



GOVERNORS' FORUM
NOTES OF A MEETING HELD AT 4pm ON
Tuesday 30 January 2018 in the NGH Board Room

Present:	Sally Craig (SC) Convenor Barbara Bell (BB) Jennifer Booth (JB) Dylan Caffell (DC) Luc de Witte (LdW) Amanda Forrest (AF) Peter Hewkin (PH)	Martin Hodgson (MH) Joyce Justice (JJ) Irene Mabbott (IM) Ian Merriman (IMe) Steve Jones (SJ) Lewis Noble (LN)	Kath Parker (KP) Cressida Ridge (CR) Harold Sharpe (HS) Karen Smith (KS) Sue Taylor (ST) Enid Wadsworth (EW)
Apologies:	Mick Ashman Wendy Bradley	Cath Hemingway John West	Nev Wheeler
In Attendance:	Tony Pedder (TP)	Sandi Carman (SCar)	Jane Pellegrina (JP) - Notes

1. Welcome, Apologies and AOB items

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

There were no AOB items that were not being discussed elsewhere on the Agenda.

2. Proposals for Council of Governors Meetings

SC welcomed Tony Pedder and Sandi Carman to the meeting. **TP** said he welcomed the opportunity to meet with governors. He reminded governors that there had been an ongoing conversation for some time now about CoG meetings which had culminated, as reported at CoG on 6 December, in a decision to look at options to alter the format of CoG meetings in an effort to offer greater transparency and access to Board members. Following the review a questionnaire had been circulated to all governors to canvas opinions. **TP** handed over to **SCa** to present the feedback received from governors. **SCa's** presentation (attached) was discussed in detail alongside the analysis of the questionnaire feedback (attached). **SCa** said that all feedback had been encapsulated, including that received up to today. **SCa** reported that 29 questionnaires were distributed and 18 responses (62%) were received. Of those responding the majority supported the proposal to align CoG meeting date/time with BoD meetings 4 times per year and the majority of respondents were happy with the proposed changes outlined. She highlighted some considerations raised by respondents:

- Decisions around room layout must take account of individual needs
- Decisions around meeting time should take account of individual circumstances
- Be aware of the very different roles/responsibilities of governors/directors
- Networking would be valuable
- Maximising governor and director interaction and attendance are key to making this change proposal work
- Look into some form of allowance for staff governors to attend from 12:30 4 times a year
- Are 'cabaret style' discussions a substitute for formal CoG meetings?

With these considerations in mind **SCa** then presented recommendations for discussion as follows:

- Adopt a new meeting day and time to enable greater collaboration by scheduling the CoG to follow BoD meetings in public (3-5pm)
- Purchase a sound/microphone system to support wider engagement and accessibility for all – **SCa** thanked **DC** for agreeing to assist with this.
- Adopt a new room layout of cabaret (café) style to encourage engagement
- Schedule the first hour of CoG agenda to discussion regarding the BoD meeting and current Trust matters
- Ensure compliance with statutory CoG agenda items through the implementation of an annual work plan.

Discussion in smaller groups followed then governors fed back some thoughts to the wider room:

HS If any issues come up at the BoD for discussion at CoG will there be sufficient time for officers to formulate a response/provide a report? **SCa** a formal work plan will help with this

HS Queried the cabaret style room layout, he felt that there would be insufficient formality to get through all the business. **TP** This will need considerable discipline and it will be up to the Chair of the meeting to keep things on track.

PH Queried if half an hour networking time was sufficient. **SCa** said that the timings could be reviewed if necessary. **TP** said that the first half of CoG would be open discussion time on mixed tables of governors, NEDs and executives to facilitate further engagement.

MH Good idea to have a Ned and Exec with governors on each table but there should be a 'focal point/chair' on each table to keep the table focussed. Serious consideration should be given to this being a governor. The size of the tables will be important. **MH** said he thinks the 'feel' of the proposals is good.

IMe Could some points from the table discussions be lost? **SCa** at the conclusion of discussions there will be ample time allocated to capture feedback.

SJ Grateful that so much thought has gone into pulling together these proposals together, it should go some way to strengthen the work of the Trust and involve governors. It should be accepted that this is work in progress.

SCa said that a formal review would be undertaken at the end of the first year. **ST** suggested that an evaluation be undertaken after the first meeting. This was **AGREED**.

