






Council of Governors Public session

17 September 2020, 09:30 to 10:30
Virtual

Agenda

-
- | | | | |
|------------|--|-----------|-----------------------------|
| 32. | Chair's introductions | | 5 minutes
Stephen Smith |
| |  00 Agenda Public 200917.pdf | (2 pages) | |
| 33. | Apologies for Absence and Declarations of Interest | | Stephen Smith |
| 34. | Minutes of the last meeting: 14 August 2020 Matters arising | | Stephen Smith |
| |  34 Minutes of previous meeting.pdf | (5 pages) | |
| 35. | Outstanding actions: none to report | | Stephen Smith |
| 36. | Chair's report | | 10 minutes
Stephen Smith |
| 37. | Audit and Governance: Chair's Report | | 15 minutes
Bernie Mayall |
| |  37 AGC update.pdf | (3 pages) | |
| 38. | Annual Members' Meeting | | 10 minutes
Alison Fox |
| |  38 AMM.pdf | (5 pages) | |
| 39. | Governor Elections 2021 | | 10 minutes
Alison Fox |
| |  39 Elections.pdf | (2 pages) | |
| 40. | Any other Business | | 5 minutes
Stephen Smith |
| 41. | Date of next meeting: 11 December 2020 | | |

**COUNCIL OF GOVERNORS PUBLIC MEETING
17 SEPTEMBER 9.30am, Webex**

This meeting will be conducted in line with the Trust Values below:

People feel **cared** for as individuals

People feel **safe**, reassured and involved

People feel teamwork, trust and **respect** sit at the heart of everything we do

People feel confident we are **making a difference**

AGENDA

This meeting will be preceded by an informal meeting of the Council, starting at 9.00am

Reference 20/		Paper CoG 20/		
HOUSEKEEPING				
32.	Chair's introductions	To note	9.30 (05)	<i>Stephen Smith Trust Chair</i>
33.	Apologies for Absence and Declarations of Interest	To note		<i>Stephen Smith Trust Chair</i>
34.	Minutes from the last Council of Governors' Public meeting held on 14 August 2020 and matters arising	To agree	/034	<i>Stephen Smith Trust Chair</i>
35.	Outstanding actions: <i>There are no outstanding actions.</i>	To note		<i>Stephen Smith Trust Chair</i>
BUSINESS				
36.	Chair's report:	To discuss	9.35 (10)	<i>Stephen Smith Trust Chair</i>
37.	Chair report from AGC		9.45 (15) /037	<i>Bernie Mayall Chair, AGC Public Governor</i>
38.	Annual Members meeting	To discuss	10.00 (10) /038	<i>Alison Fox Group Company Secretary</i>



39.	Elections 2021	To discuss	10.10 (10) /039	<i>Alison Fox Group Company Secretary</i>
CLOSE				
40.	ANY OTHER BUSINESS Please notify Committee Secretary of matters to be raised – deadline 48 hours before the meeting.		10.20 (05)	<i>Stephen Smith Trust Chair</i>
41.	DATE OF NEXT PUBLIC MEETING 11 December 2020		End: 10.25	<i>Stephen Smith Trust Chair</i>

RESOLUTION TO MOVE INTO PRIVATE SESSION

That pursuant to the Trust's Constitution the Council of Governors is moving into closed session. All members of the public, including press, are to be excluded due to the confidential nature of the business to be discussed concerning contracts, negotiations and staff.



**UNCONFIRMED MINUTES OF THE COUNCIL OF GOVERNORS MEETING
14 August 2020 13.30 - Webex meeting****PRESENT:**

Stephen Smith	Trust Chair (Chairman)	StS
Julie Barker (phone)	Elected Governor – Rest of England	JBa
Bob Bayford	Partnership Governor – Local Authorities	BBa
Nick Hulme (phone)	Elected Governor – Ashford	NHu
Alex Lister	Elected Governor – Canterbury	Ali
Bernie Mayall	Elected Governor – Dover	BMa
Jane Martin	Elected Governor – Ashford	JMa
Julie Pain	Elected Governor – Staff	JPa
Carl Plummer	Elected Governor - Folkestone & Hythe	CPI
Ken Rogers	Elected Governor – Swale	KRo
Paul Schofield	Elected Governor – Thanet	PSc
Debra Towse	Partner Governor – Universities	DTo
Marcella Warburton	Elected Governor – Thanet	MWa
Carla Wearing	Elected Governor – Staff	CWe
Nick Wells	Partnership Governor – Volunteers	New
Sally Wilson	Elected Governor – Staff	SWi

