



**GOVERNORS' FORUM  
NOTES OF A MEETING HELD ON**

**Tuesday 8 August 2017 3:30 pm for 4:00 pm, NGH Board Room**

**Present:**

<b>Sally Craig (SC) Chair</b>	Paul Corcoran (PC)	Jacquie Kirk (JK)
Mick Ashman(MA)	Cath Hemingway (CH)	Irene Mabbott (IMab)
Barbara Bell (BB)	Peter Hewkin (PH)	Ian Merriman (IM)
Jennifer Booth (JB)	Martin Hodgson (MH)	Cressida Ridge (CR)
Wendy Bradley (WB)	Steve Jones (SJ)	Harold Sharpe (HS)
Dylan Caffell (DC)	Joyce Justice (JJ)	Enid Wadsworth (EW)
Michelle Cook (MC)		

**Apologies:**

Lewis Noble	Karen Smith	Michael Warner
Kath Parker	Sue Taylor	John West

**In Attendance:** Jane Pellegrina (JP) - Notes Sue Butler (item 1)

**1. Welcome and Apologies**

SC welcomed everyone to the meeting and the above apologies were noted. She said that this was the first Forum Meeting for the following governors elected from 1 July 2017 - Barbara Bell, Wendy Bradley, Michelle Cook, Steve Jones, Cressida Ridge and Enid Wadsworth. Karen Smith, new staff governor, had sent apologies.

**2. Governors' views on draft Quality Strategy 2017-2020**

SC welcomed Sue Butler, Head of Patient and Healthcare Governance. Sue said that the overarching purpose of the Quality Strategy was to ensure that the Trust continually reviewed and improved the quality of the services it provides. She described the work undertaken on the development of the Strategy and said that so far the work had been informed and guided by conversations with staff, patients, carers, Sheffield Healthwatch and she was now also inviting interested governors to join her for a more detailed review of the draft document. Governors were asked to let JP know if they would like to join the discussion.

**3. Notes of Forum Meeting held on 25 May 2017 and Matters Arising**

- The Notes were **AGREED**
- **PH** requested again that governors should not lose sight of Car Parking issues. It was suggested that following on from the meeting between **PH** and John Warner with Kevin O'Regan an email should be sent to Kevin setting out the issues and **PH** agreed to provide a draft for consideration/agreement of governors.

**4. Council of Governors Meetings**

**4.1 Review of draft Minutes of Meeting held on 27-6-17**

There were no comments on the draft Minutes. It was agreed that an update on the Cyber-attack should be requested under matters arising.

**4.2 Planning for CoG meeting to be held on 5-9-17**

- Possible Agenda Items
  - Presentation by Cath Hemingway and Irene Mabbott on their role as Freedom to Speak Up Guardians

- The CEO's report should provide an update on Fire Safety
- Topic for discussion at Governors matters suggested by Paul Corcoran
  - STH Workforce Strategy – skilled trades and apprenticeships

**(Action JP to produce draft agenda and take forward with Sandi Carman and the Chairman)**

**5. Update from CoG Nominations and Remuneration Committee (CoG Nom Rem Com)**

**JP** said that Jacquie Kirk had been appointed to the role of Vice-Chair of the CoG Nominations and Remuneration Committee and she would be providing the update.

**JK** reported that the Chairman had provided the Committee with full details of his appraisal of the Non-Executive Directors, including for the first time details of the activities of NEDs outside the Board of Directors, eg. Chairmanship of the Board Committees, membership of Board Committees, undertaking consultant interviews and chairing grievance panels. The Nom Rem Com had discussed the outcomes in detail and governors had agreed with the Chairman's assessment of the NEDs.

**JK** said that the Committee had been involved in the appraisal of the Chairman. She reminded governors that the appraisal is an evidence based assessment which included feedback on performance over the previous 12 month period. Feedback had been obtained from members of the CoG Nom Rem Com, Executive and Non-Executive Directors. The process is led by the CoG Nom Rem Com supported by the Senior Independent Director. A report on the outcome would be presented to the next Council of Governors meeting and also to the Board of Directors.

**JK** reported that Kath Parker had been appointed as Lead Governor. She also confirmed the appointment of Martin Hodgson as Deputy Convenor of the Governors' Forum, supporting Sally Craig as Convenor.

