



GOVERNORS' FORUM
UNADOPTED NOTES OF THE MEETING HELD ON
Monday 22 May 2023 at 3:00 pm
Undergraduate Common Room, NGH

Present:	Martin Hodgson – Lead Governor Steve Barks Steve Bell	Michelle Cook Steve Jones Joe Saverimoutou	Harold Sharpe Jim Steinke Shirley Sherwood
Apologies:	Paulette Afflick-Anderson George Chia Steve Jones	Irene Mabbott Ian Merriman Lewis Noble	Liz Puddy Sheila Reynolds Mark Wilcox
In Attendance:	Annette Laban (items 1, 2 & 3) Ann Harris (items 1, 2 & 3) Jane Pellegrina (notes)		

1. WELCOME AND APOLOGIES

Martin Hodgson welcomed everyone to the first face-to-face meeting of the Forum since the pandemic and particularly thanked **Annette Laban** and **Ann Harris** for joining governors.

Martin apologised to Annette and Ann for the disappointing turnout of governors but hoped that there could still be a useful conversation. It was recognised that staff governors and those who worked might find it more difficult to make time to take part in face-2-face meetings.

There was a short discussion about persistent poor attendance and participation generally and it was agreed to consider this further outside the meeting.

The above apologies were noted.

02. DISCUSSION WITH ANNETTE LABAN AND ANN HARRIS

Annette said that as governors knew Ann had recently been appointed as a Non-Executive Director and she invited Ann to tell governors about her background and career.

Ann thanked governors for inviting her to today's meeting and said that she was looking forward to working with them. She spoke about a 40 year career in the civil service and subsequent non-executive roles, in the public sector, describing some of her work with a range of organisations including Social Work England; the Gambling Commission and the Pension Advisory Service.

Since her term of office as a NED at STH started on 1 April 2023 **Ann** had attended a meeting of the Quality Committee and was attending her second Board of Directors meeting the following day. She would be joining the Out and About Visits in the summer and was also looking forward to being involved in the new Digital Committee. **Ann** had also undertaken an induction.

During conversation these were some of the points that emerged:

Martin referred to the 15 Steps Challenge and asked Ann what her first impression of the organisation had been. **Ann** said what had really stood out had been the very warm welcome she had received from her initial interview up to date.

Steve Barks asked what had drawn **Ann** to STH. **Ann** said that she had first come to Sheffield to work at the Manpower Services Commission (1982 to 2002) and had enjoyed living and working in Sheffield and was attracted to the NED role at STH.

Jim Steinke asked what from her previous experience **Ann** would bring to the NED role at STH. **Ann** said audit and risk methodology varied between organisations and she would utilise the best practise from the different organisations where she has worked.

Steve Bell asked whether there was anything about the STH recruitment process that **Ann** would alter. **Ann** said that good information had been provided in the candidate briefing pack; she had welcomed the opportunity to speak with everyone ahead of her interview and had appreciated the quick decision following the interview. She had not expected such a large interview panel.

Steve Jones said that although it was early days he was interested to hear the type of risks that **Ann** was sensing. **Steve** thought the Board Assurance Framework was very comprehensive but wondered whether there was too much information. The risk landscape was broad, but there should be a focus on risks that underpinned patient care. **Ann** commented on the quality of the information but that there was a lot. **Ann** emphasised the importance of being alert to emerging risks and encouraging a culture of vigilance. **Martin** asked whether **Ann** had any initial thoughts about the risks associated with the introduction of the new Electronic Patient Record. **Ann** said she would be looking for contingency plans.

Steve Barks said that governors contribute feedback into the Chair's annual appraisal of the NEDs and asked how at the end of the year Ann would know that she had made a difference. **Ann** would be looking for peer feedback during the year and as Chair of a Committee she expected regular feedback on her effectiveness from members of the Committee

Michelle Cook said with General Election probably next year did **Ann** think there would be any big changes for the NHS. **Ann** thought there would probably be little short term change.

Steve Barks asked whether **Ann** had any questions for governors as representatives of the public and patients. **Ann** said not immediately as it was not yet clear to her what the issues were.

Martin thanked Annette and Ann and invited them to join governors to discuss the upcoming Council of Governors meeting.

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

Martin reminded governors that the last CoG meeting had been held face-to-face in the Undergraduate Common Room **Martin** felt the meeting had gone well and asked other governors for their views.

Steve Barks had enjoyed the meeting and thought the introduction of the informal

session with NEDs had been valuable and hoped that this session would be continued.

