

Council of Governors

A short
introduction





Suzanne Foulk

Interim Lead Governor and Staff Governor

I became Interim Lead Governor for Nottinghamshire Healthcare NHS Foundation Trust in June 2015, having previously been Deputy Lead Governor over the past year. In this year of change we have seen the departure of Mike Cooke as Chief Executive and the appointment of Ruth Hawkins as his successor - the Council look forward to working with Ruth and the Board of Directors.

This short report aims to provide members with a better understanding of the Council of Governors, who we are, what our role and function is, what we have achieved to date and our future priorities.

As governors we are keen to promote interest in the Council and its work and hope that this report will encourage interest from our members to become engaged with the Council.

The Council of Governors is made up of people from a diverse array of backgrounds including public, patients, service users, carers, staff and partner organisations.

I hope that after reading this report you will have a better understanding of the important role undertaken by the Council of Governors as a representative body.

I can say from experience that being a governor is a very meaningful role, and I hope people reading this document will be encouraged to vote in the forthcoming elections and for some to seek election as a governor.



Professor Dean Fathers

Trust Chair

The Council of Governors is an integral, important and valued element of the Trust's governance arrangements. It represents the views of the membership and of the wider public served by the Trust and holds the Board of Directors to account providing a 2nd tier of assurance. Since becoming an NHS Foundation Trust in March 2015, the Council has been actively engaged overseeing the activities of the Trust and participating in important decision making through a range of approaches, some of which are outlined in this report.

Our governors have demonstrated they are passionate, committed and hold the same values as the Trust, with patient care, access and quality very much the focus of their attention.

The Council is importantly formed of elected public, patient, service user, carer and staff governors and of appointed partner governors representing a range of organisations and sectors with whom the Trust works in partnership. The knowledge, skills and experience provided by such a broad range of backgrounds really supports the Council in its work, ensuring diverse perspectives and views are taken on board.

Significant progress has been made by the Council since its establishment in shadow form in mid-2014. This progress further escalated since the attainment of Foundation Trust status with the Council now fulfilling its important statutory roles and responsibilities. It will continue to develop and mature and as it does, provide added value, challenge and assurance on behalf of and to the Trust's membership and the wider public.



Dean Fathers, Chair with governors at the Council of Governors, Rampton Hospital, July 2015. For a full list of governors please visit the Trust website at www.nottinghamshirehealthcare.nhs.uk

Who We Are

The Council of Governors has been established since Spring 2014 initially as a 'shadow' Council of Governors supporting the Trust in its ambition to attain NHS Foundation Trust Status. On 1 March 2015 the Trust was delighted to announce its success in achieving such status, the first provider of high secure services to become a Foundation Trust. It was from this date that the Council of Governors formally commenced its statutory duties.

The current composition of the Council comprises:

Public, Service Users' and Carers' Constituency:

Area	No. of Governors
Nottingham City	6
Nottinghamshire County	11
South Yorkshire/rest of East Midlands	2
The rest of England and Wales	2
Total	21

Staff Constituency:

Class	No. of Governors
Medical	1
Nursing	2
Allied Health Professionals	2
Clinical Support Staff	2
Non Clinical Support Staff	1
Total	8

Appointed Governors:

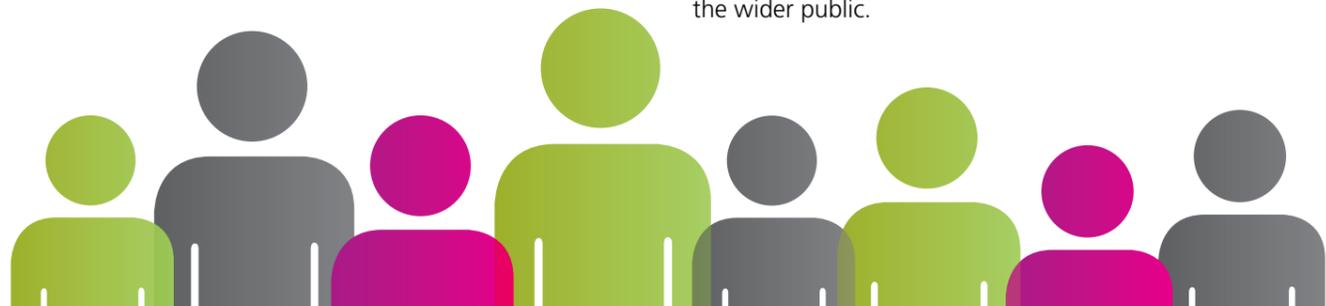
Appointing Partner	No. of Governors
University/Academia sector	1
Local Authority sector	2
Third sector partners	3
Industry/Commerce	1
Criminal Justice System	1
Total	8
Grand Total	37

What We Do

The Council of Governors is tasked to undertake a number of statutory duties as detailed within the Health and Social Care Act 2012. One of the key duties is to represent the interests of the Trust's membership as a whole and that of the wider public. Governors provide that important link between members/public and the Trust to ensure that local people, staff, patients and carers have a strong influence.

