

**GOVERNORS' FORUM MEETING
Held on 12 August 2014, Boardroom, NGH
NOTES OF MEETING**

Present: Kath Parker in the Chair

Jo Bishop (JB)	Joyce Justice (JJ)	Sue Taylor (ST)
George Clark (GC)	David Owens (DO)	Graham Thompson (GT)
Anne Eckford (AE)	Nick Payne (NP)	Paul Wainwright (PW)
Frank Edenborough (FE)	Hetta Phipps (HP)	John Warner (JW)
Caroline Irving (CI)	Nicola Smith(NS)	Michael Warner (MW)
Jacquie Kirk (JK)	Shirley Smith (SS)	

Apologies:	Sally Craig	Andrew Manasse	Chris Monk
	Dorothy Hallatt	Kaye Meegan	Craig Stevenson
	Christina Herbert		

In attendance: Jane Pellegrina (JP)

1. Welcome and Apologies

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

2. Results of 2014 Elections to Council of Governors

The previously circulated paper recorded the following results:

Sally Craig – elected Public Governor South West
Dorothy Hallatt – elected Patient Governor
Jacquie Kirk – elected Public Governor Outside Sheffield
Nick Payne – elected Patient Governor

Jo Bishop – re-elected Public Governor North Sheffield
George Clark – re-elected Public Governor North Sheffield
Graham Thompson – re-elected Patient Governor
John Warner – re-elected Public Governor West Sheffield

Jacquie and Nick were welcomed to their first Forum meeting and apologies were recorded from Sally and Dorothy.

KP said that John Laxton, Roz Davies and Richard Barrass had decided not to stand for re-election. John Laxton's contribution over six years was particularly noted and thanks were recorded to all three.

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

FE suggested a letter from governors to the Chairman with best wishes for his recovery.

4. Notes of Forum Meeting held on 15-04-14 and Matters Arising

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

There were no matters arising

5. Next Council of Governors (CoG) Meeting 2 September 2014

A draft agenda was tabled and governors suggested the following possible additional agenda items:

FE - staffing levels, rota cover at night and vacant posts particularly in relation to seven day working and the pressures to be expected during the coming winter months. Discussion highlighted the following points:

- JW – as a staff governor FE is in a unique situation being closer to the front line than other governors
- CI – this has been raised by FE before and should be discussed
- KP – a presentation outside CoG from the Medical Director and the Chief Nurse would give more time to discuss in detail
- NP - analysis may indicate there to be sufficient establishment posts with the unfilled posts being the issue.

The item on Nurse Staffing Levels was then noted.

DO – governors should be receiving assurance that the Trust has plans in place to manage Ebola should the need arise. It was agreed to ask for the CEO report to cover this.

6. Feedback from Governors' Board Briefing Sessions

KP reiterated that the purpose of the session is to provide an opportunity for a small group of governors to meet monthly with the Chairman, Assistant Chief Executive and, when possible, the Chief Executive to review and discuss what the Board are debating. She reminded governors that the Board meets in public where governors and members of the public are invited to attend and observe the meeting but also meets in private each month when governors and the public are excluded. The private and public agendas, papers and draft minutes are shared with governors on the group to allow a full and frank discussion. The group currently comprises the following Public/Patient governors: Andrew Manasse, John Warner, Kath Parker, George Clark and Paul Wainwright with David Owens as deputy. Frank Edenborough represents staff governors. Chris Monk (staff governor) and Nicola Smith (appointed governor) are considering joining the group. KP said that any governors interested in joining in the future should contact JP. **ACTION: All governors**

KP highlighted some issues discussed:

- With the closure of theatres 3 and 4 at RHH for refurbishment elective orthopaedic surgery continues to be carried out at NGH with patients now remaining at NGH following surgery rather than transferring to RHH
- The Trust's 5 year plan has been completed and submitted to Monitor
- A tender to provide drug addiction services on behalf of Sheffield City Council was unsuccessful; the contract being awarded to Sheffield Health and Social Care NHS FT
- Negotiations are continuing around the sexual health contract, Sheffield City Council is seeking a further 15% saving in the future
- There is a joint health and social care budget of £280m for the provision of intermediate care in Sheffield
- £3.7m additional funding is available for winter 2014/15

7. Feedback from GovernWell Training Day 22-7-14

Overall the training was received positively. Discussion highlighted the following:

- Generally an informative and enjoyable, but quite long session
- Ideally timed for new governors
- No guidance provided on how governors should hold the Non-Executive Directors to Account or engage members
- More opportunity to network would have been valuable
- Some had been 'overwhelming' by the information received
- Aimed at newer governors, a separate session should be provided for governors of longer standing

8. Feedback from CoG Nominations and Remuneration Committee

GC reported that during the first half of the year the committee had been working on the appointment of two new Non-Executive Directors (NEDs), John Donnelly and Vickie Ferres having reached the end of their final term of office on 30 June 2014. Following a competitive selection process the Committee appointed John O'Kane (finance) and Dawn Moore (HR). With Tony Pedder convalescing following surgery it had been agreed that the appointments would not be taken up until 1 October, John and Vickie had agreed to stay on until the end of September.

CI asked when governors could meet the new NEDs. JP confirmed that governors would meet Dawn and John during their induction.

