

GOVERNORS' FORUM MEETING
Held on 30 April 2015, Boardroom, NGH
NOTES OF MEETING

- Present:** Kath Parker (KP) in the Chair
- | | | |
|------------------------|----------------------|----------------------|
| Jo Bishop (JB) | Caroline Irving (CI) | Shirley Smith (SS) |
| Sally Craig (SC) | Jacquie Kirk (JK) | Sue Taylor (ST) |
| Anne Eckford (AE) | Andrew Manasse (AM) | Graham Thompson (GT) |
| Frank Edenborough (FE) | Kaye Meegan (KM) | Paul Wainwright (PW) |
| Dorothy Hallatt (DH) | Hetta Phipps (HP) | Michael Warner (MW) |
| Cath Hemingway (CH) | | |
- Apologies:**
- | | | |
|-------------------|-------------------|-----------------|
| George Clark | Heather MacDonald | Nicola Smith |
| Christina Herbert | David Owens | Craig Stevenson |
| Dorothy Hallatt | Chris Monk | John Warner |
| Joyce Justice | Nick Payne | |
- In attendance:** Jane Pellegrina (JP)
Sue Butler (SB) (item 3 only)

ACTION**1. Welcome and Apologies**

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

2. Outcome of Election of New Deputy Convenor of the Forum

KP said that following discussion at the last meeting expressions of interest in the role of Deputy Convenor had been requested. Jacquie Kirk had been the only Governor to express interest and was therefore elected to the role unopposed. The Forum supported JK's election

3. Update on Governor Links to Directorates

KP welcomed Sue Butler for this discussion.

SB reminded Governors that the Governor Link to Directorates role had arisen from discussions involving Governors at the Patient Experience Committee. It was felt that this would be an opportunity for interested Governors with the necessary skills to work more closely with Directorates for example by attending Directorate meetings, speaking with patients and providing feedback, acting as a mystery shopper, supporting the development of surveys and other projects, involvement in action planning etc. SB asked Governors for feedback on progress for the Patient Experience Committee and for further discussion with Nurse Directors.

GT and DH (Surgical Services) had a good meeting with Gill Meek and Jo Marsden in November last year. DH had been involved in an interview panel for a matron post. Nothing further to report

SC and HP (LEGION) had met with Dotty Watkins at Jessops in January. Some training had been offered and SC had been invited to be involved in a patient survey in Gynaecology but this has not yet taken place. Nothing further to report.

AM (Specialised Cancer Medicine and Rehab) had met with Martin Salt but

unfortunately there had been confusion for both parties about the role. A further meeting had been arranged which JW had also attended. However misunderstanding/confusion remains. AM and JW consider that the Directorate have not recognised what it is that Governors can offer.

ST (Pharmacy) had met with Nicky Thomas. She had been invited to attend Pharmacy Board Meetings quarterly and had done so in March. ST had also toured the facilities at RHH and would be visiting the pharmacy at NGH soon.

JK (Emergency Care) said that with David Owens she had met with Jane Hopkins and Sue Briffa. JK had undertaken a mystery shopping exercise, had sat in an interview panel and she had been invited to be involved in a project on Hadfield wards.

SS and NP (Head & Neck) had met twice with Una Cunningham and been made very welcome. They had a very useful tour of the various departments and were now looking for ideas about how to develop the role, it had been left that Una would get back in touch.

JB and KM (SY Regional Services) an initial meeting had been postponed but had now recently taken place with Helen Brown and Jackie Paramore. There was some uncertainty about how the role was to be taken forward.

AE (Primary and Community Services) said that along with Caroline Irving and Nicola Smith she had a productive meeting with Mandy Yates in December. Mandy is new in post but was positive about Governors being involved. AE has been invited to take part in four 15 Steps Challenges across the Directorate.

KP (OSCCA) said that she and George Clark had met Rachel Cooper and Chris Powell-Wiffen in December. KP is shortly to have a tour of the Directorate with Kath Bailey.

During discussion the following points were raised:

FE suggested that Governors could enquire what effect if any HANAT is having in their Directorate.

CH said that Governors might find it useful to enquire about the KLOE workbook (Key Lines of Enquiry) that the Care Quality Commission issues which services should be completing to evidence how they are meeting CQC standards and delivering safe standards of care.

PW said that this was not simply about what individual Governors would do for the Directorates it was important that Governors feedback information to the Forum to promote a wider understanding of all Governors about issues for the Directorates.

ST said that as a layperson she was not sure what or how she could contribute.

SB thanked Governors for their feedback which she said she would discuss with the Nurse Directors and feedback to the Patient Experience Committee. SB also said that Governors should not wait to be approached/invited to look at things in the Directorate but, for example, could ask to see the Directorate patient feedback reports and check arrangements around action plans to address any complaints.

KP said that Governors are keen to ensure this works and hoped that SB could facilitate more speedy progress. Governors thanked SB.

