

**GOVERNORS' FORUM  
NOTES OF A MEETING held on  
29 July 2015, Boardroom, RHH**

**Present:** Kath Parker (KP) in the Chair

Jo Bishop (JB)	Jacquie Kirk (JK)	Craig Stevenson (CS)
Dylan Caffell (DC)	Irene Mabbott (IMab)	Sue Taylor (ST)
George Clark (GC)	Kaye Meegan (KM)	Graham Thompson (GT)
Sally Craig (SC)	Ian Merriman (IM)	John Warner (JW)
Anne Eckford (AE)	Nick Payne (NP)	Michael Warner (MW)
Cath Hemingway (CH)	Hetta Phipps (HP)	John West (JWe)
Caroline Irving (CI)	Nicola Smith (NS)	

<b>Apologies:</b>	Amanda Forrest	Chris Monk	Spencer Pitfield
	Dorothy Hallatt	Lewis Noble	Dick Williams
	Joyce Justice	Hetta Phipps	

**In attendance:** Jane Pellegrina (JP)  
Paul Buckley (item 8)

## ACTION

### 1. Welcome and Apologies

KP welcomed everyone to the meeting, particularly the newly elected Governors. The above apologies were noted.

### 2. Noted of Forum Meeting held on 30 April 2015 and Matter Arising

There were no matters arising and the Notes were agreed.

### 3. Feedback from Governors Linked to Directorates

KP invited feedback.

SC – moving from LEGION to join NP in Head and Neck. A meeting is being arranged with Una Cunningham to progress.

JW (Specialised Cancer, Medicine and Rehabilitation) There has been little progress but understands that he (and KP) are to be invited to attend a Directorate Management Meeting. JW does not believe that the Directorate know how the link role should work. He thinks that a basic 'job description' for link governors should be agreed as a template for all Directorates to work with and build on. Not all Governors want to or are able to give significant amounts of time to the Link role.

ST (Pharmacy) has attended Pharmacy Board Meetings but is not sure if she can add anything of value.

JK (Emergency Care) is enjoying being involved in two pieces of work – patient surveys on Hadfield 3 & 4 and improvement work in A&E. Following David Owen's retirement there is an opening for another Governor to link with the Directorate.

AE (Combined Community and Acute Care) has taken part in two 15 Step Challenges and has been invited to join a patient experience group.

KM and JB (South Yorkshire Regional Services) in touch with Helen Brown but no further progress has been made. KM has been asked to attend a meeting the Directorate have arranged with a complainant.

NP (Head and Neck) has had two meetings with Una Cunningham but no further progress has been made.

KP (OSCCA) is involved in a range of activities and has met with members of the Directorate. KP is also going to be working with JW in Specialised Cancer, Medicine and Rehabilitation.

GT (Surgical Services) the Directorate have involved him in a Listening into Action project. GT disagreed with JW about a basic job description as he thought this would hold back governors like himself who have made good progress. JW said that this was no necessarily case but it could add some clarity where there was currently confusion.

JP was asked to contact Sue Butler for feedback on her endeavours to facilitate more speedy progress following the discussion at the last Forum Meeting.

**JP**

#### **4. Governors' Visits/Presentations**

##### **4.1 Visit to Central Food Production Unit (CPU)**

SC and ST reported that Governors were made very welcome and it had been an interesting visit. In addition to a behind the scenes tour of the production facilities Governors had tasted the food being served on the wards on the days they visited and, on the whole, this had been very good. Locally produced and sustainable ingredients are sourced where possible. It was apparent that for a range of reasons, well prepared food is not always dealt with promptly/correctly on reaching the wards. JW said there are protocols in place for managing this but they are not always adhered to although where wards have *nutrition champions* it is reported to be better. IMab confirmed that there are staff (from housekeepers to ward managers) on most wards who have chosen to be 'interested' in nutrition and hydration designated as *nutrition champions*, they are not appointed. It is also planned to introduce *catering champions* to work with the *nutrition champions*. JW said that this will be referenced in the visit report.

##### **4.2 Update on presentation from Director of HR – 7 August**

KP confirmed that she had met with Mark Gwilliam and discussed the range of topics to be covered in his presentation which include: results of the staff survey, sickness absence management, mandatory training and appraisals. Governors were encouraged to attend.

**All Gavs**

##### **4.3 Finalising arrangements for this year's visits**

JP asked governors to confirm as soon as possible which visits they would be prepared to lead on and also which visits they would like to take part in.