IN ATTENDANCE:

Wendy Cookson	Non-Executive Director	WC
Alison Fox	Trust Secretary	AF
Amanda Bedford	Committee Secretary (minutes)	AB

MINUTE NO. CoG/20/		ACTION
22.	CHAIRMAN'S WELCOME The Chair welcomed members to the meeting.	
23.	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST Apologies were received from Graeme Sergeant, Jenny Chittenden, Liz Baxter and John East. Nick Wells would attend but might be delayed. The Chair asked AB to clarify the process for agenda setting in response to a concern raised by KR. AB explained that in the two weeks prior the meeting, the Lead Governor would email the Governors with a request for any items they wished to be included on the agenda. The Chair, AB & AF would then come together and the agenda would be compiled to reflect the standard items regularly on the agenda and those noted from the Governors.	
24.	MINUTES FROM THE LAST COUNCIL OF GOVERNORS MEETING The minutes of the previous meeting held on 9 July 2020 were accepted as a true and accurate representation of the meeting.	
25.	MATTERS ARISING <u>6. When Council is required to give approval it will be recorded that this was carried unanimously or, if there is dissention, a vote will be taken and the outcome recorded.</u> AB confirmed approval will be recorded. To be closed.	

Chair's initials

	<p><u>7. Drafts of the minutes of formal meetings of Council would be circulated to governors within two weeks of the meeting.</u></p> <p>AB confirmed that minutes of formal meetings would be circulated within two weeks. To be closed.</p> <p><u>8. Matters arising and Action table updates to be distinct on future agendas and correctly used.</u></p> <p>This had been reflected in the latest agenda. To be closed.</p> <p><u>9. Circulate a simplified job description for the AGC Chair role and invite volunteers to come forward for the role being clear about the support available.</u></p> <p>This had been overtaken by events as Bernie Mayall had stepped in to Chair that meeting. Governors had been advised by email. To be closed.</p>	
<p>26.</p>	<p>CHAIR'S REPORT</p> <p>The Chair provided an update on Covid-19 and explained that there had been an increase in infections throughout the Trust which had arisen in the middle of June. Support had been received from NHSI/E from a range of experts, from Sarah Mumford, Interim Director of Infection Prevention and Control, and a robust mechanism had been put in place to reduce infection. The death rate and the infection rate had both declined substantially and levels were now within the normal range of Trusts in the country. WHH had continued to experience a number of admissions where patients were tested on admission. The Chair explained that if patients tested positive within 48 hours, this was considered a community infection, if within days 2-7, it was a classed as indeterminate and if day +8 and day +15, it was considered nosocomial.</p> <p>The Chair updated the group as to Covid death rates within the Trust, up to and including 9th August. In week one, seven Covid-related deaths had been recorded (patients who had proven positive with a PCR test who were then assumed to have died from the disease), in the following week, four deaths were recorded and the week after that, one death had been recorded,</p> <p>The CQC had visited and issues around estates had been highlighted. It was clear that there were still serious matters to be addressed in respect of infection prevention and control although, over the last four weeks, the Trust's rates of nosocomial infection had remained low.</p> <p>The Chair updated the group as to progress with maternity services. A Maternity Transformation Committee had been established, led by Fiona Wise, Executive Director for Maternity Transformation. There would be a presentation to the Board meeting in September and an action plan with associated timeline would be linked to a longer-term strategy, to be embedded within the maternity unit. Ten new consultants had been recruited and from 1st September, the hospital would be one of only two in the country to provide a 365, 24/7 consultant-led labour ward. NHSIB figures had remained half of what they were when the original concern was raised. In response to a concern raised by MW regarding consultant maternity cover at Margate hospital, the Chair confirmed that the WHH consultants would be</p>	