**6. Governors' activities/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 – it was reported that these sessions continue to be extremely valuable, discussions with the Chairman and Sandi Carman are open and transparent and all governors are encouraged to consider attending.

**6.3** Feedback from Governors observing at Board Meetings – **WB** said that she had attended the July Board Meeting. She had not found the venue (R Floor at RHH) to be at all user-friendly, particularly as it was not accessible by public lift. Also there was no evidence of any signs/notices giving directions or help to assist the public in reaching the venue. The manner in which the room was set out made it difficult for members of the public to identify speakers and the room had no loop system. She felt that if the public are being encouraged to attend Board Meetings these issues should be addressed. **PH** said he had attended and agreed with **WB's** comments. **PH** also said that he had hoped for an opportunity to speak to some of the NEDs following the meeting but had been unable to do so. He said that he is still not content with the level of interaction between Governors and NEDs. **SC** reminded governors that, as previously agreed, the Chairman and a Non-Executive Director would be joining governors for the pre-meeting prior to Governors' Forum Meeting in November and other governors expressed satisfaction with this situation.

**6.4** **JK** said that she attends the Patient Experience Committee along with Sally Craig and Sue Taylor. This is a very open and transparent meeting chaired by the Deputy Chief Nurse and attended by

senior members of staff. It takes a close look at formal and informal complaints. Complaints are thoroughly investigated and governors are privy to all the discussions.

**6.5** **JB** thanked Irene Mabbott for her hard work in arranging the Best Practice Festival. It was an excellent, well organised event and had been time well spent for everyone who had attended. **JB** also commented that if it had been possible personally she would have liked to have been able to attend all the presentations. Other governors who had attended concurred.

**6.6** **MH** reported that the sub-group of governors (consisting of Sally Craig, Kath Parker, Harold Sharpe and MH) reviewing the Code of Conduct for Governors and the Governor Role Description had met with Claire Reynolds, the Trust's employment lawyer, on 31 July and had found her guidance extremely helpful. Good progress had been made and Claire had agreed to provide further guidance on the issues discussed. Redrafts would then be shared with all governors for further comments with a view to discussing the documents with the Chairman.

Some comments from governors:

- **PH** wants to continue to seek better interaction between governors and NEDs
- **BB** said that at Sheffield Health and Social Care FT the NEDs meet governors before CoG meetings.
- **HS** considers that communication between governors and their constituents is key to legitimising the governor role and it will be important to establish methods to achieve this. Without two way communication governors are providing a purely personal view point. **HS** would like to see more time spent by governors discussing this aspect of the role.

## **7. Annual Members' Meeting 21-9-17**

**SC** updated governors on progress on the arrangements for the AMM.

- Venue – Medical Education Centre
- Registration and Coffee from 10:30 am
- There will be a range of information stalls including:
  - Hospital History Project
  - Devices for Dignity (D4D)
  - Genomics
  - Organ Donation
  - Volunteers – Arts in Health
  - Community – “OK to Stay” and “Red Bags”
  - Catering – Soil Association Award
  - Sheffield Hospitals Charity
  - S and 4 Cs
- Formal Proceedings and Q&A with the Board from 12 noon
- Light lunch provided from 1pm with further opportunity to view stalls
- 2pm guests invited to hear more about some innovative work taking place at STH, selecting 2 half hour sessions from the following:
  - *Perfect Patient Testbed* – using technology to support new ways to help patients manage their long term health conditions.
  - *Dementia matters* – exploring the work being undertaken in partnership with patients on dementia care and facilities
  - *Life in a Trauma Centre* – an insight into the work of our Trauma Centre

**SC** asked as many governors as possible to attend.

## 9. **Governors' visits/Presentations**

- The report on the visit to the Hand Unit on 5-5-17 was noted.
- Chris Powell-Wiffen's presentation on Delayed Transfers of Care on 7-6-17 had been extremely useful
- The visit to the Cardio Cath Labs on 30-6-17 had been very interesting and a report was being prepared
- Carol Mistry had provided an informative session on the work of the Emergency Planning Operational Group on 31-7-17. Governors were reminded that this group is hoping to encourage two governors to join them.
- The presentation on 7-7-17 provided by Lisa Needham and two colleagues had provided a helpful update on Lorenzo. It was agreed to request a further update early in 2018
- **PH** reminded governors of the upcoming visit to the Bev Stokes Day Surgery Unit and asked those who had not yet booked to speak to him.

