

COUNCIL OF GOVERNORS

Meeting to be held on Wednesday 31 January 2018 at 14:00 in the Conference Room,
Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

AGENDA

NO.	AGENDA ITEM	PURPOSE	SPONSOR	PAGE NO.
1.0 Preliminary Business				
1.1	Introduction and apologies	Information	<i>Chairman</i>	Verbal
1.2	Declarations of Interest	Information	<i>Chairman</i>	Verbal
1.3	Minutes of the last meeting	Approval	<i>Chairman</i>	p. 3
1.4	Matters arising (Action Log)	Approval	<i>Chairman</i>	p. 14
1.5	Chair's Report	Information	<i>Chairman</i>	Verbal
2.0 Holding Non-executive Directors to account				
2.1	Holding to account report	Assurance	<i>Membership Engagement Manager</i>	p. 15
3.0 Non-executive Director appointments (appraisal review)				
3.1	Nominations and Appointments Committee report	Assurance	<i>Chairman</i>	p. 17
4.0 Constitutional/forward plans				
4.1	Governor Group reports a) Quality Focus Group b) Governors' Strategy Group c) Constitution Focus Group	Assurance	<i>Governor Group Leads</i>	p. 19
5.0 Member/Public interests				
5.1	Membership engagement report	Information	<i>Membership Engagement Manager</i>	p. 25
6.0 Training and development				
6.1	Governor training and development report	Information	<i>Membership Engagement Manager</i>	p. 30
7.0 Performance Update and Strategic Outlook				
7.1	a) Chief Executive's report including update on Weston Partnership b) Quarterly Patient Experience and Complaints Reports	Information Information	<i>Chief Executive</i> <i>Chief Nurse</i>	To follow Attached as Supporting Information

8.0 Items for Information				
8.1	Governors' Log of Communications	Information	<i>Chairman</i>	p. 33
8.2	Forward Planner for Council of Governors Meetings 2018/19	Information	<i>Chairman</i>	p. 37
9.0 Concluding Business				
9.1	Governor Questions arising from the meeting of the Trust Board of Directors	Information	<i>Chairman</i>	Verbal
9.2	Foundation Trust Members' Questions	Information	<i>Chairman</i>	Verbal
9.3	Any Other Business	Information	<i>Chairman</i>	Verbal
9.4	Date and time of next meeting Thurs 26 April, 2pm-3.30pm Conference Room, Trust HQ	Information	<i>Chairman</i>	Verbal

Respecting everyone
Embracing change
Recognising success
Working together
Our hospitals.

**Minutes of the Council of Governors Meeting held on 31 October 2017 at 2:00pm
in the Conference Room, Trust Headquarters, Marlborough Street, BS1 3NU**

Present

John Savage – Chairman
Carole Dacombe – Public Governor
Jonathan Seymour-Williams – Public Governor
John Rose – Public Governor
Tom Frewin – Public Governor
Penny Parsons – Public Governor
Mo Phillips – Public Governor
Tony Tanner – Public Governor
Jenny James – Public Governor
Mary Whittington – Public Governor
Kathy Baxter – Patient Governor
Ray Phipps – Patient Governor
John Chablo – Patient/Carer Governor
Florene Jordan – Staff Governor
Neil Morris – Staff Governor
Jane Westhead – Staff Governor
Sophie Jenkins – Appointed Governor
Astrid Linthorst – Appointed Governor
Marty McAuley,- Appointed Governor

In Attendance

Robert Woolley – Chief Executive
Paula Clarke – Director of Strategy and Transformation
Mark Smith – Chief Operating Officer and Deputy Chief Executive
Matt Joint – Director of People
Carolyn Mills – Chief Nurse
Jill Youds – Non-executive Director
David Armstrong – Non-executive Director
Steve West – Non-executive Director
Martin Sykes – Non-executive Director
Joanna Lloyd-Jones – Projects Director
Jeremy Spearing – Associate Director of Finance
Pam Wenger – Trust Secretary
Kate Hanlon – Membership Engagement Manager
Clive Hamilton – Foundation Trust member
Mike Lyall – Foundation Trust member

Minutes

Sarah Murch – Membership and Governance Administrator

The Chairman opened the meeting at 2.05pm

Minute Ref:	Item	Actions
COG 46/10/17	1.1 Chairman's Introduction and Apologies	
	<p>The Chairman, John Savage, welcomed everyone to the meeting. He noted apologies from:</p> <p>Governors: Hussein Amiri, Pauline Beddoes, Andy Coles-Driver, Rashid Joomun, Sue Milestone, Sally Moyle, Graham Papworth, Jo Roberts, John Sibley, Malcolm Watson, Derek Wholey and Garry Williams.</p> <p>Trust Board of Directors: Mark Callaway, Emma Woollett, Lisa Gardner, Guy Orpen.</p>	
COG 47/10/17	1.2 Declarations of Interest	
	<p>In accordance with Trust Standing Orders, all those present were required to declare any conflicts of interest with items on the meeting agenda. There were no declarations of interest.</p>	
COG 48/10/17	1.3 Minutes from Previous Meeting	
	<p>Governors considered the minutes of the meeting of the Council of Governors held on 28 July 2017 and the minutes of the Annual Members' Meeting held on 21 September 2017.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Approve the minutes of the Council of Governors meeting held on 28 July 2017 as a true and accurate record of the proceedings. • Note the minutes of the Annual Members' Meeting held on 21 September 2017. 	
COG 49/10/17	1.4 Matters Arising/Action Log	
	<p>Governors noted that all actions had been completed.</p>	
COG 50/10/17	2.1 Holding to Account report	
	<p>Governors received a summary report of the ways in which they had held non-executive directors to account in the period since the last meeting.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
COG 51/10/17	3.1 Nominations and Appointments Committee Report	
	<p>Pam Wenger, Trust Secretary, introduced the Nominations and Appointments Committee (NOMCO) report.</p> <p>There had been two meetings held since the previous Council of Governors meeting: one on 26 September and one on 26 October.</p> <p>At the meeting on 26 September, the Committee had received activity reports from the non-executive directors and had discussed their current levels of</p>	

