

Report to:	Council of Governors	Agenda item:	8
Date of Meeting:	7 June 2018		

Title of Report:	Annual NHS Improvement Declaration – Governor Training
Status:	For discussion and approval
Board Sponsor:	Brian Stables, Chairman
Author:	Janet Adeyemi, Membership & Governance Manager
Appendices	Appendix 1 – Summary of Governor Training Opportunities 2017/18

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 2018.

“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 2017/18 is attached at appendix 1.

The Board of Directors will consider the above statement at its meeting on 27th June 2018. 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 2017/18 (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 2018/19 Governor training programme.

3.	Legal / Regulatory Implications
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.	
4.	Risk (Threats or opportunities, link to a risk on the Risk Register, Board Assurance Framework etc.)
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.	
5.	Resources Implications (Financial / staffing)
N/A	
6.	Equality and Diversity
N/A	
7.	References to previous reports
N/A	
8.	Freedom of Information
Public	

Governor Training Opportunities 2017/18

The summary below covers the period 1 April 2017 to 31 March 2018.

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

6th March 2017

- Council of Governor's Seminar – Audit Committee Assurance

8th June 2017

- Council of Governor's Seminar
 - Non - Clinical Governance Committees Assurance
 - Equality & Diversity Training

5th September 2017

- Council of Governor's Seminar
 - BaNES CCG & BaNES Council and Annual plans and how they link to the RUH
 - IT Seminar

5th December 2017

- Council of Governor's Seminar
 - Joint Wiltshire CCG and Council seminar and Annual plans and how they link to the RUH
 - Clinical Governance Committee Assurance Committees

6th March 2018

- Council of Governor's Seminar
 - University
 - Audit Assurance

Governor Away Days

14th December 2017 – Board of Directors and Governors Away Afternoon which included detailed discussions focusing on Wholly Owned Subsidiary, Business Planning and Quality each with an Executive Lead.

26th February 2018 – Governor Away Day

- NHS Providers Governwell Training on The National Context and key drivers (as part of Governor Away Day)
- NHS Providers Governwell Training on how Governors can gain assurance on the performance of their Board (as part of Governor Away Day)
- NHS Providers Governwell Training on the role of Governor in the wider health system with examples of best practice as part of Governor Away Day)
- Governors were asked about their strengths and interests to see how they can strengthen their relationships with stakeholders
- Governors were asked about how they could measure/improve their effectiveness
- Governors were asked about how they currently gain assurance and how they can further improve their assurance

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

17th January 2018

- Gatenby Sanderson provided 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

6th June 2017

- STP update
- Report to Governors on the Quality Report for 2016/17

- Governor Elections 2017
- Human Resources Business Plan 2016-17
- Finance Awareness Update
- CoG Annual Priorities

5th September 2017

- STP update
- The Annual Audit Letter
- Process for Governors to sit on working groups
- Commercial Update
- CCG's to present on how they are addressing DTOCs

5th December 2017

- STP update
- 2017 Election Results
- Annual Register of Governors Interests
- Council of Governors Terms of Reference
- Operational Delivery
- Estates
- Constitution amendments for approval
- Governors Assurance Committee

6th March 2018

- STP update
- Report from Joint Board of Directors and Council of Governors Strategic Planning Away Day
- CoG Annual Review
- NHS Providers- Governor Advisory Council- Election
- Council of Governors Terms of Reference
- Lead Governor Update Report
- Ward & Outpatient Accreditation Programme

Working Group – Briefings on Key Topics

Strategy	
On-going	<ul style="list-style-type: none"> • Corporate Projects • Strategic Planning & Business Plan Update
4 th May 2017	<ul style="list-style-type: none"> • Urgent Care Centre Tender Assurance • Maternity Engagement Assurance • 2016/17 Trust Priorities Quarterly Update Q4
31 st July 2017	<ul style="list-style-type: none"> • 2017/18 Trust Priorities Q1 Update • Virgin Care Update
30 th Oct 2017	<ul style="list-style-type: none"> • How efficiently is the Trust engaging with STP? • 2017/18 Trust Priorities Q2 Update • Maternity Engagement Update
1 st February 2018	<ul style="list-style-type: none"> • Wholly Owned Subsidiary Assurance • 2017/18 Trust Priorities Q3 Update

Quality	
On-going	<ul style="list-style-type: none"> • Quality Accounts Priorities Themes Update • CQC Update
6 th April 2017	<ul style="list-style-type: none"> • Quality Accounts Priorities for 2016/17- update on QA priority 1- Discharge • Question from Governors relating to the monthly Public Board of Directors Quality Report & Performance Scorecard • Governor Dashboard
5 th July 2017	<ul style="list-style-type: none"> • Quality Accounts Priorities for 2016-17 update on QA priority 2- Frailty • Question from Governors relating to the monthly Public Board of Directors Quality Report & Performance Scorecard
5 th October 2017	<ul style="list-style-type: none"> • Quality Accounts Priorities for 2016-17 Update on QA priority 3- Jaundice Management • Question from Governors relating to the monthly Public Board of Directors Quality Report & Performance Scorecard • Working Group Questions for NEDs
10 th January 2018	<ul style="list-style-type: none"> • Question from Governors relating to the monthly Public Board of Directors Quality Report & Performance Scorecard • Working Group Questions for NEDs

Membership	
On-going	<ul style="list-style-type: none"> • 2016/17 Membership & Engagement Strategy – Update on progress • Membership & Engagement Strategy Objectives Update • Quarterly Membership Analysis • Staff Governor Engagement

15 th May 2017	<ul style="list-style-type: none"> • Staff Survey results • Update on Membership Video • Annual Members Meeting Plan
16 th August 2017	<ul style="list-style-type: none"> • M&OWG to discuss the proposal of selecting one topic to be the focus for public engagement for the year at constituency meetings. • Election update • Annual Members Meeting Plan • How to communicate the Strategic Plan to the wider organisation • Student Video
13 th November 2017	<ul style="list-style-type: none"> • Plan for Joint Governor and Board of Directors Away Day 2017 • Annual Members Meeting Feedback • Review Governor Survey Results
12 th February 2018	<ul style="list-style-type: none"> • Review draft 2018/19 Membership & Engagement Strategy • Appointment of a new Chair • Review Final Student Videos

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