Governors play a pivotal role within the governance structure of the Trust by providing 2nd tier assurance in holding the Non-Executive Directors to account for the performance of the Board of Directors. Through its Council meetings and related working groups, governors are able to challenge and scrutinise the performance of the Trust by directing its assurance through the Non-Executive Directors.

The Council of Governors is responsible for fulfilling a range of important additional duties which can be found using this link www.gov.uk/government/publications/nhs-foundation-trust-governors-a-brief-guide-to-your-duties

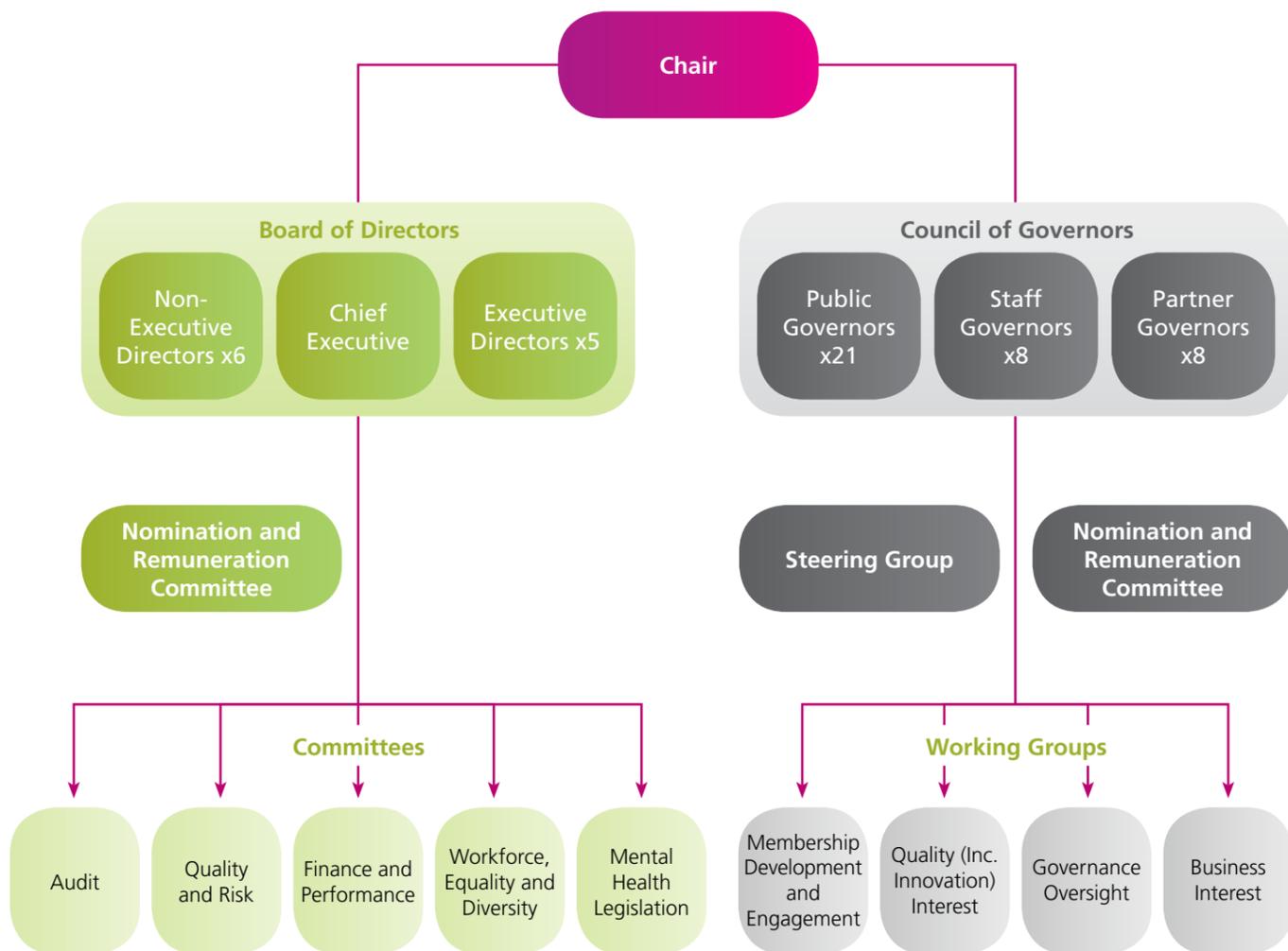




Council meeting at Duncan Macmillan House, 2014



Governance Structure



Important Developments

Since its establishment, the Council of Governors has worked hard to establish its structures to enable it to effectively undertake its role and responsibilities.

