



Gateshead Health
NHS Foundation Trust

Council of Governors'

Annual Report

2020/21

Council of Governors

1 Introduction

This annual report describes the main activities undertaken by the Council of Governors over the past year on behalf of their members who elected them or the partner organisations who appointed them. It demonstrates how the Governors have fulfilled their general or statutory duties.

2 Duties of the Council of Governors of the Council of Governors

The Council of Governors includes 16 public governors elected by members of the Foundation Trust. It also has six staff governors elected by Trust staff. They are joined by nine nominated representatives from our partner organisations.

Our Governors play an important role in helping us communicate with our members and partner organisations about our vision, performance and strategy. It is their responsibility to maintain and review the Membership strategy and increase our membership. They also have specific responsibilities in regards to the appointment and remuneration of our Chairman and Non-Executive Directors, the appointment of the external auditor and the holding to account of Non-Executive Directors individually and collectively for the performance of the Board of Directors.

3 Elections Held During 2020/21

Elections in both public and staff constituencies are undertaken on behalf of the Trust by Civica Election Services who are engaged to act as the Returning Officer and Independent Scrutineer for the election process of Gateshead Health NHS Foundation Trust.

Elections for two staff and six public governors, whose tenure of office ended on 4 January 2021, were held during 2020/21. The results were announced as follows:

3.1 Staff Governors

Steve Connolly was elected unopposed for a three-year tenure
Marceline Ndam was elected unopposed for a three-year tenure

3.2 Public Governors – Western Constituency

Michael Lamport was re-elected for a three-year tenure
Geoffrey Riddell was elected for a three-year tenure

3.3 Public Governors – Central Constituency

Karen Tanriverdi was re-elected for a three-year tenure
One vacancy remains

3.4 Public Governors – Out of Area Constituency

Patrick Usher was elected for a three-year tenure

4 Attendance at Meetings

The meetings of the Council of Governors are open to the public. There were three formal meetings of the Council of Governors in 2020/21. The attendance at these meetings was as follows:

Public Governors	Constituency	Appointment	Meetings Attended
Eileen Adams	Central	3 years from 2020	3 out of 3
John Bedlington	Central	3 years from 2019	2 out of 3
Helen Jones	Central	3 years from 2020	3 out of 3
Abe Rabin	Central	3 years from 2020	3 out of 3
John Stephens	Central	3 years from 2019	1 out of 3
Karen Tanriverdi re-elected	Central	6 years from 2018	2 out of 3
Des Costello	Eastern	3 years from 2020	0 out of 3
Alan Dougall	Eastern	2 years from 2020	0 out of 3
Esther Ward	Eastern	3 years from 2019	1 out of 3
Les Brown	Western	3 years from 2020	2 out of 3
Jenny Gill (Lead Governor from February 2020)	Western	2 years from 2020	3 out of 3
Grace Henderson	Western	2 years from 2020	3 out of 3
Chris Hulley	Western	3 years from 2020	0 out of 3
Mick Lamport re-elected	Western	6 years from 2018	1 out of 3
Janice Todd up to 4 January 2021	Western	3 years from 2018	2 out of 2
Geoffrey Riddell from 5 January 2021	Western	3 years from 2021	1 out of 1
Patrick Usher from 5 January 2021)	Out of Area	3 years from 2021	1 out of 1

Staff Governors	Constituency	Appointment	Meetings Attended
Joanne Coleman	Staff	3 years from 2019	3 out of 3
Claire Ellison	Staff	3 years from 2020	0 out of 3
Michael Loome	Staff	3 years from 2020	3 out of 3
Kendra Marley	Staff	3 years from 2019	3 out of 3
Anna Richardson up to 4 January 2021	Staff	3 years from 2018	0 out of 2
Steve Connolly from 5 January 2021	Staff	3 years from 2021	1 out of 1
Marceline Ndam from 5 January 2021	Staff	3 years from 2021	1 out of 1

