

Report to:	Council of Governors	Agenda item:	18
Date of Meeting:	5 September 2017		

Title of Report:	Governors as Observers - Assurance Committee update
Status:	For Information
Sponsor:	Brian Stables, Chairman
Author:	Amanda Buss, Public Governor Nick Houlton, Public Governor Roxy Poultney, Membership & Governance Manager
Appendices	None

Purpose
<p>To provide the Council of Governors with an update following the Governor observation of the following meetings:</p> <ul style="list-style-type: none"> • Non Clinical Governance Committee held on 10th July 2017 • Clinical Governance Committee held on 17th July 2017

Attendance at Non-Clinical Governance Committee – 10 July 2017
<p>Present: Joanna Hole & Nigel Sullivan, Non-Executive Director's, Director of Human Resources, Director of Finance, Commercial Director, Deputy Chief Operating Officer</p> <p>Presenters: Head of Business Development, Compliance and Sustainability Manager</p>

Non-Clinical Governance Committee 10 July 2017 - Main Agenda Items
<p>Energy and CO2 Performance</p> <p>The Committee received an update on Energy and CO2 Performance. In 2016/17 CO2 emissions fell by 5% meaning that it has now achieved a 14% reduction since 2013. We are aiming to reduce by a further 7% this year - The target by 2020 is to achieve a 28% reduction.</p> <p>The combined energy costs at the RUH for 2015/16 were £19.8 per square metre which is in the lowest quartile when benchmarked against other trusts</p> <p>Level of Assurance given: Significant with minor Improvements</p>

<p>Author : Amanda Buss & Nick Houlton, Public Governors, Roxy Poultney, Membership & Governance Manager Document Approved by: Brian Stables, Chairman Agenda Item: 18</p>	<p>Date: 02 October 2017 Version:1.0 Page 1 of 3</p>
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Process behind QIPP Delivery

The Committee reviewed the management framework for QIPP delivery which redesigned to strengthen governance of the process.

QIPP targets are set as part of the Trust’s 2 year operational plan and allocated at a divisional/speciality level. There is a requirement also to perform a Quality Impact Assessment where patient safety/experience may be affected. Each QIPP project will then have a project manager.

Divisions and Specialities manage their own projects and report on delivery - there are various resources available to assist them e.g. documentation, Business Intelligence, Operational Improvement Team, HR

There is a well-defined structure of Governance through various Boards/Committees and the QIPP plan is an appendix to the Trust’s Performance Management Framework.

Level of Assurance given: Significant with minor Improvements

Contract Management

A paper was presented to update the NCGC on the systems in place to agree and monitor contracts with commissioners (and other providers) This is mainly done by the Contract Review Board and monthly Contract Review meetings with commissioners.

In general the system works well for Commissioner contracts and less well for provider to provider contracts (e.g. those with North Bristol Trust)

It has also been identified that there are a number of informal arrangements in place (where no formal contract exists) and that these will need to be tightened up. The threshold for formal contract management is to be reviewed.

Business Planning and Strategic Planning

The previous Integrated Business Plan was designed to cover 2012 - 2017 and there is therefore a need to produce a new plan going forward, to cover the next 3 years, particularly in view of the changed national and local environment. Work is underway and the aim is to be in a position to publish the plan @November.

The Head of Business development took the committee through the planning process, including the aims, monitoring systems, governance, engagement and Assurance.

Assurance level: to be assessed after publication of the strategic plan

Board Assurance Framework

The committee looked again at the BAF and felt that it does need to be reviewed:

- It is frequently reviewed but rarely examined in detail (a deep dive) and perhaps this should be done in line with the new strategic plan.
- Requirement to link it in with some of the lower level risks.
- Review of other Trusts BAF suggests some gaps
- Should the Board Agenda align more closely with the BAF?

Audit Tracker

Further actions were closed and open items are to be followed up

AOB

GDPR to be added to the agenda - this is a European ruling in relation to Data protection giving individuals greater rights over their data.

Outside of the meeting, I asked the Committee Chairman whether the Assurance committees would ever look at the processes for Research and Development projects, as I feel, from a Governor's perspective, these are not always coordinated and benefits (or otherwise) shared across the Trust). She will consider this item.

Attendance at Clinical Governance Committee – 17 July 2017

CGC meeting

- Nick Houlton in attendance as observer.
- The meeting was chaired by Jeremy Boss, Non-Executive Director

The CGC update report will be presented to the Board of Directors in September, please see this report for full details of the meeting.

I was concerned that unfortunately only one Non-Executive Director was in attendance to deal with an ever increasing agenda as well as chairing the meeting.

The next meeting has been extended to 3 hours long to accommodate the increased workload as many topics are now due back to the committee for an update as they had been given partial assurance.

I felt presenters were honest and that improvements were required. They also felt that the assurance questions were robust although only one NED was in attendance.