

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

COUNCIL OF GOVERNORS

AWAY DAY 10th JUNE 2011 – ACTION PLAN

1. BACKGROUND

Governors will recall the briefing at the September 2011 meeting on the draft action plan arising from the away day in June 2011. Endorsement was sought to set up and run a meeting for “Governors together” in October 2011, date and venue to be advised, with the four Governor Working Group Chairs acting as joint Chair.

This was approved and hence the inaugural meeting took place on 27th October 2011. The notes of the meeting and schedule of attenders are attached, for information, as Annex A.

The draft action plan was considered and some additions made to it – see Annex B attached.

2. NEXT STEPS

It is now proposed that the respective Working Groups take oversight of the actions in their own domains. In addition, three “Governors together” meetings will be scheduled for 2012 at four-monthly intervals, commencing on 16th February. A draft protocol for the conduct of these meetings is attached as Annex C.

3. RECOMMENDATION

To i) receive the briefing ii) endorse the revised action plan iii) note the intention to continue with the “Governors together” meetings and iv) consider and, if appropriate, endorse the protocol for the conduct of those meetings.

Steven Reed
Trust Secretary
on behalf of the Working Group Chairs
10th November 2011

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

GOVERNORS TOGETHER

NOTES OF THE INAUGURAL MEETING HELD ON 27th OCTOBER 2011

Present: see attached schedule

1. INTRODUCTION

- Mrs Donnelly described how the idea of a Governors-only meeting had developed at the away day on 10th June 2011.
- Ms Harvey took the meeting through the proposed protocols for the Governors Together sessions and a number of amendments were agreed.
- Agreed that Governors Together meetings would be open to all governors
- Agreed that quorum would be 10 governors

2. NEXT STEPS – AWAY DAY RECOMMENDATIONS

- The away day action plan was considered and the contents were agreed, with the following additions.
 - i) Council of Governors
 - Trust Constitution – Third Sector involvement: add “needs a Non-Executive Director engaged in this”
 - ii) Working Groups
 - Frequency of meetings to be considered.
 - Newly elected governors to be encouraged to join a Working Group
 - Clerical/secretarial support for meetings required
 - iii) Individual Governors
 - Engagement with Members: add “eNetworking and use of social media”
 - Awareness raising (amongst staff - role of all governors): add “set up an ‘educational’ page on intranet/web notice board and also use weekly staff bulletin for further publicity”

iv)

Staff Governors

- Staff Governor advocate to be established

3. ACTIONS AGREED

- Governors Together protocol to be amended as agreed at the meeting (Ms Sandy Harvey)
- Governors Together meetings to be held every four months; suggested next meeting be held on the third Thursday in February from 4-00pm to 6-00pm; one meeting each year will in effect replace the Governors' away day
- Working Groups to consider whether they need to meet every month
- Mr Paul Taylor to join the Business Development Working Group
- Ms Elaine Coghill to be the Staff Governor advocate
- Governors could form their own alignments to individual Directorates but no formal arrangements will be made (all to note)
- Question to be put to the Finance Director concerning whether the Newcastle Hospitals NHS Charity might fund items such as a Membership recruitment display stand (Working Group Chairs)
- Working Group Chairs to raise the issue of clerical/secretarial support for the Governors Together and Working Groups meetings with the Trust Chairman

4. NEXT MEETING

Proposed for 4-00pm – 6-00pm on Thursday, 16th February 2012.

“GOVERNORS TOGETHER”

ATTENDANCE, 27TH OCTOBER 2011

2	Mr Peter Atkinson	Yes
3	Mr John Bedlington	Yes
S	Ms Elaine Coghill	Yes
1	Ms Yvonne Cookson	No
S	Mrs Bernadette Crittenden	No
1	Mrs Jane Donnelly	Yes (co-Chair)
2	Mrs Grace Haigh	Apologies
2	Mrs Mary Ann Hargreave	Apologies
2	Mr Maurice Harvey	Apologies
1	Ms Sandy Harvey	Yes (co-Chair)
2	Ms Vivienne Hayden	Yes
S	Dr Malcolm Holliday	Yes
S	Miss Eleanor Houlston	Apologies
3	Dr Alan Johnson	Apologies
1	Miss Gwyneth Jones	Apologies
1	Ms Roushy Soto-Levy	Apologies
1	Mr Birindwa Lunja	Apologies
3	Dr Lakkur Murthy	Yes
S	Mr Ray Nuttall	Yes
1	Professor Jean Potts	Yes (co-Chair)
1	Dr Ashish Rajkumar	No
2	Mr Peter Ramsden	No
S	Mr Wayne Reed	Apologies
3	Revd Dr Michael Saunders	Apologies
1	Mr Paul Taylor	Yes
2	Mr Christopher Venables	Yes
A	Mr Raymond Venus	Yes
S	Mr Andrew Welch	No
	Total:	13

