



GOVERNORS' FORUM
UNADOPTED NOTES OF A VIRTUAL MEETING HELD ON
Monday 20 February at 3:00 pm

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

1. WELCOME AND APOLOGIES

Martin Hodgson welcomed everyone to the meeting and thanked **Annette Laban**, for joining governors.

The above apologies were noted.

2. DISCUSSION WITH ANNETTE LABAN

Annette reported that disappointingly she had received, and on behalf of the Council of Governors had accepted, Gul Nawaz Hussain's resignation with immediate effect from his role as a NED. She said that, on reflection, due to increasing professional commitments Gul had found it difficult to meet his commitments to the Trust. Governors agreed that this was disappointing but accepted Gul's position. **Annette** said the Nomination and Remuneration Committee would now begin the process to appoint a replacement NED.

Annette went on to discuss general matters and highlighted efforts to reduce elective waiting lists, and the extensive work being undertaken to "get back on track". She also said that a recent Board to Board meeting with NHS England had gone well. She said that from January 2023 she had taken over for one year as chair of the Acute Federation and described the good progress that was being made on working together. She had also taken over the chair of the Sheffield PLACE chairs.

During the conversation that followed these were some of the points that emerged:

Jim Steinke asked about lessons learned following the CQC inspection and the Well-Led developmental review commissioned by the Trust and whether there was any crossover. **Annette** said that common issues had been identified and the Trust was prioritising all the actions under the umbrella heading of "getting back on track".

Joe Saverimoutou queried the likelihood of being able to reduce elective waiting lists in the face of strikes and staffing levels. **Annette** said that this was a national directive and STH was taking its part in the drive to succeed. It was challenging but in the best interests of patients.

In response to **George Chia's** comment about how she managed her already busy schedule with the additional roles she had taken on **Annette** said it was important that the Trust had a voice at these Committees but that STH remained her priority.

3. COUNCIL OF GOVERNORS' MATTERS

3.1 Council of Governors' Meetings

Review of CoG meeting on 29 November 2022 and discussion of Agenda items for the CoG meeting on 6 March 2023

Annette and governors reflected together on the first face-to-face CoG meeting since December 2019. It was agreed that with the Board meeting held in public beforehand this had been a long day for everyone but that meeting face-to-face again had been very welcome.

Martin said that recognising that there had not been time to reflect on all of the proposals that had come from the Governors' Time Out on 17 February a draft Agenda had been circulated and he asked that governors review this.

During discussion that followed these points emerged:

Martin said that during an excellent and informative discussion with Mike Gill from AuditOne at the Time Out when looking at taking the CoG Agenda forward Mike had encouraged governors to pursue:

- Presentations from NEDs, rather than TEG, and questions from governors to NEDs.
- Dedicated discussion time for governors and NEDs together. **Martin** said that Mike had suggested that governors consider half an hour at the beginning or at the end of CoG meetings.
- Review and discussion of the Well-Led report, in its entirety but particularly where relevant to CoG and governors matters.
- Review and discussion of the Board Assurance Framework

Joe thought that in future the CoG Agenda should include an item relating to the ICB at each meeting, for example a presentation on the ICB strategy and how this would affect STH, possibly presented by someone from the ICB.

Annette agreed that these were relevant points and consideration should be given to incorporate them into the meeting.

Governors thought that the Chief Executive's presentation could be circulated ahead of the meeting to ensure more time for governors to consider any questions they wanted to raise.

It was **NOTED** that there would be a virtual CoG meeting held in private on 27 February 2023 to ratify a number of pieces of work recently undertaken by the CoG NRC.

ACTION: **Jane Pellegrina** was asked to confirm these points with Sandi Carman for the upcoming CoG Agenda

3.2 Update from CoG Nomination and Remuneration Committee (NRC)

As Vice-Chair of the CoG NRC **Steve Barks** reported on the current NED appointment process to select John O’Kane’s replacement as Chair of the Audit Committee. There had been 17 applications and three strong candidates were being interviewed on 23 February 2023. As governors were aware a virtual CoG meeting in private was being held on 27 February at which governors would be asked to ratify an appointment. **Steve** had previously reported that the NRC had decided to manage this appointment in-house and he said that the NRC would be evaluating the process.

Steve reminded governors that the Chair was currently undertaking the annual appraisal of the NEDs. He said that it was important that governors provided feedback into the process and he asked governors to let him have their views via the questionnaire provided in good time for him to share this with Annette. **Steve** also said that he would be contacting governors shortly for their input into the Chair’s annual appraisal

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

4. Governors’ Forum Matters

4.1 Unadopted Notes of the Governors’ Forum Meeting held on 30 August 2022

Martin referred to the unadopted Notes of the Governors’ Forum meeting held on 30 August 2022.

