



**Gateshead Health**  
NHS Foundation Trust

# Council of Governors

## Annual Report

### 2018/19

# 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 hospital 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 2018/19

Elections in both public and staff constituencies are undertaken on behalf of the Trust by the Electoral Reform Ballot Services Limited which is engaged to act as the Returning Officer and Independent Scrutineer for the election process of Gateshead Health NHS Foundation Trust.

Elections for three staff and nine public governors, whose tenure of office ended on 4 January 2019, were held during 2018/19. The results were announced on 13 December 2018 as follows:

### 3.1 Staff Governors

Joanne Coleman was re-elected unopposed for a three-year tenure  
Kendra Marley was elected unopposed for a three-year tenure

### 3.2 Public Governors – Western Constituency

Elizabeth Vanner was elected for a three-year tenure  
One vacancy remains

### 3.3 Public Governors – Central Constituency

John Bedlington was elected for a three-year tenure

Margaret Monaghan was elected for a three-year tenure

John Stephens was elected for a three-year tenure

### 3.4 Public Governors – Eastern Constituency

Esther Ward was elected for a three-year tenure

One vacancy remains

### 3.5 Public Governors – Out of Area Constituency

One vacancy remains

## 4 Attendance at Meetings

The meetings of the Council of Governors are open to the public. There were five formal meetings of the Council of Governors in 2018/19. The attendance at these meetings was as follows:

Public Governors	Constituency	Appointment	Meetings Attended
Eileen Adams	Central	3 years from 2017	5 out of 5
John Bedlington	Central	3 years from 2019	1 out of 1
Bob Brammer***	Central	3 years from 2018	1 out of 1
Steve Connolly*	Central	3 years from 2016	3 out of 4
Helen Jones	Central	3 years from 2017	5 out of 5
Michael Loomes* (Lead Governor to January 2019)	Central	3 years from 2016	4 out of 4
Margaret Monaghan	Central	3 years from 2019	0 out of 1
Abe Rabin	Central	3 years from 2017	4 out of 5
John Stephens	Central	3 years from 2019	1 out of 1
Karen Tanriverdi	Central	3 years from 2018	3 out of 5
Alan Dougall*	Eastern	2 years from 2016	2 out of 4
Margaret Jobson	Eastern	2 years from 2017	5 out of 5
Esther Ward	Eastern	3 years from 2019	1 out of 1
Cecilia Coulson***	Western	3 years from 2017	3 out of 3
Jenny Gill (Lead Governor from February 2019)	Western	3 years from 2017	4 out of 5
Grace Henderson	Western	3 years from 2017	3 out of 5
Mick Lamport	Western	3 years from 2018	4 out of 5
Jacqueline Lockwood*	Western	3 years from 2016	2 out of 4
Janice Todd	Western	3 years from 2015	5 out of 5
Elizabeth Vanner	Western	3 years from 2019	1 out of 1

Staff Governors	Constituency	Appointment	Meetings Attended
Joanne Coleman	Staff	3 years from 2019	3 out of 5
Claire Ellison	Staff	3 years from 2017	1 out of 5
Andrea Hayward***	Staff	3 years from 2016	1 out of 3
Kendra Marley	Staff	3 years from 2019	1 out of 1
Anna Richardson	Staff	3 years from 2018	2 out of 5
Rob Stead	Staff	3 years from 2017	1 out of 5
Aaron Walton***	Staff	3 years from 2018	0 out of 4

Appointed Governors	Organisation	Appointed	Meetings Attended
Judith Doyle CBE	Gateshead College	January 2016	4 out of 5
Mary Foy	Gateshead Council	September 2016	2 out of 5
Josh Smith	Gateshead Youth Council	January 2018	4 out of 5
Alison Machin	University of Northumbria	January 2018	4 out of 5
Aron Sandler	Gateshead Jewish Community	May 2009	1 out of 5
Laura Ternent	University of Newcastle	September 2016	3 out of 5
VACANCY	Voluntary Organisation Council		
VACANCY	Gateshead Diversity Forum		
VACANCY	Gateshead CCG		

Director/Associate Directors in Attendance	Title	Meetings Attended
Andrew Beeby	Medical Director	2 out of 5
Jackie Bilcliff	Group Director of Finance (from September 2018)	3 out of 3
Ruth Bonnington	Non-Executive Director	3 out of 5
Shaun Bowron	Non-Executive Director	4 out of 5
Claire Coyne	Director of Diagnostic and Screening Services	4 out of 5
Martin Gannon	Non-Executive Director	1 out of 5
Julia Hickey	Chairman	5 out of 5
Paul Hopkinson	Non-Executive Director	3 out of 5
Kathryn Larkin-Bramley	Non-Executive Director (to June 2018)	1 out of 2
Hilary Lloyd	Director of Nursing, Midwifery and Quality	3 out of 5
Nick McDonough	Acting Executive Director – Operational Delivery	4 out of 5
John Maddison	Acting Chief Executive (from September 2018) (Formerly Group Director of Finance and Information)	3 out of 5
Ian Renwick	Chief Executive (to September 2018)	2 out of 2

John Robinson	Non-Executive Director	5 out of 5
Mike Robson	Non-Executive Director (from July 2018)	3 out of 3
David Shilton	Non-Executive Director	5 out of 5
Susan Watson	Director of Strategy and Performance	5 out of 5

\* Candidate did not stand for re-election or was not re-elected

\*\* Governor was unable to stand for re-election due to serving a maximum of nine years

\*\*\* Governor resigned from post mid-term

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

- Ratifying the appointment of the Chief Executive
- Recruiting, selecting and appointing the Trust Chairman
- Involvement in the development of the Strategic Plan through an annual workshop with Board Members
- Attending a number of community events
- Judging the Governors' Award for the QE Gateshead Star Awards
- Taking part in Patient Led Assessment of the Care Environment (PLACE) Visits and 15 Steps Challenges within the Trust
- 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 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.

