

**GOVERNORS' FORUM MEETING
Held on 18 June 2013, Boardroom, NGH
NOTES OF MEETING**

Present: Andrew Manasse (AM) in the Chair

Richard Barrass (RB)	Kaye Meegan (KM)	Paul Wainwright (PW)
Jo Bishop (JB)	David Owens (DO)	Claudia Westby (CW)
George Clark (GC)	Kath Parker (KP)	
Anne Eckford (AE)	Shirley Smith (SS)	
Joyce Justice (JJ)	Craig Stevenson (CS)	
John Laxton (JL)		

Apologies: Hetta Phipps Chris Monk Susan Wilson
 Caroline Irving John Warner

In attendance: Jane Pellegrina (JP)

ACTION**1. Welcome and Apologies**

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

2. Notes of Forum Meeting held on 21-3-13 and Matters Arising

The Notes were agreed as a correct record of the Meeting.

8.0 PW said it was good to see STH collaborating with neighbouring Trusts.

9.3 PW said that Birmingham Children's Hospital are piloting an app to encourage greater interaction with the public. He considers that the STH website should be more innovative and interactive.

12. KP reported that she is currently the only Governor involved in a capital Project and agreed to keep Governors informed of any new projects, with the intention of involving more Governors if interested.

KP

16. GC asked if any progress had been made in Governors getting to know the NEDs, **AM** said this had been discussed at the Forum Time Out on 11 June. It is still work in progress.

3. Items of Any Other Business for Discussion Later in the Agenda

The following items were identified:

JB - food and security

KM - staffing levels

AE – nutrition and hydration

4. Council of Governors (CoG) Meeting held on 30-4-13

Matters arising from draft Minutes

Sustainability: **PW** - the Minute is not an accurate reflection of the discussion. **AM** asked **PW** to provide a constructive redraft. **PW** agreed.

PW

Annual Plan to Monitor: **AM** – Governors wishing to meet with Sue Humphries to review 2012/13 and discuss appropriate involvement of Governors in the Plan for 2013/14 should contact **JP**

ALL

Possible Agenda Items for CoG to be held on 6-8-13

- Update on Working Together programme
- Operational Pressures – A&E, winter
- Staffing levels on wards

AM asked Governors to forward any further suggestions to **JP**.

ALL

AM raised the possibility of a post CoG evaluation. It was agreed that **AM** would discuss this further with **JP** and report back to the Forum.

AM

5. Forum Time Out held on 11-6-13

AM reported that 18 Governors had attended a very enjoyable Time Out. Considerable ground had been covered in the allotted time and discussions had given rise to a number of actions:

5.1 A draft job description for Governors was tabled and it was agreed to create a working group to consider this further. **KM, DO, GC, PW, CS** and **JJ** expressed interest in joining the group. **JP** to invite other Governors to take part.

JP

5.2 It was agreed to form a working group to review the relationship between Governors and NEDs. **DO, GC, AE** and **AM** agreed to join the group. **JP** to email all Governors.

JP

5.3 The Annual Members Meeting will be held on 10 September and it was agreed to form a working group to enable Governor involvement in designing the event. **AE, KM, KP, JP** and **SS** agreed to join the group. **JP** to email all Governors.

JP

In summary **AM** said there was a consensus that it would be good to hold similar social/work events twice a year - summer and winter – to enable new Governors to be included after their first six months in the role.

Governors thanked **AM** and **CI** for running the day and **KP** and **JL** for helping to plan the session.

6. Feedback from CoG Nominations and Remuneration Committee

AM said that two new Non-Executive Directors had recently been appointed by a panel of Governors (**AM, JW, Chris Monks, Christina Herbert** and **Jeremy Wight**), **Tony Pedder** and an independent external assessor - **Stephen Wragg** (Chairman of **Barnsley Hospital FT**). The panel interviewed five strong candidates and unanimously agreed to appoint **Annette Laban** and **Martin Temple**. **Ms Laban** has a background as an NHS manager and **Mr Temple** has

a business background. **AM** confirmed that Governors would be offered the opportunity to meet the new NEDs during their induction.

