



**GOVERNORS' FORUM
NOTES OF A MEETING HELD ON**

Thursday 25 May 2017, 3:00 pm for 4:00 pm, RHH Board Room

Present:	Kath Parker (KP) Chair	Peter Hewkin (PH)	Harold Sharpe (HS)
	Jennifer Booth (JB)	Martin Hodgson (MH)	Sue Taylor (ST)
	Dylan Caffell (DC)	Joyce Justice (JJ)	Graham Thompson (GT)
	Sally Craig (SC)	Jacquie Kirk (JK)	John Warner (JW)
	Cath Hemingway (CH)	Ian Merriman (IM)	Michael Warner (MW)
Apologies:	Mick Ashman	Paul Corcoran	Lewis Noble
	George Clark	Irene Mabbott	John West
In Attendance:	Jane Pellegrina (JP) - Notes		

KP welcomed Tony Pedder, Annette Laban and Sandi Carmen for the first hour of the meeting. Governors were pleased to have the opportunity for detailed discussions on a range of topics including:

- STP/Accountable Care System
- STH Board Development Review
- Serious Untoward Incidents
- Building new hospitals
- Role of the STH Deputy Chief Executive
- Term of office of NEDs and the shape of the BoD
- Infection Control

KP thanked Tony, Annette and Sandi and said that governors hoped to see them again at the next meeting on 8 August.

1. Welcome and Apologies

KP welcomed everyone to the meeting and the above apologies were noted. She said that this would be the last Forum Meeting for some governors who would be 'retiring' on 30 June and she thanked John Warner and Graham Thompson for their valuable contribution over the 9 years they had been governors. She said other governors who would be retiring were Jo Bishop, George Clark and Dorothy Hallatt.

2. Notes of Forum Meeting held on 21 February 2017 and Matters Arising

- The Notes were **AGREED**
- **PH** requested that governors should not lose sight of the issue of Car Parking.

3. Feedback from and discussion of outcomes from Governors' Time Out held on 10-4-17

MH said that the Time Out had provided some very useful discussion opportunities. One agreed outcome had been that governors should provide some content/presentation at CoG Meetings, e.g. feeding back on an element of the work they undertake. It had been agreed that **MH** would pilot the concept at the next CoG with a presentation on the Time Out.

The Code of Conduct for Governors discussed at the Time Out was then reviewed and further amendments suggested and agreed. The Role Description for Governors agreed at the Time Out was also discussed and approved. The Time Out and Follow-up meeting notes are attached to these Notes.

4. Council of Governors Meetings

4.1 Review of draft Minutes of Meeting held on 21-3-17

There were no comments on the draft Minutes

4.2 Planning for CoG meeting to be held on 27-6-17

- Possible Agenda Items
 - Presentation by Martin Hodgson on Governors' Time Out
 - To approve amended Code of Conduct for Governors
 - To approve Job Description for Governors
 - STP/Accountable Care System – Sir Andrew Cash
 - General Election – how might STH be affected
 - The Edge for NHS Procurement
- Topic for discussion at Governors matters
 - A Cyber-attack – how safe is STH?

(Action JP to produce draft agenda and take forward with Sandi Carman and the Chairman)

5. Confirming new Governors' Forum Convenor

KP thanked Sally Craig for agreeing to take over the Role of Convenor from 1 July 2017. Sally would chair the next meeting.

The Forum also thanked Kath very much for her excellent work in the Role.

6. Update from Vice-Chair of the CoG Nominations and Remuneration Committee on Chairman's Appraisal

In George Clark's absence **JW** reported that the appraisal of the Chairman is undertaken annually and generally runs concurrently with the Chairman's appraisal of the Non-Executive Directors. The Chairman's appraisal is an evidence based assessment which includes feedback on performance over the past 12 months obtained via completion of a 19 point questionnaire. The questionnaire is completed by governors on the CoG Nominations and Remuneration Committee, Non-Executive and Executive Directors. The appraisal process is led by the CoG Nominations and Remuneration Committee supported by the Senior Independent Director/Vice Chair of the BoD. The CoG Nominations and Remuneration Committee had approved the appraisal process for 2016/17 and the questionnaires had been distributed. The outcome of the appraisal will be reported to the Council of Governors.

7. Governors' activities/Involvement

7.1 The previously circulated Report on Governors' activities was **NOTED**. The full Report of activities is attached to these Notes.

7.2 Feedback from Governors' Board Briefing Group – it was reported that these sessions continue to be extremely valuable, discussions with the Chairman and Sandi Carman are open and transparent and all governors are encouraged to consider attending.

