

**GOVERNRS' FORUM**  
**NOTES OF A MEETING HELD ON**  
**Thursday 10 November 2016 at 4:00 pm, Board Room RHH**

**Present:**

Kath Parker (KP) Chair	Cath Hemingway (CH)	Graham Thompson (GT)
Mick Ashman (MA)	Peter Hewkin (PH)	John Warner (JWa)
Jennifer Booth (JB)	Martin Hodgson (MH)	John West (JWe)
Dylan Caffell (DC)	Ian Merriman (IM)	Nev Wheeler (NW)
George Clark (GC)	Craig Stevenson (CS)	
Paul Corcoran (PC)	Sue Taylor (ST)	

**Apologies:**

Sally Craig	Jacquie Kirk	Lewis Noble
Joyce Justice	Irene Mabbott	Spencer Pitfield

**In Attendance:** Jane Pellegrina (Notes)

**1. Welcome and Apologies**

KP welcomed everyone to the meeting and the above apologies were noted.

**2. Notes of Forum Meeting held on 15 August 2016 and Matters Arising**

The Notes were agreed.

**Matters Arising:**

- 4.1. Chairman's Appraisal – GC reported that arising from discussions during the appraisal process it had been suggested that governors may like to consider the possibility of meeting two or three times per year with Annette Laban (Non-Executive Director and the Senior Independent Director). Governors were in favour of this and JP was asked to contact Annette Laban to seek possible dates for a first meeting in January.
- 7.2 Possible visit to A&E - would be discussed at item 6.
8. Governors asked whether a decision had been reached on Chris Monk continuing as staff governor for AHPs, Scientists and Technicians and as the Trust's Freedom to Speak Up Guardian now that he has taken up his new role as Operations Director of The SYRS Directorate? JP was asked to raise this with the Chairman/Sandi Carman.
12. AoB - It was noted that, following Spencer Pitfield's comments at the last Forum Meeting, governors who had provided their email addresses to JP had all received guest access to the Trust Wi-Fi network, this was working well for those governors who had tried it out. Governors thanked Tracey Scotter for helping to arrange this.

## **Council of Governors Meetings (CoG)**

3.1 Review of Draft Minutes of CoG held on 13-9-16 - no issues raised.

3.2 Possible Agenda items for next CoG on 6-12-16

- Lorenzo
- Update on STIT
- Junior Doctors' Contract
- Winter Plans
- Flu injections
- Non-entitled NHS care – recovery of monies owed

### **4. Role of Governors' Forum Convenor – succession planning**

KP said that having acted as Convenor of the Forum for two years she is planning to hand over the responsibility to another governor no later than July 2017. She would be seeking nominations for the role at the next Forum meeting and proposed that governors give careful thought to it in the meantime. It was agreed that nominees must be able to demonstrate relevant involvement in their role as a governor.

### **5. Governors' activities/involvement**

**5.1** The Report on various activities undertaken by governors was noted, the following were highlighted:

- KP is working with the refurbishment programme group at Weston Park Hospital, the work on Ward 2 will soon be completed, also at WPH she has been invited to the Sheffield Cancer Services Transformation Strategic Programme Board Meeting
- KP is also involved with the Trust's Retail Development Project
- A number of governors had attended the well organised LiA Pass It On Event held at SWFC and commented on the high standard of work being undertaken and excellent results. The staff involved were applauded for their positive approach and excellent achievements.
- Some governors had been very pleased to be able to attend the official opening of the new Helipad by HRH The Duke of York
- LN is regularly attending the *Big Room* meetings looking at delayed discharges and delayed transfers of care
- PH has joined the Safety Innovation Group
- A number of governors had attended the quarterly finance brief provided by the Director of Finance and were very grateful to Neil Priestly for continuing to give up his time to provide these highly informative sessions.
- GT continues to attend the Trust Infection Control Meetings. He said senior Trust leaders attend and all aspects of infection prevention and control are discussed, the most recent meeting had looked in detail at Sepsis and the rising trend in other infections in hospitals and the community.
- GT has also taken part in PLACE meetings and inspections.
- ST continues to attend Patient Experience Committee Meetings
- GT, JK and SP had taken part in judging this year's Thank You Awards and along with JB, IMa and Peter Hewkin had been pleased to attend the Award Ceremony at the City Hall.

