

GOVERNORS' FORUM MEETING
Held on 18 August 2011 in the NGH Board Room

NOTES OF MEETING

Present: John Laxton (JL) Forum Convenor in the Chair

Richard Barrass (RB)	John Holden (JH)	Viv Stevens (VS)
Jo Bishop (JB)	Caroline Irving (CI)	Graham Thompson (GT)
Yvonne Challans (YC)	Shirley Lindley (SL)	John Warner (JW)
George Clark (GC)	Andrew Manasse (AM)	Michael Warner (MW)
Anne Eckford (AE)	Kaye Meegan (KM)	
Frank Edenborough (FE)	Danny Roberts (DR)	

Apologies: Mark Hattersley Heather McDonald Susan Wilson
 Hetta Phipps Jeremy Wight

In Attendance: Robert Massam Jane Pellegrina (JP) Vic Powell (part)
 Neil Riley (part)

Trust Chair Recruitment and Selection Process: JL said that further to his email notifying Governors, at 4:30 pm the Trust Secretary and the Senior Independent Director would be joining Governors to share the Board's view and discuss Governors' views on the Person Specification for the post of Trust Chair. A copy of the draft Person Specification was tabled and JH led Governors in a discussion of the attributes and characteristics considered desirable in a Chair.

1. Welcome and Apologies

JL welcomed everyone, particularly newly elected Governor Richard Barrass, to the meeting and the above apologies were noted.

2. Notes of the Forum Meeting held on 12 May 2011 and Matters Arising

2.1 Governors Sharing Mobile Telephone Numbers: Governors who wished to share their mobile number with others were reminded to send them to JP.

ACTION: Governors to let JP have their mobile phone numbers to share with others

2.2 Governors' Time Out: JL said that no further progress had been made. JP was asked to take this forward with Neil Riley. **ACTION: JP**

ACTION: JP to discuss with NR

The notes were taken as an accurate record of the Meeting.

3. Person Specification for Chair Post

NR and VP joined the Meeting. NR reminded Governors that a draft Person Specification and Job Description had previously been discussed at Governors' Council in June and that this was a further opportunity for Governors to provide further input to the final documents. The Board had discussed the documents that day and NR summarised the Board's views. Discussion followed and NR made a note of Governors' Comments. NR agreed to rewrite the Person Specification and Job Description and re-circulate both documents to all Governors for comments before the Nominations Committee were required to give final approval.

4. **Governors' Council**

- 4.1 Unadopted Minutes of Meeting held on 7 June 2011. **JH**: Actions noted on the Minutes should say what action has actually been taken since the Meeting.
- 4.2 Suggested Agenda items for the next Governors' Council Meeting to be held on 13 September 2011:
- Staff Engagement and morale – what is the Board doing about it? (**AM/GC**)
 - What is the position on ward closures? (**AE**)
 - Trust process for holding staff to account for failure of duty (**JH**)
 - Health Bill – implications for STH and for Governors (**JL**)

ACTION: JP to discuss Agenda with NR

5. **Update from Governors' Council Nominations Committee**

JH said that the Nominations Committee had made the following Non-Executive Director appointments – Vic Powell was re-appointed and Rhiannon Billingsley was appointed, both for four years from 1 July 2011. Rhiannon Billingsley replaces Jane Norbron on the Board.

6. **Feedback from Governors' attendance at Trust Committees**

- 6.1 Patient Experience Committee: **JW** was keen that the Patient Experience Report should be seen and noted by Governors' Council.
- 6.2 Infection Control Committee: **AE** said that the incidence of C.Diff is still a big issue and that a lot of work is being done to rectify the position.
- 6.3 Patient Environment Group (PEG): **GT** said that a PEG walkabout had raised some issues in the Respiratory Function Department at RHH and along with KM and JB he had revisited the area to check on the situation. The Department is adjacent to an area where building work is being carried out on the gamma knife project creating a lot of dirt. In addition the Department was also generally cluttered and needed decorating, hand gel was not visible and oxygen cylinders were inappropriately stored. On a further visit to follow up progress a marked improvement had been noted. A copy of the report can be made available to Governors. **FE** asked for a copy.

ACTION: JP to copy report to FE

- 6.4 Staff Engagement Steering Group: **FE** said he sits on this Committee and will provide feedback after the next meeting.
- 6.5 Arts in Health: **SL** said Kerry Blackett is doing a good job with this group. An annual report has been prepared if Governors want more information they should ask Kerry for a copy.

7. **Feedback from Governors' Board Briefing Sessions**

JL commented on some topics currently on the Board's agenda:

- The appraisal process has been improved and more staff should be being appraised
- The Board are going out into community areas with a visit to Firth Park Clinic before the last Board Meeting
- A business case has been approved to make changes to catering arrangements
- C.Diff incidences remain challenging and it was noted that the Trust finds recruiting cleaners challenging

- A review is being carried out on the Quality Governance Framework, **AM/JL** have suggested that a Governor could be involved in this work

8. Feedback from Membership, Recruitment and Communications Group

KM reported that the recent joint meeting to discuss engaging with FT Members and members of the public had been successful and enjoyable. The event was held at the Fulwood offices of Sheffield Health and Social Care Trust, with 20 Governors from all three Sheffield FTs attending. Workshop discussions had focused on:

- Why is engagement important for members and the public?
- As a Governor what does engagement mean to you?
- As a Governor what are the challenges of engagement?
- As a Governor what does engagement offer to you?
- As a Governor what support do you need to help you engage effectively?

