

Activity Update – Working Groups and Committees

Governors are invited to present an update on the activities and areas of focus from their respective Committee and/or working group as shown below.

Name of Committee/group	Governor representatives
Appointments and Remuneration Committee	Annette Ferrier Ken Hartley John Roberts Jerry Stanford Bryan Thompson
Airedale NHS Charitable Funds Sub Committee	David Child
Audit Committee	David Child
Eco-awAire	Jerry Stanford
End of Life Care Group	Pat Taylor
Membership Development Group	Margaret Berry John Bootland Linda Dobson (Chair) Jerry Stanford Pat Thorpe
Organ Donation Committee	Peter Allen
Patient Environment Action Group (ad hoc meeting)	Peter Beaumont Linda Dobson
Patient and Public Engagement and Experience Group	Jerry Stanford Pat Taylor
Performance Evaluation Task & Finish Group	John Roberts Pat Taylor
Quality Account Steering Group	David Pearson
Staff Lottery Committee	No representative

Membership Development Group – Linda Dobson

The Membership Development Group continues to meet monthly and arrange events to gather feedback, recruit new members and encourage people to stand as governors. A recent event in outpatients resulted in good engagement. The next one is on 1 May. All governors are welcome to attend. The minutes of the MDG held on 9 April are attached.

PPEE Steering Group Meeting – Jerry Stanford

A verbal update will be given at the meeting.

EcoawAire Meeting – Jerry Stanford

A verbal update will be given at the meeting.

Hospital End of Life Operational Group - Pat Taylor

Meeting held on 17 April 2018

- The EOL team is now back to full strength and is working well.
- Training - the team continue to be concerned about the limitations of staff time to undertake training on key EOL care issues. The team are undertaking more on the word training. The team are keen to support the reinstatement of Schwartz rounds in ANHST as this method of training give staff opportunities for reflection and support from colleagues on complex and

emotional issues. ANHST is the only trust in Yorkshire not involved in this method of staff training. The EOL group are supporting a business case going to the Board.

- Dying Matters week will be on May 14-18th with a full programme of activities in the hospital and in the community
- There is concern about about a) an apparent shortage of syringe drivers in the hospital b) the availability of trained staff to administer them. The EOL team are developing a policy.
- The governors are being asked to give their opinion on current patient literature available in the Trust on EOL issues more particularly their opinion of advertising to subsidise the cost of production.

Performance Evaluation Task & Finish Group – Pat Taylor and John Roberts

In line with the Trust's continuous improvement culture as well as the best practice set out in Monitor's NHS Foundation Trust Code of Governance Code provision, the performance of its Governing Body is equally subject to assessment.

Governors have recently finalised an assessment process which builds on the principles agreed at the COG in October. The assessment incorporates self-assessment by way of feedback from individual Governors and also the Board of Directors. The feedback requested focusses on the activity of the Council of Governors as a whole and the contribution by governor representatives to committees and working groups.

All responses will be confidential to the Chair of Governors and Nick Parker, Associate Director of HR & Workforce who is going to facilitate a workshop with the Governors to assist in how their role can evolve for the benefit of the Trust.

Quality Account Steering Group meeting, David Pearson

At this meeting (26 January) to discuss the arrangements for the forthcoming year, it was confirmed that the preliminary stages were all on track. Guidance from NHSI was expected imminently, which would define more of the required details.

Governors are reminded that up to two governors may attend this steering group, and that to facilitate continuity when David Pearson leaves in May, it would be advantageous for another governor to start attending. The next meeting is scheduled for 22nd February.

Although the meeting on 22 February 2018 was able to deal with some items on the agenda, a significant number of apologies had been received, such that it was felt advisable to arrange an extra meeting to ensure that the requirements imposed on the Trust in respect of the Quality Account would be met.

The meeting accepted that the timeframe in which the required documentation had to be submitted was, as usual, extremely tight. It was nevertheless felt that it was achievable.

The date of the additional meeting will be advised once the relevant parties have been consulted, and there will also be the scheduled meeting on 26th April, where a verbal update will be given.

At CoG earlier this month, governors were invited to apply to join this steering group, prior to my departure at the end of May. Please advise Jane Downes, Company Secretary if you are interested.

Audit Committee, David Child

The quarterly Audit Committee meeting will be held on Monday 23 April 2018. A verbal update will be given at the meeting.

Airedale Charitable Funds Sub-Committee, David Child

A meeting was held on 19 February in which the Terms of Reference were reviewed. A number of standard items were presented eg finance report.

Appointments & Remuneration Committee

An update to Governors is provided under an earlier agenda item. Governor representatives on the Committee will be seeking opinions and views from the other Governors as the various processes outlined in the report develop.