SCa said governors are clearly in favour implementing the suggested recommendations and summarised these:

- Schedule CoG meetings to follow BoD in public 4 times per year, proposed order of business on the day being:
 - 12:30 – 14:30 Public BoD with governors attending as observers
 - 14:30 – 15:00 Networking break and change room
 - 15:00 – 17:00 Council of Governors

SCa said that a paper would be drafted for presentation at CoG on 13 February.

SC thanked **TP** and **SCa** for the discussion.

TP then updated governors on the Trust's current position.

- It appears that flu may have peaked
- Achievement of A&E targets is running at around 90%, it is unlikely that the 95% target will be achieved this quarter. This is mirrored nationally and STH is performing better than many organisations
- We are very busy, staff are working extremely hard but, as reported to governors, we have not routinely cancelled operations.
- As of today STH has the best waiting times in the country
- The new cataract unit located on the northern campus is nearing completion and will be a great addition to the Trust's facilities
- The Trust has written to the CCG rejecting their urgent care proposals
 - **AF** reported that the CCG have received a significant number of replies to its consultation, many raising concerns about the proposals. Over the next few months the CCG will be analysing the responses but it seems highly unlikely that they will be going ahead with the proposals as written.

TP and **SCa** left the meeting.

3. Notes of Forum Meeting held on 9-11-17 and Matters Arising

The Notes were **AGREED**. **AF** asked if the notes could be amended to record that the CCG were consulting on Urgent Care provision in Sheffield NOT Emergency Care.

There were no matters arising.

SC reported that following expressions of interest and a ballot Kath Parker, Harold Sharpe and Enid Wadsworth had been elected to represent governors on the Trust Quality Board.

SC reminded governors that a second meeting on the South Yorkshire and Bassetlaw Accountable Care System was being arranged for governors across the region on 8 June. The time and venue would be circulated as soon as they are notified. **AF** reminded governors that STH's Chief Executive, Sir Andrew Cash, is Chairing the work on the SY&BACS. A considerable amount of work has been undertaken on governance of the ACS but much more is still to be done, currently the ACS is not a legal entity it is a 'process'.

SC reminded governors that the Board Room on A Floor at RHH has been decommissioned and that meetings that were previously held there, eg Governors' Board Briefing Sessions, have had to be moved, governors should check carefully which room meetings are being held in.

4. Council of Governors Meetings

4.1 Review of draft Minutes of Meeting held on 6-12-17

There were no comments on the draft Minutes

4.2 Planning for CoG meeting to be held on 13-2-18

Governors discussed possible topics to put forward for the Agenda

PH said that he wanted to return to the issue of car parking. He had attend the BoD in January 2018 and there had been a presentation on car parking, as an observer PH had felt frustrated that he was unable to challenge on some points made and he wanted to address this at CoG. Governors then had a lengthy discussion on car parking issues without any conclusion being reached. **LN** offered a compromise and suggested PH could request an agenda item "Board intervention in car parking issues". **PH** agreed.

DC said that the HSJ had reported that Nottingham University Hospitals Trust had hired EY Consultants to carry out an investigation into its £14 million digital health record system; the consultancy firm had described the IT system as a 'disaster'. Nottingham had been a test site for Lorenzo. **DC** suggested asking at CoG whether STH could learn anything from the investigation.

AF said that we hear in details about how the hospitals are coping with winter pressures and suggested asking for an update on how Community Services had managed over the winter.

KP suggested an update from Neil Priestley/Estates on capital projects, eg progress on refurbishment of theatres at RHH etc

ACTION JP was asked to include these as possible items to the draft CoG agenda for discussion with the Chairman.

5. Update from CoG Nominations and Remuneration Committee

MH (Vice-Chair of CoG Nom Rem Com) reported that, following receipt of expressions of interest and a ballot of governors, Harold Sharpe has been elected to the patient/public governor vacancy on the Nominations and Remuneration Committee with immediate effect.

MH said that the meeting of governors on the Nominations and Remuneration Committee with Annette Laban had been postponed due to snow on the meeting day, the meeting is being rescheduled.

6. Governors' activities/Involvement

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

PH said that he had been asked to attend a meeting with Annette Laban. Annette conveyed a message from Sir Andrew asking that **PH** stop attending the Staff Rounds that are held in the MEC as he is the only governor who attends and it blurs the lines of governance. **PH** asked if he is the only governor affected. **KP** said that **PH** should never have been invited to go to the Staff Rounds in the first place, the clue is in the name – they are for staff not governors. **IM** said the sessions are for medical/clinical staff and that she occasionally attended as a clinical member of staff, CPD is allowable for attendance. **SC** said it seems that the demarcation is clear this is not for governors. No other governors attend the Staff Rounds.

