

**CG 24/2015**

(Agenda item: 10)

# Report to the Meeting of the Council of Governors

**04 November 2015**

**Update Report from Council Sub-Groups**

**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
* Quality & Safety Sub-group
* Finance Sub-group
* Patient Experience Sub-group

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.

**Recommendation**

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

**Author and Title:** Hannah Smith, Assistant Trust 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:**

None. The Nominations and Remuneration Committee has not met since 25 August 2015 and 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.

**Action Required by Council:**

**No formal approvals required but volunteers to join the sub-group, in place of Lynda Atkins, Liz Turvey and Maureen Cundell, would be welcome.**

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

**Governor Members:**

Lynda Lawrence (chair), Maureen Cundell, Julia Grinsted,

Mark Tattersall, Reinhard Kowalski, Chris Roberts, David Thurston.

**Executive/Non-Executive Members:**

Director of Nursing and Clinical Standards and Alyson Coates, 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:**

None. The sub-group has not met since 23 July 2015, as reported to the Council meeting on 16 September 2015. The next meeting is scheduled for 19 November 2015.

**Action Required by Council:**

**None**

**3) 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:**

A meeting was due to be held on the 21st October 2015 however as this was also the date for the Board Awayday the meeting was postponed to the 27th November 2015.

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.**

**4) Patient Experience Sub-group**

**Governor Members:**

John Bidston, Martha Kingswood, Samantha Mandrup, Judi Randall, Diana Roberts, Carol Penny.

**Executive/Non-Executive Members:**

Medical Director 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 Sub-Group met for its third formal meeting on 22nd October 2015 at Bicester Community Hospital. The Sub-Group’s Terms of Reference were formally agreed. The Sub group were joined by Mandy Mckendry, Patient Involvement and Experience Project Lead, on behalf of the Trust’s Taking Action on Patient Feedback Group. Various papers and patient experience matters were helpfully discussed.

It was noted that one area for improvement mentioned in the initial feedback following the recent Trust CQC visit, was patient experience. It was noted that the Patient Involvement and Experience Project Lead post is a 6 month post (commencing 2 months ago). It was agreed that it would be important to not lose this post and, indeed, extend it (e.g. to 24 months in the first instance). The Sub-Group agreed that it would recommend to the Council of Governors that a short slot for a patient experience narrative at the beginning of all Council of Governor’s meetings should occur (10 minutes maximum + 5 minutes for comments), commencing from January 2016.

The Sub-Group will meet again on 26th January 2016 at the Warneford Hospital, in a joint meeting with the Quality and Safety Governor Sub-Group.

**Action Required by Council:**

**To note and consider/agree the patient experience narrative proposal.**