

**CG 11/2017**

(Agenda item: 15)

# Report to the Meeting of the Council of Governors

**08 March 2017**

**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: now named the Governance working 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 and would consider governance matters.

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:** 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 met on 1st November 2016 and 1st March 2017. The meetings consider NED appraisals, remuneration and succession planning along with finalizing recommendations to the Council with regard to NED appointments and re-appointments, and the designations of Senior Independent Director and Vice/Deputy Chair.

**2) Finance Sub-group**

**Governor Members:**

Andy Harman, Geoffrey Forster, Martha Kingswood, John Bidston, Chris Mace and Chris Roberts.

**Executive/Non-Executive Members:**

Mike McEnaney- 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 CoG Finance Sub Group met on 17 November 2016. The agenda included FY17 Q2 Finance Report, the new NHSI Governance Framework, the Workforce Performance Report, as well as an update on CareNotes. A presentation was provided by Mike McEnaney on Service Line Reporting System (SLR).

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

**Governor Members:**

Louise Willden (chair), Caroline Birch, Chris Roberts, Gillian Evans, Maddy Radburn and Mark Tattersall.

**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 16th February 2017, where discussion included;

* The findings and themes being raised through the freedom to speak up guardian
* Selecting one of the 2016/17 local quality objectives from the Quality Account for testing by the external auditors. This testing is based on assessing data quality and focuses on evaluating the key processes and controls of managing, calculating and reporting the indicator. The objective selected and proposed was 3.3 from the Quality Account around incident data.
* Talking about possible quality objectives to be included in the 2017/18 Quality Account, the objectives suggested were (i) staff engagement and feeling valued, and (ii) physical health.
* A presentation on service developments across the Older Peoples Services.
* The group trying some of the food provided to inpatients on Woodlands forensic ward.

The next meeting is scheduled for 25th May 2017 with presentations planned from the District Nursing Service and on the new Centre for Quality and Safety.

**4) Patient Experience Sub-group**

**Governor Members:**

John Bidston, Martha Kingswood, Gillian Randall, Maddy Radburn, Alan Jones

**Executive/Non-Executive Members:**

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

**Purpose:**

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 31 January 2017 at Littlemore Mental Health Centre with only 1 governor in attendance.

The meeting was not quorate, however continued as a one on one meeting with the Medical Director and the present governor. There was a discussion regarding Trust offician e-mail correspondence, including those to the car parking and enquires email addresses. Alan Jones has agreed to collect information on communication between the Trust and governors going forward. There was a further discussion around the limitations of out-of-office messages, difficulties accessing the step-up team and section 136.

**5) Governance working group**

**Governor Members/regular attendees:**

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

**Trust Members:**

Director of Corporate Affairs and Company Secretary

**Purpose:**

To support the effective operation of the Council of Governors through continuous improvement in corporate governance and 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 group met on 23rd February 2017. 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, the Governor Handbook and proposed changes to the Trust’s Constitution (to include an Engagement Policy in accordance with the Code of Governance.)

**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 January 2017. The Chief Executive and the Director of Corporate Affairs/Company Secretary were invited to attend the meeting. The Lead Governor subsequently met with the Chairman and Director of Corporate Affairs/Company Secretary and the agenda items emanating from the discussions at the Forum have been subsequently incorporated into the February strategic CoG session and March CoG general meeting agendas. The Chief Executive provided the Forum with a particularly helpful understanding of the STP and Oxfordshire’s Transformantion. 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).