

Report to:	Council of Governors	Agenda item:	11
Date of Meeting:	14 March 2024		

Title of Report:	Governor Working Group discussion and updates
Status:	For discussion
Board Sponsor:	Alison Ryan, Chair
Author:	Roxy Milbourne, Deputy Head of Corporate Governance
Appendices	Appendix 1 - Governor Strategy & Business Planning Working Group Appendix 2 - Governor Quality Working Group Agenda Appendix 3 - Governor People Working Group Agenda Appendix 4 - Membership & Outreach Working Group Agenda

1.	Executive Summary of the Report
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The Council of Governors has established five smaller committees and working groups that conduct detailed reviews of areas of key importance to the hospital.

There are currently four regular Working Groups that take place quarterly and a Nomination and Remuneration Committee that meets as required.

The Working Groups are sub-groups of the Council of Governors and as such should be chaired by a Governor. Permanent Chairs are still being sought for the Strategy and Business Planning, Quality and Membership and Outreach Working Groups.

As a minimum, Governors should attend meetings of the Council of Governors, but are encouraged to attend working group meetings to help improve accountability and enable feedback to be escalated to the Board where appropriate. It is also important to remember that the role of a Governor is voluntary and people’s commitment levels vary.

The agendas for the last meetings are attached as appendices for information and the Governors that chaired each meeting will be invited to provide the Council of Governors with feedback on the work of each group. Working Group Chairs are responsible for providing an update to the Council of Governors.

2.	Recommendations (Note, Approve, Discuss)
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The Council of Governors is asked to note the update and discuss the work that the Governor Working Groups had undertaken during the last quarter.

The Council of Governors is asked to **approve** the People Working Group Terms of Reference.

3.	Legal / Regulatory Implications
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The only sub-group of the Council of Governors meeting that the Trust is required to have is the Nomination and Remuneration Committee. Best practice however is that additional working groups are created.

4.	Risk (Threats or opportunities, link to a risk on the Risk Register, Board Assurance Framework etc.)
Not applicable	
5.	Resources Implications (Financial / staffing)
The role of a Governor is voluntary, and this should be considered during the discussion.	
6.	Equality and Diversity
The Governor role is open to all members.	
7.	References to previous reports
A similar report was presented at the last Council of Governor meeting in December 2023.	
8.	Freedom of Information
Public	
9.	Sustainability
Not applicable	
10.	Digital
Not applicable	

Council of Governor Working Groups

The Council of Governors has established five smaller committees and working groups that conduct detailed reviews of areas of key importance to the hospital.

There are currently four regular Working Groups that takes place quarterly as follows (Nomination and Remuneration Committee meets as required):



Governor working groups are supported by the Membership & Governance Team as well as an Executive Director, and seek assurance from the Non-Executive Directors, to help improve accountability and enable feedback to be escalated to the Board where appropriate. The role of each Working Group is as follows:

Strategy & Business Planning Working Group

Reviews plans and strategies regarding the future of the hospital, ensuring that member’s views are represented as well as the needs of the local community.

Quality Working Group

To listen to patients and members to understand how we can improve patient experience at the RUH and to ensure Quality, patient experience, patient safety and clinical outcomes are of a high standard.

Membership & Outreach Working Group

Aims to grow and develop the Trust’s membership and facilitates communication between Governors, Members, and the local community.

People Working Group

The groups seeks confidence on any workforce related matters including Recruitment, retention, culture and Equality and Diversity.

Nominations and Remuneration Committee

Oversees the recruitment of the Chairman and other Non-Executive Directors as well as making recommendations to the Council of Governors on the remuneration of the Chair and other Non-Executive Directors

Role within Working Groups

Governors assist in the development of ideas, advise on issues and act as the Trust’s ‘eyes and ears’ in the community and throughout the Trust with Governors having the following distinct roles:

Advisory - providing a steer on how the Trust can carry out its wider business to satisfy the needs of members and the wider community.

Guardianship - acting as guardians to ensure that the Trust operates in accordance with its purpose and authorisation and as “trustees” for the welfare of the organisation.

Strategy - advising on the longer-term direction of the Trust so that the Board of Directors can develop effective policies.

Working Group Chairs are responsible for providing a verbal or written (if they are unable to attend) update at Council of Governors meetings.

