



**GOVERNORS' FORUM**  
**UNADOPTED NOTES OF THE MEETING HELD ON**  
**Monday 21 August 2023 at 2:00 pm**  
**Held Virtually**

<b>Present:</b>	Martin Hodgson – Lead Governor Steve Barks Steve Bell Michelle Cook	Steve Jones Irene Mabbott Ian Merriman Lewis Noble	Liz Puddy Joe Saverimoutou Jim Steinke Shirley Sherwood
<b>Apologies:</b>	Paulette Afflick-Anderson Jo Bishop Paul Dore Andrew Hartley	Felister Heeley Kaye Meegan Jane Pratt Sheila Reynolds	Cressida Ridge Harold Sharpe David Warwicker Mark Wilcox
<b>In Attendance:</b>	Annette Laban (items 1, 2 & 3) Ashley Blom (items 1, 2 & 3)	Andrew Jones (item 4.4) Sonia Lawford (item 4.4)	Jane Pellegrina (notes) Julie Phelan (item 3.3)

**1. WELCOME AND APOLOGIES**

**Martin Hodgson** welcomed everyone to meeting and thanked **Annette Laban** and **Ashley Blom** for joining governors.

The above apologies were noted.

**2. DISCUSSION WITH ANNETTE LABAN AND ASHELY BLOM**

**Annette** reminded governors that **Ashley** had recently been appointed as a Non-Executive Director representing The University of Sheffield (UoS) and she invited **Ashley** to tell governors about himself.

**Ashely** thanked Governors for the opportunity to join them today. He described his background as a clinical academic, an orthopaedic surgeon, he moved to Bristol from South Africa in 1994. He was now Vice-President of the Faculty of Medicine, Dentistry and Health at UoS and continued his clinical work at STH as a hip surgeon. He saw the relationship between STH and UoS as very important and he was working very closely with David Black on research. As a NED he was particularly interested in cancer and maternity services, and workforce planning.

During conversation these were some of the points that emerged:

Responding to **Martin's** query regarding time available to fully undertake the NED role alongside a very busy UoS and clinical workload **Ashley** said that he was adept at managing a range of activities and he was hoping to make a difference.

In response to **Steve Bell's** query about national and international research collaborations **Ashley** said that judged against other comparable organisations there was scope to expand.

**Liz Puddy** asked about the position regarding the refurbishment of Weston Park Hospital. **Annette** said that the initial plan was being revisited and providing a worldclass environment at WPH was a priority.

In response to **Steve Barks'** query regarding activity/action at UoS on health inequalities **Ashley** said that the Sheffield Centre for Health and Related Research (SCHARR) was working on this. He thought that governors would be interested to hear about the work from Professor Mark Strong, the Dean of SCHARR and professor of public health. **Steve** said that this was a something that governors would like to consider for the future.

**Annette** then provided an update on the Board's position in relation to the Countess of Chester Hospital case. She said the Trust had strong clinical and corporate governance and a culture of continual learning and improvement. The Board would be reviewing the position in September. She referred to an email to herself and Kirsten from the Liaison Governors seeking reassurance on the matter generally and particularly whether STH staff would feel comfortable escalating such an issue; Kirsten had responded to the email. **Martin** proposed sharing the response with all governors and **Annette** agreed.

**Martin** thanked **Ashley** for spending time with governors and Ashley left the meeting.

### 3. COUNCIL OF GOVERNORS' MATTERS

#### 3.1 Council of Governors' Meetings

##### Review of CoG meeting on 21 June 2023 and discussion of Agenda items for the CoG meeting on 19 September 2023

**Martin** reminded governors that the June CoG meeting had been held face-to-face at the Sheffield United Football Stadium. He felt the meeting had gone well and asked other governors for their views.

**Steve Bell** referred to unadopted CoG Minute COG/23/34 Business Plan Briefing and the point he had raised regarding the summarily disbanding of the Patient First Group, he said the clarification circulated was welcomed and understood but he felt it had not fully addressed the issue. **Steve Barks** felt it was important when we were seeking to encourage greater member, patient and public involvement with the Trust that procedures should be clearer; **Jim Steinke** and **Joe Saverimoutou** (co-chair of the group) concurred. **Annette** said that terms of reference for these patient and public involvement groups should address processes to manage issues of this nature and emphasise PROUD behaviours. **Annette** asked for this to be added to the Action Log for her informal meeting with the Liaison Governors.

Governors agreed that the informal discussion with the Chair and NEDs at the end of the meeting was very valuable and the extended time for this was appreciated.

**Annette** confirmed that the informal discussion would continue and would be scheduled for one hour at the conclusion of CoG.

During discussion of the draft CoG Agenda these points emerged:

- A full but interesting Agenda.
- The Board Committee updates were considered important but it was hoped that the verbal updates would be accompanied by written reports circulated with the Agenda. It was also queried whether in future there would be updates from the Research and Digital Committees. In response to a query from a governor **Annette** confirmed that governors would not be invited to join the Board Committees or to observe at the meetings.

There were no further comments.

