



**GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
Monday 29 July 2019 in the NGH Board Room
3pm Pre-meeting with the Chairman
followed at 4pm by the Formal Meeting**

Present:

Sally Craig (SC) Convenor	Joyce Justice (JJ)	Cressida Ridge (CR)
Steve Barks (SB)	Steve Jones (SJ)	Joe Saverimoutou (JS)
Wendy Bradley (WB)	Irene Mabbott (IMab)	Harold Sharpe (HS)
Emily Edmunds (EE)	Ian Merriman (IM)	Karen Smith (KS)
David Foster (DF)	Brendan Molloy (BM)	Chris Sterry (CS)
Amanda Forrest (AF)	Kath Parker (KP)	Sue Taylor (ST)
Martin Hodgson (MH)		

Apologies:

Mick Ashman	Angela Foulkes	Lewis Noble
Barbara Bell	Tim Furness	Pete Tanker
George Chia	Luc de Witte	Fiona Tatton

In Attendance: Tony Pedder (TP) item 2 Jane Pellegrina (JP) Notes
Michael Harper (MHap) item 7

1 Welcome and Apologies

Sally Craig (SC) welcomed everyone to the meeting, particularly the newly elected Governors and the above apologies were noted.

2 Discussion with the Chairman

SC welcomed Tony Pedder to the pre-meeting. It was noted that Non-Executive Director Shiella Wright was unable to attend.

There was a wide-ranging conversation including:

TP confirmed that work had begun on the Hadfield building. The two modular wards had arrived on site.

TP reported that the Trust continued to see a high demand for services with A&E particularly busy and, like many other Trusts, we were not achieving the 4 hour waiting target. Overall cancer performance was improving. **SC** queried the position in relation to late referrals from DGHs. **TP** confirmed that there are still challenges.

SJ queried the financial position. **TP** confirmed that the first two months of this financial year had not met expectations.

KP asked about the position regarding local/national procurement arrangements. It was suggested that a presentation for Governors on procurement would be helpful.

MH asked about the position regarding the role of Associate NED. **TP** said that he would be discussing this with Board colleagues.

JS queried the ICS Strategy **TP** suggested that Kirsten Major/Anne Gibbs could provide a presentation to update Governors on the current position.

SC thanked the Chairman and he left the meeting.

3 Notes of the Forum Meeting held on 14 February 2019 and Matters Arising

WB said that on page 2 of the Notes she felt her comments had been misrepresented. Other Governors disagreed and following a short discussion it was proposed that **WB** provide a form of words

that she felt represented her comments. **SC** said that as Convenor of the Forum she would need to be satisfied with the wording.

KS said that a visit by Governors to Weston Park Hospital would be welcomed and it was proposed that this could usefully be following completion of the aerial walkway linking the hospital to the Jessop Wing in early 2020. Governors agreed.

The Notes were **AGREED**.

4 Council of Governors' Meetings

4.1 Review of draft Minutes of CoG meeting held on 25 June 2019

There were no comments on the draft Minutes.

4.2 Consideration of possible Agenda items for CoG meeting to be held on 24 September 2019

The following items were proposed:

- Preparations for Winter, including modular wards
- Update on the Urgent Care agenda

5. Update from CoG Nominations and Remuneration Committee

As Vice-Chair of the CoG Nom Rem Com **MH** provided an update on the work of the Committee since the last Forum meeting:

- Discussion had continued about arrangements to allow succession planning and greater flexibility in the recruitment of a Chair when there is a vacancy, discussion has been around the eligibility of long-serving NEDs to apply.
- There had been a further discussion about the role of Associate NEDs.
- The Chairman had discussed the outcome of his appraisal of individual NEDs. **MH** said that the Chairman had incorporated the comments contained in the feedback forms following Governors observing at BoD Committees and BoD meetings in his discussions with NEDs and also the comments provided by Governors to **MH**. The Nom Rem Com had agreed with the Chairman's appraisal of each NED.
- The Committee had been asked to consider reappointing Tony Buckham as a NED for a second four year term of office. Following discussion of Mr Buckham's appraisal and his positive overall contribution as a NED during his first term of office the Committee had agreed to recommend his reappointment to the Council of Governors. Governors would shortly be receiving an email from Sandi Carman requesting approval.
- It had already been reported that Candace Imison would not be seeking reappointment at the end of her first term of office and the Committee had begun the process to appoint a successor.

