

Agenda Item: 3.0

**Action list of the Council of Governors of the Royal United Hospitals Bath NHS Foundation Trust
following the meeting held on 2 December 2021**

Action No	Details	Agenda Item Number	First Raised	Action by	Progress Update & Status	Lead
CG225	<p>Annual NHS Improvement Declaration – Annual Governor Training Interim Deputy Head of Corporate Governance to facilitate Governor training on Microsoft Teams and Trello.</p> <p>Update from September Meeting The Head of Corporate Governance established Microsoft Teams as more appropriate than Trello and agreed to work with the Interim Deputy Head of Corporate Governance and Membership and Governance Administrators to arrange further training.</p> <p>Update from December Meeting Following approval from Information Governance, Public Governors and relevant Stakeholder Governors will be provided with an nhs.net account to allow full access to Microsoft Teams. Training to be scheduled once this is in place.</p>	CG/21/06/07	Jun 2021	March 2022	<p>Governors now have access to nhs.net accounts, they do need to complete their Information Governance training and send the certificate to the Membership Office as evidence to use the account. This training will need to take place annually.</p> <p>Availability for IT to provide training for Governors on Microsoft Teams has been sought and a date will be circulated as soon as a response is received.</p> <p>Open</p>	Head of Corporate Governance, Interim Deputy Head of Corporate Governance & Membership and Governance Administrators
CG228	<p>Chief Executive's Update Report Director of Finance to provide an update to the Council of Governors on the Transformation Programme once it had been</p>	CG/21/09/05	Sept 2021	June 2022	<p>Added to the workplan. To close</p>	Director of Finance

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	received by the Strategy and Business Planning Working Group.					
CG229	Action List and Matters Arising Interim Deputy Head of Corporate Governance to have a discussion with IT to prevent nhs.net accounts from prohibiting Governor use of Microsoft Teams to participate in activities outside their role and ensure the 'together mode' was explained in the training session.	CG/21/12/04	Dec 2021	March 2022	Governors will be able to log in and out of their nhs.net and personal Microsoft Teams accounts as required to participate in meetings outside of their roles. The 'together mode' will be explained in the Microsoft Teams training session. To close	Interim Deputy Head of Corporate Governance
CG230	CEO, Operational and BSW Update Report Chief Operating Officer to investigate why higher levels of COVID-19 infection had been seen in comparison to Bristol following the distribution of false negatives and what learning points had been identified.	CG/21/12/05	Dec 2021	March 2022	Whilst a range of suggestions were made during investigation, it was not possible to establish a definitive reason for the higher levels of COVID-19 infection in BANES. To close	Chief Operating Officer
CG231	Deputy Lead Governor Proposal and Decision Council of Governors to submit suggestions to the Membership Office on the Deputy Lead Governor appointment process.	CG/21/12/11	Dec 2021	March 2022	Complete. To close	Council of Governors
CG232	Lead Governor Report Public Governors to inform the Membership Office of their availability to establish a schedule of coffee mornings for each constituency.	CG/21/12/12	Dec 2021	March 2022	Email reminder sent to Governors to discuss their availability for coffee mornings on 06/01/2022. To close	Public Governors

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CG233	Lead Governor Report Membership and Governance Administrator to produce a log of assurance questions and responses.	CG/21/12/12	Dec 2021	March 2022	Complete. Circulated to the Council of Governors via email on 20/01/22. To close	Membership & Governance Administrator