



GOVERNORS' FORUM
UNADOPTED NOTES OF A MEETING HELD ON
Thursday 16 May 2019 in the NGH Board Room
3pm Pre-meeting with the Chairman and Sandi Carman
followed at 4pm by the Formal Meeting

Present:	Sally Craig (SC) Convenor	Joyce Justice (JJ)	Kath Parker (KP)
	Barbara Bell (BB)	Steve Jones (SJ)	Cressida Ridge (CR)
	Wendy Bradley (WB)	Ian Merriman (IM)	Joe Saverimoutou (JS)
	George Chia (GC)	Brendan Molloy (BM)	Harold Sharpe (HS)
	Emily Edmunds (EE)	Lewis Noble (LN)	Sue Taylor (ST)
	Martin Hodgson (MH)		
Apologies:	Mick Ashman	Tim Furness	Karen Smith
	Michelle Cook	Irene Mabbott	Pete Tanker
	Amanda Forrest		
In Attendance:	Tony Pedder (TP) item 2	Sandi Carman (SCa) item 2	Jane Pellegrina (JP) Notes

1 Welcome and Apologies

Sally Craig (SC) welcomed everyone to the meeting and the above apologies were noted.

2 Discussion with the Chairman and Sandi Carman

SC welcomed Tony Pedder and Sandi Carman to the pre-meeting. **TP** said that as always he welcomed the opportunity to meet Governors.

Tony Pedder (TP) reported slippage on some waiting time targets but that work was ongoing to correct this. The Trust was performing well through a continued busy time with very high activity levels. 24/7 consultant cover in A&E was having a positive effect. Refurbishment in the ambulance area had been completed and consideration was being given to further work in the waiting area.

TP said that Governors who had attended the recent Board meeting would have heard the excellent presentation on continuity of care in maternity. He said that that this was something that STH was keen to ensure via continuity of team cover. In common with other organisations STH was working to manage challenges around recruiting nursing staff. **Brendan Molloy (BM)** said he had spoken to young people in his community regarding their career plans. None was considering a nursing career. He heard that one reason for this was the debt that the young people associated with undertaking a degree. **TP** said that the Trust is looking at nursing apprenticeships and also the possibility of recruiting nurses from overseas.

TP provided an update on the position regarding the Hadfield building. He said that a final resolution to the problem had yet to be agreed and the building remains empty of patients. In September 2019 the Trust would be taking delivery of four modular wards to be located just off the Vickers Corridor. The ground works to accommodate these wards was underway.

TP reported a good year end financial position with the Trust having met its control total.

Barbara Bell (BB) asked about funding for the proposed scheme at Weston Park Hospital. **TP** said that work was ongoing to develop the overall project and this was being undertaken in conjunction with the University of Sheffield. He reminded Governors that this was a big project that must be launched professionally in order to secure the very best outcomes.

Kath Parker (KP) asked about the Medical Examiner's office. **TP** asked **Sandi Carman (SCa)** to look into this and report back to Governors.

ACTION: Sandi Carman

Wendy Bradley (WB) was concerned that her personal unsatisfactory experience in relation to arrangements for servicing her CPAP machine could be occurring more widely. **TP** said that this would be looked into.

WB said that she had also recently visited the Audiology Department and been told that, as an NHS patient, although diagnosed as requiring two hearing aids she was only entitled to receive one. **SCa** confirmed that there are restrictions on the number of hearing aids per patient. **WB** also said that the Audiology Department still call patients names out rather than, for example, having an illuminated sign that everyone can see to alert the next patient. **SCa** would look into this.

ACTION: Sandi Carman

Ian Merriman (IM) reported experiencing excellent care on a recent visit to the Audiology Department when he had accompanied a patient with dementia.

TP then suggested a brief reflection on the NHS Providers' Governor Workshop held in Leeds on 4 April. **Martin Hodgson (MH)** said that he had attended along with **Harold Sharpe (HS)**, **Brendan Molloy (BM)**, **Barbara Bell (BB)** and **Michelle Cook (MC)**.

It was noted that the Care Quality Commission (CQC) had provided an update on the Next Phase Approach to CQC Inspections. Their approach would be to actively involve Governors and in future the CQC would be asking Governors to identify how they met with their Constituents and how any feedback from those interactions had been shared with the Trust. **MH** reported that the speakers had conceded that this would not be an easy task for Governors. They had not offered any suggestions for carrying it out.

HS believed that in some respects STH and its Governors were ahead of other Trusts but he felt strongly that there should be more opportunities for Governors to interact with their Constituents to ensure that Governors were representing their views. He said that this was a complex issue that would not be easily resolved but that we should still try. **TP** said that he agreed and that the Trust would support Governors to do this. **WB** said this should be addressed in the stakeholder engagement strategy and she was disappointed that no Governors had been invited to join the Membership Engagement Group headed by **SCa** who then explained that this group was looking at the wider issue of engagement. **TP** said that Governors should be involved in the Group. **WB** said that previously she had been asked to attend an event in her community and had requested material from Julie Phelan. However the corporate pack that had been provided was not helpful. **WB** considered that the Communications Team needed to be more engaged with Governors' needs. **Joyce Justice (JJ)** said that it was important that Governors didn't simply become a conduit for receiving complaints. **Steve Jones (SJ)** believed Governors interactions should be informal rather than formal; he said that informality provided qualitative feedback. He said that Governors could easily interact informally with patients, carers and visitors as they go around the hospitals.

TP agreed with **JJ** about complaints. He also said that over a number of years Governors had tried range of different engagement approaches, some more successful than others. **TP** asked governors to feedback thoughts and ideas to take this forward and reaffirmed that the Trust would support Governors' endeavours.

