

## Action Points - Council of Governors in PUBLIC

**Key:**

<b>Blue</b>	Completed and will be removed from chart for next iteration - presented to meeting prior to removal
<b>Green</b>	Status updated and on track within the timescale.
<b>Amber</b>	Status updated and the deadline passed.
<b>Red</b>	Status not updated and deadline passed by more than one month.

Minute Reference	Agenda item	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	RAG
<b>19 September 2023</b>						
48/23	Non-Executive Director Recruitment	Agreed in principle the outline timetable for NED recruitment during 2024	Ann Filby	31/01/23	<b>22/11/23:</b> To be discussed further during December/early January, to include recruitment to the Associate NED role vacated by Karen Sinnott <b>5/3/24:</b> Appointments and Performance Committee met and reports presented separately on the agenda for 13/3/24 Council	<b>B</b>
49/23	Lead Governor Election Process	The Council of Governors confirmed the suspension of Standing Order 3.5 to enable Helen Rose to continue as Lead Governor to the meeting of Council on 13 March 2024 and an election for Lead Governor to be held once the Trust Constitution has been revised.	Ann Filby	13/03/24	<b>22/11/23:</b> Revised Constitution on agenda for Council on 6/12/23 <b>6/3/23:</b> Revised Constitution approved by Council on 6/12/23 and Board 11/1/24. Election for role completed and report on outcome to Council 13/3/24	<b>B</b>
50/23	Membership Engagement Plan 2023-24	Dates for Membership and Engagement Working Group to be circulated to and meetings open to all governors	Jonathan Baker	31/12/23	<b>18/10/23:</b> January 2024 meeting to be moved due to Trust Secretary's annual leave, and dates for 2024/25 to be set, for circulation to all governors <b>5/3/24:</b> Meetings now open to all governors and report on agenda for 13/3/24. Dates being confirmed for 2024/25 for circulation to governors prior to March meeting	<b>B</b>
<b>06 December 2023</b>						
59/23	Chief Executive's briefing on Trust activities	Produce some communications to raise awareness to staff and the public regarding the boarding process to free up capacity in the Emergency Department	Angela Tillett Rebecca Driver	31/12/23	<b>7/3/24:</b> A standard operating procedure is in place, which requires clinicians to make patients aware of the position.	<b>G</b>
63/23	Trust Constitution	Approved with one amendment to new stakeholder governor organisation from ISCRE to a suitable organisation representing community diversity prior to Board approval	Ann Filby	11/01/24	Amendment made 29/12/23. ISCRE confirmed that whilst welcoming the approach, they were unable to take up the offer	<b>B</b>
61/23	Verbal reports from Board Committees	Governors' concerns regarding lack of access to papers via Sharepoint to be considered as part of review of new processes	Ann Filby	13/03/24	<b>5/3/24:</b> Whilst this has not been without issue, access to papers has been enabled, with governors provided with additional support as necessary, with the process operating more effectively in 2024. The requirement is not to read the papers, whilst having the agenda is essential. The aim is for access to be provided ideally as soon as the papers are released to Committee members.	<b>B</b>
67/23	Membership and Engagement Working Group update	Feedback on quarterly briefing to be provided to the FT.membership@esneft.nhs.uk inbox	All	25/12/23	No feedback received.	<b>B</b>
69/23	Freedom to Speak Up and Raising Concerns	Annual presentation requested	Ann Filby		Included on Council work programme for 2024-25 during meeting	<b>B</b>
70/23	Public questions	Website to be updated to ensure Council text and future meetings is easily accessible, and posters are available highlighting Board/Council meetings in public; ensure media release is prepared prior to every meeting	Ann Filby	13/03/24	<b>5/3/24:</b> Website to be updated with Council of Governors meetings for 2024/25. Plan to prepare a 'pop up' that can be transported with all public meetings for Board/Council for 2024/25. The Trust has moved away from the use of posters, whilst these will be provided for sites other than Colchester and Ipswich Hospitals.	<b>B</b>