



UNADOPTED
GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
Monday 30 April 2018 in the NGH Board Room
3pm Pre-meeting with the Chairman and a Non-Executive Director
4pm Formal Meeting

Present:	Sally Craig (SC) Convenor	Cath Hemingway (CH)	Lewis Noble (LN)
	Mick Ashman (MA)	Peter Hewkin (PH)	Kath Parker (KP)
	Barbara Bell (BB)	Martin Hodgson (MH)	Cressida Ridge (CR)
	Jennifer Booth (JB)	Steve Jones (SJ)	Harold Sharpe (HS)
	Dylan Caffell (DC)	Joyce Justice (JJ)	Enid Wadsworth (EW)
	Michelle Cook (MC)	Irene Mabbott (IM)	John West (JW)
	Tim Furness (TF)	Ian Merriman (IMe)	Nev Wheeler
Apologies:	Wendy Bradley	Amanda Forrest	Sue Taylor
In Attendance:	Tony Pedder (TP)	John O'Kane (JO'K)	Jane Pellegrina (JP) - Notes

1. Welcome and Apologies

SC welcomed everyone to the meeting, particularly Tim Furness who was attending his first Forum Meeting as an appointed governor representing Voluntary Action Sheffield. It was also noted that Cath Hemingway was attending her last Forum Meeting before she retired from the Trust and therefore stepped down as a staff governor. Governors wished Cath well for her retirement and thanked her for her contribution to the work of the Council of Governors.

The above apologies were noted.

2. Discussion with the Chairman and John O'Kane (Non-Executive Director)

SC welcomed Tony Pedder and John O'Kane to the pre-meeting.

During an interesting and informative discussion the following points were noted:

- JO'K is a chartered accountant. He was appointed as a Non-Executive Director (NED) at STH in October 2014.
- In addition to attending Board of Directors Meetings he:
 - Chairs the Audit Committee.
 - Attends other Board Committees to acquaint himself with their work.
 - Is Chair of Trustees of the Sheffield Hospitals Charity.
 - Chairs consultant interview panels which can be very time consuming.
 - Sits on disciplinary panels.
 - Undertakes ward visits.
- He described in detail the work undertaken by the Audit Committee including:
 - The Committee is a non-executive committee established by and accountable to the Board of Directors.
 - It is responsible for ensuring an effective system of integrated governance, risk management and internal control across both clinical and non-clinical Trust activity. The Committee is authorised by the Board to investigate any activity and request any information it requires from any member of staff who are all required to co-operate.
 - It is responsible for ensuring compliance with regulatory and legal requirements and policies and procedures for all work related to fraud and corruption.
 - The Committee utilises the work of Internal and External Audit and other assurance functions.
 - It reviews the Annual Report and Financial Statements prior to submission to the Board.
 - In addition to JO'K three other NEDs have a standing invitation to attend the Audit Committee. The Trust Chair does not attend.

TP added that the Board is a team that works well together and JO'K is consulted on a wide

range of issues.

TP then updated governors on some current matters for the Trust including:

- Recruitment of a new CEO is progressing. Shortlisting is taking place on 24 May with interviews on 14 and 15 June. Governors have been invited to attend presentations being given by the candidates and the Lead Governor, Kath Parker, is representing governors on the interview panel.
- The Audit Committee will be meeting shortly to sign off the accounts.
- The Trust is performing below 95% in A&E, elsewhere targets are being achieved but there are still some challenges on cancer waiting times due to late referrals from DGH's. Treatment and care continues to be excellent.
- The CQC unannounced inspection is imminent and is highly likely to include A&E, Weston Park Hospital and end of life care.
- The CQC System report has been received and will be considered carefully by the Board.
- The Board will discuss the NHSI control total when it meets in public.

SC thanked the Chairman and **JO'K** and they then left the meeting,

3. Resignation of a Governor

It was noted that Michael Warner had resigned as a governor due to health reasons.

4. AOB Items for Later

There were no items to discuss.