MH also reported the CQC's comments on Governors holding to account. He commented on their 5 main points:

1. Holding to account required a good flow of information from the Trust - **MH** believed STH did this well
2. Governors pre-meetings – STH had Governors' Forum meetings
3. NEDs attending CoG – this was happening at STH
4. NEDs to make presentations on assurance at CoG meetings - **MH** suggested this could take place at the Forum rather than at CoG
5. All sessions to be minuted – this was the case at STH

MH said he had mentioned at the workshop that STH Governors observed at BoD Committees and provided feedback to the Chairman. The CQC presenters did not consider this to be evidence of holding to account unless the feedback was minuted, if this was the case the CQC would be satisfied. **SCa** said that the purpose of Governors observing at the BoD Committees was to observe the NEDs undertaking their role and not to hold the NEDs to account in the meeting. **TP** reminded Governors that their role was not to run the Trust. **TP** was satisfied that the Governors feedback forms were adequate.

SC thanked TP and SCa and they left the meeting.

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

The Notes were **AGREED** and there were no matters arising.

4 Council of Governors Meetings

4.1 Review of draft Minutes of CoG meeting held on 26 March 2019

BM confirmed that he had attended a meeting of the Strategic Transport and Travel Project Group; however a second meeting had been cancelled. He would report back at the next Forum meeting

4.2 **WB** queried what was happening regarding Governors involvement in the review of the Constitution. It was noted that Judith Green would begin the review once work on the Annual Report was completed.

Consideration of possible Agenda items for CoG meeting to be held on 25 June 2019

No agenda items were proposed.

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

- Shiella Wright had been appointed as a NED from 1-4-1, the appointment was approved by CoG.
- **MH** had met with **SCa** to review recent changes to the UK Corporate Governance Code. He said that the NHS position generally followed this lead. **MH** would keep the Forum updated on any further discussions.
- The Committee had noted that Candace Imison would not be seeking reappointment when her term of office finished at the end of August this year. The Nom Rem Com would begin the process to recruit her successor soon.
- Following a review the Nom Rem Com had decided not to increase the remuneration of the NEDs/Chair.
- **MH** had contacted all Governors for feedback on NEDs and the Chair. The comments would feed into the appraisals.

Joe Saverimoutou (JS) said that, although the remuneration of NEDs and the Chair would not to be increased, the NEDs should know that Governors acknowledge and value their contributions highly.

6 Governors' activities/involvement

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

A table outlining the Committees and Groups that some Governors contribute to was tabled and the significant level of the involvement of some Governors was acknowledged. It was noted that there were vacancies on some Groups.

6.2 Additional information on personal involvement provided by Joyce Justice and Sally Craig

JJ said that she had been a Governor for 7 years and had undertaken a range of activities during that time. She had particularly enjoyed taking part in recruiting new members and talking to patients and the public. **JJ** acknowledged that not all Governors were comfortable doing this but she said it was a shame that so many of the recruitment and engagement sessions that had previously been arranged were not better supported by Governors. **JJ** had been involved with the 100K Genome Project and had chaired its Patient Panel for 3 years. She was attached to the MSK Directorate and had undertaken many patient surveys on the wards for the Directorate. **JJ** had taken part in arranging the Annual Members' Meeting since it first began and was currently liaising with Rachel Tattersall, consultant rheumatologist, regarding a stall at the upcoming AMM. As a result of her liaison work for MSK, and as a patient, **JJ** had been involved with setting up the My Pathway app. **JJ** is also involved with PLACE and is a member of the Organ Donation Committee.

SC had been a Governor since 2014. She was involved with several strands of work in addition to the regular CoG meetings etc. **SC** believed that mental and physical health are inseparable she had sought to encompass both in her activities. She attended the bimonthly Mental Health Committee chaired by the Medical Director. Recent topics for discussion had included deprivation of liberty, autism strategy plan, suicide prevention, A&E/mental health – it was recognised that a disproportionate number of frequent A&E attenders had mental health issues and the aim here was to improve the service and try for a 20% reduction in attendance at A&E by employing suitable interventions. With Lewis Noble **SC** was also a member of the Psychology Executive Group, this meets bimonthly. **SC** (with Sue Taylor and George Chia) attended monthly meetings of the Patient Experience Committee (PEC). This was an important Trust Committee with a very wide remit including how patient complaints are dealt with. These meetings often involve presentations; recently there had been an interesting presentation about noise on wards. **SC** was also on the End of Life Care Project Working Group, another bimonthly meeting. She had undertaken a 15 Steps challenge for this group. There was now an end of life care strategy in place across the Trust.

7 Feedback from Lead Governor (KP), Convenor of the Governors' Forum (SC) and Vice Chair of CoG Nom Rem Com (MH) on quarterly meeting with the Chairman

KP said that these informal meetings were generally held every three months; they were a valuable opportunity for a wide range of issues to be discussed. Recent topics discussed had included the ongoing and very complex position with the Hadfield building. **MH** said that the Chairman was always welcoming of questions from Governors and was very open in the discussions.

8 Governors' Visits/Presentations

8.1 Recent sessions were noted:

- 20-3-19 - Presentation on Nurse Staffing and Recruitment: An excellent session where Chris Morley had provided plenty of information and had answered many queries from Governors.
- 22-3-19 – CCG Presentation on plans for Urgent Care: an informative though inconclusive presentation.
- 2-4-19 – Presentation on NHS Staff Survey Results – Mark Gwilliam's session had been interesting and well received. **SJ** commented that there were many positives particularly training for managers on team working and valuing staff.

