



GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
Monday 18 November 2019 in the NGH Board Room
3pm Pre-meeting with the Chairman & Shiella Wright (NED)
followed at 4pm by the Formal Meeting

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Present:	Sally Craig (SC) Convenor Steve Barks (SB) David Foster (DF) Amanda Forrest (AF) Tim Furness (TF) Martin Hodgson (MH)	Steve Jones (SJ) Ian Merriman (IM) Brendan Molloy (BM) Kath Parker (KP) Cressida Ridge (CR) Joe Saverimoutou (JS)	Harold Sharpe (HS) Karen Smith (KS) Chris Sterry (CS) Pete Tanker (PT) Sue Taylor (ST)
Apologies:	Barbara Bell Wendy Bradley	George Chia Joyce Justice	Lewis Noble Fiona Tatton
In Attendance:	Tony Pedder (TP) item 2 Shiella Wright (SW) item 2	Jane Pellegrina (JP) Notes	

1 Welcome and Apologies

Sally Craig (SC) welcomed everyone to the meeting.

2 Discussion with the Chairman

SC welcomed Tony Pedder and Shiella Wright to the pre-meeting.

TP invited **SW** to say something about herself and her background. **SW** said that her career had been in the probation service in a number of roles across South Yorkshire, Humberside and Nottinghamshire (Deputy Chief Executive/Director of Operations); she was coming to the end of her final term of office as Vice-Chair/Non-Executive Director at Nottinghamshire Healthcare NHS FT and she was Chair of Age UK in Nottinghamshire. She had also recently been appointed to the Parole Board. Since taking up her role as NED at STH in April 2019 **SW** said she had been pleased to meet some exceptional staff who were empowered to do great work in a challenging environment. **SW** commented on the complexity of the organisation and on the number of performance measures/targets and regulations that acute Trusts contend with. She had been pleased to meet and to start to get to know Governors and was glad to see how engaged and involved STH Governors are.

TP said that **SW** was making a strong contribution and was able to add a valuable contribution in relation to mental health issues.

Key issues raised:

- **AF** said she would be pleased to introduce **SW** to colleagues at Sheffield CCG
- In response to a query about EDI from **MH SW** said STH had some good foundations but must move forward with more purpose
- In response to a query from **CS** about care of patients with a learning disability **SW** believed that there was some excellent work already in the acute sector and STH should investigate which organisations do well and follow their lead.

Discussion on general matters followed including:

- In response to a query from **SC TP** said that work on the Hadfield Building was underway in earnest and significant progress had been made in identifying the full extent of the work that would need to be undertaken before patients could be returned to the building.
- **TP** said that the modular wards were close to completion in the timeframe agreed. **TP** said that when the wards were ready Governors would be invited to visit.

TP then discussed arrangements for Governors observing meetings of Board Committees - Finance & Performance; HR & Organisational Development; Healthcare Governance and Audit Committee. He reminded Governors that observing at these meetings was an opportunity for them to see the Non-Executive Directors in action, either as chair of a committee or as a member of the committee. Three documents were tabled – schedule of 2020 Committee meetings, example of feedback form and the protocol for Governors observing at the meetings. **TP** said that although the review date for the Protocol was not until March 2020 he had suggested some additional wording to para 3.3 which sought to accommodate Governors who may find it more difficult to agree dates in advance. The protocol was discussed and Governors **AGREED** the additional wording.

ACTION: JP to amend Protocol and re-circulate.

SC thanked the Chairman and Shiella Wright and they then left the meeting.

3 Notes of the Forum Meeting held on 29 July 2019 and Matters Arising

The Notes were **AGREED**.

4. Any Other Business for Later

There was no other business to be discussed.

5 Council of Governors' Meetings

5.1 Review of draft Minutes of CoG meeting held on 24 September 2019

SC said that Wendy Bradley could not attend today's meeting but had emailed suggested amendments to the draft Minutes. Governors decided that the proposed amendments to the Draft CoG Minutes should be taken to the next CoG meeting.

There were no other comments on the draft CoG Minutes.