The Agenda was **AGREED**. **Jane Pellegrina** was asked to confirm the Agenda with **Sandi Carman**.

### **3.2 Update from CoG Nomination and Remuneration Committee (NRC)**

As Vice-Chair of the NRC **Steve Barks** reported on NRC's work since the last meeting. These points were highlighted:

- Dean Royles had been appointed as a NED from 1 September 2023.
- Chair and NED remuneration was on the workplan for discussion before the end of the year.

**Annette** thanked the NRC for all their hard work during the process to appoint Dean Royles.

### **3.3 Discussion of arrangements and review of draft agenda for AMM on 28 September 2023**

**Martin** welcomed **Julie Phelan**, Communications and Marketing Director. **Annette** said that she and **Kirsten** wanted the virtual AMM to be more interactive with the opportunity for attendees to ask questions live rather than submitting before the meeting. **Julie** said this could be done in a similar way to the regular all staff briefings that **Kirsten** held and colleagues in IT were familiar with the requirements.

During discussion the following points emerged:

- The content of the agenda was agreed but it was felt that it was too long. **Jane** and **Julie** agreed to trim some time off to ensure the event closed no later than 12:45.
- Tommy's app presentation to be introduced by **Kirsten** directly after her presentation which would have a reference to actions at Jessops.
- Include something interesting on screen during comfort breaks.
- When agenda finalised and presenters confirmed Comms to start publicising on social media

**Martin** thanked **Annette**, **Ashley** and **Julie** and they left the meeting at this point.

## **4. Governors' Forum Matters**

### **4.1 Unadopted Notes of the Governors' Forum Meeting held on 22 May 2023**

**Martin** referred to the unadopted Notes of the Governors' Forum meeting held on 22 May 2023

The Notes were **AGREED** as a correct record of the meeting.

There were no matters arising not covered elsewhere on the Agenda.

### **4.2 Review of future Governors' Forum meetings – proposal for a questionnaire/survey of governors' views**

**Martin** said that one of the outcomes for Governors' action following the Time Out held on 17 February had been to review the logistics of future Governors' Forum meetings and with that in mind a questionnaire was being developed to enable governors to feedback their views on issues such as timing of meetings; preference for face-to-face or virtual meetings; etc. He asked governors to look out for the

questionnaire and to complete it with as much detail as possible.

#### 4.3 **Confirmation of arrangements for a Governors' Time Out being held on 11 October 2023**

**Martin** confirmed that the Time Out on 11 October would concentrate on Membership Engagement. It was being held in the Clocktower Board Room. A draft Membership Engagement Plan was being developed and would be shared with governors ahead of the Time Out. **Steve Barks** said it was hoped that as many governors as possible would attend the Time Out but that all feedback on the draft Membership Engagement Plan was important so even if governors were unable to attend the Time Out, he encouraged everyone to share their feedback.

#### 4.4 **PLACE Assessment Report and Results for 2022**

**Steve Barks** welcomed **Andrew Jones**, Facilities Director, and **Sonia Lawford**, facilities Manager to the meeting. **Steve** said that he took part in the PLACE inspections last year and recommended that more governors get involved this year if they could. PLACE focussed on issues that had a direct impact on patients and their experience. Inspection teams consisted of governors, volunteers and Trust staff e.g. from infection control and estates who provided guidance/advice but each team member provided their own judgement for the report. **Shirley Sherwood** had also taken part in the inspection last year and would recommend others joined in this year.

**Sonia** referred to Enc E and confirmed that PLACE inspections for 2023 had been confirmed. During the discussion that following these points were highlighted:

- **Sonia** confirmed that any urgent issues picked up during an inspection visit were noted in the report but were also raised immediately with the ward/area for action.
- It was confirmed that training could be provided for governors.
- In response to a query about how PLACE related to QUEST and Board Out and About Visits **Andrew Jones** said that the outcomes were triangulated centrally.
- In response to a query about ensuring progress on matters requiring attention from one year to the next **Sonia** said that Estates and Facilities departments worked closely together to ensure this was kept on track.
- **Sonia** agreed to share a briefing document describing the requirements for dementia friendly environments.

**Andrew** thanked governors for their support with last year's inspections and hoped that governors would take part again this year. **Sonia** said that as soon as information about this year's inspections was available she would share this with governors.

**Andrew** and **Sonia** left the meeting at this point.

#### 4.5 **Feedback from QUEST Ward Inspections and Board/Governor Out and About Visits**

Governors reported on the inspections and visits they had taken part in.

#### 5. **2023 Governor Elections**

**Jane** updated on the elections, there were 13 seats to be elected to across all constituencies, the deadline for nominations was 11 September. There would be a ballot for all contested seats between 29 September and 19 October with the results announced on 20 October. The new term of office would start on 1 November.

## **6. Any Other Business**

**Martin** said that as governors were aware he had decided to step down as a governor on 31 October 2023 it was important to have a new Lead Governor in place by then. The Chair would shortly be requesting expressions of interest from all patient and public governors to nominate themselves for the role. He would be happy to discuss the role with anyone who was considering it.

There was no further business to discuss.

## **7. Date of next meeting**

13 November 2023