8.2 Upcoming Visits/Presentations:

- 22-5-19 Second visit to Stroke Rehab Pathway at Beech Hill, Governors reminded to book on to the visit.
- Dates were still awaited from Dr Fotheringham for a presentation on mortality metrics.

8.3 Possible Future Visits/Presentations

- **IM** had spoken to Physiotherapy staff about the possibility of a presentation and dates were now awaited
- **MH** proposed visiting some 'back room' functions eg Finance Team – **JP** to follow up
- **JP/KP** agreed to liaise with **Karen Smith** about the possibility of a visit to Weston Park that Karen had proposed at the last Forum meeting.

ACTION: Jane Pellegrina/Kath Parker/Karen Smith

9 Updates from Staff Governors

Emily Edmunds (EE) said that she currently had nothing to report.

Cressida Ridge (CR) said that she had enjoyed meeting Shiella Wright, the new NED, at the last CoG Meeting. **CR** had offered to show Shiella round her work area and introduce her to some of her colleagues and she was pleased to say that Shiella had accepted the invitation.

10 Feedback from NHS Providers Governor Workshop 4-4-19

It was noted that this was discussed in detail earlier with the Chairman.

11 Feedback from Governors' Time Out – 18 March 2019

The Notes of the session (attached) were discussed. Feedback was excellent; attendees had enjoyed the session and the opportunity to discuss a range of issues in an informal setting. Points to follow up:

- Follow up with Sue Butler on proposals for new visit arrangements.
- When observing at BoD Committees should Governors be invited sit at the table with Committee members?

ACTION: Jane Pellegrina

12 Update from AMM Planning Group held on 9 May 2019

KP referred to the Notes of the Planning Group Meeting (attached). She said that this had been a good, constructive meeting with a number of issues agreed and finalised. The date of the AMM was confirmed at 17 September and the event would be held in the Medical Education Centre at NGH. Dates for a further meeting would be canvassed shortly

ACTION: Jane Pellegrina.

13 2019 Elections to Council of Governors

A paper was tabled and noted.

14 Any Other Business

BM considered that Governors who observe at the Board of Directors Meetings should be individually named in the Minutes not simply referred to as 'Governors'. It was agreed that this should be raised with the Chairman

15 Date of Next Meeting

29 July 2019 in the Board Room at the Northern General Hospital.

Governors' Forum Meeting

16 May 2019

Report on individual Governor's activities

15 February 2019
To
7 May 2019

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.

MICK ASHMAN - PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Clinical Effectiveness Com 	<ul style="list-style-type: none"> CoG 26-3-19 Governors' Time Out 	<ul style="list-style-type: none"> Presentation on Staff Survey

BARBARA BELL - PATIENT GOVERNOR		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Presentation on Nurse staffing Presentation on Staff Survey Governors' Finance Brief 	<ul style="list-style-type: none"> Extra CoG 6-3-19 Board Briefing Sessions PEEG Meeting PROUD Meeting 	<ul style="list-style-type: none"> CoG 26-3-19 Governors' Time Out CCG update on Urgent Care Visit to Stroke Rehab Unit
Observed		
<ul style="list-style-type: none"> BoD 26-3-19 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Other Activities		
<ul style="list-style-type: none"> Meeting candidates for Voluntary Services Manager Attended Jennifer's Funeral 	<ul style="list-style-type: none"> Performance by hard of hearing musicians CEO Candidate presentations 	<ul style="list-style-type: none"> Governor Conference, Leeds Sue Coulson's retirement

WENDY BRADLEY – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

GEORGE CHIA – PATIENT GOVERNOR		
Attended		
<ul style="list-style-type: none"> CoG 26-3-19 Visit to Stroke Rehab Unit 	<ul style="list-style-type: none"> Patient Experience Committee AMM Planning Group meeting 	<ul style="list-style-type: none"> CEO candidate presentations
Observed		
<ul style="list-style-type: none"> BoD 26-3-19 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

MICHELLE COOK – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Governors' Time Out 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Other Activities		
<ul style="list-style-type: none"> Governor Workshop, Leeds 	<ul style="list-style-type: none"> Performance by hard of hearing musicians 	<ul style="list-style-type: none">

SALLY CRAIG - PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Governors' Finance Brief CCG update on Urgent Care Patient Experience Committee AMM Planning Group meeting 	<ul style="list-style-type: none"> Extra CoG 6-3-19 Presentation on Staff Survey Governors' Time Out Governors' Board Briefings 	<ul style="list-style-type: none"> CoG 26-3-19 Presentation on Nurse Staffing Mental Health Committee CoG Nom Rem Com Meetings
Observed		
<ul style="list-style-type: none"> BoD 26-3-19 	<ul style="list-style-type: none"> Healthcare Governance Com 	<ul style="list-style-type: none"> HR & OD Committee

Other Activities		
<ul style="list-style-type: none"> CEO candidate presentations Attended Jennifer's Funeral 	<ul style="list-style-type: none"> In formal Meeting with Chair 	<ul style="list-style-type: none"> NED interview panel

LUC DE WITTE – APPOINTED GOVERNOR UNIVERSITY OF SHEFFIELD		
Attended		
<ul style="list-style-type: none"> CEO Candidate presentations 	<ul style="list-style-type: none"> CoG 26-3-19 	<ul style="list-style-type: none">
Other Activities		
<ul style="list-style-type: none"> CEO candidate presentations 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

EMILY EDMUNDS – STAFF GOVERNOR (MANAGEMENT, ADMIN & CLERICAL)		
Attended		
<ul style="list-style-type: none"> Extra CoG 6-1-19 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Other Activities		
<ul style="list-style-type: none"> Speaking Up Guardian duties 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