Governors were reminded of the following:

- Session with Andy Vernon on IT strategy – 8-9-17
- Meeting with Communications team – 14-9-17
- Presentation on End of Life Care – 17-10-17

Update on possible future visits/presentations:

- Spinal Injuries Unit – **JK and HS** agreed to work together to arrange this
- Endoscopy (**SC** to organise)
- Burns Unit – it was agreed to as **KP** if she would be prepared to organise this
- Presentation from Psychology Group (**SC** to organise)

## 10. **Update from Staff Governors**

Nothing to report.

## 11. **Elections to Council of Governors 2017**

The results of the elections were noted.

**WB** commented that she had not been impressed with the process. **JP** explained that unfortunately, due to exceptional circumstances with an unavoidable changeover of database provider very close to the elections, some issues had arisen with constituency boundaries. This had been raised with ERS and they had taken appropriate action to ensure no candidates/voters were disadvantaged.

## 12. **Any Other Business**

**SC** said that John West had suggested reviewing the date/time of Governors' Forum Meetings and had proposed an early morning start time. It was considered timely to take a look at and possibly refresh the Forum Meeting generally and it was agreed that a small group would meet to look at this. **SC** as Convenor and **MH** as deputy Convenor would lead on this.

## 13. **Date of Next Meeting**

9 November 2017, RHH Board Room

# **Governors' Forum Meeting**

## **8 August 2017**

**Report on individual Governor's activities  
25 May 2017 to present**

## BACKGROUND

The Council of Governors comprises Public, Patient, Staff and Appointed Governors, with 33 seats allocated: 13 Public 7 Patient 6 Staff 7 Appointed (currently with 3 seats vacant)

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

No report received this quarter from the following Governors		
Paul Corcoran	Michael Warner	Sarah Williamson
Spencer Pitfield	Nev Wheeler	

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

##### **Attended:**

- Council of Governors Meeting
- Clinical Effectiveness Committee
- Emergency Planning Operational Group presentation for Governors
- Update for Governors on Lorenzo

#### [Barbara Bell \(patient governor\) – appointed 1 July 2017](#)

##### **Attended:**

- New Governor Induction
- Emergency Planning Operational Group presentation for Governors
- Update for Governors on Lorenzo

##### **Other Activities:**

- LiA Phase 4 – Pass it on Event

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

##### **Attended:**

- Council of Governors Meeting
- Carers Strategy meeting
- Governors' Finance Briefing
- Governors Board Briefing Sessions
- Emergency Planning Operational Group presentation for Governors
- Catering Infrastructure Meeting
- Presentation on Delayed Transfers of Care
- Update for Governors on Lorenzo

##### **Observed at:**

- Healthcare Governance Committee Meeting
- Board of Directors Meetings

##### **Other activities:**

- Learning and development sessions on computers and access to internet
- Welcome lunch for new governors
- Farewell to retiring governors
- Judging Staff Thank You Awards
- Catering Department Awards Celebration

#### [Wendy Bradley \(public governor\) – appointed 1 July 2017](#)

##### **Attended:**

- Induction for new governors
- Governors' finance briefing
- Emergency Planning Operational Group presentation for Governors

##### **Observed at:**

- Board of Directors meeting

#### [Dylan Caffell \(staff governor- Admin, Management and Clerical\)](#)

##### **Attended:**

- Council of Governors Meeting

- Staff Governors meeting with the Chairman
- Update for Governors on Lorenzo

#### Michelle Cook (public governor) – appointed 1 July 2017

##### **Attended:**

- Induction for new governors

##### **Other Activities:**

- LiA Phase 4 – Pass It on Event

#### Sally Craig (public governor)

##### **Attended:**

- Council of Governors Meeting
- Patient Experience Committee Meetings
- Governors Board Briefing Sessions
- Psychology Board Meetings
- Cataract Project Board Meetings
- End of Life Care Project Group Meetings
- Mental Health Committee Meetings
- Emergency Planning Operational Group presentation for Governors
- Update for Governors on Lorenzo
- Presentation on delayed transfers of care
- CoG Nominations and Remuneration Committee
- Governors' visit to Cardiac Catheter Labs

