

GOVERNORS' FORUM MEETING
Held on 23 January 2013 in the Postgraduate Common Room, NGH

NOTES OF MEETING

Present: John Laxton (JL) Convenor items 1 & 2
Andrew Manasse (AM) Convenor item 3 onwards

Richard Barrass (RB)	Kaye Meegan (KM)	Craig Stevenson (CS)
Jo Bishop (JB)	David Owens (DO)	John Warner (JW)
George Clark (GC)	Kath Parker (KP)	Claudia Westby (CW)
Christina Herbert (CH)	Hetta Phipps (HP)	Susan Wilson SW
Caroline Irving (CI)	Nicola Smith (NS)	
Joyce Justice (JJ)	Shirley Smith (SS)	

Apologies: Anne Eckford Heather MacDonald Paul Wainwright
Frank Edenborough Chris Monk Jeremy Wight

In Attendance: Jane Pellegrina (JP)

1. Welcome and Apologies

JL welcomed everyone to the meeting. The above apologies were noted.

2. Election of Forum Convenor

JL said he had acted as Convenor for two years and would like to hand over the role to another Governor. Nominations were sought. AM was nominated by JW and seconded by KP and JJ. There were no other nominations and AM agreed to act as Convenor. SW agreed to continue as Deputy Convenor until she completed her term of office as a Governor 30 June 2013. AM said he can't attend the next Forum Meeting on 21 March, SW agreed to Chair that Meeting. Another Deputy would then be sought. Governors thanked JL.

3. Notes of Forum Meeting held on 16 October 2012 and Matters Arising

Matters Arising:

Staffing levels: KM and JB received a positive response from ward staff (outside A&E) they have approached about staff levels. JL asked if staff were comfortable in responding? KM believed they were. JJ said some Jessop patients had commented that more midwives are needed. CI thought more community midwives are also needed. CH said the Trust is experiencing the usual winter pressures and additional wards have been opened this has a knock on effect on ward staffing; some staff are being asked to provide support outside their usual area of work. JW asked if this is a long term issue, simply because of winter pressures or as a result of efficiency savings. CH said it is a combination.

Sustainability Group: SW reported that the Group had not reconvened. It was noted that Kirsten Major will be updating Governors at the Council Meeting on 29 January.

4. Time Out held on 3 August 2012

JL and AM had discussed the feedback and actions agreed by the Forum with the Chairman and Trust Secretary. Notes of that discussion had been circulated to Governors. A number of actions were agreed including:

- Continue to hold four formal Council meetings per annum, plus two informal, interactive meetings to discuss targets and strategy
- Governors to proactively influence Council agenda
- Making best use of time at Council, eg less 'talking' to previously circulated reports/papers

- Council will continue to meet from 5-7pm, alternative venues will be sought and Rivermead will not be used during winter months
- Governors' Board Briefing Sessions with the Chair, CEO and Trust Secretary will continue
- Members of the Council of Governors Nominations Committee are to observe at Board Sub-Committee Meetings

CI asked if there had been any resistance to reaching agreement. JL said the meeting had been relaxed and helpful. Some views had been exchanged on the style and content of Council Minutes. AM said it was proposed that the two additional informal meetings would be private with the expectation that Governors would make every effort to attend but attendance would be optional.

5. **Unadopted Minutes of Council of Governors Meeting held on 20-11-12 and draft Agenda for next Meeting**

As the Forum Meeting had been rescheduled due to the bad weather Governors had commented on the draft Agenda by email. Comments were fed back to the Trust Secretary.

Governors noted that the latest unadopted Minutes do capture more comment and challenge.

6. **Feedback from Council of Governors Nominations and Remuneration Committee**

GC highlighted key points discussed by the Committee on 29 November

- Prof Rhiannon Billingsley retired from Sheffield Hallam University at the end of December 2012 and also resigned as a Trust Non-Executive Director (NED). The process to appoint another NED will be discussed by the Committee on 20 February. It has been agreed to engage the executive search company Odgers Berndtson to assist in the process. It will be important to ascertain from the Board what qualifications/skills the new NED will require – Prof Billingsley's background was HR
- The Committee has elected GC as its Vice-Chair
- The Chair will be appraised in 2013. The timetable and process will be agreed at the next meeting also plans to include Governors in future NED appraisals
- NEDs either Chair or attend the three Board Committees – Healthcare Governance (chaired by Vickie Ferres); Finance and Performance (chaired by Vic Powell) and the Audit Committee (chaired by John Donnelly). To assist Governors in appraising NEDs members of the Nominations Committee will attend these Meetings as observers.

DO commented that the majority of Governors do not know the NEDs and have no opportunity to meet them. Other Governors agreed and suggested that this should be discussed in more detail at the next Forum meeting. GC will also raise this with the Chairman at the next Board Briefing Session. **ACTION JP to include on the next Forum Agenda**

7. **Feedback from Constitution Review Steering Group**

JL reminded Governors that at November's Council Meeting Version 2 of the Constitution had been agreed for submission to Monitor. Monitor's response is awaited. The Steering Group has started the next phase of the review and is discussing Version 3, some of the issues under discussion are:

- Governors' term of office – currently defined in the Constitution as two three year terms now proposed to be three, three year terms
- NEDs' terms of office – current Constitution does not constrain NEDs but two four year terms are proposed
- Size of Public Constituencies – boundaries under review with the objective of creating four equally proportioned Constituencies
- Lower age limit for membership – agreed to maintain 12 years of age

NS said the Group are also discussing a reduction in the number of Partner Governors. SW commented that the review will firm up some nebulous areas of the Constitution. JL said the review has been a significant task and the original time table has slipped. An Extraordinary Council of Governors Meeting will be required to gain Governors' approval of Version 3 prior to submission to Monitor. JL said Andy Challands has worked extremely hard to assist the Steering Group's work and is doing an excellent job.

