



GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
Tuesday 21 February 2017 at 4:00 pm, NGH Board Room

Present:	Kath Parker (KP) Chair	Amanda Forrest (AF)	Lewis Noble (LN)
	Mick Ashman (MA)	Dorothy Hallatt (DH)	Spencer Pitfield (S))
	Jo Bishop (JBis)	Peter Hewkin (PH)	Harold Sharpe (HS)
	Jennifer Booth (JBo)	Joyce Justice (JJ)	Sue Taylor (ST)
	Dylan Caffell (DC)	Jacquie Kirk (JK)	John Warner (JWa)
	George Clark (GC)	Irene Mabbott (IMab)	John West (JWe)
	Sally Craig (SC)	Ian Merriman (IM)	Nev Wheeler (NW)
Apologies:	Cath Hemingway	Graham Thompson	
	Martin Hodgson	Sarah Williamson	
In Attendance:	Jane Pellegrina (JP) - Notes		

Before the Meeting began Laura O'Byrne, Improvement Facilitator, Service Improvement Team, gave a short update, she said that their aim is to help teams to improve the quality and efficiency of services for patients and staff and she invited Governors to get involved. It was **AGREED** that a meeting would be arranged where Governors could discuss this in more detail with Service Improvement team members.

(Action: JP to discuss possible dates with Laura O'Byrne)

1. Welcome and Apologies

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

KP reported that the Chairman had offered to come to the pre-Forum hour in May and November, Annette Laban (Non-Executive Director and Senior Independent Director) and Sandi Carman (Assistant Chief Executive/Trust Secretary) would also join him if Governors agreed. Following discussion it was **AGREED** this was a welcome offer and JP was asked to let the Chairman know.

(Action: JP to confirm with the Chairman)

2. Notes of Forum Meeting held on 10 November 2016 and Matters Arising

- Amanda Forrest's apologies would be noted. The Notes were **AGREED**.
- There were no Matters Arising.

3. Council of Governors Meetings (CoG)

3.1 Review of Draft Minutes of CoG held on 8-12-16

- **General** - Highlighted that occasionally the Minutes did not 'name' Governors who had raised issues. Discussion followed, the following points were raised:
 - Issues raised by Governors and a record of the response received should be Minuted as evidence of appropriate challenge and holding to account.
 - The CoG is a Public meeting and the minutes are where Members can see what issues Governors are raising and how the Trust is responding to challenge and questions.
- **STP – MA** asked if it were known what mechanisms would be put in place for Governors to be kept fully informed about progress. **AF** said that the CCG are exploring ways to involve CCG Lay Members. However at a recent meeting the Lay Members had expressed concern that this appeared tokenistic and the CCG are reviewing it. **PH** felt that the Governance arrangements still required scrutiny. **AF** believed that for Sheffield good governance was in place and the direction of travel had been agreed. **AF AGREED** to provide a summary for Governors. It was also **AGREED** that the STP should be a standing item on the CoG Agenda.

- **STIT** - Following lengthy discussion it was **AGREED** that Governors would find a separate presentation, outside CoG, on the issues very helpful. It would also be valuable for the Council and the CCG to be represented at the session. It was **AGREED** to approach the Chairman for guidance on which individuals should be invited to attend.
- **Lorenzo - GC** asked **JWe** for a clinician's view on the issues. **JWe** said that, in his opinion, for clinicians managing patients the mixed economy of five different programmes/processes was making things more difficult. However it is hoped that the introduction of the clinical portal to interconnect all five programmes should resolve this. **JWe** confirmed that David Throssell, Medical Director, is actively involved and ensures good accountability. An issue that was raised recently at Clinical Management Board had been taken on board by the Medical Director.

