

COUNCIL OF GOVERNORS

Meeting to be held on Friday 28 April 2017 at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU

AGENDA

NO.	AGENDA ITEM	PURPOSE	SPONSOR	PAGE NO.
1.0 Preliminary Business				
1.1	Introduction and apologies	Information	<i>Chairman</i>	Verbal
1.2	Declarations of Interest	Information	<i>Chairman</i>	Verbal
1.3	Minutes of the last meeting	Approval	<i>Chairman</i>	p.3
1.4	Matters arising (Action Log)	Approval	<i>Chairman</i>	p.11
2.0 Holding Non-executive Directors to account				
2.1	Holding to account report	Assurance	<i>Interim Head of Membership & Governance</i>	p. 12
3.0 Non-executive Director appointments (appraisal review)				
3.1	Nominations and Appointments Committee report	Assurance	<i>Chairman</i>	p.14
3.2	Non-executive Director and Chair recruitment	Information	<i>Independent Non-executive Director</i>	p. 16
4.0 Constitutional/forward plans				
4.1	Governor Group reports a) Quality Focus Group b) Governors' Strategy Group c) Constitution Focus Group	Assurance	<i>Governor Group Leads</i>	p. 18
4.2	Governor Elections 2017 a) Statement of Candidates b) Uncontested report	Information	<i>Interim Head of Membership & Governance</i>	p. 24
4.3	Lead governor election	Approval	<i>Interim Head of Membership & Governance</i>	p. 30
5.0 Member/Public interests				
5.1	Membership engagement report	Information	<i>Interim Head of Membership & Governance</i>	p. 32
5.2	Update from Youth Involvement Group appointed governors	Information	<i>Interim Head of Membership & Governance</i>	p. 36

6.0 Appointment of External Auditor				
6.1	Appointment of External Auditor	Approval	<i>Chairman</i>	p. 38
7.0 Training and development				
7.1	Governor training and development report a) Attendance and training matrix	Information	<i>Interim Head of Membership & Governance</i>	p. 40
8.0 Performance Update and Strategic Outlook				
8.1	a) Chief Executive's report	Information	<i>Chief Executive</i>	Verbal
	b) Quarterly Patient Experience and Complaints Reports (March 2017)	Information	<i>Chief Nurse</i>	Attached
8.2	Independent Review of Children's Cardiac Services in Bristol	Assurance	<i>Chief Nurse</i>	Attached
9.0 Items for Information				
9.1	Governors' Log of Communications	Information	<i>Chairman</i>	p. 45
9.2	Governors' Register of Business Interests	Information	<i>Chairman</i>	p. 50
9.3	Council of Governors Forward Planner for meetings	Approve	<i>Chairman</i>	p. 55
10.0 Concluding Business				
10.1	Governor Questions arising from the meeting of the Trust Board of Directors	Information	<i>Chairman</i>	Verbal
10.2	Foundation Trust Members' Questions	Information	<i>Chairman</i>	Verbal
10.3	Any Other Business	Information	<i>Chairman</i>	Verbal
10.4	Date and time of next meeting Extra Council of Governors meeting: Friday 26 May 2017, 2pm, Conference Room, Trust HQ	Information	<i>Chairman</i>	Verbal

**Minutes of the Council of Governors Meeting held on 31 January 2017 at 2:00pm
in the Conference Room, Trust Headquarters, Marlborough Street, BS1 3NU**

Present

John Savage – Chairman
 Angelo Micciche – Joint Lead Governor and Patient Governor
 Clive Hamilton – Public Governor
 Graham Briscoe – Public Governor
 Sue Silvey – Public Governor
 Malcolm Watson – Public Governor
 Carole Dacombe – Public Governor
 Sue Milestone – Patient/Carer Governor
 Florene Jordan – Staff Governor
 Tim Peters – Appointed Governor
 Mily Yogananth – Staff Governor
 Jeanette Jones – Appointed Governor
 Bob Bennett – Public Governor
 Edmund Brooks – Patient Governor
 Andy Coles-Driver – Staff Governor
 Ian Davies – Staff Governor
 Lorna Watson – Patient Governor