Chair's initials

	<p>on-call to provide cover.</p> <p>WC confirmed that the appointed consultants were from within our service, had been trained at the Trust and wished to stay, which had been very positive to observe.</p>	
<p>27.</p>	<p>CHAIR’S REPORT FROM THE AGC BM confirmed the next meeting would take place on 2nd September and AB had circulated papers.</p>	
<p>28.</p>	<p>UPDATE FROM GOVERNORS WHO ATTENDED NHSP EVENT NH felt that the session had been useful; there had been much discussion about Covid and the responses of different Trusts during that period. A survey had been undertaken with the Governors, firstly relating to Governor elections but also around the effectiveness of communication between Trusts and Governors during the Covid crisis. 88% of Governors had felt well informed and NH felt it an interesting point to refer to EKHUFT Governors.</p> <p>CP had also attended and considered it useful although with a heavy emphasis on Covid and he highlighted the difficulties associated with attending the session virtually; he had provided the group with a report, by way of update. He relayed that 90% of the Governors had been made to feel ineffective in their role during the crisis.</p> <p>PS also attended the event, found it very informative and concurred with CP’s comments. It was felt that a face-to-face session would have been more beneficial. He agreed that there was over-emphasis placed on the Covid crisis.</p> <p>AF responded to CP’s comments and explained that Trusts were following the guidance and advice provided from the Centre and it was disappointing that this point had not come across; it was a ‘catch 22’ situation.</p> <p>JM asked whether there was room for Governors to have more virtual meetings, such as ‘meet the Governor’ sessions, or whether these had been prohibited, to which AF responded that she and a number of her Company Secretary Colleagues were currently looking at how it might be possible to work a remote system where such sessions could be undertaken; advice was also being given by NHS Providers.</p> <p>CP replied that Governors had felt many older people had not been able to access or use remote communication and many would tend to correspond by letter or telephone. It was felt that communication had been absent from both Council and Board.</p> <p>JM felt CP’s feedback helpful and asked for further explanation as to people’s expectations of communication during the crisis. CP replied that it had been a lack of clarity from central Government on every aspect of what was, and was not, allowed that was most frustrating and was a national issue.</p> <p>JM raised the issue of PPE and on hearing of the national shortage of PPE, had flagged up a local supplier who had a warehouse full of stock, to Helen Whately and others. However, despite initial interest by the Government, the</p>	

Chair’s initials

	<p>strategy changed and the stock was not used. Should EKHUFT have need in the future, the PPE was still available.</p> <p>BM commented that in terms of communication, it was as much about how people felt about it, not just what was communicated and this was important for staff in the Trust.</p> <p>Regarding PPE, JB clarified that whilst there had been a need for PPE, it depended on what that PPE comprised, as some items were needed more than others. WC flagged that any discussion would need to go through the procurement process.</p> <p>The Chair raised the issue of re-set and the challenges involved in attempting to return to a new normal. All 9,000 Trust staff had been tested for Covid and 15 individuals had been found to be asymptomatic but Covid positive and had been quarantined. In terms of antibody testing, this was not reliable for the individual, but was reliable on a population basis; antibody rates were found to be higher in healthcare workers.</p> <p>The Trust had maintained its cancer services through the crisis and continued all diagnostics, save for lower bowel testing; it was hoped that figures would be similar to pre-pandemic levels by the end of September.</p> <p>There was an active programme underway to reduce RTT times, which had accelerated during the crisis.</p> <p>In terms of Emergency Departments, the Trust had not received any of the £300 million allocated by the Government to hospitals, but other funding was being considered for development of Emergency Departments at Margate and Ashford; negotiations were underway and would greatly benefit these two sites.</p> <p>AL questioned whether there had been a directive that staff should not wear masks as it was putting patients off attending hospital. The Chair responded that this was certainly not the case and the wearing of masks was mandatory.</p>	
29.	<p>ANY OTHER BUSINESS There was no further business.</p>	
30.	<p>QUESTIONS FROM THE PUBLIC There were no further questions.</p>	
31.	<p>DATE OF NEXT PUBLIC MEETING The next meeting of the Council to take place on 17th September 2020.</p>	

The meeting closed at 14:10

Signed _____

Chair's initials

Date _____

Chair's initials

REPORT TO:	COUNCIL OF GOVERNORS
DATE:	17 SEPTEMBER 2020
REPORT TITLE:	AUDIT AND GOVERNANCE COMMITTEE (AGC) UPDATE
SPONSOR	CHAIR, AGC
PAPER AUTHOR:	GOVERNOR & MEMBERSHIP LEAD
PURPOSE:	TO NOTE
APPENDICES	NONE

BACKGROUND AND EXECUTIVE SUMMARY

This report provides Council with an update on the work of the Audit and Governance Committee (AGC). The Committee met on 2 September with myself, Ken Rogers, Marcella Warburton, Nick Hulme and Nick Wells in attendance. Apologies were received from Liz Baxter, John East and Sally Wilson.

