Council of Governors Meeting
To be held in public on Thursday, 14 November 2024, 5:00pm – 7:00pm
Venue: Happy, 3rd Floor, 9 Alie Street, London E8 1DN

Agenda

	Title		Action	Time (all pm)
1	**Welcome and welcome to new Governors** Eileen Taylor, Trust Chair	Verbal	Assurance	5:00
2	**Apologies for Absence** Eileen Taylor, Trust Chair	Verbal	Assurance	
3	**Declarations of Interest** Eileen Taylor, Trust Chair	Verbal	Assurance	
4	**Minutes** Council Meeting held in public, 12 Sep 2024 Council Meeting held in private, 12 Sep 2024 Eileen Taylor, Trust Chair	Attached	Approval	
5	**Action Log and Matters Arising from the Minutes** Eileen Taylor, Trust Chair	Attached	Assurance	
Operational Update				
7	**The Budget and NHS Finances – what might it mean for ELFT?** Anit Chandarana, Chair of Audit Committee (TBC) Kevin Curnow, Chief Finance Officer	Presentation	Assurance	5:05
Strategic Items				
8	**Strategic Priority:** **Access to Services – Tower Hamlets MH pilot Project** Day Njovana (Borough Director) Sheraz Ahmed (Community Consultant) Leah White (Consultant Older Adult Psychiatrist) Service User (TBC)	Presentation	Assurance	5:25
Business Items				
9	**Council of Governors Elections 2024** Norbert Lieckfeldt, Corporate Governance Manager	Attached	Assurance	6:00
Celebrating our departing Governors **Eileen Taylor, Chair**	**Cakes and Ice Cream**			6:05

10	**Nominations & Conduct Committee Report** Eileen Taylor, Chair	Presentation	Approval	6:20
11	**Committee Elections 2024** Norbert Lieckfeldt, Corporate Governance Manager	Attached	Approval	6:30
12	**Communications & Engagement Committee Update Report** Felicity Stocker, Chair	Attached	Assurance	6:35
13	**Membership Engagement Plan Update** Tina Bixby, Community Engagement Manager	Presentation	Assurance	6:40
14	**Council Forward Plan**	Attached	Assurance	6:55
15	**Any Other Urgent Business and Questions from the Public** (to be advised in advance **by Tuesday, 12 November**. Questions submitted on the day will be responded to following the meeting)	Attached	Assurance	6:55
16	**Date and Time of Future Meetings** • 16 January 2025 (online) • 15 March 2025 • **14 May 2025** • 10 July 2025 • 11 September 2025 • 13 November 2025 All meetings will be held in person in London (venue to be advised) from 5:00 – 7:00pm unless stated otherwise; January meetings are generally held online.			

For more information on the meeting, including how to access the meeting, please visit the ELFT website.
Please contact elft.membership@nhs.net for any specific enquiries.

Eileen Taylor
Chair
East London NHS Foundation Trust

Draft Minutes of Council of Governors Meetings
Held in public on Thursday 12 September 2024 at 5.20pm
At the Bishopsgate Institute, 230 Bishopsgate, London EC2M 4QH

Present:		
Chair:	Eileen Taylor	Trust Chair
Governors:	Patrick Adamolekun	Staff Governor
	Fatima Begum	Public Governor, Luton
	Yesmin Begum	Public Governor, Tower Hamlets
	John Bennett	Public Governor, Tower Hamlets
	Grenville Bingham	Public Governor, Tower Hamlets (online)
	Liz Birch	Public Governor, Central Bedfordshire
	Shirley Biro	Public Governor, Newham
	Dafni Boula	Public Governor, Luton
	Bob Cazley	Public Governor, Central Bedfordshire (online)
	Caroline Diehl	Public Governor, Hackney (online)
	Mark Dunne	Staff Governor
	Love-Jane Egbe	Staff Governor
	Rofikul Islam	Public Governor, Tower Hamlets
	Peter Landman	Public Governor, Newham
	Robert Morris	Appointed Governor, Central Bedfordshire
	Caroline Ogunsola	Staff Governor, Lead Governor
	Stella Oloyede	Public Governor, Newham
	Kate Smith	Staff Governor (online)
	Larry Smith	Public Governor, Central Bedfordshire (online)
	Suzanna Stefanic	Public Governor, Central Bedfordshire
	Felicity Stocker	Public Governor, Bedford Borough
In attendance:		
	Tina Bixby	Membership Officer
	David Bridle	Chief Medical Officer
	Tanya Carter	Chief People Officer
	Anit Chandarana	Non-Executive Director
	Alison Cotterell	Non-Executive Director
	Kevin Curnow	Chief Finance Officer
	Richard Fradgley	Director of Integrated Care & Deputy CEO
	Philippa Graves	Chief Digital Officer
	Donna Kinnair	Non-Executive Director
	Hilda Mango	Service User
	Eleanor Mata	Project Lead
	Norbert Lieckfeldt	Corporate Governance Manager
	Cathy Lilley	Director of Corporate Governance
	Claire McKenna	Chief Nurse
	Linda McRoberts	Minute Taker
	Meena Patel	Membership Officer
	Sasha Singh	Director of Nursing
	Lorraine Sunduza	Chief Executive Officer

	Deborah Wheeler	Vice Chair, Bedfordshire & Luton
Apologies:		
	Roshan Ansari	Public Governor, Tower Hamlets (online)
	Rita Chadha	Appointed Governor, Newham
	Sade Etti	Appointed Governor, Hackney
	Khtija Malik	Appointed Governor, Luton
	Reno Marcello	Public Governor, City of London
	Beverley Morris	Public Governor, Hackney
	Jamu Patel	Public Governor, Luton, Deputy Lead Governor
	Sarifa Patel	Public Governor, Newham
	John Peers	Staff Governor
	Betsy Scott	Staff Governor
	Sharmeen Sheikh	Staff Governor
	Patricia Wheeler	Public Governor, Hackney
Absent:		
	Julia Aduwa	Public Governor, Rest of England
	Viv Ahmun	Appointed Governor, Voluntary Sector
	Gulam Choudhury	Appointed Governor, Tower Hamlets
	Cassandra Howes	Public Governor, Bedford Borough
	Elizabeth Maushe	Staff Governor
	Mark Towler	Appointed Governor, Bedford Borough

The minutes are produced in the order of the agenda

1. Welcome

1.1 Eileen Taylor welcomed everyone to the meeting.

1.2 Eileen reminded Governors of the Trust values: we care, we respect and we are inclusive, with respect both to the meeting and how we are with one another.

1.3 In her introduction Eileen:
- Advised a number of Board members are joining the meeting today
- Congratulated Claire McKenna who has been appointed as substantive Chief Nurse, after a period of serving as Interim Chief Nurse.
- Recognised recent and due awareness days and celebrations including:
  - World Alzheimer's Month, and the importance of raising awareness of dementia, breaking down the stigma and arguing for an increased focus on early diagnosis and intervention.
  - October is Black History Month with a number of events at the Trust to mark the occasion as there is a lot to celebrate and be grateful for.
  - Tuesday saw Suicide Prevention Day – recent data indicates that deaths by suicide are on the rise again. Each death is a tragedy with a huge impact on those left behind. The Trust is joining the campaign to "Start the Conversation" to overcome the silence around suicide and help prevent it. By initiating these small but important conversations, we can break down barriers, raise awareness, and create a more supportive culture
  - It's Know Your Numbers Week – all were encouraged to get their blood pressure checked which they can do, for example, at their local pharmacy because high blood pressure is a silent illness.

- Congratulated the Corporate Governance Team including the Governors & Members Office as they piloted the Trust's new Stakeholder Led Accreditation scheme which is the equivalent of the service user led accreditation for clinical services. They were assessed by colleagues from corporate and clinical services and service users on 32 criteria and they achieved the very first SLA Silver Award!
- Highlighted the enjoyable the joint Governor meeting between Governors from ELFT, Homerton & NELFT and thanked all the Governors who attended, particularly those who travelled far from Bedfordshire. Feedback from all Governors has been a request for more of these meetings, and another session is already in planning for early next year, including joint Governor training.

2. Apologies for Absence

2.1 Apologies were noted as above.

3. Declarations of Interest

3.1 No declarations of interest have been received regarding today's meeting or which are not already included in the published registers.

4. Minutes of the Council of Governors Meeting held in public on 11 July 2024

4.1 The minutes were **APPROVED** as a correct record, subject to the addition of Eileen Taylor's name to the list of apologies.
ACTION: Meena Patel

5. Action Log and Matters Arising

5.1 **Action Log**
The Council noted all actions are closed.

5.2 **Matters Arising**
There were no matters arising.

6. Operational Update: Improving Clinical Observations

6.1 Eileen Taylor introduced, noting an update had been sent to Governors about the recent media reports on falsified clinical observations at ELFT. This refers to a coroner's report into a tragic death in 2020 and several further cases which came to light through ELFT's own internal investigations.

Claire McKenna and Sasha Singh presented an update on the quality improvement (QI) initiatives in this area:
- This has been a focus of QI work for some years,
- long before recent media attention. This journey started in 2020, and while significant progress has been made, there is still much more work to do.
- Observations are designed to ensure safety and are used where there are concerns about vulnerabilities for a wide range of reasons. There are 4 levels:

- General supportive (or routine) observations: patient is checked at regularly intervals, typically once an hour dependent on assessed risk level

For an enhanced level of support needs - enhanced observations might be used, which can be:
- Intermittent observation: the patient is observed more frequently at agreed time intervals, usually every 10-30 minutes
- Continuous supportive observations: patients are kept within sight
- Continuous supportive observations: a staff member remains with the patient within arm's reach.