5.2 Consideration of possible Agenda items for CoG meeting to be held on 17 December 2019

The following items for the Agenda were proposed and **AGREED**:

- Never Events (put forward by **AF**)
- Sheffield Accountable Care Partnership (put forward by **TF**)
- SY and Bassetlaw Integrated Care System (put forward by **TF**)
- Winter Planning specifically Community Services (put forward by **AF**)

The following items were considered for another meeting:

- Lack of availability of psychological services
- Reducing Outpatient DNA – HIPPO (Human Factors; Information; Processes; Practice and Opportunities) a tool being used to reduce outpatient cancellations
- Travel and Transport Strategy (primarily car parking)

ACTION: JP was asked to send proposed draft Agenda to Sandi Carman

5. Update from CoG Nominations and Remuneration Committee

As Vice-Chair of the CoG Nom Rem Com **MH** provided an update on the work of the Committee since the last Forum meeting:

- CoG had approved the recommendation from the Nom Rem Com to appoint Ms Rosamond Roughton as a Non-Executive Director for a four year term of office from 1 December 2019.
- Tony Pedder would complete his final term of office as Chair of the Trust at the end of December 2020. Before the end of 2019 the Nom Rem Com would begin discussions about the process to appointment a new Chair. **MH** reminded Governors that this piece of work would be led by the CoG Nom Rem Com on behalf of the Council of Governors and he would be keeping Governors fully informed as matters progressed.

6 Governors' activities/involvement

6.1 The report on activities (attached) of Governors since the last Forum meeting was **NOTED**.

6.2 Additional information on personal involvement provided by Harold Sharpe

HS said that he is a member of:

1. Trust Quality Board

- Undertook important work overseeing delivery of the Trust's annual improvement priorities and producing the Trust's Quality Report that formed part of the Annual Report and Accounts.
- It was accountable to the BoD Healthcare Governance Committee,
- It was chaired by the Trust Medical Director, David Hughes,
- The deputy chair was the Chief Nurse, Chris Morley,
- Three Governors had been elected to represent Governors on the Quality Board – HS, Kath Parker and Joe Saverimoutou,
- The Quality Board looked in detail at clinical and nursing practice to improve patient experience

2. CoG Nominations and Remuneration Committee

- The Trust Chair was chair of the Committee – the vice-chair of the Committee was a Governor, Martin Hodgson,
- Main work of the Committee was to appoint the Non-Executive Directors (NEDs) and Chair of the Trust, and to set the remuneration and any benefits of the Chair and NEDs,
- Also undertake appraisal of the Chair and take part in the appraisal of NEDs,
- Governors are elected to the Nom Rem Com and have demonstrated great commitment in time and expertise. The recent NED recruitment process had been an excellent piece of work undertaken professionally and with meticulous care to ensure that the process was carried out to all appropriate standards.

HS said that he also enjoyed attending the **Equality, Diversity and Inclusion promoting and valuing difference network meetings**.

SC thanked **HS** for his informative update on his activities.

6.3 **ST** reported that she was involved with the Patient Led Assessment of the Care Environment (PLACE) work stream. She said that this was a national scheme that the Trust took part in annually with diligent inspections of the areas under review. She that the work stream was keen to encourage other Governors to take part and **ST** encouraged everyone to think about joining. **CS** said that he took part and it provided a good insight into the ward environment.

ACTION: any Governors interested in taking part in PLACE work to contact **JP**

6.4 Careers Event at STH

SB said that he had attended this excellent, well organised and well attended event in the Medical Education Centre with **JP**; **SC** and **JJ**. Students from local 6th form colleges and schools had been invited to attend. 97 new young FT Members had been recruited.

6.6 Longley 6th Form College Careers Event

MH said that he had attended this event with **SB** (and **JP** along with colleagues and Governors from Sheffield Health and Social Care Trust). The College is a very near neighbour of the Trust and the universally courteous and engaged students had on the whole been seeking out information about a career in the NHS. 102 new young FT members/volunteers had been recruited at the event.

6.7 Thank You Awards Ceremony

BM said he had attended the Ceremony for the second time along with, **MH**; **SB**; **CR**; **IM**; **JP** and Irene Mabbott. **BM** said that this was great event and is an opportunity to remind ourselves about some of the excellent work that the Trust's great staff undertake on a daily basis. He encouraged other Governors to attend next year and, if asked, to take part in the judging of the awards. He said that **MH**

(along with Paula Ward) had presented the award for Leadership which is judged each year by Governors.

