

**GOVERNORS' FORUM MEETING**  
**Held on 15 April 2014, Boardroom, NGH**  
**NOTES OF MEETING**

**Present:** Andrew Manasse in the Chair

Richard Barrass (RB)	Caroline Irving (CI)	Shirley Smith (SS)
Jo Bishop (JB)	Laxton (JL)	Craig Stevenson (CS)
George Clark (GC)	Kaye Meegan (KM)	Sue Taylor (ST)
Roz Davies (RD)	David Owens (DO)	Graham Thompson (GT)
Anne Eckford (AE)	Kath Parker (KP)	Paul Wainwright (PW)
Frank Edenborough (FE)	Hetta Phipps (HP)	Claudia Westby (CW)
Christina Herbert (CH)	Nicola Smith(NS)	

**Apologies:** Joyce Justice                      Chris Monk                      John Warner

**In attendance:** Jane Pellegrina (JP)

**1. Welcome and Apologies**

AM welcomed everyone to the meeting and the above apologies were noted.

**2. Notes of Forum Meeting held on 14-01-14 and Matters Arising**

The Notes were agreed as a correct record of the Meeting.

**Actions:**

- AM and JP undertook further work on the Governor Role Description
- It was noted that no further action had been taken on interaction with NEDs
- AM undertook to contact Paul Buckley again regarding capital planning projects
- Staff Governors to consider arranging a further meeting with the Chairman
- Andrew Timms to be invited to the next Forum meeting to provide feedback on Governors involvement in auditing departmental action plans and discuss future involvement

**3. Items of Any Other Business for Discussion Later in the Agenda**

None noted

**4. Next Council of Governors (CoG) Meeting 6 May 2014**

**Possible Agenda Items**

- Evaluation of winter plans

**AM** asked Governors to forward any further suggestions to **JP**.

**5. Feedback from Openness and Transparency Session – 1-4-14**

AM said the discussion between Governors, the Chairman and Neil Riley had been valuable and some pertinent issues emerged. Governors agreed that it would be helpful to have a meeting with Andy Challands to review the draft Governor Code of Conduct in more detail.

**ACTION:** JP to arrange

## 6. Feedback from Joint CoG/BoD Planning Session – 14-4-14

DO said there had been good attendance from Governors and executives but unfortunately only two NEDs had been able to attend. He said the presentations, if a little lengthy, had been very professional, interesting and informative with a good balance of local and national issues. It was disappointing that Governors had not received any information in advance in order to prepare for the session nor had there been any handouts at the session which made it more difficult for Governors to make a valuable contribution. He felt there had been insufficient opportunity for Governors to highlight priorities, with only two priorities allowed from each table. Other Governors agreed that it would have been beneficial for information to have been circulated in advance.

Other points raised:

NS – insufficient discussion time

CI – as part of a process it would have been useful to know what follows

GT – it would have been good to know what the Board got out of the session

PW - this was one opportunity where Governors should have really been able to represent Members' views, more attention should have been paid to this aspect

AM said that if Governors wanted to put forward additional priorities they should send these as soon as possible to JP to forward on to Paul Buckley. **ACTION:** All Governors

## 7. Feedback from Board Briefing Sessions

KP highlighted the following points:

- Partnership arrangements continue with NLAG and ULHT. It is considered that NLAG could be out of special measures quite soon
- Seven directorates require additional attention and support to ensure financial balance in the next financial year. Some Care Groups are to change eg Geriatric and Stroke Medicine to join with Community
- Capital planning schemes are continuing with delivery of improvements to IT highlighted
- The Board review all Serious Untoward Incidents and they discussed the recent problem in the Assisted Conception Unit in detail. Further investigations are being carried out and will be reported to the Healthcare Governance Committee which will report back to the Board.