6 Governors' activities/involvement

6.1 The report on activities (attached) of Governors since the last Forum meeting was **NOTED**.

6.2 Additional information on personal involvement provided by Joe Saverimoutou and Steve Jones

Joe said that he had become a Governor last year and, although his career before retiring had been spent in the NHS as a nurse and latterly as lecturer on nursing at Sheffield University, he was still surprised to discover the complexity of the Trust and the NHS per se. He was in awe of the skills of the Trust's management as he witnessed their interactions with local, regional and national partners and their handling of a wide range of challenges and everyday issues. Even though his background was in health he said that he had still taken some time to understand the 'language' and he felt the Trust and the wider NHS should be reminded that patients and the public don't always understand the language that is used and organisations must be encouraged to review and improve their communications.

Joe added that he attends a number of meetings such as the Governors' Board Briefing Sessions and he had joined the Trust Quality Board, with Kath Parker and Harold Sharpe. He said that this is an

influential group and Governors are listened to and play an important role in its business. Joe is also involved in the Trust's Equality, Diversity and Inclusion agenda across a number of different groups including the Proud Forum.

Steve Jones said he believed that Governors now have a strong voice collectively. He then went on to give his thoughts on the importance of Governors observing at Board Meetings and at the BoD Committees. He said it is important to do this, although it is sometimes challenging to in attendance simply as an observer you can learn a lot. He believed that the group of Governors is collectively highly skilled and it should not be underestimated how important this is. He added that, in addition to seeing the NEDs at work, the purpose of observing at the meetings is to check that the Trust is listening, to ensure it is responsive as an organisation and that it is self-critical and it puts patients first. **SJ** said that he is also looking out for evidence that the Trust works well with other organisations and uses its resources well. As lay people Governors' views are important as they are in a position to take a wider view of many of the current challenging situations facing the NHS.

6.3 Engaging with Members and the Public

6.3.1 Feedback from recruiting/engaging sessions at RHH and NGH

BM said that he had found that it is not easy approaching people in Outpatient areas where they are often waiting to be called into appointments and not everyone wants to engage in conversation, they may be worried about missing their name being called or about the actual appointment. **JJ** reminded everyone that it is possible just to talk to people you don't always have to sign them up as Members, people might just want to tell you about an experience of receiving care and if that's the case there are "Tell us what you think forms" or you could just listen. **JJ** said that there will always be people who are simply not interested but over the years she personally had not had many people say refuse. **SB** thought that just introducing yourself and asking people if they'd like to talk was a good first step and others agreed.

6.3.2 Feedback from Health and Wellbeing Event

It had been encouraging to see so many Governors supporting the event, particularly some of the new Governors and 96 new Members had been signed up. **SB** said that he had been keen to target younger people as he thought it was important that they are involved and have a voice. **KP** thought it had also been useful to meet some of the Governors from Sheffield Health and Social Care Trust.

WB queried the position regarding the stakeholder engagement strategy. It was noted that Sandi Carman is leading on this piece of work for the Trust. **WB** said that Governors ought to be involved in developing the strategy. **JJ** said that regardless of this without Members there would be no Governors. Members are either future Governors or will vote for Governors in the elections, and whatever else might be happening it's important to keep engaging with people and recruiting new Members.

6.3.3 Members' Health Talk About Dementia

Governors were reminded about the Health Talk on dementia arranged in collaboration with colleagues and Governors at the Sheffield Health and Social Care Trust, it was noted that this was taking place on 31 July in the Medical School at RHH. These events are an ideal opportunity for Governors to meet current Members and to recruit new Members. It was noted that due to significant interest the talk had been moved from Lecture Theatre 2 into the much larger Lecture Theatre number 1. Governors thanked Jane for organising the event and acknowledged the significant work that is involved.

7 Update on position re Modular Wards

SC welcomed Michael Harper, Chief Operating Officer.

MHap reminded Governors of the context, he said that the closure of the Robert Hadfield Wing during December 2018 had seen a requirement to relocate 168 beds and that, although some work had now started on the building, there was currently no date agreed for patients to return to the wards. The Trust had continued to operate during the intervening period but it had been a very challenging time. The Board had agreed that it was appropriate to secure additional ward space to allow for decant and winter surge. Two wards are in the process of being constructed and have been designated as Vickers 5 and 6. Significant preparation and ground work had been undertaken and the buildings were now in place with internal fitting out works being undertaken. It was planned that the buildings would be fully commissioned for December 2019 and would accommodate diabetes and endocrine patients.