AMANDA FORREST - APPOINTED GOVERNOR SHEFFIELD CCG		
Attended		
<ul style="list-style-type: none"> CoG 26-3-19 	<ul style="list-style-type: none"> CoG Nom Rem Com Meetings 	<ul style="list-style-type: none">

ANGELA FOULKES - APPOINTED GOVERNOR SHEFFIELD COLLEGE		
Attended		
<ul style="list-style-type: none"> CoG 26-3-19 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

TIM FURNESS - APPOINTED GOVERNOR VOLUNTARY ACTION SHEFFIELD		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Board Briefings 	<ul style="list-style-type: none"> Extra CoG 6-3-19 CoG Nom Rem Com Meetings 	<ul style="list-style-type: none"> CoG 26-3-19 CCG update on Urgent Care
Observed		
<ul style="list-style-type: none"> BoD 26-3-19 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

MARTIN HODGSON – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Governors' Finance Brief Presentation on Nurse Staffing Presentation on Staff Survey 	<ul style="list-style-type: none"> Extra CoG 6-3-19 HR Strategy EDI working Group x 2 Governors' Time Out 	<ul style="list-style-type: none"> CoG 26-3-19 CoG Nom rem Com Meetings CCG update on Urgent care
Observed		
<ul style="list-style-type: none"> BoD 26-3-19 	<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"> Governor Workshop, Leeds Attended Jennifer's Funeral Performance by hard of hearing musicians 	<ul style="list-style-type: none"> Meetings with Jane & Sandi re Corporate Governance Attended Jennifer's Funeral 	<ul style="list-style-type: none"> Informal meeting with Chair NED interview panel

STEVE JONES – PATIENT GOVERNOR		
Attended		
<ul style="list-style-type: none"> Extra CoG 1-3-19 Governors' Time Out Board Briefings 	<ul style="list-style-type: none"> Extra CoG 6-3-19 Governors' Finance Brief AMM Planning Group meeting 	<ul style="list-style-type: none"> CoG 26-3-19 Presentation on Staff Survey

Observed		
• BoD 26-3-19 and 30-4-19	• HR&OD Committee x 2	

JOYCE JUSTICE – PUBLIC GOVERNOR		
Attended		
• CoG 26-3-19 • Governors’ Time Out • CCG update on Urgent Care	• CEO candidate presentations • Presentation on Nurse Staffing • AMM Planning Group meeting	• Governors’ Finance Brief • Presentation on Staff Survey
Observed		
• BoD 26-3-19	•	
Other Activities		
• Attended Jennifer’s Funeral	• Meeting candidates for Voluntary Services Manager	•

IRENE MABBOTT - STAFF GOVERNOR (NURSING AND MIDWIFERY)		
Attended		
• Extra CoG • Board Briefings x 3 • AMM Planning Group meeting	• CoG 26-3-19 • CoG Nom Rem Com Meetings	• Presentation on Nurse Staffing • Governors’ Time Out
Observed		
• BoD 26-3-19	•	
Other Activities		
• Attended Jennifer’s Funeral • Monthly email updates to all nurses and midwives	• NED interview panel	• Speaking Up Guardian duties

IAN MERRIMAN – PUBLIC GOVERNOR		
Attended		
• Extra CoG 1-3-19 • Governors’ Time Out • Presentation on Nurse Staffing	• Extra CoG 6-3-19 • Governors’ Finance Brief	• CoG 26-3-19 • CCG Update on Urgent Care
Observed		
• BoD 26-3-19		
Other Activities		
• Meeting Candidates for Voluntary Services Manger	• Attended Jennifer’s Funeral	•

BRENDAN MOLLOY - PUBLIC GOVERNOR		
Attended		
• Extra CoG 1-3-19 • Strategic Transport & Travel Meeting • AMM Planning Group meeting	• Extra CoG 6-3-19 • Board Briefing Session • Visit Stroke Rehab Unit	• CoG 26-3-19 • Presentation on Nurse Staffing • Board Briefings
Observed		
• BoD 26-3-19	• BoD 30-4-19	•
Other Activities		
• Governor Workshop, Leeds	• Attended Jennifer’s Funeral	•

LEWIS NOBLE – PUBLIC GOVERNOR		
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Attended		
• CoG 26-3-19	• End of Life Care Group x 2	• Board Briefings
Other Activities		
• Performance by hard of hearing musicians	•	•

KATH PARKER – PATIENT GOVERNOR		
Attended		
• Extra CoG 1-3-19 • Quality Board • SCS Transformation Board • CoG Nom Rem Com Meetings • AMM Planning Group meeting	• Extra CoG 6-3-19 • Governors’ Time Out • Infection Prevention and Control Committee	• CoG 26-3-19 • Governors’ Board Briefings • Presentation on Staff Survey • Governors’ Finance Brief
Observed		
• BoD 26-3-19 • Healthcare Governance Com	• Finance & Performance Com	• HR&OD Committee
Other Activities		
• 2 x phone calls with CEO candidates • Andy Turner re Retail Project Group • Informal meeting with Chair	• CEO Candidate presentations • NED interview Panel • Met with prospective Governor candidates	• CEO Interviews • Meet Karen Smith twice re WPH Patient Advisory Group

CRESSIDA RIDGE – STAFF GOVERNOR (ANCILLARY, WORKS AND MAINTENANCE)		
Attended		
• Extra CoG 1-3-19 • Governors’ Time Out	• Extra CoG 6-3-19 • Presentation on Nurse Staffing	• CoG 26-3-19 • AMM Planning Group meeting
Observed		
• BoD 26-3-19		

