

## COUNCIL OF GOVERNORS MEETING

18 July 2019

Paper Title: Governance Matters

Lead Director: Paul Hogg – Director of Corporate Affairs

Paper Author: Fran Limbert – Corporate Governance Manager

Agenda Item: **13**

### **Executive Summary:**

This paper contains a number of governance related items which are provided for information/discussion. These are detailed below:

- Proposal for the Annual Members' Meeting 2019;
- Governor Stall in the Care Trust Marketplace at the Annual Members' Meeting;
- Annual Report and Accounts, and Quality Report (Account) 2018/19;
- Summer 2019 governor elections;
- Open House meeting and engagement;
- Membership Development Group;
- Board Walkabouts; and
- Council of Governors Work Plan.

### **Recommendations:**

The Council of Governors is asked to note the update provided.

## **Governance Matters**

### **July 2019**

#### Proposal for the Annual Members' Meeting 2019

The Trusts' Annual Members' Meeting will be held on **Tuesday 10 September 2019** in the **Hendrie and McCall Suite** at **Bradford City Football Club, Valley Parade, Bradford, BD8 7DY**.

The event is a chance for our Trust members, service users, carers, staff and members of the public to come together to learn more about Trust services, achievements and future vision. The event will **open at 9.30am**, with a chance for attendees to network and speak to colleagues in the 'Care Trust Marketplace'. The marketplace will feature around 30 stalls showcasing areas of work within our Trust. It will include some of the important work our colleagues have been involved in over the last 12 months.

Governors are asked to arrive by 10.00am. The formal Annual Members' Meeting will **begin at 10.30am**. It will feature presentations on achievements and challenges over 2018-2019. The annual report and accounts will also be available. After the presentations members of the audience will be able to ask questions of the Trust's Board of Directors. Attendees will also be invited to learn more about the Trust's new participation and involvement strategy 'Your Voice Matters'. Cathy Elliott, Chair Designate, will be attending the event. For those of you who have not met Cathy yet, this is an opportunity for you to do so.

One of the presentations that will feature as part of the meeting will be from the Trust's external auditors KPMG, who will present their findings on the Trust's Annual Report and Accounts for 2018/19. The event will finish with another opportunity to network and browse the stalls over lunch.

The Annual Members' Meeting is a formal statutory meeting. If you are not able to attend, please inform Fran Limbert, Corporate Governance Manager, so that your apologies can be noted in the minutes. Fran's contact details are: [fran.limbert@bdct.nhs.uk](mailto:fran.limbert@bdct.nhs.uk) or 01274 363544.

#### Governor Stall in the Care Trust Marketplace

As mentioned above, at the Annual Members' Meeting there will be a Care Trust Marketplace. One of the stalls within the Marketplace will be focused on the work of the governors. Work is underway to plan the stall, if you would like to get involved with the

planning or you have any suggestions on what to include, please contact Fran on the above details.

Suggestions so far include:

- showcasing the governor role and the Council of Governors;
- work governors have been involved in over the last year;
- outcomes of governor elections held over the last year;
- information on current membership position;
- membership recruitment information;
- personal statements from governors; and
- information on future governor elections.

Fran is also looking for governor volunteers to help run the stall on the day. This is your chance to network with your members, the wider public and Trust staff whilst showcasing the important role of a foundation trust governor and some of the work that you have been involved in over the last year. A rota will be created for the times when the Marketplace will be open.

Please contact Fran on the contact details mentioned above if you would like to express your interest in helping run the stall.

### Annual Report and Accounts, and Quality Report (Accounts) 2018/19

The Trust's Annual Report and Accounts and Quality Report were approved by the Board of Directors on 23 May 2019. The report is a legal requirement and contains a review of the Trust's performance, service developments, financial review and achievements over the last year. The Annual Report, Accounts and Quality Report, have now been submitted to Parliament and will be published on the Trust website in advance of the Annual Members' Meeting. The document (available for governors at this meeting) remains embargoed until Parliament has published the document. Copies will also be available at the Annual Members' Meeting with attendees having the opportunity to raise questions of the Board of Directors as part of the formal meeting.

### Summer 2019 governor elections

11 July 2019 sees the nomination phase open for the next round of governor elections. There are five seats available as part of this election campaign, two for Bradford South; two staff clinical; and one for staff non-clinical. The election is being run on our behalf by an external company - Electoral Reform Services (ERS). Interested members have until the 26 July 2019 to submit their nomination form to ERS. Fran Limbert will be the Trust's coordinating officer working with ERS to ensure the completion of the election in accordance with the Trust's internal timetable and the Trust Constitution.

Engagement and marketing of the campaign commenced mid-June 2019. It involves targeted invitations to eligible members; promotion amongst external stakeholders and partners; and working with the Communications Team to raise awareness of the opportunities through various media and online platforms.

This election campaign is due to finish early September 2019, with all those elected being informed of the date of the Annual Members' Meeting in advance should they wish to and be able to attend.

Governors are asked to continue to promote the vacancies to their networks and contacts and are thanked for their ongoing support.

#### Open House Meeting and membership engagement

The evening of Tuesday 25 July 2019 saw that last Open House meeting take place. Five governors attended, along with our Chair, Director of Corporate Affairs, Patient Experience Lead, and Corporate Governance Manager. Discussion took place on the following items:

- West Yorkshire and Harrogate Integrated Care System partnership event feedback; and
- presentation of the developments underway on Your Voice Matters, the Trust's participation and involvement strategy.