In Attendance

Robert Woolley – Chief Executive
 Emma Woollett – Non-executive Director
 Sean O’Kelly – Medical Director
 Paul Mapson – Director of Finance and Information
 Paula Clarke – Director of Strategy and Transformation
 Alex Nestor – Acting Director of Workforce and Organisational Development
 Owen Ainsley – Interim Chief Operating Officer
 Carolyn Mills – Chief Nurse
 Jill Youds - Non-executive Director
 Alison Ryan – Non-executive Director
 David Armstrong – Non-executive Director
 Julian Dennis – Non-executive Director
 Pamela Wenger – Trust Secretary
 Kate Hanlon – Interim Head of Membership and Governance
 Sarah Murch – Membership and Governance Administrator
 Michael Lyall – Foundation Trust member

Minutes

Debbie Marks – Membership Support Assistant

The Chairman opened the meeting at 2.00pm

Minute Ref:	Item	Actions
COG/ 36/01/ 2017	1.1 Chairman’s Introduction and Apologies	

	The Chairman, John Savage, welcomed everyone to the meeting and noted apologies from Marc Griffiths – Appointed Governor, Anne Skinner – Patient Governor, Kathy Baxter – Patient Governor, Pauline Beddoes – Public Governor, Rashid Joomun - Patient Governor, Ray Phipps - Patient Governor, Mo Schiller – Public Governor, Jonathan Seymour-Williams – Rest of England and Wales Governor, Garry Williams – Patient/Carer Governor, Guy Orpen – Non-executive Director and John Moore – Non-executive Director.	
COG/ 37/01/ 2017	1.2 Declarations of Interest	
	In accordance with Trust Standing Orders, all those present were required to declare any conflicts of interest with items on the meeting agenda. There were no declarations of interest.	
COG/ 38/01/ 2017	1.3 Minutes from Previous Meeting	
	Governors considered the minutes of the meeting of the Council of Governors held on 31 October 2016 and approved them as a true and accurate record of the meeting. Members RESOLVED to: <ul style="list-style-type: none"> • Approve the minutes of the Council of Governors meeting held on 31 October 2016 as a true and accurate record of the meeting. . 	
COG/ 39/01/ 2017	1.4 Matters Arising/Action Log	
	Members received the action log and noted the progress against the completed actions.	
COG/ 40/01/ 2017	2.1 Holding to Account report	
	Kate Hanlon, Interim Head of Membership and Governance, explained that the report had been updated to reflect the comments from governors at the last meeting and it set out the ways in which the governors have held Non-executive Directors to account. Members noted: <ul style="list-style-type: none"> • The outcome of the meeting held on 24 October 2016 with the Chief Executive and Non-executive Directors to discuss the Paediatric Cardiac Surgery Review. • The Non-executive Directors had attended meetings of the Governors' Quality Focus Group and the Governors' Constitution Focus Group. • The recent changes to the Chairman's/NEDs' Counsel meetings and since the last report to the Council of Governors and received updated on a number of issues including trauma & orthopaedics service model, ORLA, winter planning, the Independent Review into Children's cardiac 	

	<p>services, histopathology performance, outpatients services, staff retention, cybersecurity, weekend discharges, whistleblowing, competency of agency workers and the Sustainability and Transformation Plan.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
<p>COG/ 41/01/ 2017</p>	<p>3.1 Nominations and Appointments Committee Report</p>	
	<p>Pam Wenger, Trust Secretary, introduced the Nominations and Appointments Committee (NOMCO) report from the meeting held on 12 January. The minutes from 12 January were noted.</p> <p>Members received an update on the outcome of the NOMCO meeting of 31 January 2017 that was chaired by Alison Ryan, Non-executive Director, due to items on the agenda relating to both the Chairman's and the Vice-Chair's terms of office. Alison Ryan provided an overview of the discussions at the meeting which included the advice from the Board of Directors in relation to Board succession planning. It was noted given the exceptional circumstances as a result of the significant uncertainty about the future configuration of services and organisations in the local NHS that the Nominations and Appointment Committee supported a proposal to recommend to the Council of Governors that:</p> <ul style="list-style-type: none"> • John Savage's term of office be extended until 30 Nov 2017 to give continuity and time to recruit into this post • Emma Woollett's term of office be extended to 31 May 2018 so that the Chair and Vice-Chair would not leave the Trust at the same time; and • Lisa Gardner's role as Chair of the Finance Committee to 30 November 2017 as none of the other Non-executive Directors had comparable financial knowledge and expertise and it was hoped that any new NED recruited would be able to shadow Lisa Gardner for a period of time. . <p>Carole Dacombe confirmed that members of NOMCO were unanimous in agreement to these extensions. There was a discussion in terms of the role of NED Observer and it was agreed following discussion that this issue should be picked up by the Constitution Focus Group.</p> <p>The Council of Governors accepted the extensions to these terms of office.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note; • Approve the continued appointment of Lisa Gardner until 30 November 2017; • Approve the extension of John Savage as Chairman until 30 November 2017; and • Approve the extension of Emma Woollett as Vice Chair until 31 May 2018. 	

