

<b>Report to:</b>	<b>Council of Governors</b>	<b>Agenda item:</b>	<b>7</b>
<b>Date of Meeting:</b>	<b>8 June 2017</b>		

<b>Title of Report:</b>	<b>Annual NHS Improvement Declaration – Governor Training</b>
<b>Status:</b>	<b>For discussion and approval</b>
<b>Board Sponsor:</b>	<b>Brian Stables, Chairman</b>
<b>Author:</b>	<b>Roxy Poultney, Membership &amp; Governance Manager</b>
<b>Appendices</b>	<b>Appendix 1 – Summary of Governor Training Opportunities 2016/17</b>

## 1. Executive Summary of the Report

NHS Improvement requires NHS Foundation Trusts to make a number of returns and declarations over the course of the financial year. NHS Improvement requires the Board of Directors to confirm (or otherwise) the following statement by 30 June 2017.

*“The Board is satisfied that during the financial year most recently ended the Trust has provided the necessary training to its Governors, as required in s151(5) of the Health and Social Care Act, to ensure they are equipped with the skills and knowledge they need to undertake their role.*

*Signed on behalf of the Board of directors, and having regard to the views of the governors.”*

A summary of the governor training opportunities provided by the Trust in 2016/17 is attached at appendix 1.

The Board of Directors will consider the above statement at its meeting on 28<sup>th</sup> June 2017. Before confirming the statement, members of the Board of Directors need to have regard to the views of Governors.

The Membership & Governance Manager will include any Governor comments in the June Board of Directors’ NHS Improvement Board Statement paper.

## 2. Recommendations (Note, Approve, Discuss)

The Council of Governors is requested to:

- a) Note the attached summary of Governor Training Opportunities provided by the Trust during 2016/17 (appendix 1)
- b) Confirm whether the Trust has fulfilled its duty to provide training for governors to equip them with the skills and knowledge they need in order to undertake their role.
- c) Identify any additional training requirements for inclusion in the 2017/18 Governor training programme.

<b>3.</b>	<b>Legal / Regulatory Implications</b>
The Trust is required to meet the requirements of NHS Improvement's Provider Licence which requires the Trust to make a number of returns and declarations to NHS Improvement over the course of the financial year.	
<b>4.</b>	<b>Risk (Threats or opportunities, link to a risk on the Risk Register, Board Assurance Framework etc.)</b>
The Trust has a duty to provide training to governors to equip them with the skills needed to perform their duties. If the Trust fails to deliver this duty, there is a risk that governors will not be able to fulfil their role and the Trust would be in breach of its Provider Licence.	
<b>5.</b>	<b>Resources Implications (Financial / staffing)</b>
N/A	
<b>6.</b>	<b>Equality and Diversity</b>
N/A	
<b>7.</b>	<b>References to previous reports</b>
N/A	
<b>8.</b>	<b>Freedom of Information</b>
Public	

## Governor Training Opportunities 2016/17

The summary below covers the period 1 April 2016 to 31 March 2017.

### Governor Training

Training can cover a wide range of activities, including induction sessions, attendance at formal training courses, presentations on key aspects of the Trust's work and "on the job" training.

Set out below is a summary of the Governor training opportunities, both formal and informal over the last year.

### Attendance at Network Meetings

The Trust reimburses travel costs of Governors attending local, regional and national training and network events.

### Governor Seminars

8<sup>th</sup> March 2016

- Council of Governor's Seminar – Non Clinical Governance Committee Assurance

31<sup>st</sup> May 2016

- Council of Governor's Seminar – The Role of the CCG

6<sup>th</sup> December 2016

- Council of Governor's Seminar – Clinical Governance Committee Assurance

6<sup>th</sup> March 2017

- Council of Governor's Seminar – Audit Committee Assurance

### Governor Away Days

12<sup>th</sup> December 2016 – Board of Directors and Governors Away Afternoon which included detailed discussions focusing on Income, Cost and Quality, each with an Executive Lead.

28<sup>th</sup> February 2017 – Governor Away Day

- NHS Providers Governwell Training on Governance and the role of the Council of Governors (as part of Governor Away Day)
- NHS Providers Governwell Training on NHS Finance and how the system is funded (as part of Governor Away Day)
- NHS Providers Governwell Training on The National Context (as part of Governor Away Day)
- Governors were also trained on Dementia Awareness
- Governors were asked their skills, experience and strengths to see how they could strengthen the role of the Governor

- Governors were also asked what training requirements they had and offered additional Governwell courses as per list below.

