

EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST

REPORT TO: **COUNCIL OF GOVERNORS – 16 MARCH 2015**

SUBJECT: **REVIEW OF COG COMMITTEE MEMBERSHIP
AND GOVERNOR REPRESENTATION ON WIDER TRUST
GROUPS**

REPORT FROM: **TRUST SECRETARY**

PURPOSE: **Discussion**

CONTEXT / REVIEW HISTORY

The Council of Governors has established a number of sub Committees to take forward key pieces of work on behalf of the full Council, including some statutory functions. Committees are not decision-making forums. Recommendations are brought to the full Council for endorsement.

In addition, Governors are invited to participate in wider Trust activities. A list of groups with Governor representation is attached.

SUMMARY:

As at March 2014, the following Committees are in place:

Nominations and Remuneration Committee (*Statutory*)
Patient and Staff Experience Committee
Membership and Communications Committee
Strategic Committee
Audit Working Group
Committee Chairs

Membership of the Committees is voluntary and Governors can join or leave a Committee at any time during their term of office. A copy of the current membership is attached for information.

Each Committee undertakes a review of its Terms of Reference on an annual basis. In addition, each Committee will be asked at their next scheduled meeting to undertake a review of the position of Committee Chair.

COUNCIL OF GOVERNORS ACTION REQUIRED:

- Governors are asked to review the current membership of each Committee and notify the Assistant Trust Secretary of any changes. Governors who wish to join or leave a Committee can do so at any time.
- Governors are asked to note the requirements to undertake a review of its Terms of Reference on an annual basis. This will be facilitated by the Corporate Secretariat.
- Governors are asked to note that each Committee will be asked, at their next scheduled meeting, to undertake a review of the position of Committee Chair.
- Governors are asked to review representation on wider Trust initiatives and notify of any changes. In particular, Governors are asked to review vacancies and agree representation going forward.

**COUNCIL OF GOVERNORS
SUB COMMITTEE MEMBERSHIP AS AT MARCH 2015**

Communication/Membership Committee		
GOVERNOR MEMBERS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
Brian Glew (Chair) Paul Durkin Michael Lyons Eunice Lyons-Backhouse Junetta Whorwell	Mandy Carliell <i>NED aligned – Richard Earland</i>	Tuesday 10 February 2015 Friday 1 May 2015 Thursday 25 June 2015 Monday 17 August 2015 Thursday 15 October 2015 Friday 4 December 2015

Strategic Committee		
MEMBERS – COMMITTEE LEADS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
John Sewell (Chair) Roy Dexter Carole George Brian Glew Reynagh Jarrett Junetta Whorwell	Nick Wells Liz Shutler Anne Neal Rachel Jones <i>NED aligned – Jonathan Spencer</i>	Tuesday 17 th February 14:00-16:00 Boardroom K&C Monday 27 th April 10:00-12:00 Boardroom K&C Thursday 4 th June 14:00-16:00 Boardroom K&C Friday 7 th August 10:00-12:00 Boardroom K&C Monday 26 th October 14:00-16:00 Boardroom K&C Tuesday 15 th December 10:00-12:00 Boardroom K&C

Patient & Staff Experience Committee		
GOVERNOR MEMBERS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
Eunice Lyons-Backhouse (Chair) Reynagh Jarrett John Sewell Philip Wells Junetta Whorwell Marcella Warburton	Sally Smith Rob Eames <i>NED aligned – Valerie Owen</i>	Tuesday 6 January 2015 9:30 a.m. Board Room K&C Friday 6 February 2:00 p.m. Board Room K&C Tuesday 3 March 2:00 p.m. Board Room K&C Friday 10 April 9:30 a.m. Board Room K&C Monday 11 May 2:00 p.m. Board Room K&C Tuesday 9 June 2:00 p.m. Board Room K&C Tuesday 7 July 2:00 p.m. Board Room K&C Tuesday 11 August 9:30 a.m. Board Room K&C Friday 11 September 9:30 a.m. Board Room K&C Tuesday 6 October 9:30 a.m. Board Room K&C Friday 13 November 9:30 a.m. Board Room K&C Thursday 10 December 9:30 a.m. Board Room K&C

