Council of Governors Improvement Plan 2019/2020

Improvement Theme	Objective	Actions	Lead	Deadline
Training and Development	To improve the relevance, timeliness and responsiveness of Governor training, using a variety of learning methods.	Consult with Governors on training requirements (i.e. training needs analysis) and areas of interest	Cathy Lilley Norbert Lieckfeldt	March 2019
		Review support materials requirements for Governors including development of a person specification based on Governors' responsibilities	Cathy Lilley Norbert Lieckfeldt	May 2019
		Develop learning and development plan and programme for Governors. To implement the plan including both formal and indirect opportunities, topics for briefings, development requirements, identification of mandatory training, access to OLM if appropriate, establish schedule of sessions, etc	Cathy Lilley Norbert Lieckfeldt Nominations and Conduct Committee	May 2019 Development of Plan September 2019 Implementation of the Plan
Staff Governors	To improve the engagement of Staff Governors	First meeting of Staff Engagement Forum arranged for January 2019 where aim, purpose and future format of the forum will be considered	Cathy Lilley Norbert Lieckfeldt	March 2019
		Staff Governors invited to Borough Director Meetings (and encouraged to attend)	Membership Office	Implemented
		Develop guidance/procedure for Staff Governors who work part-time	Cathy Lilley Norbert Lieckfeldt CoG NomCo	March 2019
Working with Others	• To improve Governor involvement in working with others • To work with faith groups • To work towards more cooperation with CCG and 3rd Sector partners to showcase what ELFT is achieving	Briefing sessions to be held on Sustainability and Partnership, integrated care and population health and the role of the Governor in this system	Norbert Lieckfeldt	November 2019
		Task and Finish Group established to review Governor-related meetings and their effectiveness including stakeholder meetings, reporting through Communications and Engagement Committee in the first instance.	Cathy Lilley Norbert Lieckfeldt CoG Communications	September 2019 Communications and Engagement Committee report to Council of

Improvement Theme	Objective	Actions	Lead	Deadline
	• To improve Stakeholder Meetings, be flexible with times (evenings or weekends) • To start QI project looking at effectiveness of Stakeholder Meetings		and Engagement Committee	Governors
		QI: Identify training opportunities (Pocket QI, more in depth training) for Governors to attend. Ask for interest to attend QI Conference May 2019	Membership Office	January 2020
Communication	To continue to improve internal and external communication	Continue work on the Council's communications strategy with the Communications Team, specifically focusing on appropriate and timely briefings to Governors, promotion of Governor-related meetings/events and external promotion of the Governor role	Cathy Lilley Norbert Lieckfeldt ELFT Communications Team CoG Communications and Engagement Committee	July 2019
		Task and Finish Group established to review Governor-related meetings and their effectiveness, and sharing of information/findings reporting to Communications and Engagement Committee	Cathy Lilley Norbert Lieckfeldt Coms Team CoG Communication and Engagement Committee	September 2019 Report from Communications and Engagement Committee to Council of Governors
		• Review format and content of meeting reports	Cathy Lilley Membership Office	March 2019
Administration	To confirm the requirements on Governor attendance, the process for Governors to raise queries and to ensure reporting of themes	Promote Meeting Attendance guidance (to include requirements and reasons why, and the process/steps taken for regular non-attendance)	Cathy Lilley Norbert Lieckfeldt CoG NomCo	March 2019
		Promote Queries guidance for Governors	Cathy Lilley Norbert Lieckfeldt CoG CEC	May 2019
		Thematic analysis of queries to be undertaken and discussed at Communications &	Norbert Lieckfeldt CoG CEC	September 2019

Improvement Theme	Objective	Actions	Lead	Deadline
		Engagement Committee		
		Consider how to use Governor feedback effectively and how this fits in the wider Trust feedback loop; feedback includes themes from queries, stakeholder meetings, Governor service visits, etc	Cathy Lilley Norbert Lieckfeldt CoG CEC	March 2020

Council's Strategic Priorities 2019/20

Themes	Meeting/Lead
Drug and Alcohol Services	November 2018/Sarah Wilson
CAMHS	January 2019/Sarah Wilson, Graeme Lamb and Henry Iwunze [tbc]
Integrated Care	March 2019/Richard Fradgley
Staff	May 2019/Mason Fitzgerald
Suicide Prevention	July 2019/Dr Paul Gilluley

Cross Cutting Themes	To be addressed in each CoG Strategic Theme presentation
Carers/Service User Experience	How does this work impact on or affect the experience of carers and/or service users?
Equality	How does this work advance the Trust's work to improve equality?