7. Governors' Visits/Presentations

7.1 It was noted that the following activities had taken place:

7.1.1 Visit to the Sheffield Carers' Centre - governors thanked **AF** for arranging this excellent, informative visit.

7.1.2 IT Update – governors found Andy Vernon's presentation very interesting, and enjoyed his upbeat and positive approach. Governors thanked Andy for agreeing to further similar sessions in future.

7.2 Update on future visits/presentations

7.2.1 **BB** confirmed that following receipt of governors' availability the visit to Endoscopy would take place on 26 February. **JP** would email governors with a confirmation of the time.

7.2.2 **HS** confirmed that he is working with **KP** and **JP** to arrange a visit for governors to the Spinal Injuries Unit. He said they were contacting Sarah Browton, Matron of Specialised Rehabilitation Services, to discuss a plan for the visit, he envisaged including medical and nursing staff but also an opportunity to hear a patient's view.

7.2.3 **SC** confirmed that there would be a presentation on Psychology not a visit.

8. To note the date of the Annual Members' Meeting

SC confirmed that this year's AMM would be held on 12 September and that **JP** would be contacting governors shortly to ask people to join this year's planning group.

9. Update from Staff Governors

DC said he had asked whether the Trust was exposed as a result of the collapse of Carillion and had received assurance from the Assistant Chief Executive that **STH** was not affected.

IM reported that this year's Best Practice Festival would be taking place at the Rivermead Training Centre on Wednesday 27 June. More information would be circulated to governors when available.

KS reported on a review of specialist radiotherapy services incorporating a networked approach. Patients with rare/complex conditions may need to travel to receive treatment in specialist centres, with Sheffield partnered with Leeds and Hull. The vast majority of radiotherapy would still be delivered in centres closer to patient's homes. She said that governors may begin to see this reported in the media. **KS** would update governors as things progress.

10. Dates of Meetings in 2018

30 April, 6 September and 22 November.



**REVIEW OF COUNCIL OF GOVERNORS MEETINGS
RESPONSES TO QUESTIONNAIRE – JANUARY 2018**

29 questionnaires were distributed to Governors as follows:

Patient and Public	-	19
Staff	-	6
Appointed	-	4

At the closing date 18 responses from Governors had been received as follows:

Patient and Public	-	11
Staff	-	4
Appointed	-	1
Anonymous	-	2

RESPONSES			
Question	Yes	No	No comment
Do you support the proposal to change the CoG time and date to align with the Board of Directors Meeting?	16	1	1
Would this impact on your ability to attend CoG Meetings?	2	15	1
Would this impact on your ability to attend Board Meetings	6	11	1
Are you happy with the proposed changes outlined?	16	1	1
Is there anything else you would like the Trust to consider in taking forward these proposals?	<ul style="list-style-type: none"> • Venue, line of sight and acoustics will all play an important part in a cabaret formation. Pillars are an impediment to both sight and sound, so a venue with such or similar obstacles must be avoided. In order to see any visual presentation, those whose backs are positioned towards the screen must be given ample space to turn their chairs round from the discussion position. So a crowded venue won't suit. Conversely, for acoustics a large venue can swallow up the sound easily. Also people with a hearing impairment cope better if they are facing a speaker. This may not be possible for all such people, and so where there is a mixture of sound directions, from the top table and from the discussion table, they are at a disadvantage. This move to cabaret format argues strongly in favour of an amplification/microphone system, and not just for top table speaker. Induction loops don't do the business for all of us. This is something we have been seeking for some time. I can't think that the cost would be prohibitive within STH's budget. • We need a change – that is definite. Love it when there are more people in the room for CoG – get more varied discussions and viewpoints. Bringing the groups together and tying the meetings together is a great start to this • I feel it may potentially alleviate some of the problems for networking with NEDs and improve discussion of topics for the Council. A more cabaret style to room layout is 		

certainly worth a try to see if it facilitates ore discussion. The Trust should look into some form of allowance for staff governors to attend from 12:30 4 times a year if participation is to be increased especially in Board of Director meetings