	<p>remuneration (see agenda item 3.2). The Committee had also considered a review of its activities over the past year and reviewed its Terms of Reference.</p> <p>At its meeting on 26 October, the Committee had reviewed appraisal papers for Emma Woollett and John Moore, and had considered whether to recommend the re-appointment of John Moore for a third term of office.</p> <p>The Committee had been advised of the guidance in the Foundation Trust Code of Governance around the considerations that needed to be taken into account before appointing non-executive directors for more than two terms of office. They had decided that the current changes on the Board were significant enough to constitute exceptional circumstances and on this basis agreed to support a third term of office for John. This should however be subject to annual re-appointment and a rigorous appraisal process.</p> <p>As John was also chair of the Audit Committee, Pam assured governors that succession planning in relation to this role would be considered in 2018.</p> <p>The Council of Governors were asked to approve the Committee's recommendation.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note; • Approve the re-appointment of John Moore as non-executive director for a third term of office until 31 December 2020, subject to annual review. 	
<p>COG 52/10/17</p>	<p>3.2 Non-executive Director Remuneration</p>	
	<p>Pam Wenger, Trust Secretary, introduced this report, which included a recommendation from the Nominations and Appointments Committee to increase non-executive director remuneration.</p> <p>At the Committee's meeting on 26 September, data had been circulated to governors comparing non-executive remuneration at UH Bristol with that in other comparable NHS Trusts. The Committee had noted that the Trust had fallen behind in relation to comparable Trusts because there had been no increase in non-executive director remuneration for a number of years. They had therefore recommended an uplift from £12,000 to £13,000 per annum, with effect from 1 November 2017. Any non-executive director holding additional responsibilities (such as chairing a committee) would still receive an additional £4,000 as at present.</p> <p>Pam Wenger also confirmed the policy in terms of payment of expenses for mileage and remuneration for the Chair and Non-executive Directors.</p> <p>Speaking as a Committee member, Carole Dacombe confirmed that there had been considerable discussion at the meeting with input from many governors. The benchmarking data from other trusts which had been provided was thorough and had helped them to agree an increase that they believed to be fair but not in any way excessive. The committee recognised that the work and effort of non-executive directors was impressive and far greater than might be</p>	

	<p>expected.</p> <p>The Council of Governors were asked to approve the Committee's recommendation.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note; • Approve the Nominations and Appointments Committee's recommendation of a £1,000 increase in non-executive director remuneration to £13,000 per annum with effect from 1 November 2017, to be reviewed on an annual basis; • Agree to the policy for the Payment of Expenses / Mileage and Remuneration for the Chair and Non-Executive Members of the Trust Board 	
<p>COG 53/10/17</p>	<p>4.1 Governor Groups Reports</p>	
	<p>Written reports had been circulated for all groups.</p> <p>a) <u>Quality Focus Group</u> Carole Dacombe, Chair of the Quality Focus Group, introduced the report from the group's meeting on 11 September. Governors had received presentations on the Urgent Care Steering Group and also on Discharge Planning. They were supportive of the new approaches being taken to tackle difficult issues, particularly the emphasis on working with other organisations to improve discharge planning. They would be interested in an update in six months' time.</p> <p>Governors had discussed with Julian Dennis, Non-executive Director and Chair of the Quality and Outcomes Committee, the key areas that non-executive directors were currently focussed on in relation to quality of care.</p> <p>Governors had discussed the External Auditors' opinion on the indicators that had been tested as part of their annual audit on the Trust's quality reporting in 2016/17. They had been disappointed that auditors had not been able to form a conclusion on one of the mandated indicators because the data was not available, though recognised that the problem was not unique to this trust.</p> <p>Governors had also received the National Inpatient Survey results and welcomed the positive findings.</p> <p>b) <u>Governors' Strategy Group</u> As Malcom Watson, Chair of the Governors' Strategy Group, had sent his apologies, Ray Phipps, Patient Governor, introduced a report from the meeting on 5 September.</p> <p>Governors had received updates about Trust's out-of-hospital provision (including lessons learnt from the closure of the ORLA virtual ward scheme) and the Trust's plans for a new multi-storey car park.</p> <p>In response to a question from Ray about whether the Trust's current financial</p>	

	<p>challenges would affect its ability to proceed with the car park scheme, Robert Woolley agreed that this was a risk and was one reason why the Trust was putting considerable focus on recovering its in-year position.</p> <p>Governors had received updates on UH Bristol's partnerships with Weston Area Health Trust, North Bristol Trust and its partners in the regional Sustainability and Transformation Partnership (STP). Ray enquired whether the Integrated Discharge Service (IDS) was included in the STP discussions. Robert explained that the IDS was UH Bristol's local arrangement with Bristol Community Health and Bristol City Council's Social Services department and as such was not overseen by the STP, but that it would be considered as part of the STP's discussions.</p> <p>c) <u>Constitution Focus Group</u></p> <p>Ray Phipps, Chair of the Constitution Focus Group, introduced a report from the group's most recent meeting on 5 September. The group had received a profile of current Foundation Trust membership. Governors had also contributed to the first draft of the new membership engagement plan, and given input into plans for the Annual Members Meeting on 21 September, topics for future Health Matters events, and content for the membership page of September/October Voices magazine.</p> <p>Ray added that the Annual Members' Meeting had been well-attended, the presentations had been excellent, and there had been good engagement from the members who attended.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the reports to note. 	
<p>COG 54/10/17</p>	<p>5.1 Membership engagement report</p>	
	<p>Kate Hanlon, Membership Engagement Manager, introduced a report on membership engagement and numbers in the last quarter.</p> <p>As of 18 October, the Trust had 19,510 members, a slight decline from July as expected. In line with this year's Membership Engagement and Governor Development Strategy, the priority over the last quarter had been to induct new governors and review governor development needs. The team was now starting to review membership engagement methods and practices with a view to setting new priorities for 2018 at the December Constitution Focus Group meeting and the January Governor Development Seminar.</p> <p>Kate outlined current membership engagement methods. She drew governors' attention to the ambition to increase the numbers of Health Matters Events for members from quarterly to monthly. She reported that Membership Team had supported the Trust's Youth Involvement Group to run a Health Matters Event on 10 October on the topic of mental health. The Young Minds Matter event had been open to young people aged 14-25 and had been attended by about 40 young people. The next Health Matters Event would be on the topic of infection prevention and preparing for winter and would be held on Tuesday 14 November.</p>	

	<p>Carole Dacombe added that a meeting of the South West Governors Exchange Network (SWGEM) was scheduled for 28 November at which one of the key agenda items would be a discussion on engaging with members and the public and members. She recommended SWGEM meetings as a very useful forum for hearing the ideas of governors from other Trusts.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
<p>COG 55/10/17</p>	<p>6.1 Governor Compliance, Training and Development Report</p>	
	<p>Kate Hanlon, Membership Engagement Manager, introduced a report of governor constitution, development and compliance with statutory requirements.</p> <p>There were currently 34 governors on the Council of Governors and 1 vacancy. Two enthusiastic new Youth Involvement Group governors (Sujan Canagarajah and Siobhan Coles) had been appointed last month for a 1-year term of office until 31 August 2018. There would be another vacancy on the Council after today as Bala Thyagarajan was stepping down as staff governor because he was leaving the Trust. A vacancy in the Medical and Dental constituency would arise as a result and steps would be taken to fill this in due course.</p> <p>Governor training and briefings in the period had included the October Governor Development Seminar which had focussed on accountability and in particular the governors' key duty of holding non-executive directors to account.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the reports to note. 	
<p>COG 56/10/17</p>	<p>7.1a Chief Executive's Report</p>	
	<p>Robert Woolley, Chief Executive, provided a verbal update on the national context and key issues currently facing the Trust.</p> <p>Financial position: Financial performance was showing a slight improvement in month six mainly due to a tightening of controls on agency cost. However, the financial situation remained very challenging and the Board was taking it very seriously given the potential risk to the Trust's strategic plans. A letter would be sent to all line managers to ask them to engage their teams on the issue of controlling costs and making savings, with the aim of achieving a collaborative all-Trust response rather than imposed cost-cutting from the top down.</p> <p>CQC State of Care Report: The Care Quality Commission had published a report in October on the state of care in the NHS in 2016/17. It had concluded that NHS was still generally providing good quality of care but it raised a substantial number of risks and it called for the government to make a decision on its policy on the future of health and social care.</p>	

Sustainability and Transformation Partnership (STP): The STP (the strategic plan for healthcare in Bristol, North Somerset and South Gloucestershire) was gathering pace. There would be more proactive communication to the public and to staff in the coming months about the STP's aims.

