

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 2018

Action No	Details	Agenda Item Number	First Raised	Action by	Progress Update & Status	Lead
CG131	<p><b>Working Group Actions arising out of feedback</b> Strategy &amp; Business Planning and Membership and Outreach Working Groups to review the STP material that would be produced in order to help the Trust &amp; Governors to communicate to members.</p> <p><b>September meeting update</b> Material to be produced post October.</p>	CG/17/03/14	March 2017	June 2018		S&BPWG & M&OWG Chairs
CG143	<p><b>CoG Annual Priorities</b></p> <ul style="list-style-type: none"> <li>The objective regarding STP to be discussed at a later meeting when more information regarding STPs was available after October.</li> </ul>	CG/17/06/24	June 2017	June 2018		Council of Governors
CG150	<p><b>Council of Governors Terms of Reference</b> Produce a draft on what the process and dialogue should encompass for the formal procedure of Non-Executive Directors attending the Council of Governors meetings to provide assurance with the help of the Board of Directors' Secretary.</p>	CG/17/12/09	Dec 2017	June 2018		Mike Welton, Public Governor
CG153	<p><b>Council of Governors Terms of Reference</b> Develop a process for the Council of Governors to review their objectives for the March meeting.</p>	CG/17/12/09	Dec 2017	June 2018		Mike Welton, Public Governor / Board of

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						Directors' Secretary
CG160	<p><b>Board Monitoring Group Update Reports</b> 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> <p><b>Update from March Meeting</b> Response will be feedback to the Governors through the Quality Working Group in June.</p>	CG/17/12/19	Dec 2017	March 2018		Membership & Governance Manager
CG161	<p><b>Board Monitoring Group Update Reports</b> 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> <p><b>Update from March Meeting</b> Response will be feedback to the Governors through the Quality Working Group in June.</p>	CG/17/12/19	Dec 2017	March 2018		Membership & Governance Manager
CG163	<p><b>Governors as Observers – Assurance Committee Update</b> Ensure that the Quality Working Group seeks assurance that the Trust is taking learning points from complaints.</p> <p><b>Update from March Meeting</b></p>	CG/17/12/20	Dec 2017	March 2018	Looking at the process and seeking NEDs assurance that there is a process in place. <b>Open</b>	Membership & Governance Manager

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	Response will be feedback to the Governors through the Quality Working Group in June.					
CG166	<b>Council of Governors Terms of Reference</b> Ensure that the 2 years in included in the standing order within section 7.3.	CG/18/03/10	March 2018	June 2018		Board of Directors' Secretary
CG167	<b>Council of Governors Terms of Reference</b> Amend the position of section 7.5 and 7.6 to 7.1 and 7.2.	CG/18/03/10	March 2018	June 2018		Board of Directors' Secretary
CG168	<b>Lead Governor Update</b> Work together to ensure there are consistent messages across the constituency meetings.	CG/18/03/11	March 2018	June 2018		Lead Governor, Chair of the Membership & Outreach Working Group and Membership & Governance Manager
CG169	<b>Public Governor Feedback</b> Ask the Estate and Facilities team to contact the company who provide the transport service with regards to extending the Bus-Stop shelter.	CG/18/03/13	March 2018	June 2018		Chief Executive
CG170	<b>Public Governor Feedback</b> Perform a respond audit on public feedback and ensure that responses are sent in a timely manner.	CG/18/03/13	March 2018	June 2018		Membership & Governance Manager
CG171	<b>Working Group Actions arising out of feedback</b>	CG/18/03/15	March 2018	June 2018		Chair, Quality Working

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	Pick up the concerns raised by staff about the cleanliness of office areas and the toilets for staff.					Group
CG172	<p><b>Quality Working Group Update Report</b> Quality Working Group to receive the following:</p> <ul style="list-style-type: none"> <li>• Update on the new discharge lounge and obtain ongoing reassurance that it is utilised for the correct purpose (not as an overflow in-patient area).</li> <li>• Follow up any recommendations from ECIP and monitor implementation. Also to be appraised of any implications/actions resulting from the external scrutiny of the elective plan.</li> <li>• Monitor the number of patients who repeat fall.</li> <li>• Monitor figures for cancer haematology for an increase.</li> </ul>	CG/18/03/16	March 2018	June 2018	Added to the Quality Working Group work plan. <b>Closed</b>	Membership & Governance Manager
CG173	<p><b>Quality Working Group Update Report</b> Write out to the Quality Working Group to consider and make the final decision for an alternative for 2018/19 Local Indicator.</p>	CG/18/03/16	March 2018	June 2018		Board of Directors' Secretary / Quality Working Group
CG174	<p><b>Governors as Observers – Assurance Committee Update</b> Quality Working Group to receive feedback on the CQC extraordinary visits to ED due to winter pressure.</p>	CG/18/03/20	March 2018	June 2018	Added to the Quality Working Group work plan. <b>Closed</b>	Quality Working Group

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CG175	<b>Governors as Observers – Assurance Committee Update</b> Using the new format report of the Board question how the Board is assuring that they are complying with the new GDPR legislation.	CG/18/03/20	March 2018	June 2018		Amanda Buss, Public Governor
CG176	<b>Ward &amp; Outpatient Accreditation Programme</b> Link the Governors into the NED Ward accreditation programme.	CG/18/03/22	March 2018	June 2018		Membership & Governance Manager
CG177	<b>Items for future work plan</b> All Governors to think about future agenda items.	CG/18/03/23	March 2018	June 2018		All Governors