7. Feedback from Board Briefing Sessions

AE said these sessions continue to be valuable with wide-ranging discussions including:

- Major Trauma Centre – evaluation of patient numbers
- A&E – achieving the 95% target for the four hour waiting time continues to be very challenging
- Tender for off-site orthopaedic work – this is going to Barlborough
- Challenging infection control targets for the coming year – fines can be imposed if targets are not achieved
- Planning for winter pressures

AE also reported that Dotty Watkins (Nurse Director Obstetrics, Gynaecology, Neonatology and Urology) had provided an excellent presentation to the Board on maternity services. Tony Pedder thought that Governors might find the presentation interesting and had asked **AE** to suggest this. Governors asked **AE** to invite Dotty to do provide the presentation as soon as possible.

AE

8. Governors Observing at Board Sub-Committee Meeting

GC has found attendance to be worthwhile and interesting and it has highlighted the many challenges facing Trust managers. **AM** said some NEDs chair Sub-Committees while others are members of the Committee. **JL** has observed a reasonable level of challenge from NEDs at the meetings. **DO** asked when other Governors could experience this? **AM** said all Governors can attend the Board Meetings held in public but currently only Governors on the Nominations and Remuneration Committee can observe the Board Sub-Committees.

9. Feedback from Staff Governors

CS reported that Tony Pedder had accepted his invitation to attend the August meeting of his Directorate's Let's Talk session and looked forward to it. **CW** said that Staff Governors had met informally again and it had been valuable to share issues.

10. Membership, Recruitment and Communications

JB asked Governors to suggest suitable events in the community where new Members can be recruited. **AM** recognised that some Governors are more confident than others about engaging with members of the public and patients but said that there is an expectation that everyone will volunteer to take part in at least one event and there is always something to be gained from it. **JJ** said that she and Caroline had a positive meeting with Julie Phelan and Laura Kirby to discuss plans for GoodHealth and some good ideas had been developed for future editions. **DO** suggested investigating the potential of distributing GoodHealth more widely via email to partner organisations such as the University. **AM** said Roz Davies is now in touch with Julie Phelan about the Members' page on the Trust Website.

- 11. Ethical Procurement**
- AM** raised this in John Warner's absence. It was agreed that Governors who want to find out more should contact John and that the issue would be discussed again. **ALL**
- 12. Visits and Presentations**
- 12.1 National Staff Survey - discussion with Director of HR:** **AM** reminded Governors this was to take place the following day.
- 12.2 Report on Visit to Hearing Services at RHH -** thanks to **KM** and **JB** for arranging the visit and for an excellent report which was noted
- 12.3 2013 Programme**
- 12.31 Presentation on Theatres** – planned for 1:00 pm on 11 July and **GC** and **KP** are progressing this with the Directorate General Manager Jacky Rawlins. Full details will be circulated shortly. **GC and KP**
- 12.32 IT Presentation** – **AM** and **KP** will progress this at a meeting with Tracy Harding (Informatics Director) on 24 July and a date for the presentation will be circulated. **AM and KP**
- 13. Vision for Outpatient Services**
- JL** referred Governors to the draft vision attached to the Agenda and said that Dr Sarah Jenkins, Outpatient Programme Clinical Lead, would welcome Governors involvement in the project. **JP** will circulate possible dates for a meeting. **JP**
- 14. Update on 2013 Elections to CoG**
- The statement of nominated candidates was noted.
- 15. Any Other Business**
- JB** reported some recent unfavourable feedback from patients and staff about food at Weston Park Hospital. **AE** will highlight this at the Nutrition Steering Group and **JB** will raise it with Emma Wilson. **AE**
JB
- JB** commented that a member of staff had mentioned an out an out of hours security matter at Northern Campus to her.
- Some staff had drawn **KM's** attention to the number of winter beds still open and associated staffing.
- AE** reported that a Patient Nutrition and Hydration tool kit is being rolled out across the Trust.
- AE** said that individual Governors who sit on working groups and committees are representing all Governors and colleagues are welcome to discuss any concerns or issues which can then be raised. **ALL**
- 16. Date and Time of Next Meeting – 3pm for 4pm 23 September 2013 in the Trust Executive Group Meeting Room at 11 Broomfield Road**