- It is important that we continue to be aware that the role of Governors is fundamentally different from that of the Board of Directors in that the Board of Directors is responsible for the direct running of the Trust and for the strategic leadership of the whole organisation; the new format would be helpful for Governors in that it provides an opportunity to contrast the very different responsibilities. Networking between time would be so valuable. I do sense that Governors would welcome more opportunities to meet with Directors and build up a professional relationship with them. Any decision around layout should take account of individual needs as always.
- I would still go further and press for NED attendance as recommended not just suggest or similar phrasing initially.
- The revised meeting times are much better and fit better with my support needs and evening commitment. I therefore hope that they will be accepted and will not cause problems for those in full time employment.
- As discussed the timing would impact on those Governors working but the ability to interface with the Non-Execs on an occasion when they may be there would address our concerns. As these meetings are only four times per annum it is to be hoped that those working amongst the governors can manage to attend some meetings at least.
- Maximising Governor and Board Member interaction and attendance are key to making this change proposal work obviously.
- I think you will understand my reason for my ability, or not, to attend the Board Meeting coupled with the CoG. I will do my utmost to attend both depending on suitable arrangements regarding my wife.
- I'm sorry my response to this doesn't fit onto your questionnaire format. I'm concerned that these plans "emerged" fully formed rather than being discussed collaboratively by both the Board and the Governors. I am also not at all clear what is being proposed. While it would be interesting to have "cabaret style" discussions with Board members and I can support that, this would not, of course, substitute for proper meetings of the Governors. I think there are serious logistical problems with Governors' meetings which prevent them being as useful as they might be (in particular around audibility and visibility, chairing and timekeeping, agenda items and repetition) but I welcome the willingness to change and we should probably "suck it and see" and make change an iterative process.

Review of Council of Governors Meetings January 2018

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Context

Since becoming an FT in 2004 the Council of Governors (CoG) has met formally, in public, four times a year.

In recent times the Trust has developed a more open approach to governance with Governors and the public encouraged to observe a Board meetings held in public but with Governors also invited to observe at Board Committee Meetings and other briefings.

It is timely to review the format of CoG meetings to ensure they meet everyone's needs.

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Background

At CoG on 6 December we said that, to seek to offer greater transparency and access to Board Members, we were reviewing possible options for changing the format of future CoG meetings. The review would look at:

- Time and dates of meetings
- Concept
- Forum
- Room layout
- Agenda

A proposal would then be offered to Governors via a questionnaire

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Proposal

Following the detailed review it was proposed that in future quarterly CoG meetings be held on the same day as the Board of Directors meetings with the proposed order of business on the day in question being:

12:30 – 14:30 Public Board of Directors
14:30 – 1500 Networking break and change of room
15:00 – 17:00 Council of Governors

Together with the formal CoG cycle of business, and to encourage collaboration, the CoG agenda could include time for Governors and Directors to discuss the proceedings of that day's public Board.

Additionally we could move away from a board table layout to a less formal 'cabaret' table style to encourage wider engagement and participation.

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Proposal

To seek your views on this approach Governors were asked to complete a short questionnaire.

Your responses to the questionnaire have been collated and we are meeting today to discuss the feedback.

Following our discussion we then have the opportunity to formulate a proposal for presentation to the CoG meeting on 13 February 2018.

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



The Questionnaire

29 questionnaires were distributed to Governors

Patient and Public 19
Staff 6
Appointed 4

At the closing date 18 responses from Governors had been received (62%)

Patient and Public 11 (57% response rate)
Staff 4 (66% response rate)
Appointed 1 (25% response rate)
Anonymous 2

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Your Responses

Question	RESPONSES		
	Yes	No	No comment
Do you support the proposal to change the CoG time and date to align with the Board of Directors Meeting?	16	1	1
Would this impact on your ability to attend CoG Meetings?	2	15	1
Would this impact on your ability to attend Board Meetings?	6	11	1
Are you happy with the proposed changes outlined?	16	1	1

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Some considerations you highlighted

- Decisions around room layout must take account of individual needs
- Decisions around meeting time should take account of individual circumstances
- Be aware of the very different roles/responsibilities of Governors/Directors

PROUD TO MAKE A DIFFERENCE
SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST



Some considerations you highlighted

- Networking would be valuable
- Maximising Governor and Director interaction and attendance are key to making this change proposal work
- Look into some form of allowance for staff governors to attend from 12:30 four times a year
- Are 'cabaret style' discussions a substitute for formal CoG meetings?

PROUD TO MAKE A DIFFERENCE



Council of Governors 2018



Deliver the best clinical outcomes

Provide patient-centred services

Employ caring and cared for staff

Spend public money wisely

Deliver excellent research, education and innovation

PROUD TO MAKE A DIFFERENCE

Recommendations for discussion

1. Adopt a new meeting day and time to enable greater collaboration by scheduling the CoG to follow Public BoD meetings (3-5pm).
2. Purchase a sound/microphone system to support wider engagement and accessibility for all.
3. Adopt a new room layout of cabaret style to encourage engagement.

