

Cover Sheet

Council of Governors Meeting: Wednesday 13 January 2021

CoG2021.05

Title: Council of Governors Schedule for 2021/22

Status: For Information

History: New Paper

Board Lead: Trust Chair

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Confidential: No

Key Purpose: Policy

Executive Summary

1. This paper provides an outline of the proposed schedule of meetings for the Council of Governors and its committees during the 2021/22 financial year for review and comments.
2. During the 2020/21 financial year all elements of the governors' regular schedule have been disrupted to some extent by the CoVID-19 pandemic. This paper outlines a proposed schedule running to March 2022 that aims to return the Council and its committees to a version of its previous schedule, albeit continuing to operate virtually in the medium term.
3. The schedule includes four formal meetings of the Council of Governors which have been scheduled on dates which coincide with board activities in order to facilitate greater attendance and participation from Board members.
4. Four seminar dates will be scheduled with dates profiled to have two sessions early in the year focussed on the induction of new governors alongside more experienced colleagues and the provision of training likely to be of benefit to all governors in carrying out their core duties.
5. It is intended that bimonthly meetings of the Performance, Workforce and Finance Committee and the Patient Experience, Membership and Quality Committee resume. In order to support the continued involvement of non-executive directors in these committees it is suggested that these alternate in a consistent monthly slot.
6. It is recognised that while as the pandemic currently remains a severe pressure for the Trust these plans will need to be kept under review.

Recommendations

7. The Council of Governors is asked to:
 - **Note** the proposed schedule of meetings and seminars for the Council and its committees during the 2021/22 financial year.

Council of Governors Schedule for 2021/22

1. Purpose

- 1.1. This paper provides an outline of the proposed schedule of meetings for the Council of Governors and its committees during the 2021/22 financial year for review and comments.

2. Background

- 2.1. In previous years the planned schedule for the Council of Governors has included four formal meetings of the Council each year supplemented by four seminar sessions to allow for governor development along with less formal and more detailed discussions of specific topics.
- 2.2. Alongside this the Performance, Workforce and Finance Committee [PWF] and the Patient Experience, Membership and Quality Committee [PEMQ] have each been scheduled to meet on a bimonthly basis. Meetings of the Remuneration, Nominations and Appointments Committee [RNAC] have been scheduled as required to conduct business under its terms of reference.
- 2.3. During the 2020/21 financial year all elements of this regular schedule have been disrupted to some extent by the CoVID-19 pandemic. The seminar programme was stood down and formal meetings of the Council were instead supplemented with additional update calls focussed on the pandemic response. In addition, only a small number of meetings of governor committees have been possible over the last ten months. All governor activities during this period have been undertaken on a virtual basis.

3. Forward Schedule for the Council of Governors and Committees

- 3.1. This paper outlines a proposed schedule running to March 2022 that aims to return the Council and its committees to a version of its previous schedule, albeit continuing to operate virtually in the medium term. It is recognised that while as the pandemic currently remains a severe pressure for the Trust these plans will need to be kept under review.

Formal Meetings of the Council of Governors

- 3.2. One change in the 2020/21 year which is regarded as having been successful is the scheduling of meetings of the Council on the same day as the Board where possible to facilitate greater attendance and participation from Board members. This has, in particular, increased the

visibility of non-executive directors at Council meetings. Proposed dates for meetings of the Council for the 2021/22 year therefore continue to schedule them to coincide with the dates of other Board activities.

| Date | Time | Venue |
|------------------------|---------------|-----------------|
| 31 March 2021 | 15:00 – 17:00 | Microsoft Teams |
| 14 July 2021 | 15:30 – 17:30 | TBC |
| 13 October 2021 | 15:00 – 17:00 | TBC |
| 19 January 2022 | 15:30 – 17:30 | TBC |

- 3.3. Note that the meeting which would be due in April has been brought forward to the end of March in order to better support consideration of the annual plan by governors.

Governor Seminars

- 3.4. An outline schedule for governor seminars is shown below with firm dates and times to be finalised.
- 3.5. The programme has been profiled to have two seminars early in the year focussed on the induction of new governors alongside more experienced colleagues and the provision of training likely to be of benefit to all governors in carrying out their core duties.

| Date | Time | Venue |
|-------------------------|---------------|-----------------|
| 9 April 2021 | 14:00 – 16:30 | Microsoft Teams |
| 14 June 2021 | 14:00 – 16:30 | Microsoft Teams |
| 3 November 2021 | 14:00 – 16:30 | TBC |
| 25 February 2022 | 14:00 – 16:30 | TBC |

Governor Committees

- 3.6. It is intended to return to bimonthly meetings for the PWF and PEMQ committees.
- 3.7. It has been recognised that recent meetings of PWF have significantly benefitted from the greater involvement of non-executive directors which has been facilitated by these taking place virtually. In order to maintain greater participation of board members and especially non-executives in governor committee meetings it is proposed that a consistent time is

maintained for meetings of PWF and PEMQ such that they take place in alternate months in the morning of the fourth Friday of the month.

- 3.8. As the Trust's strategy is to operate digitally by default it is also suggested that, even when a return to face-to-face meetings is possible for Council meetings and seminars, consideration is given to governor committees continuing to operate virtually.
- 3.9. The full proposed schedule of committee meetings is outlined below.

| Committee | Date | Time |
|---|-------------|---------------|
| Patient Experience, Membership & Quality | 26 Mar 2021 | 9:30 – 11:00 |
| Performance, Workforce & Finance | 23 Apr 2021 | 9:30 – 11:00 |
| Patient Experience, Membership & Quality | 28 May 2021 | 9:30 – 11:00 |
| Performance, Workforce & Finance | 25 Jun 2021 | 9:30 – 11:00 |
| Patient Experience, Membership & Quality | 23 Jul 2021 | 9:30 – 11:00 |
| Performance, Workforce & Finance | 27 Aug 2021 | 9:30 – 11:00 |
| Patient Experience, Membership & Quality | 24 Sep 2021 | 9:30 – 11:00 |
| Remuneration, Nominations & Appointments | 24 Sep 2021 | 11:30 – 13:00 |
| Performance, Workforce & Finance | 22 Oct 2021 | 9:30 – 11:00 |
| Patient Experience, Membership & Quality | 26 Nov 2021 | 9:30 – 11:00 |
| Performance, Workforce & Finance | 17 Dec 2021 | 9:30 – 11:00 |
| Patient Experience, Membership & Quality | 28 Jan 2022 | 9:30 – 11:00 |
| Performance, Workforce & Finance | 25 Feb 2022 | 9:30 – 11:00 |
| Remuneration, Nominations & Appointments | 25Feb 2022 | 11:30 – 13:00 |
| Patient Experience, Membership & Quality | 25 Mar 2022 | 9:30 – 11:00 |

4. Recommendations

4.1. The Council of Governors is asked to:

- **Note** the proposed schedule of meetings and seminars for the Council and its committees during the 2021/22 financial year.