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GOVERNORS' AWAY DAY 10th JUNE 2011 – NEXT STEPS (UPDATED 27th OCTOBER 2011)

Draft recommendations - actions, responsibility and timing

Timing key – NOW – immediately

MID TERM – within 6 months or after appropriate legislation

LONGER TERM – after one year or after appropriate legislation

A. Council of Governors

Issue	What needs to be done, by whom	Timing
Clarifying CoG meetings are business only meetings, focused around role and responsibilities of governors: i) Holding the Board to account ii) Giving views to the Board on key issues iii) Representing Members' issues iv) Holding the Working Groups to account	a) Amend CoG Agenda structure and composition – <i>CoG Chairman, Wkg Grp Chairs, Trust Secretary</i>	Now
Role of the Chair in management of meetings, inc. behaviour/"rules"	a) Clarification of purpose of CoG meetings and appropriate "behaviour", i.e. debating Agenda items, not personal issues – <i>CoG Chairman, Trust Secretary</i>	Now
Meetings: <ul style="list-style-type: none"> • Attendance at CoG by Non-Executives, appointed governors • Better engagement and joint working with Board through ½ day informal meetings (continued)	a) Encouragement of greater attendance at CoG by Non-Executives; and consideration of attendance by appointed governors - <i>CoG Chairman, Trust Secretary</i> b) ½ day meeting with Non-Executives and Executives for "getting to know you and your role better" and encouraging effective working together, inc. issues identified at Away Day - <i>CoG Chairman, Trust Secretary</i>	Now Before end December

Issue	What needs to be done, <i>by whom</i>	Timing
<ul style="list-style-type: none"> • Governor attendance at Board meetings • “Governors Together” meetings 	<ul style="list-style-type: none"> c) Governor attendance at Board meetings; and d) Amending Trust Constitution accordingly - <i>CoG Chairman, Board, Trust Secretary</i> e) “Governors Together” meetings in alternate months to CoG, to discuss operational issues arising from governor visits, quality studies, member events etc. for i) CoG business, ii) referral to Board, iii) Wkg Grp liaison – <i>Wkg Grp Chairs</i> 	<p>Mid-term</p> <p>27th October</p>
<p>Trust Constitution:</p> <ul style="list-style-type: none"> • Health and Social Care Bill amendments: <ul style="list-style-type: none"> - CoG Membership – role and position of appointed governors; - Governor attendance at Board meetings • Emphasis on governors’ ambassadorial role, seeing through patients’ eyes, member representation • Third Sector involvement 	<ul style="list-style-type: none"> a) Amendments to Constitution – <i>Board, Trust Secretary, discussion with Wkg Grp Chairs</i> b) Link to Individual Governors (below) – development programme c) Need a Non-Executive Director to engage with the Third Sector involvement 	<p>Mid-term</p> <p>Long-term</p> <p>Mid-term</p>

B. Working Groups

Issue	What needs to be done, <i>by whom</i>	Timing
<p>Group objectives:</p> <ul style="list-style-type: none"> • In line with good practice and as agreed originally, review of objectives of each Working Group 	<ul style="list-style-type: none"> a) Progress against objectives, constraints and opportunities for achievement b) Contribution to functioning of whole CoG c) Any consequent need to amend objectives or the path to their achievement – <i>by each Wkg Grp, then open discussion in a “Governors Together” meeting</i> 	<p>Now</p>
<p>Membership of Working Groups:</p> <ul style="list-style-type: none"> • Consideration of skill/role mix; • Effective core numbers in Working Groups; • Group liaison 	<ul style="list-style-type: none"> a) Governors’ skills audit and subsequent “steer” towards an appropriate Wkg Grp – <i>Trust Secretary</i> b) Formal communication of Wkg Grp objectives and achievements, to encourage some revision of Wkg Grp membership – <i>Trust Secretary</i> c) Group liaison through “Governors Together” meetings – <i>Wkg Grp Chairs</i> d) Revision of Wkg Grp Terms of Reference – <i>Wkg Grp Chairs with Trust Secretary</i> 	<p>Long-term</p> <p>Now</p> <p>Each meeting</p> <p>As basis for above and then finalised</p>
<p>Administration:</p> <ul style="list-style-type: none"> • Support for all governor activities – Education and Training; development; “care” 	<ul style="list-style-type: none"> a) Secretarial services for e.g. production of papers, Wkg Grp minutes, communications – <i>Trust Secretary/Corporate Services</i> b) Training – at i) induction, ii) post skills audit, iii) in response to offerings - <i>Trust Secretary/Corporate Service</i> 	<p>Now</p> <p>Now</p>

C.

