

Report to:	Public Board of Directors	Agenda item:	15
Date of Meeting:	1 March 2023		
Title of Report:	Non-Clinical Governance Committee (NCGC)		
Status:	For Discussion		
Board Sponsor:	Sumita Hutchison, Non-Executive Director		
Author:	Stephanie Spottiswood, Executive Assistant		
Appendices	Appendix 1: Attendance Matrix		

1. Purpose
This report summarises the discussions, recommendations and highlighted risks and approvals made by the Non-Clinical Governance Committee (NCGC) on 2 February 2023, to provide the Board with an update of the Committee's activities.

2. Background
The NCGC holds delegated responsibility from the Board of Directors; this report provides evidence to satisfy the Board that the tasks required to meet those responsibilities are being carried out.

3. Summary Agenda
The agenda of the Committee meeting can be seen below. The agenda items are linked to the Trust's Board Assurance Framework risks and it is highlighted whether or not there are any further actions arising from each agenda item.

No.	Agenda item	BAF Mapping	
		BAF no.	Actions arising? Y/N
1.	Apologies		
2.	Minutes of the meeting held on 31 Oct 2022		
3.	Action Log & Matters Arising		
4.	BAF Risks: <ul style="list-style-type: none"> 2022/23 Risks 2023/24 Proposed Risks 		
5.	Digital Strategy Update (not Cyber Update)		
6.	Estates Backlog Maintenance Update	Strategic Priority 4 Risk # 6	
7.	Cleaning Update		
8.	Health & Safety <ul style="list-style-type: none"> Q2 2022/23 Health & Safety Report Q3 2022/23 Incidents & Litigation Report 		
9.	External Agency Visits		
10.	Key Points for Summary to BoD		
11.	Meeting Evaluation and Agenda Items for Next Meeting		
12.	Any Other Business		

4. Items for escalation to the Board of Directors

1. Board Assurance Framework:

- Sustainability was a strategic objective for 2023/24, and would be added to the BAF, with discussions to look into broadening the scope of Sustainability.
- The Sustainability focus of Net Zero would require significant investment to manage the associated risks. It was important to leverage support from Trust staff and the community to move the Sustainability agenda forward.

2. Digital Update:

- Important to distinguish strategic digital ambition and the reality of the funding envelope.
- The priority was to take a strategic approach to capital allocation going forward, in conjunction with ensuring balanced prioritization.
- The narrative was important in bringing the digital and financial reality closer.
- RUH paperless inpatient records to be escalated.
- This committee had a unanimous view on the importance with proceeding with paperless inpatient records.

The Director of Strategy suggested that the Finance and Performance Committee (FPC) was a key route for this topic to be raised as the capital plan was tabled at FPC. There was no discussion planned at Trust Management Executive as yet. The only discussion that had taken place was to review the prioritisation of non-strategic capital, which was being done on a risk base. £7m was allocated to urgent high risk non-strategic capital; paperless inpatient records would come under strategic capital, which had a £5m allocation.

3. Estates Backlog Maintenance:

- Synergy between the Estates strategy and Clinical strategy.
- The site footprint was an intrinsic part of discussions in terms of the direction of the clinical strategy.
- It was important to recognise all the factors involved, and the competing demands on capital.

4. Cleaning:

- New induction and training programs being developed after the implementation of the new National Standards.
- Requested evidence of how the Improving Together methodology had been applied, and how members of the cleaning staff were helping to shape the process.

5. Key Decisions

1. Board Assurance Framework:

- Sustainability was a strategic objective for 2023/24, and would be added to the BAF, with a broader scope.

- The Sustainability focus of Net Zero would require significant investment to manage the associated risks. It was important to leverage support from Trust staff and the community to move the Sustainability agenda forward.

2. Digital Update:

- The Committee had a unanimous view on the importance of proceeding with paperless inpatient records.

6. Governance and Other Business

1. Cleaning:

- Ensure the People Committee had clear site and discussions in terms of cleaning staff retention, recruitment and culture.

7. Future Business

Sustainability to be added to the next meeting in April, bringing together discussions and thoughts from a Sustainability workshop on 22 March.

8. Attendance Matrix

The Committees attendance matrix can be seen at appendix one overleaf.

9. Recommendations

The Board is asked to note this report.

Appendix 1: Attendance Matrix

No.	Name	Job Title	A	M	J	J	A	S	O	N	D	J	F	M
1.	Sumita Hutchison	Non-Executive Director + Chair	Attended				Attended		Apologies & Deputy Sent				Attended	
2.	Ade Kadiri	Head of Corporate Governance	Attended				Attended		Apologies & Deputy Sent				Attended	
3.	Anthony Durbacz	Non-Executive Director	Attended				Attended		Apologies				Attended	
4.	Brian Johnson	Director of Estates & Facilities	Attended				Attended		Apologies & Deputy Sent				Attended	
5.	Cara Charles-Barks	Chief Executive											Apologies	
6.	David McClay	Chief Digital Officer	Attended				Attended		Apologies & Deputy Sent				Attended	
7.	Ian Orpen	Non-Executive Director	Attended				Attended		Apologies & Deputy Sent				Attended	
8.	Joss Foster	Director of Strategy	Attended				Attended		Apologies & Deputy Sent				Attended	
9.														
10.														
11.														
12.														
13.														
14.														

Attended
Apologies & Deputy Sent
Apologies