Action required: To receive and note the Governor updates.

Meeting: Membership Development Group

Date and Time: 10am Monday 9th April 2018
 Room 5, Education Centre

Present:
 Linda Dobson (Chair)
 Jerry Stanford
 Pat Thorpe

In attendance: Jane Downes
 Nicola Reed

Apologies: Lynsey Nicholson
Absent: Paul Maskell, John Bootland, Margaret Berry, Martin Carr

Item No.	Agenda item	Discussion themes/key points	Action	Responsible lead
08/18	Minutes of previous meeting	The minutes of the meeting held on 5 February were agreed.		
09/18	Matters arising	Governor Engagement Plan (42/17) – The Keighley Market had returned an interest by a person in being a Governor, so is counted as a success in spite of the poor number of contacts. The Maternity Open Day was an unqualified success with significant feedback and excellent attendance. Outpatients engagement event on 20 th February was also successful; a particular concern was again raised about patients with long distances to travel being given early appointments. JS		

		<p>commented that the Board had indicated to Governors that staff had been asked to consider travel distance when setting appointments. The Leeds event went well with four governors from Airedale attending; they received good presentations on the direction of travel for WYAAT and for the West Yorkshire & Harrogate Health and Care Partnership. A follow-up event will be held in Leeds on 17th April.</p> <p>Membership Website (45/17) No generic text for the Governor website has yet been prepared. Agreed that this should follow the CoG on 26th April and thereafter to follow the CoG meetings on a quarterly basis. JD agreed to prepare a draft on a template for JS to complete. Governors to be invited to add personal comments for posting on their constituency section.</p> <p>All other matters are on the agenda.</p>	<p>JD to raise template; JS to complete</p>	<p>JD/JS</p>
<p>10/18</p>	<p>Governor Engagement Plan</p>	<p>The recent airing of the Cancer One-stop shop with Airedale featured was held as an example of good publicity that would elicit feedback. Discussion followed about ways of making feedback easier for members and agreed that an email solution would be considered. JS to mention at CoG pre-meeting.</p> <p>The success of the pilot engagements in Outpatients suggests the need to continue on a regular basis. Agreed that 1st May 1030 to 1200 be the next event, followed by 12th June, same timing; the latter to include any new governors with supporting experienced governors. JS to mention at CoG pre-meeting.</p> <p>It was a matter of concern that we have no indications of events in 2018 – an example being the CSE event last week that some governors have a special interest in, and also the various Awareness events. Need the Trust to keep Governors apprised.</p> <p>A suggestion was made that the Trust consider some sort of mini-Open Day to accompany the NHS+70 celebration. JD said that a task and finish group are being formed to set up the celebrations and that a Governor might be included. (Post meeting note:</p>	<p>JD to raise this with comms.</p> <p>All Governors to consider availability.</p> <p>FT Office to be informed of Trust events to ensure Governor involvement.</p>	<p>JD/JS</p> <p>JS</p> <p>LN/JD</p>

		governor representation confirmed – volunteer governor being sought.)		JS
11/18	Membership Development Strategy	There were no comments coming forward from Network and Governors were emailed to ask for suggestions for the priorities and any other changes. No Governors responded. Accordingly it was agreed that the priority be set to enhance the Governor Engagement plan to give stronger governor interactions between governors and communities and to raise the level of engagement with communities and the other WYATT governors. JD agreed to send round the adapted strategy for the group to add comments. This to be asap.	All MDG to comment to JD's draft.	JD; All
12/18	FT Member event 19th April	The Eating Disorders event has three governors confirmed for attendance; agreed that the banner be erected in the ante-room and NR to source the A5 feedback forms. (Now confirmed)		NR
13/18	Governor Website Updates	Acknowledged there had been a slight delay in publishing the election information on the website, which is now sorted. NR is now handling the site. It was again confirmed that all governor feedback to be sent to JD in first instance via NR. Governor updates agreed to be added on a quarterly basis after each CoG. A generic section on an Airedale template to be prepared by Lead Governor and governors invited to add any personal comments before posting. JD will draft a generic statement for the April CoG and pass to JS.		JD/JS
14/18	Any Other Business	<ol style="list-style-type: none"> 1. JD reported for information that the new General Data Protection Regulations take effect in May and that this would probably need to communicating to members about the holding and processing of personal data for membership purposes. She will report back when the Trust Data Officer has ruled. 2. In order to provide an opportunity for Jeremy Cross to meet with Governors and talk about AGH Solutions it was agreed that the July network be rescheduled for 1030, subject to his availability (since confirmed). 		JD NR

15/18	Date of next meeting	Monday 14 th May, 10am in room 5, Education Centre.		
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