COG/ 42/01/ 2017	<p>4.1 Governor Groups Reports</p>	
	<p>Written reports had been circulated for all groups.</p> <p>a) <u>Quality Focus Group</u> As Marc Griffiths, Chair of the Quality Focus Group, was absent the report of the meetings held on 8 November 2016 and 12 January 2017 was noted. Governors had received presentations from:</p> <ul style="list-style-type: none"> • Philip Kiely, Divisional Director for Surgery, Head and Neck, on the report received from the British Orthopaedic Association • Chris Swonnell, Head of Quality, on Care Quality Commission briefing • Bryony Strachan (Clinical Chair, Division of Women’s and Children’s Services), Rebecca Dunn (Deputy Divisional Director, Division of Women’s and Children’s Services) and Francis Edwards (Paediatric Palliative Care Liaison Nurse) gave a presentation to the group on the Bereavement Support Services at Bristol Royal Hospital for Children • Alison Grooms (Deputy Chief Operating Officer) and Stephanie Smith-Clarke (Improvement Lead, Patient Letters Programme) gave a presentation on the project to improve patient appointment letters and also on the project to send appointment information by email rather than by post. <p>The group also received reports from the Chair of the Quality and Outcomes Committee.</p> <p>Carole Dacombe expressed how valuable governors find the presentations and suggested more time be given to future presentations.</p> <p>b) <u>Governors’ Strategy Group</u> Clive Hamilton, Chair of the Governors’ Strategy Group, introduced the report of the group’s meeting on 6 December 2016.</p> <p>IDEA Group: Governors were invited to nominate a representative to sit on the Trust’s new Image, Design, Environment and Arts Group.</p> <p>The group received an update from the Finance Committee Chair which included updates on the 2017/18 Operational Plan, South Bristol Community Hospital and Weston Area Health NHS Trust.</p> <p>c) <u>Constitution Focus Group</u> Angelo Micciche, Chair of the Constitution Focus Group, introduced the report of the group’s meeting held on 14 December 2016. The group had discussed the Membership Strategy, Voices magazine, elections, outpatient surveys and Health Matters Events for 2017. Angelo Micciche explained a sub group is in the process of being set up to set the questions for the outpatient surveys.</p> <p>The group also received an update from the Audit Committee Chair.</p> <p>Updated Terms of Reference for the three focus groups (including a forward planner for 2017-18 meetings) was distributed to governors for approval.</p>	

	<p>The Council of Governors approved the updated Terms of Reference.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note; and • Approve the Terms of Reference. 	
<p>COG/ 43/01/ 2017</p>	<p>4.2 UH Bristol Governor Elections 2017</p>	
	<p>Sarah Murch, Membership and Governance Administrator, introduced this report, the purpose of which was to provide an update on the timetable for the 2017 governor elections. There will be 13 public, patient and staff seats up for election in 2017. Sarah Murch confirmed that a number of the Trust's more active members had been contacted via post encouraging them to stand for election. The next step is to target North Somerset members (two seats up for election) and to promote staff governor roles. Special attention will also be given to patient carer governor role; a role which is difficult to fill due to carer commitments and time restraints.</p> <p>The nomination period will run from 7 March to 4 April, and the election period will run from 27 April to 24 May. Results will be declared on 25 May and new governors will take up office on 1 June 2017.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
<p>COG/ 44/01/ 2017</p>	<p>5.1 Membership engagement report</p>	
	<p>Kate Hanlon, Interim Head of Membership and Governance, introduced this report which covers the current Foundation Trust membership, a summary of membership engagement since the last Council of Governors meeting in October and an update on progress against the Membership and Engagement and Governor Development Strategy (April 2015).</p> <p>Kate Hanlon explained the membership office will be focusing on a different area each quarter. The present quarter is the election campaign which is under way. The next quarter (May-August) will be the induction of new governors followed by a review of membership numbers and targeting under-represented areas (Sept-Dec). Kate confirmed a more detailed plan will be presented at the next Constitution Focus Group meeting on 2 March 2017.</p> <p>New membership materials have been finalised and will be used for all membership forms/posters and banners. The graphics used are in line with the graphics used in the new Trust Welcome Guide to ensure all written communication from UH Bristol NHS Foundation Trust has a uniform appearance.</p> <p>The Health Matters Event planned for July will be organised by our two Youth Involvement group governors, Olivia Garrett and Beatrice Lander. It will be a young person-focused event and Olivia and Beatrice are hoping to be at the</p>	

