staffing levels.

There were no further questions. Governors thanked **Tony** and he left the meeting at this point.

**ACTION:** When appropriate, Jane to arrange for governors to visit the Hadfield Building and the modular wards

### **3 Notes of the Forum Meeting held on 25 February 21 and Matters Arising**

There were no matters arising not covered elsewhere on the Agenda.

The Notes were **AGREED**.

### **4. Council of Governors' meetings**

#### **4.1 Review of unadopted Minutes of the Council of Governors held on 30 March 2021**

There were no comments from governors on the unadopted Minutes.

#### **4.2 Review of draft Agenda for Council of Governors meeting on 29 June 2021**

Following discussion governors agreed they would like to include the following on the CoG Agenda:

- Update on the government White Paper and its implications for STH
- 2020/21 financial outcome
- Presentation on Human Factors (proposed by Annette)
- EDI update (Jane to approach Sally Edwards)

**ACTION:** Jane to notify Sandi Carman of these items for the CoG Agenda

### **4.3 Shaping Council of Governors' (CoG) meetings**

**Annette** said she had been considering the current arrangements for CoG meetings and though there were some good elements, for her there was some repetition and the content could be quite dry and formulaic. She had met with the Lead Governor (Kath); the Forum Convenor (Steve B) and the Vice-Chair of the CoG NRC (Martin) to discuss how CoG meetings could be reshaped. Following the meeting she would like to share some ideas with governors that had developed from the discussion, with particular emphasis on avoiding duplication:

- Continue with current standing items, eg governors' matters, report from CoG NRC;
- Issues for debate to be considered first at the Governors' Forum meeting to allow more time for discussion before then being taken to CoG;
- Continue to hold CoG meetings on the same day as BoD meetings;
- CEO's report added value but it should not be a repetition of the CEO report to the Board and could be a short paper rather than a presentation. If there were no queries or comments the paper could then be taken as read and the CEO could provide any further topical information on the day. Governors were encouraged to suggest the type of information they would like to see in the CEO report to CoG;
- Introduce the Chair's report as a standing item but also have reports from other NEDs to include reports on their work chairing or attending Board Committees;
- Introduce a clinical/topical presentation;
- When appropriate reintroduce break out groups for discussions;
- Introduce an item for governors' questions with questions submitted during the period between meetings.

During discussion that followed governors were supportive of the proposals, and were in favour of NEDs updating on their Committee and other work and avoiding duplication of information. **Annette** thanked governors for their comments and said that she would discuss the proposals with Kirsten and Sandi Carman

**ACTION:** Annette to discuss with Kirsten and Sandi.

## 5. **Selecting a new Lead Governor**

**Kath** said that her final term of office as a governor ended on 30 June and she would therefore be stepping down as Lead Governor on 30 June. It was proposed that to allow time to select a new Lead Governor an interim Lead Governor should be appointed. **Kath** proposed that Martin Hodgson be appointed interim Lead Governor. Governors and Annette agreed.

## 6. **Proposal to review Governors' Forum meetings**

It was proposed that a Task and Finish Group should be established to consider the current arrangements for Governors' Forum meetings. Proposals from the Task and Finish Group would be presented to the Governors' Forum for discussion and approval.

**ACTION:** any governors interested in joining the Task and Finish Group to contact Jane

## 7. 2021 Annual Members' Meeting (AMM)

**Kath** reminded governors that this year's AMM was being held on 7 September and that it would again be a virtual event. She said that the meeting would follow a similar format to last year's event; there would be an opportunity to hear from the Lead Governor; Trust's Chief Executive, Chair and Director of Finance and other members of the executive team. **Kath** reminded governors that at last year's event there had been presentations from Dr Greg Fell, Director of Public Health for Sheffield on the story of COVID-19 in the City (due to a technical hitch this had been presented by Kirsten) and Dr Thushan de Silva, Senior Clinical Lecturer and Honorary Consultant Physician in Infectious Diseases had talked about vital COVID-19 research taking place. **Kath** asked governors to suggest possible topics for this year's presentations.