JOE SAVERIMOUTOU – PUBLIC GOVERNOR		
Attended		
• Extra CoG 1-3-19 • PROUD Meeting • Presentation on Staff Survey • AMM Planning Group meeting	• Extra CoG 6-3-19 • Presentation on Nurse Staffing • CCG Update on Urgent Care	• CoG 26-3-19 • Governors’ Finance Brief • Governors’ Time Out
Observed		
• BoD 26-3-19	• HR&OD Committee	• Finance & Performance Com
Other Activities		
• Attended Jennifer’s Funeral	• CEO Candidate presentations	•

HAROLD SHARPE – PATIENT GOVERNOR		
Attended		
• Extra CoG 1-3-19 • Governors’ Finance Brief • Governors’ Time Out	• CoG 26-3-19 • Presentation on Nurse Staffing • CoG Nom Rem Com Meetings	• Governors’ Board Briefings • CCG Update on Urgent Care • AMM Planning Group meeting
Observed		
• BoD 26-3-19	•	
Other Activities		
• Governors’ Workshop Leeds • NED Interviews	• Attended Jennifer’s Funeral	• Meetings with Jane re Governor Elections

KAREN SMITH – STAFF GOVERNOR (AHPS, SCIENTISTS & TECHNICIANS)		
Attended		
<ul style="list-style-type: none"> • Extra CoG 1-3-19 • Presentation on Staff Survey 	<ul style="list-style-type: none"> • Extra CoG 6-3-19 	<ul style="list-style-type: none"> • CoG 26-3-19

PETE TANKER – STAFF GOVERNOR (PRIMARY AND COMMUNITY SERVICES)		
Attended		
<ul style="list-style-type: none"> • Extra CoG 1-3-19 • CoG Nom Rem Com Meetings • AMM Planning Group meeting 	<ul style="list-style-type: none"> • Extra CoG 6-3-19 • Governors’ Finance Brief 	<ul style="list-style-type: none"> • CoG 26-3-19 • Presentation on Staff Survey
Other activities		
<ul style="list-style-type: none"> • NED interviews 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

SUE TAYLOR – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> • CoG 26-3-19 • Pharmacy Management Board • Patient Experience Committee 	<ul style="list-style-type: none"> • CEO candidates presentations • Presentation on Staff Survey • AMM Planning Group meeting 	<ul style="list-style-type: none"> • Governors;’ Time Out • CCG Update on Urgent Care
Observed		
<ul style="list-style-type: none"> • BoD 26-3-19 		
Other Activities		
<ul style="list-style-type: none"> • Attended Jennifer’s Funeral 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

NEV WHEELER – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Governors' Time Out 18 March 2019 9:45am – 3:45pm Undergraduate Common Room		
Attending: Mick Ashman Barbara Bell Michelle Cook Sally Craig Amanda Forrest Martin Hodgson	Steve Jones Joyce Justice Irene Mabbott an Merriman Brendan Molloy Lewis Noble	Kath Parker Cressida Ridge Joe Saverimoutou Harold Sharpe Pete Tanker Sue Taylor
Apologies: Wendy Bradley George Chia	Emily Edmunds Angela Foulkes	Karen Smith
In attendance : Jane Pellegrina		
ACTION.....		
1.	<p>Welcome</p> <p>Kath welcomed Governors to the meeting and reminded everyone that the Time Out is an opportunity for discussion in an informal setting of generic issues which are of interest either to Governors as a group or to officers of the Trust in their interactions with Governors. Today's topics had been selected in advance by the Time Out Planning Group comprising Governors who had kindly volunteered to organise the session. As already highlighted, actions agreed at the Time Out will not be revisited later unless it is agreed by a majority of Governors that circumstances have changed sufficiently to warrant a return to the topic. Governors who were unable to attend the Time Out were offered the opportunity to provide their views on the topics in advance for consideration by Governors at the Time Out.</p>	ALL GOVERNORS
2.	<p>Future Training/learning and development</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • Should be cumulative, <ul style="list-style-type: none"> ○ building on previous knowledge ○ build on information provided at induction ○ Additional training for those with no knowledge of the NHS • Governor Role description to be developed <ul style="list-style-type: none"> ○ Refresh understanding of governor responsibilities • Undertake an audit of Governor 'skills' • Personal Development Plans for Governors • Last GovernWell session had very mixed reviews. Need to Investigate alternatives to GovernWell training • Training should include development of an understanding of the structure of the Trust • Need to know more about local and regional organisations – ACS/Working Together/SCH/SHSC/CCG/Health and Wellbeing Board etc • Acronyms • How to be a 'critical friend' • Go back to having meetings with Governors from other FTs – locally and regionally • Conflicts of interest/declarations of interest • Engaging with/representing constituents • Sage & Thyme – speaking with people in distress • Presentations governors attend are learning/development opportunities • Meeting etiquette • EDI • How your personal impact contributes to your ability to influence – NHS Providers • Effective challenging 	<p>DISCUSSIONS WITH EXTERNAL AGENCIES RE ALTERNATIVE TRAINING PROVISION</p> <p>AND MORE DISCUSSION BETWEEN GOVERNORS/TRUST</p>
2.	<p>Plans for this year's AMM</p> <ul style="list-style-type: none"> • It was noted that a lengthy discussion about the AMM had taken 	