PROUD TO MAKE A DIFFERENCE



Recommendations for discussion

4. Schedule the first hour of the agenda to discussions regarding the BoD meeting and current Trust matters.
5. Ensure compliance with statutory CoG agenda items through the implementation of an annual work plan.

PROUD TO MAKE A DIFFERENCE



Governors' Forum Meeting

30 January 2018

**Report on individual Governor's activities
9 November 2017 to 30 January 2018**

BACKGROUND

The Council of Governors comprises Public, Patient, Staff and Appointed Governors, with 33 seats allocated as follows: 13 Public; 7 Patient; 6 Staff and 7 Appointed.

In addition to attending quarterly Council of Governors' Meetings individual Governors are involved in a wide range of additional activities across the Trust.

No report received this quarter from the following Governors:

Wendy Bradley, Michelle Cook, Spencer Pitfield; Michael Warner; Nev Wheeler; and Sarah Williamson

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

Mick Ashman - public governor		
Attended		
• Council of Governors	• Governors' Forum Meeting	

Barbara Bell - patient governor		
Attended		
• Council of Governors	• Outstanding Outpatients Even	• Governors' Training and Development Day
• Governors' IT Update	• Governors' Forum Meeting	
Observed		
• Healthcare Governance Committee		

Jennifer Booth - patient governor		
Attended		
• Council of Governors	• Governors Training and Development Day	• Governors' Forum Meeting
• Governors' Finance Briefing	• Governors Board Briefings	• Governors' IT Update
Observed		
• HR & OD Committee		
Other Activities		
• Interview Panel for Head of Chaplaincy Post	• Personal Development - L&D sessions on computers	•

Sally Craig - public governor		
Attended		
• Council of Governors	• End of Life Care Project Group meetings	• Meeting with the Chairman & Assistant Chief Executive
• Patient Experience Committee	• Governors' Board Briefings	• Governors Forum Meeting (and meeting planning session)
• Mental Health Committee	• Psychology Board	• Governors Training & Development Day
• CoG Nominations and Remuneration Committee	• Governors' Finance Briefing	
• Governors' Forum Meeting	• Governors' IT Update	
Observed		
HR and OD Committee		

Dylan Caffell - staff governor (Admin, Management and Clerical)		
Attended		
• Council of Governors	• Governors Finance Briefing	• Governors' Forum Meeting

Amanda Forrest - appointed governor Sheffield CCG		
Attended		
• CoG Nominations and Remuneration Committee	• Council of Governors Meeting	• Governors' Forum Meeting
Other Activities		
• Arranged for Governors to visit Sheffield Carers Centre		

Cath Hemingway - staff governor (Combined Community and Acute Care)		
Attended		
• Council of Governors • Governors Board Briefings	• CoG Nominations and Remuneration Committee	• Governors' Finance Briefing
Observed		
Audit Committee		
Other Activities		
• Attend monthly meetings to progress full implementation of Freedom to Speak up Policy	• Met with HR and Fellow FTSU Guardian to develop bespoke training for FTSU advocates	•

Peter Hewkin – patient governor		
Attended		
• Council of Governors • Governors Board Briefings	• Outstanding Outpatients Event • Governors' Forum Meeting	• SIG Meetings • Quality Report Steering Group
Observed		
Board of Directors		

Martin Hodgson – public governor		
Attended		
• Council of Governors • Governors Board Briefings • Governors' IT Update • Governors' Forum Meeting	• CoG Nominations and Remuneration Committee x3 • WRES Steering Group x 2 • Quality Report Steering Group	• Governors' Visit to Carers Centre • Governors Training & development day
Observed		
• Board of Directors		
Other Activities		
Networking with NEDs and other governors		

Steve Jones – patient governor		
Attended		
• Council of Governors • Governors' Forum meeting • Governors' Board Briefings	• Cataract Project Board Meeting	• Governors' Finance Briefing • Outstanding Outpatients Event
Observed		
Healthcare Governance Committee		
Other Activities		
Reading briefings about current challenges facing NHS eg staffing, budget constraints, winter pressures, the		

importance of partnerships/working and maintaining high quality patient care.