3.2 Possible Agenda items and Open Forum discussion for next CoG on 21-3-17

- **Matters arising:**
 - Update on the situation with Apprentices
 - Infection Control
 - Cyber Security – what level of testing of the Trust's systems had been undertaken?
- Update and progress on Lorenzo issues – it was **AGREED** that it would be helpful to hear from Tony Buckham from a NED's perspective
- Update on STIT
- Update on STP – particularly public/patient/governor engagement opportunities
- **Governors' Forum Discussion Topic –**
 - *A Community focused topic to be progressed by Amanda Forrest*

(ACTION: JP to take forward draft Agenda with Chairman/Sandi Carman)

4. Role of Governors' Forum Convenor – succession planning

KP said that following discussion at the last meeting one Governor had expressed interest. As there had been no other volunteers **KP** would now discuss handover arrangements with the interested colleague prior to announcing to other Governors.

(ACTION: KP and JP)

5. Report from Vice-Chair of the CoG Nominations and Remuneration Committee

GC reported on the Nominations and Remuneration Committee held on 18 January 2017

- On stepping down from CoG the following Governors had resigned from the Committee :
 - Nicola Smith – Appointed Governor
 - Craig Stevenson – Staff Governor
 - Chris Monk – Staff Governor
- The following Governors had agreed to join the Committee:
 - Amanda Forrest – Appointed Governor
 - Cath Hemingway – Staff Governor
 - Irene Mabbott – Staff Governor
- On stepping down from CoG on 30 June 2017 **GC** and **JWa** would also be resigning from the Committee. The Chairman had already requested expressions of interest from Public and Patient Governors to join the Committee. So far there had been one expression of interest.
- The Committee had discussed whether or not to reappoint, without a competitive selection process, Annette Laban and Martin Temple at the end of their first four year term of office on 30 June 2017. The Committee had agreed unanimously to reappoint Annette and Martin.
- The Committee had also reviewed its Terms of Reference and agreed to a number of small changes. The TOR are available for inspection if any Governor wants to see them.
- The Chairman reported that he would be undertaking the annual appraisal of the Non-

Executive Directors and the Committee noted that the appraisal of the Chairman would also be undertaken at the same time.

- The next meeting of the Committee would be in early July with the date still to be confirmed.

6. Governors' activities and involvement

6.1 The previously circulated Report on Governors' activities was **NOTED**. The full Report of activities is attached to these Notes.

6.2 Feedback from Governors' Board Briefing Group - **SC** reported that these sessions with the Chairman and Sandi Carman are very useful; issues covered at the Public and Private Board of Directors Meetings are discussed. **JWa** commented on the value to Governors of attending, he said there was complete freedom to probe wide-ranging issues which are always answered fully.

6.3 Feedback from Governors' observing at Board Meetings and Board Committee Meetings – **JWa** said historically the 'right' for Governors to observe at Board Committee Meetings had been hard-won and he encouraged Governors to try to attend at least once a year. It provides an excellent opportunity to witness the contributions of the Non-Executive Directors, particularly those who Chair the Committees, but you also learn a great deal about how the Trust 'works'. He said that further information about dates/times was available from **JP**.

6.4 Feedback from discussion with Kevin O'Regan about car parking charges – **PH** and **JW** had met with Kevin O'Regan on 6 Feb. A frank discussion had taken place. Some issues were highlighted:

- The Trust is investigating the possibility of a 6 hour tariff
- Parking concessions are still being worked on, to include Weston Park Hospital, once finalised information will be publicised widely. **KO'R** believes that staff are passing on the current information to patients/carers/visitors. **AF** reported on a personal experience and said that she was not advised of any concessions. She said that much better signage was required; it should not be left to clinical staff to pass on the information. **MA** agreed that good signage is crucial and it must be explicit, if not it is open to challenge. **SP** believed that concessions must be fair and clearly advertised. **HS** reminded Governors that an increasing number of disabled people are now eligible to pay for parking and that those who experience problems with dexterity have extreme difficulty operating the payment machines. Although members of the public and Trust staff are generally helpful the Trust ought to be working towards ensuring that people can obtain tickets independently and should be making better use of technology.

It was **AGREED** that the Trust's strategy on car parking and parking charges should continue to be an issue that Governors keep an eye on.

6.5 Feedback from Members' Research Event held on 6 February – it was **NOTED** that this had been an excellent, informative event well attended by Members and Trust Staff. More events like this for Members would be welcomed.

