

Council of Governors - Proposed Workplan

	6th March 2017	8th June 2017	5th September 2017	5th December 2017	6th March 2018
	14:00 - 18:00	09:30 - 14:00	09:30 - 14:00	09:30 - 14:00	09:30-14:00
Opening Business					
Welcome, Introduction & Apologies	✓	✓	✓	✓	✓
Declarations of Interest in items on the agenda	✓	✓	✓	✓	✓
Minutes of the CoG meeting held in public on XX	✓	✓	✓	✓	✓
Action list and matters arising	✓	✓	✓	✓	✓
Standing Items					
Chief Executive's Update Report	✓	✓	✓	✓	✓
Chief Executive's STP Update	✓	✓	✓	✓	✓
Strategic Planning	Business plan (Governor endorsement - do as part of S&BP paper)		Strategic Plan update		
Council of Governors - Governance					
Elect Lead Governor	Announce Lead Governor (every 2 years)		Process to elect Lead Governor (every 2 years) Next 2018	Notify nominations for Lead Governor (every 2 years) Next 2018	
Annual Declarations of Interest				✓	
Election results				✓	
Council of Governor working groups – Membership allocation			Process for Governors to sit on W/Gs		
Appointment of External Auditors	✓				
External Audit		Report to Governors on the Quality Report 2016/17	To present annual audit letter		
Report from Joint Board of Directors and Council of Governors Strategic Planning Away Day	March 2019				When required
Annual NHS Improvement Declaration – Annual Governor Training		✓			
CoG Annual Review	Report following Away day & 1:1s			Verbal based on 1:1s	Report
Member Feedback					
Staff Feedback	✓	✓	✓	✓	✓
Public Governor Feedback	✓	✓	✓	✓	✓
Stakeholder Governor Feedback	✓	✓	✓	✓	✓
Working Group actions arising from the feedback	✓	✓	✓	✓	✓
2016/17 Trust Priorities (Executives & NEDS)					
	Nursing & quality	Human Resources	Commercial	Operational Delivery	Nursing & quality
		Finance		Estates	Human Resources
Governor Working Groups					
Approve working group work plans	✓				✓
Governor Quality Working Group Update	✓	✓	✓ & annual report	✓	✓
Governor Strategy & Business Planning Working Group Update	✓	✓	✓ & annual report	✓	✓ & vote recommendation on pp income
Governor Membership & Outreach Working Group	✓	✓	✓ & annual report	✓	✓
Board Monitoring Group Update	✓	✓	✓	✓	✓
Governors as Observers - Assurance Committee update	✓	✓	✓	✓	✓
Governor Nominations and Remuneration Committee Update	✓	As required	As required	As required	As required
Annual membership of working groups				✓	
Governor Areas of Interest					
Item 1	To be agreed	Council of Governors to come back to the annual priorities to discuss how to take them forward.	CCG's to present to CoG to demonstrate how they are tackling the DTOC problem. (Ian & Andrew)	Constitution Update (XB)	To be agreed
Item 2	To be agreed	To be agreed	To be agreed	To be agreed	To be agreed
Closing Business					
Meeting Review	✓	✓	✓	✓	✓
Future Workplan	✓	✓	✓	✓	✓
Seminars					
Topics TBC following each meeting	NED Seminar - Audit Assurance	NED Seminar - assurance committees (NCGC - Nigel & Joanna)	Joint BaNES CCG and Council seminar	Joint Wiltshire CCG and Council seminar	University seminar
		Equality & Diversity Training	IT Seminar (ST)	NED Seminar - assurance committees (CGC - Jane & Jeremy)	Ward accreditation seminar