



GOVERNORS' FORUM
NOTES OF A MEETING HELD ON
Thursday 14 February 2019 in the NGH Board Room
3pm Pre-meeting with the Chairman and Dr David Hughes
followed at 4pm by the Formal Meeting

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

1. Welcome and Apologies

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

2. Discussion with the Chairman and Dr David Hughes

SC welcomed Tony Pedder (**TP**) and David Hughes (**DH**) to the pre-meeting. **TP** said that as always he welcomed the opportunity to meet Governors and he was pleased that **DH** was accompanying him to the meeting. **TP** said that **DH** had been appointed as Medical Director following the retirement of Dr David Throssell. **DH** is a nationally renowned Consultant Histopathologist; he began his consultant career in 1998 and had moved to Sheffield in 2005. **DH** had been a Deputy Medical Director at the Trust since 2013.

During discussion the following points were highlighted:

- **KP** said that Governors had recently met with the Medical Examiner and she asked about future funding for the service she also drew attention to the inadequate office accommodation. **DH** said that there was a plan to resource the Medical Examiner model. He also said that he would look into the office accommodation.
- **GC** hoped that **DH** would find it possible to reach out to all colleagues.
- **SJ** said he had attended the interview stakeholder presentations on 4 December and had noted that **DH** said he wanted to reach out to the City and asked how **DH** will do this. **DH** said he is establishing relationships with peers across the NHS and Sheffield City Council but he did not underestimate the challenges.
- **IMab** said that we currently don't have a Staff Governor for Doctors and Dentists. **DH** said he was aware of this and had already been in touch with **JP** about this.
- **MC** welcomed team working with the Director of Public Health.

TP reported on other topical issues:

- Negotiations continue regarding the Hadfield wing. The Board has approved the purchase of two modular wards; these will be erected at NGH.
- The Trust is very busy and the significant demand on beds is exacerbated by the Hadfield wing being out of commission. Michael Harper and his team are working tirelessly to ensure that flow through the hospitals continues.
- The financial situation next year will continue to be very challenging

SC thanked **TP** and **DH** and they left the meeting.

3. Notes of the Forum Meeting held on 22 November 2018 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 18 December 2018

BM thanked colleagues for electing him to be their representative on the Strategic Transport and Travel Project Group. He said he was waiting for confirmation of the date of the first meeting but would be happy to receive any comments from colleagues to take forward. It was suggested that comments could be sent to **JP** to collate and forward to **BM**. **WB** said that she felt that comments should not be filtered and wanted to email **BM** direct. Other Governors agreed to send comments to **JP**.

ACTION: All Governors to forward comments

4.2 Consideration of possible Agenda items for CoG meeting to be held on 26 March 2019

MH reminded Governors that, prior to the new CoG meeting format, it had been agreed that a Governor would present something about their own work to CoG. **HS** said that he supported this. The possibility of reinstating this item would be discussed further.

WB asked about progress of the strategy for membership engagement. **JP** said that a Sandi Carman had established and was leading a Membership Engagement Group.

Following further discussion it was agreed that Governors would welcome an item on the CoG Agenda about the Trust's preparedness with regard to Brexit.

ACTION JP to pass this on to Sandi Carman

5. Update from the Vice-Chair of CoG Nominations and Remuneration Committee (CoG Nom Rem Com)

MH reported that the CoG Nom Rem Com had met three times since the last Forum meeting. The main business had been the recruitment of a Non-Executive Director (NED) but other issues had also been discussed. **MH** said that representatives from Hunter Healthcare had attended the meetings for items relating to the NED appointment. He highlighted some key points:

19 December 2018

- Nom Rem Com Terms of Reference reviewed and agreed. The updated TOR would be taken to the next CoG meeting for approval.
- The Committee had a second informal meeting with Annette Laban, the Senior Independent Director.
- A skills matrix of the BoD had been considered.
- The NED appointment process and timetable had been discussed and approved.
- The NED candidate brief and role advertisement had been discussed and approved.
- Consideration was given to equality, diversity and inclusion issues in the recruitment process.
- Committee was updated on the Chief Executive (CE) appointment process. The Chairman had reminded Governors that Kath Parker, as Lead Governor, was a member of the CE Appointment Committee

1 February 2019

- A good number of applicants for the NED appointment had been received and six applicants had been longlisted.
- It was agreed that extra CoG meetings would be required to approve NED and CE appointments.
- The Committee received an update on progress with the Chief Executive appointment.

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- Current NED terms of office were reviewed.
- **MH** asked to discuss the new UK Corporate Governance Code with Sandi Carman.
- Four candidates for the NED appointment were shortlisted.

