

GOVERNORS' FORUM MEETING
Held on 17 April 2012 in the NGH Board Room

NOTES OF MEETING

Present: John Laxton (JL) Convenor in the Chair

Richard Barrass (RB)	Caroline Irving (CI)	Viv Stevens (VS)
Jo Bishop (JB)	Andrew Manasse (AM)	Graham Thompson (GT)
George Clark	Kaye Meegan (KM)	John Warner (JW)
Roz Davies (RD)	Hetta Phipps (HP)	Susan Wilson (SW)
John Holden (JH)	Danny Roberts (DR)	

Apologies: Yvonne Challans Frank Edenborough Jeremy Wight
 Anne Eckford Heather MacDonald

In Attendance: Tony Weetman (TW) (Item 2)
 Jane Pellegrina (JP)

1. Welcome and Apologies

JL welcomed everyone to the meeting and the above apologies were noted. **JL** said that John Holden completes his final term of office as a Governor on 30 June 2012 having been a Patient Governor since the Trust became an FT in 2004. It was also noted that Viv Stevens completes her term of office this year having been a Staff Governor for Allied Health Professionals, Scientists and Technicians for three years. Governors thanked John and Viv for their contributions and wished them both well.

2. Discussion with Professor Tony Weetman, Non-Executive Director

TW gave an overview of his role in the Trust. As a NED he has been a member of the Healthcare Governance Committee and the Audit Committee for some time and has just joined the Infection Prevention and Control Group, he also has a clinic at STH. In addition he is a Pro-Vice-Chancellor of the University of Sheffield.

TW then answered a number of questions from Governors and said that if Governors requested he would be happy to come back to the Forum .

JL thanked **TW** for a very information discussion and **TW** left the meeting.

3. Notes of the Forum Meeting held on 19 January 2012 and Matters Arising

3.1 Note 7.3 **RD** asked for it to be noted that she had not said she was "disappointed" that a visit to Diabetes was not included in the Governors' visit programme but would still like a visit to be arranged.

3.2 On the suggestion that Governors make their telephone numbers available to each other, it was agreed that this would be left to individual Governors

3.3 The Notes were approved then approved.

4. Governors' Council and Trust Committees

4.1 The unconfirmed Minutes of Governors' Council held on 17 November 2011 were noted.

GC/11/36 (b) Major Trauma Centre – **GC** thought that the estimate that STH would receive only 11 additional patients was on the low side and that the wider consequential effect of the increase in patient numbers would have significance.

4.2 **AM's** report on meetings of the Quality Report Steering Group is attached to these Notes.

- 4.3 **KM** reported that a walkabout by the Patient Environment Group will be looking at areas that have not been included in the ward upgrades, e.g. corridors and lift areas. There is to be a spot check on unapproved notices that can be dirty, create clutter and look unprofessional. The provision of special breastfeeding areas across the Trust is being reviewed.

5. Feedback from Governors' Working Groups

- 5.1 **JH** reported on the **Governors' Board Briefing Session** held on 26 March

- Discussion about the Major Trauma Centre included
 - Financial issues
 - Additional pressures on A&E
- The Trust's research profile was discussed
- Planning for holding Trust Board Meetings in public continues. He was pleased to report that currently there are no plans to discontinue these Briefing Sessions when the Board does meet in public.

- 5.2 **JW** reported on the March **Finance Brief**. All Governors are invited to attend but only six Governors attended the last session. 12 of the 34 clinical directorates are on budget, 12 are classified as red and 10 remain red*. At month 10 this has resulted in a £15.5m deficit across clinical directorates which will be offset by contingencies providing for a £0.17m surplus against plan. Staff in post is down on last year. The Trust will have to make a national efficiency saving of £24m in 2012/13 in addition to managing the £15.5m deficit brought forward from Directorates. Neil Priestly said that the coming year will be challenging but overall the Trust is in a good position. The next Finance Brief is on 24 May and **JW** encouraged Governors to attend.

- 5.3 **JB** brought governors up to date about the activities of the **Membership and Recruitment Group** and tabled a calendar of Membership events arranged so far for 2012. **JB** said that it had been good to see some new faces at some of the recent recruitment events but there were still only a few governors actually taking part in this important activity. Recently over 60 young people had been recruited at a careers event at Longley 6th Form College and nearly 200 members had attended the health lecture on dementia run jointly with Governors at the Health and Social Care Trust. **RB** said that he had attended the event at Longley 6th Form College and it had been very interesting and worthwhile and he recommended that other Governors should get involved.