**ACTION:** governors to email Jane with suggested presentation topics.

## 8. Updates from Governors

**Steve J** said that he had been pleased to be elected by colleagues to join the Patient Experience Committee (PEC) in December 2020. Sue Taylor and George Chia were also members of PEC. Steve had now attended two PEC meetings. PEC is chaired by Karen Jessop, Deputy Chief Nurse, there are between 25 – 30 attendees, in addition to three governors there are also external stakeholders including representatives from the CCG and Healthwatch. Steve then outlined the various ways that patients are surveyed for their views on the Trust. He said that he had been encouraged by what he had experienced of PEC so far and invited governors' questions.

**Kath** asked if the Friends and Family Test was still considered to be important. **Steve** said that the F&F Test was on the PEC agenda each time. **Annette** said that during COVID it had been more challenging to keep surveying patients, not everyone wanted to take part. **Joe** thought that generally patients who were dissatisfied were more likely to want to give their views while satisfied patients were less likely to give feedback and we should ensure that this is acknowledged. **Joe** considered that we should be finding ways to collect good feedback too. **Irene** would welcome a more detailed approach to the F&F Test with more ability to drill down into the context of what patients were reporting.

**Paulette Afflick-Anderson** said that she had undertaken the national training to become a Freedom to Speak Up Guardian. **Irene Mabbott** said that she was involved in planning further in house training for FTSU Advocates across STH. **Irene** also said that she would be standing for re-election as a governor in the upcoming elections.

**Kath** thanked **Paulette** and **Irene** for their updates and invited other staff governors to consider updates for the next Forum meeting.

## 9. Review of position regarding Presentations to Governors

It was noted that:

- The session with Mark Gwilliam had now been confirmed for 5 July 2021
- It was agreed that a presentation on Virtual Clinics and associated matters should be arranged.
- **Jane Pellegrina** was asked to approach Karen Jessop regarding a presentation on the work of PEC

**ACTION:** Jane to contact Karen Jessop

## 10. Introduction to Patient First Group

**Kath** welcomed **Paul Griffiths** to the meeting. **Paul** referred to the Terms of Reference for

the Patient First Group that had been circulated with the Agenda. He said that the aim of the Group would be to provide patient views and experience towards ensuring that the Trust worked to create brilliant care pathways and processes for every patient every time. Paul also reported that the Trust had established a new steering group that would be known as the Vanquishing Variation steering group (VV). The Patient First Group would be a key forum at which patient experience and engagement would be sought to support, drive, challenge and advise the programme of work for VV. **Paul** said that it was planned that the Patient First Group would meet monthly. It was proposed that the Chair and Deputy Chair of the Group would be governors and the Organisational Development Department would provide support for the Group. The opportunity to be involved had been circulated to Trust Members and Paul hoped that patient and public governors would be encouraged to find out more about joining the Group.

**Steve B** asked whether former governors could be encouraged to join. **Paul** said all governors and former governors with direct or indirect experience of our services would be welcome to join.

**Steve B** also queried whether this Group would link into PEC? **Paul** said that Karen Jessop would be a member of the Group which would avoid any overlap with the work of PEC. The Patient First Group would be accountable to the VV steering group and would provide regular progress updates at the VV meeting.

**Kath** suggested that any governors who were interested in finding out more or wanted to express interest in joining the Group should email **Jane Pellegrina**.

#### **11. Any Other Business**

**Steve B** said that for some governors were nearing the end of their term of office and this would be their last Forum meeting, he wanted to say thank you to Brendan, Joyce and Pete for their contributions as governors. He also wanted to say a particular thank you to Kath who had been Convenor of the Forum and Lead Governor. Also good luck to those governors who were standing for re-election.

There was no further business to discuss.

#### **12. Date of Next Meeting**

26 August 2021.