Appointed Governors	Organisation	Appointed	Meetings Attended
Debbie Porteous	University of Northumbria	September 2020	1 out of 2
Aron Sandler	Gateshead Jewish Community	May 2009	1 out of 3
Laura Ternent	University of Newcastle	September 2016	2 out of 3
Chris Toon	Gateshead College	February 2020	3 out of 3
VACANCY	Gateshead Youth Council		
VACANCY	Voluntary Organisation Council		
VACANCY	Gateshead Diversity Forum		
VACANCY	Gateshead CCG		

Board Member	Position	Meetings Attended
Jo Baxter	Chief Operating Officer	1 out of 3
Andrew Beeby	Medical Director	1 out of 3
Jackie Bilcliff	Group Director of Finance	2 out of 3
Ruth Bonnington	Non-Executive Director	2 out of 3
Shaun Bowron	Non-Executive Director up to 30 September 2020	0 out of 1
Lisa Crichton-Jones	Executive Director of People & OD	2 out of 2
Martin Gannon	Non-Executive Director	3 out of 3
Paul Hopkinson	Non-Executive Director	3 out of 3
Hilary Lloyd	Director of Nursing, Midwifery and Quality up to 28 February 2021	1 out of 3
Alison Marshall	Chair	3 out of 3
Andrew Moffat	Non-Executive Director	3 out of 3
Yvonne Ormston	Chief Executive	3 out of 3
Hilary Parker	Non-Executive Director	3 out of 3
John Robinson	Non-Executive Director up to 30 September 2020	1 out of 1
Mike Robson	Non-Executive Director	3 out of 3
Mojgan Sani	Associate Non-Executive Director	1 out of 1
David Shilton	Non-Executive Director	3 out of 3

In addition to attendance at formal Council of Governor meetings, Governors have also met as part of working groups and committees throughout the same period.

5 Key Achievements and Decisions over the past 12 months

The work of the Council of Governors has been impacted this year by the restrictions imposed by Covid. In normal times, the Board of Directors consults with the Governors at a joint workshop when the operational plan is being prepared and at a mid-year review. Governors receive regular reports at meetings on financial/clinical performance and quality. Governors are also consulted on other issues such as revisions to our constitution. Whilst some of this activity continued, due to the late receipt of our planning guidance, it was not

possible to consult with the Council of Governors in relation to an operational plan before the end of the financial year.

- Recruiting, selecting and appointing the two new Non-Executive Directors
- Reviewing the Trust's Annual Report and Accounts
- Reviewing and agreeing the remuneration of the Trust's Chair and Non-Executive Directors
- Approving the Quality Indicator for the Trust's Quality Accounts

6 What we do

6.1 Holding the Board to Account

This is an important statutory duty of Governors and is undertaken in a number of ways which include:

- Receiving the Trust Board agenda and papers
- Observing public Board meetings
- Evaluating reports received from our independent regulators
- Receiving the Trust's annual report, quality report and accounts
- Listening to the views of service users, carers, staff and the general public and escalating these when necessary
- Attending three joint workshops with Non-Executive Directors to agree the strategic plan and 6 monthly reviews
- Governors involvement in Non-Executive Director recruitment
- Receiving a report on Chairman and Non-Executive Director appraisal process and being given the opportunity to feedback on the performance of the Chairman.

6.2 Recruitment and Engagement of Members

We actively seek to recruit new members and through our Governors and members, the Trust is making links with local communities to gain a greater understanding of people's needs to shape services. Our most successful recruitment method is through our Governors attending Out-Patient Clinics and through our website.

6.3 Communication and Involvement of Members and Involvement of Members

A joint members and staff newsletter, QE News, is usually published three times a year however this year resource was diverted toward the Covid response. The newsletter generally contains up to date information on service developments, features on departments and information on the Trust's Charitable Funds. It also includes membership information, governor activities, a calendar of events and contact details.