- The composition of formal interview panel was agreed.
- Panel interview questions were discussed and Mr Pedder invited any additional comments via email
- The interview timetable was agreed.
- A further update on the CE appointment process was received.

6. **Governors' activities/involvement**

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

6.2 **Additional information provided by Martin Hodgson (Public Governor and Vice-Chair of CoG Nom Rem Com)**

MH said that in addition to the work he undertakes as Vice-Chair of the CoG Nominations and Remuneration Committee he is also involved in other workstreams. He said that equality, diversity and inclusion is very important to him and he was keen to be involved in implementing change. He reported that he attended monthly meetings of the People Strategy Programme Workstream promoting and valuing diversity and tabled some information on the areas of work and progress made. He said that reverse mentoring had been a significant piece of work championed in the organisation by the Group. It involved senior BoD members being assigned a junior colleague to mentor them, academics from the University of Nottingham would be analysing the results and a report would be published. **MH** also said that he attended PROUD Forum meetings. It was noted that **JS** and **BB** also attend the PROUD Forum meetings. **MH** said that a Disability Peer Support Group had been established and the Group would welcome involvement from Governors. Harold Sharpe expressed interest and **MH** said that he would ask the leader of the Group to contact **HS**.

ACTION: Martin Hodgson

WB asked whether the group is also looking at age profiles. **MH** said he would take this back to the Group.

ACTION: Martin Hodgson

SC thanked **MH** for the interesting update.

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 are generally held every three months; they are a valuable opportunity for a wide range of general issues to be discussed. Recent topics had included:

- Appointment of a new CE
- The merger of NHSI and NHSE and any impact on STH
- Update on the position regarding the Hadfield wing

SC and **MH** agreed that these are very useful meetings and the Chairman is comfortable to discuss many issues, his response is always open and transparent.

8. **Governors' Visits/Presentations**

8.1 Recent sessions were noted:

- Presentation on the Trust's plans for winter – 23-11-18 – this had been a very interesting discussion with Chris Powell-Wiffen.
- Governors' Finance Briefing – 13-12-18 – as always an excellent and very informative update from Neil Priestly.
- Presentation from the Medical Examiner – 8-2-19 – an interesting presentation. It was noted that the Medical Examiner was also giving a talk at the University of Sheffield on 11 March.

8.2 Visit Reports:

Report on visit to Charles Clifford Dental Hospital – 13-4-18 – at the last meeting Governors had

expressed concerned at the lack of a report on the visit. However, following discussion it was agreed that, as it was now 10 months since the visit, it was highly likely that events would have overtaken any points raised in a report and it was therefore disappointingly agreed to stand the report down.

8.3 Upcoming Visits/Presentations:

- Presentation from the Chief Nurse on Nurse Staffing and Recruitment on 20 March – **MH** said that he had requested this session and would be interested to discuss, among other issues, the nurse/support worker ratio on wards. **HS** said he would like to hear about the level of use of bank and agency staff
- Discussion with Sheffield Clinical Commissioning Group on their review of Urgent Care on 22 March – the session had been suggested by Amanda Forrest and was being provided by her colleague Kate Gleave the Deputy Director of Commissioning at the CCG

8.4 Possible Future Visits/Presentations

- **KS** said that she would be pleased to facilitate a visit to Weston Park Hospital and agreed to liaise with **JP** for suitable dates
- **JP** agreed to look into a visit to the Stroke Rehabilitation Centre at Beech Hill
- **IM** suggested a visit to Therapy Services

JP reminded Governors that Sue Butler would be attending the Governors' Time Out on 18 March to discuss with Governors some ideas of new ways of organising Governors' visits and feeding back on visits.

ACTION: Karen Smith, Jane Pellegrina and Ian Merriman

9. Updates from Staff Governors

KS said that she can't get to as many Governor sessions as she would like to due to her work commitments. **IMab** said that she understood the constraints and that she undertakes her Governor activities half in work time and half in her own time.

IMab also said that it is disappointing not to have a Staff Governor representing Doctors and Dentists and that she had been pleased to hear from the Medical Director that he would also like to address this.

10. 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

10 Updates on Governors' Time Out – 18 March 2019

KP tabled the outline Agenda and general discussion followed:

WB asked how Governors can contribute if they cannot attend. **MH** said that an Agenda with more information about the topics to be discussed would be issued to enable Governors' comments to be received in advance of the session. He reminded Governors 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. As at previous Governors' Time Outs the topics for discussion had been selected beforehand by a planning group comprising Governors who kindly volunteered to organise the session. He suggested that actions agreed and decisions made at the Time Out should not be revisited later unless it was agreed by a majority of Governors that circumstances had changed sufficiently to warrant a return to the topic. Governors who expressed an opinion agreed with this. **MH** said that any Governors with views on the topics on the Agenda for 18 March but who could not attend on the day, should forward these to **JP** to present at the Time Out.