Following an informative discussion Governors thanked **MHap** for spending time to update the Forum on the current position and hoped that there would be an opportunity to visit the wards when they are completed.

8 Governors' Visits/Presentations

8.1 Upcoming Visits/Presentations were noted:

8.1.1 visit to Patient Booking Hub at RHH on 2 August

8.1.2 presentation on Mortality Metrics from the Medical Director on 16 August

8.2 Possible Future Visits/Presentations were agreed as follows:

8.2.1 **IM** to arrange a visit to Cardio Diagnostic Unit

8.2.2 **KP** had contacted Dr Bates about a presentation on Infection, Prevention and Control

8.2.3 **IM** would look into a visit to Community Physio

8.2.4 it was hoped that a presentation on Genomics could be arranged

8.2.5 it was thought that a visit to the Audiology Department would be interesting and **IM** agreed look into this

8.2.6 a further presentation from the Psychology team was also welcomed and **SC** said she would talk to the Head of the Team

9 Updates from Staff Governors

MH said that **IM** had arranged another fantastic "Sharing Best Practice Festival Day" in July to which all Governors had been invited. A lot of work went into organising the very enjoyable and informative session which was very well attended by staff from across the organisation but he had been disappointed this year to see only three Governors attending and he hoped that more would attend the event next year **SC** and **HS** agreed.

Karen Smith (KS) said that she was very pleased to have become a Freedom to Speak Up Guardian. She had undertaken local induction and would shortly be attending national training to take up the role fully.

Cressida Ridge (CR) said that along with two colleagues in her department she had become a Freedom to Speak Up Advocate. She had been trained and would be available to colleagues in her area who wanted to raise concerns, if necessary she would then signpost them to one of the Speaking Up Guardians.

10 Update from AMM Planning Group held on 16 July 2019

Firm plans were now in place and **KP**, **SC** and **MH** had met with the Chief Executive to share the plans and discuss additional thoughts. The AMM is being held on 17 September in the Medical Education Centre at NGH.

11 Any Other Business

12 Date of Next Meeting

18 November 2019 in the Board Room at the Northern General Hospital.

Governors' Forum Meeting

29 July 2019

Report on Governors' activities

16 May 2019

To

22 July 2019

MICK ASHMAN		
Activities		
• Council of Governors' meeting	•	•

STEVE BARKS		
Activities		
• New Governors' Induction day	• Governors' Board Briefing	•

BARBARA BELL		
Activities		
• Board of Directors meeting	• Council of Governors meeting	•

WENDY BRADLEY		
Activities		

GEORGE CHIA		
Activities		
• Visit to Stroke Rehab Unit	• Governors' Board Briefing	• PEC meeting
• Healthcare Governance Com		

MICHELLE COOK		
Activities		

SALLY CRAIG		
Attended		
• Board of Directors meeting	• Psychology Executive x 2	• GoodHealth planning meeting
• Council of Governors' meeting	• Mental Health Committee	• Meeting with CEO re AMM
• CoG Nom Rem Com	• Governors' Board Briefings x 2	• Governors' Finance Brief
• New Governor induction day	• End of Life Care Group	• Recruiting members at RHH
• PEC meetings		

LUC DE WITTE		
Activities		
• Council of Governors' meeting	•	•

AMANDA FORREST		
Activities		
• Council of Governors meeting	•	•

DAVID FOSTER		
Activities		
• New Governor induction day	• Governors' Board Briefing	•

ANGELA FOULKES		
Activities		

TIM FURNESS		
Activities		
• Board of Directors meeting	• CoG Nom Rem Com	• Governors' Board Briefing
• Council of Governors meeting		

MARTIN HODGSON		
Activities		
<ul style="list-style-type: none"> Board of Directors Meeting CoG Nom Rem Com 	<ul style="list-style-type: none"> Council of Governors meeting 	<ul style="list-style-type: none"> Meeting with CEO re AMM