##### **Other Activities:**

- Meeting with Trust Employment Lawyer re Governors' Code of Conduct and role description
- Farewell to retiring governors
- Induction Session for new Governors
- Working with colleagues to arrange Governors' presentation on End of Life Care on 17 October 2107
- Annual Members' Meeting planning session
- STH Sharing Best Practice Festival Day
- GoodHealth Editorial Meeting
- Evidence Based Practice Session
- Met with Wendy Tindall- Director of Medical Imaging& Medical Physics

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

##### **Attended:**

- Council of Governors Meeting
- As a member of the CoG Nominations & Remuneration Committee, involved in the Chairman's appraisal
- CoG Nominations and Remuneration Committee Meeting
- Update for Governors on Lorenzo

##### **Other Activities:**

- Part of judging panel for staff awards, scored 225 nominations! Some fantastic work, incredible teams and individual staff including heroic acts of bravery!

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

##### **Attended:**

- Council of Governors Meeting
- Governors Board Briefing Sessions
- CoG Nominations and Remuneration Committee
- Governors' Finance Briefing
- Emergency Planning Operational Group presentation for Governors

##### **Observed at:**

- Finance Committee meeting

##### **Other activities:**

- As a member of the CoG Nominations and Remuneration Committee involved in the Chairman's appraisal
- Attend monthly meetings to progress full implementation of the Freedom To Speak Up Policy.
- Staff Governors meeting with the Chair

### Peter Hewkin (patient governor)

#### **Attended:**

- Council of Governors' Meeting
- Governors' Board Briefing Sessions
- Quality Report Steering Group
- Meeting to plan Annual Members' meeting
- Visit to Cardiac Cath Labs
- Emergency Planning Operational Group presentation for Governors
- Presentation on delayed transfers of care
- Update for Governors on Lorenzo

#### **Observed at:**

- Board of Directors Meetings
- Healthcare Governance Committee
- Human Resources and Organisational Development Committee

#### **Other activities:**

- Arranging visit for Governors to Bev Stokes Day Surgery Unit – date to be confirmed shortly
- Judging Staff Thank You Awards – 225 submissions of fantastic quality to choose from
- Reviewed Evidence Based Practice Posters
- Farewell to retiring governors
- LiA Phase 4 – Pass It on Event
- Catering Department Awards Celebration

### Martin Hodgson (public governor)

#### **Attended**

- Council of Governors Meeting, including making a presentation
- two Governors Board Briefings Sessions
- one Quality Report Steering Group meeting
- Emergency Planning Operational Group presentation for Governors

#### **Observed at**

- Finance, Performance and Workforce Committee
- Board of Directors Meetings x 2

#### **Other activities:**

- farewell for retiring governors
- STH Best practice Festival Day
- new governors' induction day lunch
- Meeting with Trust Employment Lawyer re Governors' Code of Conduct and role description
- Meeting with Director of Communications re arrangements for Annual Members' Meeting
- LiA Phase 4 – Pass it on Event

### Steve Jones (patient governor) – elected 1 July 2017

#### **Attended:**

- New Governors' induction day
- Governors' Finance Briefing
- Emergency Planning Operational Group presentation for Governors

#### **Other activities:**

- An intensive period since term of office began: organisational issues, reading Health Briefings, meetings with colleagues and making expressions of interest about future meetings. A very interesting transitional period.

### Joyce Justice (public governor)

#### **Attended:**

- Planning meeting for Annual Members' Meeting
- Presentation on delayed transfers of care
- Patient Environment Group
- Update for Governors on Lorenzo
- **Other activities:**
- Mystery shopping for MSK RHH F1



- Mystery shopping for MSK Robert Hadfield 6 NGH
- Mystery shopping Huntsman 7 for MSK NGH
- Mystery shopping for MSK Vickers 4
- Lia Phase 4 Pass it on event

#### Jacquie Kirk (public governor)

##### **Attended:**

- Patient Experience Committee meetings
- Mental Health Committee meetings
- Psychology Board meeting
- Carers Strategy Board meeting
- Patient Entertainment Board meetings
- CoG Nominations and Remuneration Committee meeting
- Council of Governors
- Governors' Board Briefing Group sessions