Working groups have been established with an overall purpose to gain assurance around specific areas related to the group, providing recommendations and assurance to the full Council of Governors.

Steering Group

The Steering Group serves an important purpose in coordinating Council business, processes and for setting of the Council of Governors agenda for their quarterly meetings. Governors have a key role in determining the structure and content of each meeting.

Nomination and Remuneration Committee

The committee has responsibility for reviewing the terms of service and remuneration of the Chair and the Non-Executive Directors. They are also responsible for the appointment of these post holders, making recommendations to the Council of Governors for approval.

Membership Development and Engagement Group

This group is established to look specifically at Trust membership development and engagement. It plays an important role in stabilising processes to ensure governors are connected to the membership. It also gains assurance around channels the Trust uses to engage and listen to people in relation to influencing services, strategic direction and complaints. The group seeks assurance that the Trust is aligned with its Membership Strategy, ensuring this is implemented throughout the organisation.

Quality (Inc. Innovation) Interest Group

This group is responsible for focussing on quality and innovation, gaining assurance with regard to the quality, accessibility and safety of Trust services. The group reviews Quality Priorities, seeking assurance on how the priorities are being met and measured. This group is closely aligned to the Board of Directors' Quality and Risk Committee which members of the group regularly observe.

Governance Oversight Group

This group concentrates on gaining assurance with regard to the overall governance arrangements of the Trust and that regular and appropriate review of the effectiveness of these arrangements is undertaken. The group is closely aligned to the Board of Directors' Audit Committee which members of the group regularly observe.

Business Interest Group

This group seeks assurance with regard to the business and financial planning processes and arrangements of the Trust (Trustwide and Divisional) and that regular and appropriate review of these processes and arrangements is undertaken. This group is closely aligned to the Board of Directors' Finance and Performance Committee which members of the group regularly observe.

To view the full terms of reference of these groups please visit the Trust website www.nottinghamshirehealthcare.nhs.uk

Assurance Site Visits with Non-Executive Directors

As part of the Non-Executive Directors role, assurance site visits are carried out across the Trust on both an announced and unannounced basis. To further gain assurance, governors are invited to observe Non-Executive Directors on a selection of visits throughout the year at various sites across the Trust. In addition to the role of observing, these visits offer a key opportunity for governors to engage with staff, patients and carers whilst learning more about the services provided by the Trust.

Key Decisions and Actions to Date

It has been a busy year for the Trust and the Council of Governors, which has seen a lot of important change. Listed below are some of the activities / issues the Council of Governors has been involved in:

- The appointment process of the Trust's new Chief Executive
- The appointment process for the Trust's new Medical Director and Director of Finance
- Confirmed re-appointment of the Chair and the Non-Executive Directors following NHS Foundation Trust status
- Confirmed appointments of the Trust's Vice Chair and the Senior Independent Director
- Approval of the appointment of PricewaterhouseCoopers as the Trust's External Auditors for 2015/16
- Appointment of a Lead Governor and Deputy Lead Governor through an internal election process
- Set the remuneration of the Chair and Non-Executive Directors following the achievement of NHS Foundation Trust Status
- The Chair's appraisal process
- Regular Board and related committee meetings to gain assurance
- Received the Trust Annual Report and provided a statement from the Council
- Participated in a range of engagement and consultation events
- Participated in a joint development day with the Board of Directors focussing on Trust strategy
- Participated in a ward visit program

Annual General Meeting and Annual Members' Meeting 2015



Links Between Governors and the Membership

As a Council of Governors it is a statutory duty to represent the interests of the Trust's membership as a whole and of the wider public. In order for Governors to fulfil this role meaningfully it is important that they provide a voice for local people and their communities.

Given the Council of Governors continues to be in its early stages, this aspect of its role developed through the Membership Development and Engagement working group to progress this very important issue. Governors are extremely keen to hear from their constituents and encourage them to get in touch.

Links Between Governors and the Board of Directors

The Board of Directors and the Council of Governors have established a constructive, positive and challenging working relationship. The interface between the Board and the Council is strong and allows challenge and scrutiny to take place. Non-Executive and Executive Directors have been paired to provide support to each of the working groups which enables more open and transparent relationships to form, and individual challenge to take place.