Harold Sharpe appreciated the willingness to engage in serious discussion but was disappointed at the poor turnout of governors at the meeting, he thought governors should be reminded that for governors to have any influence they must at the very least attend CoG and Forum meetings. He said it was a privilege to be a governor and if individuals did not attend they were taking a seat from someone else who would.

Jim agreed, he said that CoG was where governors should be holding the NEDs to account and without attendance this was not possible. He drew attention to the position being reported at a Trust in Birmingham that had been judged inadequate by the regulator and where the Trust's membership were holding governors to account for not fulfilling their role of holding the Board to account. **Joe Saverimoutou** concurred, if governors did not attend they could not hold the NEDs/Board to account.

Annette said caution should be exercised not to disaffect former regular attenders, at CoG and the Forum, who may currently be experiencing difficulties.

Moving on **Martin** then referred to Paper B, the draft CoG Agenda, and asked for any comments. Annette said that she would like ten minutes to say how governors add value to the organisation. It was **AGREED** to include this on the Agenda before the current Item 6. **Jane** was asked to inform Sandi Carman of this addition.

Annette added that the informal discussion with governors and NEDs would be scheduled for one hour at the conclusion of CoG.

There were no further comments.

3.2 Update from CoG Nomination and Remuneration Committee (NRC)

As Vice-Chair of the NRC **Steve Barks** reported on the current NED appointment process to select a new NED to replace Gul Hussain.

Steve reported that the NRC were working with Alumni Global executive search agency on the appointment; maintaining some of the principles of the in-house process developed for the previous appointment to create a hybrid process. The role was again being widely promoted on a number of social media platforms with the assistance of a recruitment specialist in the Trust's Communications team. A new element had been introduced to the process; a virtual drop-in session for potential candidates to meet the Chair and two NEDs had been held on 18 May and this had been successful with 25 prospective applicants attending. The closing date for applications was 8 June and formal interviews were being held on 13 July.

Steve said that the panel would soon be agreeing interview questions and invited governors to suggest, via Jane, a question to be considered for inclusion.

Following the interviews there would be a private Council of Governors' meeting to ratify the new appointment.

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

4. Governors' Forum Matters.

4.1 Unadopted Notes of the Governors' Forum Meeting held on 20 February 2023

Martin referred to the unadopted Notes of the Governors' Forum meeting held on 20 February 2023

The Notes were **AGREED** as a correct record of the meeting.

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

4.2 Review of proposed paper to CoG on Governors' Time Out held on 17 February 2023

Martin referred to Paper D, Draft Notes of the Time Out, he said this reflected the views of governors attending the event and the contents had been agreed with the Chair. Following discussion the draft paper was confirmed and would go to the Council of Governors' meeting on 20 June 2023.

On behalf of governors **Harold** thanked Martin; Steve Barks and Joe for all their hard work arranging and running the Time Out and producing the paper.

4.3 Report back from AMM Planning Group meeting held on 16 May 2023

Shirley Sherwood said that good progress had been made at the meeting, attended by several governors, the Chair and a member of the Comms Team. It had been agreed to hold the formal AMM proceedings on-line on 28 September but to arrange another, face-to-face event, on a different day and to invite Members and the public into the Trust to showcase some of the Trust's excellent work/facilities. This news was welcomed by governors.

4.4 Report back from Briefing Session with Mark Gwilliam on Results of Staff Survey

Governors reported on another excellent session with Mark.

4.5 Feedback from QUEST Ward Inspections

Shirley had join the team visiting Hadfield 3; there had been a pre-meeting of the team where tasks had been allotted, **Shirley** had been able to talk to a number of patients. There was a briefing at the end of the inspection and the Ward had been accredited. **Shirley** had enjoyed the experience and was looking forward to her next visit, the inspection team had been professional but very friendly and helpful and she recommended that all governors should consider taking part.

Jim had joined inspections of Rivelin and Whirlow Wards at Jessops and on F2 at NGH. It had been a valuable learning experience and he had enjoyed contributing to the process, **Jim** also highly recommended it to other governors. **Jim** was keen to establish a method of feeding back and triangulating information/experiences from the QUEST inspections and the Out and About Visits. Following discussion of how governors might usefully share information following visits and inspections **Steve Barks** proposed developing a simple template for governors to use to give feedback and he also suggested including information acquired following PLACE inspections later in the year.

5. Any Other Business

There was no further business to discuss.

6. Date of next meeting

21 August 2023