7.3 Feedback from Governors observing at Board Meetings – **IM** said that he had attended a recent meeting and it had been very positive to see the level of challenge from NEDs

7.4 Feedback from Members' event: *We are not immortal* - it was agreed that, although this had not been an easy theme, it had been an excellent event, well organised and reasonably well attended by Members, although it was noted that it would have been nice if more governors had attended to engage with the Members. The information stalls were good and the role play had worked well for the topic, much better than a 'presentation'.

8. Governors' visits/Presentations

8.1 Feedback following discussion with Mark Gwilliam on staff survey results – 20-3-17: **KP** reported on an informative session with Mark. Comments from other governors - **JB** said she had been surprised that so few staff responded. **CH** confirmed that each Directorate carries out its own analysis and produces action plans.

8.2 Feedback from IT Update – **KP** said that Andy Vernon had provided another excellent update; he was joined by Imran Ahmad and Dr James Maxwell. Some headlines were noted as follows:

- Informatics team has been strengthened
- The Information and Technology Strategy was approved by the BoD in December 2016
- Digital Dictation, replacement for Big Hand, is on track for later this year
- There will be a transition to NHS Mail 2 in the next 18 months
- Patient and staff access to Wi-Fi from own devices is going live

James Maxwell (Rheumatologist and Outcomes Programme Lead) gave an excellent report on the process and benefits of collecting and measuring clinical outcomes and outlined the longer term aims.

It was agreed that Andy Vernon would provide quarterly updates on IT for Governors; a date in early September was being sought.

It was also reported that Governors would be canvassed with possible dates for a Lorenzo update in July.

8.3 Feedback from visit to Hand Unit – this had been a very worthwhile visit, the staff had been very welcoming and the Unit appeared well managed. A report was being prepared.

8.4 Governors were reminded about the following:

- 7-6-17 presentation on Delayed Transfers of Care arranged by **KP**
- 30-6-17 visit to Cardio Cath Labs arranged with John West by **KP and JWarner**
- Suitable dates are being sought for a visit to the Bev Stokes Day Surgery Unit

8.5 The following suggestions were received for possible future visits/presentations:

- Spinal Injuries Unit (governor needed to organise this)
- Endoscopy (**SC** to organise)
- Burns Unit (governors needed to organise this)
- Presentation from Emergency Planning Group (**JP** to organise)
- Presentation from End of Life Care Group (**SC** to organise)
- Presentation from Comms Team (**JP** to discuss with Julie Phelan)
- Presentation from Psychology Group (**SC** to organise)

9. Update from Staff Governors

CH reported that she and Irene Mabbott have had further meetings with Annette Laban (NED) and Deborah Wardle (HR) about the Speaking Up Guardian Role. She also confirmed that

advocates are being recruited across the Trust and there will be a training programme rolled out.

DC said that the IT department is taking part in a Listening into Action Programme which is seeking to help with internal communications.

10. Annual Members' Meeting 21-9-17

KP reminded governors that there will be a meeting of the Planning Group on Monday 5 June at 12:30 in the FT Office. It was hoped that governors would attend.

11. Elections to Council of Governors 2017

The previously circulated Report was noted.

12. Any Other Business

PH asked that it be noted that he would like Kevin O'Regan to be asked to report back on Car Parking issues.

13. Date of Next Meeting

8 August 2017, NGH Board Room

Governors' Time Out & Subsequent Follow-up Meeting

Governors attending Time Out 10 April

Jennifer Booth
Dylan Caffell
Sally Craig
Cath Hemingway
Peter Hewkin
Martin Hodgson
Ian Merriman
Kath Parker
Spencer Pitfield
Harold Sharpe
Sue Taylor
John Warner

Governors attending follow up session 4 May

Jennifer Booth
Sally Craig
Peter Hewkin
Martin Hodgson
Ian Merriman
Kath Parker
Spencer Pitfield
Sue Taylor

1. Council of Governors

CoG Meeting

- Governors don't feel they 'own' the CoG meeting
- Governors to provide content/presentations at CoG e.g. feeding back on items such as report from Quality Report Steering Group
- Review layout of the room
- Transparency – live streaming of the meeting (Spencer)
- Attendance by NEDs
- Electronic transfer of questions, ideas, involvement etc (Dylan)

Evaluation of CoG Meeting

- Agreed it would be a good idea to evaluate
 - Sub-committee of governors to work with Chair to develop questions

Annual Joint meeting with BoD

- Joint agenda agreed with CoG and BoD
- Equal ownership of the meeting
- Chaired by Tony

2. Holding NEDs to Account

- Need a 'relationship 'building agenda
- Possible formal, annual joint meeting with CoG and NEDs
- Not currently fulfilling Governors' statutory duties
- Need a list of what NEDs do
- Small working group of Governors to take forward

3. Code of Conduct for Governors

- Amended Code of Conduct attached

4. Role Description for Governors

- Amended Role Description Attached

Governors' Forum Meeting

25 May 2017

**Report on individual Governor's activities
22 February 2017 to present**

BACKGROUND

The Council of Governors comprises Public, Patient, Staff and Appointed Governors, with 33 seats allocated

13 Public

7 Patient

6 Staff (2 vacant seats)

7 Appointed (currently with 3 seats vacant)

In addition to attending quarterly Council of Governors' Meetings individual Governors are involved in a wide range of additional activities across the Trust.

