



**GOVERNORS' FORUM**  
**UNADOPTED NOTES OF A VIRTUAL MEETING HELD ON**  
**TUESDAY 30 August 2022 at 3:00 pm**

<b>Present:</b>	Martin Hodgson – Lead Governor Paulette Afflick-Anderson Steve Barks Steve Bell Jo Bishop George Chia	Paul Dore Irene Mabbott Kaye Meegan Ian Merriman Jane Pratt Liz Puddy	Sheila Reynolds Cressida Ridge Joe Saverimoutou Harold Sharpe Shirley Sherwood
<b>Apologies:</b>	Steve Jones Lewis Noble	Jim Steinke	Mark Wilcox
<b>In Attendance:</b>	Annette Laban (items 1, 2 & 3) Ros Roughton NED (items 1 & 2) Sonia Lawford (items 4.5 & 4.6)	Jane Pellegrina (notes)	

## 1. WELCOME AND APOLOGIES

**Martin Hodgson** welcomed everyone, particularly newly elected governor Steve Bell, to the meeting and thanked **Annette Laban** and **Ros Roughton**, Non-Executive Director (NED), for joining governors.

The above apologies were noted.

## 2. DISCUSSION WITH ANNETTE LABAN AND ROS ROUGHTON

**Annette** introduced **Ros** and reminded Governors that she had been appointed as a NED in December 2019. **Ros** said that she had worked for 30 years in the public sector, including at the Department of Health and Social Care as Director of Adult Social Care; as Director of NHS Commissioning at NHS England and she had also worked at the Treasury. As a NED at STH she was Chair of the Quality Committee (previously Healthcare Governance Committee) and she was also Maternity Champion.

**Ros** then described the routine work of the Quality Committee and the practice of a monthly spotlight on a particular area and how this information was then used to triangulate data received, for example, on end of life care, the care provided to patients with a learning disability; how we care for deteriorating patients and individualised care for patients with dementia.

**Ros** also provided information about her role as Maternity Champion; the work of the Maternity Improvement Board and updated on progress following the CQC inspections.

During the conversation that followed these points were highlighted:

**Martin Hodgson** said that in the period between the CQC inspections of Maternity Services things worsened before they began to improve and asked whether NEDs were well sighted during this interim period? He also sought **Ros'** view on the atmosphere at Jessops.

**Ros** confirmed that NEDs were well sighted on this. The CQC had visited Jessops at a time

when staffing levels had been challenging. In response to **Martin's** query regarding the atmosphere at Jessops **Ros** said this was improving and the introduction of nursing support on some wards had made a difference.

**Steve Bell** asked about the quality of care for patients with a learning disability and how we can ensure/influence the integration of services across Sheffield. **Ros** said that the Trust had a specialist team engaged on this and she also talked about the work being undertaken with leaders across the city and at a Sheffield Place based partnership level.

**Ian Merriman** and **Steve Barks** referred to excellent end of life care in the community that they had personally witnessed.

There were no further questions from governors and **Martin** thanked **Ros** for the interesting conversation. **Ros** left the meeting at this point.

### **3. COUNCIL OF GOVERNORS' MATTERS**

#### **3.1 Council of Governors' Meetings**

##### **3.1.1 Review of CoG meeting on 24 May 2022**

**Annette** and governors reflected together that this had been a long day for the Board and for governors. **Annette** encouraged governors to observe at the Board meeting in public and to use the first part of the CoG meeting to put questions to NEDs about the Board meeting.

**Martin** and **Annette** also encouraged governors to reflect on the format and content of CoG meetings and to share with them (directly or via Jane) what was felt to be working well and what wasn't working for them. **Annette** said that the CoG meetings should be stimulating an environment for conversations between governors and NEDs.

**ACTION:** All governors to share views on CoG meetings with **Martin/Jane**

There were no further comments on the CoG meeting held on 24 May 2022.

##### **3.1.2 Discussion of Possible Agenda Items for CoG Meeting on 27 September 2022**

During discussion the following points emerged:

**Annette** said that the September Board of Directors meetings would be held in person and it was highly likely that it would be possible to hold the CoG meeting face-to-face. Plans were being developed to enable a hybrid arrangement enabling governors to participate either face-to-face or virtually.

**Martin** referred to the External Auditors' comments, during their recent presentation to CoG of the Annual Accounts, regarding the Trust's approach to risk. **Martin** suggested CoG look at the Trust's risk register at the November meeting. **Annette** said that the Board was moving from the IRAR to a new format, the Board Assurance Framework. She would discuss **Martin's** request with the Assistant Chief Executive with a view to including an item on the November CoG Agenda.

The previously circulated draft CoG Agenda was agreed.

**ACTION:** **Jane** was asked to confirm the Agenda with **Sandi Carman**

**ACTION:** **Annette** to discuss the BAF with **Sandi Carman**

#### **3.2 Update from CoG Nomination and Remuneration Committee (NRC)**

As Vice-Chair of the NRC **Steve Barks** said that the NRC had not met since the last Forum meeting but that the Committee was meeting on 20 September and would be discussing the Committee's forthcoming work plan. The agenda included NED appointments/possible reappointments; feedback from the Chair on her appraisal of the NEDs and a review/evaluation of the recent recruitment process to appointment a new NED.