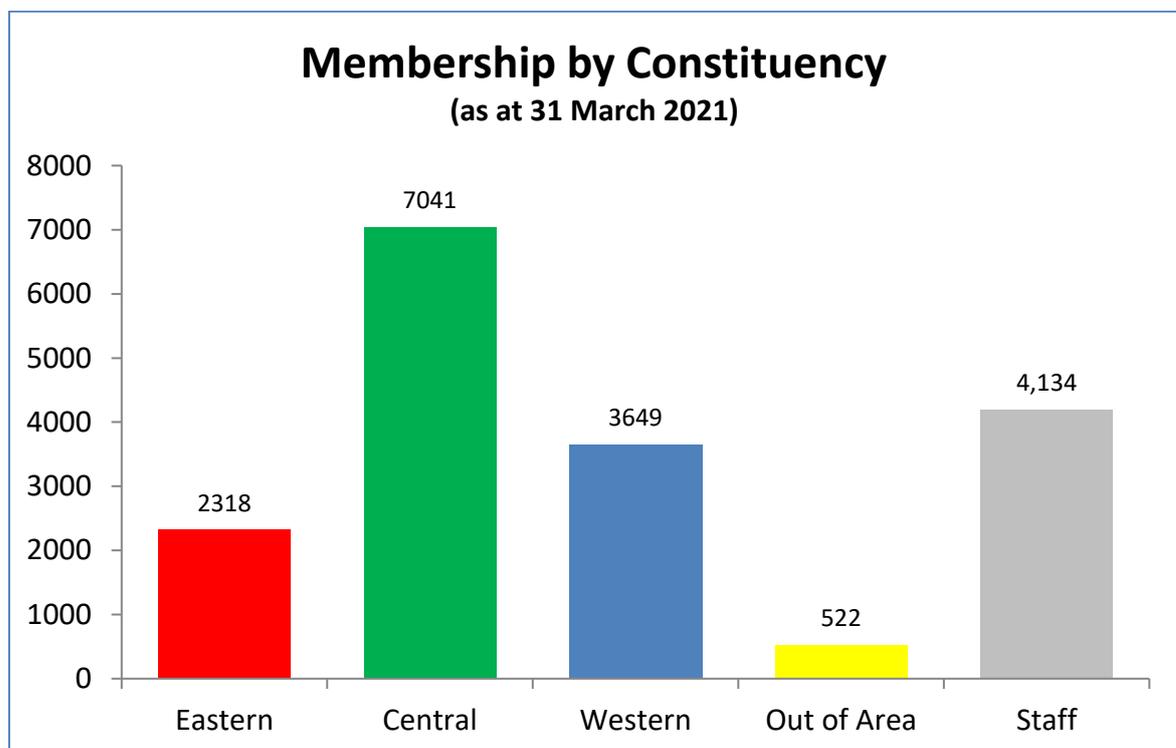
The members' area of the Trust's website continues to be a primary source of information and communication for members. We ensure that this section contains the most up to date information on governors, elections, events, how to apply for membership and useful links.

We have been unable to hold any Medicine for Members events this year due to government restrictions however we plan to reintroduce these during 2021/22. At these events, members are encouraged to ask questions and responses are provided by clinicians or medical staff present.

If Covid restrictions allow, the Membership Strategy Sub Group plans to organise another Membership Week later in the year and will involve information stands around the hospital, with governors on hand to recruit and engage with members, giving information on membership and the role of the Council of Governors.

Governors are in attendance for all Medicine for Members events and the Annual General Meeting.