- Differences in the way these observations are implemented and recorded have been identified between wards. The reasons include understanding policy and people's accountability. The media have focussed on falsification, but that is a very small number of cases.
- When looking at the quality of engagement, feedback indicates that service users have a poor experience, despite the fact that observations are meant to be a therapeutic opportunity.
- A QI project to improve observations started in 2022, led by Lorraine Sunduza, Chief Nurse at the time. This involved bringing people together to understand what is expected, what gets in the way and what could be done to make a difference. The same approach was applied to all services across the Trust.
- Staff were encouraged to be creative and try new things. This resulted in three core ideas to be introduced across the Trust:
  - Board relay: handover of a physical board to ensure continuity
  - Twilight shifts: additional investment into staffing out of hours to provide increased opportunity for engagement
  - Zonal observations: increased staff presence and visibility in defined zones to improve opportunities for de-escalation, enable faster intervention or identifying emerging scenarios likely to increase acuity.
- So far, the project has reviewed the processes and systems and the next phase is about shifting the culture and focussing on developing the therapeutic aspect of observations.
- Need to ensure that the agreed actions will make the difference: self-assessment tools have been introduced and there will be systems for oversight of the data.
- Next steps include:
  - An oversight board has been established, meeting fortnightly to review progress.
  - A human factors analysis has been externally commissioned to identify gaps between intended and actual practices, and why that will help to inform the next steps of the work.
  - Work will continue on professional practice and accountability, encouraging staff to report incomplete observations rather than falsify them to identify what needs to be done differently. The aim of this approach is to empower staff to be transparent when observations cannot be completed, reinforcing a culture of honesty.
  - A continued focus on learning; initiatives include training packages online with some simulated scenarios.
  - Standardising processes to allow consistent tracking of progress against the actions over time.

6.2   In discussion the Council:

- Noted that 'permission to be creative' was mentioned to avoid a compliance driven approach that could stifle creativity. Ordinarily if there is a policy, staff are expected to follow it, but this was about permitting some creativity outside of that in a controlled way and ensuring an open culture so staff can be honest about their practice.
- Requested care is taken that the reporting system for missed or late observations does not become more onerous than the original task. Noted that reporting is important and is challenging, however, it has to be undertaken within the systems as they currently exist.
- Noted the importance of understanding what gets in the way so improvements can be made.
- Noted that reporting of observations has improved since Covid.
- Noted that across the twelve cases that had been identified as falsified records, all but one were about 15-minute observations, which are the most challenging and have been the focus of a lot of improvement work since 2020.

6.3   The Council **RECEIVED, DISCUSSED and NOTED** the presentation.

7   Strategic Priority: Equity, Diversity and Inclusion (EDI)

7.1   **Tower Hamlets Homelessness and Foot Health Project**
Eileen Taylor commented that improving equity of access, experience and outcomes is one of her priorities as Chair. She introduced Eleanor Mata and Hilda Mango to present this project.

Eleanor highlighted:
- The foot health service identified a gap in health provision and a lack of awareness of the importance of foot conditions. A review of the referral processes identified that most people self-referred or came through GP referral. There is a walk-in service, but they wanted to bring the service to the community so the homeless had access.
- There was a successful application for some health inequality funding for two years for a full-time podiatrist.
- Service accessibility was assessed: there are clinics at various sites with drop-in sessions at some of the homeless sites. Charities have also been very supportive in spreading awareness among homeless people and the team works closely with hostels to provide effective signposting. Partnership and collaboration are important so a comprehensive assessment can be provided.
- Streamlining the process within community health services would enable the provision of District Nursing and the health promotion programmes in addition to foot health services.
- The main mode of transport for anyone homeless is walking, so infected feet can be a major problem and there are many foot conditions which can lead to more serious health problems. The service provides education about diabetes and other health issues and carries out screening health checks.
- The service is now operating from five sites. Attendance has been sporadic but increasing and second visits are increasing, which is very positive. There have been about 70 patients so there is more promotion work to be done.
- The project has delivered benefits and had a positive impact. Traditionally, people with foot problems would go directly to ED; however, the aim is not

only reducing ED visits but also to use these contacts for early identification of other conditions, such as diabetes.

Hilda added:
- Foot health does impact the homeless very seriously, not least as they often rely on donations for footwear, so they can be ill-fitting or inappropriate.
- It can be difficult to refer yourself when you do not have an address and are not sure where you will be tomorrow/next week. You also worry about stigma.
- The project team asked questions, listened and used the feedback to make meaningful improvements, such as taking the treatment to the patients and sometimes reimbursing their travel costs; small-scale support like this can have a significant impact. There was also no judgement, which is heartening and encouraging for patients.

The Council thanked Hilda and Eleanor and stressed how valuable it was that they were sharing their experience. They felt this was a great example of improving access by doing things differently.

7.2 In group work, the Council discussed which other communities may struggle to access services equitably and what ELFT could do to improve access.

All suggestions will be collected and shared with the Council (see Appendix 1)

Examples given following the discussion included:
- People with sensory impairment – particularly the blind and deaf
- Those socially isolated – particularly due to language barriers and mobility issues
- Men can be a group that often struggles to access timely healthcare
- To improve access need to go out and be creative in reaching diverse groups – such as religious forums homeless shelters and barber shops.

8.   Communications & Engagement Committee Update Report

8.1   The report was taken as read.

8.2   **The Council NOTED** the report

9.   Membership Engagement Plan Update

9.1   Tina Bixby presented, highlighting:
- The Darzi Report which has just been published, highlighted ELFT's work to be a Marmot Trust as an example of good practice in co-production.
- Recent work has been focussing on the engagement with our members and wider communities. As well as recruitment of members at events, particularly through attending events or meetings that are already happening, providing a ready audience (eg the people participation employment events in London and Luton) and hosting Trust membership events in conjunction with other ELFT services, targeting our offer to the needs of those attending each meeting, providing support and information on services.
- This 'pop-up' membership engagement approach enables us to reach out to wider audiences, hear different voices, meet our population health aim, work collaboratively across services and will also save costs.

- The aim of arranging some work with homeless charities to try to reach seldom heard communities.

10. Council of Governors Elections 2024

10.1 Eileen Taylor thanked the many Governors who are standing again and noted there will be formal farewells and a celebration at the November Council meeting. Meantime, Eileen paid special tribute to a few departing Governors who have reached the end of their third and final term:
- Shirley Biro is a fundamental part of the Newham community and was recently recognised in the New Year's Honours List. Shirley had been a long-standing chair of the Communications and Engagement Committee and has shared some of her personal lived experience which has helped us to improve the services we deliver.
- Roshan Ansari is a former GP who has brought her important experience to the Council. Roshan has struggled on through ill health, working with and adopting new technology to enable her to carry out her role and has endeavoured to join meetings online wherever possible.
- Larry Smith become a Governor back in the days when Bedford and Luton services joined the Trust. ELFT has benefitted so much from his perspective and in particularly in bringing his insights as a carer and his contributions to the development of the drug and alcohol services in Bedfordshire; we always really appreciate the Bedford & Luton Governors for making the effort to be here.

11. Committee Elections 2024
The Council noted the report.

12. Council Forward Plan

12.1 Noted.

13. Any Other Urgent Business and Questions from the Public

13.1 No AOB items or questions had been submitted ahead of the meeting.

13.2 Two points were raised:
- Relating to the communities to be reached, it was suggested it is important to remember that many people suffering poor mental health are isolated and do not belong to communities, so it is important to reach them through alternative places, such as drop-in centres and food banks.
The importance of not just focussing on the mainstream groups to access those who need services most was acknowledged and assurance provided that this will be reflected in the discussion points about EDI.
- While there has been good work to recruit members, suggested that there is a gap with membership and what it offers – particularly the meetings that used to be held. The importance of hosting at least one meeting annually for members in person and providing other online opportunities particularly for people not comfortable coming out was acknowledged.

14. Date and Time of Next Meeting:

14 November 2024

Governors were also reminded there is a Board meeting on **25 September 2024** in Luton and they are all welcome to join in person or online.

All Council meetings will be held from 5:00 – 7:00pm.

The meeting closed at 7.00pm

Appendix 1 Group Discussion Feedback

Group 1
- Year 9 – impact of Covid on a group at such a vulnerable age
- Ethnic minorities who have had negative experiences with services
- Stigmatised communities
- Work through/with religious leaders
- Low waged, struggling to access services during working hours (loss of income)
- People with no recourse to public funds
- Men generally accessing healthcare late
- Important to co-locate services (see foot health project example)

Group 2
- Travellers
- Some unemployed people
- Rural communities in Bedfordshire
- Diabetes
- Physical impairment/disability
- Elderly population: single/widowed, no local family and social isolation
- Visual or hearing impaired
- Non-tech savvy – digital exclusion
- Language barriers
- People living in poverty
- MH challenges

How to support:
- With Travellers, build trust to overcome stigma and suspicion of public services
- To build trust, have a dedicated person to support individuals rather than being sent to different people/services
- Support for digital exclusion (training, support in libraries, SIM Cards, digital hubs)
- Promotion of services and how to access them at places such as diabetes clinics, food banks, etc
- Road shows of services and how to access them
- Befriending service for those isolated or who struggle with digital access

Group 3
- Blind/deaf community (esp the elderly)
- Non-English speaking community
- People who don't access healthcare until conditions are v acute or severe
- Traveller community, Roma and Sinti
- Ex-offenders
- People with no recourse to public funds

Trust needs to have more services tailored especially for these communities to access healthcare services
Outreach services to communities, drop ins, use drop in vans, information at food banks

Group 4
- People with language barriers
- Housebound, live isolated, digitally excluded
- Communities who lack knowledge of services and how to access them, and eligibility criteria

- Stigma around certain conditions (eg foot health)
- Those who struggle to engage with the community and with services (MH issues?)
- Asylum seekers
- Work with charities that support these communities to access them such as national charities, religious groups, use barber shops for men etc.

