

**GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
15 August 2016 at 4:00 pm, Boardroom NGH**

Present:

Kath Parker (KP) Chair	Peter Hewkin (PH)	Lewis Noble (LN)
Mick Ashman (MA)	Martin Hodgson (MH)	Spencer Pitfield (SP)
Jo Bishop (JBi)	Joyce Justice (JJ)	Sue Taylor (ST)
Jennifer Booth (JBo)	Irene Mabbott (IMa)	Graham Thompson (GT)
Dylan Caffell (DC)	Ian Merriman (IMe)	John Warner (JW)
George Clark (GC)	Chris Monk (CM)	Nev Wheeler (NW)
Amanda Forrest (AF)		

Apologies:

Paul Corcoran	Cath Hemingway	Michael Warner
Sally Craig	Jacquie Kirk	Dick Williams
Dorothy Hallatt	Craig Stevenson	

In attendance: Jane Pellegrina (Minutes)

1. Welcome and Apologies

KP welcomed everyone to the meeting, particularly newly elected governors attending their first Forum Meeting – Mick Ashman, Jennifer Booth, Peter Hewkin, Martin Hodgson and Nev Wheeler. The above apologies were noted.

2. Notes of Forum Meeting held on 16 May 2016 and Matters Arising

The Notes were agreed and there were no matters arising.

3. Council of Governors Meetings

3.1 Review of draft Minutes of meeting held on 9 March 2016

CoG/16/12 Matters arising (e): change to wording in second paragraph – “A governor spoke of her observations on the impact of delayed discharges on carers and patients whilst her own relative was an inpatient, and of her observations and experiences of the interface between hospital, community and social care services.”

3.2 Possible Agenda Items and Topic for Governors' Open Forum Time for CoG Meeting on 13 September 2016

Governors discussed the draft agenda circulated with the papers.

JW requested an update on the current financial position.

The cap on spending on agency staff was raised and **MH** wondered whether NHS Professionals pay rates were competitive in comparison with the rates of external agencies rates.

After lengthy discussion it was agreed to add the following items to the draft agenda:

6.3.4 Presentation from CCG 12th September 2016, **AF** would speak to the item

7.3 Financial Position

7.4 Human Resources:

7.4.1 Nurse recruitment

7.4.2 Staffing levels

7.4.3 Cap on spending on agency staff – STH position

It was agreed that the Governors' Open Forum Time discussion should be "Short Term Intervention Team – Challenges facing the Trust"

ACTION : JP to forward draft agenda to Neil Riley

4. Report from CoG Nominations and Remuneration Committee

4.1 Chairman's Appraisal

GC provided an update on the Chairman's appraisal. As a new governor **NW** asked about the appraisal process. **GC** outlined the process so far undertaken by members of the CoG Nominations and Remuneration Committee and Executive and Non-Executive Director colleagues. He added that he had met with Annette Laban (Senior Independent Director) to review the responses and they would now be meeting with the Chairman on 23 August to discuss the outcome of the appraisal. A report would be provided to the next CoG meeting.

It was noted that although the Chairman has a number of commitments outside the Trust this has not affected his role at STH. Governors were unanimous in their appreciation of the Chairman's valuable contribution.

4.2 Non-Executive Director Appraisals

GC said that the Chairman reported to the Nominations and Remuneration Committee on the outcome of his appraisal of the Non-Executive Directors. Governors on the Committee had agreed that the appraisals were fair.

5. Governor Links to Directorates

5.1 Feedback from Governors:

ST – Pharmacy: ST had carried out a further survey following the opening of the Boots Pharmacy at NGH – an improved service had been noted with reduced waiting times.

KP said that after a slow start she and Dick Williams had now been invited to attend the Strategic Development Group at Weston Park Hospital.

5.2 Governors to join Directorates:

- LEGION – **JBo** expressed interest in this role
- Primary - Community Services – no one came forward for this role
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6. Governors' activities/involvement

6.1 The report on activities undertaken by governors since the last meeting was noted. (a copy of the report was attached to these notes).

6.2 Feedback from Governors' Board Briefing Group – **KP** said that this continues to be an extremely valuable session attended by the Chairman and the Assistant Chief Executive. **IMa** agreed and said there is a good opportunity to ask questions about a range of issues.

6.3 Governor to join Clinical Effectiveness Committee – **MA** expressed interest and **IMa** agreed to send Terms of Reference and any other information required.

