

Council of Governors

Date:	Thursday 1 November 2018	Attachment Number:	F																
Title of Report:	Company Secretary's Report																		
Purpose of the report and the key issues for consideration/decision:	The purpose of the report is to update the Council of Governors on the activities and areas of focus from each of the Committee's and Working Groups attended during since the last meeting.																		
Prepared by:	Jane Downes, Group Company Secretary																		
Presented by:	Jane Downes, Group Company Secretary																		
Strategic Objective(s) supported by this paper:	<table border="1"> <tr> <td>Financial Sustainability</td> <td>x</td> <td>Empower & Engage Staff</td> <td>x</td> </tr> <tr> <td>Quality of Care</td> <td>x</td> <td></td> <td></td> </tr> </table>			Financial Sustainability	x	Empower & Engage Staff	x	Quality of Care	x										
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Quality of Care	x																		
Is this on the Trust's risk register:	<table border="1"> <tr> <td>No</td> <td>x</td> <td>Yes</td> <td></td> <td>If Yes, Score</td> <td></td> </tr> </table>			No	x	Yes		If Yes, Score											
No	x	Yes		If Yes, Score															
Which CQC Standards apply to this report:	Well-led domain																		
Have all implications related to this report been considered: (please X)	<table border="1"> <tr> <td>Finance Revenue & Capital</td> <td></td> <td>Equality & Diversity</td> <td>x</td> </tr> <tr> <td>National Policy/Legislation</td> <td>x</td> <td>Patient Experience</td> <td></td> </tr> <tr> <td>Human Resources</td> <td></td> <td>Terms of Authorisation</td> <td>x</td> </tr> <tr> <td>Governance & Risk Management (BAF)</td> <td>x</td> <td>Other:</td> <td></td> </tr> </table>			Finance Revenue & Capital		Equality & Diversity	x	National Policy/Legislation	x	Patient Experience		Human Resources		Terms of Authorisation	x	Governance & Risk Management (BAF)	x	Other:	
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Action Required: (please X)	<table border="1"> <tr> <td>Approve</td> <td>x</td> <td>Discuss</td> <td></td> <td>Receive for information</td> <td>x</td> <td>Decision</td> <td></td> </tr> </table>			Approve	x	Discuss		Receive for information	x	Decision									
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Previously Considered By:	<table border="1"> <tr> <td>n/a</td> <td>Date:</td> <td></td> </tr> </table>			n/a	Date:														
n/a	Date:																		
Recommendations:	<p>The Council of Governors are asked to:</p> <ul style="list-style-type: none"> (i) Approve the Council of Governors Development Plan; (ii) Ratify the appointment of Jerry Stanford and Paul Maskell as Lead Governor and Deputy Lead Governor, respectively; (iii) Note the resignation of Denise Todd, Staff Governor, Nurses and Midwives; and (iv) Note the 2018 and 2019 forward plan including the dates of the 2019 Council of Governors meetings. 																		

Council of Governors

1 November 2018

1. Council of Governors Development Plan

A workshop was held for all Governors on 12 July 2018 for the purpose of seeking feedback on their current activity in order to determine how best to support the Governors deliver on their key duties.

From that workshop an action plan was developed in consultation with Governors and discussed at several Governor Network meetings and at a special Council of Governor meeting held on 17 September 2018.

The last iteration of the Development Plan is attached for approval (appendix 1). Progress against the Development Plan will be presented and monitored by the Council of Governors.

2. Appointment of Lead Governor and Deputy Lead Governor

One nomination for the position of Lead Governor was received prior to the closing date and therefore Jerry Stanford is automatically appointed as Lead Governor for a term of one year.

No nominations were received for the position of Deputy Lead Governor prior to the closing date, however Paul Maskell has since confirmed his interest in being appointed Deputy Lead Governor.

The Council of Governors are asked to ratify the appointment of Jerry Stanford and Paul Maskell as Lead Governor and Deputy Lead Governor, respectively for a term of one year.

3. Resignation of Governor

Denise Todd, Staff Governor Nurses and Midwives (and Head of Nursing for Surgery) retired from the Trust on 31 October after 37 years service at Airedale. The seat will remain vacant until the next annual Governors elections.

The Council of Governors are asked to note the resignation of Denise Todd.

4. Council of Governors Forward Plan 2018/19 and 2019 Schedule of Meeting Dates

The forward plan for 2018 and 2019 are attached and presented for information. The following Council meeting dates are proposed for 2019:

(i) Council of Governors quarterly meetings

Thursday 31st January

Thursday 1st May

Thursday 1st August

Thursday 31st October

The meetings will be held from 4pm to 6pm.

(ii) Board to Council Meetings

In addition to the quarterly Council of Governors meeting, a private Board to Council meeting has been scheduled for the following dates. The purpose of the meeting is to discuss the Trust's forward plan with the Board of Directors. These meetings will be held from 1pm to 3pm.