	<p>place at the Forum Meeting on 14 February (relevant Note attached)</p> <ul style="list-style-type: none"> • Following a vote at that Forum it had been agreed (13 to 1) that this year's AMM would be held in the Medical Education Centre at NGH • Jane Pellegrina had been asked to canvas Governors on the suitability of 2 dates. Following which it had been decided to hold the AMM on 17 September. <p>Martin Hodgson read out an email from Wendy Bradley "...we have had the AGM in NGH for too many years and need to examine the whole thing again. What is the AGM *for*?....." He also said that Wendy had suggested Governors should consider holding the event in the dining room on D floor at RHH.</p> <ul style="list-style-type: none"> • Following a short discussion it was agreed that this was not practical and, as agreed at the Forum Meeting, the AMM would be held in the MEC at NGH. Jane Pellegrina was asked to book the venue and inform the Board of Directors of the date and venue. • A further AMM Planning Group Meeting would be held on 9 May at 10am to discuss the event in more detail. 	<p>JANE PELLEGRINA</p> <p>AMM Planning Group to Note</p>
<p>3.</p>	<p>Areas of interest for future Presentations</p> <ul style="list-style-type: none"> • Travel and Transport <ul style="list-style-type: none"> ○ Finance ○ (independent) Disabled access ○ Staff access • Community Services <ul style="list-style-type: none"> ○ Putting the Patient First ○ Care closer to home ○ Staff workloads • Update from Patient Experience Committee • Long term plans • Vision for the Healthcare Workforce • Informatics • Organ Donation • Development of ACP and ICS • Learning and Development • Liaison Psychiatry/Mental Health • Update on Hadfield Wing • Engagement with Quality <p>Areas of interest for future Visits</p> <ul style="list-style-type: none"> • Renal Services • Audiology • CCDH – follow up visit 	<p>FOR FURTHER DISCUSSION CONSIDERATION/ AGREEMENT AT GOVERNORS' FORUM</p>
<p>4.</p>	<p>Process for Governors to join Committees/Workstreams</p> <p>Martin Hodgson asked for Governors' views on the process of electing Governors to committees/workstreams. He said that it had been commented that this is a democratic way to 'allocate' places but "is it still working"</p> <p>Governors who commented said :</p> <ul style="list-style-type: none"> • Barbara – it should be done by email not post • Kath – continue with elections • Harold – does not support the methodology – Lead Governor/Convenor/Vice-Chair of Nom Rem Com should allocate places • Ian – could introduce time limits • Martin – the ballot seems a fair way to manage this <p>It was AGREED to continue with the ballot selection process.</p> <p>An up-to-date schedule of Governors' involvement across the Trust was tabled and is attached to these Notes.</p>	
<p>5.</p>	<p>Enhancing the impact of Governor Visits – Sue Butler & Hannah Constantine-Smith</p> <p>The following methodology was proposed by Sue and Hannah:</p>	

	<ul style="list-style-type: none"> • Involve Governors in quality in a planned and structured way that makes a difference • Incorporate into Peer Review Process: <ul style="list-style-type: none"> ○ Programme of quarterly targeted visits ○ Selecting areas that could move from CQC 'good' to 'outstanding' ○ Small 'inspection teams' <ul style="list-style-type: none"> ▪ 2 clinical staff/2 Patient and Healthcare Governance Staff and 2 Governors ○ 'Inspectors' would be provided with <ul style="list-style-type: none"> ▪ Complaints data ▪ Incident data ▪ Patient feedback ▪ Risk data ▪ Relevant key information ○ 'Inspections' working to CQC key lines of enquiries • Follow up on patient themes and feedback <ul style="list-style-type: none"> ○ Explore themes from complaints, incidents and various forms of patient feedback ○ Test that action plans/actions have been implemented <p>Governors were very encouraging of these suggestions and asked Sue and Hannah to let them know when this could be worked up into a definite plan/arrangement. In the meantime the current arrangements for Governors' visits would continue.</p>	<p>SUE AND HANNAH</p> <p>JANE PELLEGRINA</p>
<p>6.</p>	<p>Governors observing at Board Committees – Tony Pedder</p> <p>The Chairman reminded Governors of the purpose of inviting Governors to observe at the Board Committee Meetings:</p> <ul style="list-style-type: none"> • One of the mechanisms for CoG to hold the NEDs to account for the Board's day-to-day decision making within the context of the Trust's strategy and the unitary nature of the Board • To provide feedback which contributes to NED appraisals <p>The Chairman highlighted the following points</p> <ul style="list-style-type: none"> • Remember the confidential nature of the discussions taking place • Participation is not a requirement but all Governors are eligible to take part • Participation must be agreed in advance via the Membership Manager • Relevant papers will be circulated to agreed attendees in advance of the Meeting • Governors are invited to observe at 2 or 3 meetings of each Committee annually. A maximum of 3, possibly 4, Governors to observe at each meeting • Governors are not invited to be members of the Committee they are observers and do not take part in the meeting <p>A draft protocol for attendance was circulated. Following discussion this was agreed and a copy is attached to these Notes.</p> <p>Some comments from governors:</p> <ul style="list-style-type: none"> • Sally – thinks that STH compares favourably with other Trusts and leads the way on this. • Steve – the NED/Governor relationship is more positive now. • Joe – as a new governor he is impressed by the NEDs. He has always been made to feel very welcome at the Committee Meetings • Cressida – Staff Governors can pass on staff comments • Kath – agreed with Joe, Governors are always made welcome and feels that it is beneficial for Governors to take part in this <p>The Chairman circulated a revised/shortened feedback form that was welcomed by Governors and would be used from the May 2019</p>	

	meetings. A copy is attached to these Notes.	
7.	<p>Conclusions and summary of Agreed Actions</p> <ol style="list-style-type: none"> 1. Trust to investigate range of training providers 2. AMM to be held on 17 September in the MEC at NGH – Planning Group to proceed on this basis 3. Areas of interest for presentations/visits to be pursued 4. Governors to follow up proposals for new visits/inspections regime 5. Continue with ballot process to select Governors for Committee Work 6. Work to protocol for observing at Board Committees 7. Use new feedback form from May 2019 meetings 	