This was the first meeting of the Committee since December last year and the first to take place since the Council Committee membership was refreshed. There was therefore a lot of ground to cover.

The Committee was pleased to welcome Darren Wells, Partner (Audit), from the Trust's external auditors, Grant Thornton, the company who successfully tendered for the contract in the process overseen by the Council's Nominations and Remuneration Committee (NRC) last year.

Darren gave a short presentation to the Committee outlining the role of the auditors, the work undertaken on the 2019/20 annual accounts and details of the Auditor's Opinion. Darren noted that there were three prime responsibilities for auditors:

1. To give an audit opinion on the financial statements produced by the Trust.
2. To consider whether there were any concerns around value for money.
3. To consider whether any action should be taken using statutory audit powers.

The key findings of this year's audit under point one were noted by Darren as follows.

- Financial reporting was deemed to be accurate and complete.
- Income recorded in the financial statement was appropriate.
- Despite the risk that the pandemic would impact on the production of the accounts, the work presented to auditors was thorough and complete and the level of co-operation was such that an audit opinion was given in advance of the stated deadline.
- There was a risk that the economic environment would make the valuation of land and buildings difficult or have a dramatic impact on the value at year end. The Trust correctly disclosed this in their financial statements and Grant Thornton highlighted that material uncertainty in their audit report.
- The Trust had introduced a new general ledger accounts system in year and the audit considered whether the information had been completely and accurately transferred from the old system to the new system and noted that there was nothing to report.

In respect of point 2, value for money, Darren explained that value for money for a Trust such as East Kent meant that the Trust would take properly informed decisions, use its resources appropriately to achieve its objectives and produce results in outcomes that would be sustainable for tax payers and local people.

Darren advised the Committee that, due to Covid-19 and the fact it had been impossible to establish what the financial architecture would be by the end of 2021 and based on the previous plans for 2019/20 prior to Covid, the auditors had felt that the arrangements to achieve financial resilience remained inadequate so an adverse value for money conclusion had been reached.

Darren noted that the potential for a second value for money risk had been recognised in relation to CQC and regulatory compliance. These were considered and the decision taken not to highlight quality of maternity care as part of the conclusion for the 2019/20 audit. Darren confirmed that this may be revisited in future audits.

Darren advised that the audit opinion was reported to the Board's Integrated Audit and Governance Committee and discussed by the full Board before approval was given to the Annual Reports and Account in June.

The Committee challenged Darren on the audit view taken in relation to maternity services. He provided more detail about the information that was taken into account by the audit. The Committee were satisfied with the response and that this area would be re-visited within the 2020/21 audit.

In response to further questions from the Committee, Darren confirmed that no financial penalty or impact was identified within the audit; he noted the Trust had been unable to agree a financial control total with NHSI so had not been entitled to financial reward on delivery. He also confirmed that under guidance from the centre, local audit indicators would not be set this year.

Quality Report

The Committee is tasked by Council to prepare a first draft for the Governor commentary on the report and noted that the deadline for publication was now December 2020. A plan for developing the draft would be agreed once the Trust confirmed the date on which a draft of the report would be available.

Quality Issues

Wendy Cookson, Chair of the Board's Quality Committee joined this section of the meeting. The Committee received reports on member feedback, the Board Assurance Framework and the Integrated Performance Report (IPR). It was suggested that moving forward the Committee should also consider reports provided by regulators. It was also suggested that the Committee should have sight of the Board's Quality Committee papers.

The following points were covered during our discussions with Wendy.

- Urgent Treatment Centres: plans were on target for these services to be delivered.
- The Maternity Improvement Programme was a main priority for the Quality Committee. Jane Ollis, NED, was chair of the Improvement Committee and would

report into the Quality Committee and thence to Board. There was therefore strong NED oversight of this work.

