

Council of Governors Membership and Engagement Group Meeting

AGENDA

Date: Tuesday 4th October 2022

Time: 17:30-19:00

Venue: MS Teams

| No | Item | Presenter | Status (Do not use NOTE) | Paper |
|----|--|------------------------|-----------------------------|--------|
| 1. | Chair's Welcome and Apologies for Absence <i>Quoracy check: (Minimum of 3 Governors, 1 of whom must be a public Governor, and 1 Trust Officer (from Communications) in attendance)</i> | Chair | Agree | Verbal |
| 2. | Declarations of Interest <i>To declare any pecuniary or non-pecuniary interests</i> | Chair | Declaration | Verbal |
| 3. | Action Tracker | Chair | Assurance | Enc 3 |
| 4. | Communications Feedback / Membership Activity | Head of Communications | Assurance | Enc 4 |
| 5. | Meet Your Governor Feedback | Chair | Assurance | Verbal |
| 6. | Feedback from Governors | Chair / All | Update | Verbal |
| 7. | Any Other Business | All | Discussion | Verbal |
| 8. | Date of Next meeting Date: January 2023 (date TBC) Time: 17:30-19:00 Venue: Boardroom, King's Mill Hospital (TBC) | | | |

COUNCIL OF GOVERNORS - MEMBERSHIP & ENGAGEMENT ACTION TRACKER
12th July 2022

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|---|
| Present: S.Holmes (Chair), C.Whitby, D.Walters, I.Holden, J.Doddy, J.Stubbings, J.Wood, J.Wyatt, L.Dales, N.Cooper, N.Slack, R.Scott, S.Higginbotham, C.Ward, R.Brown, S.Bradshaw (Actions) |
| Apols: L.Barrett, M.Huskinson, M.Longdon, N.Whitworth, A.Mackie, V.Desai, J.Aleander |
| Absent: None |
| Key |
| Red Action Overdue |
| Amber Update Required |
| Green Action Complete |
| Grey Action Not Yet Due |

There were no declarations of interest
pertaining to items on the agenda

| Item No | Date | Action | Committee | Sub Committee | Deadline | Exec Lead | Action Lead | Progress | Rag Rating |
|-----------|------------|--|-------------------------|----------------------|------------|-----------|-------------|--|------------|
| M&E 22/04 | 12/07/2022 | Communications Team weekly activity updates to be shared with governors | Membership & Engagement | None | 31/07/2022 | R Brown | | Update 26/09/2022 Updates are circulated to the governors Complete | Green |
| M&E 22/05 | 12/07/2022 | Consider how governors can engage with, and seek the views of, constituents and the wider public re: system working | Membership & Engagement | None | 04/10/2022 | S Holmes | | Verbal update to be provided in meeting | Amber |
| M&E 22/06 | 12/07/2022 | Explore joint projects for governors of SFHFT, Nottinghamshire Healthcare and Doncaster & Bassetlaw Hospitals | Membership & Engagement | None | 04/10/2022 | S Holmes | | Verbal update to be provided in meeting | Amber |
| M&E 22/07 | 12/07/2022 | Explore the possibility of governors feeding into the work West Notts College are undertaking on the Bellamy Road estate | Membership & Engagement | None | 04/10/2022 | S Holmes | N Slack | Verbal update to be provided in meeting | Amber |
| M&E 22/08 | 12/07/2022 | Take lessons learned from the work on the Bellamy Road estate and consider how the work could be replicated elsewhere, working in partnership with Place Based Partnership (PBP) | Membership & Engagement | None | 04/10/2022 | S Holmes | | Verbal update to be provided in meeting | Amber |
| M&E 22/09 | 12/07/2022 | Explore how governors can get involved with 'Smoking Free Nottinghamshire' | Membership & Engagement | None | 04/10/2022 | S Holmes | J Doddy | Verbal update to be provided in meeting | Amber |
| M&E 22/10 | 12/07/2022 | Consider contacting Nottinghamshire County Council Youth Service to engage with youth forums to encourage more young members and potential governors | Membership & Engagement | None | 04/10/2022 | S Holmes | | Verbal update to be provided in meeting | Amber |
| M&E 22/11 | 12/07/2022 | Invite Community Voluntary Services to present to Full CoG meeting - Cllr C Whitby and Cllr L Dales to provide contact details | Membership & Engagement | Council of Governors | 08/11/2022 | S Holmes | | Verbal update to be provided in meeting | Amber |

Approvals

Constituency changes:

3 staff governors across all 3 sites (to be enacted at the next Governor elections)

Newark & Sherwood to remain as a Public constituency, but Ashfield, Mansfield and Rest of East Midlands to be merged

