

Council of Governors

Item 12.4

**council
paper**

Subject: Closure of the Governance Task and Finish Group
Date of Meeting: Wednesday 13th January 2016
Prepared by: Gill Donnelly, Membership & Communications Officer
Presented by: Neil Large, Chairman

1. Introduction

A time limited task and finish group was established by the Council of Governors in November 2015. Membership of the group incorporated four Public Governors to ensure representation across all four areas (Merseyside, Cheshire, North Wales and Rest of England and Wales), 1 Staff Governor and 1 Nominated Governor. The meeting was chaired by Neil Large, Chairman and supported by Lucy Lavan, Associate Director of Corporate Affairs and Gill Donnelly, Membership and Communications Officer.

The Group was initially tasked with reviewing the current composition of the Council of Governors, considering the existing infrastructure of the council of governors (including working groups and interest groups) and reviewing the information provided for governors to assist them in holding to account including performance reports.

Following the joint Council of Governors and Board of Directors Development Day, the Council of Governors concluded the Governance task and finish group would also consider the Council of Governor objectives for 2016.

The task group met twice and has confirmed achievement of its remit; recommending to the Council of Governors that the group will now stand down until such a time as it may be necessary to re-convene to look at new governance issues.

Regular updates has been provided from the group at Council of Governors meetings and Chairman's Lunch meetings. A closing hot topics report summarising matters discussed at the final meeting held on 13th January 2015, is set out below.

2. Hot Topics – Closing Meeting of Governance Task & Finish Group – 13th January 2016

Hot Topics
<p>1. Finalising CoG Objectives 2016</p> <p>Lucy Lavan presented the objectives paper which proposed four key Governor objectives as Holding to Account including contributing to well led review, Representing Members and Public, Strategic Options Appraisal and CQC Inspection.</p> <p>Governors supported these objectives, the first two of which had been discussed at the Joint CoG and BoD Development Day on 18th November 2015. Governor input to the Strategic Options Appraisal and CQC Inspection objectives are considered crucial at this present time and therefore considered appropriate for these to be incorporated. A paper has been drafted and brought to the Council of Governors meeting on 1st March 2016 detailing these recommended objectives and related actions.</p>
<p>2. Governor Skills Audit</p> <p>Gill Donnelly confirmed the majority of Governors had responded to the skills audit (21 out of 23). Where possible the skills audit was taken into account when allocating Governors to specific interest groups and sub committees.</p> <p>The existing infrastructure of the CoG was noted and it was highlighted that within the Membership and Communications Sub Committee that 5 out of the 8 existing members' final term were due to come to a close in 2017 or 2018. Similarly 4 out of 6 members of the Quality Sub Committee terms are due to end in 2018. It was therefore considered important to try and attract newly elected Governors to attend these sub committees to help with succession planning. Gill Donnelly would contact newly elected public governors and invite them to join these sub committees, along with governors who have expressed an interest in joining the groups.</p> <p>The proposed allocation of interest groups was discussed and Lucy Lavan highlighted the identified Staff Governor Facilitator role for Interest Groups and also the Public Governor Champion role. Please see appendix 12.4a for proposed membership of interest groups commencing June 2016. The Staff Facilitator role description was discussed (appendix 12.4b) and agreed on the basis that Gill Donnelly could help link the executive leads together with Staff Facilitators. It was noted that interest groups are a valuable way of governors getting assurance outside of the formal meeting. In particular Governors felt the facilitator role was an opportunity for governors to push actions forward and have opportunity to discuss any concerns they have.</p>
<p>3. Arrangements for Members Health Day and Open Day 2015</p> <p>Gill Donnelly explained that refurbishment works is currently being undertaken in Outpatients as part of the re-design project with a view to this work being complete June/July 2016. The health day and open day would be an ideal opportunity to showcase this new facility and it was therefore recommended that this event be postponed to 10th September 2016. Gill Donnelly will bring this proposed date to the Membership and Communications Sub Committee as part of the proposed calendar of events.</p>

4. Performance Reporting

Governors considered the revised performance report which provides an overview of performance against all strategic objectives as well as against performance indicators (dashboard). Governors agreed this was a marked improvement and much clearer in its presentation however, requested this be kept as an open document which be continually improved as time goes on. Governors also noted the importance of always receiving a separate and more detailed finance report in addition to the performance report. Lucy Lavan confirmed that this would be actioned at future CoG meetings.

Governors also commented that the report should use the same terminology as the performance dashboard to avoid confusion to Governors e.g. Sepsis/Blood Culture taken with 24hrs preceding first antibiotic given. This would be raised with Tony Grayson, who prepares the reports.

5. Governor Walkabouts

Gill Donnelly explained she had developed the proposed schedule for 2016 walkabouts by looking at previous schedules for 2014/15 and identifying any gaps although this is always open to governor suggestions. .

6. Composition of the Council of Governors

Lucy Lavan informed governors that as agreed at the last task and finish group Knowsley Council had been contacted to gauge their interest in having a seat on the Council of Governors. Knowsley Council have responded and would like to be represented on the CoG. The task and finish group confirmed they were happy with this outcome and would like to take forward a recommendation to amend the constitution as agreed at the last task and finish group and as discussed at the December Council of Governors. This would also include a recommendation to introduce an additional Staff Governor – Registered and Non Registered Nurses seat and removal of the two vacant Appointed Governor seats. A paper to amend the constitution will be taken to the Board of Directors and Council of Governors for approval.

7. Well Led Governance Reviews

Lucy Lavan presented the paper on the Well Led Governance Review and discussed the alternative proposal to the 'well led review' provided by MIAA which was considered to be sufficient if a positive CQC inspection in terms of 'well led' is received and if agreement by Monitor is received. It was noted that it is key for Governors to be engaged in the 'well led' review. Governors received the paper and it was agreed this would be brought to the Board of Directors and Council of Governors for consideration.

3. Recommendation

The Council of Governors is asked to note the work of the Governance Task and Finish group since its commencement and approve the cessation of the group, on the proviso that the group can be re-formed if / when new Governors are tasked with new governance issues to consider.

12.4a

Council of Governor Interest Group Membership January 2016

Finance and Performance

Exec Lead – David Jago, Chief Finance Officer/Deputy CEO or Tony Wilding, Chief Operating Officer

Facilitator – Sharon Hindley

Mike Brereton –Governor Champion

Brian Roberts

Vera Hornby

Allan Pemberton

Denis Bennett

Ian Painter

Quality

Exec Lead – Sue Pemberton, Director of Nursing & Quality or Dr Raph Perry, Medical Director

Facilitator – Doreen Russell

Michelle Laing – Governor Champion

Mike Desmond

Roy Griffiths

Tony Roberts

Trevor Wooding

Ken Blasbery

Roy Stott

Patient and Family Experience

Lead – Jo Shaw, Lead Nurse – PFCC and Safeguarding or Divisional Head of Nursing

Facilitator – Lynn Trayer Dowell

Paula Pattullo – Governor Champion

Judy Wright

Alex Thompson

Arthur Newby

Neville Rumsby

Glenda Corkish

Ruth Hirschfield

12.4b

**Interest Group Governor Facilitator
Role Description**

- To facilitate discussion at Interest Groups ensuring all members who wish to speak have the opportunity to do so.
- Collate questions or requested topics from members of the interest groups (suggest email prompt two to three weeks prior to the meeting). Questions and topics should be shared with the relevant Executive Director/Senior Manager at least one week prior so they can ensure correct information available for the meeting.
- To keep a note of any actions which require re-visiting at the next interest group and report any issues to the Council of Governors.