JP reported a vacancy on the CoG Nominations and Remuneration Committee for a public/patient governor. With two expressions of interest having been received to join the Committee there would be a ballot of public and patient governors. JP encouraged those eligible to vote to do so before the ballot closed on 29 August. **ACTION: Patient/Public governors**

9. Feedback from Annual Members' Meeting (AMM) Planning Group

AE said the following had been agreed with the Chairman:

Date 22 September
 Refreshments from 11:30 am
 AMM 12 noon
 Light buffet lunch 1:00 pm
 Interactive market place 1:00 pm – 3:30 pm
 Venue Medical Education Centre, NGH

The group are now working with Julie Phelan (Comms) and Irene Mabbott (Learning & Development) to plan and agree stalls for the interactive market place.

NS asked if the event will be well publicised? AE said that Julie Phelan will be organising this.

10. Forthcoming Edition of GoodHealth

CI reported that the forthcoming edition will focus on the AMM and will contain an invitation to the meeting with details of the event and a 'summary' of the Annual Report and Accounts. The Editorial Group are liaising closely with the Comms team to try to facilitate timely distribution of the paper to ensure all members receive their invitation in good time. The issue will also have formal notification the results of the elections to CoG.

CI said that the next issue is scheduled for Christmas and governors will be circulated with possible dates for an editorial meeting soon. **ACTION: JP**

11. Governors' Visits/Presentations

Reports on visits/presentation

- **Visit to Charles Clifford Dental Hospital (2-5-14)** – KP reported on an interesting, well organised visit. Governors noted that the building was bigger than expected, the environment in the Paediatric Department was excellent and the various Departments are light and airy with many dental 'chairs' facing out towards windows. A good interaction between staff and patients was commented on. It was however noted that the main entrance requires refurbishment.
- **Presentation on Strategy for Sustainability (21-5-14)** – PW said this had been an extremely good presentation. Some very committed staff are involved with an enormous amount of exemplary work and the Trust should be congratulated on this but there is not enough done to publicise the successes and thereby promote future gains. Governors suggested this could be covered in GoodHealth. **ACTION: JP/CI/PW**
- **Presentation on Staff Engagement and Staff Survey Results (17-6-14)** – JW said the Director of HR was upbeat about the results of the staff survey but not complacent, good progress has been made over the last four years but there remains room for improvement. It was noted that STH has one of the lowest rates of staff turnover in the NHS. It does less well on staff engagement and a Microsystems approach is to be applied. 97% of staff had appraisals in the period, higher than the national figure. Governors would welcome an annual presentation from Mark Gwilliam. **ACTION: JP/MGwl**
- **Presentation by Picker on Inpatient Survey Results (8-7-14)** – JW reported on an interesting presentation. NP was sceptical of the validity of the statistics. JW said Picker gave assurance of the validity of the samples and resulting data while assuring governors that the Trust employs a wide range of methods to gather patient comments and the Patient Experience Committee (which 3 governors sit on) reviews all the data in depth. Having examined the full results NS believed there was a theme of concerns around patient discharge and asked whether discharge procedures could be investigated? JW said he would raise this with PEC and report back to the Forum. **ACTION: JW**

Future visits/presentations:

- **Visit to the Jessop Wing (JW)** - AE and ST reported that plans for a visit at 10:00 am on 7 October were being finalised with the Nurse Director, Dotty Watkins. Venue for the initial presentation, prior to touring the facilities, is the JW Seminar Room on level 4. AE asked governors to confirm attendance with JP: **ACTION: All governors**
- **Update on Information Technology** – KP confirmed that this will be at 10:30 am on 28 October in the NGH Board Room. Places to be booked via JP. **ACTION: All governors**
- **Bev Stokes Day Surgery Unit** – JB and SS agreed to progress the arrangements.
- **Spinal Injuries Unit** – JB and SS agreed to progress this
- **Update on Right First Time Programme** – governors agreed they were keen to proceed with this presentation. AM would be asked to progress this with Paul Harriman.

12. Update on Governor Links to Directorates

JP said that most governors had now indicated their preferred Directorate(s) however a number of governors had selected the same areas and governors asked to review their choices and indicate a second preference following which Sue Butler would progress this with Nurse Directors and JP would contact governors again in September. **ACTION: All governors/JP/Sue Butler**

13. Update from Staff Governors

FE had nothing to report.

14. Feedback from Catering Audits and Food Tasting

JB and GT reported that the audits were proceeding with governors, volunteers and staff involved and some issues had already been identified. JW asked who is collating the information and when governors could see the results. JB said that Emma Wilson (Head of Catering) is dealing with it she would asked her to share the data with governors as soon as possible. **ACTION JB/Emma Wilson**

KP said that if any governors would like to visit the Central Food Processing Unit (CPU) at NGH Emma Wilson would be happy to arrange tours by small groups. Anyone interested should contact JP. **ACTION: All governors/JP/Emma Wilson**

15. Arrangements for Future Forum Meetings

Following discussion it was agreed that the Forum Meeting provides useful discussion time for governors. A sub-group of governors should be assembled to consider how to ensure the Forum continues to be relevant and add value for all governors and report back to the Forum. JP was asked to canvass interest in joining the sub-group. **ACTION: JP**

16. Future meeting Dates

Post-CoG Forum – 18 September 2014
Pre-CoG Forum - 11 November 2014