- The Committee challenged Wendy in relation to the Quality Committee's response to reports from regulators.
- Governance was raised as an issue and assurances sought that effective governance was a priority and an activity.
- Assurance was sought and received that the reported closure of risks on the BAF were appropriate.
- Wendy confirmed that management of the maintenance backlog was an issue that the Quality Committee were sighted on. She had confidence that the issue had been appropriately prioritised and clinically focussed improvements were being delivered.
- A challenge was made in respect to the public access to ward areas and the level of controls imposed, with a comparison made to actions taken at another Trust. Wendy took an action to follow through on this.

At the Committee's invitation, Wendy agreed to be a regular attendee at the meetings to updated on the work of the Board's Quality Committee and respond to questions relating to quality issues.

Trust Constitution Review

The Committee is tasked by way of its terms of reference to consider any locally proposed amendments to the EKHUFT constitution. A full review of the constitution is due this year and the Committee agreed a proposal that this should be undertaken by a task and finish group consisting of governors, NEDs and the Group Company Secretary. All governors would be invited to express and interest in taking part in this group.

LINKS TO STRATEGIC OBJECTIVES:

- **Getting to good:** Improve quality, safety and experience, resulting in **Good** and then **Outstanding** care.
- **Higher standards for patients:** Improve the **quality and experience** of the care we offer, so patients are **treated in a timely way** and **access the best care** at all times.
- **A great place to work:** Making the Trust a **Great Place to Work** for our current and future staff.
- **Delivering our future: Transforming** the way we provide services across east Kent, enabling the whole system to offer **excellent integrated services**.
- **Right skills right time right place:** Developing teams with the **right skills** to provide care at the **right time**, in the **right place** and achieve the **best outcomes for patients**.
- **Healthy finances:** Having Healthy Finances by providing better, **more effective patient care** that makes resources go further.

RECOMMENDATIONS AND ACTION REQUIRED:

The Council of Governors is asked to note this report

REPORT TO:	COUNCIL OF GOVERNORS
DATE:	17 SEPTEMBER 2020
REPORT TITLE:	ANNUAL MEMBERS MEETING
SPONSOR	GROUP COMPANY SECRETARY
PAPER AUTHOR:	GOVERNOR & MEMBERSHIP LEAD
PURPOSE:	TO DISCUSS
APPENDICES	ANNEX 1: Annex 10 to the Trust Constitution.

BACKGROUND AND EXECUTIVE SUMMARY

This paper outlines the proposed plan for the 2020 Annual Members Meeting (AMM) for discussion in Council. Annex 10 of the Trust's constitution refers – presented at Annex 1 for ease of reference.

The AMM normally takes place in September following the holiday period and once the Annual Report has been placed before Parliament. The pandemic means that there has been some delay and the normal arrangements for this event need to be adjusted to meet social distancing requirements.

The following is proposed for the 2020 AMM.

- That it takes place virtually via Webex teams. This system has been used for staff webex meetings and is capable of:
 - Hosting up to 1000 participants
 - Supporting a panel event
 - Showing presentations to attendees
 - Allowing attendees to pose questions
- It is held on 15 October from 5.00 to 6.30 pm. This will follow on from the October Board meeting.
- Invitations will be issued as normal:
 - By email to Foundation Trust Members
 - By letter to Foundation Trust Members on the post only list (250)
 - To Staff members via the Trust's communications programme
 - By email to stakeholders
- Those who wish to attend will be asked to contact the Membership Office and will be provided with the joining details to facilitate keeping a list of attendees, as required in standing orders.
- Electronic copies of the meeting Agenda, minutes of the previous meeting and any other papers will be sent before the meeting to an email address designated by the attendee at the time they confirm their attendance at the meeting.
- Notification of the meeting and the agenda will be posted on the Trust's website at least 14 days prior to the date of the meeting. A hard copy of the signed agenda will be displayed at all Trust sites within the same timeframe.
- The panel to consist of the Trust Chair, CEO, Director of Finance and Lead Governor. The panel will be physically based at the WHH Board room with webex team systems support.
- Each panel member will give a presentation and then the floor will be opened for questions.