In April 2015 the Board of Directors invited the Council of Governors to join them for an important joint development session. The meeting focussed on the review of the Trusts' strategy and engaged with governors in how this should be developed. Given the success of this event it was agreed that similar sessions take place on a six monthly basis.

Learning and Development

The Trust has a duty to ensure that all governors are equipped and able to undertake their role effectively.

Following the initial election process, a detailed and comprehensive induction programme was provided which focussed on the role of the Council of Governors and governors themselves. In addition, governors have taken various opportunities to engage in external training and network events at locations across the country.

Over the coming year the Trust will develop a comprehensive development programme specific to the needs of governors, the first session taking place later this year around NHS Finance and the Financial Report.

Governors are in close contact with the Membership Office who provide one-to-one support when required.



Annual General Meeting and Annual Members' Meeting 2015

Membership Engagement and Communication

The Council of Governors as previously noted has established a dedicated working group, focussing on membership, involvement and engagement.

As an organisation that is accountable to its members, the Trust is particularly keen to ensure the membership is engaged across the organisation. These are some of the activities that members and governors have been involved with:

- Local Services Business Planning
- Consultation process for Adult Mental Health (AMH) Services and Child and Adolescent Mental Health Services (CAMHS)
- Executive Leadership Council
- Provided comments on the Trust Carers Strategy
- Carers Roadshow events
- Carers, Families and Friends Conference
- Annual General Meeting and Annual Members' Meeting took place in July 2015 with 467 attendees including members, staff and governors
- 15 Steps Challenge for Forensic Services Division
- The Launch of Bassetlaw Live! and The Live Project

The Trust is looking to develop its engagement with young people and has started to establish links with the Nottingham Youth Council in seeking better ways to engage with its younger members.

A Members' e-bulletin (updates and opportunities for member involvement) is sent to online members on a monthly basis and is available on the Trust website.

As well as the e-bulletin emails to all members, targeted emails have been sent advertising involvement opportunities and events as they arise. These are tailored to members where they have identified particular services of interest or by geographical area.

Members are encouraged to use the Trust's Twitter and Facebook pages.

Get in Touch

Become a member

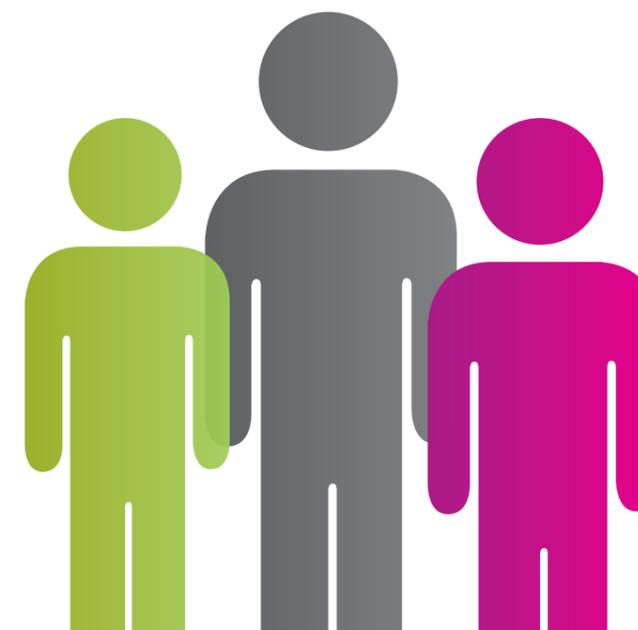
If you would like to become a member, or find out more about Trust membership, please visit www.nottinghamshirehealthcare.nhs.uk

Become a Governor

If you are interested in becoming a governor for Nottinghamshire Healthcare please contact the Membership Office on **0800 012 1623** or by email governor@nottshc.nhs.uk

Contact a Governor

If you would like to contact your local governor please call the Membership Office on **0800 012 1623** or by email governor@nottshc.nhs.uk





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यह दस्तावेज़ अनुरोध किए जाने पर अन्य भाषाओं और प्रारूपों में उपलब्ध है।

ਇਹ ਦਸਤਾਵੇਜ਼ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ ਤੇ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਅਤੇ ਰੂਪਾਂ ਵਿੱਚ ਉਪਲਬਧ ਹੈ।

در صورت درخواست این سند به زبانها و شکلهای مختلف در اختیار شما قرار می گیرد.

یہ دستاویز دیگر زبانوں اور مطلوبہ شکلوں (فارمیٹ) میں بھی دستیاب ہے

هذه الوثيقة متاحة بلغات أخرى وباشكال غير الكتابة المقرّوة وذلك عند الطلب