6.4 Governor to join Nutrition Steering Group – **LN** had now joined this Group

- 6.5 Governor(s) to join Quality Report Steering Group – **MH** expressed interest **JP** agreed to forward Terms of Reference.
- 6.6 Update from GoodHealth Planning Meeting – it was agreed that this had been a very positive meeting and the Group are looking forward to working with the new publishers.
- 6.7 Update of Audit of Outpatient Clinics – Sally Craig was unable to attend the meeting to provide further information.

7. **Governors' Visits/Presentations**

- 7.1 **14-6-16** visit to Trust History Project – this had been an enjoyable and informative second visit. It had been noted that the group needed IT equipment and also support to publicise their activities. A report on the visit had been circulated and was awaiting feedback from the Group after which it would be forwarded to the Trust Executive Group.

28-6-16 visit to Cystic Fibrosis Unit – Dr Frank Edenborough had spoken enthusiastically to governors about the Unit and it had been noted that additional IT support would be welcomed. The Unit had been extensively refurbished in 2014. A report on the visit was being prepared for circulation to governors.

It was noted that a second presentation from Sheffield CCG would be taking place on 12 September in the RHH Board Room.

It was noted that a meeting had been arranged on 28 October with the Director of HR to discuss the results of the Staff Survey. This would be held in the NGH Board Room.

- 7.2 Future Visits/Presentations

The following areas were suggested

- Day Surgery
- Spinal Injuries
- Estates
- A&E

GC agreed to take forward the possible visit to A&E and **KP** would contact Phil Brennan about a possible visit to the Estates Department. No one agreed to progress the other two suggestions and therefore no further action was taken.

Following a lengthy debate regarding whether it was appropriate for governors to make unannounced visits to areas of the Trust generally accessible to members of the public it was decided that, as agreement could not be reached, further thought should be given to the issue and another discussion would be held at the next Forum Meeting.

8. **Update from Staff Governors**

Governors congratulated Chris Monk on his appointment as Operations Director of the South Yorkshire Regional Services Directorate. Chris will be starting his new role in September and he was waiting to hear whether or not he will be able to continue as Staff Governor representing Allied Health Professionals, Technicians and Scientists. Chris also reported that he had been appointed as the Trust's Freedom to Speak Up Guardian.

Irene Mabbott reported that she has recently emailed her constituents (nurses and midwives) signposting them to Council of Governors Agendas and Board of Directors

Papers and Agendas on the Trust's website. She continues to attend the Governors' Board Briefing Group. She also reported that the next Sharing Good Practice Festival will be on 29 June 2017.

9. Update from Annual Members' Meeting Planning Group

A draft programme for the day (attached to these Notes) was tabled. There were no comments.

10. Governor Training

JP reported that the training event was planned for 15 November. It would be held in partnership with the Sheffield Health and Social Care Trust and would be provided by GovernWell, part of NHS Providers. It would take place in the Chatsworth Suite in the Rivermead Training Centre. Governors had been asked to hold the date and further information would be provided nearer the time.

ACTION: JP and All Governors

11. Discussion time – Governors observing at Board of Directors Meetings and Board Committee Meetings: Barriers and Benefits

Key points of the short discussion:

- Not all governors have time to attend these meetings
- Some governors do not want to attend
- If the Board of Directors Meeting were held later in the day it would suit more people
- Other organisations hold public meetings late afternoon/early evening
- Governors who do attend commented :
 - Governors and members of the public are made very welcome
 - Governors are not expected to contribute to the meeting
 - It's a good way to learn about the Trust
 - It's a good way to observe the NEDs (who governors appoint) 'in action'
 - Presentations given at the Board Meetings are generally very informative
 - Governors are not expected to attend every meeting

12. Any other Business

SP said that when replying to emails could colleagues please ensure that they just reply to **JP** and that they do not use **reply all**. Other governors agreed.

SP said that it was very disappointing that governors still cannot access W-Fi at the hospitals. He said it is not unreasonable to expect this facility in an organisation such as STH. Governors receive papers for meetings electronically and should be able to access them on iPads etc at the meeting – as the Directors do at Board Meetings. Other governors agreed with **SP**. It was decided that the matter should be raised with the Chairman.