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

##### **Attended:**

- Council of Governors Meeting and pre-meeting
- Governors' Board Briefing Sessions
- Governors' Finance Briefing
- Presentation on delayed transfers of care
- Staff Governors' meeting with the Chairman
- CoG Nominations and Remuneration Committee Meeting
- Update for Governors on Lorenzo

##### **Observed at:**

- Board of Directors Meeting

##### **Other:**

- With Jane Pellegrina - Induction session with a new Staff Governor
- 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 jointly with Cath Hemingway from January 2017 as Freedom to Speak up Guardian continue to attend meetings to develop the protocols for reporting within these procedures and to train and recruit the advocate roles in the different care groups
- Farewell to outgoing Governors event

#### Ian Merriman (public governor)

##### **Attended:**

- Council of Governors' Meeting
- Governors' Finance Brief
- AMM Planning meeting
- Presentation on Delayed Transfers of Care
- Governors' visit to Cardiac Cath Labs

##### **Observed at:**

- Board of Directors Meeting

##### **Other activities:**

- Recruitment session for new members – Wellbeing Festival, Fargate
- Lunch with new governors on induction day
- GoodHealth magazine editorial meeting

#### Lewis Noble (public governor)

##### **Attended:**

- Presentation on Delayed Transfers of Care (DToC)
- Big Room' meetings, reviewing operational and other issues relating to DToC
- 2 meetings of End of Life Care Group
- Governors' Board Briefing

- Meeting to welcome new Governors
- Emergency Planning Operational Group presentation for Governors
- Governors' Finance Briefing
- Update for Governors on Lorenzo

#### [Kath Parker \(patient governor\)](#)

##### **Attended:**

- Council of Governors' Meeting
- Governors Board Briefing Sessions
- Safer Surgery Steering group
- As a member of CoG Nominations & Remuneration Committee involved in the Chairman's appraisal
- CoG Nominations and Remuneration Committee
- Governors' visit to Cardiac Labs
- Weston Park Planning and Modelling group
- Governors' Presentation on delayed discharges
- Governors' Finance brief
- Lorenzo update for Governors
- Meeting with Communications Director re arrangements for AMM
- Emergency Planning Operational Group presentation for Governors
- Weston Park Specialised Cancer Services Transformation Board meeting
- Meeting with the Chairman and Assistant Chief Executive

##### **Observed at:**

- Board of Directors Meetings
- Finance & Performance Committee
- HR and OD Committee

##### **Other activities:**

- Induction session for new governors
- Farewell for retiring governors
- GoodHealth Editorial Meeting
- LiA Phase 4 – Pass it on Event

#### [Cressida Ridge \(staff governor- Ancillary, Works & Maintenance\) – elected from 1 July 2017](#)

##### **Attended:**

- New Governor induction session
- Emergency Planning Operational Group presentation for Governors
- Governors' Finance Briefing

##### **Observed at:**

- Board of Directors Meeting

#### [Harold Sharpe \(patient governor\)](#)

##### **Attended:**

- Council of Governors meeting
- Meeting with Trust employment lawyer re Code of Conduct for Governors/Role Description
- Governors' Finance Brief
- Emergency Planning Operational Group presentation for Governors
- Governors' Board Briefing

#### [Karen Smith \(staff governor- AHPs, Scientists & Technicians\) – elected from 1 July 2017](#)

##### **Attended:**

- New governor Induction Session

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

##### **Attended:**

- Council of Governors Meeting
- Patient Experience Committee Meetings x 2
- Pharmacy Management Board Meeting
- Governors' visit to Cardiac Catheter Labs

**Other activities:**

- Lunch for new governors
- Recruiting members in Fargate at Wellbeing Festival
- Governors' retirement tea
- STH Best Practice Festival Day
- GoodHealth magazine editorial meeting

**Enid Wadsworth (newly elected public governor) – elected from 1 July 2017****Attended:**

- New Governor induction day
- Governors' Finance Briefing
- Presentation from Emergency Planning Operational Group
- Update for Governors on Lorenzo

**Observed at**

- Board of Directors Meeting

**Other Activities:**

- Lia Phase 4 – Pass it on Event

**John West (staff governor – Doctors and Dentists)****Attended:**

- Update for Governors on Lorenzo

**Other Activities:**

- 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 continue to endeavour to keep colleagues informed about developments, for example with paragraphs added to our existing e-bulletins.