The full Report of activities is attached to these Notes.

## **5.2 Feedback from Governors' Board Briefing Group (GBBG)**

CH reported that at the most recent GBBG the Chairman had briefed governors on discussions at the Private Board of Directors Meetings, she highlighted:

- difficulties for the Trust arising from problems associated with the STIT
- Junior Doctors' contract
- publication of the South Yorkshire, Doncaster and Bassetlaw and North Derbyshire draft Sustainability and Transformation Plan on 11 November
- good outcomes for thoracic surgery patients following early discharge. CH had highlighted the impact of the early discharges on community staff.

## **5.3 Governors observing at Board Committee Meetings**

One again GC encouraged more governors to attend; he said the meetings are an excellent way to learn more about the running of the Trust and governors are made very welcome. JWa added that governors should not feel shy about attending and remember that they will learn in more detail about topics that are discussed at the Board Meetings. PC said that he had attended the Finance, Performance and Workforce Committee (FPW) and commented on how professionally it had been chaired by the Non-Executive Director Martin Temple. In PC's opinion the meeting had been well managed, the right issues had been prioritised and appropriate challenge had been encouraged. MH had also attended the FPW Committee and had found it fascinating. He had anticipated more reaction to the issue of recovering fees from overseas patients.

## **5.4 Governors observing at Board of Directors Meetings (BoD) in Public**

KP again sought to encourage more governors to attend the BoD. She reminded governors that this is where they can see the Non-Executive Directors 'in action' challenging the Executives. She also said that there is always a really interesting 'Clinical Update' which at the meetings she had attended had covered a wide range of extremely interesting topics.

## **5.5 Clinical Effectiveness Committee**

MA had joined GT on this Committee. He had enjoyed the meetings and had been amazed at the very high standard of work undertaken by the Committee.

## **5.6 Quality Report Steering Group (QRSG)**

MH and PH had joined KP and GT on the QRSG. MH had been heartened by the fact that the Chair of the Group had really listened to the point of view expressed by governors and had been prepared to change his view. PH said that the Group is extremely well chaired by the Medical Director and the Group can and does make a difference.

## **5.7 GoodHealth Planning Group**

KP said that the next edition will be circulated to members in early December. It will carry an invitation to the next Health Talk for Members on 6 February entitled *All about how research makes a difference to patients*.

JB said that people had commented that they liked the new design of the magazine. PH was

surprised that governors did not circulate more copies round the various waiting areas of the Trust. He reminded governors that there are copies available in the FT Office if governors are prepared to collect some if they are planning to visit any of the hospitals.

## **6. Visits and Presentations**

### **6.1 Informatics Presentation 29-09-16**

IM said that this had been a very informative presentation and another meeting is planned early in the New Year for further updates. It was hoped that more governors would attend.

### **6.2 In Year Planning Discussion 5-10-16**

Unfortunately Paul Buckley had been indisposed but his colleague Paulette Afflick-Anderson met with governors. It was recognised that this was a complex subject inevitably leading to a quite high level discussion however it had been very interesting. Governors commented that they would also like to be included in discussions about the Corporate Strategy and the STP.

### **6.3 Visit to Estates Department at NGH 4-11-16**

IM reported on a very interesting visit. He said that it was a shame that the visit could not have been longer and also that it was disappointing that more governors had attended as a number of staff had given up their time to be involved with the visit. It had been noted that the Department faces challenges around retaining apprentices once they have qualified following a comprehensive 3 year training period as salaries are much higher in the private sector and the pay gap continues to widen so the problem can only get worse.

### **6.4 Presentation from Director of HR**

KP said governors had appreciated that Mark Gwilliam had provided another very detailed and informative session. It was noted that the HR agenda is vast and extremely challenging. It had been agreed to arrange another session in six month's time to look at the results of this year's Staff Survey.