6.4 Membership



Population/Public Membership Ratio at 31st March 2021				
	Western	Central	Eastern	Out of Area
Population	77,471	92,828	41,615	Unknown
Membership	3,649	7,041	2,318	522
%	4.71	7.58	5.57	Unknown

	Population Demographics	Membership Demographics
Gender		
Male	48.4%	35.2%
Female	51.6%	64.6%
Unknown		0.2%
Age		
Under 16*	19.3%	
16 – 19	4.9%	0.3%
20 – 29	11.4%	6.7%
30 – 59	41.6%	36.4%
60 – 74	15.2%	29.0%
75 and over	7.6%	26.2%
Age unknown		1.4%
Ethnic Breakdown		
White	98.4%	88.9%
Other	1.6%	7.5%
Unspecified		3.6%

6.5 Membership Strategy

Our Membership Strategy describes how we will maintain and develop an active and engaged membership.

Engagement events have not been able to take place this year due to the pandemic however when able, we will work to increase our engagement with members through regular events with existing community meetings such as WI meetings and local church groups. Attendance at the events allows governors to gain opinions and comments from their constituents on the Trust's services, any experiences and future plans. These comments are then fed back and shared at the Council of Governors meetings. Any queries raised at the events are investigated and a response is provided from the Membership Office.

We are committed to ensuring that NHS Foundation Trust membership is representative of the whole community. We welcome membership applications from persons of any age (over 16), whatever their race, colour, religious beliefs, ethnic or national origin, gender, disability or marital status.

Analysis of membership in the tables above shows that ethnic makeup is higher than that of the Gateshead demographics. The membership is over represented by people aged over 60 and is under represented in all other age groups.

6.6 Looking ahead to 2021/22

This year we have all been dealing with the Covid pandemic and the restrictions that it places on social interaction and face to face meetings. Those restrictions have inevitably curtailed some of the normal Governor activities, and the Governors look forward to a time when they can recommence their interactions and communications with the members and the public.

In 2021/22 we hope to be able to:

- attend local community meetings to engage with members and the public
- communicate with members and provide information on services and developments within the Trust
- hold regular recruitment and engagement information stalls within the Queen Elizabeth Hospital
- carry out targeted recruitment to ensure our membership remains representative of the community we serve
- continue engagement work with local schools and colleges to increase the number of younger members

6.7 Governor Training and Development

We believe our Governors require effective training and development to carry out their role, and we provide this in a number of ways. On appointment all Governors receive a comprehensive induction which covers areas such as the NHS as a whole, the roles of our regulators, Non-Executives and the Senior Independent Director and NHS finance.

Governors are also provided with a handbook containing all relevant NHS England and Improvement guidance and are also offered a meeting with the Chair/Company Secretary to discuss any particular issues they may have. The Trust has been unable to hold onsite governor training events this year however governors have been given the opportunity to attend virtual NHS Providers GovernWell courses.

To help Governors fulfil their role they are invited as observers at the public Trust Board and some Governors are appointed as observers at the Board Committee meetings. In September 2017, an additional agenda item was added to the Trust Board agenda to allow Governors in attendance to ask questions.

Governors also receive copies of all public Board agendas and receive regular information from the Trust, including a weekly briefing. They have been consulted on the Trust's Quality Account, and have received presentations on key initiatives such as Charitable Funds and the Role of External Audit.

7 Reporting to our Members

To ensure our members and the wider public are aware of the work of the Council of Governors, we generally report all of their activities through:

- Our Annual Members' Meeting held in September
- QE News
- Trust website
- Holding our Governors' meetings in public
- The Trust's Annual Report (available on our website)
- Attendance at external local events
- Medicine for Members events

8 Get in Touch

To find out more about becoming a Governor or to contact a Governor, please send your enquiry to: ghnt.foundation.enquiries@nhs.net

Alternatively you can submit your query to: The Membership Office, FREEPOST NAT14353, Gateshead Health NHS Foundation Trust, Queen Elizabeth Hospital, Sheriff Hill, Gateshead NE9 5BR

You can also visit www.qegateshead.nhs.uk

Information on membership, the governors and events is available on the following channels:

 www.facebook.com/qegateshead

 www.twitter.com/QEGateshead

 www.instagram.com/qegateshead

 www.pinterest.com/qegateshead