

Agenda Item: 4.0

Action list of the Council of Governors of the Royal United Hospitals Bath NHS Foundation Trust  
following the meeting held on 6<sup>th</sup> March 2017

Action No	Details	Agenda Item Number	First Raised	Action by	Progress Update & Status	Lead
CG108	<b>2016/17 Finance Performance Assurance</b> Interim Deputy Director of Finance to work with the communications team to better engage staff with QIPP as the term “savings” automatically turned people off.	CG/16/09/14	Sept 2016	June 2017	An email communication was issued in February to all staff highlighting the positive benefits of the 16/17 QIPP programme and how all interventions, however small, can help the overall Trust position. Following the recent finalisation of the QIPP plans for 2017/18 a Trust wide communication is being prepared to demonstrate the benefits to the Trust of delivering the current year efficiency programme with a focus on positive changes happening such as extensive capital investment. <b>Closed</b>	Interim Deputy Director of Finance
CG127	<b>Council of Governors Annual Review</b> Council of Governors to come back to the annual priorities to discuss how to take them forward.	CG/17/03/09	March 2017	June 2017	Item on agenda at item 23. <b>Closed</b>	Council of Governors
CG128	<b>Public Governor Feedback</b> Membership and Governance Manager to feedback Nick Houlton’s comments to the clinical team.	CG/17/03/11	March 2017	June 2017	Feedback circulated to the endoscopy team on 20 <sup>th</sup> March 2017. <b>Closed</b>	Membership and Governance Manager

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CG129	<b>Working Group Actions arising out of feedback</b> Chair of the Quality Working Group to work with the Membership & Governance Manager to establish a way forward with the recommended actions.	CG/17/03/14	March 2017	June 2017	Paper developed and discussed at QWG in April. <b>Closed</b>	Membership & Governance Manager Chair, Quality Working Group
CG130	<b>Working Group Actions arising out of feedback</b> Amanda Buss, Public Governor to raise assurance regarding cancer performance at next QWG if assurance is not gained at March BoD.	CG/17/03/14	March 2017	June 2017	AB read the March papers and was satisfied that Cancer performance had improved; it was agreed on 25 <sup>th</sup> April not to progress the action. <b>Closed</b>	Amanda Buss, Public Governor
CG131	<b>Working Group Actions arising out of feedback</b> Strategy & Business Planning and Membership and Outreach Working Groups to review the STP material that would be produced in order to help the Trust & Governors to communicate to members.	CG/17/03/14	March 2017	Sept 2017		S&BPWG & M&OWG Chairs
CG132	<b>Membership &amp; Outreach Working Group Update Report</b> Each Governor to recruit at least 3 new members per month.	CG/17/03/17	March 2017	June 2017	The response rate has been extremely poor. Governors required to confirm that they are happy to endorse this. <b>Open</b>	All Governors
CG133	<b>Governors as Observers – Assurance Committee Update</b> Chairman to gather feedback regarding Governors as Observers from the Board of Directors.	CG/17/03/18	March 2017	June 2017	The Board of Directors are happy to continue this initiative which has worked well for the trial period. <b>Closed</b>	Chairman

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CG134	<b>Items for future work plan</b> The Chairman asked all Governors to think about future agenda items.	CG/17/03/21	March 2017	June 2017	None received. <b>Closed</b>	All Governors
CG135	<b>Items for future work plan</b> Chairs & Lead Governor to discuss how CoG would like to engage with Stakeholder Governors ahead of Prof Julian Hughes first meeting in June.	CG/17/03/21	March 2017	June 2017	Proposal that Stakeholder Governors present at a CoG seminar in rotation on orgs business plans for 2017/18 from September 2017. <b>Open</b>	Chairman
CG136	<b>Meeting Review</b> Membership & Governance Manager to circulate guidance regarding purdah to the Governors.	CG/17/03/22	March 2017	June 2017	Circulated after last CoG meeting. <b>Closed</b>	Membership & Governance Manager