**All Gavs**

#### **5. Update on Governors observing at Board Committee Meetings**

JP requested that those Governors who have not yet attended a briefing session with Neil Riley contact her as soon as possible. JP confirmed that Governors who do not attend the short briefing with Neil will not be invited to observe the Board Committee Meetings. If any governors do not want to take part in this work they should also let JP know.

**All Govs**

## **6. Council of Governors Meetings**

### **6.1 Review of draft Minutes of meeting held on 2 June 2015**

No comments.

### **6.2 Possible Agenda items for next meeting**

After discussion the following topics were identified as possible agenda items:

- The outlook for the NHS following the General Election
  - Challenges/opportunities for STH from the NHS 5 Year Forward View
- Nurse Staffing Levels
  - Recruiting Nurses
- Winter Planning
- 7 Day working
- Forthcoming CQC Inspection

## **7. Results of Elections to Council of Governors**

The previously circulated election results were noted.

## **8. Corporate Strategy Refresh**

KP welcomed Paul Buckley to the meeting

Paul provided the context for refreshing the strategy and said that having been developed in 2011/12 the Trust's corporate strategy *Making a Difference* was half way through its life time and during this time the health and social care system has experienced significant change, evidence of which was deterioration in performance across the NHS also felt keenly at STH and the Trust needed to be sure that it's strategy equipped it to manage the risks. The publication of documents such as the Dalton Review (Dec 2014) and NHS 5 Year Forward View (Oct 2014) also provided a basis on which to reconsider the current strategy if STH is to remain amongst the leading NHS organisations. Additionally, following guidance from Monitor that Trusts should either recommit, refresh or recreate their strategies, the Board had agreed that although *Making a Difference* is still relevant it should be refreshed.

An internal and external engagement programme will incorporate views from across STH as well as from partner organisations. Internal stakeholders include the Board, Governors, TEG and staff, external stakeholders include CCGs other health and care providers, patients, Health and Wellbeing Boards and Sheffield City Council.

Engagement with stakeholders will take place over the next six to eight weeks and Paul confirmed that Governors will be invited to be involved. Julie Phelan will be co-ordinating the engagement.

Governors raised the following:

CI – what are the main areas of concern for the Trust?

PB – new contracting arrangements which could result in a loss of income for the Trust. A financial deficit may mean that we have to stop doing some things.

NS – it is disappointing to see that there is no mention of collaboration with the Third Sector

AE – it is important that staff are on board. This should not just be change for the sake of change

PB – the engagement documentation will be widely disseminated and feedback will be welcomed from everyone.

KP suggested that Paul could meet with a smaller group of Governors to take forward the engagement opportunities. NP said that he would be interested and other Governors agreed to contact JP if they would like to be involved.

**All Govs**

KP thanked Paul and said that Governors looked forward to working with him and to hearing more about this at the Council of Governors meeting on 1 September.

#### **9. Update from Staff Governors**

Newly elected Staff Governors are meeting individually with the Chairman and a date is being sought for all Staff Governors to meet with the Chairman and Neil Riley to discuss the role of Staff Governor at STH. A meeting for Staff Governors is also to be arranged. Nothing further to report.

#### **10. Feedback from Nominations and Remuneration Committee**

GC reported that the Committee has recently appointed two new Non-Executive Directors – Candace Imison and Tony Buckham, they will be starting on 1 September. As part of their induction they will be invited to meet with Governors.

#### **11. Nomination of Lead Governor**

John Warner was nominated as Lead Governor. JP was asked to confirm this to the Chairman.

**JP**

#### **12. Internal Audit of the Trust's arrangements for Governors' training, Communications and Engagement**

JP reported that Internal Audit will be carrying out this work in the coming weeks. A survey to ascertain Governors' views is also being developed as part of the work. The Audit team may want to contact the Convenor, Deputy Convenor and Lead Governor for views. If Governors have any queries they should contact JP.

#### **13. Any Other Business**

KM and JB reported that the December AF Group which meets in the MEC at NGH is being asked to move because the room is required for the CQC Inspection.

NS said that at a recent meeting of HealthWatch she has been approached by an STH support worker about a concern. JP was asked to provide NS with a copy of the Trust's *Raising Concerns at Work* policy.

**JP**

**14. Date of Next Meeting**

Thursday 29 October 2015, Northern General Hospital Boardroom.