

**CG 18/2016**

(Agenda item: 13)

# Report to the Meeting of the Council of Governors

**08 June 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:** 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**

**Key Activity since Last Council Meeting:**

The Nominations and Remuneration Committee has not had reason to meet since 25 August 2015. Following completion of the Chairman’s and Non-Executive Directors’ appraisals, a meeting will be convened to consider same.

**2) Finance Sub-group**

**Governor Members:**

Andy Harman, 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 group met on 18th May 2016 and discussed the FY16 year-end report, along with the FY17 Financial Plan, the most recent workforce performance report, and the CareNotes system.

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

**Governor Members:**

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.

**Key Activity since Last Council Meeting:**

The Quality and Safety Sub-group last met on 27th April 2016 when the attendees were invited to comment on the Quality Account 2016/17.

**4) Patient Experience 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.

**Key Activity since Last Council Meeting:**

The Patient Experience Sub-group met on 5th May 2016 at the Whiteleaf Centre, Aylesbury. Only one Governor was in attendance. The meeting was joined by Mandy Mckendry, Patient Involvement and Experience Project Lead, who gave a brief update on patient experience projects. The group noted that the Patient and Carer Involvement and Experience Strategy had been approved by the Board, and that the iWantGreatCare pilot was progressing well. The group discussed open visiting hours for community hospitals to improve the experience for patients and their families.

**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, Non-Executive Director.

**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 not met since the last Council meeting in March, however, it is scheduled to meet next on July 6th 2016. Actions arising from the previous meeting of the Forum continue to be progressed, including the proposed new software arrangements for the group intended to facilitate communication and collaboration, the finalizing of the training and development programme for governors, which was approved at the Council meeting in March, and developments in Members’ ability to communicate with individual governors.

**6) Governor Forum**

**Governor attendees:**

All governors are invited to attend

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

**Purpose:**

To influence and inform the agendas and focus of Executives 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 last meeting of the Forum was held on 4th May 2016. The Lead Governor has circulated separately a copy of the notes of the meeting and the June meeting agenda has incorporated the requested agenda items emanating from the discussions at the Forum. The Director of Corporate Affairs/Company Secretary was invited to attend the meeting, and Jonathan Asbridge was invited to attend an introductory session in accordance with the plan for all Non-Executive Directors to be invited to attend the Forum on a rolling programme. 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).

Following the recent elections, membership and the composition of all of the sub-groups will be considered at the next meeting of the Working Together Group.