

Action list of the Council of Governors of the Royal United Hospitals Bath NHS Foundation Trust
following the meeting held on 5th September 2018

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>September meeting update Material to be produced post October.</p>	CG/17/03/14	March 2017	Dec 2018	Update to be provided at item 6 on the agenda. Open	S&BPWG & M&OWG Chairs
CG143	<p>CoG Annual Priorities The objective regarding STP to be discussed at a later meeting when more information regarding STPs was available after October.</p>	CG/17/06/24	June 2017	Dec 2018	Update to be provided at item 6 on the agenda. Open	Council of Governors
CG179	<p>Public Governor Feedback Find out how the volunteers are managed and the process for security and checks as Amanda Buss, Public Governor stated that she was told that the volunteers were managed through different channels.</p>	CG/18/06/11	June 2018	Sept 2018	All our volunteers have the required security checks in line with the volunteers policy. Most of our volunteers recruited and managed through the Friends of the RUH however as you have identified we do have other groups of volunteers who are managed separately. These volunteers are recruited and	Lead for Patient and Carer Experience Commercial Director

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					<p>managed in partnership with other organisations such as the Alzheimer’s Society (friendly faces project); Dorothy House (compassionate companions); Macmillan cancer volunteers. We have honorary contracts in place for these volunteers. The other group of volunteers are the hospital radio volunteers and I meet regularly with their Chair to ensure that they adhere to the Trust’s Volunteer Policy.</p> <p>We are in the process of formalising the oversight of volunteers by the development of Service Level Agreements. Closed</p>	
CG181	<p>Governors as Observers – Assurance Committee Update Seek further Board assurance on MRI, equipment failure; whether there is a logging system for equipment and is it reviewed in a timely fashion.</p>	CG/18/06/18	June 2018	Dec 2018	Response circulated to members of the Quality Working Group via email on 20.11.18. Closed	Membership & Governance Manager
CG182	<p>Governors as Observers – Assurance Committee Update</p>	CG/18/06/18	June 2018	Dec 2018	Response circulated to members of the Quality	Membership & Governance

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	Seek assurance from the Board in relation to the Lung Cancer services and the ambition to build new Cancer Centre.				Working Group via email on 20.11.18. Closed	Manager
CG188	Chief Executive's Update Report Find out how the recruitment of nursing apprentices is progressing in the Trust and provide an update at the December meeting.	CG/18/09/05	Sept 2018	Dec 2018	See appendix 1 overleaf. Closed	Membership & Governance Manager
CG189	Council of Governor working groups- Membership allocation Include Anne Martin, Public Governor as a member of the Strategy and Business Planning Working Group.	CG/18/09/08	Sept 2018	Dec 2018	Action complete. Closed	Membership & Governance Manager
CG190	Staff Governor Feedback Seek responses to the following feedback: <ul style="list-style-type: none"> How well supported is the use of the free mini bus for staff from the Bath racecourse and are staff using the services during the difficult parking period. Do all wards and departments have water dispensers. 	CG/18/09/10	Sept 2018	Dec 2018	<ul style="list-style-type: none"> The mini bus we have been running from the Bath Racecourse is used by around 50-60 different members of staff a week. In any one day, usually around 20-30 members of staff use the service. This does fluctuate – Fridays tend to be quite quiet. Closed No response received. Open 	Membership & Governance Manager

Appendix 1

Recruitment of nursing apprentices – November 2018

The Nursing Workforce team has been working alongside the Learning and Development team to create and develop a Nursing pathway utilising apprenticeships.

We are now able to support apprenticeship development programmes for nursing staff from bands 2 – 5. The diagram below illustrates the pathway.



In addition to the above we have been able to provide apprenticeships to support with leadership and management for bands 5 – 8, we are currently engaged with Health Education England to ensure we will be in a position to support Registered Nurses with the Advanced Clinical practice masters apprenticeships as soon as they have a regional training provider network established. Currently we have nursing workforce staff undertaking the following:

Role	Numbers	Apprenticeship
Healthcare Support Workers	30	Apprenticeship at bands 2 & 3
Trainee Nursing Associates	16	Apprenticeship (plus 12 on HEE pilot due to qualify in April 2019, non-apprenticeship). Plus a further 4 on an apprentice route due to start 30 th November 2018
Trainee Assistant Practitioners	8	
Sponsorship Routes on Registered Nursing Degree programmes (non-apprenticeship)	4 will complete in February 2019 and 1 in February 2020	
Critical Care team bands 5-7,	9	Apprenticeship in leadership and management alongside their critical care specialist module/s
Senior Nursing Team band 8	1 (with a potential for 2 more to join).	Masters apprenticeship commencing – early 2019

We are currently exploring how we can best use the Nursing Degree Apprenticeship to support our Nursing Associates to progress to Registered Nursing.