

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

COUNCIL OF GOVERNORS

FUTURE DEVELOPMENT OF THE COUNCIL OF GOVERNORS

**Report Purpose:**  
**Decision / Approval**  
**Discussion**  
**Information**

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**Brief description of the item and any significant issues:**

This paper describes progress with implementation of the action plan arising from the Development Group report to the 20<sup>th</sup> March 2008 meeting of the Council of Governors.

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1. INTRODUCTION

At its 20<sup>th</sup> March 2008 meeting, the Council of Governors received a report from the Development Group, setting out a number of proposed actions. The report was endorsed in full by Council and was subsequently received and endorsed by the Board of Directors on 2<sup>nd</sup> April. Progress with the identified actions is set out in the attached schedule.

2. RECOMMENDATION

To receive the report, note progress and comment accordingly.

**Steven Reed**  
**Trust Secretary**  
**8<sup>th</sup> July 2008**

**Action Plan: Progress with Implementation, July 2008**

[CoGDG = Council of Governors Development Group]

<b>Action</b>	<b>Target Date</b>	<b>Lead</b>	<b>Current Status</b>
Nominations Committee:			
- Terms of Reference	End Mar 08	Trust Secretary	Completed
- Nominations and elections to committee	Dec 08 – Feb 09		Brought forward to July 08
Chief Executive appointment:			
- Governor to join Appointments Committee	N/A	Chairman	Not currently applicable
Appointment of a Press & Communications Officer	End May 08	Board / Business Director	Pending agreement of Business Directorate structure
Communications Strategy:	End Jun 08	) Business Director / Trust Secretary ) ) ) ) CoGDG ) )	Under review
- website, inc. "Ask the Governors"; intranet	End Sep 08		In development
- newsletter	Sep 08 / Mar 09		Plan to be devised
- annual open day	Spring 09		Plan to be devised
- annual roadshows	By Summer 09		Plan to be devised
- annual event	Autumn 09		Plan to be devised

<b>Action</b>	<b>Target Date</b>	<b>Lead</b>	<b>Current Status</b>
Public Consultation: [links in with Press & Communications Officer and Communications Strategy]			Not currently applicable
Alignment of Governors with Executive Directors:			
- skills and interests audit of Governors	By end Jun 08	HR Director / Trust Secretary	Responses received: analysis underway
- review of Governor membership of committees	By end May 08	Trust Secretary	Currently underway; was delayed pending outcome of April/May elections
Governors' Visits programme	Already in place		Ongoing
Management of Members Council:			
- change name to Council of Governors	Mar 08	Trust Secretary	Approved and implemented
- Standing Orders	Mar 08		Approved and implemented
- Changes to Agenda and Minutes	Mar 08		Implemented
Reporting to Governors between meetings		Board	Implemented when required
Governor education, training & development:			
- Strategy	Sept 08	HR Director / Trust Secretary	In development
- handbook	End May 08	CoGDG	Completed: in production

Action	Target Date	Lead	Current Status
Performance assessment of Council of Governors: - development of an approach	For implementation in year ending 31 Mar 2010	CoGDG	CoGDG to pursue
Strengthening Trust Secretary function: - additional staff - working space for Governors - library access	End May 08 End Sept 08 Mar 08	Board	Pending Executive Team decision Potential locations identified Available
Council of Governors Development Group (CoGDG) - terms of reference - nominations and elections	Apr 08 Autumn 08	Trust Secretary	Completed To be pursued