4. Notes of Forum Meeting held on 16 February 2015 and Matters Arising

The Notes were agreed and there were no matters arising.

5. Council of Governors Meetings

5.1 Review of new Style of CoG Meeting

KP thought that the focus/format of the pre-meeting with NEDs should be given more thought if it is to have any lasting value and asked for ideas:

AE – NEDs could give a presentation about what they do.

JK – in advance of the session NEDs could be asked to highlight an issue they are interested in and lead a discussion on the topic.

PW – ask NEDs to talk about what Committees they attend and to say something about the work that Committees undertake.

FE – it needs to be clear that the session is not for social chit chat and that NEDs and Governors should get value from the time spent.

AM – Governors need to be clear what they want from the session.

5.2 Review of Draft Minutes of Meeting held on 10 March 2015

PW said that not for the first time the Minutes did not accurately reflect the meeting. Two points that he had made, about customer service training and on the capital programme, had not been recorded.

Following discussion it was agreed that questions raised appropriately by Governors should be recorded along with any response. It was agreed that this issue should be put on the next CoG agenda.

5.3 Agenda Items and Topic for Governors Open Forum Time for next CoG

- Update on Combined Community Services and new MSK Directorate
 - National Staff Survey Results
- Were suggested.

It was agreed that the Open Forum Topic should be 2015/16 Capital Programme. Governors wanted to ensure that there was sufficient time for discussion not simply for a presentation.

6. Review of Governor/NED relationship

It was agreed that although it is still early days overall good progress is being made. It was also agreed that the position should be reviewed in six months' time.

7. Update on visits/presentations

Presentation on Right First Time (17-2-15) – GT said that the preparation of the report had been delayed but that this was now on track.

Medical Directors' Presentation on Medical Staffing (29-4-15) – AM reported on a good session and said that a short report to update Governors who were not able to attend was being prepared. It was agreed that some of the issues raised in the presentation were ongoing and that a follow up session should be requested in 6-9 months' time.

AM & JP

Future programme - JP was asked to canvass all Governors for their views on the suggested visits/presentations. **JP**

8. Feedback from Staff Governors

FE said that at a meeting of Staff Governors with the Chairman and Neil Riley he had said that in his view in order for Staff Governors to be able to function properly either the role needs to be reviewed or more Staff Governors are required.

FE also said that he has decided not to stand again for election this time and asked Governors if they would be prepared to contribute to his appraisal. Governors agreed and JP was asked to circulate the paperwork. **JP**

9. Elections to Council of Governors

The official statement of nominated candidates tabled by JP was noted.

10. Governors' Matters

- Succession planning – AM reminded Governors that from 1 July there will be vacancies on some of the committees he currently attends but that some places had now been filled:
 - Equality and Diversity Group – still needs a Governor
 - Patient Experience Committee – Sally Craig has joined
 - Quality Report Steering Group – still needs a Governor
 - Board Briefing Sessions – still needs a Governor
 - Joint Working Group (CCG/STH) – Nick Payne has joined
 - Mental Health Committee – Sally Craig has joined

Governors were asked to contact JP if they were interested in joining any of the Committees. **All Governors**

- Lead Governor – AM said that the Chairman would shortly be writing to all Governors seeking expressions of interest in the role of Lead Governor. He said that the role is not too onerous but includes acting as the Governor that Monitor can contact in extremis, along with the Forum Convenor attending meetings every two to three months with the Chairman and Neil Riley and if there are issues between any Governor and the Trust acting as a mediator. AM said he had enjoyed the opportunity to meet with Tony Pedder whom he had found to be very approachable. AM hoped that some Governors would consider putting themselves forward. **All Governors**
- Feedback from recent NHS Governor Focus Conference in London – JK and KP had attended. The plenary session had been disappointing but the breakout sessions had been more relevant and interesting. Networking had been useful and having listened to Governors from a number of Trusts from around the country both came away considering that they were fortunate to be Governors at STH.
- Observing Board Committees – JP had circulated dates possible dates for a briefing session with Neil Riley prior to Governors undertaking this activity and she would be circulating more details as soon as all Governors had responded or indicated that they did not wish to take part. **JP**

11. Any Other Business

11.1 Following discussion it was agreed to consider structuring future Forum agendas to capture more general type business between 4pm and 5pm to ensure that topics of particular interest/relevance to Staff Governors were conducted after 5pm when some Staff Governors would find it easier to attend.

JP

11.2 Arrangements for Annual Members Meeting - JP was asked to arrange a further meeting with Julie Phelan/Comms Team as soon as possible

JP

11.3 JK asked Governors to consider whether collectively or individually they would like to do something to support the Hospital Charity's Helipad appeal

**All
Governors**

12. Date of Next Meeting

Thursday 29 July 2015 Royal Hallamshire Hospital Boardroom.