One of the key immediate areas of focus for the STP's vision was the 'Healthy Weston' proposal for an integrated care campus in the Weston area, which was published several weeks ago. Engagement with the public was ongoing and feedback could be given through the North Somerset Clinical Commissioning Group (CCG) website. Commissioners would come to a decision in March 2018 and would then enter a period of formal consultation if necessary.

Partnership Working with Weston: Robert highlighted that the commissioners' proposals for change in Weston would have an impact on UH Bristol's partnership with Weston Area Health Trust, particularly the timetable for any decisions around future working arrangements. The Boards of UH Bristol and Weston were therefore working closely with the CCGs to align their processes and analysis.

In the short term, UH Bristol was continuing to work with Weston in relation to clinical services, working jointly now in gynaecology and also potentially gastrointestinal surgery. They were also looking at management services, particularly in areas where there were workforce recruitment problems, and UH Bristol was currently looking at whether payroll arrangements could be consolidated. One of the Trust's Deputy Divisional Directors, Rebecca Dunn, had been seconded to Weston Hospital as Deputy Director for Strategy, and the Trusts were looking at models developed in other parts of the country for potential arrangements in relation to joint chief executive or joint chair roles. Robert assured governors that while the Trust was positively committed to helping Weston, the Board would need to ensure that any arrangement would not be detrimental to UH Bristol's performance.

He advised that a special governors meeting may be required, and reminded them that if a formal merger were to be considered, it would need governor approval.

Ray Phipps asked that governors be kept informed so that they were aware of plans well before any decision for approval would need to be made. This was agreed.

Carole Dacombe enquired about the progress of the merger of the Clinical Commissioning Groups (CCGs) in the region. Robert confirmed that Bristol CCG, North Somerset CCG and South Gloucestershire CCG were in the process of merging, and now had one single Chief Executive who had appointed a single executive team.

Mike Lyall, Foundation Trust Member and a resident of North Somerset, expressed gratitude to Robert for his work with Weston Area Health Trust. He added that since the closure of Weston Hospital's A&E department at night,

	<p>patients treated at A&E departments in Bristol were reporting difficulties in getting home afterwards, as a taxi fare in the early hours of the morning was beyond the means of many people. He enquired whether, with the approach of winter, UH Bristol could provide anything by way of temporary waiting area for patients who have been discharged late at night from A&E but could not get home. Carolyn Mills, Chief Nurse, responded that the Trust was becoming aware of this issue through complaints received from patients and also from Healthwatch. She agreed to look into the numbers of people affected and whether a solution could be found.</p> <p>Penny Parsons, Public Governor for North Somerset, enquired where governors could direct members of the public who had questions about the future of Weston Hospital. Robert responded that for the longer-term picture, the North Somerset CCG website contained the most up-to-date information. Questions about the partnership between UH Bristol and Weston could be directed either to the UH Bristol or the Weston Boards.</p> <p>John Savage, Chairman reminded governors of their responsibilities in terms of any decision that may be required in relation to a potential merger. He outlined that there would be risks which would need careful consideration. Governors would need to consider the mitigation of those risks and also the risk of doing nothing. They would not just need to think about their statutory duty to maintain UH Bristol's performance standards, but also about patients in the whole region as well. He assured governors that the Board was currently working hard to achieve clarity on these issues before governors would be asked to make a decision.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. • Receive an update from the Chief Nurse on whether any assistance could be provided to North Somerset patients who have difficulty in getting home at night after treatment at UH Bristol's emergency department. 	<p>Chief Nurse</p>
<p>COG 57/10/17</p>	<p>7.1b Quarterly Patient Experience and Complaints Reports</p>	
	<p>Carolyn Mills, Chief Nurse, introduced the Patient Experience and Complaints reports, the purpose of which was to share insight and learning from patient-reported experience generated from complaints, patient surveys and patient and public involvement activities during Quarter 1. This report had been received by the Trust Board of Directors at their meeting in September.</p> <p>Carolyn further reported that two governors had been appointed to sit on the Trust's Patient Experience Group and consideration was being given to how they could report back to other governors.</p> <p>She added that the National Cancer Survey results showed a considerable improvement from the previous survey, though the Trust was not among the top performers and there was further work to do.</p> <p>The current focus for the Trust Complaints service was to reduce the numbers</p>	

	<p>of dissatisfied complainants. To this end they were working with members of public and seeking independent advice from the Patients' Association.</p> <p>Governors were advised that they would receive updates at their next Quality Focus Group meeting on the National Cancer Survey results and also on the Patient Experience Group.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the Quarterly Patient Experience and Complaints Reports to note. 	
<p>COG 58/10/17</p>	<p>7.2 Independent Review of Children's Cardiac Services in Bristol Report</p>	
	<p>Carolyn Mills, Chief Nurse, introduced an update report on the delivery of the programme plan to address the recommendations for UH Bristol and South West and Wales Congenital Heart Network as set out in the Independent Review of the children's cardiac service at the Bristol Royal Hospital for Children and a CQC expert review of clinical outcomes of the children cardiac service published on 30 June 2016.</p> <p>Carolyn advised governors that Board members had this morning agreed to close the action plan for the delivery of the recommendations. The final report provided assurance that the actions had been completed and signed off to the satisfaction of the Board. It also detailed further follow-up actions that the Trust had identified for the future. A user-friendly report of the achievements from the action plan had been developed and was available on the Trust's website.</p> <p>Tom Frewin, Public Governor, enquired about the recent leaflet campaign about the circumstances surrounding the death of a baby at Bristol Royal Hospital for Children.</p> <p>Robert Woolley explained that the campaign related to the death of Benjamin Condon in 2015. The family had had serious complaints not only about the care that their son had received, but particularly about the way that the Trust had dealt with their concerns after his death. The Trust had since tried to engage with the family, had co-operated with an independent review of its communications with the family last year, and had delivered on the subsequent action plan. However, the family had taken legal action against the Trust in January and had launched a subsequent leaflet and social media campaign alleging lies and cover-up.</p> <p>In recent weeks, new independent clinical experts had offered a different opinion from that which had been provided at last year's inquest in relation to whether the re-administration of antibiotics would have made a difference to Benjamin's outcome. The Board had taken the decision to acknowledge that there might have been a better outcome and had therefore accepted an omission in care. They had issued a public apology. However, the family remained very angry and legal proceedings were still going on.</p> <p>It was possible that the Trust would be asked to explain the background again in public at the Overview and Scrutiny Committee meetings in Bristol and North Somerset. Robert acknowledged that the Trust had made errors and had given</p>	