Ref	Meeting Date	Agenda item	Action Point	Owner	Due Date	Status	Comments
			Council of Governors - Action Log following Council Meeting 12 September 2024				
212	12-Sep-24	Minutes	Correct Minutes to include Eileen Taylor's apology	MP	Sep-24	Closed	

In progress
Closed
Forward plan

To: **Council of Governors**

From: **Norbert Lieckfeldt, Corporate Governance Manager**

Date: **14 November 2024**

Subject: **Councl of Governors Elections Update 2024**

1.0 Purpose of the Report

1.1 To update the Council of Governors on the outcome of the 2024 Council of Governors elections.

2.0 Election Timetable

2.1 The election process commenced on 4 July 2024 with the notice of the elections, with the results being declared on 8 October 2024. The elections process was managed by the Governors and Members Office (GMO) and Civica Election Services (CES) were the independent scrutineer.

2.2 Nominations were sought through postal invitation of those members for whom we do not hold email details, and repeated emailed invitations, via the Trust website as well as social media. This resulted in ballots in each constituency being contested.

2.3 Seven "Becoming a Governor" workshops were held during July and August, including two on a Saturday, with attendance ranging from one to eight potential candidates.

3.0 Results

3.1 The numbers of seats per constituency for election and the elected candidates are provided below:

Constituency and Class	Number of seats for election	Turnout 2024	Number of Candidates	Elected Candidate(s)
Public: Bedford	1	4.8%	3	Felicity Stocker
Public: Central Bedfordshire	3	5.3%	2	Mark Cox
Public: Hackney	5	6.4%	8	Shafiqul Alam Caroline Diehl Coral Jones Bev Morris Eseoghene Okonedo

Public: Luton	1	3.9%	5	Fatima Begum
Public: Newham	2	4.5%	4	Ian Gibbs Hazel Thomas
Public: Rest of England	1	4.0%	7	Elliot Goodman
Public: Tower Hamlets	3	8.4%	13	Gren Bingham David Edgar Rofikul Islam
Staff	1	6.6%	15	Andrea Okoloekwe

3.2   Re-elected for a further term were Felicity Stocker. Caroline Diehl, Bev Morris, Fatima Begum, Hazel Thomas, Gren Bingham and Rofikul Islam.

3.3   Julie Aduwa, Betsy Scott and Patricia Wheeler did not stand for re-election. They will be greatly missed on the Council.

3.4   A summary of contested seats is attached at Appendix 1.

4.0   Action Being Requested

4.1   The Council is asked to **RECEIVE** and **NOTE** the report.

Election for	**Public Bedford**		
Date	08/10/2024		
Number to be elected	1		
Valid votes	26		
Invalid votes	0		
Quota	14		
eSTV Reg. 54096	2.0.16		
Election rules	Custom		
	First		
Candidates	Preferences		
FALLA-SMITH, Rosina	7		
STOCKER, Felicity	15	**Elected**	
WAUGH, Liz	4		
Non-transferable			
Totals	26		

Election for	**Public Central Bedfordshire**		
Date	08/10/2024		
Number to be elected	1		
Valid votes	19		
Invalid votes	0		
Quota	10		
eSTV Reg. 54096	2.0.16		
Election rules	Custom		
	First		
Candidates	Preferences		
COX, Mark	11	**Elected**	
WELLER, Gordon	8		
Non-transferable			
Totals	19		

Election for	**Public Hackney**
Date	08/10/2024
Number to be elected	5
Valid votes	95
Invalid votes	2
Quota	16
eSTV Reg. 54096	2.0.16
Election rules	Custom

Candidates	First Preferences	Stage 2 Surplus of JONES, Coral		Stage 3 Surplus of DIEHL MBE, Caroline		Stage 4 Surplus of ALAM, Shafiqul		Stage 5 Surplus of OKONEDO, Eseoghene		Stage 6 Exclusion of KLEIN, Aron		Stage 7 Exclusion of CONGIAS, Renato		
ALAM, Shafiqul	15	0.66	15.66	5.88	21.54	-5.54	16		16		16		16	**Elected**
CONGIAS , Renato	4		4	0.49	4.49	0.49	4.98		4.98		4.98	-4.98	-	
DIEHL MBE, Caroline	12	13.86	25.86	-9.86	16		16		16		16		16	**Elected**
JONES, Coral	38	-22	16		16		16		16		16		16	**Elected**
KLEIN, Aron	4	0.66	4.66		4.66		4.66	0.31	4.97	-4.97	-		-	
MOCCIA, Antonio	3	1.98	4.98		4.98	4.9	9.88		9.88		9.88	1	10.88	
MORRIS , Beverley	6	2.64	8.64	1.47	10.11		10.11	0.62	10.73	1.66	12.39	2	14.39	**Elected**
OKONEDO, Eseoghene	13	1.98	14.98	1.96	16.94		16.94	-0.94	16		16		16	**Elected**
Non-transferable		0.22	0.22	0.06	0.28	0.15	0.43	0.01	0.44	3.31	3.75	1.98	5.73	
Totals	95		95		95		95		95		95		95	

Chair: Eileen Taylor

Chief Executive: Lorraine Sunduza OBE

Election for	**Public Luton**
Date	08/10/2024
Number to be elected	1
Valid votes	31
Invalid votes	2
Quota	16
eSTV Reg. 54096	2.0.16
Election rules	Custom

Candidates	First Preferences	Stage 2 Exclusion of NDEBELE, Samson			Stage 3 Exclusion of GICHOBI, Ruth			
BEGUM , Fatima	14			14	1	15	**Elected**	
FISHER, Leon	5			5	2	7		
GICHOBI, Ruth	4			4	-4	-		
MOONESINGHE, Joanna	6	1		7		7		
NDEBELE, Samson	2	-2	-			-		
Non-transferable		1		1	1	2		
Totals	31			31		31		

Election for	**Public Newham**					
Date	08/10/2024					
Number to be elected	2					
Valid votes	109					
Invalid votes	3					
Quota	37					
eSTV Reg. 54096	2.0.16					
Election rules	Custom					

Candidates	First Preferences	Stage 2 Surplus of THOMAS, Hazel		Stage 3 Exclusion of NOBREGA, Robert+SHARMA, Ankitkumar		
GIBBS, Ian	26	5.94	31.94	5.66	37.6	**Elected**
KHAN, Asmat	20	1.98	21.98	5.66	27.64	
NOBREGA, Robert	10	1.98	11.98	-11.98	-	
SHARMA, Ankitkumar	6		6	-6	-	
THOMAS, Hazel	47	-10	37		37	**Elected**
Non-transferable		0.1	0.1	6.66	6.76	
Totals	109		109		109	

Election for	**Public Rest of England**
Date	08/10/2024
Number to be elected	1
Valid votes	45
Invalid votes	0
Quota	23
eSTV Reg. 54096	2.0.16
Election rules	Custom

Candidates	First Preferences	Stage 2 Exclusion of GHEASUDDIN, Adam+PATEL, Nazir		Stage 3 Exclusion of SALLERY, Brian		Stage 4 Exclusion of MONIRUZZAMAN, Md		Stage 5 Exclusion of MATHEW, Satheesh	
GHEASUDDIN, Adam	3	-3	-		-		-		-
GOODMAN, Elliot	14		14		14	1	15	5	20 **Elected**
MAKWANA, Pushpa	8		8	1	9	3	12	2	14
MATHEW, Satheesh	8		8	1	9		9	-9	-
MONIRUZZAMAN, Md	5		5	1	6	-6	-		-
PATEL, Nazir	2	-2	-		-		-		-
SALLERY, Brian	5		5	-5	-		-		-
Non-transferable		5	5	2	7	2	9	2	11
Totals	45		45		45		45		45

Chair: Eileen Taylor

Chief Executive: Lorraine Sunduza OBE

Election for **Public Tower Hamlets**

Date 08/10/2024
Number to be elected 3
Valid votes 132
Invalid votes 2
Quota 34
eSTV Reg. 54096 2.0.16
Election rules Custom

Candidates	Preferences	Stage 2 Surplus of EDGAR, David		Stage 3 Exclusion of THOMPSON, Adrian+PANCHAL, Amit		Stage 4 Exclusion of AHMED, Habib		Stage 5 Exclusion of MICHAELIDOU, Kiki		Stage 6 Exclusion of ZACHARIADES, Constantinos	
	First										
AHMED, Habib	2	1.7	3.7		3.7	-3.7	-		-		-
BINGHAM, Grenville	12	5.1	17.1	1	18.1	2	20.1		20.1		20.1
EDGAR, David	51	-17	34		34		34		34		34
HEALY, Paul	3	1.7	4.7		4.7		4.7		4.7	2	6.7
IQBAL, Mohammed	9	0.85	9.85		9.85	0.85	10.7		10.7		10.7
ISLAM , Rofikul	19		19		19	0.85	19.85		19.85		19.85
MIAH, Sanu	13	5.1	18.1		18.1		18.1		18.1		18.1
MICHAELIDOU, Kiki	3	0.85	3.85		3.85		3.85	-3.85	-		-
PANCHAL , Amit	1		1	-1	-		-		-		-
SPRINGER, Richard	7	0.85	7.85		7.85		7.85	2	9.85	1	10.85
THOMPSON, Adrian	2		2	-2	-		-		-		-
UDDIN, Mohammed	6	0.85	6.85		6.85		6.85		6.85		6.85
ZACHARIADES, Constantinos	4		4		4		4		4	-4	-
Non-transferable			0	2	2		2	1.85	3.85	1	4.85
Totals	132		132		132		132		132		132

