

Council of Governors

Date:

7th June 2018

Agenda item:

25

Title:

Future Work Plan

Items:

- Enclosed Work Plan

Council of Governors - Proposed Workplan

	6th March 2018	7th June 2018	5th September 2018	5th December 2018	March 2019
	09:30 - 14:00	14:00 - 18:00	09:30 - 14:00	14:00 - 18:00	TBC
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		Business plan (Governor endorsement - do as part of S&BP paper)
Council of Governors - Governance					
Elect Lead Governor			Process to elect Lead Governor (every 2 years)	Notify nominations for Lead Governor (every 2 years)	Announce Lead Governor (every 2 years)
Annual Declarations of Interest				✓	
Terms of Reference (every 2 years or as required)				✓	
Election results		As required			
Council of Governor working groups – Membership allocation			Process for Governors to sit on W/Gs		
Appointment of External Auditors		As required			
External Audit		Report to Governors on the Quality Report 2017/18	To present annual audit letter		
Report from Joint Board of Directors and Council of Governors Strategic Planning Away Day	✓				✓
Annual NHS Improvement Declaration – Annual Governor Training		✓			
CoG Annual Review	Report following Away day & 1:1s				Report following Away day & 1:1s
Member Feedback					
Staff Feedback	✓	✓	✓	✓	✓
Public Governor Feedback	✓	✓	✓	✓	✓
Stakeholder Governor Feedback	✓	✓	✓	✓	✓
Working Group actions arising from the feedback	✓	✓	✓	✓	✓
2018/19 Trust Priorities (Executives & NEDS)					
Topics may change in 2018	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	As required
Working Group Actions arising out of update reports		✓	✓	✓	✓
Annual membership of working groups				✓	
Governor Areas of Interest					
Item 1	To be agreed	Research and Development	Maternity Engagement Update	To be agreed	To be agreed
Item 2	To be agreed		GDPR Update	To be agreed	To be agreed
Closing Business					
Meeting Review	✓	✓	✓	✓	✓
Future Workplan	✓	✓	✓	✓	✓
Seminars					
Topics TBC following each meeting	University seminar		Joint BaNES CCG and Council seminar	Joint Wiltshire CCG and Council seminar	University seminar
	NED Seminar - Audit Assurance	NED Seminar - assurance committees (NCGC - Nigel & Joanna)	To be agreed	NED Seminar - assurance committees (CGC - Jane & Jeremy)	NED Seminar - Audit Assurance