Individual Governors

Issue	What needs to be done, <i>by whom</i>	Timing
<p>Recruitment and Induction: establishing a process to</p> <ul style="list-style-type: none"> • Inform potential governors of the role and responsibilities • Result in the recruitment and selection of committed governors • Educate new governors in the essential aspects of the organisation 	<ul style="list-style-type: none"> a) Brief potential governors through pre-election workshops and clear definition of the roles and responsibilities – <i>through Trust Secretary</i> b) Induction programme covering all aspects of the organisation, from wider NHS to FTs and Trust - <i>through Trust Secretary, with appropriately skilled governors</i> 	<p>Prior to each election</p> <p>After each election</p>
<p>Engagement with Members:</p> <ul style="list-style-type: none"> • Establishing regular, stimulating methods of engagement • Ensuring two-way communication • Learning from other FTs • Involving patients and the Third Sector 	<ul style="list-style-type: none"> a) Membership Wkg Grp, inc. Members' Events b) Governor participation c) Trust application - <i>All through Membership Wkg Grp members and other governors, supported by CoG Chair and Trust Secretary</i> d) eNetworking and use of electronic media 	<p>Now and ongoing</p>
<p>Staff Awareness: Trust staff should be aware of</p> <ul style="list-style-type: none"> • Presence of governors • The role and responsibilities of governors • Benefits of understanding and joint working 	<ul style="list-style-type: none"> a) Induction for new staff members b) Briefings for existing staff, in Directorates c) Closer involvement by governors, with the appropriate authority – <i>through Trust Secretary (supported by appointment of a Staff Governor advocate), workshops in Directorates by appropriately skilled governors, + existing briefings/visits to Directorates, individual visits</i> 	<p>Now and ongoing</p>

Issue	What needs to be done, <i>by whom</i>	Timing
Staff Governors: <ul style="list-style-type: none"> • Clarification of role • Nature of responsibilities 	a) Examination of Trust Constitution b) Consultation with Staff Governors - <i>By Trust Secretary and Staff Governor advocate</i>	Mid-term

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

GOVERNORS TOGETHER MEETINGS – PROTOCOL

Purpose

These meetings shall for governors to have the opportunity for free discussion. It is suggested that the subjects or topics for debate are taken from issues which have become significant matters of discussion at Working Group meetings and which may have scope for wider consideration.

Agenda

This shall cover apologies for absence, governors in attendance, action notes of the previous meeting, Matters Arising, the subjects for discussion (including time for and decisions and actions), Any Other Business and the date of the next meeting. AOB will not include any items previously discussed but may include new items raised by governors, so long as one week's notice is given for their inclusion. As far as possible, meeting papers will be issued via email.

Meeting Propriety

The meetings shall only proceed if i) there are topics for discussion as described above and ii) at least 10 elected governors (Public or Staff) indicate their likely attendance. Appointed governors may attend, so long as there is no conflict of interest with any subject on the Agenda. The Chairs of the meeting shall determine whether such conflict exists and may then either permit the appointed governor in question to attend the meeting but not participate in the debate on the matter for which they are conflicted, or require the appointed governor in question to step out of the meeting for the duration of the debate on the matter for which they are conflicted. In case of any doubt, advice may be sought from the Trust Secretary.

Meeting Status

These shall generally be informal meetings but with a clear structure and determination. Notes shall be taken of each discussion point, with any key decisions, agreed actions, areas of responsibility and timescales recorded. All such matters shall require ratification by the Council of Governors.

Notes

Notes as described above shall be taken and will be issued with the Council of Governors papers and published on the Trust website. [NB the question of who shall take the notes is to be addressed with the Trust Chairman]

Chairing

The meetings shall be Chaired by the four Working Group Chairs as a "panel" but with one as lead, in rotation, or as appropriate, according to the main subjects for discussion.

Duration

The meetings shall last no longer than two hours.

Inappropriate Subjects

Personal issues (including those that are Trust related) or one-off “axes to grind” shall not be raised in these meetings.

Venue/Location

As determined by availability within the Trust and on Trust property.

Frequency

Every fourth month, from 4-00pm to 6-00pm on the third Thursday (commencing on 16th February 2012). [Subsequent dates in 2012 would then be 21st June and 18th October]