### **NHS Providers Governwell Training Programme – Opportunities offered to all Governors:**

Topics on offer include:

- Core Skills
- Member and Public Engagement
- Accountability
- Effective Questioning and Challenge
- NHS Finance and Business Skills
- Recruitment: The governor role in non-executive appointments

### **NED recruitment training**

13<sup>th</sup> February 2017

- Gatenby Sanderson provided new members of the Council of Governors Nominations and Remuneration Committee with training regarding the NED recruitment process and interviewing skills.

### **Governor reviews**

All Governors attended individual reviews with the Chairman and asked about any additional training requirements

### **Council of Governor Meeting – Briefings on Key Topics**

31<sup>st</sup> May 2016

- Report to Governors on the Quality Report for 2015/16
- Staffing update
- Provision of Physios and Occupational Therapists
- Wiltshire Tender Update
- Research & Development

7<sup>th</sup> September 2016

- STP update
- Annual Audit Opinion
- 2016/17 Finance Performance Assurance
- Hospital Standardised Mortality Ratio (HSMR)
- Feedback on the Quality Summit and CQC reports

6<sup>th</sup> December 2016

- STP update
- 2016 Election Results
- Operational Delivery
- Delayed Transfers of Care

Author : Roxy Poultney, Membership & Governance Manager Document Approved by: Brian Stables, Chairman Agenda Item: 7	Date: 30 May 2017 Version: 1.1 Page 4 of 6
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6<sup>th</sup> March 2017

- STP update
- Report from Joint Board of Directors and Council of Governors Strategic Planning Away Day Session
- Nursing priorities - Pressure ulcers and falls
- Patient Safety Priorities - Sepsis, AKI and NEWS

### Working Group – Briefings on Key Topics

<b>Strategy</b>	
On-going	<ul style="list-style-type: none"> <li>• Corporate Projects</li> <li>• Strategic Planning &amp; Business Plan Update</li> </ul>
16 <sup>th</sup> May 2016	<ul style="list-style-type: none"> <li>• The impact of other providers using the RUH site</li> <li>• Wiltshire Tenders</li> </ul>
4 <sup>th</sup> Aug 2016	<ul style="list-style-type: none"> <li>• Review list of governor engagement groups</li> </ul>
31 <sup>st</sup> Oct 2016	<ul style="list-style-type: none"> <li>• Lessons learnt from past bids (key themes from recent bids)</li> <li>• 2016/17 Trust priorities quarterly update</li> <li>• Re-review list of governor engagement groups</li> </ul>
30 <sup>th</sup> Jan 2017	<ul style="list-style-type: none"> <li>• 2016/17 Trust priorities quarterly update Q3</li> </ul>

<b>Quality</b>	
On-going	<ul style="list-style-type: none"> <li>• Quality Accounts Priorities Themes Update</li> <li>• CQC Update</li> </ul>
11 <sup>th</sup> May 2016	<ul style="list-style-type: none"> <li>• Draft Quality Accounts 2016/17</li> <li>• Introduction to the Maternity scorecard</li> </ul>
9 <sup>th</sup> Nov 2016	<ul style="list-style-type: none"> <li>• Governor suggestions for QA priorities for 2016/17 based on Member feedback</li> </ul>
6 <sup>th</sup> Feb 2017	<ul style="list-style-type: none"> <li>• Cleaning services (impact of staff vacancies on Trust) / quality of cleanliness</li> <li>• Medicines to Go work stream update</li> <li>• Review draft QA priorities &amp; indicators 2017/18</li> </ul>

<b>Membership</b>	
On-going	<ul style="list-style-type: none"> <li>• 2016/17 Membership &amp; Engagement Strategy – Update on progress</li> <li>• Membership &amp; Engagement Strategy Objectives Update</li> <li>• Quarterly Membership Analysis</li> </ul>
16 <sup>th</sup> Aug 2016	<ul style="list-style-type: none"> <li>• 2016 Elections Update</li> </ul>
16 <sup>th</sup> Nov 2016	<ul style="list-style-type: none"> <li>• Review of 2016 Elections</li> </ul>
16 <sup>th</sup> Feb 2017	<ul style="list-style-type: none"> <li>• How we will communicate our operating plan and development of strategy</li> </ul>

### Board of Directors

Governors are invited to attend each monthly Board of Directors meeting which provides Governors will an opportunity to keep abreast of the key issues facing the Trust and the wider health sector.

The Chairman sends all Governors a letter following each Board meeting