## 8. Update from Annual Members' Meeting Planning Group

AM said that following a review of the evaluation after last year's AMM the planning group had agreed:

- A more accessible venue is required
- A more interactive event should be planned for this year – possibly with an exhibition and stalls
- It would be good to begin with the AMM at 11:00 am followed by food and the exhibition
- The format of the actual meeting should be reviewed
- As many Governors as possible should attend
- The date has been fixed for 22 September 2014

AM confirmed that the planning group are writing to the Chairman and Neil Riley setting out the group's proposals. If other Governors would like to contribute the date of the next planning group meeting will be circulated shortly. **ACTION: JP**

## 9. Update from the Vice-chair of the CoG Nominations and Remuneration Committee

GC reported that Vickie Ferrer and John Donnelly will complete their final terms of office on 30 June 2014 and the Nominations and Remuneration Committee has started the process to appoint two new NEDs. Odgers have been engaged to support the process. The posts have been advertised and following the closing date for applications there will be a longlisting meeting on 6 May followed by shortlisting on 4 June with formal interviews on 26 June. The new NEDs will begin their first four year term of office on 1 July.

JL said that Governors on the Nominations and Remuneration Committee have attended as observers the BoD Sub-Committee Meetings (Finance and Performance, Audit and Healthcare Governance) these meetings are chaired by NEDs. Attendance has provided an opportunity for Governors to see the NEDs. GC said that attending these meetings has also been a good opportunity to see how the Trust works.

## 10. Governors' visits and presentations:

- Patient Partnership Team (13-1-14) - KM and JB are preparing a report which will be circulated. This had been a good session. It was noted that the department are actively investigating improving IT and the complaints database. The department is being reconfigured which is impacting on staff but will improve working methods. AE said that Governors had noted that the quality of responses to complaints was not consistent and the department were working with staff across the Trust to make improvements.
- Care of Patients with Diabetes (20-3-14) - RD and KM led on this and RD was preparing a report for circulation. Highlights for RD were as follows: a brilliant team passionate about providing the best patient care. More education and understanding of diabetic patients' needs are required across the wider organisation.
- Cavendish Cancer Care ((2-4-14) – AM reported on a very professional presentation provided by the Centre's CEO. It was good to see Shirley Harrison (NED) and Mandy Yates (Nurse Director) at the presentation.
- Sustainability – CW said that this was now in the diary for 4pm on 21 May, unfortunately only a few Governors had indicated that they would be able to attend and as a number of Trust staff would be giving up their time to provide presentations it was hoped that more Governors could be encouraged to attend. **ACTION JP** to re-circulate the details.

JL asked that Governors be provided with the results of the National Staff Survey in advance of the Director of HR's presentation to Governors on 17 June. **ACTION:** JP

## 11. Update from Staff Governors

Nothing to report

## 12. GoodHealth

CI said that unfortunately although the copy was ready on time the printing deadline had been missed again which meant some of the information in the paper was out of date when it was mailed out to Members. JL said this was extremely disappointing and hoped the problem could be resolved. AM said that he would raise this at his next meeting with Neil Riley. Governors welcomed this and hoped that the next edition would not suffer in the same way. CI said that it was planned to continue with 'themes' for each edition and asked Governors for any thoughts. The date of the next editorial meeting would be circulated to everyone. **ACTION: All governors and JP**

**13 2014 Elections to CoG**

JP reported that the election process was underway and that an informal information session for potential candidates was taking place on 17 April.

**14 GovernWell Training**

JP tabled a programme for the bespoke training session for Governors from STH and the Sheffield Health and Social Care NHS FT some places at the session would also be offered to Trusts across the region. The session will take place on 22 July at Fulwood House. JP asked all Governors to save the date. Further details will be circulated. **ACTION: All governors and JP**

**15 Report on FTGA Development Day in London on 25 March 2014**

AM's report on the session had been circulated and was taken as read. AM was the only Governor from STH able to attend. He said that for him the event had not been a great success but that it was important for Governors to attend. One very positive aspect of these events was the opportunity to network with Governors from other Trusts. FE and CH had attended a previous event arranged by FTGA for staff Governors and both felt that it had been poor.

**16 Any Other Business**

RD said she would like to invite Governors to a Sheffield Move More Board session. Move More is a city wide movement to promote and transform physical activity culture. The session dates are 6, 7 and 8 May. RD said she would email more information.

RD shared information about Dr Kate Granger's #hellomynameis campaign.

Discussion of the formal agenda items finished at 6:30 pm and AM said that the meeting had been designed to finish earlier than usual to enable some free discussion time.

**17 Date of Next Meeting 22 May 2014**