

**CG 30/2016**

(Agenda item: 17)

# Report to the Meeting of the Council of Governors

**14 September 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**

**Governor Members:**

Chris Roberts; Geoffrey Forster, Louise Willden, Davina Logan, Gill Randall, Martin Domininguez

**Key Activity since Last Council Meeting:**

The Nominations and Remuneration Committee has not met since 25 August 2015. A meeting to consider NED appraisals, remuneration and succession planning is planned for September. The membership of the Committee has been finalised as above to rectify the gaps in membership following resignations and vacant seats.

**2) Finance Sub-group**

**Governor Members:**

Andy Harman, Geoffrey Forster, Martha Kingswood, John Bidston, Chris Mace 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 last meeting was held on 10th August 2016. The agenda included FY17 Q1Finance Report as well as the Workforce Performance Report, an update on CareNotes, and the OHFT FY16 Annual Reports and Accounts.

**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 11th August 2016, where discussion included the Mazars ‘Independent review of deaths of people with a Learning Disability or Mental Health problem in contact with Southern Health NHS Foundation Trust (April 2011 to March 2015)’, the recent CQC inspection of Oxford Health NHS FT, and the Quality Account priorities. A presentation was also given on developments in inpatient care at Cotswold House.

**4) Patient Experience Sub-group**

**Governor Members:**

John Bidston, Martha Kingswood, Gillian Randall, Louise Willden, Maddy Radburn, Alan Jones, Catriona Canning

**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 26 July 2016 at the Warneford Hospital. The meeting was joined by Donna Mackenzie, newly appointed Patient Involvement and Experience Project Lead, who gave an update on the ‘Iwantgreatcare’ pilot.

The group noted the CQC recommendations around patient experience and involvement and it was agreed that it would monitor the recommendations, which also go to the Taking Action from Patient Feedback group.

The group also discussed issues relating to two-way communication between the Trust and patients/carers, particularly in relation to complaints.

**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 last met on July 6th 2016. Actions arising from the previous meeting of the Group continue to be progressed, including the piloting of new software arrangements for the group intended to facilitate communication and collaboration, and the roll out of the training and development programme for governors, which was approved at the Council meeting in March.

**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 26th August 2016. The Director of Corporate Affairs/Company Secretary was invited to attend the meeting. The Deputy Lead Governor has circulated separately a copy of the notes of the meeting and the September meeting agenda has incorporated the requested agenda items emanating from the discussions at the Forum. 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).