Thursday 14th March

Thursday 12th December

The Council of Governors are asked to agree the 2019 schedule of meetings.

5. Governor Training and Development

Since the last Council of Governors meeting, no external training events have been attended by Governors.

GOVERNORS INDUCTION / WORKSHOP – 12 JULY 2018

DEVELOPMENT PLAN

ENGAGEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
1	All Governors to be a member of PPG.	Some Governors are members.	Governor membership of PPG's to remain a personal choice.	Governors to be encouraged to approach their PPG.	Governors
2	Feedback mechanism to be established.	Feedback communicated to Lynsey and /or Nicola /Jane - which is then reported to PPEE.	Feedback to be forwarded to Nicola / Jane for consistent approach to collating, storing and reporting feedback.	Governors to provide feedback from Members/Public to Nicola Reed.	Governors/ Nicola Reed
3	Redesign of the Membership Development Group meetings	MDG meeting takes place as a standalone meeting on a monthly basis.	Incorporate discussion re external engagement and events planning into the monthly Governors Involvement Group (GIG); NED attendance to be integrated.	Change title of Governor Network meeting after survey.	Co. Sec.
4	To recommence 'Hospital Open Day'.	Current open days: Theatres, Endoscopy, Staff + ad-hoc e.g. maternity department Main Hospital open day disbanded in 2017 following redundancy of Membership Manager post.	Continue with departmental/specialty open days. Establishing of Involvement Network (led by Lynsey Nicholson) collate information on open days/ events taking place across the organisation at the point of planning.	Involvement Network to notify FT Office of forthcoming events. Nicola Reed to act as information coordinator and report in to the network meetings.	Nicola Reed (with support from Involvement Network)

ENGAGEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
5	New Engagement Strategy.	Membership Development Strategy in place and reviewed annual by the Membership Development Group.	Membership Development Strategy to be refreshed taking into account the new Involvement Network.	Membership Development Strategy to be refreshed once the Involvement Network and revised title of Network agreed.	Co. Sec.
6	To expand youth involvement / engagement.	Youth forum meetings historically taken place but nothing currently in place.	To revisit what is available and plans for future engagement. Margaret Foxley expressed interest in helping to facilitate engagement between governors and youth forum.	Re-examine purpose/ scope of youth forum in particular the fit with Involvement Network / PPEE. Discuss resource implications for re-establishing youth forum.	Co. Sec.
7	Governors update to be added to newsletter.	Not currently included.	Generic update from Lead Governor to be included in Member newsletters.	Updates from the Council (signed-off by the Lead Governor) to be included in Member newsletters and uploaded to the website.	Co. Sec. (Lead Governor)
8	Involvement with other Organisations e.g. WYAAT; WY&H HCP etc.	Membership on WY&H HCP engagement panel.	To communicate all opportunities for external organisations to Governors via email updates Feedback from any sessions attended to be fed back to Nicola/Jane for circulation.	Invitations for Governors to attend WYAAT/ICS events to be circulated Governors to provide feedback on events attended to the next COG meeting.	Nicola Reed Governors
9	Redesign of Website.	Felt that the website was in need of redesigning as too much text	Initial study work is ongoing to review the content and to streamline areas / sections within the site.	FT Member/Governor section of the website to be kept up to date.	Nicola Reed
10	Outpatients feedback events.	Take place the third Tuesday of the month 10am – 12noon.	Feedback events to continue with dates to be included in fortnightly email updates. Feedback from sessions to be	Corporate information/leaflets/banner to be made available for Governor feedback stand.	Governors/ Nicola Reed

ENGAGEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
			forwarded to Nicola Reed.	Feedback from events to be forwarded to Nicola Reed.	
11	Devise a social media plan.	Currently no plan.	Plan to be determined by Governors and incorporated in revised Membership Strategy.	Process, scope and purpose to be agreed.	Governors
INVOLVEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
12	Buddy Group meetings.	Meetings take place quarterly with NED and Exec input. Governor attendance is low.	Buddy Group meetings to be disbanded; Incorporate NED attendance in to Governor network meetings.	Inform Board and Governors that buddy group meetings no longer required.	Chair
13	Frank Swinton Sustainability presentation at network meeting/member event.	Items of interest are presented at network meetings and member events.	To include a 'sustainability' presentation at a GIG meetings or as a member event.	Schedule a Member Event focussing on Sustainability Maintain voluntary governor presence on EcoawAire.	Nicola Reed
14	Holding NED's to account – COG meetings.	COG agenda enables Governors to hold NEDs to account via Q&A section.	Continue with current agenda format.	No change.	n/a
15	Identify those groups / committees that could be honed down.	ARC is a statutory committee requiring Governor membership. Some group/committee membership is voluntary or has evolved through individual Governor interest eg EcoawAire. Other involvement is considered good practice eg Audit, due to COG role in appointment of external auditor.	ARC – no change. Audit – no change (observer role). Other committee attendance by Governor preference but to be encouraged.	Update the COG reporting process. Review and refresh Governor participation in committees and working groups.	Co Sec Co Sec

ENGAGEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
16	Information regarding role of the NED.	COG received presentations from NEDs regarding their role/work during 2017.	Factsheet to be drawn up explaining the role of the NED.	Circulate factsheet to Governors and include in induction material for new Governors.	Co.Sec.
17	WhatsAp group for Governors.	Governors communicate via email or within Network meeting.	WhatsAp Governor Group to be established, if popular.	Governors to establish WhatAp Group for those who wish to participate	Governors
18	Services to summarise their work in a minute via a video /blog.	Website includes information regarding hospital services.	Resources not available to produce bespoke video/blog.	No change	n/a
19	Staff forum to be setup with Nick Parker.	No staff forum in place currently.	Schedule quarterly meetings for staff Governors to meet with the Associate Director HR & Workforce.	Schedule quarterly meetings.	Nicola Reed
20	Fortnightly Governor email update – very helpful.	Issued fortnightly by Nicola detailing upcoming events internally and externally and any key messages.	Current arrangements working well.	No change.	n/a
21	Rota for governor attendance at Board meetings.	Governor representation present at most Board meetings.	Establish rota for two Governors attendance at Board meetings and to report back to all Governors.	Agree rota at Network meetings Circulate rota in the Governor email update.	Lead Governor Nicola Reed
22	Communications to governors helpful but AGH Solutions setup could have done with more information.	Special briefings presented to COG during set-up of AGH Solutions. NED Chair of AGH Solutions attended network meeting and delivered bespoke presentation.	Current practice to continue with regular briefings.	Six-monthly update to be given at January and July governor meetings	Chair

ENGAGEMENT					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
23	Governors feel more effective in questioning – Governwell training.	Separate Governwell session held in 2016.	To monitor performance of new Governors to consider running new training session.	Liaise with BTHFT & BDCFT to look to run a joint training session.	Co Sec / Nicola Reed
NETWORK MEETINGS					
No	WORKSHOP FEEDBACK	CURRENT POSITION	PROPOSAL	ACTION	LEAD
24	Lack of attendance (time of meetings and lack of nearby parking).	Ten network meetings take place per year plus 4 CoGs General parking is available in visitor car park. No reserved disabled parking for Governors.	See Q3 response Maintain same date/time for consistency. Devise 'surveymonkey' questionnaire to understand reasons for non-attendance.	Issue 'surveymonkey' questionnaire to governors to ascertain ideal time/date duration of network meetings.	Nicola Reed
25	Format of meeting.	Face to face meeting setting.	Review options for use of technology for meetings – conference call / virtual meetings.	Teleconference facilities to be made available on request.	Nicola Reed
26	Planning of presentations.	Presentations/guest speakers invited – internal and external.	Forward planning of guest speakers for 6 months to be aligned to Engagement plan. Topics to be agreed within network Meetings.	To be included as a standard agenda item.	Nicola Reed
27	What happens to governors who don't attend.	Governors receive notes and presentations (on request).	Governors asked to send apologies if unable to attend.	Programme of speakers/presentations to be agreed and circulated to encourage attendance.	Lead Governor/ Nicola Reed

Version 4

October 2018

Airedale NHS Foundation Trust
Council of Governors 2019 Agenda Plan

Agenda item	31 Jan 2019 Quarterly meeting	14 March 2019 Board to Council (private mtg)	2 May 2019 Quarterly meeting	1 August 2019 Quarterly meeting/ AGM	31 Oct 2019 Quarterly meeting	12 Dec 2019 Board to Council (private mtg)
Chair's Report	X		X	X	X	
Chief Executive's Report inc Finance, Performance and Quality Report	X		X	X	X	
Annual Quality Account				X (agm)		
Annual Report and Accounts				X (agm)		
Annual Plan		X		X		X
Annual Governor feedback report		X				X
Forward Agenda Plan	X		X	X	X	
Governor events – feedback	X		X	X	X	
Feedback from Cttee's/Working Groups	X		X	X	X	
Auditors Report to Governors				X (agm)		
Register of Interests			X			
Lead/Deputy Governor appt. process				X		
Appointment of Lead/Deputy Governor					X	
NED appointment process	X					
Appointment of NED			X			
Company Secretary's Report	X		X	X	X	
Annual cttee/group membership review				X		
Membership Strategy – annual review			X	X (agm)		
Elections update report	X		X			
Election results report				X		
Ad hoc reports/presentations	X		X	X	X	
2019 Annual Members Meeting				2pm		
Appointment of External Auditor			X			