6.6 Upcoming Talk for Members – **IMab** reported that she was helping to organise the next event for Members which was being held on 10 May 2017 during *Dying Matters Week*. A title for the event was needed and **IMab** asked Governors to express their preference

- We are not immortal (10)
- Death – let's talk about it (4)
- Palliative Care Journey (0)
- End of life, not the same for everyone (2)

It was **AGREED** that the title for the Talk would be "We Are Not Immortal". Further details would

be circulated nearer the time but Governors were asked to put the date in their diaries.

- 6.7** Feedback from GoodHealth Editorial Group Meeting – **KP** said that the next edition will be entitled '*fit for the future*' and will look at the many ways that the Trust is preparing itself in our hospitals and in the community. There will be information for Members about the Elections and an article written by 'retiring' Governors to encourage Members to get involved.

7. Governors' Visits/Presentations

- 7.1** The final report, with TEG's response to comments, on the visit to the Estates Department on 4-11-16, previously circulated, was **NOTED**.

7.2 Feedback on presentations:

- 30-1-17 Informatics – this had been an informative meeting with Andy Vernon (Head of Technical Architecture, Strategy and Planning), with information provided about a range of issues including an update on the current position regarding Lorenzo. A further update is planned in May and Governors had been asked to provide their availability. Governors with questions about Lorenzo are encouraged to attend the session.
- 31-1-17 Service Improvement Workshop – it was disappointing that only a few Governors attended the session which had been very informative. The Service Improvement Team is keen to involve Governors.

7.3 Suggestions for future visits/presentations

It was **NOTED** that the following had been suggested at the last Forum Meeting but no progress had been made with arrangements

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

The rationale for a visit to A&E was discussed. **LN** said that it remains an area of interest for some Governors but other Governors expressed concern about the appropriateness of visiting. **AF** said that the CCG had recently made a number of visits to the Department; just three CCG members (mostly clinicians) attended each visit with care taken not to hinder the A&E staff. **AF** had found it interesting spending time with A&E reception staff. **IMab** believed the Department could find it problematic if too many small groups of Governors were informally 'dropping in', particularly at times of heavy demand. It was also felt that safeguarding and patient confidentiality must also be considered. It was **AGREED FURTHER CONSIDERATION** was needed.

- **JWe** said that he would be happy to host a visit to the Cardiac Cath Labs and **JP AGREED** to discuss possible dates.
- **AF** thought that Community Services should not be overlooked and suggested possibly visiting the Active Recovery Team

Governors also **AGREED** to progress the visits they had originally championed.

8. Update from Staff Governors

JWe said that following on from the dispute over the Junior Doctor Contract at STH 48% of F2 doctors have yet to make a career advancement decision. Engagement and morale are a problem and recruitment here at STH and nationally continues to be a concern.

DC reported that the IT Department are getting involved in Listening into Action with a number of events coming up.

9. Possible Governors' Time Out

It was **AGREED** that a Governors' Time Out should be arranged, possible topics for discussion:

- Review of Governors' Forum
- Evaluation of CoG effectiveness
- Ongoing relationship with Non-Executive Directors

ACTION: JP to arrange

10. Review of : Governors' Code of Conduct, Protocol for observing at Board Committees and Governor Role Description

It was **AGREED** to get together a small group of Governors to review :

- Governors' Code of Conduct
- Protocol for Observing at various meetings
- Governor Role Description

ACTION: JP to email all Governors for expressions of interest and possible meeting date

11. Elections to Council of Governors 2017

The previously circulated paper was **NOTED**.

12. Any Other Business

The long standing issue of vacancies for Appointed Governors was raised. **SP** said he thinks it is important that Appointed Governor seats at CoG should be taken up and other Governors agreed. The following vacancies were **NOTED**:

- Sheffield City Council - two seats
- University of Sheffield – one seat
- Sheffield Hallam University – one seat

It was **AGREED** to ask the Chairman to look into the matter.