Extract from Notes of governors' Forum Meeting held on 14 February 2018

“Annual Members’ Meeting – 17 or 20 September 2019

KP led a discussion on possible venues for the AMM on the Central Campus (RHH/University of Sheffield) and the Northern Campus (Medical Education Centre). Information on possible University of Sheffield venues was noted as follows:

- Intro week for new students starts second week in September and all larger hire venues eg, Octagon, Student Union Building, Diamond Building will not be bookable to outside organisations after that.
- Daily rate room hire for the large room at the Octagon is £3,000 + vat
 - Catering charged on a per head basis
 - Drinks charged on a per head basis
 - AV extra charge
 - Accommodates up to 1,000 delegates
 - Some car parking is available in the Durham Road car park – delegates would have to pay
- One lecture theatre and small exhibition area in the Diamond Building would be charged at a day delegate rate of £37.50 + vat per delegate
 - AV is extra
 - Accommodates up to 300 delegates
 - No car parking available
- Lecture theatres in the Medical School – not available in September until medical student timetable confirmed

During discussion the following points were highlighted:

SC the cost of the UoS venues (Octagon Centre, Diamond Building for example) looked prohibitive and they can't be booked during the day in September as they are required for student events. **SC** therefore believed that they should be ruled out. Other Governors agreed.

BB Sheffield Health and Social Care Trust have used Bramall Lane in the past and she believed they had not been charged.

HS access for people with disabilities must be considered. Governors supported this view.

BM it's important to consider transport and parking, maybe park and ride could be an option. Governors were supportive of investigating options.

WB still considered that the AMM should be held at RHH.

KP the Medical School lecture theatres cannot be booked for September until all lectures are timetabled, this meant that availability could not be guaranteed in advance to enable the AMM to be advertised. **KP** also believed that the seminar rooms on R Floor at RHH were not ideal as the public cannot access R Floor by lift without assistance. Other Governors agreed.

It was agreed that the AMM should be held in a venue at STH but it was not possible to agree on the NGH or RHH. It was therefore decided to hold a vote. The result was **13 votes for NGH** against **one vote for RHH**. It was therefore **AGREED** to hold the AMM in the Medical Education Centre at NGH.

JP was asked to canvas Governors with two possible dates in September.

ACTION: Jane Pellegrina to canvass Governors and provisionally book the UGCR”

Governors involvement in Trust Committees and Workstreams (March 2019)

Committee/Workstream	Governor(s)	
Big Room (MDT review of discharge to assess etc)	Lewis Noble	Vacant
Board of Directors Meeting in Public (Observing)	All Governors invited to participate	
Board Sub-Committees (Observing)	All Governors invited to participate	
Carers Strategy Steering Group	Vacancy	Vacancy
Catering Standards	Vacancy	Vacancy
Charitable Funds Management Committee	Sue Taylor	
Clinical Effectiveness Committee	Vacancy	Mick Ashman
Community Services Patient Experience Group	Barbara Bell	
Council of Governors' Nominations and Remuneration Committee	Sally Craig Tim Furness Amanda Forrest Pete Tanker	Martin Hodgson Harold Sharpe Irene Mabbott Kath Parker
End of Life Care Project Working Group	Sally Craig	Lewis Noble
Governor Ambassador for Voluntary Services	Barbara Bell	
Governors' Monthly Board Briefing Sessions with the Chairman	All Governors invited to participate	
Governors' Communications Group (GoodHealth editorial etc)	All Governors invited to participate	
Governors' Quarterly Finance Brief	All Governors invited to participate	
Governors' Quarterly IT Strategy Update	All Governors invited to participate	
Governors' Strategic Planning Group	All Governors Invited to participate	
Emergency Planning Operation Group	Vacancy	
Mental Health Committee	Sally Craig	
HR Strategy EDI Working Group	Martin Hodgson	
Infection Prevention and Control Committee	Kath Parker	
Patient Led Assessment of the Care Environment (PLACE)	Joyce Justice	Sue Taylor
Nutrition Support Group	Lewis Noble	
Organ Donation Committee	Joyce Justice	
Committee/Workstream	Governor(s)	
Patient Environment Group – not currently operating	Joyce Justice Harold Sharpe	Sue Taylor
PROUD Forum	Martin Hodgson Barbara Bell	Joe Saverimoutou
Patient Experience Committee	Sue Taylor Sally Craig	George Chia
Pharmacy Management Board	Sue Taylor	
Psychology Executive Group	Sally Craig	Lewis Noble
Quality Board	Kath Parker Joe Saverimoutou	Harold Sharpe
Recruitment /interview panels eg. Nurse Directors - periodically	All Governors invited to participate	
Retail Projects	Kath Parker	
Safer Surgery Steering Group	Kath Parker	
Sheffield Cancer Services Transformation Group	Kath Parker	
Travel and Transport Review Group	Brendan Molloy	



PROTOCOL GOVERNORS OBSERVING AT BOARD COMMITTEES

1. **BACKGROUND**

The National Health Service Act 2006 (as amended) specifies that it is the duty of the Council of Governors to hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors. While the Board is a unitary body which takes collective responsibility for the performance of the Trust, the Governors' role in assurance should take place primarily through the Non-Executive Directors.

