

**Meeting Assurance Report
to the Council of Governors
Being held on 12 December 2023**

Name of Committee / Group	Governors' Forum
Date of Meeting	13 November 2023
Convenor	Steve Jones, Lead Governor
Lead Officer	Jane Pellegrina, Membership Manager
Meeting Administrator	Jane Pellegrina

Purpose

The purpose of this report is to provide in summary an update on the key discussions and outcomes of the above meeting.

Agenda items covered at the meeting

The agenda included the following items:

- Discussion with Annette Laban and Dean Royles
- Council of Governors' Matters:
 - review of previous meeting and draft agenda for upcoming meeting
- Feedback from Annual Members' Meeting
- Governors Forum Matters:
 - Review of previous meeting
 - Proposals for future meetings
 - Report following Governors' Time Out – Member Engagement
 - Results of 2023 Governor elections
 - Proposals for future presentations
 - Governors' issues and any other business
 - Future meeting dates

Matters to highlight

Specific areas to highlight are as follows:

- Discussions with Chair and NED included:
 - Delays to hospital discharge due to waits for TTO medication
 - Staff recruitment, staff training/development and staff retention
 - Barriers to staff returning to work for example following maternity leave
 - Research and development – STH's relationship with universities
- CoG Matters
 - Review of previous meeting and unadopted minutes:
 - Informal discussion with NEDs provided opportunity to seek assurance from NEDs on a number of important issues, eg Trust's response to the Countess of Chester Hospital murder case.

- Unadopted CoG Minute COG/23/47 Quality Report 2022/23 - Steve Bell referred to his query regarding the low number (57%) of patients with end of life care plans. CoG were assured that the aim was for this figure to be higher and Steve requested that governors keep an eye on this. The Forum agreed to request periodic updates.
- Unadopted CoG Minute COG/23/43 – Governors who were members of the disbanded Patient First Group (PFG) said though they were satisfied with the outcome following the update received at CoG, they had received no communication from the administrators of the PFG though it was agreed at CoG that all previous members of PFG who were not Governors would be appraised of the position/context outlined to CoG, and they were still unsure what, if any, action had actually been taken. The Forum agreed to raise this at CoG.
- Discussion of draft agenda for next CoG meeting:
 - Updates from NEDs on Board Committees were considered important. Receiving written reports with the agenda was helpful but it was hoped that reporting at the meeting could be ‘enlivened’ to encourage governors’ questions, currently the item felt ‘hurried’ and did not facilitate discussion.
- Report on Governors’ Time Out
 - The draft Membership Engagement Plan was agreed with some additional comments on the Action Plan
 - It was agreed to establish a Governors’ Working Group to take forward the Action Plan and governors were invited to express interest in joining the Working Group.
- The outcome of the 2023 Governor elections were noted.
- A presentation from the Patient and Healthcare Governance team “Listening to our Patients” was welcomed.
- 2024 meeting dates were noted.

New significant issues / concerns escalated including proposals on the next steps to address this

There were no significant issues or concerns.

Implications

Aim of the STHFT Corporate Strategy		✓ Tick as appropriate
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

Recommendations

The Council of Governors is asked to **NOTE** the update provided and respond to any specific points raised within the report.