Those present noted the connectivity of involvement and engagement with the work of the governors. The importance of connecting existing networks and partnerships was also recognised. Isla Skinner outlined the aspirations of Your Voice Matters and what the next phase of development work would be. It was suggested that the governors remain connected to engagement and involvement work, in particular those governors who are involved in the Membership Development Group (sub-committee of the Council of Governors).

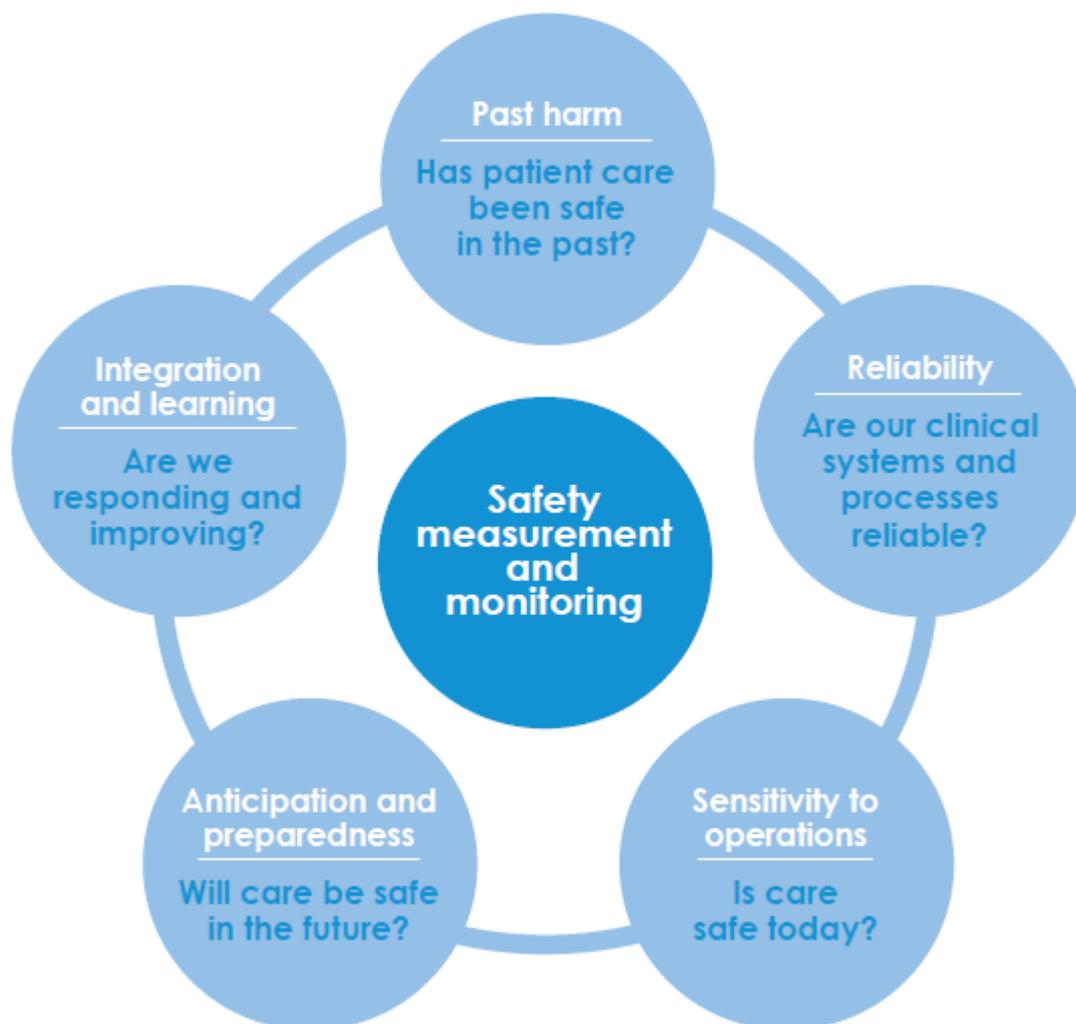
#### Membership Development Group

In-line with developments that have taken place with governors to discuss the process to refresh the Membership Strategy for 2019 – 2021 and emerging involvement and engagement work, expressions of interest are being sought from those governors who would like to form part of the Membership Development Group. Please contact Fran Limbert to express your interest.

Following the last meeting of the Group it was agreed that "Governors – representing you" would be used as the strapline for the new Membership Strategy and that individual governors would each be asked to contribute two actions: a link to an organisation they know well that could benefit the Trust; and one engagement idea that could be considered as part of mapping out the work programme for the strategy. A further meeting of the group will be arranged in the Summer 2019.

Board Walkabouts

Thursday 27 June 2019 saw the latest Board engagement visits take place at the Trust. The Board visited inpatient services and provided front-line colleagues an important opportunity to engage with Board members, share feedback and raise any points direct with the Board. Focus of the engagement visits is on quality and safety, with the following framework being used to support the visits:



Plans for further Board Walkabouts are being developed. Once they have been finalised opportunities for involvement will be shared with governors. For further information in the meantime, please contact Fran Limbert, Corporate Governance Manager, on the details mentioned above.

Council of Governors Work Plan

Enclosed at Appendix one is the Work Plan for the Council of Governors meeting. Work is underway to confirm the 2020 Council of Governor meeting dates, which will be shared with you early Autumn 2019 once the new Chair is in post.