

GOVERNORS' FORUM MEETING
Held on 12 May 2011 in the NGH Board Room

NOTES OF MEETING

Present: John Laxton (JL) Forum Convenor in the Chair

Jo Bishop (JB)	Kaye Meegan (KM)	John Warner (JW)
George Clark (GC)	Hetta Phipps (HP)	Michael Warner (MW)
John Holden (JH)	Danny Roberts (DR)	Susan Wilson (SW)
Shirley Lindley (SL)	Graham Thompson (GT)	

Apologies: Yvonne Challans Heather McDonald Simon Torr
 Anne Eckford Andrew Manasse Jeremy Wight
 Frank Edenborough Viv Stevens

In Attendance: Robert Massam Jane Pellegrina (JP)

1. Welcome and Apologies

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

2. Notes of the Forum Meeting held on 8 February 2011 and Matters Arising

The notes were taken as an accurate record of the Meeting. There were no matters arising not already covered in this Agenda

3. Feedback from Governors' Board Briefing Sessions

JL gave feedback on key points from the Briefing Sessions.

3.1 Transfer of community services remains a significant issue for the Board. Services were transferred across to the Trust on 1 April. Consideration is now being given to future structures with some integration of services but also the possible creation of a 9th Care Group. The Finance Director considers that the required saving of £2 million is achievable. A big challenge is bringing staff from a small organisation into a larger one with different ways of working, particularly for managers. Generally staff morale is positive.

3.2 Results of the national Inpatient Survey 2011 are with the Trust Executive Group. Governors have asked to see the results and expect them to be part of a presentation to be received on 13 June.

3.3 The Trust ended the year with a small surplus of £2.25 m achieved by the use of contingency reserves. Contract negotiations with NHS Sheffield continue to be challenging with NHSS under pressure to reduce its deficit. STH capital programme has had to be reduced but the new Critical Care facility at RHH is going ahead.

3.4 Hilary Chapman is on the Government's 'pause and listen' group that has been formed to advise on the Health & Social Care Bill. This provides STH with an opportunity to influence the debate.

4. Feedback from Membership, Recruitment and Communications Group

KM reported that the joint recruitment meetings with the Care Trust and Children's Hospital are going well with plenty of initiatives coming forward. Details of forthcoming events that Governors can attend will be circulated to all Governors. The next event is the Whit Faire in Weston Park on Sunday 22 May between 11.00 am and 5.00 pm – everyone is welcome to attend. The joint group are writing to GP surgeries which have a Patient Group, asking if Governors can visit to tell them about the benefits of becoming an FT Member. The group is also planning a joint session for Governors of all 3 Sheffield FTs – following recent Elections the Care Trust have 21 new Governors this joint session will be a good way to get to know them. More information will be circulated when details are available. The next Meeting of the Joint Recruitment Group is on 27 September at Fulwood.

ACTION : JP to circulate list of this year's recruitment and engagement events

6. Governors' Council

6.1 Unadopted Minutes of Meeting held on 23 March 2011. **DR** appreciated the good discussion about Transforming Community Services. **JH** suggested **ACTIONS** to be noted on the Minutes, followed by details when actions are completed. Governors agreed this was a good idea and should be raised with Neil Riley/Sue Coulson.

ACTION: JP to raise with NR/SC for future Minutes

6.2 Agenda items for next Governors' Council Meeting to be held on 7 June 2011. **GC** suggested progress with reconfiguration - "what is happening in practice".

ACTION: JP to discuss Agenda with NR

7. Feedback from Governors joint meeting with Board of Directors

JL said feedback from the Chairman was good, he personally felt that the meeting was helpful and also that other Board Members found it helpful.

8. Update from Nominations Committee

As Vice-Chair of the Nominations Committee **JH** reported on recent Meetings.

8.1 Points from meeting held on 10 January 2011

- Agreed not to increase NED and Chair remuneration
- Feedback was received from the Chairman on his appraisal of the NEDS
- Governors said they would like to be involved in appraising the NEDS – it is not possible for the Nominations Committee to reappoint NEDs if Governors are not included in the appraisal process
- The issue of the 'appointment' of the Lead Governor was addressed

8.2 Points from meeting held on 14 March 2011

- Rose Bolland and Phil Seager stood down creating 2 vacancies on the Committee. Expressions of interest were requested from Staff Governors and Patient/Public Governors. Viv Stevens was elected unopposed and following a secret ballot Andrew Manasse (Public Governor) was elected to join the Committee.

- Vic Powell and Jane Norbron complete their term of office on 30 June this year and the Committee discussed the process to appoint to these two posts – Finance and HR. Both NEDs will be reapplying in the competitive process. There is to be a shortlisting meeting on 16 May with interviews taking place on 27 May.
- David Stone will be retiring at the end of 2011 (6 months early). The Committee will be meeting to discuss the recruitment and selection process for appointing a new Chair. An external recruitment agency will be appointed and as members of the Nominations Committee **JL** and **MH** will be involved in selecting the best one. Discussions are taking place about the involvement of the Chief Executive and the Senior Independent Director in the appointment process.
- The Committee will be reporting back to Governors' Council.