- Content of the presentations will be agreed by the Chair.
- Attendees will be invited to submit questions in advance of the meeting. There will also be the facility to post written questions during the webex. These will be passed to the Chairman, noting any themes which occur so that issues which appear to be of interest to a number of members are given priority.
- Minutes will be taken at the meeting and presented at the 2021 event.

LINKS TO STRATEGIC OBJECTIVES:

- **Getting to good:** Improve quality, safety and experience, resulting in **Good** and then **Outstanding** care.
- **Higher standards for patients:** Improve the **quality and experience** of the care we offer, so patients are **treated in a timely way** and **access the best care** at all times.
- **A great place to work:** Making the Trust a **Great Place to Work** for our current and future staff.
- **Delivering our future: Transforming** the way we provide services across east Kent, enabling the whole system to offer **excellent integrated services**.
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- **Healthy finances:** Having Healthy Finances by providing better, **more effective patient care** that makes resources go further.

RECOMMENDATIONS AND ACTION REQUIRED:

The Council of Governors is asked to discuss and note this report

ANNEX 10 – ANNUAL MEMBERS’ MEETINGS

1. Interpretation

1.1. Any expression to which a meaning is given in the National Health Service Act 2006 has the same meaning in this interpretation and in addition:

CHAIRMAN is the person appointed by the Council of Governors to lead the Board and to ensure that it successfully discharges its overall responsibility for the Trust as a whole;

MEMBER means a person who is a member of the Trust and whose name has been entered in the register of members;

OFFICER means an employee of the Trust;

TRUST means East Kent Hospitals University NHS Foundation Trust.

1.2. Save as permitted by law, the Chairman of the Trust shall be the final authority on the interpretation of these Standing Orders (on which he/she shall be advised by the Chief Executive or Trust Secretary).

2. General Information

2.1. The purpose of the Standing Orders for Annual Members’ Meetings is to ensure that the highest standards of corporate governance and conduct are applied to all Annual Members’ Meetings.

2.2. All business shall be conducted in the name of the Trust.

3. Attendance

3.1. Each Member shall be entitled to attend an Annual Members’ Meeting.

4. Meetings in Public

4.1. Annual Members’ Meetings must be open to the public.

4.2. The Chairman may exclude any member of the public from an Annual Members’ Meeting if he is interfering with or preventing the reasonable conduct of the meeting.

4.3. Annual Members’ Meetings shall be held at such times and places that the Chairman may determine.

5. Notice of Meetings

5.1. At least 14 days before each Annual Members’ Meeting, a notice of the meeting, specifying the business proposed to be transacted at it, and signed by the Chairman, or by an officer of the Trust authorised by the Chairman to sign on his behalf, shall be displayed at the Trust’s head office and posted on the Trust’s website.

6. Setting the Agenda

6.1. The Chairman shall determine the agenda for Annual Members’ Meetings in consultation with the Council of Governors.

7. Chairman of Annual Members’ Meetings

7.1. The Chairman, if present, shall preside. If the Chairman is absent from the meeting, the Deputy Chairman shall preside.

8. Chairman's Ruling

8.1. Statements made by any person at an Annual Members' Meeting shall be relevant to the matter under discussion at the material time and the decision of the Chairman of the meeting on questions of order, relevancy, regularity and any other matters shall be observed at the meeting.

9. Voting

9.1. Decisions at meetings shall be determined by a majority of the votes of the Members present and voting. In the case of any equality of votes, the person presiding shall have a second or casting vote.

9.2. All decisions put to the vote shall, at the discretion of the Chairman of the meeting, be determined by oral expression or by a show of hands.

9.3. A Member may not vote at an Annual Members' Meeting unless he/she has made a declaration in the specified form that he/she is a member of a Public Constituency.

9.4. The form and content of the declaration for the purposes of paragraph 9.3 above shall be specified and published by the Trust from time to time and shall be so published not less than 28 days prior to the Annual Members' Meeting.

9.5. In no circumstances may an absent Member vote by proxy.

10. Suspension of Standing Orders

10.1. Except where this would contravene any statutory provision, any one or more of these Standing Orders may be suspended at an Annual Members' Meeting, provided that a majority of Members present vote in favour of suspension.

10.2. A decision to suspend the Standing Orders shall be recorded in the minutes of the meeting.

10.3. A separate record of matters discussed during the suspension of the Standing Orders shall be made and shall be available to the Members.