6.8 Governors' Christmas Lunch

SC reminded everyone that Governors had reserved a table for Christmas lunch in the Clocktower Dining Room on 11 December. If anyone wanted to attend but had not yet booked they should contact **JP** as soon as possible as there were limited places left. The price was £11 per person and must be paid in advance.

7 Updates from Staff Governors

KS reported that as one of the Trust's newly appointed Freedom To Speak Up (FTSU) Guardians she had recently attended a national training programme. She said that across the country Trusts operate different models of working; at STH the Guardians are Staff Governors who undertook the role alongside their day jobs, other Trusts employ someone specifically for the role. Last month was FTSU Month and the Trust had set up stalls across the organisation and in the Community to raise awareness of FTSU. At the various sites Guardians and Advocates had been able to speak with staff and provide information about FTSU.

CR said that she had been recruited as an FTSU Advocate in her Directorate. She had participated in the resolution of three concerns.

SB asked whether concerns are reported to the Board. **KS** said that confidentiality must be maintained at all times but that the Board received an annual update.

8 Governors' Visits/Presentations

8.1 Feedback from recent visits

- Patients' Booking Hub – **SJ** said that this had been an excellent visit and a report had been circulated.
- Central Production Unit – **SB** said he had visited CPU with **DF** and the visit had been followed by a meeting with Emma Wilson, Head of the Catering Department. This had been an excellent visit and **SB** encouraged Governors who had not been to make time to do so. The Unit had an impressive record on environmental issues and overall **SB** had been reassured by the quality of food and the responsiveness of the Unit to special dietary requests.
- PhysioWorks – **IM** said that this visit had been well attended by Governors and Tony Buckham (NED) had joined Governors on the visit. The visit had been preceded by a very informative presentation about the Service. A report had been prepared and would be circulated.
ACTION : JP

8.2 Upcoming Visits/Presentations were noted:

- Presentation from David Hughes on Genomics – 2-12-19
- Visit to Laundry – 5-12-19
- Visit to Diagnostic Cardiology Unit – 9-12-19
- Session with Paul Buckley on Operational Plan – date to be confirmed in January
- Session with Emma Scott on Volunteers – 23-1-20

8.2 Possible Future Visits/Presentations

The following proposals were agreed:

- Update on End of Life Care – **SC** to take forward
- EDI with Mukesh Barot – **JP/JS** to take forward
- Psychological Services – topic to be agreed – **SC** to take forward
- Travel and Transport Strategy – **BM** to take forward

9 Key Dates for Governors in 2020

The schedule circulated with the Agenda was noted.

10 Any Other Business

AF reminded Governors about the invitation from Sheffield Carers' to the 25 year anniversary celebration at the Cutlers Hall at 12 noon on 29 November.

11 Dates of Meetings in 2020

Dates for Governors' Forum and CoG Meetings in 2020 were noted as follows

Governors' Forum meetings	Council of Governors' meetings
Thursday 27 February	Tuesday 31 March
Thursday 21 May	Tuesday 30 June
Tuesday 4 August	Tuesday 29 September
Thursday 19 November	Tuesday 15 December

Governors' Forum Meeting

18 November 2019

Report on individual Governor's activities

23 July 2019
To
10 November 2019

MICK ASHMAN		
Activities		
• Council of Governors	• Constitution Review Panel	• Additional CoG

STEVE BARKS		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Annual Members' Meeting • Constitution Review Panel x 3 • Additional CoG Meeting • Art installation – Palliative Care • Art installation - SPAR • Board of Directors x 2 	<ul style="list-style-type: none"> • Board Briefing Sessions x 2 • Governors' Finance Briefing • RHH Food Tasting • RHH Food Group Meeting • NGH Food Tasting • Thank You Awards ceremony • Patient engagement x 2 	<ul style="list-style-type: none"> • Wellbeing Festival Fargate • Careers Fairs x 2 • Members' event 'All About Dementia' • Visit to CPU and meeting with Emma Wilson

