

**CG 23/2017**

(Agenda item: 23)

# Report to the Meeting of the Council of Governors

**07 June 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 30th May 2017. The meeting considered NED appointments with regard to the final vacancy and agreed recommendations to the Council. The Committee also considered remuneration with regard to the future change of chairmanship of the Quality Committee and approved rates to align with arrangements for the chairmanship of the Audit and Finance Committees of the Board.

**2) Finance Sub-group**

**Governor Members:**

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

**Executive/Non-Executive Members:**

Mike McEnaney- Director of Finance – Chair 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

**Key Activity since Last Council Meeting:**

The CoG Finance Sub Group met on 23 March 2017 and Chris Roberts, Andy Harman and Martha Kingswood attended the meeting. The agenda included Finance Report, NHSI Governance Framework- Performance Report, Budgets/plan for FY 17/18, Workforce Performance Report, CareNotes update as well as update on Health Contracts Values.

**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 last meeting was held on 25th May 2017 at Abingdon Community Hospital. Two Governors attended and four sent their apologies.

The Agenda had three elements:

1. A presentation from Lucia Winrow - Head of Localities in the Older Adult Directorate.

Lucia outlined the findings and improvements introduced through the review of community nursing by the company, Newton Europe.

Governors were informed about six major areas of improvement across District Nursing teams which included reduced travel time, managing urgent referrals through introducing duty desks, reducing duplication and improving communication of handovers and other improvements. This has led to a limited amount of time being released to spend more qualitative time with patients and has resulted in modest time savings.

1. An update on the final Quality Account from Jane Kershaw including what other stakeholders had written.
2. The Annual Complaints Report was presented and some of the trends and areas for learning shared and discussed.
3. The schedule and future agenda items were discussed. The next meeting will take place on 24th August 2017 at Marlborough House, Savernake Community Hospital, Marlborough. Michelle Maguire Head of Service will be invited to present on the CAMHS and Eating Disorders services in Swindon Wiltshire BaNES

**4) Patient Experience Sub-group**

**Governor Members:**

John Bidston, Martha Kingswood, Gillian Randall, Madeleine 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 25 April 2017. Donna Mackenzie gave feedback from the Taking Action on Patient Feedback group held on 8 March 2017. She provided an update on the implementation of the Patient Experience and Involvement Strategy objectives. The group examined reports from Iwantgreatcare and received an update on progress with the pilot. The group had a discussion about the agenda for future meetings.

**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 has not met since 23rd February 2017.

**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 11th May 2017 with good attendance from amongst the Council. 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 CoG agenda and/or reports. All governors will continue to be encouraged to support the Forum and its stated purpose.