5. Notes of Forum Meeting held on 30-1-18 and Matters Arising

MC asked that her apologies are recorded for the last Meeting.

The Notes were **AGREED**.

6. Council of Governors Meetings

Review of draft Minutes of Meeting held on 13 February 2018

EW asked about the position regarding the CCG consultation about urgent care. It was noted that this would be on the agenda for the meeting on 22 May as a Matter Arising.

PH said that the Minute did not accurately reflect his question about the Tender for Human Factors and that he had not heard anything from David Throssell regarding his query.

PH raised the issue of car parking, particularly concessionary parking and signage. He said that as directed by the Chairman in the CoG meeting he had approached the Chief Nurse at the end of the Meeting. After this conversation he had not taken the issue further and had not heard anything else. Following lengthy discussion it was agreed that **PH** should apprise **SC** of the current position and **SC** was then asked to write on behalf of governors Kevin O'Regan.

7. Update from CoG Nominations and Remuneration Committee

MH (Vice-Chair of CoG Nom Rem Com) reported as follows:

- The Nom rem Com members had met with Annette Laban (NED and Senior Independent Director) and a useful discussion had taken place. It had been agreed to meet again later in the year and a date would be sought. Along with a range of issues arrangements for the Chair's appraisal had been discussed.
- The main areas of discussion at the Nom Rem Com meeting on 19 March had been:
 - The end of the term of office of John O'Kane and Dawn Moore
 - Appraisal of the NEDs had been discussed and **MH** had agreed to invite all governors to provide views/comments on the performance of individual NED. **MH** confirmed he had met or telephoned governors who wanted to share their views; he had then

anonymised the comments and sent these, in full, to the Chairman. The Chairman had shared governors' comments with each NED at their appraisal meeting. The Chair will discuss the NED appraisals in detail at the next meeting of the Committee on 15 May.

- Tim Furness (appointed governor) had agreed to join the Committee to replace Paul Corcoran.
- The process for the appraisal of the Chair had been discussed, the Chair was not present for this discussion
- Chair's term of office. This would be discussed further at the Committee's meeting on 15 May and any recommendations from the Committee would be on the Agenda for the next CoG on 22 May, the Chair was not present for this discussion.

8. **Governors' activities/Involvement**

The report on governors' activities was noted and a copy of the report is attached. **SC** invited **JB** and **LN** to provide more detail about their involvement.

JB outlined some of her activities:

- Clinical Effectiveness Committee – the purpose of CEC is to evidence improvement in the quality of patient care through assessing and monitoring clinical effectiveness including clinical audit, service review and benchmarking systems etc. The Committee is accountable to the Healthcare Governance Committee. **MA** said that he is also a member of this Committee and he has been impressed with the work they carry out.
- Patient Led Assessment of Care Environment (PLACE) inspections have recently been undertaken. The Frailty Unit at NGH was found to provide excellent care for the cohort of patients. Issues were found with the quality of some bed linen and the delivery time of clean laundry to some wards. During inspection of one of the Hadfield wards it had been observed that some confused, elderly patients were not provided with assistance to eat their meal. These matters had been reported to Kevin O'Regan.
- Governor link to Volunteers – JB and WB had been invited to assist in judging entries for a big celebration event/award ceremony in early June as part of Volunteers' Week and the NHS70 celebrations.

LN outlined some of his activities:

- Attends weekly, multi-disciplinary Big Room meetings held at lunch time on Mondays. These are well led meetings attended by between 8 and 13 people including physios, staff from social services and nurses from active recovery. The discussions are focussed on operational issues relating to delayed transfers of care. The discharge to assess process is an important element of the discussions. The group who attend are proactive and keen to use and share learning. Governors are always welcome to attend the meetings.
- The Psychology Board meetings are very interesting. The service plays a significant role in assisting people who are adapting following major trauma etc. The department has recently taken over operating the Workplace Wellbeing Scheme. **SC** reminded governors that the Psychology team are providing a presentation for governors on 5 June in the NGH Board Room.

SC thanked Jennifer and Lewis for their interesting updates. She asked any governors who would like to provide an update on their own activities as a governor at the next Forum Meeting to contact her.