9. Feedback from Staff Governors

Unfortunately no Staff Governors were able to attend the meeting but Frank Edenborough had asked **JL** to report on **FE's** attendance at the Staff Engagement Strategy Steering Group chaired by Andrew Cash on 1 April (further meetings to be held quarterly). The group is responsible to TEG (and Governors) and will lead and direct work on staff engagement to meet regulatory guidance and standards and to try and improve communication, leadership and involvement in the Trust. There are three work streams:

- Health and Wellbeing led by Steve Burgin (Assistant Director of HR)
- Staff Journey led by Rhian Bishop (Staff Engagement Co-ordinator)
- Staff Involvement led by Julie Phelan (Communications Director)

Andrew Cash said the Trust aspires to be world class in patient care, teaching and research. To enable this we must develop leadership within the organisation (as well as secure financial strength and optimal configuration of services). The Meeting discussed challenges around quality improvement and efficiency, noting some staff feel this equates to "do more for less". Feedback from staff surveys suggest staff are happy in their departments but less so on a wider level. Results of a national NHS Staff survey placed STH in the bottom 20%. **FE** said that the Trust acknowledges there are challenges with some staff feeling disengaged and is really looking for a way to improve involvement, leadership and ultimately morale.

JH had forwarded information about the NHS Leadership College to Andrew Cash and David Stone.

JL reported that Staff Governors had met with the David Stone and Neil Riley and discussed ensuring Staff Governors are given time to fulfil their role as Governors. It was a positive discussion, as had been the discussion on similar issues between **JL** and **KM** and **NR**.

10. Update on Proposed Governors' Time Out

JL tabled a paper designed to promote thoughts on how Governors' Council could be made more effective and asked Governors to email any comments to **JP**. The Governors' working group had agreed to ask Andrew Cash to attend the Time Out and a date was being sought.

ACTION: Governors to send comments to JP; JP to progress date for Time Out

11. **Governors' attendance at Trust Committees – Feedback on areas of special interest to the Forum**

11.1 **SW**: a number of Governors had attended the official opening of the BRU by the Duchess of Cornwall. This had been very successful.

11.2 **JW**: a report from the Patient Experience Committee will form part of the Patient Partnership Presentation to Governors on 13 June. **JW** urged as many Governors as possible to attend the session. Two of the PALS team from NHS Sheffield have now joined the Trust and are working with Sue Butler's department, community data provided by them will be incorporated into STH patient experience data.

12. **Length of Service on Committees**

JL suggested a three year period on a committee. There was little enthusiasm for this because it was felt that experience gained by Governors should be utilised rather than 'lost'. However **HP** said that unless there was some 'movement' on committees there were no opportunities for new Governors to gain experience and make fresh contributions. No agreement was reached but **JP** was asked to recirculate the list of current committee membership and Governors were encouraged to discuss involvement opportunities with **JP**.

ACTION: JP to recirculate list of committee membership. Governors to contact JP about their involvement preferences
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13. **Feedback from Governors' Visits and Presentations**

13.1 Presentation on Healthcare Governance. **JL** said that Vickie Ferres and Sandi Carman had provided an interesting and informative session but it had been disappointing that very few Governors had attended to discuss this important issue with two senior members of staff. He hoped to see further opportunities for involvement in this area in the future.

13.2 Presentation on Patient Safety **JW** said that Des Breen's presentation was very informative giving background to how a Patient Safety study in the USA in 2000 had led to the Patient Safety First Campaign in the UK in 2007/08. It emerged that 1 in 10 patients nationally is likely to experience some kind of adverse incident from DVT to wrong leg amputation; with 12 million admissions annually this is a large figure (1.2 million). Work at STH is ongoing with a strategy being developed. It is acknowledged that patient safety and quality improvements are linked. Themes have been introduced: Reducing harm from deterioration; Reducing harm from critical care; reducing harm from perioperative care and Reducing harm from high risk medicines.

JL reported that the Patient Safety Group is being restructured but that Des Breen would welcome a Governor to the restructured Group.

JL and **KM** had carried out a follow up visit to the Vascular Institute at NGH. A brief report is attached to these notes. Any comments or queries on the report can be forwarded via **JP**.

14. **Arrangements for visit to Stroke Services**

JP confirmed the visit would be taking place at 10.30 am on 16 May at RHH. **SW** agreed to lead and produce a report.

15. Feedback on discussion with Deputy Chief Nurse

GC and **KM** met with Chris Morley to discuss basic care. Chris agreed there are some challenges which are being addressed.

16. FTGA National Development Day

The report on this event held in London on 7 April provided by **AM** and **JL** was noted and is attached to these notes.

AM had highlighted the importance of reviewing the effectiveness of Governors, their skill mix and STH's expectations of them. **JL** reminded Governors of the Audit Commission advice (available from **JP**) on Foundation Trust Accounts.

17. Any Other Business

JB suggested that it asked if those Governors who would be prepared to share their mobile phone numbers with others would let **JP** have them.

ACTION: Governors to let JP have their mobile phone numbers to share with others

JW said it was disappointing to discover that although there had been an understanding that Governors would be kept informed about any changes to car parking charges the Trust had recently increased charges across the organisation without any contact with Governors. **JL** said that Neil Riley had emailed Governors today with details of the changes.

18 Date of Next Meeting

Thursday 18 August 2011