(Monitor: Your statutory duties, A reference guide for NHS Foundation Trust Governors Aug 2013)

2. **PURPOSE**

The purpose of inviting Governors to observe at Board Committees is to provide one of the mechanisms for the Council of Governors to hold the Non-Executive Directors to account for the Board's day-to-day decision making within the context of the Trust's overarching strategy.

The role of the Board is set out in the Trust's Management Arrangements as follows. *"The Board has overall responsibility for the direction and management of the Trust and for ensuring that all statutory requirements are fulfilled. In particular the Board will be:*

- *Entrepreneurial in driving the organisation forward whilst keeping it under prudent control.*
- *Sufficiently knowledgeable about the workings of the Trust to have its finger on the pulse whilst also being able to stand back and take an objective long term view.*
- *Sensitive to short term pressures whilst addressing the broader trends and long term issues.*
- *Focused on the commercial needs of the Trust whilst acting responsibly towards its staff, partners and society as a whole."*

3. **PARTICIPATION CRITERIA**

- 3.1 Participation is not a requirement of the role of Governor but all Governors are eligible.
- 3.2 Participation must be agreed in advance via the Membership Manager.
- 3.3 A maximum of three (possibly 4) Governors to observe at each Board Committee Meeting.

- 3.4 There may be occasions when particularly sensitive/highly confidential matters are discussed; either of a commercial or personal nature, in such circumstances the Chairman of the Committee may request that Governors leave the meeting during that discussion.
- 3.5 Governors observing a Board Committee Meeting will be provided with the appropriate paper work.

4. CONFIDENTIALITY

Governors must not disclose any confidential information they are made privy to as a Governor, except in specified lawful circumstances. Governors must comply with the Trust's confidentiality policies and procedures, including the Raising Concerns at Work Policy and Procedures (2016) highlighted in the *STH Code of Conduct for Governors Feb (2014)*.

5. FEEDBACK

Feedback will be to the Chairman via the agreed feedback form (attached).

As observers at the meetings for the specific purposes outlined above Governors will not be invited to contribute to the proceedings. If Governors require clarity on any matters discussed these may be raised with the Assistant Chief Executive, outside the meeting, via the Membership Manager.

6. DATE PROTOCOL AGREED

18 March 2019

7. REVIEW DATE

March 2020

GOVERNORS OBSERVING AT MEETINGS
Reflections and observations of Governors present

Meeting	
Date of Meeting	
Chaired by	
Other NED(s) attending	
Governor(s) observing	

HOW WAS THE MEETING CHAIRED?	
What went well?	
What could have been better?	
Was appropriate Challenge encouraged?	
INVOLVEMENT OF OTHER NON-EXECUTIVE DIRECTORS AT THE MEETING	
Did Non-Executive Directors contribute/challenge?	
Any additional comments?	

These observations will be shared with the Trust Chair

Governors' AMM Planning Group Meeting
9 May 2019 Held in the Board Room at NGH

Present Kath Parker (Lead Governor) Chair
George Chia
Sally Craig
Steve Jones
Joyce Justice
Irene Mabbott
Brendan Molloy
Cressida Ridge
Joe Saverimoutou
Harold Sharpe
Pete Tanker
Sue Taylor
Notes: Jane Pellegrina

1. **Date and time** 17 September 2019 start at 10:30 am

2. **Venue:**
Medical Education Centre, Northern General Hospital
Rooms reserved:

- Undergraduate Common Room
- Postgraduate Common Room
- Exhibition Area
- Lecture Theatre 1 (*plus No 2 confirmed after the meeting*)
- (*Seminar Rooms 4, 5 and 6 confirmed after the meeting*)

3. **Agenda**

10:30	Registration and Coffee	
	<ul style="list-style-type: none">• Ensure enough Governors to register everyone quickly• Make sure there are plenty of seats	
11:15	Annual General Meeting	
	10 mins Welcome, summary of Work of CoG	Kath Parker, Lead Governor
	5 mins Introductions	Tony Pedder, Chair
	15 mins Overview of 2018/19	Kirsten Major, CEO
	10 mins Summary of the Accounts	Neil Priestly, Director of Finance
	30 mins Q&A with the Board	Tony Pedder
12:30	Meeting closes	Tony Pedder
	<ul style="list-style-type: none">• Questions for the Board to be sought in advance• Slide of photos of all governors to be displayed for opening by Kath	

4. **Lunch**
Light lunch to be available from 12:30 pm

5. **Stalls**
Some suggestions, but more needed

- History Group – Jane to contact
- Organ Donation – Joyce to advise
- Community – Pete to check
 - OK to stay
 - Podiatry
- Volunteers – Pets as Therapy – Jane to check
- MSK – My pathway – Joyce to check
- Stroke Rehabilitation Pathway – Beech Hill
- Wheelchair Basket Ball – Irene to advise
- Care Group videos on Trust Website
- Domestic Services – *added after the meeting by Cressida*

6. Communications

Small group of Governors to meet with Comms Team

7. Transport

Need to include information about this when publicity is developed and in Chairman's invitation to Members.

Discussed but more work to be done:

- Park and Ride – Tesco Archer Road; Owlerton Stadium
- Wayfinder
- Google maps

8. Visit

This was discussed but no conclusion reached. Agreed to ask Director of Comms for ideas.

9. Presentations

Jane agreed to try to book seminar rooms in case it is agreed to provide some presentations.
[seminar rooms 4, 5 and 6 now booked]

Possible presentation topics:

- Transformation of Weston Park Hospital
- Challenges facing the Trust

10. Small group to share ideas with Kirsten Major in draft form