	<p>Council of Governors meeting in April 2017 to present an update.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
COG/45/01/2017	6.1 Appointment of the External Auditor Report	
	<p>This item was introduced by Pam Wenger, Trust Secretary. Pam Wenger explained that according to the terms of the Trust's Constitution, one of the duties of the Council of Governors was to appoint the Trust's external auditor. The contract with the current external auditors (PwC) is due to expire on 30 June 2017. Members noted that the External Auditor Panel had met on two occasions and that the process for the appointment of the External Auditors was underway. Pam Wenger advised the Members that a recommendation would be brought to the Council of Governors at the end of April 2017.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
COG/46/01/2017	7.1 Governor Training and Development Report – attendance and training matrix	
	<p>These items were received for information. There were no questions.</p> <p>Kate Hanlon, Interim Head of Membership and Governance, explained that additional Information & Governance training for governors is currently being arranged (in line with additional training undertaken by staff and volunteers), with yearly updates thereafter.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the reports to note. 	
COG/47/01/2017	8.1a Chief Executive's Report	
	<p>Robert Woolley, Chief Executive, provided a verbal update on the national context and key issues currently facing the Trust.</p> <p><u>NHS Improvement (NHSi)</u> Robert Woolley started by saying he had received a letter from the Chair and Chief Executive of NHSi which noted there has been a record number of patients presenting at hospitals; therefore operational pressures have caused significant additional and unplanned financial pressure. NHSi also thanked leaders, and all staff, for their enormous efforts over recent weeks.</p> <p><u>Care Quality Commission</u> Robert Woolley provided a brief update on the recent Care Quality Commission inspection, confirming that the Trust had received positive verbal feedback from inspectors on the pride and confidence of staff and the great focus on care and compassion within the Trust. He advised that a draft report</p>	

	<p>for review of factual accuracy from the Care Quality Commission would be available in February 2017.</p> <p><u>Sustainability and Transformation Plan</u> Robert Woolley confirmed UH Bristol is actively helping Weston General Hospital and is taking forward service reviews in certain areas. He said a special sustainability meeting had taken place where an action plan had been agreed. He then continued to explain about options for the future of Clinical Services at Weston.</p> <p>The group then discussed the impact of cuts to social services and the impact this has on hospital discharges. Robert Woolley suggested inviting leads from NHS England to talk to governors about the vision behind the Five Year Forward View.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
<p>COG/ 48/01/ 2017</p>	<p>8.1b Quarterly Patient Experience and Complaints Reports</p>	
	<p>Carolyn Mills, Chief Nurse, introduced the Patient Experience and Complaints report, the purpose of which is to summarise complaints data for Quarter 2 (July-September 2016) and to share learning from this important source of service-user feedback.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the Quarterly Patient Experience and Complaints Reports. 	
	<p>8.2 Independent Review of Children’s Cardiac Services in Bristol Report</p>	
	<p>Carolyn Mills, Chief Nurse, gave an update report on the Independent Review of Children’s Cardiac Services in Bristol. This paper provides an update to governors on the programme plan to deliver the recommendations for University Hospitals Bristol NHS Foundation Trust and South West and Wales Congenital Heart Network; as set out in the Independent Review of the children’s cardiac service at the Bristol Royal Hospital for Children and a Care Quality Commission expert review of clinical outcomes of the children cardiac service published on 30 June 2016.</p> <p>Carolyn also informed governors that future recruitment (for Bristol's Children and Young People’s Cardiac Service) involves an ongoing link to this group via Bristol Royal Hospital for Children’s website. She outlined that the children’s hospital also runs open events/engagement events to work with young people/children which provide the opportunity to engage with them and to identify key areas/issues to work on.</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the Independent Review of Children’s Cardiac Services in Bristol report. 	

