

**CG 05/2016**

(Agenda item: 11)

# Report to the Meeting of the Council of Governors

**09 March 2016**

**Update Report from Council Sub-Groups and Governor Forum**

**For: Information**

In July 2014, the Council reviewed its role and remit and agreed to the establishment (or continuation) of the following sub-groups:

* Nominations and Remuneration Committee
* Finance Sub-group
* Quality & Safety Sub-group
* Patient Experience Sub-group

In September 2015, the Council agreed to the establishment of a further sub-group: the Working Together Sub-group which would make recommendations to the Council on matters it considered would improve the effectiveness of the Council, through improved communications within the Council and between it and the Board of Directors.

In November 2015, the Council agreed that governors should also have the opportunity to meet informally in a Governor Forum to influence the development of the agendas of the Council of Governors and its sub-groups.

The purpose of this report is to update the Council on:

* the sub-groups’ activities since the Council last met and, where required, seek formal Council approval on actions; and
* discussions/recommendations from the Governor Forum.

**Recommendation**

The Council of Governors is asked to note the report and approve actions where indicated.

**Author and Title:** Hannah Smith, Assistant Trust Secretary and
Kerry Rogers, Director of Corporate Affairs and Company Secretary

**Lead Executive Director:** Kerry Rogers, Director of Corporate Affairs and Company Secretary

***Update from Current Sub-groups***

**1) Council of Governors Nominations & Remuneration Committee**

**Governor Members:**

Martin Dominguez, Geoffrey Forster and Diana Roberts.

**Executive/Non-Executive Members:**

Chair of the Trust

(The Chief Executive, the Director of Finance, the Deputy Director of HR and the Director of Corporate Affairs/Company Secretary attend meetings where appropriate)

**Purpose:**

The Committee oversees the development, implementation and review of the composition of Non-Executive Directors. The Committee makes recommendations to the Council on the appointment of the Chair and Non-Executive Directors. The Committee also makes recommendations to the Council on the terms and conditions, including remuneration and allowances, of the Chair and Non-Executive Directors.

The Council has approved formal terms of reference for this Committee.

**Key Activity since Last Council Meeting:**

The Nominations and Remuneration Committee has not met since 25 August 2015. As that meeting was not quorate, the reappointment of the Trust Chair was subsequently considered and agreed by all members not present. The Committee was unanimous in its conclusion that it recommended to the Council the reappointment of the Trust Chair for a further term of three years. This was reported to the Council meeting on 16 September 2015 and the recommendation was approved.

**Action Required by Council:**

**No formal approvals required. Following the outcome of the Knowledge and Skills Audit, the Director of Corporate Affairs & Company Secretary will be writing to specific governors inviting them to join the Committee to succeed Liz Turvey and Maureen Cundell who have stepped down from the Council. Lynda Atkins who resigned in September 2015 is succeeded on the Committee by Chris Roberts, in his role as lead governor.**

**2) Finance Sub-group**

**Governor Members:**

Anwar Soopun, Geoffrey Forster, Martha Kingswood, John Bidston and Chris Roberts.

**Executive/Non-Executive Members:**

Director of Finance and Lyn Williams, Non-Executive Director

**Purpose:**

The purpose of the sub-group is to ensure that its members are provided with sufficient appropriate information to give confidence to the Council of Governors of its understanding of:

* Annual Accounts
* Annual Plan
* Financial Performance

The Terms of Reference will be drafted to reflect that this sub group will be an informal non-decision making body and submitted to the Council of Governors for approval in due course.

**Key Activity since Last Council Meeting:**

The meeting scheduled for 27 November 2015 was cancelled due to apologies received. The next meeting is scheduled for 09 March 2016.

Liz Turvey has stood down as a Governor and therefore from this sub-group. Any governor wishing to join will be welcome.

**Action Required by Council:**

**No formal approvals required but a volunteer(s) to join the sub-group would be welcome.**

**3) Quality & Safety Sub-group**

**Governor Members:**

Lynda Lawrence (chair), Julia Grinsted, Mark Tattersall, Reinhard Kowalski, Chris Roberts, Gillian Evans, Louise Willden.

**Executive/Non-Executive Members:**

Director of Nursing and Clinical Standards and Jonathan Asbridge, Non-Executive Director.

**Purpose:**

To review Quality and Safety issues within Oxford Health NHS Foundation Trust to assist the Council in holding the Board of Directors to account for the Trust’s performance.

To provide assurance to the full Council on Quality and Safety matters.

To provide detailed input and oversight of the Annual Quality Account/ Report.

The Council has approved formal terms of reference for this Sub-group.

**Key Activity since Last Council Meeting:**

The Quality and Safety Sub-group met jointly with the Patient Experience Sub-group on 28 January 2016, as summarised below in the update from the Patient Experience Sub-group.

