

## Council of Governors

6 December 2023

<b>Report Title:</b>	<b>Future Meetings: format</b>
<b>Executive/NED Lead:</b>	George Chalkias, Director of Governance
<b>Report author(s):</b>	Ann Filby, Trust Secretary Jonathan Baker, Committee and Membership Secretary
<b>Previously considered by:</b>	N/A

Approval

Discussion

Information

Assurance

### Executive summary

The Council of Governors meets four times a year, with half of the meetings taking place in person, and the other half taking place virtually. For those face to face meetings, one takes place in the Ipswich area, and the other takes place in the Colchester area.

This report provides an opportunity to review the current format of meetings. A proposal was circulated to all Governors in November, seeking views on whether all Council of Governors meetings, excluding those called in extraordinary circumstances, should take place in person alternating in location between Colchester and Ipswich. It was also proposed that other meetings of the Council remain as virtual.

Survey responses were received from 12 governors. From the responses received:

- 67% of those responding to the survey supported the proposal that Council of Governors meetings are held face to face from 2024 (an additional response supporting face to face meetings was received separately to the survey).
- Half of the respondents stated that face to face meetings would not cause issues with attendance. However, 42% (six governors) did reference potential issues with attendance.
- 67% of respondents stated that they would not have issues in attending meetings if they were split between Colchester and Ipswich.
- 92% of respondents supported the proposal that other meetings of the Council of Governors remain as virtual meetings.

For the Council's information, a recent survey of Foundation Trusts undertaken via the Company Secretary's Network is presented detailing the time of day that meetings are held, the frequency and duration. The majority hold quarterly meetings, of two hours' duration.

The Council is asked to consider the proposals, if agreed, the Council of Governors meetings taking place during 2024 would be face-to-face.

### Action Required of the Council

The Council is invited to approve the recommendation that:

- The four scheduled meetings of the Council of Governors held each year take place face to face, alternating in location between Ipswich and Colchester
- Council Committee and Working Group meetings are held virtually.