

**Executive Summary
Report to the Council of Governors
Being Held on 19 September 2023**

Subject	Council of Governors Meeting Format: Governor Feedback Report
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Status¹	A

PURPOSE OF THE REPORT

The 15 Governors that attended the Council of Governors Meeting on 20 June 2023 were asked to provide feedback on the format of the meeting. This report details the 11 responses received and makes recommendations as to the format of future meetings. The report also includes proposed dates and times for meetings scheduled to take place in 2024.

KEY POINTS

The Council of Governors are asked to agree the following actions and proposed 2024 meeting dates and times:

- The room layout for all future meetings should be cabaret style
- Where diaries allow future meetings will run from 12.00pm 2.30pm
- Where diaries allow the NED / Governor discussion will run following CoG from 2.45-3.45pm with chairs arranged in a circle
- Future meetings will alternate between Tuesdays and Thursdays
- A reminder for all in attendance to use the microphones provided will be included in the Chair's briefing note and be announced at the beginning of each meeting.
- Proposed 2024 dates are as follows:

Council of Governors Meeting: 19 March 2024 at 1.30pm-4.00pm

NED / Governor Discussion: 19 March 2024 at 4.15pm-5.00pm

Undergraduate Common Room, Medical Education Centre, Northern General Hospital

Council of Governors Meeting: 13 June 2024 at 12.00pm-2.30pm

NED / Governor Discussion: 13 June 2024 at 2.45pm-3.45pm

TBC

Council of Governors Meeting: 10 September 2024 at 12.00pm-2.30pm

NED / Governor Discussion: 10 September 2024 at 2.45pm-3.45pm

Undergraduate Common Room, Medical Education Centre, Northern General Hospital

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Undergraduate Common Room, Medical Education Centre, Northern General Hospital

IMPLICATIONS²

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 are asked to NOTE the recommendations made in the report, AGREE the proposed actions and proposed 2024 meeting dates and times.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Council of Governors	19/09/2023	

Council of Governors' Meeting Format: Governor Feedback Report

Following the Council of Governors Meeting held at 12:00 noon on Tuesday 20 June 2023, the 15 Governors who attended the meeting were invited to provide feedback on the new format. Feedback was received from 11 Governors giving a 73% return rate. Full details of the 11 responses can be found in [appendix one](#). The next survey will capture views from all Governor colleagues.

Summary

On the whole Governors who responded were content with the cabaret style room layout and provided positive feedback about the venue and the overall organisation of the meeting.

Governors were content with the time of the meeting with a range of views on the most suitable day of the week.

Some of the Governors struggled to hear the discussion and commented that this was an issue.

Almost all Governors felt able to question the Non-Executive Directors during the meeting and felt that the informal NED / Governor discussion which followed the meeting was useful.

Proposals

Following review of the data, the following actions are proposed to improve the format and the experience of the Governors.

- The room layout for all future meetings should be cabaret style
- Where diaries allow future meetings will run from 12.00pm-2.30pm
- Where diaries allow the NED / Governor discussion will run following CoG from 2.45-3.45pm with chairs arranged in a circle
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Sheffield United Football Club, Tony Currie Suite

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Undergraduate Common Room, Medical Education Centre, Northern General Hospital

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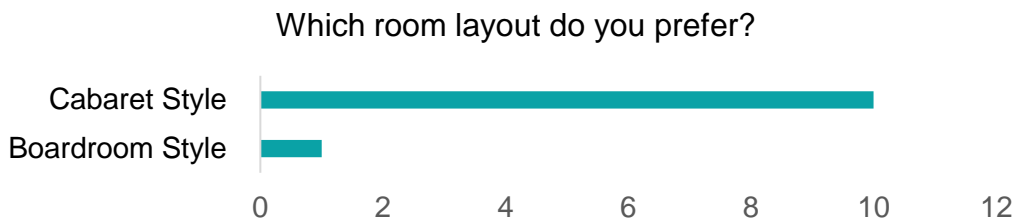
Undergraduate Common Room, Medical Education Centre, Northern General Hospital

Recommendation

The Council of Governors are asked to note the proposals made in the report, agree the proposed actions and proposed 2024 meeting dates and times.

Appendix One: Detailed Responses

1. Which room layout do you prefer?



2. Was the timing of the meeting convenient for you?

100% of Governors answered yes to this question.

3. Do you have a preferred time of day?

“Not really - depends on my diary - staff governor”

“For me, best to avoid running into after-school childcare time.”

“Friday in afternoon”

“Thursday”

“Tuesday is an ideal day for me.”