**Action Required by Council:**

**To note the proposed local indicator for external auditors.**

**4) Patient Experience Sub-group – update on joint meeting with the Quality and Safety Sub-group**

**Governor Members:**

John Bidston (Patient Experience), Gillian Evans (Quality and Safety), Louise Willden (Quality and Safety)

**Executive/Non-Executive Members:**

Medical Director, Director of Nursing and Anne Grocock, Non-Executive Director

**Purpose:**

Patient Experience Sub-group: to review patient experience issues within Oxford Health NHS Foundation Trust so as to assist the Council and provide assurance that patient experience is given due regard in the provision and evolution of the Trust’s services.

Quality and Safety Sub-group: to review Quality and Safety issues within Oxford Health NHS Foundation Trust to assist the Council in holding the Board of Directors to account for the Trust’s performance. To provide assurance to the full Council on Quality and Safety matters. To provide detailed input and oversight of the Annual Quality Account/ Report.

A joint meeting was held in January 2016 to allow for discussion of issues of mutual relevance to both groups.

**Key Activity since Last Council Meeting:**

The Patient Experience Sub-group and Quality and Safety Sub-group met for their first joint meeting on 28th January 2016 at Warneford Hospital. The joint meeting was joined by Mandy McKendry, Patient Involvement and Experience Project Lead, on behalf of the Trust’s Taking Action on Patient Feedback Group.

Various papers, safety issues and patient experience matters were discussed. The joint meeting was pleased to note that the Patient Involvement and Experience Project Lead post had been extended to April 2016, with plans to extend this further. The outcome of the CQC inspection was discussed and in particular it was noted that quality of care plans and demonstrating patient involvement were key areas for improvement. As part of the submission for the Quality Account the Council of Governors needs to identify two national indicators and one local indicator for external auditors. The joint meeting suggested to look at ‘Enhanced Care Programme Approach patients receiving follow-up contact within seven days of discharge from hospital’ and ‘minimising delayed transfers of care’ as national indicators and ‘reduce avoidable grade 3-4 pressure tissue damage’ as a local indicator.

It was agreed that there would be a joint meeting of the Patient Experience and Quality and Safety Sub-groups annually.

**Action Required by Council:**

**To ratify the proposed local indicator for external auditors.**

**5) Working Together Sub-group**

**Governor Members:**

Chris Roberts (Chair), Geoffrey Forster, Maureen Ghirelli, Martha Kingswood; Andy Harman; Alan Jones; Judy Young

**Executive/Non-Executive Members:**

Director of Corporate Affairs and Company Secretary and John Allison.

**Purpose:**

To support the effective operation of the Council of Governors through continuous improvement in methods of communication between the full Council and between the Council and the Board of Directors.

**Key Activity since Last Council Meeting:**

The Working Together sub-group has met on 2 occasions since the last Council meeting with the inaugural meeting held on 15th December 2015 and a subsequent meeting held on 16th February 2016.

The sub-group recommended adoption of an informal Governor Forum, for which there was majority support as indicated through an out of session communique. It supported the adoption of a Knowledge & Skills Audit which the Director of Corporate Affairs & Company Secretary has subsequently undertaken with the Governors, and which has informed the proposed training and development programme being considered at the Council meeting in March.

Mark Walker, Head of IT, attended both meetings – in December collecting views on how technology could support enhanced communications with and between governors, and at the second meeting in February, Mark presented collaboration software to those present which was supported for pilot adoption and for all governors to use and feedback following introduction, prior to formal adoption going forwards.

Various other matters were included in deliberations, which will be taken forward through future meetings and any subsequent recommendations made to the Council.

**6) Governor Forum**

**Governor attendees:**

Chris Roberts, Andrew Harman, Alan Jones, Maureen Ghirelli, Judy Young, Reinhard Kowalski, Louise Willden, Gillian Evans, Judy Randall, Lynda Lawrence

**Executive/Non-Executive attendees: *by invitation only***

Trust Chair, Director of Corporate Affairs/Company Secretary, John Allison (Non-Executive Director), Mike Bellamy (Non-Executive Director)

**Purpose:**

To influence and inform the agendas of, and focus of Executive reporting to the Council of Governors and its sub groups.

To provide an informal setting for governors to better get to know each other, to support the development of a cohesive Council in order to improve the collective voice of the governors and to enable a wider understanding of constituency matters such that emerging patterns and themes can be identified.

**Key Activity since Last Council Meeting:**

The first meeting of the Forum was held on 16 February 2016. The Lead Governor has circulated separately a copy of the notes of the meeting and the March meeting agenda has incorporated the requested agenda items. All governors will continue to be encouraged to support the Forum and its stated purpose, and officers of the Trust and non-executive directors will continue to be available to attend by invitation from the Forum (Lead Governor).