During 2018/19, Governors attended the following local community meetings and venues:

- Blaydon Walk-In Centre
- Felling Methodist Church Group
- Blaydon Library
- Low Fell U3A
- Whickham U3A
- Wrekenton Hub

## 6.3 Communication and Involvement of Members and Involvement of Members

A joint members and staff newsletter, QE News, is published three times a year and sent to members either via email or post. The newsletter 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.

Three Medicine for Members events were held during 2018/19. Topics were Healthcare Associated Infections, Hip Replacements, and Parkinson's Disease. Over 120 members attended the events and feedback was, once again, extremely positive. At these events,

members are encouraged to ask questions and responses are provided by clinicians or medical staff present.

Comments included:

- “Excellent presentation – thoroughly enjoyed the lecture”
- “An excellent overview of hip replacements. Easy to understand”
- “Excellent – important to hear from a patient”
- “Extremely interesting and thought provoking. Good delivery of presentation.”

## 6.4 Membership Week

In November 2018, the Membership Office and the Membership Strategy Sub Group organised the Trust’s second Membership Week to incorporate an Open Day.

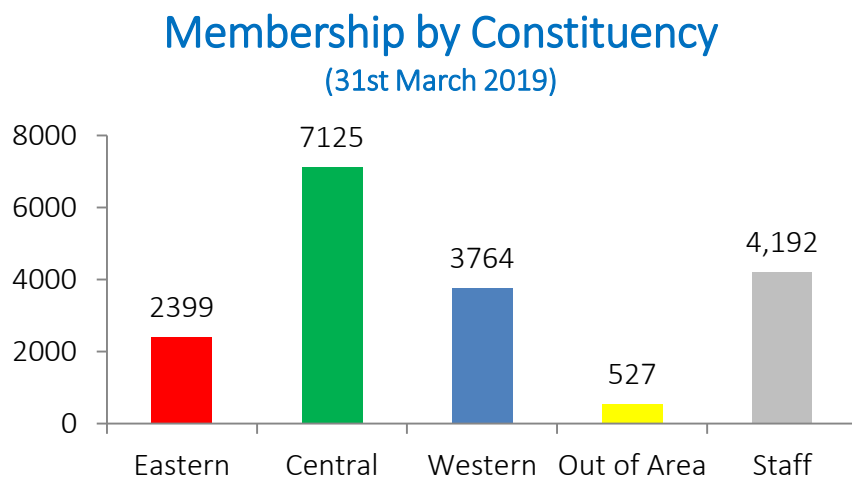
A full week of information stands was planned around the hospital, with governors on hand to recruit and engage with members, giving information on membership and the role of the Council of Governors.

Over 150 people attended the Open Day including staff from various departments and initiatives. Students from local schools attended to find out more about careers in the NHS and the apprenticeship scheme, while older people attended from the community to find out about the Trust’s services.

Over 60 people signed up to become members over the course of our membership week.

Finally, we supported our members to stand for election to the Council of Governors through delivery of a pre-election workshop on the role of the governor and information on the election process. We used social media to highlight the opportunities and to publicise the results.

## 6.5 Membership



## 6.6 Membership Strategy

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

Over the last twelve months we have continued to increase our engagement with members through regular events with already 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.

In 2019/20 we will:

- continue to attend local community meetings to engage with members and the public
- continue to communicate with members and provide information on services and developments within the Trust
- invite members to our Medicine for Members events
- 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

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.

## 6.7 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 Monitor guidance and are also offered a 1-1 meeting with the Chairman to discuss any particular issues they may have. The Trust held a number of governor training workshops throughout the year which have included feedback from the National Governors' Conference, and Real Time Surveys. Two Development Days were also held with sessions such as feedback from a Rapid Improvement Workshop, Rehabilitation – Changing Models, the Just Try It Programme, and a session on the Trust's Involvement Strategy.

External training is also available and during the year a small number of governors have attended local NHS Provider seminars.

Governors take part in two workshops with Non-Executive Directors during the year to discuss the operational plan and the Non-Executive Director's role in assuring the Council of Governors that actions are being delivered.

To help Governors fulfil their role they are invited as observers at the public Trust Board 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.

Governors are also represented on a number of Trust committees and groups including Charitable Funds, HR, Infection Prevention and Control, Mental Health, Patient, Public and Carer Involvement Experience Group, Quality Governance, Safeguarding, End of Life Pathway and Mortality Review.

## 7 Reporting to our Members

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

- Our Annual Members' Meeting held in September
- QE News – the Trust Magazine
- Our website
- Holding our Governors' meetings in public
- The Trust's annual report (available on our website)
- Our attendance at external local events
- Medicine for Members events

## 8 Become a Governor

To find out more about becoming a Governor email [ghnt.foundation.enquiries@nhs.net](mailto:ghnt.foundation.enquiries@nhs.net)

## 9 Get in Touch

To contact a Governor, please send your enquiry to : [ghnt.foundation.enquiries@nhs.net](mailto: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](http://www.qegateshead.nhs.uk)

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

Website: [www.qegateshead.nhs.uk](http://www.qegateshead.nhs.uk)



[www.facebook.com/qegateshead](http://www.facebook.com/qegateshead)



[www.twitter.com/QEGateshead](http://www.twitter.com/QEGateshead)



[www.instagram.com/qegateshead](http://www.instagram.com/qegateshead)



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