Joyce Justice – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Visit to Carers' Centre 	<ul style="list-style-type: none"> • Patients' Environment Group 	<ul style="list-style-type: none"> • Governors' IT Update
Observed		
Healthcare Governance Committee		

Irene Mabbott - staff governor (Nursing and Midwifery)		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors Board Briefings • Governors' Forum Meeting • Governors' Finance Briefing 	<ul style="list-style-type: none"> • CoG Nominations and Remuneration Committee • Weekly Staff Round presented by Tony Buckham – NED Role 	<ul style="list-style-type: none"> • Governors Development and Training Day • Equality and Diversity Presentation
Observed		
<ul style="list-style-type: none"> • Finance & Performance Committee 	<ul style="list-style-type: none"> • Healthcare Governance Committee 	
Other Activities		
<ul style="list-style-type: none"> • Communicating with Constituents 	<ul style="list-style-type: none"> • Attend monthly meetings to progress full implementation of Freedom to Speak up Policy 	<ul style="list-style-type: none"> • Met with HR and Fellow FTSU Guardian to develop bespoke training for FTSU advocates

Ian Merriman – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Forum Meeting • Governors' IT Update 	<ul style="list-style-type: none"> • GoodHealth planning meeting • Visit to Carers Centre 	<ul style="list-style-type: none"> • Governors Development and Training Day
Observed		
Board of Directors		

Lewis Noble – public governor		
Attended		
<ul style="list-style-type: none"> • Governors' Forum Meeting • Governors' Board Briefings • Visit to Carers Centre 	<ul style="list-style-type: none"> • Participated in 10 Big Room' meetings, reviewing operational and other issues relating to DTOC 	<ul style="list-style-type: none"> • Psychology Board Meeting • Meeting with Head of Psychological Services

Kath Parker – patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Forum Meeting • Governors' Board Briefings • CoG Nominations and Remuneration Committee • Visit to Carers Centre • Equality & Diversity session 	<ul style="list-style-type: none"> • Governors' Finance Briefing • Quality Report Steering Group • Outstanding Outpatients Event • GoodHealth Planning Session • Governors IT Update • Governors Forum Meeting 	<ul style="list-style-type: none"> • Governors' Training and Development Day • Safer Surgery Steering Group • Lead Governor meeting with Chairman and Assistant Chief Executive
Observed		
Healthcare Governance Committee		
Other Activities		
<ul style="list-style-type: none"> • Elected to represent Governors at Trust Quality Board 		

Cressida Ridge – staff governor (Ancillary, Works and Maintenance)		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Finance Briefing 	<ul style="list-style-type: none"> • Visit to Carers Centre • Governors Forum meeting 	<ul style="list-style-type: none"> • Governors IT Update
Observed		
Audit Committee	F&P Committee	HR&OD Committee

Harold Sharpe – patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Finance Briefing • Governors' Forum Meeting 	<ul style="list-style-type: none"> • Governors' Board Briefing Sessions 	<ul style="list-style-type: none"> • Governors IT Update • Governors' Training and Development Day
Other activities		
<ul style="list-style-type: none"> • Meetings with Membership Manager 	<ul style="list-style-type: none"> • Elected to CoG Nominations and Remuneration Committee 	<ul style="list-style-type: none"> • Elected to represent Governors at Trust Quality Board

Karen Smith – staff governor (AHP's, Scientists & Technicians)		
Attended		
<ul style="list-style-type: none"> • Council of Governors 	<ul style="list-style-type: none"> • Governors Training and Development Day 	

Sue Taylor – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Patient Experience Committee • Visit to Carers Centre 	<ul style="list-style-type: none"> • Patients' Environment Group Meeting • Governors' IT Update 	<ul style="list-style-type: none"> • Pharmacy Management Board • End of Life Care Presentation • Governors' Forum Meeting

Enid Wadsworth – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Outstanding Outpatients Event 	<ul style="list-style-type: none"> • Governors' Board Briefing Sessions • GoodHealth Planning Meeting 	<ul style="list-style-type: none"> • Governors' Forum Meeting
Observed		
Board of Directors		
Other activities		
<ul style="list-style-type: none"> • Elected to represent Governors at Trust Quality Board 		

John West – staff governor (Doctors and Dentists)		
Attended		
<ul style="list-style-type: none"> • Council of Governors 	<ul style="list-style-type: none"> • Governors Forum Meeting 	
Other Activities		
<ul style="list-style-type: none"> • I continue to endeavour to keep colleagues informed about developments, through liaison with the Trust's Medical Staff Committee as well as paragraphs added to our existing monthly e-bulletins. 		