See next page for continuation of Tower Hamlets results

Chair: Eileen Taylor   Chief Executive: Lorraine Sunduza OBE

	Stage 7 Exclusion of HEALY, Paul		Stage 8 Exclusion of UDDIN, Mohammed		Stage 9 Exclusion of SPRINGER, Richard		Stage 10 Exclusion of IQBAL, Mohammed		
AHMED, Habib	-		-		-		-		
BINGHAM, Grenville	2	22.1	1	23.1	5.85	28.95	1	29.95	**Elected**
EDGAR, David		34		34		34		34	**Elected**
HEALY, Paul	-6.7	-		-		-		-	
IQBAL, Mohammed		10.7	1	11.7		11.7	-11.7	-	
ISLAM , Rofikul		19.85	2	21.85	1.85	23.7	4	27.7	**Elected**
MIAH, Sanu		18.1		18.1	1	19.1	0.85	19.95	
MICHAELIDOU, Kiki	-		-		-		-		
PANCHAL , Amit	-		-		-		-		
SPRINGER, Richard	0.85	11.7		11.7	-11.7	-		-	
THOMPSON, Adrian	-		-		-		-		
UDDIN, Mohammed	1	7.85	-7.85	-		-		-	
ZACHARIADES, Constantinos	-		-		-		-		
AHMED, Habib	2.85	7.7	3.85	11.55	3	14.55	5.85	20.4	
		132		132		132		132	

Chair: Eileen Taylor   Chief Executive: Lorraine Sunduza OBE

Election for   **Staff**

Date	08/10/2024		
Number to be elected	1		
Valid votes	578		
Invalid votes	0		
Quota	290		
eSTV Reg. 54096	2.0.16		
Election rules	Custom		

Candidates	First Preferences	Stage 2 Exclusion of HO, Quang		Stage 3 Exclusion of OLADEJI, Oladele Oguntayo		Stage 4 Exclusion of CORREIA, Henrique		Stage 5 Exclusion of SAADAT, Adeeb		Stage 6 Exclusion of SIBANDA, Jabulani	
ADEOYE, Joseph	37	1	38		38		38		38	1	39
ALI, Monica	34		34		34	1	35		35	1	36
ANWAR , Muneeza	79	1	80	1	81	3	84	4	88	1	89
CORREIA, Henrique	18		18		18	-18 -		-			-
GREGORY, Owen	88	2	90		90	3	93		93	1	94
HO, Quang	12	-12 -			-		-		-		-
IMOH , Paul	19	1	20		20	2	22		22	1	23
KABAGAMBE, Dorota	21	1	22	2	24	1	25		25	2	27
MORGAN, Lynette	45		45	2	47	3	50	1	51	1	52
OKOLOEKWE, Andrea	93		93	3	96	1	97	1	98	2	100
OLADEJI, Oladele Oguntayo	13		13	-13 -		-		-			-
OLAKANMI, Kolaru	35		35		35		35		35	1	36
PANANTHATTIL, Ramdas	45		45		45		45	1	46	2	48
SAADAT, Adeeb	19		19		19		19	-19 -			-
SIBANDA, Jabulani	20		20		20		20		20	-20 -	
Non-transferable		6	6	5	11	4	15	12	27	7	34
Totals	578		578		578		578		578		578

See next pages for continuation of staff results

Chair: Eileen Taylor   Chief Executive: Lorraine Sunduza OBE

	Stage 7 Exclusion of IMOH, Paul		Stage 8 Exclusion of KABAGAMBE, Dorota		Stage 9 Exclusion of ALI, Monica		Stage 10 Exclusion of OLAKANMI, Kolaru		Stage 11 Exclusion of ADEOYE, Joseph		Stage 12 Exclusion of PANANTHATTIL, R	
ADEOYE, Joseph		39	1	40	2	42	5	47	-47	-		-
ALI, Monica		36		36	-36	-		-		-		-
ANWAR, Muneeza	2	91	6	97	5	102	1	103	9	112	9	121
CORREIA, Henrique		-		-		-		-		-		-
GREGORY, Owen		94	7	101	3	104	2	106	8	114	8	122
HO, Quang		-		-		-		-		-		-
IMOH, Paul	-23	-		-		-		-		-		-
KABAGAMBE, Dorota	2	29	-29	-		-		-		-		-
MORGAN, Lynette	3	55	5	60	5	65	2	67	3	70	5	75
OKOLOEKWE, Andrea	9	109	4	113	4	117	7	124	8	132	7	139
OLADEJI, Oladele Oguntayo		-		-		-		-		-		-
OLAKANMI, Kolaru	1	37		37	1	38	-38	-		-		-
PANANTHATTIL, Ramdas		48		48	1	49	3	52	1	53	-53	-
SAADAT, Adeeb		-		-		-		-		-		-
SIBANDA, Jabulani		-		-		-		-		-		-
ADEOYE, Joseph	6	40	6	46	15	61	18	79	18	97	24	121
		578		578		578		578		578		578

Chair: Eileen Taylor   Chief Executive: Lorraine Sunduza OBE

	Stage 13 Exclusion of MORGAN, Lynette		Stage 14 Exclusion of ANWAR , Muneeza		
ADEOYE, Joseph	-		-		
ALI, Monica	-		-		
ANWAR , Muneeza	14	135	-135	-	
CORREIA, Henrique	-		-		
GREGORY, Owen	21	143	28	171	
HO, Quang	-		-		
IMOH , Paul	-		-		
KABAGAMBE, Dorota	-		-		
MORGAN, Lynette	-75	-		-	
OKOLOEKWE, Andrea	13	152	25	177	**Elected**
OLADEJI, Oladele Oguntayo	-		-		
OLAKANMI, Kolaru	-		-		
PANANTHATTIL, Ramdas	-		-		
SAADAT, Adeeb	-		-		
SIBANDA, Jabulani	-		-		
Non-transferable	27	148	82	230	
Total		578		578	

From: **Eileen Taylor, Chair**

To: **Council of Governors**

Date: **14 November 2024**

Subject: **Nominations & Conduct Committee Report:
Non-Executive Directors Recruitment Process**

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1.   Purpose of the Report

1.1   To present the proposal for the recruitment process for three Non-Executive Directors (NED) at ELFT.

2.   Background

2.1   Under the NHS Act (2006) and the Trust constitution the appointment, appointment and removal of the NEDs shall be carried out by the Council of Governors (the Council).

2.2   Under its Terms of Reference, the Council's Nominations and Conduct Committee (the Committee/NomCo) is to make "recommendations to the Council regarding the appointment of the NEDs and Trust Chair".

2.3   At the previous Council meeting on 14 March 2024, Governors agreed to extend the term of office of Aamir Ahmad and Anit Chandarana by a further year to 31 October 2025 following their completion of two terms of office. The rationale for the exceptional extension was based on ensuring there was stability, continuity of experience and skills on the Board particularly taking account of the significant challenges the NHS was experiencing and the number of recent changes on the Trust Board.

2.4   In addition, the second term of Sam Everington as a NED will end on 31 December 2025. NHS England's Code of Governance 2023 states that "any decision to extend a term [of office for a Non-Executive Director] beyond six years should be subject to rigorous review; ... and all extensions should have been agreed with NHS England".

2.5   After careful consideration the Board recognises that by the end of next year the composition of the board will have remained largely stable, supporting continuity. With this in mind the Board is not recommending an exceptional extension of a year to the term of office for Sam Everington.

2.6   See Appendix 2 for details of the background and roles within ELFT of those NEDs who are due to stand down.

3.   Recruitment Process

3.1   The Nominations and Conduct Committee reviewed the proposed recruitment plan at its meeting on 6 November 2024. The Committee noted:

- Two NED positions (Aamir Ahmad and Anit Chandarana) will fall vacant from 1 November 2025, and a further position (Sam Everington) will fall vacant from 1 January 2026.
- Following a review of the skills mix on the Board as well as succession planning, the Board consider the key skills, knowledge and experience required across the three new NEDs to include financial and business expertise as well as primary care.
- The aim is to commence the joint recruitment process for three NEDs as soon as possible to leave sufficient contingency in case the Trust is unable to appoint in the first round and to allow for a handover period between departing and newly appointed NEDs to ensure a seamless transition.
- A combined process will save time, resource and should be more cost effective, as well as enable a wider pool of candidates to be reached.
- As with previous NED recruitment processes, the proposal is to appoint an external recruitment agency to support the recruitment. The identification and appointment will be taken forward by the Director of Corporate Governance and Corporate Governance Manager in line with the Trust's procurement requirements. A key priority will be the agency's ability to identify a diverse pool of candidates for shortlisting.
- The intention is to actively ensure the continued breadth of diversity on the Board. The Committee was mindful of the impact on the Board's diversity with the NEDs who are standing down who are British Asian and representing an LGBTQ+ background.
- An early start to the recruitment will make best use of the holiday season to seek applications – previous experience has shown this is an excellent time for recruitment.

3.2   The draft recruitment timetable is attached as Appendix 1 but will also be subject to agreement with the appointed recruitment agency. This has been developed based on previous recruitment processes.

3.3   The Guide to the Recruitment of the Trust Chair and Non-Executive Directors, previously agreed by the Council of Governors, is also attached as a reference document.

4.   Recommendations and Action

4.1   The Council of Governors is recommended to:

- **RECEIVE** and **DISCUSS** the report
- **AGREE** to
  "request the Nominations & Conduct Committee carry out the recruitment process as outlined for three Non-Executive Director positions - two positions to be effective from 1 November 2025 for a three-year term each; and a further NED position for a three-year term beginning on 1 January 2026 under the usual Terms and Conditions for all NEDs."