### **6.5 Arrangements for future visits/presentations:**

- Visit to Hand Centre to be arranged by Cath Hemingway
- Visit to Bev Stokes Day Surgery Unit to be arranged by Peter Hewkin
- Visit and presentation - Test Bed Centre
- Visit/presentation – A&E

## **7. Update from Staff Governors**

JWe reported that he taken early retirement and returned to work. He had been approached to join the executive board of the Hospital Consultants and Specialists Association but had not yet made a decision about this. JWe has also continued to attend the Medical Staff Committee where he briefs members on issues raised by governors.

DC said that he had attended the LiA Pass It On Event at SWFC and it had been great to see what the teams have been working on. He had also visited the Test Bed Centre which looked very interesting.

CS reported that he and Irene Mabbott had attended a very useful staff governor meeting with the Chairman and Sandi Carman on 5 October.

#### **8. Feedback from Annual Members' Meeting held on 22 September**

JWa reported that this had been well attended, the information stalls had been excellent and the visit to the new Helipad had gone well. He said that a new approach had been tested to solicit questions from members to the Board in advance. It had gone quite well and will be tried again next year with the proviso that members who leave a question should attend the formal meeting. Unfortunately this year some people had put forward questions but had not stayed to hear the answer at the meeting

KP said that next year's AMM had been pencilled in diaries for 21 September and tentative discussions are already underway about a venue for the meeting. It had been proposed to hold the meeting on R Floor at RHH with a possible visit to the refurbished theatres on Q Floor which by September next year will be completed.

#### **9. Update on Governor Training**

JP reminded governors that the bespoke GovernWell training session was arranged for Tuesday 15 November at the Rivermead Training Centre.

#### **10. Any Other Business**

PH asked about parking charges in the multi storey car park at RHH. Following some discussion without reaching any conclusion it was agreed that PH would draft an email to Kevin O'Regan. KP said that Kevin had covered many of the issues that were coming up at his recent presentation and some of the queries were answered in the governors' report on the presentation and she recommended governors read this. In view of this KP and JWa agreed to look at the email before it was sent.

#### **11. Dates of Next Year's Meetings**

21 February – NGH Board Room

25 May – RHH Board Room

8 August - NGH Board Room

9 November - RHH Board Room

# **Governors' Forum Meeting**

**10 November 2016**

**Report on individual Governor's activities**

**16 August 2016 to present**

## **BACKGROUND**

The Council of Governors comprises Public, Patient, Staff and Appointed Governors, with 33 seats allocated

13 Public

7 Patient (currently with 1 seat vacant)

6 Staff

7 Appointed (currently with 4 seats vacant)

In addition to attending quarterly Council of Governors' Meetings individual Governors are involved in a wide range of additional activities across the Trust.

## **REPORT BY SOME GOVERNORS ON THEIR ACTIVITIES SINCE THE LAST MEETING**

### [Mick Ashman \(public governor\)](#)

#### **Attended:**

- Council of Governors Meeting
- Governors' meeting with Informatics Department Representatives
- Governors' Finance Brief

### [Jo Bishop \(public governor\)](#)

#### **Attended:**

- Council of Governors Meeting
- Annual Members' Meeting
- Visit to Estates Department
- Official Opening of Helipad with HRH The Duke of York
- Patient Environment Group meeting

#### **Other:**

- PPI Panel Meeting
- Meeting with Andrew Timms following up on ward issues
- Visiting wards delivering GoodHealth
- Involved with interview for new staff member in Patient Partnership Department

### [Jennifer Booth \(patient governor\)](#)

#### **Attended:**

- Governors' meeting with the CCG
- Council of Governors Meeting
- LiA Pass it on Event
- Planning and attending Annual Members' Meeting
- Official Opening of Helipad with HRH The Duke of York
- Governors' Finance Brief
- Governors' meeting with Informatics Department Representatives
- In Year Strategy and Planning meeting
- Thank You Awards Ceremony
- Presentation from Director of HR
- Visit to Estates Department at NGH

#### **Observed at:**

- Healthcare Governance Committee Meeting
- Board of Directors Meeting

#### **Other activities:**

- Recruiting new Members and meeting the public in Outpatients Department at RHH
- Learning and development sessions on computers and access to internet