Appendix 1

Governor Strategy & Business Planning Working Group Agenda

8th February 2024, 10:00 – 11:30

Virtual Meeting via MS Teams

Item	Subject	Time	Enc.	Presenter
1.	Welcome, introduction, apologies & appointment of Chair		Verbal	Roxy Milbourne
2.	Minutes of the Governor Strategy & Business Planning Meeting held on 2 nd November 2023	10:00	Enc.	Chair
3.	Action list and matters arising		Enc.	
4.	Working Together with Partners <ul style="list-style-type: none"> Health Inequalities in BaNES and Wiltshire Mental Health 	10:05	Pres.	Andrew Hollowood
5.	Same Day Emergency Care Services	10:25	Pres.	Sarah Hudson
6.	RUH Strategic and Business Plan Update	10:45	Pres.	Ash Harvey
7.	Report from the Joint Board of Directors and Council of Governors Away Afternoon	11:05	Enc.	Fiona Bird / Roxy Milbourne
For Information				
8.	<u>Board Committee Updates</u> <ul style="list-style-type: none"> Non-Clinical Governance Committee Finance & Performance Audit and Risk Committee 	11:20	Verbal	Anna Beria / Viv Harpwood / Di Benham
Closing Business				
9.	Questions for NEDS	11:25	Disc.	All
10.	Future Work Plan		Enc.	
11.	AOB		Disc.	
Date and time of next meeting: 1st May 2024, 14:00 – 15:30				

Appendix 2

Governor Quality Working Group Agenda

12 February 2024, 13:00 – 14:45

Virtual Meeting via Teams

Item		Time	Enc.	Presenter
1.	Welcome, introduction, apologies	13:00	Verbal	Chair
2.	Minutes of the Governor Quality Meeting held on 7 th November 2023		Enc.	
3.	Action list and matters arising		Enc.	
4.	Review of the Trusts Integrated Performance Report	13:05	Enc.	Paran Govender / Jason Lugg
5.	Action plan from the CQC visit to Medicine	13:40	Enc.	Jason Lugg
6.	Progress against Quality Priorities: Reduced Length of Stay in NICU (FaSS)	14:15	Enc.	Kirstie Flood
7.	Proposed Quality Accounts Priorities for 2024 / 25	14:35	Verbal	Jason Lugg
8.	Quality Governance Committee Governor observation report	14:40	Verbal	Nicola James
9.	Questions for NEDs	14:45	Verbal	All
10.	AOB		Verbal	
Date and time of next meeting: 13 May 2024, 10:00 – 12:00				

Appendix 3

Governor People Working Group Agenda

15 February 2024, 11:00 – 12:30

Virtual via Microsoft Teams

Item	Subject	Time	Enc.	Presenter
11.	Welcome, Introduction and Apologies	11:00	Verbal	Chair
12.	Minutes of the People Working Group held on: 16 November 2023		Enc.	
13.	Action list and matters arising			
14.	Training Staff for Promotion	11:05	Pres.	Ben Padfield
15.	Freedom to Speak Up Guardian and Role	11:15	Pres.	Para Perera / Catherine Gideon
16.	The RUH Anti-Racist Statement	11:25	Pres.	Emma Baker-Gaunt / Ben Padfield
17.	Clinical Competency and Expertise at the Trust	11:35	Pres.	Jane Dudley
18.	2023 Staff Survey Feedback	11:45	Pres.	Jane Dudley
19.	Messages from Staff Networks: REACH Network <ul style="list-style-type: none"> • What the network is • How it works • Feedback received 	11:55	Verbal	Roisin McKenna / Jodie Schram / Uzo Ibechukwu
20.	People Committee Observation Report	12:05	Verbal	Baz Harding-Clark
21.	Staff Governor Feedback <ul style="list-style-type: none"> • Feedback from the Staff Governor Week 	12:10	Verbal / Enc.	Staff Governors
Closing Business				
22.	Questions for NEDs	12:30	Verbal	Chair
23.	Future work plan discussion		Disc.	All
24.	Any other business		Verbal	
Date and time of next meeting: 15 February 2023, 11:00 – 12:30 via Microsoft Teams				

Appendix 4

Governor Membership & Outreach Working Group Agenda

20th February 2024, 10:00 – 11:30

Virtual Meeting via Teams

Item	Subject	Enc.	Time	Presenter
1.	Welcome, Introduction, apologies.	Verbal	10:00	Chair
2.	Minutes of the Governor Membership and Outreach meeting held on 21 st November 2023	Enc.		
3.	Action lists, matters arising	Enc.		
4.	Annual Membership Demographic Analysis	Enc.	10:05	Roxy Milbourne
5.	Communications strategy for the People in our Community	Verbal	10:15	Lucy Kearney
6.	Insight update and questionnaire for members	Enc.	10:35	Amy Feldman /Lucy Kearney
7.	Update on the Trust's Community Day	Pres.	10:40	Stacey Hardyman / Lucy Kearney
8.	<p>Governor Outreach Discussion</p> <p>Some prompts for thought:</p> <ul style="list-style-type: none"> Proactively seek to form links with hard to reach and underrepresented groups in the constituencies. Are we accessible enough, how are we hearing diverse voices and speaking to them? PPG groups? Nick Gamble and Paul Newman Identify engagement initiatives utilised by other Trusts to ensure that new ideas are embraced and implemented. (Benchmarking) Surveys, Plans, Ideas? 	Disc.	11:00	All
9.	Review Quarterly Feedback	Enc.	11:15	All
10.	Questions for NEDS	Disc.	11:25	All
11.	AOB	Verbal		All
Date and time of next meeting: 30th May 2024, 13:00 – 14:30				