

GOVERNORS' FORUM MEETING
Held on 8 February 2011 in the NHG Board Room

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NOTES OF MEETING

Present: John Laxton (JL) Convenor in the Chair

Jo Bishop (JB)	John Holden (JH)	Hetta Phipps (HP)
Rose Bolland (RB)	Caroline Irving (CI)	Viv Stevens (VS)
George Clark (GC)	Shirley Lindley (SL)	Susan Wilson (SW)
Anne Eckford (AE)	Andrew Manasse (AM)	
Frank Edenborough (FE)	Kaye Meegan (KM)	

Apologies: Yvonne Challans Graham Thompson John Warner
Mick Rooney Tina Wakefield

In Attendance: Kerry Blackett (item 3) Robert Massam Jane Pellegrina (JP)

1. Welcome and Apologies

JL welcomed everyone. Robert Massam from Oxford University, whom some Governors had already met, would be observing. For his DPhil thesis in Social Policy Robert is researching the factors that determine potential for influence of public, patient, staff and stakeholder governors in Foundation Trusts. Kerry Blackett, Patient Partnership Arts Coordinator would be providing a presentation on Enhancing the Healing Environment Project.

The above apologies were noted.

2. Notes of the Forum Meeting held on 9 November 2010 and Matters Arising

AM asked if any progress had been made in arranging a Board to Board Meeting? **JL** said he had not yet received a reply but would contact Neil Riley again.

AM and **AE** wanted to ensure that support for staff in carrying out the role of Governor was pursued. **FE** was aware of a member of staff who had considered standing in the Ancillary and Works Constituency but chose not to do so due to lack of management support. He believed that an earlier suggestion of a meeting of Staff Governors with the Chairman should be followed up. **JL** and **KM** agreed to take this forward. **RB** was confident that some good Nursing and Midwifery candidates would come forward when she retired in March. **AE:** staff should insist on having articles about Staff Governors in LINK. **RB** was happy to do something before she retired and agreed to work with **JP** on an article. **AE:** the issue of numbers of Staff Governors must not be overlooked.

JH: requested that in future Forum Notes should clearly show agreed actions.

ACTIONS:

- **JL to progress Board to Board Meeting**
- **JL and KM to meet Neil Riley to look at progressing Staff Governor issues with DS and report back**
- **RB and JP to work on an article for LINK**
- **JP to ensure actions are highlighted on Forum Notes in future**

3. Presentation – Enhancing the Healing Environment

JL: noted **JB's** significant contribution to this project from an early stage and her ongoing involvement. He thanked Kerry Blackett for agreeing to update Governors on the work.

- **STH** successfully bid for funds from Enhancing the Healing Environment scheme which is supported by the King's Fund and Department of Health. Total cost of the project is £150,000 with funding split £50,000 from Department of Health, £70,000 from Charitable Funds plus a capital investment of £30,000 from the **STH** budget.

- Area to be refurbished is A floor reception at RHH with a view to improving the environment for people living with dementia
- Much consultation has been carried out with stakeholders prior to decisions being made
- It is anticipated the refurbishment will be completed by October 2011

A copy of the presentation is available to view in the FT Office. Kerry is happy to discuss further with anyone interested. Governors thanked Kerry for an informative presentation.

4. Feedback from Governors' Board Briefing Sessions and Finance Brief

JL: encouraged Governors who wanted a detailed picture of the financial position to attend the sessions provided by the Director of Finance, Neil Priestly, to ensure they keep up-to-date.

JL: AE, AM, JH, JL and MH/VS attend monthly meetings with Andrew Cash, David Stone and Neil Riley to receive feedback about issues being debated by the Board with an opportunity to ask questions. The sessions are proving valuable. Some key issues being discussed by the Board are:

- Transforming Community Services – CEO has shared his vision re transferring then transforming services. David Stone has assured Governors of the Board's detailed consideration of the issues. Board will decide at the February meeting.
- Financial deficit is worst this year than previously.
- GP Consortia – probably 4 in Sheffield

JL also reported that Sheffield is being considered as a National Centre of Excellence for Sports and Exercise Medicine along with two other possible centres. This would be prestigious for Sheffield and for STH. Also the Board has approved a Leadership Development Strategy.

5. Feedback from Membership, Recruitment and Communications Group

AE: this is ongoing and only quite a small number of Governors are getting involved. Even to stand still on Membership numbers we still need to keep recruiting. Current activities include:

- Questionnaires to Members about their interests are being mailed out. So far 2,500 have been sent with more than 700 replies already received.
- Recent recruitment – 80 new members signed up at the Firth Park Christmas event and over 100 2nd year student nurses were recruited at the Hallam University Inductions
- Partnership continues with the Children's and Care Trust on recruitment. A recent meeting of all three Trusts was well attended, from STH – JB, KM, JL, JW, HP, AE and JP. Good ideas came out, e.g. contact with faith groups and voluntary organisations, interviews on BBC Radio Sheffield, links with School Governors, schools and colleges, articles in local free papers, links with GPs, various community events suggested. A further meeting to finalise plans for this year's events etc is being held at Fulwood on 10 March. More Governors attending would be valuable and suggestions for engagement activities would be welcome and should be sent to Jane.