BARBARA BELL		
Activities		
• Visit to Physio Works	• Annual Members' Meeting	•

WENDY BRADLEY		
Activities		
•	•	•

GEORGE CHIA		
Activities		
<ul style="list-style-type: none"> • Patient Experience Com x 2 • Observed HCG x 2 • HR&OD Com • Board of Directors 	<ul style="list-style-type: none"> • Council of Governors • Governors' Board Briefing • Patient engagement x 2 • Visit to Physio Works 	<ul style="list-style-type: none"> • Medical Director's talk on mortality • Visit to Patients' Booking Hug • Thank You Awards ceremony

MICHELLE COOK		
Activities		
• Visit to Physio Works	•	•

SALLY CRAIG		
Attended		
<ul style="list-style-type: none"> • Governors' Forum • Members' event 'All About Dementia' • Visit to Patients' Booking Hub • Visit to Physio Works • Mental Health Meeting • Combined Community Y Acute Care Group half day • Patient Experience Committee 	<ul style="list-style-type: none"> • Observed F&P Comm • Observed HR&OD • Observed Board of Directors • Art Show – Spinal Injuries Unit • Psychology Board • Annual Members' Meeting • Constitution Review Panel x 2 • Careers Fair at NGH • Meeting with CEO re AMM 	<ul style="list-style-type: none"> • Council of Governors • Meeting with the Chairman • NED appointment – longlisting • NED appointment – shortlisting • NED appointment – interviews • End of Life Board • End of Life Flow Coach Academy • Medical Director's talk on mortality

LUC DE WITTE		
Activities		
• Council of Governors	•	•

AMANDA FORREST		
Activities		
• Council of Governors	• Governors' Forum Meeting	• NED appointment - longlisting

DAVID FOSTER		
Activities		
<ul style="list-style-type: none"> • Governors' Board Briefing x 2 • Observed at BoD x 2 • Governors' Finance Brief 	<ul style="list-style-type: none"> • Governors' Forum • Council of Governors • Briefing on Hadfield Building 	<ul style="list-style-type: none"> • Governors' Visit to CPU and meeting with Emma Wilson

ANGELA FOULKES		
Activities		
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TIM FURNESS		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • NED appointment - shortlisting 	<ul style="list-style-type: none"> • Additional CoG Meeting (phone) 	<ul style="list-style-type: none"> • NED appointment - longlisting

MARTIN HODGSON		
Activities		
<ul style="list-style-type: none"> • Thank You Awards Ceremony • NED appointment – longlisting • NED appointment – shortlisting • NED appointment - interviews 	<ul style="list-style-type: none"> • Governors' Board Briefings • Constitution Review Panel x 2 • Meeting with CEO re AMM • Annual Members' Meeting 	<ul style="list-style-type: none"> • Governors' Forum meeting • Council of Governors meeting • Observed at BoD • Medical Director's talk on mortality

STEVE JONES		
Activities		
<ul style="list-style-type: none"> • Governors' Finance Brief • Governors Board Briefing • Visit to Patients' Booking Hub • Annual Members' Meeting • Governors' Forum meeting 	<ul style="list-style-type: none"> • Council of Governors • Additional CoG • Medical Director's talk on mortality • Observed at BoD 	<ul style="list-style-type: none"> • Observed at F&P Com • Visit to PhysioWorks • Combined Community & Acute Care Conference

JOYCE JUSTICE		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Council of Governors • Observed BoD • Members' event 'All About Dementia' 	<ul style="list-style-type: none"> • Medical Director's talk on mortality • Annual Members' Meeting • Careers fair at NGH 	<ul style="list-style-type: none"> • Additional CoG Meeting • Organ & Tissue Donation Com • CV Panel Meeting x 2 • Thank You Awards ceremony

IRENE MABBOTT		
Activities		
<ul style="list-style-type: none"> • Medical Director's talk on mortality • Members' event 'All About Dementia' • Visit to Patients' Booking Hub • Developed and disseminated monthly update emails to all constituents 	<ul style="list-style-type: none"> • Annual Members' Meeting • Visited Physio Works • Observed F&P Committee • Staff Governors' meeting with Chair • Monthly Freedom to Speak up Steering Group meetings • Thank You Awards Ceremony 	<ul style="list-style-type: none"> • CoG Nom Rem Com Meeting re NED appointment • NED appointment – interviews • Additional CoG meeting • As Freedom to Speak Up Guardian attended Trust 'Speak Up October' road shows • Governors' Forum Meeting