“My preference would be an afternoon meeting maybe starting just after lunch”

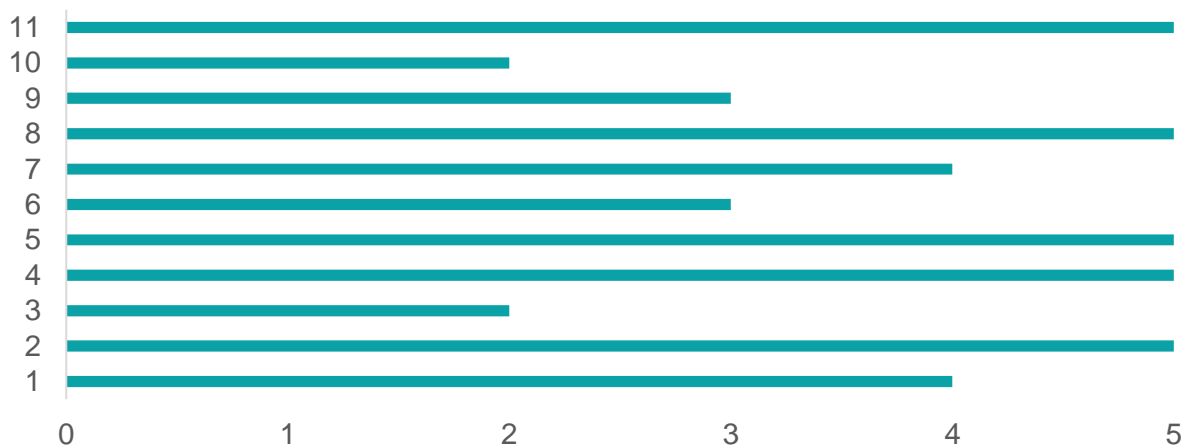
“Anytime to start from 10am through to 2pm. not Friday”

“No. It totally depends on my diary commitments. So having meetings set up in plenty of time is key.”

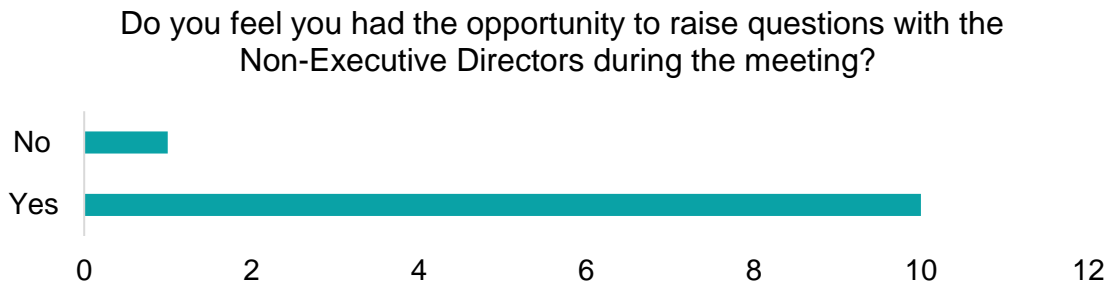
“Not Thursdays”

4. Using the scale (difficult to hear / sound quality poor = 1, could hear well / sound quality good = 5) please rate how well you were able to hear the discussion at the meeting:

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5. Do you feel you had the opportunity to raise questions with the Non-Executive Directors during the meeting?



6. Is there anything you would like to see added or removed from the agenda?

“The agenda was a bit packed but it ran smoothly and mainly to time.”

“Agenda was very comprehensive”

7. Do you feel that the Governor / NED discussion after the meeting is useful?

100% of Governors answered yes to this question.

8. If you have answered other, please provide further details below:

“First one I had attended and found it useful. Perhaps need to think about having one big circle so that no-one was out on the periphery. I, and perhaps the other Governors need to think about what questions we would like to ask at these future meetings. We also need as Governors to monitor the side conversations that took place yesterday and bring them back in as this is an easy way to disengage with the group”

“Unfortunately I was unable to attend this part of the meetings but it sounds a useful thing to do”

9. Any other comments:

“Am guessing that the three NEDS not in attendance were on leave as it is that time of year - pity as I have not yet met Ashley”

“I have significant hearing loss, and my aids tended to amplify the air-conditioning fans rather than the speech!! In the main part of the meeting, use of the mikes helped, but this was a bigger problem in the NED discussion. It would have helped if I had parked myself in the middle, but as I had to leave at 3.15, I stayed on the outskirts - a mistake.”

“No”

“SUFC venue is excellent. Having microphones worked very well.”

“Thought the Governor/NED meeting was extremely enjoyable and it really did feel we were working together as a team.”

“Very well organised and informative meeting”

“It is very good to see that in response to the Time Out recommendations all TEG will still attend the CoG meetings and this proved its value in various TEG members answering ad hoc questions during the meeting. Also I think the opportunity for TEG to hear through” “Comments and questions the issues of concern to governors is valuable. However, to add more value to the time they are

affording such participation it would be good to have one agenda item for round table discussion where TEG can answer questions, add to discussion or even perhaps ask questions eg this specific agenda item could be: 'What issues are currently of a concern to governors?'

"I really appreciate the opportunity to interact with everyone and find it useful to be a part of discussions."