	<p>wrong information to the family in the weeks and months after the death, and he expressed regret that these shortcomings had irrevocably undermined the family's confidence.</p> <p>Members RESOLVED to</p> <ul style="list-style-type: none"> • Receive the update report on the Independent Review of Children's Cardiac Service to note. 	
COG 59/10/17	8.1 Governors' Log of Communications	
	<p>Governors received an updated report of the questions that governors had asked directors via the Governors' Log of Communications.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
COG 60/10/17	8.2 Governors' Meeting Dates 2018/2019	
	<p>Governors received the proposed schedule of governors' meeting dates from April 2018 to March 2019.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the schedule of meeting dates to note. 	
COG 61/10/17	9.1 Governors' Questions arising from the meeting of the Trust Board of Directors	
	<p>There were no further questions.</p>	
COG 62/10/17	9.2 Foundation Trust Members' Questions	
	<p>Clive Hamilton, Foundation Trust Member, referred to staffing levels in the Trust Board reports. He enquired whether apparent slippage in the nursing fill rate was a seasonal variation or a trend. Carolyn Mills explained that the Trust aimed for a fill rate of under 100% and she explained the steps that the Trust took in order to balance the need to manage the workforce efficiently with the need to keep an area safe. There was a supply and demand mismatch nationally around registered nurses in particular, but this Trust was in a strong position in this regard.</p> <p>Clive Hamilton further referred to the Trust's performance in relation to the Fractured Neck of Femur target and enquired whether there were signs of improvement. Jill Youds, Non-executive Director, added that while there was little improvement as yet, there had been significant progress in relation to recruitment into the specialism, which it was hoped would lead to genuine improvement in due course.</p>	
COG 63/10/17	9.3 Any Other Business	
	<p>Carole Dacombe expressed thanks to John Savage on behalf of all the governors, as this was his last Council of Governors meeting in the role of chair. She commended the effort that John had put into serving the Trust, its</p>	

	<p>patients and its staff. Governors were always impressed by his hard work, commitment, experience and knowledge.</p> <p>Carole also added that Pam Wenger was leaving the post as Trust Secretary at the end of December and thanked her on behalf of the governors for her significant contribution to governance improvements in a relatively short time in the role.</p>	
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Meeting close and date of next meeting

The Chair declared the meeting closed at 3.24pm.

Date and time of next meeting:

Council of Governors meeting: Wed 31 Jan 2018, 2pm-3.30pm Conference Room, Trust HQ

Signed by:(Chair) on..... (Date)



Council of Governors meeting – 31 Jan 2018

Action Log

Outstanding actions following meeting held on 31 October 2017					
No.	Minute reference	Detail of action required	Responsible Officer	Completion date	Additional comments
1.	COG/ 56/10/17 (Item 7.1a)	Mike Lyall, Foundation Trust member, to receive an update from the Chief Nurse on whether any assistance could be provided to North Somerset patients who have difficulty in getting home at night after treatment at UH Bristol's emergency department.	Chief Nurse	31 Jan 18	Verbal update to COG

Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	2.1
Meeting Title	Council of Governors	Meeting Date	31/01/2018
Report Title	Holding to account report		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status	Open		

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-executive Directors to account	<input checked="" type="checkbox"/>
Non-executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input checked="" type="checkbox"/>
		For Approval	<input type="checkbox"/>
		For Information	<input type="checkbox"/>

Executive Summary
<p>Purpose: In line with the Trust’s Constitution, one of the general duties of the Council of Governors is to hold the non-executive directors individually and collectively to account for the performance of the Board of Directors. This report provides a summary of the forums in which the governors have held non-executive directors to account in the last quarter.</p> <p>19 October 2017 – 23 January 2018</p> <ul style="list-style-type: none"> • Governors attended the public meetings of the Trust Board of Directors on 31 October (seven governors) and 29 November 2017 (seven governors) to observe the non-executive directors holding the executive directors to account. • During the period the Non-executive Director Chairs of the Quality and Outcomes Committee, Finance Committee, and Audit Committee attended governor focus groups – respectively the Governors’ Quality Focus Group on 8 November, the Governors’ Strategy Group and the Constitution Focus Group both on 4 December. The Quality Focus Group receives the Quality and Outcomes Committee Chair’s report, the Strategy Group receives the Finance Committee Chair’s report and the Constitution Focus Group receives the Audit Committee Chair’s report. These reports provide evidence to give governors assurance that non-executive directors are discharging

their duties effectively as members of the Board, and are an opportunity for governors to discuss and challenge the content.

- There was one Nominations and Appointments Committee meeting on 21 December. One of the key duties of this Committee is to monitor the performance of the Chairman and other non-executive directors and make reports thereon to the Council of Governors. This is a further process by which governors can hold non-executives to account. A summary of this meeting is provided in item 3.1
- Governors hold regular informal Chairman’s Counsel Meetings with the Chair and non-executive directors to allow governors to request assurance or information around any topics. There were two meetings in this period – the first, on 27 November, was attended by 15 governors and governors raised issues including the quality and timeliness of communications between the Trust and primary health care; outpatients at the Bristol Eye Hospital and leadership at the Trust. The second meeting on 21 December, attended by 17 governors, was dedicated to an update for governors on progress with the partnership between UH Bristol and Weston Area Health Trust.

Where non-executive directors are unable to answer governor questions, governors have use of the governors’ log of communications – a practical mechanism for supporting good two-way communication between governors and Trust executives – see item 8.1.

Recommendations

Members are asked to:

- **Note** the report and receive **assurance** that the activities that have been undertaken by the Governors continue to the non-executives directors to account.

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input checked="" type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>
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Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	3.1
Meeting Title	Council of Governors Meeting	Meeting Date	31 January 2018
Report Title	Nominations and Appointments Committee Meeting Report		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status		Open	

Reporting Committee	Nominations and Appointments Committee
Chaired by	Jeff Farrar, Trust Chair
Lead Executive Director	Mark Smith, Deputy Chief Executive and Chief Operating Officer
Date of last meetings	n/a

Summary of key matters considered by the Committee and any related decisions made.

Committee Meeting Reports: There has been one meeting of the Governors' Nominations and Appointments Committee since the last Council of Governors meeting.

Meeting held on 21 December 2017: Attended by Chair, Jeff Farrar, and eight Committee members

- **Non-executive Director Recruitment:** The committee received a new Standard Operating Procedure for Non-executive Director recruitment.
- **Non-executive Director Portfolios** The committee received an updated schedule of non-executive directors' portfolios, responsibilities and terms of office.
- **Vice-Chair Succession Planning:** As the Trust's current vice-chair, Emma Woollett, would reach the end of her term of office in May 2018, the committee was informed of the Trust's succession planning procedure. According to the Trust's constitution, the Council of Governors was required to appoint one of the non-executive directors to take on the role of vice-chair. A nomination for vice-chair would therefore be discussed at the next Nominations and Appointments Committee meeting on 27 March and would be received by the wider governing body at the Council of Governors meeting on 26 April.
- **Non-executive Director Six-month Activity Review:** The committee noted activity reports for non-executive directors for the period June-November 2017
- **Non-executive Director Appraisal – David Armstrong:** The committee noted appraisal papers for David Armstrong.