8. Feedback from Governors' Board Briefing Sessions

GC highlighted some key issues:

- From April 2013 the Trust's C.Diff target will be reduced by 28% to 77 cases for the year, the MRSA target is zero.
- Pressure on beds this winter is again an issue. Insufficient and sporadic social care provision, due to the City Council closing the Short Term Intervention Team (STIT) service twice in a matter of weeks, is leading to increased bed blocking because we are unable to discharge patients into the community due to lack of social care
- The Board has set up a peer review of never events at the Trust
- A&E targets have not been met – we achieved 92%
- The national Friends and Family test is being piloted in February and will be introduced across all our hospitals in April
- The Coroner attended the December Board Meeting; he said the Trust's medical staff are well represented at inquests but commented that nurses receive less support. Our Chief Nurse is seeking a meeting with the Coroner to discuss this. HP disagreed with the Coroner, she had received good support. CH will make enquiries and feedback to the Forum. **ACTION CH**

AM asked if the Briefing Sessions continue to be valuable, GC felt they are and said the Chairman is very willing to listen. JL said the Chief Executive speaks openly and frankly and it seems the two have developed a good working relationship.

9. Membership, Recruitment and Communications

JB reiterated many previous requests for support from more Governors. It is an important part of a Governor's role to communicate with Trust Members, patients and the public and to feedback to the Trust. JB reminded the Forum that we work in partnership on this with colleagues at the Health and Social Care Trust and the next joint meeting on 19 March will consider possible new venues and engagement events in the community, details will be circulated to all Governors. JB thanked colleagues who regularly contribute to these activities, particularly some new Governors who are helping to make a difference. JB tabled the current Membership data showing a small increase on the previous year. AM said that attrition reduces our Membership and we have to keep up efforts simply to maintain numbers. AM encouraged Governors to read the FTGA Essential Brief No 18 *Recruiting and engaging with your membership*. This is available on the FTGA website or from our FT Office. AM wondered if the Board value Members and Governors' recruitment and engagement efforts. Governors agreed they would like the Board to support Governors more actively in their endeavours. It was agreed to consider this further. **ACTION bring forward for next Forum Meeting**

JP reported that Laura Kirby is planning the next edition of GoodHealth; this will focus on younger people. JL said Governors should be using GoodHealth to raise Members' interest in the work of Governors – Members are potential future Governors. CI would like to work with other Governors to ensure GoodHealth becomes less of a corporate PR exercise and more focused on issues that interest Members. It was agreed that any Governors who would like to be involved should contact JP. **ACTION JP to email all Governors to canvass interest in taking this forward**

10 Patient Experience Committee

KM said the meeting had been postponed due to the bad weather.

11. Patients' Environment Group

JB reported that to establish a 'decant' within Weston Park Hospital to accommodate ongoing ward refurbishments one ward from WPH has transferred to RHH. KM and JB had visited the ward in its new location and plan to visit again. AM asked if Governors on this group can take issues forward? KM assured the Forum that all suggestions are well received and Governors are making a difference with their involvement on this Group.

12. Staff Governors

CW said there was nothing to report but Staff Governors will be arranging to meet again.

13. Visits and Presentations for 2013

Following considerable discussion the following was agreed:

13.1 Visits to be arranged as follows:

- Frailty Unit
- Hearing Services
- Surgical Services including Theatres
- New Orthopaedic service at RHH
- Further visit to Beech Hill for those unable to visit in 2012

13.2 Presentations on the following issues/topics to be requested:

- Workforce strategy to include
 - Staffing levels and skill mix on wards
 - Managing during winter pressures
 - Use of bank and agency staff
- Liverpool Care Pathway
 - The Sheffield Way
 - DoH national enquiry
- Right First Time Programme – Trust, City Council and GP perspectives
- Trust Emergency Care Strategy
- How is the Trust preparing to participate in the new competitive environment
- Update from HR Director on 2013 results of Staff Survey and staff engagement/morale
- Patient Partnership Office – review of Friends and Family Test
- Standardised Hospital Mortality Rates

AM reminded the Forum that a Governor will need to agree to lead on taking each visit/presentation forward. **ACTION Governors to volunteer to lead**

14. New version of "Your statutory duties" comments on Monitor's proposals

JP said Monitor requires Trusts comments on this document by 1 March and suggested a small group of Governors should review Monitor's proposals. AM, JL, GC and CW agreed to review, discuss and provide comments to the Trust Secretary. **ACTION: JP to provide hard copies of the draft document and arrange a convenient date for the group to meet**

15. Any Other Business

AM asked Governors for their thoughts on the format of the Forum prior to the next meeting.

16. Date of next Meeting - 21 March 2013, NGH Board Room