Appendix 1: ELFT NED Recruitment 2025: Action Plan

3 vacancies (2 for 31 Oct 2025, 1 for 31 Dec 2025)

	Action	Notes	Lead	Deadline 1
1	**CoG NomCo:** • Advise current status of recruitment and plans to start recruitment once Board have signed of expertise required • Advise/agree appointment of a recruitment agency • Agree process, required skills and experience, and terms and conditions of office for recommendation to CoG	In line with good practice, the Board will review the competencies, skills and experience required on the Board and these recommendations will be shared with the Council so that a recruitment process can commence. NEDs to be appointed for a three-year period in line with NEDs terms & conditions of office (attached).	Norbert Lieckfeldt (NL)	6 November 2024
2	**CoG:** • Agree process, required skills and experience, and terms and conditions of office			14 November 2024
3	**Preparation**	• Appoint recruitment agency • Draft Role Descriptions/Person Specification (RD/PS) and update candidate info pack	Cathy Lilley (CL)/NL	November 2024
4	Meeting with **recruitment agency**	Agree roles/responsibilities/requirements/timescales	CL/Agency	By end November 2024
5	**CoG NomCo:** • Agree role description and person specification/candidate info pack • Agree agency (if not agreed under 1) • Agree advertising routes inc open evening • Agree governors on interview panel • Agree timeframe		NomCo	By 6 December 2024

	Action	Notes	Lead	Deadline 1
6	Text of **advertisement**	Draft/agree text (based on RD/PS and intro by chair) – sign off by Eileen Taylor (ET)	NL/Agency	By 11 December 2024
7	NED vacancy advertised/**search commences**	Including search of recruitment agency candidate database	Agency	20 December 2024
8	**Communications:** • Email advertisement details to Governors and Board • Publicise on website • Publicise on social media		Governors & Members Office (GMO) Coms Team	20 December 2024
9	**CoG NomCo:** Agree Interview Panel and Stakeholder Group format	NomCo to determine interview panel & stakeholder panel format	NomCo	w/c 6 January 2025
10	**CoG:** Update report to Council			16 January 2025
11	**Open evening, interview panel and stakeholder group arrangements**	Invites to be sent for interview panel, stakeholder group and open session		15 January 2025
12	**Virtual Open Session**	Identify Board members and Governors available Set date/time	NL NL	w/c 13 January 2025
13	**Application deadline**		Agency	27 January 2025
14	**Sift of applications**		Agency	By 29 January 2025
15	**Longlisting** report sent to Interview Panel		Agency	5 February 2025
16	**Interview Panel** • Agree longlisting • Agree Stakeholder panellists		Interview Panel	12 February 2025

17	**Preliminary interviews**		Agency	w/c 17 February 2025
18	**Preliminary interview reports** to Interview Panel		Agency	25/26 February 2025
19	Interview Panel **NED recruitment refresher training** if required		Agency	TBC
20	Interview Panel: • Agree shortlist • Agree interview questions/ scoring/format • Agree stakeholder panel discussion topic • Draft interview questions and stakeholder discussion topic from Agency		Interview Panel Interview Panel/ Agency	4/5 March 2025
21	Opportunity for **informal discussions** with Chair/Vice-Chairs/Senior Independent Director (SID), Lead Governor (LG), Chief Executive (CEO)	Identify availability (SQ)	GMO	w/c 10 March 2025
22	Advise **unsuccessful applicants** following longlisting and shortlisting		Agency	w/c 10 March 2025
23	I**nvite candidates to interview**		Agency	7 March 2025
24	Assessment/referencing/**due diligence**		Agency	From 7 March 2025
25	**Stakeholder Session**	Based on interview date below	Agency/ ELFT	w/c 31 March 2025 (pref day before interviews)

26	NED candidates **formal interviews**	NB: Avoid Easter hols/leave • Good Friday 18 Apr • Easter Monday 21 Apr • ET on leave 25 Apr – 10 May 25	Interview Panel	1/2/8/9 April 2025
27	**Interview panel decision making**	Invite NomCo to observe	Interview Panel/NomCo observing	w/c 31 March 2025
28	**CoG NomCo:** Receive recommendations for NED appointments		NomCo	Following interviews
29	Advise **successful candidates** of outcome of interviews (subject to approval by CoG)		Agency/ ELFT	Following interviews
30	**CoG:** • Approve NED appointment recommendations		CoG	**14 May 2025**
31	Letter to successful candidates **confirming appointment**		Agency/ET	15 May 2025
32	**Meetings with Chair** to commence induction		ET	ASAP
33	New NEDs **start dates**		NED	2 for 1 November 2025 1 for 1 January 2026
34	Begin **induction** process		DCG	

Aamir Ahmad	Appointment
	1st term: 1 November 2018 – 31 October 2021 2nd term: 1 November 2021 – 31 October 2024 3rd term: 1 November 2024 – 31 October 2025
	Roles
	• Vice-chair London • Chair, Charity Committee • Chair, People Participation Committee • Member, Appointments & Remuneration Committee • Member, Finance, Business & Investment Committee • Chair, Digital Strategy Board • Lead NED for digital and commercial development • Link NED with Chief Digital Officer
Anit Chandarana	**Appointment**
	1st term: 1 November 2018 – 31 October 2021 2nd term: 1 November 2021 – 31 October 2024 3rd term: 1 November 2024 – 31 October 2025
	Roles
	• Chair, Audit Committee • Member, Appointments & Remuneration Committee • Member, Finance, Business & Investment Committee • ELFT Audit Chair representative in NEL ICS • Lead NED for finance, governance and risk management • Link NED with Chief Nurse
Professor Sir Sam Everington	**Appointment**
	1st term: 1 January 2020 – 31 December 2022 2nd term: 1 January 2023 – 31 December 2025
	Roles
	• Member, Appointments & Remuneration Committee • Member, Integrated Care & Commissioning Committee • Lead NED for primary care and non-medical prescribing • Link NED with Executive Director of Commercial Development

Guide to the Appointment of the Trust Chair and Non-Executive Directors of the Board
(for Governors)

April 2022

Contents

1   Introduction

The aim of this document is to
- Support Governors in understanding the process for the appointments of the Trust Chair and Non-Executive Directors (NEDs) including their role and the role of the Trust Board
- Ensure that appointments are made as smoothly and effectively as possible in a robust, fair, open and transparent way
- Ensure that the successful candidate has the skills and experience to lead the Trust over the coming years.

Any appointment must be open and transparent and in line with the Nolan principles and other good practice guidance. Within ELFT, the Council of Governors delegates responsibility for the recruitment process to its Nominations & Conduct Committee (NomCo).

As part of this process, NomCo must assure the Council that it has followed due process and must highlight the appointee's significant attributes. It is recognised that the Council of Governors (the Council) ultimately makes both the Chair and NED appointments. To that end, it is imperative that the Council remains informed and engaged throughout the process through reports, email bulletins, drop-in sessions or other means as appropriate.

For further information, advice and guidance on the appointment process, contact Cathy Lilley, Director of Corporate Governance by email cathy.lilley@nhs.net

2   Responsibilities

2.1   Role of Governors
Under the terms of the constitution and NHS Act 2006, Governors have specific and statutory responsibility for the appointment (and removal) of the Chair and NEDs, and decides their remuneration, allowances and other terms and conditions of office. The Council delegates the responsibility for the recruitment process to its NomCo who oversees the recruitment phase, conducts the selection process and recommends a suitable applicant(s) for appointment to the Board of Directors (Board) to the Council for approval.

2.2   Role of the Board
Governors must seek the views of the Board and the Chief Executive (CEO) in particular with regards to the skills and experience required for either the Chair or NED role particularly in respect of Board balance, succession planning and systems working as well as both the local and national NHS context in respect of the Chair.

It is also prudent to provide an opportunity for Board members to meet shortlisted candidates prior to interview and assess their 'fit' with the Trust and the systems within which the Trust operates in respect of the Chair; their views will be shared with the interview panel.

By arranging candidates to meet the Board, it also provides them with the opportunity to assess whether they could work for the Trust.

2.3   Role of the NomCo
The NomCo comprises of elected and appointed Governors and is normally chaired by the Chair of the Trust. When the Committee is considering the Chair's appointment, the Committee will be chaired by the Senior Independent Director (SID); when the Trust Chair is not available or has a conflict of interest, the Trust Vice Chair will chair the meeting. The CEO and SID are non-voting members of the Committee.

As detailed in its terms of reference, NomCo has delegated responsibility to select candidates to fill Chair and NED vacancies and recommending a candidate to the Council for appointment. This includes:

- Establishing an open and transparent process in line with the Nolan Principles and other good practice guidance
- Carrying out the recruitment process on behalf of the Council for the identification and nomination of a suitable candidate that fits the criteria for the appointment of the Chair/NED
- Appointing an external recruitment agency to facilitate the search and support the overall recruitment process
- Preparing a description of the role, capabilities, skills, knowledge and experience and expected time commitment required taking account of the recommendations of the Boards including the balance and diversity on the Board. In respect of the Chair role, the views of the regulator and systems will also be sought and account should be taken of the Trust's focus on improving population health, changing external landscape and the Trust's role as an integrated care system leader
- Recommending to the Council the Chair/NED's remuneration and terms and conditions of office including time commitment
- Ensuring compliance with any mandatory guidance and relevant statutory requirements
- Agreeing the members of the interview panel. The recruitment process and in particular the interview process demands a certain level of experience and understanding by Committee members and this will be borne in mind when agreeing the members of the interview panel. Other areas of consideration are a diverse panel, and good representation across the Trust's localities. All Governors involved on the interview panel will be required to attend recruitment refresher training which also covers the relevant equality and diversity requirements
- Providing assurance to the Council that it has followed due process and highlight the proposed candidate's significant attributes.