Key risks and issues/matters of concern and any mitigating actions	
None.	
Matters requiring Committee level consideration and/or approval	
None	
Matters referred to other Committees	
None	
Date of next meeting:	27 March 2018

Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	4.1
Meeting Title	Council of Governors Meeting	Meeting Date	31/01/2018
Report Title	Quality Focus Group		
Author	Carole Dacombe, Group Chair		
Executive Lead	Carolyn Mills, Chief Nurse		
Freedom of Information Status		Open	

Reporting Committee	Quality Focus Group
Chaired by	Carole Dacombe
Lead Executive Director	Carolyn Mills, Chief Nurse
Date of last meeting(s):	8/11/17 and 10/1/18

Summary of key matters considered by the Group and any related decisions made.

Meeting held on 8 November 2017 – Attended by 15 governors

- **Quality and Outcomes Committee Chair’s Update**
 - **Quality and Performance Report October 2017**

Julian Dennis, Non-executive Director and Chair of the Quality and Outcomes Committee, reported to governors the key areas on which his Committee were currently focussed. These included the Trust’s continued failure to meet some of the national standards (particularly the four-hour A&E target), the Trust’s implementation of new junior doctors’ contracts, and the implementation of the World Health Organisation (WHO) Surgical Safety Checklist in theatres. Governors sought assurance on areas of the Trust’s performance including the Trust’s approach to recruitment, how the Trust was conducting mortality and morbidity reviews, and how the quality of WHO checklist implementation was monitored.

- **Results of the 2016 National Cancer Patient Experience Survey**

Governors received a presentation from Ruth Hendy, Trust Lead Cancer Nurse, on the 2016 National Cancer Patient Experience Survey results. Governors welcomed the news that overall, the data suggested that the Trust provided a patient experience for people with cancer that was broadly in line with the national average, which was an improved position from the previous year. However, governors were also pleased to hear that further improvements were planned, not least the new Macmillan cancer support centre to be sited in the front entrance of the BRI Welcome Centre.

- **Patient Experience Group update**

Governors received an overview of this group and its current work from Tony Watkin, Patient and Public Involvement Lead. They noted that John Sibley and Penny Parsons had now been appointed to the group as governor representatives, and would report back regularly to the Quality Focus Group.

- **Central Sterile Services Department**

Florene Jordan gave an overview of governor involvement to effect improvements in this department over the past five years.

Standing items discussed included a six-monthly review of the Governors Log of Communications.

Meeting held on 10 January 2018– Attended by 10 governors

- **Update of Actions from Staff Survey**

Governors received a presentation on the progress of actions arising from the 2016 Staff Survey results from Sam Chapman, Head of Organisational Development, and Oonagh McNeil, Organisational Development Facilitator. Governors discussed the Trust's measures to improve staff experience at local level, to embed positive leadership behaviours across the organisation, to improve staff appraisals, to appropriately recognise staff achievements, and to encourage inclusion in a diverse workforce.

- **Quality and Outcomes Committee Chair's Update**

- **Quality and Performance Report December 2017**

The group had noted apologies from Julian Dennis, Non-executive Director and Chair of the Quality and Outcomes Committee. In his absence governors discussed the Trust's Quality and Performance Report for December with Carolyn Mills, Chief Nurse. Governors identified questions about the Trust's performance that they raised with Non-executive Directors via Julian Dennis after the meeting in the following areas:

- The Trust's response to its failure to meet key national performance standards as reported in December's Quality and Performance Report
- The Trust's action plan with respect to Fractured Neck of Femur performance
- Safety of staffing levels and staffing costs
- Recruitment challenges faced by the Trust and the Trust's response to these.

- **Patient Experience Group update**

Penny Parsons, one of the two newly-appointed governor representatives on the Trust's Patient Experience Group, reported back from the first meeting that she had attended. Governors asked Penny for more information in several areas, and she agreed to report back at the next meeting.

- **Patient-Led Assessments of the Care Environment (PLACE) Report and Update**

Maria Fox, Performance and Projects Manager in the Facilities Team, was in attendance to inform governors about the purpose of PLACE, update them on the actions from the 2017 assessments, and invite them to participate in the 2018 assessments.

- **Quality Counts Event – 30 Jan 2018**

Governors were reminded that Carole Dacombe was speaking at the Trust's Quality Counts event, which aimed to get views from Trust members and others on its quality objectives for the year ahead.

Standing items also discussed included the six-monthly review of the Governors Log of Communications.

Matters referred to other Committees: None

Date of next meeting

12/03/2018

Report to the Council of Governors meeting to be held on 31 January 2018 at
14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU

Meeting Title	Council of Governors Meeting	Agenda Item	4.1b
Report Title	Governors' Strategy Group Meeting Report		
Author	Malcolm Watson, Chair of the Governors' Strategy Group		
Executive Lead	Paula Clarke, Director of Strategy and Transformation		
Freedom of Information Status		Open	

Reporting Committee	Governors' Strategy Group
Chaired by	Malcolm Watson
Lead Executive Director	Paula Clarke, Director of Strategy and Transformation
Date of last meeting	04/12/2017

Summary of key matters considered by the Committee and any related decisions made.

Meeting held on 4 December – Attended by 14 governors

- **Phase 5 Overview:** Governors received an update from Paula Clarke, Director of Strategy and Transformation, on Phase 5 of the Trust's current strategic capital investments. The Phase 5 programme included 13 schemes which focused either on expansion, further development of services, or schemes that improved the existing environment.
- **Trust Strategy Renewal:** Governors were reminded of the Trust's current strategic objectives for 2014-19, and received an overview of the work that would be needed over the next 12 months to shape the Trust's strategy for the following five years.
- **Finance Committee Chair's Update/ Headlines from Finance Director's Report:** Martin Sykes, Non-executive Director, attended his first meeting since becoming Chair of the Finance Committee. Governors heard that the Committee had discussed opportunities to improve the financial position, primarily through better application of the supernumerary policy, addressing vacancies in medical staffing and the introduction of the neutral vendor arrangement.
- **Partnership Updates:**
- **CCGs:** Governors were informed that from 1 April 2018 the three existing Clinical Commissioning Groups (Bristol, North Somerset and South Gloucestershire) would merge into a single group, subject to certain conditions.
- **Weston Partnership update:** Paula Clarke reported to governors that the Boards of UH Bristol and Weston continued to meet on a monthly basis as part of their formal

working partnership. Governors were informed that the two organisations were reviewing joint services and how they were delivered to establish whether there were ways of working more productively. There was a brief discussion on the likely timelines for future decisions and the implications of these.

- **NBT Partnership update:** Governors heard that there were executive to executive discussions taking place in December.
- **Sustainability Transformation Partnership:** Governors were informed that the STP was currently refocusing its agenda, in particular on how it was communicating its purpose. It was agreed that it would be useful for governors to hear from the STP leadership directly at a future meeting.

Any Other Business

- It was noted that an additional meeting would be required in February for governors to review and feedback on the annual operating plan.

Key risks and issues/matters of concern and any mitigating actions

- None.