**Harold Sharpe** asked for clarification of the criteria for reappointing a NED. **Steve** said that at the end of their first four-year term of office NEDs were eligible to be reappointed for a further term of office. Additionally, at the conclusion of two terms of office, in exceptional circumstances a NED could be invited to serve for a further one-year term of office. With the Chair the NRC would discuss the performance and contribution of the NED, including a review of the outcome of the NED's appraisal. CoG would be asked to ratify any proposal from the NRC. **Martin** said it was important for governors to observe at Board meetings to assist governors to form a view of the NEDs contributions. **Annette** said that ahead of any discussion at the NRC she would discuss with the individual whether they wished to seek reappointment.

### **3.3 Update on arrangements for the Annual Members' Meeting (AMM) on 26-8-22**

**Martin** reminded governors about the upcoming AMM and confirmed that, as anticipated the meeting would again be held virtually. He said that the agenda was being finalised and would be shared with governors in due course. There would be the usual formalities that constituted the Trust's AGM, following which the agenda would also include input from governors. The meeting would conclude with a presentation on an item of interest from the Trust.

**Martin** thanked **Annette** and she left the meeting at this point.

## **4. Governors' Forum Matters**

### **4.1 Draft Notes of the Governors' Forum Meeting held on 12 April 2022**

**Martin** referred to the draft Notes of the Forum meeting held on 12 April 2022. Following review the Notes were **AGREED**.

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

### **4.2 Update on arrangements for a Governors' Forum Time Out**

**Martin** said with the announcement that face-to-face meetings could resume, with some safeguards, planning for the Time Out could be resumed. He would be meeting with Jane to look at possible dates and information would be circulated to governors. Ahead of the Time Out he asked governors to reflect on the current format/usefulness of the Forum and CoG meetings and to share thoughts with him either direct or via Jane.

**ACTION: Martin and Jane** to look at possible dates and **All governors** to share views with **Martin/Jane**

### **4.3 Board/Governor Out and About Visits**

**Martin** invited governors to share their experiences of these visits. **Harold** said that he had taken part in the visit to the Spinal Injuries Unit with Martin; John O'Kane (NED) and Jennifer Hill, the visit went well and there had been some useful conversations, the staff were very positive and engaged and seemed to appreciate the visit. **Ian** commented on a very interesting visit to the Stroke Rehabilitation Unit at Beech Hill with Annette and said that he had thoroughly enjoyed it. **Irene Mabbott** had visited Neurosciences at RHH with Chris Morley and Annette, she said it was nice to see thanks being given to staff. **Steve Barks** had been on a number of visits which he had greatly enjoyed and commented that the staff

really appreciated the visits. **Jane Pratt** had visited Plastics and Breast Surgery at RHH with Chris Morley and Chris Newman (NED), the staff were well motivated and had been pleased to welcome the visitors.

**Martin** said that the visits were very stimulating and encouraged all governors to join future visits, he said that areas to be visited and dates would be circulated in due course.

#### **4.4 Updates from Governors' Involvement in Trust Committees and Workstreams**

**Martin** gave examples of Trust committees and workstreams that governors were involved with - the EDI Board, Clinical Effectiveness Committee, Patient Fris Group etc and said that governors contributed to these workstreams and committees as active members, whereas governors had been invited as observers to the Committees of the Board, eg Audit; Finance & Performance; Quality and HR & OD. **Martin** said that NHS Providers did not consider the practice of governors observing at Board Committee meetings to be good governance and in future governors would therefore not be observing. He said that consideration ought to be given to strengthening the interaction between governors and the NEDs and encouraged governors to reflect on how this might be achieved through the Forum and CoG meetings and to contact him direct or via Jane with any thoughts which would be reviewed with the Chair.

#### **4.5 Patient Led Assessments of the Care Environment (PLACE)**

**Martin** welcomed **Sonya Lawford**, Facilities Manager. **Sonya** said that PLACE had been paused during Covid lockdowns but they were being restarted in September. She set out the principles of PLACE and the process with assessment under six headings: cleanliness; condition, appearance and maintenance; privacy, dignity and wellbeing; dementia friendly; food and disability. She described how patient and staff assessors worked as a team to reach a consensus view, with a focus on improvement with hospitals required to report outcomes publicly and say how they planned to improve where necessary. **Sonya** invited governors to attend a presentation via MS Teams on 6 September where guidance and support would be shared with a view to governors agreeing to take part in the assessments which would be ongoing throughout September.

**ACTION: governors** to express interest/confirm attendance to **Jane**

#### **4.6 Update on Use of B Road at RHH**

**Martin** invited **Sonya Lawford** to provide an update on the position regarding B Road at RHH. **Sonya** said that B Road remained closed to traffic whilst further investigation/surveys were undertaken.

There were no questions from governors and **Martin** thanked **Sonya** and she left the meeting at this point.

#### **5. Any Other Business**

There was no further business to discuss.

#### **6. Date of Next Meeting**

26 October 2022