2.4   Role of the Recruitment Agency
A recruitment agency will be appointed by NomCo to lead the search.

Working in partnership with NomCo, the agency will use their expertise to help identify the best candidates for the vacancy. The agency will support with the preparation, generate the candidate pool, and support with the selection process:

- Preparation: this will include understanding the demands of the role, criteria, the timetable and advertising opportunities
- Generating the candidate pool: this will include developing a pool of candidates for the role using their relevant networks and contacts, and ensuring diversity through a fair, balanced and inclusive process, as well as undertaking relevant Fit and Proper Persons checks
- Selection: this will cover support throughout the recruitment process including with sifting, longlisting, shortlisting, stakeholder panels and interviews.

3   Role Description and Person Specification

As mentioned above, the development of the role description and person specification will be undertaken by the NomCo but informed by the Board, and the views of the regulator will also be sought and reflected.

The role description and person specification will be included within the Candidate Information Pack. This will include specific responsibilities and the essential and desirable skills, knowledge, experience and attributes required to undertake the Chair/NED duties. It will also ensure the Board can function efficiently and effectively given the existing

composition of the Board, the Trust's vision and strategic priorities, as well as the external NHS environment.

It is recommended that the person specification be high-level so as to enable the interview panel to explore candidates' views of how they see the role and would fill the vacancy.

4   Terms and Conditions

The terms and conditions, including appropriate remuneration and required working days, are also considered by NomCo. Remuneration will be considered using benchmarking information and ensuring that it reflects the time commitment and responsibilities of the role. In addition, consideration should be taken of the NHSE guidance on Chair and NEDs remuneration, as well as other benchmarking information.

NomCo will provide recommendations to the Council for approval.

5   Recruitment Campaign

The vacancy will be advertised as agreed with the recruitment agency and will include both local and national advertising as well as through social media and the Trust's own internal communications function. The Committee will pay special attention to advertising reaching a diverse audience.

An advert is usually included in the Candidate Information Pack.

During the advertising phase, potential candidates will have the opportunity of having information conversations with the CEO and/or Chair/SID or other colleagues including other Board members and Governors if requested.

NomCo will be kept updated in summary reports about progress around applications submitted and interest expressed.

The Trust will organise a *Meet ELFT* informational event for prospective candidate prior to the application deadline, with participants/contributors usually including the CEO, the Director of Integrated Care and the Director of People Participation, chaired by a NED (other than the Chair).

6   Selection Process

This section covers arrangements from closing date to completion of interviews.

6.1   Sifting
The sifting process will be undertaken to reduce the number of applications to a manageable list for review – this would usually take the form of grading each applicant for consideration for the next stage, e.g. recommended, marginal, not recommended. This process will be undertaken by the recruitment agency to ensure that candidates to be considered for longlisting have met the requirements and agreed competencies of the post as included in the person specification.

6.2   Longlisting
Information on all candidates will be circulated to the interview panel for consideration prior to the longlisting meeting. This will include a 'sift' summary, the application letters and CVs and also an equal opportunities monitoring report.

The aim of the longlisting meeting is to identify those candidates who meet the requirements and person specification and invite them to a preliminary interview with the recruitment agency. Those not longlisted will be advised accordingly by the recruitment agency.

It is anticipated that the interview panel Governor representatives and either the Chair/SID will attend the longlisting meeting whilst the external stakeholder interview panellists will have the opportunity to feedback comments and views via the recruitment agency. At this stage there is no requirement for the service user to attend the meeting.

6.3 Preliminary Interviews
The recruitment agency will undertake preliminary competency and values-based interviews with those candidates confirmed as longlisted. The interviews will explore the candidate's background and achievements, their style and overall suitability for the role. The interview will also cover other considerations such as time commitment, conflicts of interest and remuneration.

A report on the preliminary interviews will be produced by the recruitment agency. This will highlight the strengths and areas of concern/development for each interviewee, and include recommendations for shortlisting, suggestions for issues to explore at final interview if shortlisted, the grading of each applicant based on the preliminary interview, and an equal opportunities monitoring report.

6.4 Shortlisting
The shortlisting process is conducted by interview panel with the aim of identifying suitable candidates for interview, supported by the recruitment agency. The external stakeholder interview panellists may join this meeting or as with longlisting will have the opportunity to feedback comments and views via the recruitment agency. There is no requirement for the service user to attend this meeting.

The recruitment agency will provide a report following the preliminary interviews (6.7 above) which details the suitability, eligibility and credibility of candidates; the recommendations are based on the person specification.

Only those applicants who have been shortlisted will then be invited to interview; those applicants who were not shortlisted will be advised by the recruitment agency.

6.5 Interview Panel – Chair Post
NomCo agrees the composition of the interview panel which should comprise:
- **Governors:** The majority of Governor representation, usually three to five Governors (voting)
- **Chair of the panel** will be the SID
- **NHSE/ICS representative(s)**
- **External assessor,** e.g. an experienced Chair of another mental health/community services Trust or similar organisation
- **Service user**.

In line with Trust practice, the interview panel will include a diverse representation.

The Director of Corporate Governance, Corporate Governance Manager and/or representative from recruitment agency will be in attendance to provide support and guidance on governance and HR queries.

6.6 Interview Panel – NED Posts
NomCo agrees the composition of the interview panel which should comprise:

- **Governors:** The majority of Governor representation, usually three to five Governors (voting)
- **Chair of the panel** will be the Chair of the Trust
- **NHSE/ICS representative(s)**
- **External assessor,** e.g. an experienced Chair of another mental health/community services Trust or similar organisation
- **Service user**.

In line with Trust practice, the interview panel will include a diverse representation.

The Director of Corporate Governance/Corporate Governance Manager/representative from recruitment agency will be in attendance to provide support and guidance on governance and HR queries.

6.7 Role of the Interview Panel
The role of the panel is to make objective and reasoned decisions concerning the relative merit of competing candidates against the criteria included in the person specification, and thereby identify the appointable candidates for recommendation to NomCo and subsequently to the Council.

The key elements of the panel's role are to:
- Determine which applicants should be longlisted on the basis of the available information about them, ensuring equal consideration of all candidates
- Determine which applicants should be shortlisted on the basis of the feedback from the preliminary discussions led by the recruitment agency
- Interview each shortlisted candidate against the established selection criteria
- Assess which candidates are appointable in the light of all the relevant available evidence including the interview and taking account of feedback from stakeholder panels, etc
- Identify appointable candidates, describing how and the extent to which they met the key criteria
- Preserve the confidentiality of candidates throughout the selection process
- Ensure any personal or family relationships with particular candidates are declared within the panel and dealt with appropriately and consistent with the principles of fairness and merit.

6.8 Role of the Governors on the Interview Panel
In addition to the roles described in 6.7 above and following due consideration, the Governor representatives on the interview panel will vote on a suitable candidate for appointment to the Chair/NED role for recommendation to NomCo and subsequently to the Council.

6.9 Role of the NHSE/ICS representatives and Independent Assessors
They
- Ensure that appointments are made on merit after a robust, fair, open and transparent process
- Are independent of the appointing organisation
- Provide guidance to the interview panel on the calibre, ability and attributes of the candidates at interview
- Contribute to the discussion among panel members when discussing the candidates' performance in the post interview discussions
- Play a full part in the interview process, i.e. will ask questions
- Do not vote.

6.10 Psychometric Testing

In some circumstances, interview panel may agree that psychometric testing might be of value to the selection process. Such testing would be managed by the recruitment agency and would be for shortlisted candidates only. The results of the tests could be used to inform additional probing questions of shortlisted candidates at formal interview.

6.11 Recruitment Refresher Training

Governors and the service user on the interview panel will be required to attend relevant refresher recruitment training to ensure there is a common understanding and consistent approach and which also covers the relevant equality and diversity requirements. This may be provided by the recruitment agency reflecting the Trust's recruitment policies.

In the case of the Chair recruitment, a briefing session with the Trust's CEO will be held for all Governors focusing on the importance of the relationship between the Chair and the CEO.

6.12 Informal Meetings/Discussions

Candidates will be provided with the opportunity of having an informal conversation with the Chair/SID/CEO (and others as requested, such as Governors) during the application period.

6.13 Stakeholder Survey (Chair Recruitment)

NomCo may decide to hold a stakeholder survey particularly for the Chair post. The aim is to provide staff, governors, service users and carers, and external stakeholders with the opportunity of sharing their views as to the key qualities they would like to see in the new chair. Key themes identified can be used to help inform the questions asked or presentations at the stakeholder sessions.

6.14 Checks and References

The recruitment agency will:
- Take up references for the candidates shortlisted for interview in advance of the interview
- Carry out relevant checks including Fit and Proper Persons checks, disqualification checks with Companies House and other government agencies, and due diligence checks including various media searches.

6.15 Stakeholder Sessions

In addition to the formal interviews, there will be an opportunity for key stakeholders to meet with the candidates on an informal structured basis.

The key stakeholder groups usually include:
- Board Directors
- Governors, service users and carers
- System stakeholders for the Chair post (e.g. ICS representatives)
- External stakeholders for the Chair post (e.g. representatives from local authorities, voluntary and partner organisations, other Trusts within the ICS, etc)
- 1:1 meeting with the CEO for the Chair post.

Although the focus and questions and/or presentations will differ for the different stakeholder groups, the sessions will be structured so that the same format and the same questions/requirements are asked of each candidate and will be supported by an independent representative, usually someone from the recruitment agency.

The questions and focus at these sessions may be based on the feedback from the stakeholder survey in respect of the Chair post.

The stakeholder groups' views will be shared with both the interview panel and NomCo either by the independent representative or a member of the stakeholder group, generally just before the post-interview discussion to aid deliberations.