Matters requiring Committee level consideration and/or approval

- None.

Matters referred to other Committees

- None.

Date of next meeting:

15/02/2018

TBC

Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	4.1
Meeting Title	Council of Governors Meeting	Meeting Date	31/01/2018
Report Title	Constitution Focus Group Meeting Report		
Author	Ray Phipps, Chair of Constitution Focus Group / Carole Dacombe, Meeting Chair		
Executive Lead			
Freedom of Information Status		Open	

Reporting Committee	Constitution Focus Group
Chaired by	Carole Dacombe
Lead Executive Director	Mark Smith, Deputy Chief Executive and Chief Operating Officer
Date of last meeting	04/12/2017

Summary of key matters considered by the Committee and any related decisions made.

Meeting held on 4 December 2017 – Attended by 10 governors.

The meeting included discussion on the following topics:

- **Membership Report:** As part of the current review of the Trust’s membership, governors discussed the size and direction of membership, the possibility of combining public and patient constituencies, and how best to define membership engagement.
- **Update on Health Matters Events 2018:** Governors were invited to support the new Health Matters Events programme for 2018, with events for members now taking place every month (themes including Quality Counts, Audiology, Living with Cancer, Trust Strategy, Cardiology, Dental, Liaison Psychiatry, Ophthalmology and Endocrinology & Diabetes).
- **Voices Magazine:** Governors agreed that the Membership/Governors’ page for the Jan/Feb edition of the Trust’s Voices magazine would feature the new calendar of Health Matters Events, and that for this issue, alongside the magazine, members would receive a letter or email from the Trust’s new Chair.
- **Audit Committee Chair’s Report:** John Moore, Non-executive Director and Chair of the Audit Committee, updated governors on the remit and work of his committee.
- **Other Business:** The committee discussed its terms of reference. Governors received invitations to send a representative to meetings of the Trust’s Voluntary Services Steering Group, and also to take part in an internal audit of governor roles and responsibilities.

Key risks and issues/matters of concern and any mitigating actions	
<ul style="list-style-type: none"> • None 	
Matters requiring Committee level consideration and/or approval	
<ul style="list-style-type: none"> • None 	
Matters referred to other Committees	
<ul style="list-style-type: none"> • None 	
Date of next meeting	14/03/2018

**Cover report to the Council of Governors meeting to be held on 31 January
2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough
Street, Bristol, BS1 3NU**

		Agenda Item	5.1
Meeting Title	Council of Governors	Meeting Date	31/01/2018
Report Title	Membership engagement report		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-executive Directors to account	<input type="checkbox"/>
Non-executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary
<p><u>Purpose:</u> The Trust has a formal requirement to maintain a Foundation Trust membership and a responsibility to engage with its membership. This report provides the Council of Governors with current membership details and a summary of membership engagement activities since the last Council of Governors meeting on 31 October 2017.</p>

Recommendations
<p>Members are asked to:</p> <ul style="list-style-type: none"> Note the report and receive assurance in relation to the activities to engage with the Trust Membership.

Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input checked="" type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input checked="" type="checkbox"/>

Membership engagement report

1.0 BACKGROUND

At 23 January 2018, Foundation Trust membership stands at 19,475 members; the breakdown of members by constituency is shown below. This compares with membership at 18 October 2017 of 19,510 members (5,477 public members; 3,796 patient members; 10,237 staff members). Please note that the staff membership numbers were last refreshed in March 2017 and will be updated at the end of the 17/18 financial year.

Member Type Breakdown	Total
Public Constituencies	5,473
Bristol	2,725
North Somerset	1,047
South Gloucester	1,072
Rest of England and Wales	629
Patient Constituencies	3,765
Carer of patients 16 years and over	168
Carer of patients 15 years and under	457
Patient - Local	3,140
Staff Classes	10,237
Medical and Dental	1,368
Nursing and Midwifery	2,928
Other Clinical Healthcare Professionals	2,826
Non Clinical Healthcare Professionals	3,115

2.0 AREAS OF PROGRESS

Twelve months ago, the Membership Office agreed with governors via the Constitution Focus Group (and reported to Council) a set of priorities around membership engagement. For the last three months of 2017 these priorities involved a full review of membership engagement methods and practices, along with setting new priorities for 2018. The Constitution Focus Group met in December and explored the scope and purpose of a variety of membership engagement activities with a view to increasing the number of new members, replacing those members who have moved away, opted out or died – and targeting four areas where membership is currently underrepresented: identified broadly as the under 40s, residents of South Gloucestershire, the Chinese community and white non-British community. The Group also explored simplifying membership with the possibility of combining public and patient constituencies. As a result a short membership survey was developed by the membership team, with help from the patient experience and involvement team and governors, to canvas member opinion about the constituencies in which they are placed, as well as views on membership benefits

and impact. The survey is now live (until end of February at www.uhbristol.nhs.uk/membership) and is being promoted to members via Voices (cover letter) and the monthly membership e-newsletter. The results will be fed back to members through the membership e-newsletter in April and through Voices magazine in May/June, and an update provided to Council in April.

Recruitment methods and engagement activities brought to Constitution Focus Group were discussed further at the governor development seminar on 18 January. Here governors agreed on and pledged their support to a defined and measurable set of activities – and this work is ongoing.

Over the last quarter, the membership office has continued with its regular membership communications including the following:

Monthly e-newsletter

To our circa 2,600 patient and public members with an email address:

- 23 November 2017 – Update from Malcolm Watson as lead governor; farewell to John Savage; News from around the Trust including the safety checklist for adult emergency department and funding for PReCePT initiative; call for Bristol governors for South Western Ambulance Service.
- 15 December 2017 – Update from John Rose, public governor for North Somerset; invitation to public lecture on cardiovascular disease; reminder around preventing the spread of infections in our hospitals.
- 23 January 2018 – Introduction from the Chair, including latest edition of Voices, 2018 Health Matters programme and link to membership survey.

Health Matters events

On 14 November we held a Health Matters event on the topic of infection prevention and control and how our hospitals prepare for winter, attended by 30 people. The feedback from the event was very positive with useful comments on areas for improvement and suggestions for future topics, which have been incorporated into the upcoming schedule.

With the focus of the membership team on engagement in 2018, a full programme of Health Matters events was developed by the membership office in the last few months of 2017 with support from across the hospital divisions. The programme for 2018 sees the number of events increasing from around four a year to 10 per year. The promotion of the events is being supported by the Trust communications team, the patient and public involvement lead and young person's involvement worker.

Voices magazine

The Health Matters events schedule (to September 2018) is also the members' page in the Jan/Feb edition of Voices – and is attached at the end of this report.

For patient and public members with no email address a cover letter from the Chair was included in the mail out of Voices. The cover letter included details of upcoming events and ways of getting in touch with the governors, alongside a request for an email address for future contact to help save costs.

3.0 ASSESSMENT

Governors have addressed declining membership numbers through a review and commitment to a variety of engagement activities for 2018. The aim of the activities is not large scale recruitment, but a focus on replacing members lost through attrition – drawing new members from underrepresented communities wherever possible – as well as informing and engaging the existing membership base. Future reporting to Council of Governors will update on progress against membership recruitment and informing/engaging members, ahead of a new membership strategy being drafted by the membership team.