11. 2019 Elections to Council of Governors

JP tabled information about seats to be elected to and a draft election timetable.

12. Any Other Business

It was agreed that a collection would be held to send flowers to Jennifer Booth. **JP** was asked to hold the collection in the FT Office.

13. Date of Next Meeting 16 May 2019

Governors' Forum Meeting

14 February 2019

Report on individual Governor's activities
22 November 2018
to
14 February 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.

REPORTS BY SOME GOVERNORS ON THEIR ACTIVITIES SINCE THE LAST GOVERNORS' FORUM MEETING

No report received this quarter from: Wendy Bradley and Nev Wheeler.

MICK ASHMAN - PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	

BARBARA BELL - PATIENT GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Finance Briefing 13-12-18
• Strategy & Planning session	• Governors' Board Briefings	
Observed		
• BoD 18-12-18	• BoD 29-1-19	• Audit Committee
• Healthcare Governance		
Other Activities		
• David Throssell's retirement	• Governors' Christmas lunch	•

JENNIFER BOOTH - PATIENT GOVERNOR		
Attended		
• CoG 18-12-18	•	•

MICHELLE COOK - PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Winter Planning session
Observed		
• BoD 18-12-18		

GEORGE CHIA – PATIENT GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Governors' Board Briefings
• Strategy & Planning session	• Medical Examiner's session	• Winter Planning session
• Patient Experience Com x 3		
Observed		
• BoD 18-12-18	• Healthcare Governance	
Other Activities		
• Meet to discuss audit of Patient complaint	•	•

SALLY CRAIG - PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Governors' Board Briefings
• CoG Nom Rem Com x 4	• Strategy & Planning session	• Medical Examiner's session
• Meeting with Internal Auditor	• Psychology Board	• Mouthcare Group
• End of Life Care Group	• Patient Experience Com x 3	
Observed		
• BoD 18-12-18	• Finance & Performance	• Human Resources & OD
Other Activities		
• David Throssell's retirement	• Nurse Director interviews	• Governors' Christmas lunch
• Potential Medical Director presentations	• Nom Rem Com Meeting with Senior Independent Director	• Informal Meeting with Chair
		• Meet to discuss audit of Patient complaint

EMILY EDMUNDS – STAFF GOVERNOR (MANAGEMENT, ADMIN & CLERICAL)		
Attended		
• Governors' Forum 22-11-18	• Medical Examiner's session	•
Observed		
• BoD 29-1-19		
Other Activities		
• FTSU Guardian work	• Governors' Christmas lunch	•

AMANDA FORREST - APPOINTED GOVERNOR SHEFFIELD CCG		
Attended		
• CoG 18-12-18	• CoG Nom Rem Com x 3	

TIM FURNESS - APPOINTED GOVERNOR VOLUNTARY ACTION SHEFFIELD		
Attended		
• Governors' Forum 22-11-18	• CoG 18-2-18	• Board Briefing Sessions
• CoG Nom Rem Com x 1	• Attempted to attend Strategy session – parking issues	• Medical Examiner's session
Observed		
• BoD 18-12-18		

MARTIN HODGSON – PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• CoG Nom Rem Com x 4
• GoodHealth planning meeting	• Governors' Board Briefings	• Strategy & Planning session
• Meeting with Internal Auditor	• Finance Briefing 13-12-18	• Proud Forum
• Governors' Financial Briefing	• HR Strategy EDI WG x 3	
Observed		
• BoD 18-12-18	•	
Other Activities		
• David Throssell's retirement	• Governors' Christmas lunch	• Informal Meeting with the Chair
• Nom Rem Com Meeting with Senior Independent Director		

STEVE JONES – PATIENT GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• Strategy & Planning session	• Governors' Board Briefings
• Finance Briefing 13-12-18	• Medical Examiner's session	
Observed		
• BoD 29-1-19	• Finance & Perform 11-2-19	
Other Activities		
• Potential Medical Director presentations	• Governor ' Christmas lunch	•

JOYCE JUSTICE – PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Organ Donation Committee
• Finance Briefing 13-12-12		
Observed		
• BoD 18-12-18	•	
Other Activities		
• Potential Medical Director presentations	• CV Panel Meeting	• David Throssell's retirement
	• Governors' Christmas lunch	