REPORT BY SOME GOVERNORS ON THEIR ACTIVITIES SINCE THE LAST MEETING

Mick Ashman (public governor)

Attended:

- Council of Governors Meeting
- Clinical Effectiveness Committee
- Took part in interview panel for a Deputy Nurse Director in South Yorkshire Regional Services

Observed at:

- Board of Directors Meeting

Jennifer Booth (patient governor)

Attended:

- Council of Governors Meeting
- Governors' meeting with Informatics Department Representatives
- Governors' discussion with Mark Gwilliam on staff survey results
- Carers Strategy meeting
- End of Life Care Session
- Governors' Finance Briefing
- Governors' Time Out and follow up meeting
- Session with potential governors
- Governors' visit to the Hand Unit
- Governors Board Briefing Sessions
- Research Event for Members
- PLACE meetings
- Catering Infrastructure Meeting
- Disabled Go Launch

Observed at:

- Healthcare Governance Committee Meeting
- Board of Directors Meetings
- Audit Committee

Other activities:

- Learning and development sessions on computers and access to internet
- Recruited new Members on 2 occasions

Dylan Caffell (staff governor)

Attended:

- Council of Governors Meeting
- Governors' Time Out

George Clark (public governor)

Attended:

- Council of Governors Meeting
- Governors' Board Briefing Sessions
- Governors' Finance Brief

- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal

Observed at:

- Board of Directors Meetings
- Finance Performance and Workforce Committee
- Healthcare Governance Committee

Sally Craig (public governor)

Attended:

- Council of Governors Meeting
- Patient Experience Committee Meetings
- Governors Board Briefing Sessions
- Psychology Board Meetings
- Cataract Project Board Meetings
- End of Life Care Project Group Meetings
- Governors' Visit to Hand Unit
- Mental Health Committee Meetings
- Governors' meeting with Informatics Department Representatives
- Governors' discussion with Mark Gwilliam on staff survey results
- Members' talk : We are not immortal
- Governors' Time Out and Time Out review meeting
- Took part in 15 Steps project for End of Life Care and consultation on EoLC
- Outpatient audits

Amanda Forrest (appointed governor - Sheffield Clinical Commissioning Group)

- Working with Membership Manager to identify a date for a further meeting with governors and CCG colleagues
- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal

Cath Hemingway (staff governor – Combined Community & Acute Care)

Attended:

- Council of Governors Meeting
- Governors Board Briefing Sessions
- Governors Time Out

Observed at:

- Healthcare Governance Committee

Other activities

- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal
- Arranged visit for governors to Hand Unit
- Appointed jointly with Irene Mabbott from January 2017 as Freedom to Speak up Guardian continue to attend meetings to develop the protocols for reporting within these procedures and to train and recruit the advocate roles in the different care groups.

Peter Hewkin (patient governor)

Attended:

- Council of Governors' Meeting
- Governors' Time Out and follow up meeting
- Quality Report Steering Group
- Big Room meeting
- Disabled Go Launch
- Governors' Finance Brief
- Governors' meeting with Informatics Department Representatives
- Governors' discussion with Mark Gwilliam on staff survey results
- Governors' Board Briefing Sessions
- Safety Improvement Group (SIG)
- Members' Talk – We are not immortal

Observed at:

- Board of Directors Meetings
- Healthcare Governance Committee
- Audit Committee

Other activities:

- Toured Frailty Unit
- Visited Cardio and Diabetes Patient Panels to speak about Trust Membership
- Presented “my first year as a Governor” at MEC Staff Forum Session

Martin Hodgson (public governor)**Attended**

- Council of Governors - 21 March
- one member recruitment session
- two Governors Board Briefings Sessions
- one Quality Report Steering Group meeting
- Governors’ informal time-out session
- meeting to redraft Governors’ Code of Conduct
- resolving issues from that formal time-out and doing further drafting
- attending concluding time-out session
- preparing PowerPoint presentation for CoG of outcome
- Governors’ discussion with Mark Gwilliam on staff survey results
- Governors’ meeting with Informatics Department Representatives
- one ward visit
- drop-in to Members’ health talk – We are not immortal
- Governors’ financial briefing with Neil Priestley
- assisting at Governor pre-election training for potential candidates
- drop in to End of Life Care Session
- Talk for Members – We are not immortal

Observed at:

- Finance, Performance and Workforce Committee
- Board of Directors Meetings x 2

Joyce Justice (public governor)**Attended:**

- Council of Governors’ Meeting
- Governors’ meeting with Informatics Department Representatives
- Governors’ discussion with Mark Gwilliam on staff survey results
- Working on weekend care research programme
- End of Life Care session
- MSK patient observations Robert Hadfield 6 , Huntsman 6 & 7 and Vickers 4
- Governors’ visit to Hand Unit
- Patients Environment Group Meeting
- Took part in a research programme for Urology at RHH
- PLACE inspections

Jacquie Kirk (public governor)**Attended:**

- Patient Experience Committee - one meeting
- Organ Donation Committee quarterly meeting
- Charitable Funds Committee quarterly meeting
- Carers Strategy Steering Group quarterly meeting
- Board Briefing - one briefing
- Council of Governors in March
- Mental Health Committee meetings in March and May
- Psychology Board Meeting in March
- Member of interview panel for Director of Nursing ED & MAU in April

- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal
- Member and constituency interactions - attended patient group meeting at local surgery in March

Irene Mabbott (staff governor – Nurses and Midwives)

Attended:

- Council of Governors Meeting
- Governors' Board Briefing Sessions
- Governors' Finance Briefing

Observed at:

- Board of Directors Meeting

Other:

- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal
- I continue to email all nurses and midwives in my constituency keeping them up-to-date with what is happening at STH concerning them and signposting them to public documents on re various BoD and CoG meetings on the STH website.
- Appointed jointly with Cath Hemingway from January 2017 as Freedom to Speak up Guardian continue to attend meetings to develop the protocols for reporting within these procedures and to train and recruit the advocate roles in the different care groups.
- Helped to organised Members' event – *We are not immortal*

Ian Merriman (public governor)

Attended:

- Council of Governors' Meeting
- Governors' meeting with Informatics Department Representatives
- Governors' discussion with Mark Gwilliam on staff survey results
- Governors' Finance Brief
- Governors' Time Out and follow up meetings
- Governors' visit to hand Unit

Observed at:

- Board of Directors Meeting

Kath Parker (patient governor)

Attended:

- Council of Governors Meeting
- Governors Board Briefing Sessions
- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal
- Governors' meeting with Informatics Department Representatives
- Governors' discussion with Mark Gwilliam on staff survey results
- Governors' Finance Brief
- Members' event – *We are not immortal*
- Quality Report Steering Group
- Weston Park Estates Planning meeting
- Safer Surgery Steering Group
- Overview of e check-in Outpatients
- Governors Time Out and subsequent meeting
- Governors' Visit to Hand Unit
- Retail Development Programme Meeting

Observed at:

- Board of Directors Meetings
- Healthcare Governance Committee
- Audit Committee

Other activities:

- Assisted with information session for prospective governor candidates for new governor
- With John Warner worked with staff in Cardio Cath Labs to arrange a visit for Governors on 30 June

Spencer Pitfield (public governor)

- Council of Governors Meeting
- Governors' Time Out

Harold Sharpe (patient governor)

Attended:

- Council of Governors meeting
- Governors' Time Out
- Governors' Finance Brief

Observed at:

- Board of Directors Meeting

Sue Taylor (public governor)

Attended:

- Council of Governors Meeting
- Patient Experience Committee Meetings x 2
- Pharmacy Management Board Meeting
- Governors' meeting with Informatics Department Representatives
- Governors' Time Out and follow up meeting re Code of Conduct etc
- Governors' Visit to Hand Unit

Observed at

- Board of Directors Meeting
- Healthcare Governance Committee Meeting

Graham Thompson (patient governor)

Attended:

- **Council of Governors' Meeting**
- **Patient Environment Group Meeting**
- **Clinical Effectiveness Committee meeting**
- **Governors' Finance Brief**
- Governors' meeting with Informatics Department Representatives
- **Governors' visit to hand Unit**
- **PLACE meeting**

John Warner (public governor)

Attended:

- Council of Governors Meeting
- Governors' Board Briefing Sessions
- Governors' Time Out
- With Kath Parker worked with staff in Cardio Cath Labs to arrange a visit for Governors on 30 June
- As a member of the Council of Governors Nominations and Remuneration Committee I have been involved in the Chairman's appraisal

Observed at:

- Finance, Performance and Workforce Committee
- Board of Directors Meetings

John West (staff governor – Doctors and Dentists)

My role as Medical and Dental staff Governor has dovetailed with my previous position as Medical Staff Committee Chairman and LNC member. Through those previous connections I continue to endeavour to keep colleagues informed about developments, for example with paragraphs added to our existing e-bulletins. I have helped to facilitate a visit to the Cardiac Cath Labs for Governors on 30 June.

No report was submitted by:

Jo Bishop

Dorothy Hallatt

Michael Warner

Paul Corcoran

Lewis Noble

Nev Wheeler