13. Date of Next Meeting

Thursday 10 November 2016 in the Board Room at the Royal Hallamshire Hospital

ANNUAL MEMBERS' MEETING
Thursday 22 September 2016
Medical Education Centre, Northern General Hospital

Governors arrive	from 9:00 am
Setting up stalls	between 9:30 am and 10:45 am
Member registration from	11:00
Stalls and light buffet lunch	available from 11:30 am
Formal proceedings	1:00 pm to 2:45 pm
Visit to Helipad	3:15 pm
Close	4:00 pm

Draft agenda for formal proceedings

ANNUAL MEMBERS' MEETING
1:00 pm Thursday 22 September 2016
Lecture Theatre Number 2
Medical Education Centre, Northern General Hospital

DRAFT AGENDA

1:00 pm	Welcome	Tony Pedder – Chairman
1:05 pm	Summary of the work of the Council of Governors	John Warner – Lead Governor
1:15 pm	Overview of 2015/16	Sir Andrew Cash Chief Executive
1:50 pm	Summary of the Annual Accounts	Neil Priestley – Director of Finance
2:05 pm	Q&A	Tony Pedder – Chairman
2:45 pm	Meeting brought to a close	Tony Pedder – Chairman
	Members invited to make their way to the site of the new Helipad either on foot or via courtesy mini bus	

Governors' Forum Meeting

15 August 2016

Report on individual Governor's activities
16 May 2016 to present

BACKGROUND

The Council of Governors comprises Public, Patient, Staff and Appointed Governors with 33 seats in total:

- 13 Public
- 7 Patient
- 6 Staff
- 7 Appointed (currently with 4 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 \(newly elected public governor\)](#)

As a recently elected governor I have attended the induction day for new governors

[Jo Bishop \(public governor\)](#)

Since the last meeting I have:

- Carried out some ward audits
- Attended Council of Governors meeting
- Attended Governors visit to the Hospital History Project
- Attended meeting to discuss plans for this year's Annual Members' Meeting
- Continuing with ongoing Patient Surveys

[Jennifer Booth \(newly elected patient governor\)](#)

Since being elected I have been involved as follows:

- Attended new governor induction day
- Observed at a meeting of the Board of Directors in public
- Governors' Finance Brief
- Attended a meeting to discuss the next edition of the GoodHealth magazine

[George Clark \(public governor\)](#)

Since the last Forum meeting I have attended the Council of Governors Meeting, Board Briefing Sessions with the Chairman, the Governors' Finance Briefing and the Organ Donation Committee and I have also observed at Board of Directors Meetings and the Finance and Performance Sub-Committee. As vice-chair of the Council of Governors Nominations and Remuneration Committee I have been involved, with the Senior Independent Director, in appraising the Chairman, and will report on this at the next Governors' Council.

[Sally Craig \(public governor\)](#)

Since the last Forum Meeting I have been involved as follows:

- Patient Experience Committee Meetings
- Governors' Board Briefing Sessions
- Trust Mental Health Committee – attended one meeting
- Annual Members' Meeting Planning Group Meeting
- With Sue Taylor I arranged a half day visit for Governors to the Adult Cystic Fibrosis Unit and am currently working with Sue on a report of the visit

Link Governor to Head and Neck Directorate

- Participated in an audit of Outpatient Clinic waiting times in the ENT department and participated in the analysis of the results. Also planning a Trust-wide audit of Outpatient Clinic waiting times with the deputy head of the directorate and other governors

- New Cataract Centre meeting – attended two meetings

End of Life Care

- End of Life Care Group – attended one meeting
- 15 Steps Challenge – a half day looking round the Palliative Care Unit at NGH and devising a plan to improve the environs. This is an ongoing project that I shall be involved in.

Amanda Forrest - appointed governor representing Sheffield Clinical Commissioning Group (CCG)

Since the last meeting I have attended the Council of Governors Meeting. I have met with senior Trust managers to discuss observations around delayed discharges, in particular relationships between the Trust's hospital and community services and with Sheffield City Council's services. I have also made arrangements to discuss this with senior CCG managers. I am working on the CCG's second meeting with Governors on 12 September and on the CCG's annual public meeting, the date of which was changed so not to clash with the STH AMM. I hope that Governors and Members may be interested in attending the CCG meeting which is on 13 September.