9. **Governors' Visits/Presentations**

9.1 The following activities were noted:

- 9.1.1 Visit to Endoscopy Unit at NGH 26-2-18 – a draft visit report was tabled
- 9.1.2 Meeting with Deputy Director of Strategy and Planning re Annual Plan 22-3-18
- 9.1.3 Visit to Charles Clifford Dental Hospital 13-4-18, this had been an excellent well organised and well attended visit. Wendy Bradley had agreed to write an article about the visit for the next edition of GoodHealth and also to write the visit report
- 9.1.4 Meeting with Director of HR to discuss the results of the Staff Survey 16-4-18
- 9.1.5 Visit to Q Floor Theatres 12-4-18

9.2 The following future activities were noted:

9.2.1 IT briefing from Andy Vernon – 1-5-18

9.2.2 Presentation from Psychological Services Team 5-6-18

9.2.3 Date for visit to Spinal Injuries Unit confirmed as 23-7-18 at 2pm

10. Planning for Annual Members' Meeting

KP confirmed that the first meeting to plan this year's Annual Members' meeting would be at 2pm on 17 May in the Juniper Room on the first floor of the Clocktower. **KP** also reminded governors that the AMM is being held on 12 September.

11. Update from Staff Governors

CH said that she was retiring on 8 May which meant that she would no longer be able to continue as a staff governor. She said that alongside Irene Mabbott she had been a Trust Freedom To Speak Up Guardian. The regional and national FTSU teams suggest that Trusts should have a full time member of staff undertaking the role.

12. Any Other Business

There was no further business to discuss.

13. Date of Next Meeting

6 September 2018

Governors' Forum Meeting

30 April 2018

Report on individual Governor's activities
30 January 2018 to 30 April 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: Spencer Pitfield, John West and Nev Wheeler

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

Mick Ashman - public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • GoodHealth planning meeting 	<ul style="list-style-type: none"> • Governors' Forum Meeting 	<ul style="list-style-type: none"> • Visit to CCDH

Barbara Bell - patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Forum Meeting • Governors' Board Briefings 	<ul style="list-style-type: none"> • Equality, Diversity & Inclusion presentation • Visit to Endoscopy Unit 	<ul style="list-style-type: none"> • Visit to CCDH • Visit to Q Floor Theatres
Observed		
<ul style="list-style-type: none"> • HR& OD Committee 	<ul style="list-style-type: none"> • Audit Committee 	

Jennifer Booth - patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors' Forum meeting • Carers' Strategy meeting • Visit to Endoscopy Unit • Food Management Committee • Visit to CCDH • Equality, Diversity & Inclusion presentation 	<ul style="list-style-type: none"> • Visit to Q Floor theatres • PLACE meeting • GoodHealth planning meeting • Strategy and planning meeting • Discussion re NED appraisals • Governors Board Briefings 	<ul style="list-style-type: none"> • PLACE inspection at RHH • Mock QCQ inspections • Staff Survey Presentation • Met Janet Brain re CEC • Clinical Effectiveness Com • Governors Finance Briefing
Observed		
<ul style="list-style-type: none"> • HR&OD Committee x 2 • Healthcare Governance Com 	<ul style="list-style-type: none"> • Board of Directors 	<ul style="list-style-type: none"> • Finance & Performance
Other Activities		
<ul style="list-style-type: none"> • AGE UK meeting with Clive Betts • Selecting posters SCC Against Domestic Abuse 	<ul style="list-style-type: none"> • St Luke's to discuss End of Life leaflet • Personal development at STH Open Learning Centre 	<ul style="list-style-type: none"> • Retirement service for STH Head of Chaplaincy

Wendy Bradley - public governor		
Attended		
<ul style="list-style-type: none"> • Met with M Hodgson to give feedback for annual NED appraisals 	<ul style="list-style-type: none"> • Staff Survey presentation 	<ul style="list-style-type: none"> • Visit to CCDH
Observed		
<ul style="list-style-type: none"> • Board of Directors x 2 		