6.16   The Interview
The aim of the interview is to identify the most suitable candidate for the role.

(a) Interview Preparation
Prior to the interviews, the interview panel will decide on a set of questions to ask each candidate taking account of the essential criteria in the person specification and the Trust's values.

The interview panel will nominate a chair for the panel (usually either the Trust Chair or the SID) who will manage the welcome and closing remarks at the interview, as well as post interview discussions.

All interview panellists should ensure that they have reviewed the applications in preparation for the interview and remind themselves of the key requirements and role description for the post.

(b) Interview
Interview packs will be provided consisting of the interview programme and questions sheet as well as the role description, person specification and CV and application forms.

All interview panellists will have the opportunity of asking a question(s) and, where appropriate, asking follow up or probing question(s).

The following best practice principles should be noted and applied throughout the interview process:
- The same questions should be posed to each applicant: these should be investigative and open ended with probing questions asked where needed
- The interview should start by easing the candidate into the interview – asking them to talk through their application form – ensuring any gaps in their employment history are explored
- Questions should be based on the criteria detailed in the person specification and the Trust's values
- Feedback from the stakeholder sessions may be reflected in probing or supplementary questions
- Yes or no questions or multiple questions in one should be avoided
- Personal questions/ /leading questions/ /discriminatory questions must not be asked; the chair of the panel may intervene to ask a candidate to disregard any such question
- Notes should be taken during the interview to support with identifying whether the candidate is appointable or not and to allow the ranking of those identified as appointable. Candidates should be aware that their notes will be retained and form part of the audit trail to confirm that the process has been fair. These notes will be complemented by notes taken by the recruitment agency representative
- Each candidate should be scored; the interview panel will agree the final scores for each applicant
- All candidates should be asked as part of the interview process whether there are any reasons known to them that would create a conflict of interest or, in the event of their appointment, bring the Trust into disrepute (alternatively this will be taken up by the recruitment agency)

- Any gaps in employment, questions relating to referees or convictions disclosed should be addressed and a note kept on the applicant's interview notes of the discussion (alternatively this will be taken up by the recruitment agency)
- Candidates will be advised of the next steps including when a decision will be made, how they will be communicated with and how they can access feedback which will usually be provided by the recruitment agency.

The interview timetable will provide sufficient time for the interviews plus time to finish writing notes.

For interviews that are held in person, copies of the interview panel interview notes will be collected by the recruitment agency and sent to the Trusts for filing in line with Trust's records retention policy.

For interviews that are held virtually, interview panellists will be asked to either scan their interview notes and email to the recruitment agency, or asked to post the hard copies to the recruitment agency.

6.17 Recommendation to Appoint
Following completion of all interviews, the interview panel will review the evidence collected as part of the recruitment process including the responses and scores to interview questions to support with identifying the preferred candidate.

At this meeting, which will include other members of NomCo as observers, the interview panel will:
- Hear the advice and opinion of the independent assessor(s) and other non-voting interview panel members
- Hear from all interview panel members regarding their opinion of each candidate
- Hear from the CEO her opinion of each candidate (if applicable)
- Hear the views from the stakeholder sessions.

Once agreement has been reached, references for the preferred candidate which will have been obtained in advance, will be provided to the interview panel for review or the recruitment agency will confirm that the relevant references and checks have been undertaken and are satisfactory.

With these being considered satisfactory and the interview panel in agreement, NomCo will formally receive the outcomes of the interviews and appointment recommendation, and will have the opportunity to ask questions for clarification and assurance.

Subject to agreement/support by NomCo a verbal offer can be made to the preferred candidate – usually by the Chair of the interview panel or through the recruitment agency. Any offer of appointment should be made subject to:
- Satisfactory health clearance
- Final Fit & Proper Persons checks
- Right to work and remain in the UK checks
- Formal approval by the full Council.

It should be noted that a verbal offer of appointment may be legally binding and therefore care should be taken to ensure the relevant information is discussed with the successful candidate.

Unsuccessful candidates should be offered feedback which will usually be provided by the recruitment agency.

6.18 Decision to Appoint: Council of Governors

A report from NomCo will be presented to the Council at a meeting in private with the appointment recommendation. This report should focus on providing assurance of the robustness and fairness of the process by offering a detailed overview of the various stages of the recruitment process and the appointment recommendation including the reasoning behind the selection proposal, and the attributes of the preferred candidate.

7 Post Selection Actions

Following approval by the Council of the appointment to the Chair/NED vacancies, the Director of Corporate Governance will formally inform the successful candidate of their appointment. The appointment letter will include the terms and conditions and the individual will be required to sign and return both documents.

8 New Starter Requirements and Induction

8.1 New Starter Requirements

The following will also need to be actioned (but not limited to):
- Relevant HR processes including DBS checks and OH referral
- Completion of FPPR checks
- Prepare Press/Media Release and communications to staff
- Update Trust website
- Complete New Staff Starter Form (including bank details)
- Arrange access to IT systems
- Order ID badge(s) and security fob
- Order IT requirements (e.g. laptop, iPad)
- Arrange for photograph to be taken.

8.2 Induction

The successful candidate will be required to undertake the Trust's induction programme, complete mandatory online training, and attend NHS Providers relevant development programmes.

9 Background/Reference

9.1 Relevant Statutory Requirements (NHS Act 2006)

The Council of Governors are responsible at a general meeting for the appointment, reappointment and removal of the Chair and other NEDs.

9.2 NHS Improvement (formerly Monitor) Code of Governance 2014
Appointments to the Board of Directors:
- B.2.1 The Nominations Committee, with external advice as appropriate, is responsible for the identification and nomination of NEDs. The Nominations Committee should give full consideration to succession planning, taking into account the future challenges, risks and opportunities facing the Trust and the skills and expertise required within the Board to meet them
- B.2.4 The Chair (or a NED) should chair the Nominations Committee
- B.2.5 The Governors should agree with the Nominations Committee a clear process for the nomination of a new Chair and NEDs. Once suitable candidates have been identified the Nominations Committee should make recommendations to the Council
- B.2.6 The Nominations Committee responsible for the appointment of NEDs should consist of a majority of Governors … and also a majority of Governor representation on the interview panel

- B.2.9 An independent external adviser should not be a member of or have a vote on the Nominations Committee

Commitment

- The T&Cs of appointment of NEDs should be made available to the Council. The letter of appointment should set out the expected time commitment. NEDs should undertake that they will have sufficient time to meet what is expected of them. Their other significant commitments should be disclosed to the Council before appointment, with a broad indication of the time involved and the Council should be informed of subsequent changes.

9.3 Fit & Proper Persons Requirements

- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (Part 3) introduced a "fit and proper person requirement" (Regulation 5) for all Board Directors of NHS bodies. Compliance with the Regulations will be monitored and enforced by the CQC as part of their inspection regime
- Under the regulations all provider organisations must ensure that Director-level appointments meet the FPPR and the regulations place a duty on NHS providers not to appoint a person or allow a person to continue to be an Executive Director (or equivalent) or an Non-Executive Director under given circumstances
- The Trust must demonstrate that it has appropriate systems and processes in place to ensure that all new appointees and current Directors are, and continue to be, fit and proper persons
- The purpose of the FPPR is not only to hold Board Directors to account in relation to their conduct and performance but also to instil confidence in the public that the individuals leading NHS organisations are suitable to hold their positions. There is an expectation of senior leaders to set the tone and culture of the organisation that leads to staff adopting a caring and compassionate attitude.

10 Recruitment Roadmap January 2024

- Advertising: 18 December 2023
- 'Meet ELFT' information event: 23 January 2024
- Deadline for applications: 29 January 2024

- Longlisting: 13 February 2024
- Shortlisting: 28 February 2023

- Interviews/Stakeholder Panel: 6 March 2024
- Council apporval sought: 14 March 2024

To: **Council of Governors**

From: **Norbert Lieckfeldt, Corporate Governance Manager**

Date: **14 November 2024**

Subject: **Council Committee Membership**

1.0   Purpose of the Report

1.1   To update the Council on the vacancies and changes to the membership of the three Council Committees and advise on the election procedure:
- Communications and Engagement Committee (CEC)
- Nominations and Conduct Committee (NomCo)
- Significant Business and Strategy Committee (SBSC).

2.0   Background

2.1   The membership of all Council committees is determined by the Council (reference Council of Governors Standing Orders para 5.1).

2.2   Committee membership ends with the respective governor's current term of office irrespective of whether they have been re-elected for a further term. This is to ensure succession planning and refreshing the committee membership.

3.0   Committee Membership

3.1   Communications & Engagement Committee (CEC)

The CEC has a core membership of at least six governors, without any additional restrictions on Committee membership. Governors from any constituency (public, staff, appointed) can nominate themselves for any additional spaces as the Committee does not have a maximum number of members.

Seven governors were stepping down as of 1 November 2024:
- Julie Aduwa
- Roshan Ansari
- Gren Bingham
- Caroline Diehl
- Beverley Morris
- Hazel Thomas
- Felicity Stocker

With the current remaining members this left one vacancy to meet the *minimum* membership requirement. A number of self-nominations for the Committee were received and the proposed membership of the Committee as of 1 November 2024 is as follows:

- Yesmin Begum, Tower Hamlets*
- Gren Bingham, Tower Hamlets#
- Dafni Boula, Luton*
- Bob Cazley, Central Bedfordshire
- Peter Landman, Newham
- Beverley Morris, Hackney#
- Jamu Patel, Luton
- Kate Smith, Staff
- Suzana Stefanic, Central Bedfordshire*
- Felicity Stocker, Bedford#
- Hazel Thomas, Newham#

*Governors marked with an * are new members; those marked with # are reappointed members; and those with no marking are continuing members.*

As Felicity and Hazel as the previous chair and vice-chair of the Committee had to step down at the end of their previous term, the Committee will elect a new chair and vice-chair in line with its terms of reference at the next meeting.

