

NORTHUMBERLAND, TYNE AND WEAR NHS FOUNDATION TRUST

BOARD OF DIRECTORS' MEETING

Meeting Date: 24 June 2015

Title and Author of Paper: Annual Plan Review Board Certification –Joint Venture/Academic Health Science Centre and Training of Governors
Lisa Quinn Executive Director Performance and Assurance

Paper for Debate, Decision or Information: Decision

Key Points to Note:

- As a part of the Annual Plan Review NHS foundation trusts are required to submit a Certificate by the 30th June relating to a) governance arrangements being in place in respect of any Joint Venture/Academic Health Science Centre arrangements and b) the training of Governors during 2014/15.
- This Trust has no Joint Venture/Academic Health Science Centre arrangements in place.
- This paper therefore provides evidence to support the Board of Directors completion of the Certificate relating to the training of Governors during 2014/15.

Outcome required:

Submission of the Board Certificate to Monitor relating to a) governance arrangements being in place in respect of any Joint Venture/Academic Health Science Centre arrangements and b) the training of Governors during 2014/15..

**Annual Plan Review
Board Certification
Joint Venture/Academic Health Science Centre and the
Training of Governors 2014/15**

1. Background

Under their governance condition, NHS foundation trusts are required to submit a Certificate by the 30th June relating to a) governance arrangements being in place in respect of any Joint Venture/Academic Health Science Centre arrangements and b) the training of Governors during 2014/15.

This Trust has no Joint Venture/Academic Health Science Centre arrangements in place.

This paper therefore provides evidence to support the Board of Directors completion of the Certificate relating to the training of Governors during 2014/15.

2. The Training of Governors 2014/15

The Certificate requires the Board to confirm that it is satisfied that during the financial year most recently ended (2014/15) the Trust has provided the necessary training to its Governors, as required in section 151(5) of the Health and Social Care Act, to ensure they are equipped with the skills and knowledge they need to undertake their role.

In completing the Certificate the Board is required to have regard to the views of the Governors.

3. The supporting evidence

The following evidence is provided to support the Board of Directors completion of the Certificate:

The Trust's Council of Governors includes both elected and appointed governors. The Trust values their role and is committed to ensuring they are equipped with the skills and knowledge they need to undertake their role through the provision of appropriate training and development.

This includes:

- An induction programme for newly appointed Governors;
- Individual meetings with the Chair, on appointment to identify their areas of particular interest and existing skills, and on-going one to one meetings with the Chair;

- The provision of a Governor Resource Pack, including (i) general and Trust information, e.g. the Trust Constitution, Monitor's Code of Governance, etc, (ii) Council of Governors information, e.g. Monitor's reference guide on governors' statutory duties, Council of Governors' committees' and groups' terms of reference, HFMA's guide for governors to understand NHS FT Accounts, etc, and (iii) Board of Directors' information, e.g. Board terms of reference, Trust governance arrangements, etc. The Pack is issued to governors on induction and involves an overview of the contents;
- Council of Governors' engagement sessions on specific / pertinent issues, e.g. Membership, Staff Survey, Communications Survey, Self-assessment of Effectiveness, Focusing on recovery, NTW and Northumbria Police Joint Working - Mental Health, Role of the Pharmacy Team and Developments in Pharmacy, Transformation, Quality Accounts, etc.
- Joint meetings of the Council of Governors and Board of Directors including specific / pertinent mutual issues, e.g. Equality and Diversity;
- Presentations and facilitated discussions at the Council of Governor Meetings on specific subjects, for example the Trust's Annual Plan and 5 Year Strategic Plan, Quality Account, Community Mental Health Survey, Staff survey follow up, Monitor's governance review, etc.
- Involvement in Council of Governors' Committees and Working Groups enabling them to gain specific skills and knowledge, these include the Nominations Committee, Quality Scrutiny Group, Annual Plan Working Group, Membership and Communications Group, Constitution Group and the Staff Engagement Group.
- Audit Committee attendance by a governor observer linking in to the Quality Scrutiny Group. This has led to governor representation at the other Board committees to be implemented in 2015/16.
- Attendance at key Trust Events, e.g. "Valuing Excellence" staff awards, Annual Members Meeting
- Visits to wards and departments, enabling them to get acquainted with the Trust's services and staff, building up their knowledge base;
- Providing management briefings outwith Council of Governors meetings, e.g. high profile court cases;
- Providing external guidance, e.g. Monitor, CQC, etc.

The Council of Governors meetings for 2014/15 were as follows:

- 20th May 2014;
- 11th September 2014;
- 18th November 2014;
- 10th March 2015.

A joint meeting of the Council of Governors and Board of Directors was held on the 9th December 2014.

The Council of Governor' Engagement Sessions for 2014/15 were as follows:

- 17th April 2014;
- 11th June 2014;
- 28th October 2014;
- 13th January 2015;
- 10th February 2015.

A Council of Governors' self-assessment questionnaire was discussed at the Council of Governors Engagement Session on the 17th April 2014. The questionnaire included "do you feel equipped with the skills and knowledge to be able to discharge your duties appropriately?" During discussion, specific subject areas were not highlighted but there was general agreement that external presenters could be brought to the Trust to present on topical subjects to enhance their skills and knowledge rather than Governors having to travel, with this also being more cost effective. This approach was subsequently implemented.

This led to:

- GovernWell training on "governor's core skills" on 28 July 2014;
- GovernWell training on "member engagement" on 29 July 2014;
- Capsticks training on the "Role of the Governor" on 13 January 2014;
- Capsticks training on the "Role of the Non-Executive Director" on 10 March 2015.

The Council of Governors Steering Group was set up in June 2014 made up of Chairs of Committees and other Groups established by and reporting to the Council of Governors and chaired by the Trust Chair. Part of their remit is to advise the Chair on matters for inclusion in agendas of formal Council of Governors' meetings and/or topics for discussion at Council of Governor Engagement Sessions. The Group considered training at its February 2015 meeting with action confirmed in April 2015. It was agreed that training needed to be further strengthened and that a short survey would be issued in May / June 2016 asking Governors about their individual training needs, which would also be considered in 1:1 meetings with the Chairman throughout the year.

4. The views of the Governors

The above evidence was presented to the Council of Governors at its meeting on the 16th June 2015 and the Council of Governors accepted the evidence provided.

5. Recommendation

It is recommended the Board of Directors confirm that they are satisfied that during the financial year most recently ended (2014/15) the Trust has provided the necessary training to its Governors, as required in section 151(5) of the Health and Social Care Act, to ensure they are equipped with the skills and knowledge they need to undertake their role.

In confirming the above the Board of Directors have had regard to the views of the Governors.

Lisa Quinn

**Executive Director Performance and Assurance
June 2015**