Further joint events are planned and it is hoped that more Governors from STH will attend.

JB gave an update on recruitment of new Members, she was pleased to say that since March this year 941 new Members had been recruited. A summary of the community events attended and the number of new members recruited at each event was tabled and a copy is attached to these notes.

AE reminded Governors that we are working on this in partnership with colleagues at the Health and Social Care Trust, with some events also attended by Governors from the Children's Hospital. **AE** said that it is disappointing that more STH Governors are not prepared to come to the events. She said that it is not all about signing up Members it is a good opportunity to talk to the public about our hospitals. **JW** agreed and said this is one of the few ways that Governors have to get to talk to the public and the feedback received is very valuable. **KM** said that she had been able to feedback to the Patient Experience Committee on two significant issues that affected patients at RHH which she had heard about while speaking to Trading Standards staff at one of the events she had attended.

9. Feedback from Staff Governors

FE said he would feedback about the FTGA Staff Governor event under that item. There were no further comments.

10. Feedback on Transforming Community Services event for Members, Governors and Staff held on 16 August

AM reported that this well run event had provided a good chance to meet some FT Members, LINK members and staff and it had enabled Board Members, Andy Riley and Kirsten Major, to hear from all these groups. The event had combined discussions about TCS with consideration of the future strategy of the Trust to become "Transforming our Services". Feedback from the event is to be used in re-writing the strategy. A follow up event is being arranged for 13 September and all Governors will again be invited. Unfortunately the event is scheduled for the same day as Governors' Council but it is hoped that Governors will still be able to attend.

11. Actions following receipt of responses to Questionnaire sent to Members

AM reported that Governors in the South West have agreed to write a letter to their Members who responded to the questionnaire suggesting three different ways Members can get in touch with Governors.

12. Feedback on involvement with RHH O Floor development

CI and **AE** are involved in this project. **CI** said that the first meeting had been held and had been very rewarding; it was well run bringing together Governors, a matron, area managers, pharmacy, specialist nurses and doctors. There is potential for this to be a good piece of work. **CI** said she had attended the ward as a patient recently and it is evident that there is room for improvement, it was disappointing to find that there were no "Tell us what you think" leaflets available in the area for patients to feedback the problems encountered. **AE** said patients are to be surveyed for their views.

13. Health and Social Care Bill – how can Governors be prepared for the new legislation?

JL asked if Governors wanted this topic to be a standing item in future on the Agenda for this meeting and for the Governors' Council. Governors agreed and asked **JP** to organise this. It was also felt that Governors should be informed about what training the Trust would be providing to Governors to enable them to carry out any additional responsibilities.

ACTION: JP to include this item on the next Governors' Council Agenda

14. Feedback on Governors' Visits/Presentations

14.1 Stroke Services RHH – 16-5-11 – report noted

14.2 Cystic Fibrosis NGH – 12-7-11 – report noted

14.3 Presentation by Patient Partnership – 1-8-11 **JW** said the presentation had covered areas like complaints, patient information, PROMS, and music therapy. The remit of the Department is wide and most of it is interesting to Governors because it relates to patients.

14.2 Presentation by the Chief Operating Officer – 9-8-11 **AM** reported on an excellent session with Hilary Chapman. She was positive and enthusiastic about what is a huge job. Her commitment was evident. **AE** said she had been pleased to hear that Hilary still does a shift in uniform on the wards every month. **FE** said that he saw Hilary working on a ward in his area; she had really boosted staff morale. In concluding **AM** said it had been good to meet Hilary in such a relaxed atmosphere and he commented that it might be a good idea for Governors to meet other Executives in a similar way, other Governors agreed.

ACTION: Jane to raise the possibility of other Executives presenting to Governors in a similar way

15. Care Quality Commission

AM said that he and **JL** had met with Sandi Carmen to discuss the possibility of a presentation to Governors by the CQC. It had been agreed that it would be more appropriate for the CQC to provide presentations for Directorates and for Governors to be included in those.

16. FTGA Event for Staff Governors

FE's report on his attendance at the event was noted. The meeting went on to discuss the situation at STH and again revisited the number of Staff Governors at STH, whether it was appropriate to have a Staff Governor for Community Services and the role of STH Staff Governors generally. No decisions were reached but it was agreed that any further discussion ought to include the new Chair. **DR** said the Board should recognise that all Governors support further discussion about increasing the number of Staff Governors.

17. Any Other Business

JL reported that due to a shortage of time and the prospect of missing the deadline he had voted on behalf of STH Governors in the Elections to the Executive Committee of the FTGA.

18 Date of Next Meeting

Tuesday 8 November 2011