COG/ 49/01/ 2017	9.1 Governors' Log of Communications	
	<p>Governors received an updated report of the questions that governors had asked directors via the Governors' Log of Communications. There were no questions. It was:</p> <p>Members RESOLVED to:</p> <ul style="list-style-type: none"> • Receive the report to note. 	
COG/ 50/01/ 2017	10.1 Governors' Questions arising from the meeting of the Trust Board of Directors	
	<p>Mily Yogananth, Staff Governor, raised two queries:</p> <ul style="list-style-type: none"> • 1) Mily believed that the pilot for the ORLA service ended in December 2016 and asked if governors will be receiving a report regarding the financial details of the pilot. Paul Mapson confirmed there has been no outcome as yet; he stated ORLA is a two year pilot and confirmed there is an option to re-negotiate the contract. The report will be distributed to governors when it is available • 2) Mily raised a query regarding endoscopy procedures performed at St Michael's Hospital and asked if these procedures are procured by UH Bristol Trust. Paul Mapson confirmed these are fee-shared procedures. <p>Carole Dacombe, Public Governor, acknowledged the increase in commitment by all staff needed to maintain high quality care.</p> <p>Edmund Brooks, Patient Governor, raised a query regarding communication by the complaints department and suggested that all communication should be clear and easy to understand.</p>	<p>Paul Mapson, Director of Finance</p>
COG/ 51/01/ 2017	10.2 Foundation Trust Members' Questions	
	<p>Michael Lyall, Foundation Trust Member explained he is a member from North Somerset Constituency and expressed his gratitude towards UH Bristol for actively working together with Weston General Hospital.</p>	
COG/ 52/01/ 2017	10.3 Any Other Business	
	<p>There was no other business.</p>	
	<p>Meeting close and date of next meeting The Chair declared the meeting closed at 3.20pm.</p>	
<p>The next meeting will be held on Friday 28 April 2017 at 2pm-3.30pm in the Conference Room, Trust Headquarters, Marlborough Street, Bristol, BS1 3NU.</p>		

Signed by:(Chair) on..... (Date)



Council of Governors meeting – 28 April 2017

Action Log

Outstanding actions following meeting held 31 January 2017					
No.	Minute reference	Detail of action required	Responsible Officer	Completion date	Additional comments
1.	COG/ 50/01/2017 Item 10.1	Mily Yogananth asked if the governors would be receiving a report regarding the financial details of the ORLA pilot.	Director of Finance	TBC	Regular verbal updates on ORLA provided at Quality Focus Group meetings.

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	2.1
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Holding to account report		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input checked="" type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input checked="" type="checkbox"/>
		For Approval	<input type="checkbox"/>
		For Information	<input type="checkbox"/>

Executive Summary
<p>Purpose: In line with the Trust's Constitution, one of the general duties of the Council of Governors is to hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors. This new report outlines the forums in which the governors have held Non-executive Directors to account in the last quarter. It is a summary of this one area of governor activity, the overall programme of governor activity is available at item 7.1a.</p> <p>24 January 2017 – 20 April 2017</p> <ul style="list-style-type: none"> Governors attended the public meetings of the Trust Board of Directors on 31 January, 28 February and 30 March to observe the Non-executive Directors holding the Executive Directors to account. Non-executive Directors attended meetings of the Governors' Quality Focus Group on 17 March, the Governors' Strategy Group on 9 February and 11 April, and the Governors' Constitution Focus Group on 2 March. The Quality Focus Group receives the Quality and Outcomes Committee Chair's report, the Strategy Group receives the Finance Committee Chair's report and the Constitution Focus Group receives the Audit Committee Chair's report. These reports provide evidence to give governors assurance

that Non-executive Directors are discharging their duties effectively as members of the Board, and are an opportunity for governors to discuss the content.

- Governors hold regular and informal Counsel Meetings with the Chairman and Non-executive Directors. These are chaired by a Non-executive Director on a rotational basis and provide an informal opportunity to seek information from Non-executive Directors in relation to their areas of focus. There were two Counsel meetings in this period. Assurance was requested around the following general topics:
 - *Chairman’s/NEDs’ Counsel meeting on 24 February:* Patient/public amenities; patient discharge; entitlement to NHS treatment; the NHS e-referral service; patient flow.
 - *Chairman’s/NEDs’ Counsel meeting on 27 March:* CQC inspection; Independent Review of Children’s Cardiac Services; A&E waits; Sustainability and Transformation Plans; social care pressures.