Michelle Cook - public governor		
Attended		
<ul style="list-style-type: none"> • Discussion re NED appraisals 	<ul style="list-style-type: none"> • Strategy & planning meeting 	<ul style="list-style-type: none"> • Staff Survey presentation

• Visit to CCDH	• Visit to Q Floor Theatres	
Observed		
• Board of Directors		

Sally Craig - public governor

Attended

• Council of Governors	• Governors' Forum meeting	• End of Life Care Project Group
• Planning Forum Meeting	• Patient Experience Committee	• Visit to Endoscopy Unit
• CoG Nom Rem Com meeting	• Psychology Board meetings	• Governors Board Briefings
• Nom Rem Com meeting with Senior Independent Director	• Strategy & planning meeting	• Staff Survey Presentation
• Equality, Diversity & Inclusion presentation	• Mental Health Committee	• Visit to Q Floor Theatres
	• Discussion re NED appraisals	
	• Meeting with Trust Chair	

Dylan Caffell - staff governor (Admin, Management and Clerical)

Attended

• Council of Governors	• Governors' Forum Meeting	
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Luc de Witte – appointed governor – University of Sheffield

Attended

• Council of Governors	• Governors' Forum Meeting	• Equality, Diversity & Inclusion presentation
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Other Activities

- 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.

Amanda Forrest - appointed governor Sheffield CCG

Attended

• CoG Nominations and Remuneration Committee	• Council of Governors Meeting	• Governors' Forum Meeting
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Tim Furness - appointed governor Voluntary Action Sheffield

Attended

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| • Visit to CCDH | • | • |
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Cath Hemingway - staff governor (Combined Community and Acute Care)

Attended

• Council of Governors	• CoG Nominations and Remuneration Committee	• Governors' Finance Briefing
• Governors Board Briefings	• Visit to Endoscopy Unit	• Equality, Diversity & Inclusion presentation
• Visit to CCDH		

Observed

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|------------------------------|---------------|--|
| • Finance & Performance Comm | • HR& OD Comm | |
|------------------------------|---------------|--|

Other Activities

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| • 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 | • Met with Trust employees raising concerns and followed up actions |
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Peter Hewkin – patient governor

Attended

• Council of Governors	• Governors' Forum Meeting	• Governors' Finance Briefing
• Governors Board Briefings	• NGH Food Group	• Equality, Diversity & Inclusion presentation
• Visit to Q Floor Theatres	• Visit to CCDH	

Observed

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|----------------------|------------------------------|--|
| • Board of Directors | • Healthcare Governance Comm | |
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Martin Hodgson – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors Board Briefings • Governors’ Forum Meeting • Discussions re NED appraisals and writing up report for Chair 	<ul style="list-style-type: none"> • CoG Nominations and Remuneration Committee • WRES Steering Group • Visit to CCDH • Governors’ Finance Briefing 	<ul style="list-style-type: none"> • Staff Survey presentation • Equality, Diversity & Inclusion presentation
Observed		
<ul style="list-style-type: none"> • Board of Directors 	<ul style="list-style-type: none"> • HR&OD Committee 	
Other Activities		
Networking with NEDs and other governors		

Steve Jones – patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors’ Forum meeting • Governors’ Board Briefings 	<ul style="list-style-type: none"> • Cataract Project Board Meeting • Site visit to NGH Eye Centre 	<ul style="list-style-type: none"> • Governors’ Finance Briefing • Staff Survey presentation
Observed		
<ul style="list-style-type: none"> • Board of Directors 	<ul style="list-style-type: none"> • Finance & Performance Comm 	
Other Activities		
Reading briefings about current challenges facing NHS eg staffing, next year’s control total, performance against challenging benchmarks		

Joyce Justice – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors’ Forum Meeting • Organ Donation Committee 	<ul style="list-style-type: none"> • Equality, Diversity & Inclusion presentation • Staff Survey presentation 	<ul style="list-style-type: none"> • PLACE Meeting • Governors’ Board Briefing • Strategy & Planning meeting
Other Activities		
<ul style="list-style-type: none"> • Reviewed hip fracture leaflets for MSK patients 	<ul style="list-style-type: none"> • Genomics Meeting 	