Jim requested that his comment regarding the RHH building be corrected, the building had a predicted lifespan of 50 years and had now been in use for over 45 years.

There were no further comments and therefore the Notes were **AGREED** as a correct record of the meeting.

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

4.2 Feedback from Governors’ Time Out held on 17 February 2023

Martin reported on an excellent event. **Harold Sharpe** was unable to be at the Forum meeting but attended the Time Out and had asked for his comments on the event to be shared: “It was a very productive and enjoyable day. I think it is a pity that more governors did not attend as they would have derived much benefit. It was clear that Martin, Steve and Joe had put considerable effort into the day and they deserve our thanks. A range of topics were discussed but the key one for me was how governors can better represent their constituents. I know this has been raised in the past and has caused some anxiety. However, in my view, it is fundamental to being an effective governor and should be addressed.” In response to this **Martin** proposed that the next Time Out could focus on engagement.

During discussion the following points were highlighted:

Steve Bell queried how often Time Outs were scheduled. **Martin** said that prior to the pandemic these had been held every two years but he hoped to be able to start to schedule two per year. Governors **SUPPORTED** this approach.

Ian Merriman thought that the event had been very constructive but he too had been disappointed at the turnout. He felt it was important that governors spent time together in order to be able to share their points.

All attendees had appreciated the discussion with Mike Gill from AuditOne and his presentation had been very informative. A number of interesting points had emerged from

the Q&A with Mike which would be helpful when formulating ideas for the effectiveness of CoG in the future.

Jim said that as a new governor he had got a lot out of the day and had been encouraged to experience the richness and the experience in the room. He thought that another session like this should focus on a longer term view of the future not just the immediate concerns. There were challenges for the future but this had been a good event too.

Steve Barks believed that being together was what had made the event work so well.

Martin said the next steps would be to write up all the notes/comments that had come out at the session and to share this with attendees for their input. When a final agreed version was completed this would be shared and discussed with Annette and worked up into a proposal to be put to all governors. With final consent an action plan for implementation would be developed around an agreed time frame.

Martin concluded by thanking everyone for the part they had played and hoped that other governors would be encouraged to attend the next event.

4.3 Feedback on Board/Governor Out and About Visits

Martin reminded governors about the context of these visits and invited governors who had taken part to talk about their experiences.

Steve Bell said that he had enjoyed joining Shiella Wright and Sandi Carman on a very interesting visit to the Medical Education Centre back in December. He was surprised not to have been asked to provide any feedback.

Joe said he had enjoyed the visits he had joined and that talking to staff who had worked throughout the pandemic had been humbling.

Jim said that he had been on two visits. He had joined Annette and Mark Gwilliam on a visit to the Central Production Unit in December, this had given great insight into the preparation and serving of food to patients, visitors and staff. He had been impressed by everything that he had seen and by all the people he had met. **Jim** had also joined Mark Tuckett and Chris Newman on an interesting visit to the Patient Booking Hub.

Michelle Cook had enjoyed a number of visits including joining Ros Roughton and Kirsten Major on a visit to Occupational Health and Learning and Development in November and also a visit to the Chief Executive's Office and Patient Information Team with John O'Kane and David Black in January.

It was noted that governors had not been asked to contribute their feedback to the report on the visits. **Martin** said that this was disappointing and suggested that governors should offer their feedback. **Irene** said that the report on the recent visits had already been presented to the January Board meeting and the report was available on the website. **Martin** said he would ask Annette for guidance on governors contributing feedback following future visits.

All those who had joined the visits had found them interesting and enjoyable and other governors were encouraged to take part in the upcoming visits.

4.4 Possible future presentations and visits for Governors

Martin and Jim proposed a presentation on "the Trust's Estate" – with particular reference to Jim's earlier comments about the lifespan of the RHH building. It was suggested that this could be presented by Chris Morley/Chris Newman and Tony Buckham.

Shirley Sherwood was not at the Forum meeting but had proposed that on its completion a

visit to the new Orthopaedic Centre at RHH when be welcomed.

4.5 Feedback on Patient Led Assessment of the Care Environment (PLACE) inspections

Steve Barks said that he would contact Sonia Lawford to ask her when the Report on the assessments was expected and to invite her to present the Report at a future Forum meeting.

Steve said that PLACE inspections would be taking place again later in the year and when governors were invited to take part he encouraged everyone to do so. He had found the experience to be informative and extremely rewarding.

5. Any Other Business

There was no further business to discuss.

6. Date of next meeting

22 May 2023