3.2   Nominations & Conduct Committee (NomCo)

NomCo has a membership of seven governors (including the lead governor as ex officio member). Except for specific instances outlined in the terms of reference, the Trust chair is the chair of the Committee; in their absence, one of the Trust vice-chairs will chair. Of the seven elected members, two must be public governors, one a staff governor and one an appointed governor.

Two governors stepped down as of 1 November 2024, resulting in two vacancies on the Committee:
- Julie Aduwa
- Hazel Thomas.

Specific membership requirements are met with the current remaining members (i.e. e a minimum two public governors, one staff governor and one appointed governor), therefore governors from any constituency (public, staff, appointed) could nominate themselves for the vacant spaces.

Two nominations were received and as there are two vacancies, they are deemed to have been elected unopposed:
1. Suzana Stefanic
2. Hazel Thomas.

The proposed governor members of the Nominations and Conduct Committee as of 1 November are:
- John Bennett, Tower Hamlets
- Mark Dunne, Staff
- Sade Etti, LB of Hackney
- Caroline Ogunsola, Staff (ex-officio as lead governor)
- Jamu Patel, Luton
- Suzana Stefanic, Central Bedfordshire#
- Hazel Thomas, Newham*

Governors marked with an * are new members; those marked with # are reappointed members; and those with no marking are continuing members.

3.3 Significant Business & Strategy Committee (SBSC)

SBSC membership consists of the deputy lead governor (ex officio) plus eight governors, with a minimum of one governor per constituency (public, appointed or staff).

Two governors stepped down as of 1 November 2024:
- Gren Bingham
- Caroline Diehl.

However, the Council will recall as previously reported one additional member was appointed in error in 2023 resulting in nine Committee members and decided to revert to the original number from 1 November 2024.

To meet its membership requirements, the Committee required an Appointed governor as there had been a vacancy following the resignation of Rehana Ameer), plus a second nomination that can be filled from any constituency (public, staff or appointed).

One self-nomination from an appointed governor has been received from Robert Morris (Central Bedfordshire) who is therefore deemed to have been elected unopposed.

Although three governors indicated an interest in becoming a member of the Committee, no self-nominations were received for a ballot to take place in line with the agreed committee membership procedure. A further self-nomination process will therefore be carried out.

5.0 Action being requested

5.1 The Council is asked to:
- **RECEIVE** and **NOTE** the report

- To **RATIFY** the appointment of
  Yesmin Begum, Gren Bingham, Dafni Boula, Bev Morris, Suzana
  Stefanic, Felicity Stocker and Hazel Thomas as a member of the
  Communications & Engagement Committee as of 1 November 2024
- To **RATIFY** the appointment of
  Suzana Stefanic and Hazel Thomas as a member of the Nominations &
  Conduct Committee as of 1 November 2024
- To **RATIFY** the appointment of Robert Morris as a member of the
  Significant Business & Strategy Committee

CEC	NomCo (governor members)	SBSC
Yesmin Begum Gren Bingham Dafni Boula Bob Cazley Peter Landman Beverley Morris Jamu Patel Kate Smith Suzana Stefanic Felicity Stocker Hazel Thomas	John Bennett Mark Dunne Sade Etti Caroline Ogunsola Jamu Patel Suzana Stefanic Hazel Thomas	Chair: John Bennett Dafni Boula Love-Jane Egbe Reno Marcello Robert Morris Caroline Ogunsola Jamu Patel Sarifa Patel One Vacancy

To: **Council of Governors**

From: **Felicity Stocker, Chair**

Author: **Tina Bixby, Community Engagement Manager**

Date: **14 November 2024**

Subject: **Communications and Engagement Committee Report**

1.   Purpose of the Report

1.1   To update the Council on the work of the Communications and Engagement Committee (the committee).

1.2   The committee last met on 14 October 2024 and

- Received an update on recent communications and media developments
- Received an update on the membership engagement plan
- Received and update on the People Participation Committee (PPC) held in September 2024
- Discussed the Annual planning meetings
- Discussed the Board and Council Summaries

2.   Background

2.1   The committee has been established to carry out specific duties on behalf of the Council, including reviewing the Trust's membership engagement plan and communications with members and among governors.

2.2   The committee meetings are open to all governors. Those governors who are not core members but wish to attend should notify the Governors & Members Office in advance to ensure they receive the invite and the papers.

3.   Meeting: Key Discussions

3.1   Communications Update – the committee noted

Negative
- The Trust was the subject of negative media reports on the subject of observations in mental health inpatient services. This followed a prevention of future deaths (PFD) notice issued by a coroner. It is a serious issue and the ELFT board discussed a paper outlining the background and progress made by the organisation in addressing the issue. An update was received at the September Council of Governors meeting.

Positive:

- The Trust continues to provide monthly columns in the Hackney Gazette and Leighton Buzzard Observer. The Hackney Gazette column highlights mental health support and the Leighton Buzzard column is written by colleagues from one of our primary care practices in the Leighton Buzzard Observer
- Following on from Newham Talking Therapies' project geared towards young black men in the borough, therapist Femi Agbebi was interviewed by London Live – a local TV channel covering the capital. Airing on World Mental Health Day, Femi spoke with reporter Brydie Monaghan about the reason for launching the campaign, its significance and how the local community can seek help
- A prestigious national gold standard has been achieved by the Trust in recognition of ELFT's ongoing commitment to support Armed Forces veterans. The Trust has secured 'Gold Award' status from the Ministry of Defence (MoD) Employment Recognition Scheme. ELFT has worked from bronze to silver and now to gold through the scheme
- Three teams at the Trust are shortlisted for 'Psychiatric Team of the Year' for outstanding work in addressing mental health needs at this year's prestigious RCPsych Awards, the leading ceremony for the psychiatry profession
- The Pathways App Team is shortlisted in the 'Psychiatric Team of the Year: Digital Mental Health' category. East London Child and Adolescent Mental Health Service (CAMHS) is in the running for 'Psychiatric Team of the Year: Quality Improvement'.
- Finally, the Nature in Mind team is up for the 'Psychiatric Team of the Year: Outstanding Commitment to Sustainability/Green Care' Award
- A successful free event has been held to support Trust service users or carers in Bedfordshire and Luton interested in going into employment. On Tuesday 24 September, ELFT hosted the Pathways to employment event in Luton. The event offered information, help, guidance and workshops for CV writing
- A pioneering mental health programme supporting young people from City and Hackney's African and Caribbean communities has been shortlisted for a prestigious award. The Tree of Life in Schools project has been shortlisted for the 'Health Equalities Award' at the NHS Parliamentary Awards 2024. The programme was nominated by Dame Meg Hillier, the Member of Parliament for Hackney South and Shoreditch
- The North East London Mental Health, Learning Disability and Autism (MHLDA) Collaborative is a finalist in the Health Service Journal (HSJ) Awards 2024, known as 'the Oscars of the NHS'. The collaborative is a space where service users, carers, providers and staff work in equal partnership to improve services for people of all ages with, or at risk of, mental health problems, people with learning disabilities and autistic people
- Mental health services in Tower Hamlets are one of six areas selected to trial a new approach to supporting people needing mental health support. The Trust and Look Ahead charity have partnered to develop a unique mental health hub in the borough. The hub which will be in Bethnal Green will be there for anyone known to GP and mental health services in the area, with serious mental health problems, to drop into the centre without an appointment to receive support from psychiatrists, mental health

professionals, social workers, voluntary sector workers and peer support workers.

The Committee **NOTED** the update

3.2   Membership Engagement Plan (MEP) Update

- More pop-ups held since last meeting; a recent MacMillan Event in Newham hosted a membership stall which has led to further local networking and future plans for more local events.
- Event in Luton community centre connected with older women members of the local community and led to productive and inspiring open conversations around mental health from people who are traditionally reticent to share their experiences and stories. Local Governors were on hand to talk to people plus the smoking cessation team, colleagues from the recovery and discovery colleges and people participation.
- Plans are ongoing to hold a similar event for young men in Luton.
- Work to engage more local ELFT Members in Luton is ongoing.
- A cost of living event for the homeless being held on 7 November in Hackney and also visits planned to the East London inclusion primary care practices.

The Committee **NOTED** the update

3.3   **People Participation Committee Update**
- Good examples of 'Getting the Basics Right' strategy work presented by the Working Together group around appointment bookings, letters and reminders, transition from CAMHS to adult services, tailored comms for people with autism, making adjustments to ensure appointments are more comfortable, work with the homeless and network of support in Hackney and more user-friendly appointments.
- An update on the volunteer service and a planned Thank You event for volunteers in December.
- Board Assurance Framework presented with risks and risk ratings, noting the financial constraints impacting on the filling of posts.

3.4   **Governor updates:**

- **Annual planning Meetings** - Planning meeting for Governors, Members and service users will be online for both London and Luton & Beds to provide their input towards identifying next year's Governor strategic priorities.
- Open to changing the title of the meeting to improve engagement with these sessions and enable open conversations with a wider group around a focus for the next year.

- **Board and Council summaries** - High level AI summaries of the ELFT and BLMK ICB board meetings are being considered and recent summaries by Peter Landman have been provided to the Comms team for potential publication.
- The Chair expressed the gratitude and appreciation work and input by Roshan Ansari and Patricia Wheeler on this committee who are leaving their role as a Governor on 31 October
- Congratulations to Felicity Stocker, Gren Bingham and Bev Morris on their re-election as Governors.

5.0   Action being requested

5.1   The Council is asked to:

RECEIVE and **NOTE** the report