Nomination & Remuneration Committee		
GOVERNOR MEMBERS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
Philip Wells (Chair) Mandy Carliell Roy Dexter Paul Durkin Carole George Brian Glew Reynagh Jarrett Michael Lyons	Nick Wells <i>NEDs aligned – Jonathan Spencer & Nick Wells</i>	9 January 2015 3:00 pm Exec Room K&C 12 February 2015 2:00 pm Training Room 2, K&C

Audit Working Group Committee		
GOVERNOR MEMBERS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
Peter Presland (Chair) David Bogard Roy Dexter John Sewell Reynagh Jarrett Philip Wells	Lisa Marsh/Dawn Allaway Philip Johnstone of KPMG <i>NED aligned – Peter Presland</i>	26 February 2015 1:30 pm Boardroom K&C 18 August 2015 3 pm Boardroom K&C

Constitution Committee		
MEMBERS – COMMITTEE LEADS	REGULAR TRUST ATTENDEES	DATES OF MEETINGS
John Sewell Brian Glew Nick Wells Alison Fox Jonathan Spencer	Nick Wells Alison Fox	3 February 2015 3 pm Exec Mtg Room

Committee Chairs Meetings		
GOVERNOR MEMBERS	COMMITTEE	DATES OF MEETINGS
John Sewell	Strategic Committee	Tuesday 17 th February 2015
Brian Glew	Com & Mem Committee & Lead Governor	Friday
Philip Wells	Audit Working Group	7 th August 2015
Philip Wells	Nominations & Remuneration Committee	
Eunice Lyons-Backhouse	P&SE Committee	

COUNCIL OF GOVERNORS
GOVERNOR REPRESENTATION ON WIDER TRUST GROUPS
AS AT MARCH 2015

TRUST GROUP	GOVERNOR REPRESENTATIVE
Clinical Handover of Care	John Sewell Deputy: Marcella Warburton
Sepsis Collaborative	Paul Durkin
We Care Steering Group	Junetta Whorewell
Nutrition Steering Group	VACANCY
End of Life Board	VACANCY
Clinical Excellence Awards	Michael Lyons
Patient Safety Board	Reynagh Jarrett
Falls Steering Group - <i>new</i>	VACANCY

2015 COUNCIL OF GOVERNORS' MEETING SCHEDULE

MONTH	DATE & TIME	VENUE
January	Friday 16 th 10:00-15:00 AM – Public Meeting PM – Private Meeting (Development/Training)	Smiths Court Hotel 21-27 Eastern Esplanade Cliftonville Margate CT9 2HL
February	<u>Joint NED / Governor Meeting</u> Friday 13th February 09:30-1:00	The Ark Dover The Ark Noah's Ark Road Dover CT17 0DD
March	Monday 16 th 10:00-15:00 AM – Public Meeting PM – Private Meeting (Development/Training)	The Julie Rose Stadium Willesborough Road Ashford TN24 9QX
May	Friday 8 th 10:00-15:00 AM – Public Meeting PM – Private Meeting (Development/Training)	The Glo Centre Gilgal Café Unit 2, Westwood Business Park Strasbourg Street, Margate CT9 4JJ
July	Thursday 9 th 10:00-15:00 AM – Public Meeting PM – Private Meeting (Development/Training)	Sandwich Guildhall Cattle Market Sandwich CT13 9AH
October Joint Meeting with Board of Directors (Closed Meeting)	Thursday 1 st 2:30 pm – 5:30 pm This is a closed (private) meeting.	Kent County Cricket Club St Lawrence Ground Old Dover Road Canterbury CT1 3NZ
October AGM / Annual Members' Meeting	Thursday 1 st 6 pm - Exhibitions 7 pm - Meeting commences	Kent County Cricket Club St Lawrence Ground Old Dover Road Canterbury CT1 3NZ
November	Tuesday 10 th 10:00-15:00 AM – Public Meeting PM – Private Meeting (Development/Training)	The Julie Rose Stadium Willesborough Road Ashford Kent TN24 9QX