

GOVERNORS' FORUM MEETING
Held on 18 September 2013, TEG Meeting Room
NOTES OF MEETING

Present: Andrew Manasse (AM) in the Chair

Jo Bishop (JB)	John Laxton (JL)	Craig Stevenson (CS)
George Clark (GC)	Kaye Meegan (KM)	Paul Wainwright (PW)
Anne Eckford (AE)	David Owens (DO)	Michael Warner (MW)
Christina Herbert (CH)	Kath Parker (KP)	Claudia Westby (CW)
Caroline Irving (CI)	Shirley Smith (SS)	

Apologies: Joyce Justice Sue Taylor Jeremy Wight
Nicola Smith 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 19-6-13 and Matters Arising

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

2.1 **CH** asked for the Notes to record her apologies. **JP**

2.12 **Governors involvement in capital projects:** **KP** had heard nothing further about any capital projects. Following discussion it was agreed that **AM** would contact Phil Brennan. **AM**

4. **Annual Plan to Monitor:** it was agreed that **AM** should contact Kirsten Major to discuss how Governors can be appropriately involved. **AM**

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

It was agreed to discuss the following item at the end of the meeting:

(a) Social events - **AE**

4. Council of Governors (CoG) Meeting held on 6-8-13

4.1 Unadopted Minutes and feedback from pilot of post-CoG Forum Meeting held on 20 August

AM highlighted some editing of the early draft Minutes previously reviewed by Governors at the post-CoG session. **GC** commented that debate about the Friends and Family test was an example of this. Following discussion **AM** agreed to raise this with Neil Riley. **AM**

4.2 Governors' items for the next CoG Agenda

JL said the Trust ought to be demonstrating to Governors and the public the practical steps it is taking to embed recommendations contained in the Francis, Keogh and Berwick reports in its strategy.

DO raised the Health Select Committee's comments regarding reporting staffing levels on wards and suggested this could be covered at matters arising under Safer Nursing Care.

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

AM reported progress on identified actions:

- David Owens, John Warner, John Laxton, Paul Wainwright, Sue Taylor, Hetta Phipps, Andrew Manasse and John Laxton have joined the working group on Governor Job/Role Description. The group are meeting on 21 October.
- John Laxton, David Owens, George Clark, Christina Herbert, Kath Parker and Andrew Manasse had joined the working group to discuss the Governor/NED relationship. The group are meeting on 17 October.
- A small group of Governors had some input into plans for the Annual Members meeting (AMM). The group thought that planning for next year's AMM should begin much earlier than this year and Governors need to be involved sooner
- No progress had yet been made on involving Governors in overall strategy or the Annual Plan to Monitor.

6. **Feedback from the Annual Members' Meeting and AGM held on 10-9-13**

- **KP** better attendance this year at a good event. The slides could have been better and some of the presentations were too long. Must ensure a larger venue in 2014 with a good PA system. Preparations should begin now.
- **GT** agreed it was a good event, a wide variety of points were put across well, though Finance report was a bit dry. There had been a good opportunity for Governors to speak with Members who seemed to enjoy the event – particularly the Lab visit.
- **SS** it was very difficult to hear some of the speakers – particularly the Director of Finance.
- **CI** can we improve it next year? **AM** an evaluation form is being sent to everyone who attended, the responses should be used as a guide to improve next year's format.
- **AM** we need to know whose meeting it is. The presenters must address the people they are talking to (the Members) – it should be more informal and easy to understand.

Governors thanked **AM** for his excellent presentation to the AMM.

7. **Feedback from Nominations and Remuneration Committee (NRC)**

GC reported that NRC members are currently contributing to an appraisal of the Chairman and had recently been briefed by the Chairman on his appraisal of the other Non-Executive Directors (NEDs). The NRC had also considered NED remuneration, no increase had been recommended but it was agreed to review the position in July 2014.

8. **Feedback from Board Briefing Sessions**

AE said these sessions are useful, with wide-ranging topics covered, e.g. Trusts in the region are reviewing ways of working together, particularly on back office functions like procurement; the Board continues to debate the very difficult situation at Rotherham NHSFT and is also reviewing the estate it acquired when

Community Services joined the Trust.

9. **Governors Observing at Board Sub-Committee Meetings**

GC some NEDs either chair or attend the Board Sub-Committees (Healthcare Governance, Audit and Finance and Performance), observing at the meetings has enabled Governors to see NEDs in action which will feed into appraisal of NEDs etc. For **GC** it has also demonstrated how the Trust deals with some of the significant challenges which confront it and highlighted the benefits to STH of having a capable management team.

10. **Feedback from Board Meetings in Public**

AM has attended Board Meetings regularly, it is a good opportunity to see interaction between NEDs and the Execs and **AM** commented that the two new NEDs are already making a good contribution. It is a shame that more Governors do not attend and **AM** wondered why? **KP** said it clashes with other meetings and for **DO** the meeting is at difficult time.

11. **Vision for Outpatient Services – Meeting feedback**

JL and **AM** have attended a half day session associated with the project. The scheme is being presented to TEG in October. A further meeting with Governors is scheduled for November/December.

12. **Feedback from Staff Governors**

CS reported that some Staff Governors had attended a second meeting with Tony Pedder and Andrew Cash. Staff morale had been discussed and transport. **CH** had raised communication methods, particularly looking for alternatives to email. This had been another good meeting, the Chairman and Chief Exec had been interested to hear what Governors were saying.

13 & 14. **Enabling all Governors to Contribute and Succession Planning for Governor Involvement in Trust Committee**

Following detailed discussion it was agreed that **JP** would circulate a list of Committees and all Governors were encouraged to indicate their preferences and confirm their current involvement and the period of time they have been involved with each Committee. **AM** and **JP** will review and report back. **DO** said a process for 'recruiting' governors to committees and length of service on committees should be agreed, formalised and reviewed periodically.

ALL
Governors

JP and
AM

15. **Next Edition of GoodHealth**

CI has had some positive meetings with the Communications Team. The next edition will look at teaching and research. An editorial meeting is planned early in October and **CI** will be contacting Governors to get involved nearer the time. **CI** asked governors to share any thoughts and ideas in the meantime.

CI

MW asked if he could take copies of GoodHealth to his GP surgery. **CI** said spare copies are available in the FT office if Governors want to take some.

16. **Feedback from Visits and Presentations**

- **Maternity Services – AE** a good presentation that highlighted a challenging

operating environment for the service which manages some significant social issues

- **Elective Orthopaedic Surgery, RHH F1 - CI** a consultant's view would have added to the overview but the general impression was good. Overall improvements to the patient environment could be made
- **Beech Hill Rehabilitation Unit – AM** a good visit to this small, self-contained unit, offering gold standard care. Permanent arrangements for mental health services are now in place.
- **Care UK at Barlborough – CI** an excellent facility, friendly and welcoming staff. Lovely day room and good gym for patients. Governors were reassured to hear that all consultants are required to have enhanced qualifications.
- **Frailty Unit – AE** there was a disappointing turnout of Governors but it had been nice to welcome Shirley Harrison (NED) on the visit.

17. Any Other Business

15.1 Social Events

AE said that the lunch for Susan Wilson at Loch Fyne had been a great success and asked if governors would like to have another lunch/dinner? It was agreed this was a good idea and **SS** and **KM** would circulate possible dates in November.

**SS &
KM**

18. Date and Time of Next Meeting

JP to circulate 2014 dates as soon as possible and canvass for a date for a post-CoG Forum meeting in November following the CoG meeting on 22 October.

JP