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Agenda Item: 9

NHS
The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Governor's Membership, Communications and Engagement **Committee Chair's Assurance Report**

Title of Report:	**Membership, Communications and Engagement Committee**	**Date of Meeting: 06/11/2023**
Prepared By:	Antonia Hardcastle	
Approved By:		
Presented By:	Antonia Hardcastle	
Purpose		
The report summarises the assurances received, approvals, recommendations and decisions made by the Membership, Communications and Engagement Committee		

Matters of Concern or Key Risks to Escalate	**Major Actions Commissioned / Work Underway**
• Head of Staff Engagement and Staff Engagement & Wellbeing Officer both leaving their posts. Will staff engagement still be an area of focus at the Trust? • Calendar of meetings for 2024 is not available. This will impact on Governors - especially Appointed Governors - attendance at meetings. • Appraisal pilot in Women and Children Division which was to lead Trust towards different appraisal solution hasn't started yet due to two senior leaders not being in post. • Two key education reports – The GMC survey results and Education Commissioning Annual report have been delayed twice in People and Culture Committee, leading to lack of assurance.	• Foundation Trust Members who only have a postal address will be written to and asked for e-mail address. This will make an up-to-date membership list. • New Terms of Reference have been written and will be reviewed at next M&C meeting. • Task and Finish group identified areas to be actioned including monthly informal Governor meetings, name badges, mentoring and Governor activities shared in In The Know (ITK). • Work with Healthwatch Norfolk on the Youth Council is underway. College of West Anglia and West Norfolk carers are helping with this project.
Positive Assurances to Provide	**Recommendations to the Council of Governors**
• Excellent working relationship between Comms and Volunteers and Governors • NHS staff survey response rate is increased on last year. The link to the PowerBi data has been useful to drive this improvement. • Charitable Funds website being upgraded, and 2 new fundraising campaigns will start in 2024. Dementia appeal is now closed as it reached its target. • A Charitable Fund Committee meeting will be held early 2024 to address surpluses and external advice would be sought regarding future investment of funds	• Informal Governor meetings will happen every month when there is no formal Council meeting. • Meet your Governors banner has been created. Rota in place for weekly sessions until year end. Feedback is being collated to assess areas for improvement. Governors can 'book' the banner and use in their constituency to highlight their work/receive feedback.
Comments on Effectiveness of the Meeting	
Attendance was challenging as two Governors couldn't park and one was late due to parking problems.	