10.4. No formal business may be transacted while the Standing Orders are suspended.

10.5. The Trust's Audit Committee shall review every decision to suspend the Standing Orders.

11. Variation and Amendment of Standing Orders

11.1. These Standing Orders may be amended in accordance with paragraph 48 of the Constitution.

12. Record of Attendance

12.1. The Secretary shall keep a record of the names of the Members present at an Annual Members' Meeting.

13. Minutes

13.1. The Minutes of the proceedings of an Annual Members' Meeting shall be drawn up and maintained as a public record. They will be submitted for agreement at the next Annual Members' Meeting where they will be signed by the person presiding at it.

13.2. No discussion shall take place upon the minutes except upon their accuracy or where the Chairman considers discussion appropriate. Any amendment to the minutes shall be agreed and recorded at the next meeting.

13.3. The Minutes of an Annual Members' Meeting shall be made available to the public on the Trust's website.

14. Quorum

14.1. No business shall be transacted at an Annual Members' Meeting unless at least 20 Members are present.

14.2. If no quorum is present within half an hour of the time fixed for the start of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other time and place as the Chairman shall determine. If a quorum is not present within half an hour of the time fixed for the start of the adjourned meeting, the number of Members present at the adjourned meeting is to be the quorum

REPORT TO:	COUNCIL OF GOVERNORS
DATE:	17 SEPTEMBER 2020
REPORT TITLE:	COUNCIL OF GOVERNOR ELECTIONS 2021
SPONSOR	GROUP COMPANY SECRETARY
PAPER AUTHOR:	GOVERNOR & MEMBERSHIP LEAD
PURPOSE:	TO AGREE
APPENDICES	NONE

BACKGROUND AND EXECUTIVE SUMMARY

This report proposes a plan and timetable for the vacancies arising in 2021 for Council to consider and agree.

In 2021 there will be the following vacancies:

Constituency	Eligible for re-election	Last term
Ashford	Jane Martin	
Canterbury	Alex Lister	
Dover	Bernie Mayall	
Folkestone & Hythe	Carl Plummer	
Swale	Jenny Chittenden	Ken Rogers
Rest of Eng. & Wales	Julie Barker	
Staff	Carla Wearing	

Elected Governor terms of office in EKUFT always come to an end on the last day of February. The election process takes eight weeks from publication of the Notice of Election to Declaration of the results if more than one candidate comes forward. In unopposed elections the process is completed within three weeks.

The timing of the elections has always been a problem in EKHUFT if set for the results to be declared at the end of February, when the current incumbents finish their term, as the election process then takes place around Christmas and during the winter months. For the 2019 end of term elections the process was brought forward so that it took place during Autumn in 2018 and those elected for cover governor end of terms became 'governors in waiting'.

It is proposed to take the same step for the 2021 elections and commence so that the results are declared in December 2020. This avoids the Christmas/winter period for the election and also allows a two month period for induction of the new 'governors in waiting', including the opportunity for a local induction from constituency colleagues who are leaving. There is also added benefit of knowing which governor colleagues will continue into a further term of office.

The election timetable being proposed is given below. This starts on 19 October which allows time for a communication campaign to be developed and started before the notice of election is made to raise awareness of the vacancies and the governor role.

Proposed timetable

KEY EVENTS	DATE
	October
Notice of Elections	19
	November
Deadline for receipt of nominations	4
Publication of Statement of Nominations and/or declaration of any unopposed elections	5
Ballot packs issued	19
	December
Close of Poll	14
Declaration of result	15

A detailed induction plan will be shared virtually with Council for comment and approval by mid-November so that plans are in place for it to commence in December for all newly elected governors.

LINKS TO STRATEGIC OBJECTIVES:

- **A great place to work:** Making the Trust a **Great Place to Work** for our current and future staff.
- **Delivering our future: Transforming** the way we provide services across east Kent, enabling the whole system to offer **excellent integrated services**.
- **Right skills right time right place:** Developing teams with the **right skills** to provide care at the **right time**, in the **right place** and achieve the **best outcomes for patients**.
-

RECOMMENDATIONS AND ACTION REQUIRED:

The Council of Governors is asked to agree the proposed plan for running governor elections to fill vacancies arising in February 2021.