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

This quarter I have continued to attend the Governors' Board Briefings led by Tony Pedder and Neil Riley. I attended the briefing by Neil Priestley to outline the financial challenges faced by the Trust and the plans to address these for the forthcoming financial year. Due to personal circumstances I have been unable yet to observe at any of the Board Committee Meetings and unfortunately missed the last Governors' Forum Meeting. However now back in full health I am scheduled to attend the Listening into Action (LiA) *Pass It On event* in September and have elected to observe at Board Committee Meetings later in the year.

Peter Hewkin (newly elected patient governor)

Since my induction in June I have attended a GoodHealth magazine planning meeting and an Annual Members' Meeting planning group session. I have also joined other governors from STH and SHSC on a membership drive on Fargate in Sheffield city centre.

Independently, in order to familiarise myself with the hospital, I have also visited the Bev Stokes Day Surgery Unit, Hydrotherapy Unit, River Mead Training Centre, Princess Royal Spinal Injuries Unit, Clinical Research Department and I have met several members of staff in the Medical Education Centre. Also, prior to my election, I attended the last Council of Governors Meeting and have observed at a Board of Directors Meeting.

Irene Mabbott (staff governor – nursing and midwifery)

As part of my staff Governor role, I have been attending or getting involved with:

- Council of Governors Meeting
- Board Briefing Sessions with Tony Pedder and Neil Riley
- Governors' Finance Briefing
- Healthcare Governance Committee – as an observer
- STH Audit Committee – as an observer
- Planning Freedom to Speak up training
- Planning the Annual Members Meeting

I have also emailed all nurses and midwives within STH to keep them up to date with what is happening at STH concerning them and signposting the public documents of the various Board meetings on the STH internet site

Martin Hodgson (newly elected public governor)

Since being elected I have been involved as follows:

- Attended new governor induction day
- Attended Governors' Board Briefing Session

Joyce Justice (public governor)

My activities have been since the last Governor's Forum meeting :

- Recruiting new Foundation Trust members at the University of Sheffield and at the Health and Wellbeing Festival in Fargate.
- Taking part in PLACE assessments at Weston Park Hospital, checking the cleanliness and tidiness of wards and environment, part of this was to taste the food that was served to patients
- Enjoying working with and being attached to MSK and was asked my views on several information documents for patients
- Attending a visit to the Hospital History Project and enjoyed looking at pieces of historical interest relating to Sheffield hospitals' past life and enjoyed the talk on the subject
- I recently became a member of the Patient Environment Group which deals with important issues relating to the hospital environment
- Attended the Annual Members Meeting Planning Group

Jacque Kirk (public governor)

Since the last Forum meeting I have attended the following sessions:

- Council of Governors meeting
- Patient Experience Committee Meetings – May, June and July
- Organ Donation Committee – quarterly meeting
- Charitable Funds Committee – quarterly meeting
- Mental Health Committee
- Governors' Board Briefing Sessions – May, June and July
- New Governor Induction day
- Meeting to plan the next edition of GoodHealth
- CoG Nominations and Remuneration Committee meeting
- Participated in the Governors visit to the Cystic Fibrosis Unit
- Member and constituency interactions – attended a patient group meeting at my local GP surgery in Dronfield

Irene Mabbott (staff governor – Nurses and Midwives)

Since the last meeting I have been involved as follows:

- Council of Governors Meeting
- Board Briefing Sessions with Tony Pedder and Neil Riley
- Governors' Finance Briefing with the Director of Finance
- Observed at the Audit Committee Meeting in July
- Attended a meeting to plan the Annual Members' Meeting

Ian Merriman (public governor)

I have attended:

- Presentation on Transport and Car Parking
- Board of Directors Meeting in Public
- Governors' Visit to the Hospital History Project
- Lunch with new governors on their induction day
- GoodHealth magazine planning session
- Strategy review session with Paul Buckley
- Recruiting new members and engaging with the public – Health and Wellbeing event Fargate

Chris Monk (staff governor – Allied Health Professionals, Scientists and Technicians)

Since the last Forum meeting I have attended the Council of Governors' Meeting and the Governors' Finance Briefing with Neil Priestley.