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 • Nom Rem Com Meeting with Senior Independent Director 	<ul style="list-style-type: none"> • Discussion with Martin Hodgson re NED appraisals • Equality and Diversity Presentation
Observed		
<ul style="list-style-type: none"> • Finance & Performance Com 	<ul style="list-style-type: none"> • Healthcare Governance Commi 	
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 • Strategy & planning meeting 	<ul style="list-style-type: none"> • Equality, Diversity & Inclusion presentation • Visit to Endoscopy 	<ul style="list-style-type: none"> • Governors’ Finance Briefing • Visit to CCDH • Staff Survey presentation

Lewis Noble – public governor		
Attended		
<ul style="list-style-type: none"> • Governors’ Forum Meeting • Governors’ Board Briefings • Equality, Diversity & Inclusion presentation 	<ul style="list-style-type: none"> • Participated in 16 Big Room' reviewing operational and other issues relating to Delayed Transfers of Care 	<ul style="list-style-type: none"> • Psychology Board Meeting • End of Life Care Group • Visit to CCDH

Kath Parker – patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors’ Forum Meeting • CoG Nominations and Remuneration Committee • CoG Nom Rem Com Meeting with Senior Independent Director 	<ul style="list-style-type: none"> • Governors’ Finance Briefing • Quality Report Steering Group • GoodHealth planning meeting • Equality, Diversity & Inclusion presentation • CQC mock inspection WPH • CQC mock inspections NGH 	<ul style="list-style-type: none"> • Safer Surgery Steering Group • Visit to CCDH • Staff survey presentation • Governors’ Board Briefings • Quality Board Meeting • Strategy & planning meeting
Observed		
<ul style="list-style-type: none"> • Healthcare Governance Com • Board of Directors 	<ul style="list-style-type: none"> • Finance & Performance Com 	<ul style="list-style-type: none"> • HR&OD 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 CCDH • Governors Forum meeting 	<ul style="list-style-type: none"> • Staff Survey presentation • Equality, Diversity & Inclusion presentation
Observed		
<ul style="list-style-type: none"> • Board of Directors 		

Harold Sharpe – patient governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors’ Finance Briefing • Governors’ Forum Meeting • Equality, Diversity & Inclusion presentation 	<ul style="list-style-type: none"> • Governors’ Board Briefings • Quality Board Meeting • CoG Nominations and Remuneration Committee • 	<ul style="list-style-type: none"> • CoG Nom Rem Com meeting with SID • Visit to CCDH • Visit to Q Floor Theatres
Other activities		
<ul style="list-style-type: none"> • Meetings with Membership Manager 	<ul style="list-style-type: none"> • Meeting with Vice-Chair of Nom Rem Com 	<ul style="list-style-type: none"> •

Karen Smith – staff governor (AHP’s, Scientists & Technicians)		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Governors’ Forum meeting 	<ul style="list-style-type: none"> • Visit to CCDH 	<ul style="list-style-type: none"> • Staff Survey presentation

Sue Taylor – public governor		
Attended		
<ul style="list-style-type: none"> • Council of Governors • Patient Experience Committee 	<ul style="list-style-type: none"> • Governors’ Forum Meeting • PLACE meeting 	<ul style="list-style-type: none"> • Pharmacy Management Board
Observed		
<ul style="list-style-type: none"> • Board of Directors 		

Enid Wadsworth – public governor		
Attended		
<ul style="list-style-type: none"> • Governors’ Finance Briefing • Equality, diversity & Inclusion presentation 	<ul style="list-style-type: none"> • Governors’ Forum Meeting • Governors’ Board Briefing • Quality Board Meeting 	<ul style="list-style-type: none"> • Staff survey presentation • Visit to Endoscopy
Observed		

• Healthcare Governance Com	• Audit Committee	
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