Council of Governors – Membership & Engagement Group Cover Sheet

| | | | | |
|--|---|---|--|--------------------------------|
| Subject: | Membership Activity | | Date: 26 July 2022 | |
| Prepared By: | Rich Brown, Head of Communications | | | |
| Approved By: | Rich Brown, Head of Communications | | | |
| Presented By: | Rich Brown, Head of Communications | | | |
| Purpose | | | | |
| To update Membership & Engagement Group on communications and engagement activity undertaken with members over the period July to October 2022. | | | Approval | |
| | | | Assurance | X |
| | | | Update | X |
| | | | Consider | |
| Strategic Objectives | | | | |
| To provide outstanding care | To promote and support health and wellbeing | To maximise the potential of our workforce | To continuously learn and improve | To achieve better value |
| X | X | X | X | X |
| Identify which principal risk this report relates to: | | | | |
| PR1 | Significant deterioration in standards of safety and care | | | |
| PR2 | Demand that overwhelms capacity | | | |
| PR3 | Critical shortage of workforce capacity and capability | | | |
| PR4 | Failure to achieve the Trust's financial strategy | | | |
| PR5 | Inability to initiate and implement evidence-based Improvement and innovation | | | |
| PR6 | Working more closely with local health and care partners does not fully deliver the required benefits | | | |
| PR7 | Major disruptive incident | | | |
| PR8 | Failure to deliver sustainable reductions in the Trust's impact on climate change | | | |
| Committees/groups where this item has been presented before | | | | |
| | | | | |
| Executive Summary | | | | |
| <p>The enclosed report contains a comprehensive update on communications and engagement activity undertaken with members over the period July to October 2022, listed beneath the following headings:</p> <ul style="list-style-type: none"> • Introduction • Membership overview • Communications and engagement activity with members • Annual General Meeting (AGM) and Annual Members Meeting (AMM) • Membership forward plan | | | | |

1. Introduction

Business-as-usual communications and engagement activity has continued with members over recent months, including with a number of this year's newly-elected governors getting more involved in attending public events to promote becoming a member of the Trust.

An overview of communications and engagement activity undertaken with members over the last three months is provided below.

2. Membership overview

The Trust's membership currently stands at 14,132 – an increase of 62 since the last Council of Governors Membership & Engagement Group meeting in early July.

We recognise the long-standing issues that remain with our membership not reflecting the demographics of the communities we serve – particularly noting underrepresentation among under-50s, men and people from ethnic minorities. Addressing that underrepresentation will require a concerted effort from the Trust (including its governors) to recruit new members to make the Trust's membership more representative of the patients and communities it serves.

Previous analysis of gender, age group, ethnicity, socioeconomic groupings and constituencies revealed the following:

- Gender – Males are still the most underrepresented gender with a total of 5041 male members across all constituencies.
- Age group – 16–21-year-olds are the most under-represented age group. The total number of members in this category is 33.
- Ethnicity – Members of mixed ethnicity are currently the most under-represented with a total of 27 members from this category.
- Analysis of membership by constituency shows that the most under-represented areas are, Out of Trust Area and the Rest of England.

We need to hear from every part of our community and are working with local colleges to increase representation from younger people.

3. Communications and engagement activity with members

Highlights of membership engagement activity over recent months is included below:

i. Meet your Governor events

Meet your Governor events have continued within the Trust's hospitals over recent months, with week-long programmes of activity carried out during:

- W/C 25 July 2022
- W/C 22 August 2022
- W/C 19 September 2022

Feedback from those sessions has been recorded for consideration. A verbal update will be provided on the feedback received at the last Council of Governors – Membership & Engagement Group meeting.

ii. Community engagement events

We are grateful to our Trust governors for their participation in a number of recent community events – including Ashfield Day and the Flintham Show – where they have

been on-hand to talk to members of the public about the opportunity to register to become members of the Trust.

iii. **Trust Matters membership e-newsletter**

Trust Matters continues to be sent electronically to members each month. In recent weeks, the format of this update has been changed to be sent out using the *Microsoft Sway* platform. The next edition of Trust Matters is scheduled to go out 28 July 2022.

iv. **Improving the members pages of the Trust website**

As a result of feedback from governors, the Communications team has committed to re-design the membership pages of the Trust website to make it as easy as possible for members to sign up online – further reducing the reliance on paper forms at public events. The team will bring updates back to this group as that work progresses.

4. Annual General Meeting (AGM) and Annual Members Meeting (AMM)

The Annual General Meeting (AGM) and Annual Members Meeting of Sherwood Forest Hospitals NHS Foundation Trust is due to be held virtually on Thursday 29 September, giving our members, the public we serve and the partners we work with the opportunity to learn more about how the organisation performed over the 2021/22 financial year.

Items due to be discussed at this year's meeting included the presentation of the Annual Report and Accounts, the External Auditor's Annual Report and a discussion about the proposed revisions to the Trust constitution that were brought to last month's public board meeting.

5. Membership forward plan

A forward plan of membership communication and engagement activity will be considered once a final decision is made on the proposed changes to the Trust's constitution, which may require a further election to be held to fill governor vacancies within the Trust.

In the meantime, the following member communications and engagement activity will continue:

- Monthly e-newsletter to members in October, November and December 2022.
- Meet your Governor events taking place during the weeks commencing 24 October, 21 November and 12 December. Dates subject to change.