IAN MERRIMAN		
Activities		
<ul style="list-style-type: none"> • Wellbeing Festival Fargate • Governors' Forum • Annual Members' Meeting • Governors' Finance Brief 	<ul style="list-style-type: none"> • Observed BoD • Council of Governors • Additional CoG 	<ul style="list-style-type: none"> • Members' event 'All About Dementia' • Visit to Physio Works

BRENDAN MOLLOY		
Activities		
<ul style="list-style-type: none"> • Thank You Awards ceremony • Governors' Board Briefing • Observed at BoD • Observed at F&P Com • Travel Transport Group 	<ul style="list-style-type: none"> • Governors' Forum Meeting • Medical Director's talk on mortality • Observed at HR&OD Com 	<ul style="list-style-type: none"> • Council of Governors • Additional CoG (phone) • Observed at HCG • GoodHealth Planning meeting

LEWIS NOBLE		
Activities		
<ul style="list-style-type: none"> • Visit to Physio Works • Meeting with Director of Psychology 	<ul style="list-style-type: none"> • Governors' Board Briefing • End of Life Forum • Nutrition Support Group 	<ul style="list-style-type: none"> • Frailty Unit Big Room Meetings x 4

KATH PARKER		
Activities		
<ul style="list-style-type: none"> • Wellbeing Festival Fargate • Meeting with CEO re AMM • Governors' Forum Meeting • Observed BoD x 2 • Visit to Patients' Booking Hub 	<ul style="list-style-type: none"> • NED appointment – Longlisting • NED appointment – Shortlisting • Meeting with Lynn Skelton re new theatres development 	<ul style="list-style-type: none"> • Observed F&P Committee • Observed HR&OD Committee • Additional CoG Meeting • Quality Board Meeting • Visit to Physio Works

CRESSIDA RIDGE		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Visit to Patients' Booking Hub 	<ul style="list-style-type: none"> • Observed at BoD • Thank You Awards ceremony 	<ul style="list-style-type: none"> • Council of Governors • Constitution Review Panel x 2

JOE SAVERIMOUTOU		
Activities		
<ul style="list-style-type: none"> • Wellbeing Festival Fargate • Governors' Forum • Visit to Patients' Booking Hub • Governors Board Briefings • Council of Governors • Additional CoG 	<ul style="list-style-type: none"> • Combined Community Acute Care Conference • Promoting & Valuing Difference Workstream Com • Annual Members' Meeting 	<ul style="list-style-type: none"> • PROUD Meeting • Observed BoD x 2 • Met with Emergency Planning Group lead • Quality Board Meeting

HAROLD SHARPE		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Council of Governors • Additional CoG • Quality Board Meeting • Meeting with EDI lead • EDI – interviews 	<ul style="list-style-type: none"> • NED appointment – longlisting • NED appointment – shortlisting • NED appointment – interviews • Promoting & Valuing Difference Workstream Com 	<ul style="list-style-type: none"> • Governors' Board Briefings • Observed BoD • Annual Members' Meeting • Regular meetings with Membership Manager

KAREN SMITH		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting 	<ul style="list-style-type: none"> • Speaking UP 	

CHRIS STERRY		
Activities		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Governors' Board Briefings • Engaging with Patients at NGH • PLACE Meeting 	<ul style="list-style-type: none"> • Council of Governors • Annual Members' Meeting • Medical Director's talk on mortality 	<ul style="list-style-type: none"> • Constitution Review Panel Meetings x 3 • Observing at BoD

PETE TANKER		
Attended		
• NED appointment -shortlisting	• NED appointment - interviews	•

SUE TAYLOR		
Attended		
• PLACE meeting/inspections x 3	• Governors' Forum Meeting	• Pharmacy Management Board
• Patient Experience Com x 2	• Visit to Patients' Booking Hub	• Annual Member's Meeting
• Recruiting members at RHH	• Wellbeing Festival Fargate	• Medical Director's talk on mortality

FIONA TATTON		
Activities		
• Council of Governors' Meeting	• Medical Director's talk on mortality	•