- 5.4 **CI** said that she has had a meeting to look at ideas to make GoodHealth better. It is hoped to report less on what has happened and more on what is happening now and in the future. One suggestion is that each edition could have a 'focus', e.g. care of older people. **CI** asked Governors to send in any relevant information on older people's issues. It is thought that one item that could be covered is the work Tom Downes and his team are doing in Hatfield. **AM** is contacting Tom to ask him to contribute information for an article. **CI** will keep Governors updated.

ACTION: Governors to submit ideas for articles about care of older people. AM to contact Tom Downes

- 5.5 **JL** said that the **Governors' Time Out** would be held on either 2, 3 or 16 August and **JP** would be circulating Governors. In addition to discussing the effectiveness of Governors' Council Meetings the Time Out would focus on the new Health Act and it was hoped that Beachcroft Solicitors would be asked to attend to discuss how the Act will affect Governors. A further meeting of the planning group would need to be arranged.

ACTION: JP to circulate dates to Governors. JP to arrange a meeting of the planning group

5.6 Feedback from Staff Governors

VS and **FE** and some Public/Patient Governors had attended team briefing meetings of domestic staff to encourage them to stand for election this year. As a result three ancillary staff had put their names forward. **VS** also reported that she had made good progress in getting a page set up for staff governors on the Trust's intranet site.

6. Patient and Public Involvement

DR reported that the Members' health lecture on Dementia had been excellent with nearly 200 people attending. What is dementia? was discussed by the first speaker followed by how patients with dementia are cared for in the Trust's hospitals. The final speaker provided details of a pack that is being developed containing information about services available in Sheffield for dementia sufferers.

7. Governors' Visits/Presentations

- 7.1 **KM** and **SW** said that Chris Morley had provided a very informative presentation on **standards of ward-based care** and a report on the presentation was tabled.
- 7.2 As promised at the **Catering Infrastructure** presentation earlier in the year, Governors had received the results of a patient survey about food. **JW** was disappointed (and other Governors agreed) with the report which did not seem to be statistically valid. The results show that there is no marked difference in the extent of satisfaction with plated and bulk meals. It was agreed that Governors should follow this up with a note to Emma Wilson asking for more information.

ACTION: JW to prepare written comments on the survey, to be shared with Emma Wilson
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8. 2012 Elections to Governors' Council

JP reported that there had been a good attendance by Patient and Public members at a workshop to encourage candidates to stand in the elections. The closing date for nominations is 17 May.

9. National and Regional Matters

- 9.1 **JL's** report on the FTGA National Development Day was noted
- 9.2 It was noted that the next Regional Governors' Conference is in Harrogate on 12 May
- 9.3 It was noted that the next FTGA/FTN Governors' Development Session is being held on Sheffield on 6 July.
- 9.4 It was noted that the FTGA is holding an election to select new Executive Committee members and governors are invited to stand. **JP** has more information if any Governors are interested.

10. Any Other Business

JL said that the LINK had carried out an enter and view visit at the Trust's Minor Injuries Unit at RHH and had produced an interesting report which he would circulate to Governors.

ACTION: JL to circulate LINK report
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11. Date of Next Meeting

Tuesday 19 July 3:00 pm for 4:00 pm, Board Room, Northern General Hospital

Quality Report Steering Group Meetings

These currently meet monthly and are variably attended – but always by those that matter, and there is always a good turn out of governors.

The purpose of the meetings is primarily to decide and agree the content of the Quality Report and the wording. It is also to agree the content and wording of the Quality strategy, which will be part of the Trust Strategy document. The Quality Report details the quality improvement priorities taken forward during 2011/12 and how the Trust has performed and describes the quality improvement priorities for the year ahead.

For the year ahead, we have agreed 5 priorities, on which the Trust will focus to effect improvement:

- Reducing length of stay,
- Improving discharge letters to patients
- Improving the up take and use of feedback
- Reviewing the effects of reduced working at week ends in terms of mortality and perhaps morbidity rates
- Improving dementia awareness

The challenges are to identify the causes of difficulty in each of these areas, in order to make changes to effect improvement, and then to be able to measure the improvements. The Quality Strategy is a 5-year strategy concerned with improving the quality of services provided and the experience of patients. It is still in draft form. One of the challenges here is the wording that tends to be in organisational speak and not always at all clear. Governors have much to offer here.

These are enjoyable meetings, they never last too long and we always have the feeling that we are heard and that progress is being made.

Andrew Manasse