4.0 RECOMMENDATIONS

Members are asked to:

- **NOTE** the contents of the report.

Health Matters – your views matter

We want to hear what you think about our care and the services we provide. In 2018 we will be hosting more ‘Health Matters’ events than ever before on a variety of health topics – and we hope you will join us to hear what we have to say, share your views and meet your governors and members of staff from across our hospitals.

H Health Matters events are free talks hosted by consultants or senior managers on specialist areas of health or on issues affecting the Trust. They are an opportunity for our Foundation Trust members to meet Trust staff, ask questions and give feedback, and are also open to the public.

If you are not already a member of University Hospitals Bristol NHS Foundation Trust, and would like to keep updated on what’s happening around our hospitals, you can fill out a simple form on the website www.uhbristol.nhs.uk/membership or call the membership team on 0117 34 23764. It is free to join. You can also come along to any of the talks and sign up on the day.

	Hearing Loss	Wed 21 Feb	5-6.30pm	Common causes, associated disorders and current treatments
	Living with Cancer	Tue 6 Mar	6-7.30pm	Recovering from cancer, self-care and advances in care
	What Next for UH Bristol?	Thu 12 Apr	6-7.30pm	What will our hospitals look like in five years’ time? An opportunity to have your say on the future direction of our Trust
	Heart Care	Wed 9 May	6-7.30pm	Why does high blood pressure matter and what can I do about it? How to prevent strokes, dementia and heart failure
	Dental Health	Tue 19 June	6-7.30pm	Common dental conditions, how to identify early symptoms, management and treatment options
	Psychiatry and Physical Health	Wed 18 July	6-7.30pm	Exploring the links between physical and mental health - an evening with the adult liaison psychiatry team
	Annual Members Meeting	Thu 13 Sept	5-7pm	A chance to hear from our Board and Governors about the highlights of the past year and plans for the next

All events take place in Lecture Theatre 1, Education and Research Centre, Upper Maudlin Street, Bristol, BS2 8AE. Everyone is welcome to attend. Doors will open 30 minutes before each talk to give you the chance to talk to other members over refreshments. To book your place and for any updates or changes to the programme, please visit our website: uhbristol.nhs.uk/healthmatters.

Contact your governors

Our UH Bristol governors have been elected to represent your interests and are an important link between membership and the Trust Board - one of the ways to get your voice heard. You can attend our quarterly Council of Governor meetings or contact your governors via foundationtrust@uhbristol.nhs.uk or go to uhbristol.nhs.uk/governors for more details.

Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	6.1
Meeting Title	Council of Governors	Meeting Date	31/01/2018
Report Title	Governor compliance, training and development report		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status	Open		

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-executive Directors to account	<input type="checkbox"/>
Non-executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary
<p>Purpose: The Council of Governors has responsibilities set out in the <i>Health and Social Care Act 2012</i>. The Act specifies that Foundation Trusts are required to take steps to ensure governors are equipped with the skills and knowledge they require to discharge their responsibilities. The attached report provides an overview of the following areas:</p> <ul style="list-style-type: none"> • The current composition of the Council of Governors • A review of governor compliance with constitutional requirements • A summary of governor training and development in the last quarter.

Recommendations
<p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the report and receive assurance in relation to governor compliance for training and development.

Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>

Governor compliance, training and development report

1.0 SITUATION

The Council of Governors has responsibilities that are set out in Acts of Parliament such as the *Health and Social Care Act 2012*. This report provides an update on the current composition of the Council of Governors, a review of governor compliance with constitutional requirements and a summary of development opportunities for governors to help them perform the statutory duties of governors effectively.

2.0 BACKGROUND

Composition

As of 23 January 2018 there were 33 governors in post and three vacancies, following the resignation of Derek Wholey, patient governor, in January. The other two vacancies remain in the longstanding appointed governor vacancy with the Avon & Wiltshire Mental Health Partnership NHS Trust, and in the medical and dental staff constituency (due to Bala Thyagarajan's resignation on 31 October 2017). Governors are due to review appointed governor roles in the Constitution Focus Group in May and will report back to Council in July. An election for the staff governor vacancy will be held in the Spring. The membership team is currently reviewing the next steps for filling the patient governor vacancy.

Constitutional requirements

All governors have signed the UH Bristol Governors' Code of Conduct and have declared any relevant business interests for the Governors' Register of Business Interests, last updated in November 2017.

All governors have completed standard DBS checks, except for appointed governors whose checks are completed by the organisations from which they are appointed.

Governor training and development

The Trust's governor development programme was established to provide governors with the necessary core training and development of their skills to perform the statutory duties of governors effectively. This includes quarterly governor development seminars, among other briefings for governors held within the Trust, alongside external training opportunities, as follows:

- There has been one Governor Development Seminar in this period, which took place on 18 January and was attended by 20 governors. This session focused on the topics of reflections on the role of the governor, tools and techniques for membership recruitment and engagement, fraud prevention, internal and external audit, and governor responsibilities in relation to the Annual Report and Accounts and the Quality Report.
- Briefings received by governors in this period included an update on the Trust's partnership with Weston Area Health Trust which took place in December at the Chairman's Counsel.

- Three governors participated in the selection process for a Trust Secretary on 1 December.
- In November, three governors attended a South West Governor Exchange Network event in Taunton where governors were updated on changes to the way the Care Quality Commission performs inspections; national developments in Sustainability and Transformation Partnerships; an overview of the NHS in a national context; and a focus on membership and engaging members.
- One governor attended a Core Skills training for governors in London in January, hosted by Governwell.

Governors are kept updated on national issues by NHS Providers, the national membership organisation and trade association for NHS trusts, through regular e-newsletters. Patient governor Graham Papworth is currently standing for election for the NHS Providers' Governor Advisory Committee.

3.0 ASSESSMENT

One of the key findings from the January development seminar was the depth and breadth of skills and experience within the current governing body. The membership team will rerun a governor skills assessment in the coming weeks. This will help identify not only areas of focus for the training programme for the second half of 2018 and into 2019, but also highlight areas where governor skills can be better utilised.

A review of governance and governor support arrangements at the Trust is currently being undertaken by the Internal Auditors. When the results of this are available it may also highlight some areas for improvement which may be incorporated into the future governor training programme.

4.0 RECOMMENDATIONS

Members are asked to:

- **NOTE** the contents of the report.

**Cover report to the Council of Governors meeting to be held on 31 January
2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough
Street, Bristol, BS1 3NU**

		Agenda Item	8.1
Meeting Title	Council of Governors	Meeting Date	31/01/2018
Report Title	Governors' Log of Communications		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-executive Directors to account	<input type="checkbox"/>
Non-executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary									
<p><u>Purpose:</u> The purpose of this report is to provide the Council of Governors with an update on all questions on the Governors' Log of Communications added or modified since the previous Council of Governors meeting.</p> <p>The Governors' Log of Communications was established as a means of channelling communications between the governors and the officers of the Trust. The log is distributed to all Board members, including Non-executive Directors, when new items are received and when new responses have been provided.</p>									
Recommendations									
<p>Governors are asked to:</p> <ul style="list-style-type: none"> Note the report 									
Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>

ID **Governor Name**
 196 Graham Papworth

Theme: Contractors

Source: Governor Direct

Query **23/01/2018**

Does Carillion going into liquidation have any impact on UH Bristol? And, in light of this situation, does UH Bristol have contingency plans in place in case any key contractors the trust is dependent on get into difficulties?