[Dylan Caffell \(staff governor\)](#)

**Attended:**

- Council of Governors Meeting
- Governors meeting with the CCG
- LiA pass it on event
- Initial patient testbed experience

[George Clark \(public governor\)](#)

**Attended:**

- Governors meeting with the CCG
- Council of Governors Meeting
- Governors' Board Briefing Sessions
- Governors' Finance Brief
- Organ Donation Committee

**Observed at:**

- Board of Directors Meeting
- Finance Performance and Workforce Committee

[Paul Corcoran \(appointed governor - Sheffield College\)](#)

No report of activities submitted

[Sally Craig \(public governor\)](#)

**Attended:**

- Council of Governors Meeting
- Patient Experience Committee Meeting
- Trust Mental Health Committee
- Planning and attending Annual Members' Meeting
- Governors' meeting with the CCG
- New Trust Cataract Centre development meeting
- End of Life Care 15 Steps Challenge – There has been a further meeting and progress discussed

**Observed:**

- Finance Committee
- Board of Directors Meeting

**Other activities:**

Link Governor to Head and Neck Directorate

- Deferment of an audit of Outpatient Clinic waiting times in the ENT department until November/December and participated in the analysis of the results. Also planning a Trust-wide audit of Outpatient Clinic waiting times with the deputy head of the directorate and other governors

[Amanda Forrest \(appointed governor - Sheffield Clinical Commissioning Group\)](#)

No report or activities submitted

[Dorothy Hallatt \(patient governor\)](#)

No report of activities submitted

[Cath Hemingway \(staff governor – Combined Community & Acute Care\)](#)

**Attended:**

- Council of Governors Meeting
- Governors meeting with CCG

[Peter Hewkin \(patient governor\)](#)

**Attended:**

- Council of Governors' Meeting
- LiA pass it on event
- Planning and attending Annual Members' Meeting



- CCG AGM
- Governors' Meeting with CCG
- Official Opening of Helipad with HRH The Duke of York
- Governors' Finance Brief
- Governors' meeting with Informatics Department Representatives
- In Year Strategy and Planning meeting
- Thank You Awards Ceremony
- Safety Innovation Group (SIG) x2
- Membership recruitment session at UoS
- Governors' Board Briefing Session
- Presentation from Director of HR

**Observed at:**

- Board of Directors Meeting
- Healthcare Governance Committee

**[Martin Hodgson \(newly elected public governor\)](#)**

**Attended:**

- Council of Governors' Meeting
- Planning and attending Annual Members' Meeting
- Quality report Steering Group x2
- Governors' meeting with CCG
- Official Opening of Helipad with HRH The Duke of York
- Governors' Finance Brief
- Governors' meeting with Informatics Department Representatives
- In Year Strategy and Planning meeting
- Governors' Board Briefing Sessions
- Presentation from Director of HR
- Planning and attending Annual Members' Meeting

**[Joyce Justice \(public governor\)](#)**

**Attended:**

- Council of Governors' Meeting
- LiA pass it on event
- PLACE Meetings x 2
- Planning and attending Annual Members' Meeting
- Governors' meeting with CCG
- Governors' Visit to Estates Department at NGH
- Presentation from Director of HR
- Official Opening of Helipad with HRH The Duke of York
- Governors' meeting with Informatics Department Representatives

**[Jacquie Kirk \(public governor\)](#)**

**Attended:**

- Council of Governors Meeting
- Organ Donation Committee
- Patient Experience Committee

**Other activities:**

- Took part in judging staff Thank You Awards

**[Mary Lea \(public governor – Sheffield City Council\)](#)**

No report of activities submitted

### Irene Mabbott (staff governor – Nurses and Midwives)

#### **Attended:**

- Council of Governors meeting
- Governors' Board Briefing Sessions
- Retirement presentation/buffet for outgoing Trust Secretary
- Governors meeting with Informatics Department Representatives
- Governors meeting with CCG
- In Year Strategy and Planning meeting
- Official Opening of Helipad with HRH The Duke of York
- Planning, attending and helping out at the Annual Members' Meeting
- Thank You Awards Ceremony

#### **Other:**

I continue to email all nurses and midwives in my constituency keeping them up-to-date with what is happening at STH concerning them and signposting them to public documents on re various BoD and CoG meetings on the STH website.