ACTIONS:

- **Additional Governors asked to attend meeting on 10 March**
- **Suggestions for engagement activities to be sent to JP**

6. Feedback from Staff Governors' Group

Nothing to report in addition to Note 2. Above.

7. To note Unconfirmed Minutes of Governors' Council Meeting held on 7 December 2010 and Agenda suggestions for Meeting on 8 March 2011

No comments on the unconfirmed Minutes of the last Meeting.

Suggestions for 8 March Meeting Agenda:

- Up date on Transforming Community Services
- Evaluation of Reconfiguration
- Patient Experience Annual Report
- How the Outcomes Framework will operate in place of Government/Trust targets
- Strategy on the reduction of staff numbers and affect on patients/services
- Addition of an AOB item on the Agenda

FE: suggested Governors may find value in a presentation from Dr Andrew Gibson about the Hospital at Night project. It was agreed that this topic should be included in the 2011 Visit/Presentation programme.

ACTION:

- **JL and JP to discuss Agenda items with Neil Riley**
- **JP to include Hospital at Night on visit/presentation programme**

8. Proposed Governors' Time Out re: Governors' Council Meetings

The suggested Agenda was approved and it was noted that the Planning Group would be progressing this at a meeting with Neil Riley on 7 March.

9. Feedback on Quality Accounts Working Group Meeting held on 19 December

Unfortunately Governors who attended this session were not present to feedback but it was noted that a further meeting is scheduled for 17 February.

10. Governors involvement and attendance at Trust Committees

A report was tabled from John Warner providing information about the Patient Experience Committee held on 31 January 2011.

AM: on 25 January he and John Warner had attended a workshop about services offered by the commercial organisation Patient Opinion. STH does not currently subscribe to this web-based service.

A document was tabled setting out Governors involvement on Committees. It was agreed that Governors should review their involvement with a view to filling gaps on some Committees while trying to match Governors with their preferred Committees. It was agreed that Governors would email or discuss personal preferences with **JP**.

JL: an issue that had not been addressed in the past was the length of time Governors should serve on Trust Committees before places become subject to re-nomination/selection. He suggested that a three year term might be appropriate just as Governors serve a three year term of office before having to stand for re-election by Members of the Trust. The suggestion was noted for future discussion.

ACTION:

- **All Governors to review list of Committees and contact Jane with preferences**
- **Length of service on Trust Committees to be discussed at next Forum**

11. Governors Visits/Presentations

RB: staff welcome visits and are always keen to see the report.

Proposed visit programme for 2011 agreed subject to discussed addition. **JP** to make the necessary arrangements and include a presentation on Hospital at Night. Final programme to be circulated. Further work to be carried out linking purpose of visits to pillars of the Corporate Strategy. Protocol to be finalised by Visit Planning Group and circulated.

JL: Governors should arrange to return to areas visited to follow up actions on matters raised in Governors' Visit Reports. **JL** and **KM** are returning to Vascular Services and will report back.

ACTION

- **JP to add Hospital at Night to Programme and circulate to all Governors**
- **Visit Planning Group to finalise protocol then circulate to all Governors**
- **JL and KM to arrange to revisit Vascular Services and report back**

12. Next Yorkshire and Humber Regional Governors' Conference

JP: this event is being hosted by York NHS FT on 10 June. STH Governors attending are: JL, AE, HP, SW, GC and AM. If anyone else wishes to book a place they should contact **JP**.

ACTION

- **Governors to contact JP to reserve a place at this regional event**

13. Foundation Trust Governors' Association

JP: the FTGA is no longer hosted by the Kings Fund, CAPITA have taken over responsibility. Governors who have not yet registered with the FTGA should do so now as the Website is operational again. The next FTGA Development Day is taking place on 7 April. **JL** and **AM** are again representing STH. **JP** said that other Governors should consider attending future sessions, the events are an excellent chance to network, generally have good, topical speakers and provide valuable learning opportunities.

ACTION

- **Governors not registered with the FTGA should consider doing so**

14. 2011 Elections

JP confirmed the following Governors would complete their terms of office on 30 June 2011:

Jo Bishop, George Clark, John Warner, John Laxton, Graham Thompson – currently all plan to stand again. Tina Wakefield – has not indicated her intentions yet. Phil Seager completes his final term of office and is not eligible to stand again.

Rose Bolland retires in March and will have to stand down as a Staff Governor. Governors thanked Rose for all her work and support and wished her a long and happy retirement.

15. Any Other Business

GC: in the light of comments he has received he wants to arrange a meeting to discuss basic nursing care with the Deputy Chief Nurse. **CI** and **KM** wished to be included in the discussion.

ACTION:

- **GC to arrange a meeting with Chris Morley and liaise with CI and KM re dates**

16. Date of Next Meeting

Thursday 12 May 2011.