STEVE JONES		
Activities		
<ul style="list-style-type: none"> Board of Directors meeting Audit Committee 	<ul style="list-style-type: none"> Council of Governors meeting 	<ul style="list-style-type: none"> Governors' Finance Brief

JOYCE JUSTICE		
Activities		
<ul style="list-style-type: none"> Board of Directors Meeting 	<ul style="list-style-type: none"> Council of Governors meeting 	<ul style="list-style-type: none"> AMM planning meeting

IRENE MABBOTT		
Activities		
<ul style="list-style-type: none"> AMM planning meeting Governors' Finance Brief Governors' Board briefings x 2 	<ul style="list-style-type: none"> HR&OD Meeting Freedom to Speak Up Guardian responsibilities 	<ul style="list-style-type: none"> CoG Nom Rem Com meeting

IAN MERRIMAN		
Activities		
<ul style="list-style-type: none"> Visit to Stroke Rehab Unit Council of Governors meeting Board of Directors meeting 	<ul style="list-style-type: none"> Governors' Finance Brief GoodHealth planning meeting AMM planning meeting 	<ul style="list-style-type: none"> Meeting with DCU manager re arrangements for possible Governor visit

BRENDAN MOLLOY		
Activities		
<ul style="list-style-type: none"> Board of Directors meeting x 2 Travel & Transport Strategy meeting Recruiting members at RHH 	<ul style="list-style-type: none"> Governors Council meeting Governors' Board Briefings x 2 HR & OD Committee Healthcare Governance Com 	<ul style="list-style-type: none"> AMM planning meeting Finance & Performance Com Visit to Stroke Rehab Unit

LEWIS NOBLE		
Activities		
<ul style="list-style-type: none"> Council of Governors 	<ul style="list-style-type: none"> Psychology Executive Group x 2 	<ul style="list-style-type: none"> End of Life Care Group

KATH PARKER		
Activities		
<ul style="list-style-type: none"> Council of Governors Quality Board x 2 SCS Transformation Group Governors' Board brief x 2 Safer Surgery Steering Group AMM planning meeting 	<ul style="list-style-type: none"> Board of Directors Meeting x 2 Healthcare governance Committee x 2 Meeting with CEO re AMM CoG Nom Rem Com GoodHealth planning meeting 	<ul style="list-style-type: none"> Induction of New Governors Infection Control and Prevention Committee Governors' Finance Brief Visit to Stroke Rehab Unit

CRESSIDA RIDGE		
Activities		
<ul style="list-style-type: none"> Board of Directors Meeting Finance & Performance Com 	<ul style="list-style-type: none"> Council of Governors meeting 	<ul style="list-style-type: none"> AMM planning meeting

JOE SAVERIMOUTOU		
Activities		
<ul style="list-style-type: none"> Board of Directors meeting Governors Board Briefing x 2 Recruiting members at RHH 	<ul style="list-style-type: none"> Council of Governors' Meeting Visit to Stroke Rehab Unit EDI Disability Network meeting 	<ul style="list-style-type: none"> GoodHealth planning meeting AMM planning meeting

HAROLD SHARPE		
Activities		
<ul style="list-style-type: none"> CoG Nom Rem Com Governors' Finance Brief Visit to Stroke Rehab Unit 	<ul style="list-style-type: none"> GoodHealth Planning meeting New Governor Induction day 	<ul style="list-style-type: none"> Governors' Board Briefing x 2 EDI disability network meeting

KAREN SMITH		
Activities		
<ul style="list-style-type: none"> Council of Governors 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

CHRIS STERRY		
Activities		
<ul style="list-style-type: none"> New Governor Induction day 	<ul style="list-style-type: none"> Governors' Board Briefing 	<ul style="list-style-type: none">

PETE TANKER		
Attended		
<ul style="list-style-type: none"> Council of Governors meeting 	<ul style="list-style-type: none"> CoG Nom Rem Com meeting 	<ul style="list-style-type: none"> AMM Planning Group meeting

SUE TAYLOR		
Attended		
<ul style="list-style-type: none"> Board of Directors Meeting Council of Governors 	<ul style="list-style-type: none"> Patient Experience Committee GoodHealth planning meeting 	<ul style="list-style-type: none"> Pharmacy Management Board New Governor Induction Day

FIONA TATTON		
Activities		
<ul style="list-style-type: none"> New Governor Induction day 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">