Lewis Noble (public governor)

My activities as a Public Governor in this period have included –

- Attendance at a meeting looking at transport and parking issues across the STH sites
- I have continued to attend meetings in the ‘Big Room’, which are held weekly and look at issues relating to delayed transfer of care. In this period, the group, comprising staff from all disciplines, has tried to focus on the assessment process, potential delays and bottlenecks.
- I have maintained an interest in and contact with the End of Life Care Group, but regular meetings have been temporarily suspended while new processes across the Trust are being considered.
- I attended, along with other Governors and representatives from Sheffield Health and Social Care Trust, a Health and Wellbeing event on Fargate to recruit new members and engage with the public. Our stand attracted considerable interest and 95 new Members were signed up.
- Attended the Governors’ Board Briefing Session with Tony Pedder and Neil Riley
- Attending a strategy review session with Paul Buckley

Kath Parker (patient governor)

Since the last Forum meeting I have been involved as follows:

- Attended:
 - Council of Governors Meeting
 - Governors Board Briefing Sessions
 - Governors’ Finance Briefing
 - New Governor Induction day
 - Strategy review session with Paul Buckley
 - Safer Surgery Steering Group
 - Quality Report Steering Group – this group has now finalised the areas to be included in the Annual Quality Report
 - Monthly meetings regarding retail development at our hospital sites
 - Essence of Care meetings
 - GoodHealth editorial meeting
 - AMM Planning Group
- Observed at:
 - Board of Directors Meetings
 - Finance, Performance and Workforce Committee
 - Audit Committee
- Arranged a presentation for governors on Transport and Car Parking – I attended the presentation and also prepared a report
- Arranged a visit for Governors to the Hospital History Project – I attended the visit and also prepared the report

Craig Stevenson (staff governor – Ancillary, Works and Maintenance)

Since the last Forum Meeting I have:

- Attended the Council of Governors Meeting
- As a member of the CoG Nominations and Remuneration Committee I have:
 - Attended a meeting of the CoG Nominations and Remuneration Committee and
 - been involved in approving the appointment of a new Non-Executive Director nominated by the University of Sheffield
- Attended the Domestic Services “Let’s Talk” sessions
- Written an article on being a staff governor for the Domestic Services *Informer* Magazine

Sue Taylor (public governor)

Since the last Forum meeting I have attended:

- Council of Governors Meeting

- Patient Experience Committee – May, June and July
- Visit to the Hospital History Project – an interesting and enlightening talk was provided into the historical background and artefacts of Sheffield Hospitals
- GoodHealth editorial meeting
- AMM Planning Group
- Recruiting new members and engaging with the public –
 - Health and Wellbeing event Fargate
 - Wellbeing event at St Mary’s Church
- With Sally Craig I organised a visit for Governors to the Cystic Fibrosis Unit and am working with Sally on a report of the visit.
- Also, as Link Governor to Pharmacy, I have now completed a second survey, 56 patients who used the new Boots Pharmacy at NGH which opened earlier in the year were surveyed. I compared the results with the previous survey I had carried out in 2015 when patients had to use the Hospital Outpatient Pharmacy. I analysed all the figures and the new Boots Pharmacy came out very favourably, particularly in reducing the amount of time waiting for prescriptions to be dispensed.

John Warner (public governor)

Since the last meeting I have been involved as follows:

- Attended Council of Governors Meeting
- As a member of the CoG Nominations and Remuneration Committee I have
 - Attended a meeting
 - Been involved with interviews for a new Assistant Chief Executive/Trust Secretary
- Attended Governors’ Board Briefing sessions
- Attended the Finance Brief for governors provided by the Director of Finance
- Strategy review meeting with Paul Buckley
- Participated in planning meeting for next GoodHealth magazine
- Observed at the Finance, Performance and Workforce Committee of the Board
- Attended the induction day for new Governors
- Attended a review of Evidence Based Practice

Nev Wheeler (newly elected public governor)

Since being elected I have been involved as follows:

- Attended new governor induction day
- Recruiting new members and engaging with the public – Health and Wellbeing event Fargate
- Attended AMM Planning Group meeting

Dick Williams (patient governor)

Since the last Forum Meeting I have been involved as follows:

- Attended Council of Governor s Meeting
- I was invited by Staff Governor Irene Mabbott to attended a review of Evidence Based Practice at the Rivermead Training Centre where there were excellent presentations
- Attended a Governors’ Board Briefing session
- I observed at a Board of Directors Meeting held in public
- Along with other Governors I visited the Cystic Fibrosis Unit where Frank Edenborough gave a most interesting talk and took us round the Unit which was most impressive.
- In July I walked 10 kilometres on a *Walk for Wards* and managed to raise about £200 which I have requested should go to the Cystic Fibrosis Unit.
- Recruiting new members and engaging with the public – Health and Wellbeing event Fargate