

**GOVERNORS' FORUM MEETING**  
**Held on 16 February 2015, Boardroom, RHH**  
**NOTES OF MEETING**

<b>Present:</b>	Andrew Manasse in the Chair		
	George Clark (GC)	Kaye Meegan (KM)	Shirley Smith (SS)
	Sally Craig (SC)	David Owens (DO)	Craig Stevenson (CS)
	Anne Eckford (AE)	Kath Parker (KP)	Graham Thompson (GT)
	Dorothy Hallatt (DH)	Nick Payne (NP)	Michael Warner (MW)
	Caroline Irving (CI)	Hetta Phipps (HP)	
	Joyce Justice (JJ)	Nicola Smith(NS)	
	Jacquie Kirk (JK)		
<b>Apologies:</b>	Jo Bishop	Chris Monk	John Warner
	Frank Edenborough	Sue Taylor	
	Heather MacDonald	Paul Wainwright	
<b>In attendance:</b>	Jane Pellegrina (JP)		

**ACTION****1. Welcome and Apologies**

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

AM said that he will be stepping down as Convenor and that Kath Parker would be Charing the next meeting. He said that this would create a vacancy for Deputy Convenor. JP was asked to email everyone for expressions of interest in the role

**JP****2. Notes of Forum Meeting held on 11-11-14 and Matters Arising**

The Notes were agreed as a correct record.

**Matters Arising:**

**Visit to Central Food Processing Unit at NGH:** JP was asked to arrange a visit with Emma Wilson interested governors

**JP****3. Governor/NED Relationship and CoG Meetings: outcome of meeting on 12 January with the Chairman**

AM said that this had been a valuable meeting and all governors agreed. The following points were noted:

- NS felt that the situation should be reviewed in a year
- DO felt the situation should be monitored but that good progress had been made
- GC said that governors should try to attend Board Meetings and when arrangements could be also observe at the Board Sub-Committees as the Chairman had agreed.
- CI said that governors have a responsibility now to ensure a professional approach to the arrangements that have been put in place, particularly to develop an appropriate feedback mechanism

It was AGREED that a feedback mechanism should be a priority

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

4.

**Draft Minutes of last Meeting held on 2 December 2014:** Noted

**Possible Agenda Items for next CoG Meeting on 10 March 2015:** Following discussion it was agreed that Governors' Open Forum Time should discuss *"the impact on the Trust of the uncertainty about the rate of the Specialist Tariff"*

JP

It was noted that there would be an item on the Agenda relating to the Annual Plan to Monitor and it was AGREED that a small group of Governors would meet with Paul Buckley to discuss this.

JP

#### **5. Update on Governor links to Directorates**

JP said that some links had already been established and some were still to be arranged. Governors feedback on the current position:

**Community Services:** CI AE and NS had had a good first meeting with Mandy Yates and feel that good progress was made but no further contact had been made.

**Emergency Care:** JK and DO had had an initial meeting with Jane Hopkins and Sue Briffa. JK had undertaken a mystery shopping exercise and had also sat on an interview panel.

**OSCCA:** KP and GC had met with Rachel Cooper and Chris Powel-Wiffen. A second meeting was being arranged.

**SY Regional Services:** KM and JB's meeting with Helen Brown and Jackie Paramore had been postponed and another date was being arranged.

**Diagnostic and Therapeutic Services:** SC and HP had met with Dotty. They are due to undertake some training and to carry out a patient survey in Gynaecology.

**Surgical Services:** GT and DH had met with Gill Meek and Jo Marsden. They had been made very welcome and discussed how the role might develop. DH had been included in an interview panel for a matron post. They are waiting to be invited to visit the departments in the Directorate.

**Pharmacy:** ST had met with Nicky Thomas

**Head and Neck Services:** NP and SS 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.

**Specialised Cancer Medicine and Rehabilitation:** AM had met with Martin Salt. There was some uncertainty about how best to proceed with the arrangement. AM has suggested a further meeting and was waiting to hear from Martin.

#### **6. Update on visits/presentations**

- Presentation on Right First Time Programme – GT reminded Governors that Penny Brooks and her team were providing a presentation the following day. AM had written to NEDs to invite them too, Shirley Harrison would be attending.
- Presentation on Medical Staffing - AM confirmed that he was liaising with the Medical Director to arrange this and a convenient date was being sought.
- Governor input into programme for 2015 – JP said that she was still waiting for governors to put forward ideas.

**AM**

**ALL  
Governors**

## 7. Feedback from Staff Governors

CS reported that staff governors had met with the Chairman and Neil Riley. It had been a good meeting and he believed that their views had been heard and taken on board. Issues discussed had included time commitment required to enable staff governors to undertake their governor responsibilities and working to define the role of staff governor. A further meeting was planned in six week's time.

**JP/staff  
Governors**

CS also said that he had been invited to attend a Let's Talk session with Maintenance Staff who are part of his constituency and he had enjoyed attending his constituency's Big Conversation session with the Chief Executive.

## 8. Elections to Council of Governors

JP reported that this year elections will take place as follows:

Constituency	Seats	Governor - Standing/not standing
Public South East	Two	Joyce Justice - standing Shirley Smith - not standing
Public South West	One	Andrew Manasse - not standing
Public West	One	Paul Wainwright - not standing
Patient	Three	David Owens - unconfirmed Kath Parker – standing Michael Warner - unconfirmed
<b>Staff</b>		
Admin, Management & Clerical	One	Vacant
AHPs, Scientists & Technicians	One	Chris Monk - unconfirmed
Ancillary, Works & Maintenance	One	Craig Stevenson - standing
Medical & Dental	One	Frank Edenborough - unconfirmed
Nurses & Midwives	One	Christina Herbert - unconfirmed

The Election timetable for the remaining seats would be as follows

Election stage	Date
Information session for potential candidates	25 March
Nominations Open	10 April
Nominations Deadline	27 April
Ballot papers despatched	15 May
Election Closes	4 June
Results Announced	5 June
Governor term of office starts	1 July

JP also reported that an election had taken place in the Primary and Community Services Constituency. With only one candidate ERS had confirmed that there would be no ballot and that Cath Hemingway was elected unopposed. Cath's term of office would start on 1 April 2015.

## 9. Governors' Matters

- Succession planning – AM said that as he was standing down at the election he hoped other governors would think about joining some of the committees he currently attends and asked anyone who was interested to contact JP:

  - Equality and Diversity Group
  - Patient Experience Committee
  - Quality Report Steering Group
  - Board Briefing Sessions
  - Joint Working Group (CCG/STH)
  - Mental Health Committee

**All Governors**
  
- Social event – AE tabled information about this. Governors were asked to indicate their preferred day and availability

**All Governors**
  
- Next Health Talk for Members – AE reported that this will be *“Talking about Food and Drink”* and will be take place on 19 March. All governors are invited to attend the lecture and AE said that support on the night to sign in delegates and talk to Members would be extremely welcome.

**All Governors**
  
- Workable system for feeding back from committees, sub-groups, visits - CI said there is an issue about the quality/methods of feedback from governors to colleagues. CI asked everyone to think about how this could be improved, particularly now that governors are involved as Directorate Links and will soon be able to observe at Board Sub-Committees. . TP and NR had agreed to formulate a feedback process that worked for the Board and for Governors and JP was asked to chase this up

**All Governors**

**JP**

## 10. Date of Next Meeting

Thursday 30 April 2015, Northern General Hospital Boardroom.