

**Council of Governors: Governance and Communications Plan during COVID-19**

Suggestion	Plan	Actions
<b>Ensure Council can carry out essential and statutory tasks</b>	Hold future Council meetings (May/possibly July) by virtual means	Hold May 2020 via videoconference Plan July 2020 Meeting to be held at least partially online (as some/many governors will still be shielding or isolating)
	Carry out Chair Recruitment	Recruitment carried out successfully by virtual means; CoG to be asked to approve recommendation by Nominations and Conduct Committee on May 14 <sup>th</sup> Nominations and Conduct Committee to carry out NED recruitment using same process as followed for recent NED recruitment; Council to approve recommendation at July meeting.
	Carry out recruitment of NED	CEO recruitment duty of the Non-Executive Directors but Council must approve appointment; update to be provided at CoG in May 2020 and Governor engagement in process to be agreed once process begins under new Chair
	Ensure Governors have access to IT facilities (Email, video conferencing)	Three Trust iPads provided to governors without internet facilities (inc nhs.net email addresses). WhatsApp group set up for Hotmail addresses with unreliable delivery of emails Trialled different platforms (Zoom, WebEx, MS Teams) with Zoom firm favourite
<b>Provide information and assurance for governors</b>	Provide ad-hoc updates of topical information	NL continues to provide regular updates on Trust developments usually via a weekly bulletin
	Regular updates on Covid-19 management	Regular update by Dr Paul Gilluley, Chief Medical Officer
	Governors to be invited to virtual Board meetings – encouraged to send in questions in advance (or through the chat facility)	Public Board meeting March 2020 held online with good Governor attendance and questions asked; invitations to Board meeting on 21 May already shared.
	Short overview on Board discussions/decisions following each Board meeting; also on website for members and the public	Has been drafted - delay in uploading on website and circulated
	Continue plans for WebEx meeting with Governors and Eileen Taylor for 22 April 2020	Open Forum held with Eileen Taylor and Governors (deferred by a week)

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	Focus on clear and transparent reports to highlight and provide assurance on process, Governors' requirements and/or statutory responsibilities process (eg Chair recruitment)	Focused CoG Meeting on essentials. NL to offer feedback to presenters on Governor queries and concerns.
	Remind governors of opportunity to submit queries	Completed (though ongoing). Received highest number of queries; responses by Edwin Ndlovu and others shared with Governors
	Remind governor of importance of their feedback to Gov/members Office about what they experience, or hear from members/public	Ongoing – NL aiming to maintain feedback loop
<b>Communication</b>	Use governor updates as template for membership updates (less details, less regular, but remain in touch via email/on Website)	Members with email addresses have been informed. TrustTalk to include update and important telephone numbers. Plans for membership engagement with Trust's Shaping our Future workstream
	Zara to offer regular telephone sessions for governors to contact her with any issues or concerns; ZH to feed back issues to Gov/Mem Office; Office to feed back to governor	Not yet instituted as currently no requirement for this
	Use governor2governor contact to check on each other (and feed back to office any issues, but respecting confidences)	Anecdotally, this is happening (Hackney governors; Governor WhatsApp group). But also plans for a Governor MS Team space to share information
	Ask governors to identify local sources of support and share	Works informally
	Set up regular video meetings as an offer for Governor (for specific themes or social gathering as required)	Two fortnightly meetings (one on weekend, one on workday) now being offered to Governors; attendance per meeting c 10 governors supported by NL. Staff governors held first video conference on May 11th; other governors have been offered similar meetings (eg by Borough)
	Shaping the Future Workshop	Workshop to seek Governors' views on Trust emerging from current crisis planned with Governors on May 26 <sup>th</sup> , led by Amar Shah and Richard Fradgley