### Ian Merriman (public governor)

#### **Attended:**

- Council of Governors' Meeting
- Annual Members' Meeting
- In Year Strategy and Planning meeting
- Governors' meeting with Informatics Department Representatives
- Presentation from Director of HR
- Visit to Estates Department at NGH
- Governors meeting with CCG

### Lewis Noble (public governor)

#### **Attended:**

- Weekly *Big Room* meetings – looking at delayed discharges and delayed transfers of care
- Nutrition Steering Group
- Governors' Board Briefing Sessions
- Governors' meeting with Informatics Department Representatives
- Presentation from Director of HR

### Kath Parker (patient governor)

#### **Attended:**

- Council of Governors Meeting
- Governors' meeting with CCG
- Retirement presentation/buffet for outgoing Trust Secretary
- LiA Pass it on event
- Safer Surgery Steering Group
- Retail Development Project Meeting
- Governors Board Briefing Sessions
- In year planning and strategy meeting
- Safer Surgery Steering Group
- Quality Report Steering Group
- GoodHealth editorial meeting
- Re-launch of Sexual Health Clinic
- Official Opening of Helipad with HRH The Duke of York
- Annual Members' Meeting and AMM planning meetings
- Presentation from Mark Gwilliam (plus pre-meeting with Mark to discuss the agenda)
- Governors visit to Estates Department at NGH
- Sheffield Cancer Services Transformation Strategic Programme Board
- Sheffield Cancer Services sub-group – Estates

- Weston Park Refurbishment Group – Ward 2
- As Forum Convenor with the Lead Governor meeting with the Chairman and Assistant Chief Executive
- Governors’ Meeting with Informatics Department representatives

**Observed at:**

- Board of Directors Meeting

[Spencer Pitfield \(public governor\)](#)

No report of activities submitted

[Craig Stevenson \(staff governor – Ancillary, Works and Maintenance\)](#)

**Attended:**

- Presentation from Director of HR
- Governors’ Finance Brief
- Domestic Services Let’s Talk Meeting

[Sue Taylor \(public governor\)](#)

**Attended:**

- Council of Governors Meeting
- Patient Experience Committee Meetings x 3
- Annual Members’ Meeting
- Official Opening of Helipad with HRH The Duke of York
- Board of Pharmacy Meeting
- In year planning and strategy meeting

**Observed at:**

- Board of Directors Meeting

[Graham Thompson \(patient governor\)](#)

**Attended:**

- Council of Governors’ Meeting
- Patient Environment Group Meeting
- Governors Meeting with CCG
- PLACE Meeting
- Clinical Effectiveness Committee meeting
- Infection Control Committee Meeting
- Presentation from Director of HR
- Governors’ Finance Brief
- Annual Members’ Meeting

**Other activities:**

- Took part in judging staff Thank You Awards and attended Awards ceremony
- Meeting the public and recruiting new Trust members RHH Outpatient Department

[John Warner \(public governor\)](#)

**Attended:**

- Annual Members’ Meeting planning group
- Annual Members’ Meeting
- GoodHealth magazine editorial meetings
- Governors’ Board Briefing Sessions
- As Lead Governor with the Forum Convenor meeting with the Chairman and Assistant Chief Executive
- Presentation from Director of HR

[Michael Warner \(patient governor\)](#)

No report of activities submitted

[John West \(staff governor – Doctors and Dentists\)](#)

No report of activities submitted

[Nev Wheeler \(newly elected public governor\)](#)

**Attended:**

- Council of Governors' meeting
- Official Opening of Helipad with HRH The Duke of York
- Annual Members' Meeting
- Visit to Estates Department at NGH

**Other activities:**

- Recruiting new Members and meeting the public in Outpatients Department at RHH
- Recruiting members at Longley 6<sup>th</sup> Form College