

## Council of Governors

<b>Date:</b>	6 February 2020	<b>Attachment item:</b>	10																
<b>Title of Report:</b>	<b>Company Secretary's Report</b>																		
<b>Purpose of the report and the key issues for consideration/decision:</b>	The purpose of the report is to highlight key Governance matters for Council of Governor consideration/information.																		
<b>Prepared by:</b>	Stella Jackson, Head of Corporate Governance																		
<b>Presented by:</b>	Victoria Pickles, Associate Director of Corporate Affairs and Group Company Secretary																		
<b>Strategic Objective(s) supported by this paper:</b>	<table border="1"> <tr> <td><b>Financial Sustainability</b></td> <td><input type="checkbox"/></td> <td><b>Empower &amp; Engage Staff</b></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>Quality of Care</b></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>			<b>Financial Sustainability</b>	<input type="checkbox"/>	<b>Empower &amp; Engage Staff</b>	<input checked="" type="checkbox"/>	<b>Quality of Care</b>	<input type="checkbox"/>										
<b>Financial Sustainability</b>	<input type="checkbox"/>	<b>Empower &amp; Engage Staff</b>	<input checked="" type="checkbox"/>																
<b>Quality of Care</b>	<input type="checkbox"/>																		
<b>Is this on the Trust's risk register:</b>	<table border="1"> <tr> <td><b>No</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Yes</b></td> <td><input type="checkbox"/></td> <td><b>If Yes, Score</b></td> <td><input type="checkbox"/></td> </tr> </table>			<b>No</b>	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>If Yes, Score</b>	<input type="checkbox"/>										
<b>No</b>	<input checked="" type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>If Yes, Score</b>	<input type="checkbox"/>														
<b>Which CQC Standards apply to this report:</b>	Well-led domain																		
<b>Have all implications related to this report been considered: (please X)</b>	<table border="1"> <tr> <td><b>Finance Revenue &amp; Capital</b></td> <td><input type="checkbox"/></td> <td><b>Equality &amp; Diversity</b></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><b>National Policy/Legislation</b></td> <td><input type="checkbox"/></td> <td><b>Patient Experience</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Human Resources</b></td> <td><input type="checkbox"/></td> <td><b>Terms of Authorisation</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Governance &amp; Risk Management (BAF)</b></td> <td><input type="checkbox"/></td> <td><b>Other:</b></td> <td><input type="checkbox"/></td> </tr> </table>			<b>Finance Revenue &amp; Capital</b>	<input type="checkbox"/>	<b>Equality &amp; Diversity</b>	<input checked="" type="checkbox"/>	<b>National Policy/Legislation</b>	<input type="checkbox"/>	<b>Patient Experience</b>	<input type="checkbox"/>	<b>Human Resources</b>	<input type="checkbox"/>	<b>Terms of Authorisation</b>	<input type="checkbox"/>	<b>Governance &amp; Risk Management (BAF)</b>	<input type="checkbox"/>	<b>Other:</b>	<input type="checkbox"/>
<b>Finance Revenue &amp; Capital</b>	<input type="checkbox"/>	<b>Equality &amp; Diversity</b>	<input checked="" type="checkbox"/>																
<b>National Policy/Legislation</b>	<input type="checkbox"/>	<b>Patient Experience</b>	<input type="checkbox"/>																
<b>Human Resources</b>	<input type="checkbox"/>	<b>Terms of Authorisation</b>	<input type="checkbox"/>																
<b>Governance &amp; Risk Management (BAF)</b>	<input type="checkbox"/>	<b>Other:</b>	<input type="checkbox"/>																
<b>Action Required: (please X)</b>	<table border="1"> <tr> <td><b>Approve</b></td> <td><input type="checkbox"/></td> <td><b>Discuss</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Receive for information</b></td> <td><input checked="" type="checkbox"/></td> <td><b>Decision</b></td> <td><input type="checkbox"/></td> </tr> </table>			<b>Approve</b>	<input type="checkbox"/>	<b>Discuss</b>	<input checked="" type="checkbox"/>	<b>Receive for information</b>	<input checked="" type="checkbox"/>	<b>Decision</b>	<input type="checkbox"/>								
<b>Approve</b>	<input type="checkbox"/>	<b>Discuss</b>	<input checked="" type="checkbox"/>	<b>Receive for information</b>	<input checked="" type="checkbox"/>	<b>Decision</b>	<input type="checkbox"/>												
<b>Previously Considered By:</b>	<table border="1"> <tr> <td>n/a</td> <td><b>Date:</b></td> <td><input type="checkbox"/></td> </tr> </table>			n/a	<b>Date:</b>	<input type="checkbox"/>													
n/a	<b>Date:</b>	<input type="checkbox"/>																	
<b>Recommendations:</b>	<p>That the Council of Governors:</p> <ul style="list-style-type: none"> <li>• Notes the 2020 elections programme;</li> <li>• Notes the Trust-wide Engagement Strategy progress update;</li> <li>• Notes the Council of Governors effectiveness review update;</li> <li>• Considers whether any additional items should be added to the Governor work programme; and</li> <li>• Notes the calendar of Governor activities.</li> </ul>																		

# Council of Governors

## 6 February

### 1. 2020 Elections Programme

Two Staff Governors will reach the end of their term of office on 31 May 2019. These are: Richard Jackson and Annette Ferrier. Additionally, we are currently carrying three Public Governor vacancies (one Public seat for the Rest of England, one Public seat for Bingley Rural and one Public seat for Settle and Mid Craven). We will be beginning our 2020 elections in February and concluding these in May 2020.

The elections timetable is detailed below:

Nominations open	Tuesday, 25 February 2020
Deadline for nominations	Tuesday, 24 March 2020
Voting opens	Friday, 17 April 2020
Voting closes	Wednesday, 13 May 2020
Declaration of results	Friday, 20 May 2020

During the election process, we will be running some events at the Hospital (we do not propose to hold any in the community this year as last year's events elicited very little interest). The dates of the events will be shared with Governors who will be invited to attend and support these. Governors are also asked for their support in promoting the vacancies to relevant networks and contacts.

### 2. Trust-Wide Engagement Strategy Progress Update

At the 31 October 2019 Council of Governors meeting, Governors were informed that the Trust would be developing an overarching Engagement Strategy and that membership activities would feature within it (thereby negating the need for a separate Membership Strategy). However, as the Strategy had not been developed, Governors were presented with proposed membership activities for the current year. The Council of Governors agreed that the two Public Governors that had helped to develop the plan of activities should comment on this outside the meeting. The slides attached at Appendix 1 have been updated to reflect the comments of those two Governors and additional comments received from other governors. It is proposed that delivery of the activities is monitored by the Governor Involvement Group.

The Council of Governors is asked to:

- Approve the activities as described in Appendix 1; and
- Agree that the Governor Involvement Group should monitor delivery of the activities.

### 3. Council of Governors Effectiveness Review

The Foundation Trust Code of Governance provides that the Council of Governors should periodically assess its collective performance. To assist with this process, a questionnaire has been developed and circulated to Governors. The results, once available, will be forwarded to Governors and discussed at the next Council of Governor meeting on 7 May.

### 4. Governor Work Programme

The work programme is attached at Appendix 2. Governors are invited to highlight any additional items they believe should be added to this.

## **5. Calendar of Governor Activities**

The calendar of Governor activities (at Appendix 3) contains details of the activities undertaken/to be undertaken by Governors during the 2019/20 financial year. This calendar has been amended to take account of comments made by Governors at the 31 October 2019 meeting.