

NHS Foundation Trust Self Certification Requirements

1. Background

To maintain the NHS Provider Licence, NHS Foundation Trusts are required by NHS Improvement to self-certify on an annual basis a number of declarations, including the following:

- Training of Governors – the Trust must review whether governors have received enough training and guidance to carry out their roles

The aim of the self-certification is for Trust Boards to carry out assurance that they are in compliance with these requirements and have taken into account the views of governors. There is no set assurance process prescribed by NHS Improvement, however a suggested template has been provided to facilitate Board sign off. This paper provides evidence to support compliance with the requirements of these declarations.

2. Training of Governors 2017/18

The Certificate requires the Board to confirm that “it is satisfied that during the financial year most recently ended (2017/18), 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.

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. The following evidence is provided to support the Board of Directors completion of the Certificate relating to the Training of Governors in 2017/18: This includes:

- An induction programme for all newly appointed Governors;
- Planned meetings with the Chair on appointment to identify their areas of particular interest and existing skills;
- Annually organised meetings for all current Governors to meet with the Chair to discuss any issues or learning. Further one to one meetings with the Chair are available if required;
- The provision of Trust induction and a Governor Induction Pack, including and referencing general and Trust information, e.g. the Trust Constitution, the Code

of Governance and statutory duties Notts Healthcare Council of Governors information e.g. Council of Governors' meetings and Board of Directors' information;

- Presentations and facilitated discussions at the Council of Governor Meetings on specific subjects, for example CQC inspection outcome, Staff Survey follow up, Quality Account & Quality Priorities, Financial Planning, Workforce, internal organisational risk and change and External Audit;
- Involvement in Council of Governors' Committees enabling them to gain specific skills and knowledge, these include the Nominations Committee and Steering Group;
- Monthly development and assurance meetings with Non-Executive Directors and Senior Trust Managers which are organised around specific service areas. These provide learning around each service delivery and understanding of the risks, challenges and celebrations of best practice;
- All Trust Committees encourage Governor representation as observers linking back to the Governors meeting to improve the flow of information and providing assurance.
- Attendance at key Trust Events, e.g. OSCARS, Annual Members Meeting to learn more about the Trust and local STP consultation meetings
- Visits to wards and departments trustwide with Non-Executive Directors, enabling them to get acquainted with the Trust's services and staff, building up their knowledge base and gaining assurance;
- Providing management briefings outside the Council of Governors meetings as required, e.g. media interest;
- Providing external information and guidance, e.g. from the CQC, Foundation Trust Network etc. which is stored on our internal Governor Secure Area of the website

The Council of Governors meetings for 2017/18 were as follows:

- 25 April 2017;
- 6 July 2017;
- 5 October 2017;
- 23 January 2018.

The Council of Governor' Monthly Meetings (except where there is a formal Council of Governors meeting, dates above) for 2017/18 were as follows:

- 15 May 2017;
- 5 June 2017;
- 4 September 2017;
- 2 November 2017;
- 12 December 2017;
- 12 February 2018;
- 15 March 2018

The Steering Group has the opportunity to discuss and agree the Agendas for both formal meetings and Monthly Assurance meetings, and all Governors are encouraged to suggest topics for future development opportunities.

Two Governors attended the external Annual Governor Focus Conference with NHS Providers on 4 May 2017 in London

3. Recommendation

The views of the Council are requested to support the Board to declare compliance, or not, with the above declarations.

Craig Sharples
Trust Secretary