ACTION: KP and JWa to raise with the Chairman

13. Date of Next Meeting

25 May 2017 – RHH Board Room

Governors' Forum Meeting

21 February 2017

**Report on individual Governor's activities
10 November 2016 to present**

BACKGROUND

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

13 Public

7 Patient

6 Staff (2 vacant seats)

7 Appointed (currently with 3 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
- Clinical Effectiveness Committee
- GovernWell Training Day
- Informatics Update

Jo Bishop (public governor)

Attended:

- Visited wards at NGH and RHH with staff, talking to patients
- Handed out copies of GoodHealth round the hospitals
- Distributed posters for Members' Research Event

Jennifer Booth (patient governor)

Attended:

- Council of Governors Meeting
- Governors' Finance Brief
- Governors' meeting with Informatics Department Representatives
- In Year Strategy and Planning meeting
- GoodHealth magazine editorial meeting
- Governors Board Briefing Sessions
- GovernWell Training Day
- Service Improvement Workshop
- Informatics Update
- 1-1 session with Membership Manager and Forum Convenor
- Research Event for Members
- Smoke Free Hospitals Meeting

Observed at:

- Healthcare Governance Committee Meeting
- Board of Directors Meetings

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
- Informatics Update
- GovernWell Training Day
- BCS Voices –Healthcare Panel discussion SHU

Observed at:

- Healthcare Governance Committee

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

Attended:

- Council of Governors Meeting
- CoG Nominations and Remuneration Committee
- Governors' Board Briefing Sessions
- Governors' Finance Brief
- Informatics Update

Observed at:

- Board of Directors Meetings
- Finance Performance and Workforce Committee

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

Attended:

- Council of Governors Meeting
- Patient Experience Committee Meetings
- Governors Board Briefing Sessions
- Informatics Update
- New Trust Cataract Centre meetings
- Mental Health Committee
- Meeting to discuss 15 Steps Challenge Palliative and next steps

Other activities:

- Working with colleagues on writing a report on a visit to the CFU
- Invited to join Psychology Board
- Planned involvement with End of Life Care Project Group

Link Governor to Head and Neck Directorate

- Visits to Patient Partnership Department to arrange an outpatient audit, wider in scope than originally planned, using trained volunteers and willing governors!

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

Attended:

- Council of Governors Meeting
- Governors' Board Briefing Group
- In Year Planning and Strategy Meeting
- Governors Board Briefing Sessions
- Informatics Update
- GovernWell Training Day

Other

- Appointed to FTSU Role

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

Attended:

- Council of Governors' Meeting
- Microsystems Coaching Academy Celebration Event
- Governors' Finance Brief
- Informatics Update
- Governors' Board Briefing Session
- In Year Planning and Strategy Meeting
- GoodHealth magazine editorial meeting
- GovernWell Training Day
- Service Improvement Workshop
- 1-1 session with Membership Manager and Forum Convenor
- Safety Improvement Group (SIG)
- Research Event for Members

Observed at:

- Board of Directors Meetings
- Healthcare Governance Committee

Other activities:

- Met with Lead Governor and Kevin O'Regan to discuss Car Parking
- Visited ED to observe and talked to staff
- Took part in SI/MCA Quality Improvement Course
- Assist with Human Factors and Simulation Group

Martin Hodgson (public governor)**Attended:**

- Council of Governors' Meeting
- Governors' Finance Brief
- Informatics Update
- Governors' Board Briefing Sessions
- In Year Planning and Strategy Meeting
- GovernWell Training Day
- Research Event for Members
- 1-1 session with Membership Manger and Forum Convenor
- Service Improvement Workshop

Observed at:

- Finance, Performance and Workforce Committee
- Board of Directors Meetings

Joyce Justice (public governor)**Attended:**

- Council of Governors' Meeting
- Governors' meeting with Informatics Department Representatives
- In Year Planning and Strategy Meeting
- GoodHealth magazine editorial meeting
- GovernWell Training Day
- GoodHealth magazine editorial meeting
- Research Event for Members
- Patients Environment Group Meeting
- PLACE inspections
- In Year Planning and Strategy Session