Division: Trust Services

Executive Lead: Chief Operating Officer

Response requested: 06/02/2018

Response

Status: Assigned to Executive Lead

195 **Neil Morris**

Theme: Healthcare Safety Investigations Branch

Source: Governor Direct

Query **03/01/2018**

The newly operational Healthcare Safety Investigations Branch will start looking into cases of unexplained serious harm and death; as an organisation are we aware of this new branch and do we have procedures in place to co-operate as appropriate?

Division: Trust-wide

Executive Lead: Chief Nurse

Response requested: 24/01/2018

Response **08/01/2018**

We are aware of the Healthcare Safety Investigations Branch (HSIB) and have been receiving updates for past 18 months on its development via various e-news bulletins and have spoken to their representatives at national events with regards to their future plans. Our Serious Incident Policy references the HSIB as a potential source of independent investigation for serious incidents.

Status: Awaiting Governor Response

ID **Governor Name**
194 Neil Morris

Theme: Incident reporting and learning

Source: Governor Direct

Query **03/01/2018**

New NHS Improvement figures show that nationally almost one in five births have an incident recorded for them, how does this compare with UH Bristol? Are there learning processes in place to ensure that any incidents we do record are being used as education/culture improvement opportunities?"

Division: Women's & Children's Services

Executive Lead: Chief Nurse

Response requested: 24/01/2018

Response

Status: Assigned to Executive Lead

ID **Governor Name**

193 Neil Morris

Theme: Sexual orientation monitoring

Source: Governor Direct

Query 19/10/2017

Following the recent release of NHS guidance regarding the recording of the sexual orientation of patients over 16, can the Trust confirm its position on this matter and what steps it plans to take?

Division: Trust-wide

Executive Lead: Medical Director

Response requested: 03/11/2017

Response 31/10/2017

The NHS guidance regarding the recording of the sexual orientation of patients over 16 was published on 5 October 2017. The Trust would wish to adopt this guidance following the implementation suggested in the accompanying Implementation guidance.

It is recommend that sexual orientation monitoring occurs at every face to face contact with the patient, where no record of this data already exists.

The Trust is reviewing the position from an IT perspective, as it is recommended that organisations should take a phased approach to implementation and make any necessary changes to IT systems as part of broader system updates.

The data collected will follow the standard data set as recommended in the full specification documentation so our dataset is consistent with the data collected in partner organisations. This implementation has to be completed by 31 March 2018.

Status: Awaiting Governor Response

Cover report to the Council of Governors meeting to be held on 31 January 2018 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

		Agenda Item	8.2
Meeting Title	Council of Governors	Meeting Date	31/01/2018
Report Title	Council of Governors Forward Planner 2018/19		
Author	Kate Hanlon, Membership Engagement Manager		
Executive Lead	Mark Smith, Deputy Chief Executive and Chief Operating Officer		
Freedom of Information Status	Open		

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-executive Directors to account	<input type="checkbox"/>
Non-executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input checked="" type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary	
<p><u>Purpose:</u> To receive the schedule of business to be transacted at Council of Governors meetings for the year 2018-2019.</p>	
Recommendations	
<p>Governors are asked to:</p> <ul style="list-style-type: none"> Note the 2018/2019 Council of Governors meetings forward planner 	
Intended Audience (please tick any which are relevant to this paper)	
Board/Committee Members	<input type="checkbox"/>
Regulators	<input type="checkbox"/>
Governors	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>
Public	<input checked="" type="checkbox"/>

COUNCIL OF GOVERNORS - ANNUAL BUSINESS CYCLE 2018-2019							
	Sponsor	Author	Thurs 26 April 2018 (14:00-15:30, CR)	Fri 27 Jul 2018 (14:00-15:30, CR)	Annual Members' Meeting Thurs 13 Sept 2018 (5pm-7pm LT1)	Wed 31 Oct 2018 (14:00-15:30, CR)	Thurs 31 Jan 2019 (14:00-15:30, CR)
Chairman's Welcome and Apologies	Chair	Chair					
Chair's Report	Chair	Chair					
Declarations of Interest	Chair	Chair					
Minutes and matters arising from previous meetings	Chair	Chair					
Governors' Log of Communications	Chair	Governors					
Nominations & Appointments Committee Report	Chair	Chair					
Governor Compliance, Training and Development Report	Trust Secretary	Membership Engagement Manager					
Governor Groups Report (including reports from Quality Focus Group, Constitution Focus Group, Governors' Strategy Group and any others)	Focus Group chairs	Membership Engagement Manager					
Terms of Reference for Governor Focus Groups	Trust Secretary	Membership Engagement Manager					
Holding to Account Report	Trust Secretary	Membership Engagement Manager					
Membership and Engagement Report	Trust Secretary	Membership Engagement Manager					
Chief Executive's Report	Chief Executive	Chief Executive					
Quarterly Patient Experience and Complaints reports	Chief Nurse	Chief Nurse					
Governors' Questions arising from the meeting of the Trust Board of Directors	Chair	Governors					
Foundation Trust Members' Questions	Chair	FT Members					
Appointment of Lead Governor	Trust Secretary	Membership Engagement Manager					
Foundation Trust Constitution review	Chair	Trust Secretary					
Council of Governors Register of Interests	Trust Secretary	Trust Secretary					
Election and Appointment of Governors	Trust Secretary	Membership Engagement Manager					
Forward Planner 2018/2019	Trust Secretary	Membership Engagement Manager					
Governors Meeting Dates for 2019/2020	Trust Secretary	Trust Secretary					
Annual Plan	Chief Executive	Chief Executive					
Independent Auditor's Report to the Governors on the Quality Report	Chief Nurse	Chief Nurse					
UH Bristol Quality Report	Chief Nurse	Chief Nurse					
Achievement of Corporate Quality Objectives	Chief Nurse	Chief Nurse					
Presentation of the Annual Report and Accounts	Chief Executive and Director of Finance	Chief Executive and Director of Finance					
Presentation of the External Auditors Opinion on the Annual Report (Annual Audit Letter)	Chief Executive	Chief Executive					
Governors' Annual Report of Governor and Membership Activity	Lead Governor	Membership Engagement Manager					
Appointment/Re-appointment of Non-executive Directors/Chair (ad hoc as necessary)	Chair	Trust Secretary					
Significant Transactions - ad hoc	Chair	Chair					
Integration / Reconfiguration - ad hoc	Chief Executive	Chief Executive					
Major Capital Projects - ad hoc	Chair	Chair					
Appointment/Re-appointment of the Trust's External Auditors (ad hoc as necessary)	Trust Secretary	Trust Secretary					