IRENE MABBOTT - STAFF GOVERNOR (NURSING AND MIDWIFERY)		
Attended		
<ul style="list-style-type: none"> Governors' Forum 22-11-18 CoG Nom Rem Com x 2 	<ul style="list-style-type: none"> CoG 18-12-18 	<ul style="list-style-type: none"> Medical Examiner's session
Observed		
<ul style="list-style-type: none"> BoD 18-12-18 	<ul style="list-style-type: none"> 	
Other Activities		
<ul style="list-style-type: none"> Freedom to Speak Up 	<ul style="list-style-type: none"> Governors' Christmas lunch 	<ul style="list-style-type: none">

IAN MERRIMAN – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Governors' Forum 22-11-18 Strategy & Planning session 	<ul style="list-style-type: none"> CoG 18-12-18 GoodHealth planning meeting 	<ul style="list-style-type: none"> Winter Planning Session Medical Examiner's session
Observed		
<ul style="list-style-type: none"> BoD 18-12-18 		
Other Activities		
<ul style="list-style-type: none"> Governors' Christmas lunch 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

BRENDAN MOLLOY - PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Governors' Forum 22-11-18 Strategy & Planning session 	<ul style="list-style-type: none"> CoG 8-12-18 GoodHealth planning meeting 	<ul style="list-style-type: none"> Governors' Board Briefings Medical Examiner's session
Observed		
<ul style="list-style-type: none"> BoD 18-12-18 Healthcare Governance 	<ul style="list-style-type: none"> BoD 29-1-19 HR&OD 	<ul style="list-style-type: none"> Audit Committee Finance & Performance
Other Activities		
<ul style="list-style-type: none"> Governors' Christmas lunch 	<ul style="list-style-type: none"> Joined Travel & Transport Review Group 	<ul style="list-style-type: none">

LEWIS NOBLE – PUBLIC GOVERNOR		
Attended		
<ul style="list-style-type: none"> Governors' Forum 22-11-18 Strategy & Planning session Nutrition Support Group 	<ul style="list-style-type: none"> Governors' Board Briefings Winter Planning session Psychology Executive Group 	<ul style="list-style-type: none"> Medical Examiner's session End of Life Care Group

KATH PARKER – PATIENT GOVERNOR		
Attended		
<ul style="list-style-type: none"> Governors' Forum 22-11-18 CoG Nom Rem Com x 3 Winter Planning session Safer Surgery Steering Group 	<ul style="list-style-type: none"> CoG 18-12-18 Strategy & Planning session Meeting with Internal Auditor Quality Board 	<ul style="list-style-type: none"> Medical Examiner's session Sheffield Cancer Services Transformation Group WGP
Observed		
<ul style="list-style-type: none"> BoD 18-12-18 	<ul style="list-style-type: none"> BoD 29-1-19 	<ul style="list-style-type: none">
Other Activities		
<ul style="list-style-type: none"> Potential Medical Director presentations Nurse Director interviews 	<ul style="list-style-type: none"> Involvement with new CEO appointment IT training 	<ul style="list-style-type: none"> David Throssell's retirement Governors' Christmas lunch

CRESSIDA RIDGE – STAFF GOVERNOR (ANCILLARY, WORKS AND MAINTENANCE)		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• Strategy & Planning session
Observed		
• BoD 18-12-18		
Other Activities		
• Governors' Christmas lunch	•	•

JOE SAVERIMOUTOU – PUBLIC GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• GoodHealth Planning meeting	• Strategy & Planning session
• Medical Examiners' session		

HAROLD SHARPE – PATIENT GOVERNOR		
Attended		
• Governors' Forum 22-11-18	• CoG 18-12-18	• CoG Nom Rem Com x 3
• Governors' Board Briefings	• Quality Board	• Finance Briefing 13-12-18
Observed		
• BoD 18-12-18	• 29-1-19	
Other Activities		
• Meetings with Jane Pellegrina	• Governors' Christmas lunch	• David Throssell's retirement
• Nom Rem Com Meeting with Senior Independent Director		

KAREN SMITH – STAFF GOVERNOR (AHPS, SCIENTISTS & TECHNICIANS)		
Attended		
• CoG 18-12-18	• Strategy & Planning session	

PETE TANKER – STAFF GOVERNOR (PRIMARY AND COMMUNITY SERVICES)		
Attended		
• CoG 18-12-18	• CoG Nom Rem Com x 3	• Governors' Board Briefings
• Medical Examiner's session		
Other activities		
• Nom Rem Com Meeting with Senior Independent Director	•	•

SUE TAYLOR – PUBLIC GOVERNOR		
Attended		
• CoG 18-12-18	• GoodHealth Planning meeting	• Patient Experience Com x2
• Pharmacy Management Board	• Medical Examiner's session	• Strategy & Planning Session
Observed		
• BoD 18-12-18		
Other Activities		
• Governors' Christmas lunch	• Meet to discuss audit of patient complaint	•