Other activities:

- Recruiting new FT members at RHH
- Distributing posters for Research event for Members

Jacquie Kirk (public governor)**Attended:**

- Council of Governors Meeting
- Mental Health Committee Meetings
- Charitable Funds Committee
- Governors Board Briefing Sessions
- Patient Experience Committee Meetings

Other activities:

- Interview Panel for Patient Partnership posts

Irene Mabbott (staff governor – Nurses and Midwives)**Attended:**

- Council of Governors Meeting
- Governors' Board Briefing Sessions
- Governors' Finance Briefing
- In Year Planning and Strategy Meeting
- GovernWell Training Day

Observed at:

- Finance, Performance and Workforce Committee

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.
- Appointed to FTSU Role

Ian Merriman (public governor)**Attended:**

- Council of Governors' Meeting
- Informatics Update
- In Year Planning and Strategy Meeting
- GovernWell Training Day

Lewis Noble (public governor)**Attended:**

- Council of Governors Meeting
- 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
- Governors' Finance Briefing
- GovernWell Training Day

Observed at:

- Audit Committee

Kath Parker (patient governor)**Attended:**

- Council of Governors Meeting
- In Year Planning and Strategy Meeting
- GoodHealth magazine editorial meeting
- Governors Board Briefing Sessions
- Informatics Update
- Safer Surgery Steering Group
- Weston Park Planning and Modelling Group
- Weston Park SCS Transformation Programme
- GovernWell Training Day
- Service Improvement Workshop
- Outstanding Outpatients Board
- Cog Nominations and Remuneration Committee Meeting
- Research Event for Members
- Retail development meeting
- Governors Finance Brief

Observed at:

- Board of Directors Meetings
- Audit Committee

Other activities:

- 1-1 sessions with Membership Manger and new governors
- Assist with Induction for new governor
- As Forum Convenor with Lead Governor meeting with the Chairman and Assistant Chief Executive
- Interview Panel for Patient Partnership

Harold Sharpe (patient governor)**Attended:**

- Council of Governors meeting
- GovernWell Training Day
- Governor Induction

- **Observed at:**
- Board of Directors Meeting

Sue Taylor (public governor)

Attended:

- Council of Governors Meeting
- Informatics Update
- Patient Experience Committee Meetings x 3
- Board of Pharmacy Meeting
- GovernWell Training Day

Graham Thompson (patient governor)

Attended:

- Council of Governors' Meeting
- Patient Environment Group Meeting
- Governors Meeting with CCG
- Clinical Effectiveness Committee meeting
- Governors' Finance Brief
- GovernWell Training Day
- Service Improvement Workshop

Observed at:

- Board of Directors Meeting

Other activities:

- Meeting the public and recruiting new Trust members RHH Outpatient Department

John Warner (public governor)

Attended:

- Council of Governors Meeting
- GoodHealth magazine editorial meeting
- Governors' Board Briefing Sessions
- In Year Planning and Strategy Meeting
- Informatics Update
- Governors Finance Brief
- GovernWell Training Day
- Research Event for Members
- CoG Nominations and Remuneration Committee Meeting
- As Lead Governor with the Forum Convenor meeting with the Chairman and Assistant Chief Executive

Observed at:

- Finance, Performance and Workforce Committee
- Board of Directors Meetings

Other activities:

- Met with Peter Hewkin and Kevin O'Regan to discuss Car Parking

John West (staff governor – Doctors and Dentists)

My role as Medical and Dental staff Governor has dove-tailed with my previous position as Medical Staff Committee Chairman and LNC member. Through those previous connections I have endeavoured to keep colleagues informed about developments, for example with paragraphs added to our existing e-bulletins.

Nev Wheeler (public governor)

Attended:

- GovernWell Training Day

Other activities:

- Recruiting new Members and meeting the public in Outpatients Department at RHH

Nothing to report from

Paul Corcoran
Amanda Forrest

Dorothy Hallatt
Mary Lea

Spencer Pitfield
Michael Warner