

Action list of the Council of Governors of the Royal United Hospitals Bath NHS Foundation Trust
following the meeting held on 5th December 2017

Action No	Details	Agenda Item Number	First Raised	Action by	Progress Update & Status	Lead
CG131	<p>Working Group Actions arising out of feedback 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.</p> <p><i>September meeting update</i> Material to be produced post October.</p>	CG/17/03/14	March 2017	Dec 2017		S&BPWG & M&OWG Chairs
CG143	<p>CoG Annual Priorities</p> <ul style="list-style-type: none"> The objective regarding STP to be discussed at a later meeting when more information regarding STPs was available after October. 	CG/17/06/24	June 2017	March 2018		Council of Governors
CG146	<p>Chief Executive's Update Report Provide an update on C Difficile and how the RCAs are being actioned.</p>	CG/17/12/05	Dec 2017	March 2018		Acting Director of Nursing & Midwifery
CG147	<p>Sustainability and Transformation Plan (STP) Update Provide an update on the Mendip STP.</p>	CG/17/12/06	Dec 2017	March 2018		Chief Executive
CG148	<p>2017 Election Results Provide an update on the reason for the high number of staff not receiving their election paperwork.</p>	CG/17/12/07	Dec 2017	March 2018		Membership & Governance Manager

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CG149	Council of Governors Terms of Reference Add the following sentence to section 7.6: "Governors to observe Board of Directors meetings to provide assurance to sub committees".	CG/17/12/09	Dec 2017	March 2018		Board of Directors' Secretary
CG150	Council of Governors Terms of Reference Produce a draft on what the process and dialogue should encompass for the formal procedure of Executive Directors attending the Council of Governors meetings to provide assurance with the help of the Board of Directors' Secretary.	CG/17/12/09	Dec 2017	March 2018		Mike Welton, Public Governor
CG151	Council of Governors Terms of Reference Add the word 'quality' into the 9 th bullet point on page 5 to read "strategic, quality and annual plans".	CG/17/12/09	Dec 2017	March 2018		Membership & Governance Manager
CG152	Council of Governors Terms of Reference Review the set of questions that the Board and Board committees use to evaluate themselves at the Away Day in February.	CG/17/12/09	Dec 2017	March 2018		Membership & Governance Manager / Board of Directors' Secretary
CG153	Council of Governors Terms of Reference Develop a process for the Council of Governors to review their objectives for the March meeting.	CG/17/12/09	Dec 2017	March 2018		Mike Welton, Public Governor / Board of Directors' Secretary

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CG154	Council of Governors Terms of Reference Ensure that there is a specific agenda item on the Council of Governors Away Day agenda in February that focused on the objectives.	CG/17/12/09	Dec 2017	March 2018		Chris Callow, Lead Governor
CG155	Council of Governors Terms of Reference Terms of Reference to be discussed at the March meeting for final review following further discussion between Mike Welton, Public Governor and the Board of Director's Secretary.	CG/17/12/09	Dec 2017	March 2018		Membership & Governance Manager
CG156	Staff Governor Feedback Look into how to disseminate information on the Winter Plan more widely.	CG/17/12/10	Dec 2017	March 2018		Board of Directors' Secretary
CG157	Public Governor Feedback Consider Dementia as a topic for future Constituency meetings and discuss the opportunity for Maggie Depledge, Dementia Co-ordinator to support the Governors in holding a session on Dementia in the Atrium.	CG/17/12/11	Dec 2017	March 2018		Membership & Governance Manager
CG158	Board Monitoring Group Update Reports Ensure that Chris Callow, Lead Governor receives an electronic version of the public Board of Directors papers prior to the meeting.	CG/17/12/19	Dec 2017	March 2018		Board of Directors' Secretary
CG159	Board Monitoring Group Update Reports Look at the process of producing and reviewing the report to ensure that information from the Board is communicated correctly with the Chairman and the Board Monitoring Group outside of the meeting.	CG/17/12/19	Dec 2017	March 2018		Board of Directors' Secretary / Board Monitoring Group /

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						Chairman
CG160	<p>Board Monitoring Group Update Reports Pass the following question to the Non-Executive Directors: “Could the Trust investigate whether more detailed metrics were required to measure the discharge process.”</p>	CG/17/12/19	Dec 2017	March 2018		Board of Directors’ Secretary
CG161	<p>Board Monitoring Group Update Reports Pass the following question to the Non-Executive Directors: “Could the Trust investigate whether more detailed metrics were required to measure Sepsis and AKI.”</p>	CG/17/12/19	Dec 2017	March 2018		Board of Directors’ Secretary
CG162	<p>Board Monitoring Group Update Reports Ensure the following recommendations are reviewed by the working groups:</p> <ul style="list-style-type: none"> • Quality Working Group: <ul style="list-style-type: none"> ○ Seek reassurance that the Nursing shortage is not affecting Quality ○ Obtain reassurance that the Trust is initiating a plan to tackle patients left alone/in isolation for extended periods • Strategy and Business Planning Working Group: <ul style="list-style-type: none"> ○ Receive briefing on content and progress of Transformation QIPP ○ Be briefed on any alteration to the 	CG/17/12/19	Dec 2017	March 2018		Membership & Governance Manager

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	capital program					
CG163	Governors as Observers – Assurance Committee Update Ensure that the Quality Working Group seeks assurance that the Trust is taking learning points from complaints.	CG/17/12/20	Dec 2017	March 2018		Membership & Governance Manager
CG164	Constitution Amendments for Approval Governors who had concerns about the wording of the Constitution to email the Board of Directors' Secretary with the clarification they required.	CG/17/12/24	Dec 2017	March 2018		Council of Governors
CG165	Constitution Amendments for Approval Review the Constitution at the Council of Governors if any further amendments were requested.	CG/17/12/24	Dec 2017	March 2018		Board of Directors' Secretary / Membership & Governance Manager