Where Non-executive Directors are unable to answer governor questions, governors have use of the governors’ log of communications – a practical mechanism for supporting good two-way communication between governors and Trust executives – see item 9.1.

Recommendations

Committee Members are asked to:

- **Note the report**

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input checked="" type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>
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**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

Meeting Title	Council of Governors Meeting	Agenda Item	3.1
Report Title	Nominations and Appointments Committee Meeting Report		
Author	Pam Wenger, Trust Secretary		
Executive Lead	Pam Wenger, Trust Secretary	Meeting Date	28 April 2017
Freedom of Information Status		Open	

Reporting Committee	Nominations and Appointments Committee
Chaired by	John Savage, Emma Woollett, Alison Ryan
Lead Executive Director	Pam Wenger, Trust Secretary
Date of last meetings	6 March 2017 and 27 March 2017

Summary of key matters considered by the Committee and any related decisions made.

Meeting on 6 March 2017

Emma Woollett and Alison Ryan chaired this meeting.

Succession planning: Governors received a report on succession planning for Non-executive roles. Among the report's recommendations were:

- Julian Dennis would take over as Quality and Outcomes Committee Chair from 1 June 2017 (as Alison Ryan would be taking a one-year sabbatical from August).
- A new Non-executive Director would be required to Chair the Finance Committee (as Lisa Gardner's final term of office would be ending on 30 November 2017). This had been reflected in brief to the recruitment consultants in their search for new NEDs.
- Jill Youds would take over from Emma Woollett as Senior Independent Director (SID). To provide good handover of the Speaking Out aspect of SID, Emma would handover to Jill on 1 June 2017.
- Jill would step down from Finance Committee and QOC on the arrival of new NEDs but as SID would join the Audit Committee.

Non-executive Director and Chair Appointments: Governors received an update on the appointment process for Non-executive Directors and Chairman, including a revised timeline. The extent of governor involvement in the process was discussed and agreed.

Meeting on 27 March 2017

John Savage and Alison Ryan chaired this meeting.

Non-executive Director Appraisals and Re-appointments

- The committee noted the appraisal reports for Jill Youds and Julian Dennis.
- The committee recommended to the Council of Governors the re-appointment of Jill Youds and Julian Dennis as Non-executive Directors for a second 3-year term until 31 May 2020 and 27 November 2020 respectively.

Non-executive Director and Chair Appointments: A progress report was noted. It was

agreed that a further progress report on the Chair's appointment would be received at the April Council of Governors meeting.

Forward Planner: The committee reviewed the forward planner for business to be discussed by the committee during 2017/18.

Committee membership

The Council of Governors is asked to note that eight of the 12 members of the Nominations and Appointments Committee will reach the end of their terms of office on 31 May. Six out of those eight will not be standing again. There will therefore be at least 6 vacancies. Both new and remaining governors will be invited in June to join the committee. Appointments to the committee will be confirmed at the July Council of Governors meeting.

Key risks and issues/matters of concern and any mitigating actions

None.

Matters requiring Committee level consideration and/or approval

.

Matters referred to other Committees

- The Council of Governors is asked to consider the committee's recommendation to re-appoint Jill Youds and Julian Dennis as Non-executive Directors for their second 3-year terms until 31 May 2020 and 27 November 2020 respectively.

Date of next meeting:

27 June 2017

**Report to the Council of Governors meeting to be held on 28 April 2017 at
14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	3.2
Meeting Title	Council of Governors	Meeting Date	28 April 2017
Report Title	Appointment of the Chairman and Non-executive Directors		
Author	Sarah Murch, Membership & Governance Administrator		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input checked="" type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary										
<p><u>Purpose:</u> The purpose of this report is to provide an update to the Council of Governors (COG) with respect to appointment of the Chairman and Non-executive Directors.</p> <p><u>Background:</u> John Savage's final term of office as Chairman will end on 30 November 2017. Two further Non-executive Directors (Emma Woollett and Lisa Gardner) are also nearing the end of their terms of office, and one is taking a sabbatical year out (Alison Ryan). The Nominations and Appointment Committee agreed the process for the appointment of the Chair and new non-executive directors/observers in September 2016, and agreed a revised timeline at their meeting on 27 March.</p> <p><u>Timeline for the recruitment of Non-executive Directors:</u></p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Date</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>16 March 2017</td> <td>Longlisting</td> </tr> <tr> <td>17 March 2017 – 24 March 2017</td> <td>Odgers Interviews</td> </tr> <tr> <td>Tue 4 April</td> <td>Shortlisting</td> </tr> <tr> <td>11 April 2017</td> <td>Trust "Open Day"</td> </tr> </tbody> </table>	Date	Activity	16 March 2017	Longlisting	17 March 2017 – 24 March 2017	Odgers Interviews	Tue 4 April	Shortlisting	11 April 2017	Trust "Open Day"
Date	Activity									
16 March 2017	Longlisting									
17 March 2017 – 24 March 2017	Odgers Interviews									
Tue 4 April	Shortlisting									
11 April 2017	Trust "Open Day"									

27 April 2017 and 10 May 2017	Selection Process
24 May 2017	Council of Governors approval

Timeline for recruitment of Chairman:

Date	Activity
Tuesday 4 April	Longlisting
April - May	Odgers Interviews
June (to be confirmed)	Shortlisting
June	Open Day to be confirmed
June/July	Individual Meetings
3/07, 7/07 or 10/7	Possible selection
28/7/2017	Approval at Council of Governors meeting

Key issues in relation to Chairman's Recruitment:

The Governors' Nominations and Appointments Committee would usually play a key role in the appointment of the Chair. However, eight of the 12 Committee members will reach the end of their terms of office on 31 May. Six out of those eight will not be standing again. Committee membership will not be refreshed until appointments are approved at the Council of Governors meeting on 28 July.

In order to ensure adequate governor representation in the process, it is therefore recommended that three governors from the Nominations and Appointments Committee join the selection panel; and that several governors from the remaining pool of governors be invited to participate in the focus groups.

The Lead Governor role will also be changing on 1 June. One of the current Lead Governors (Mo Schiller) will be therefore involved in the longlisting process in April, with one of the new Lead Governors to be involved in the shortlisting process in June.

The selection process will include three structured discussion groups with Executive Directors of the Trust, non-executive directors and governors.

Recommendations

Governors are asked to:

- **Note** the progress of the recruitment process for Chair and Non-executive Directors.

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>
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Date papers were previously submitted to other committees

Nominations & Appointments Committee	Quality Focus Group	Governor Strategy Group	Constitution Focus Group	Audit Committee
27 March 2017				

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	4.1
Meeting Title	Council of Governors Meeting	Meeting Date	28/04/2017
Report Title	Quality Focus Group		
Author	Marc Griffiths, Chair		
Executive Lead	Carolyn Mills, Chief Nurse	Sean O'Kelly, Medical Director	
Freedom of Information Status		Open	

Reporting Committee	Quality Focus Group
Chaired by	Marc Griffiths
Lead Executive Director	Carolyn Mills, Chief Nurse
Date of last meeting:	17/03/2017 and 24/02/2017

Summary of key matters considered by the Group and any related decisions made.

Meeting held on 24/2/2017

An extra Quality Focus Group meeting was arranged for 24 February 2017. Chris Swonnell (Head of Quality, patient experience and clinical effectiveness) attended this meeting to discuss with governors:

- Quarter 3 update on progress of Corporate Quality Objectives
- Draft Corporate Quality Objectives for 2017-18.

Highlights of the meeting were:

- Care and Quality Commission inspection report to be published 02 March;
- Q3 report presented at Quality and Outcomes Committee in January
- 5 quality objectives carried forward to 2017/18 (objectives 1, 4, 7, 10 and 12 from 2016/17)
- There are 8 proposed objectives set for 2017/18, possibly 9. Re objective 8 '*an objective to be agreed around the theme of customer service*'; Chris Swonnell explained that Simon Chamberlain and Paul Lewis are developing some initial thinking about this objective, which will draw together and add to existing Trust training/activity in the area of customer service. This will include a carry forward of the 2016/17 objective relating to telephone communications. Chris's understanding was that a governor representative had been invited to join the group which would have oversight of the customer services objective.

Meeting held on 17/3/2017

- **Quality Report:** The Quality Report 2015/6 had been circulated to governors prior to the meeting for reference purposes. Chris Swonnell (Head of Quality, patient experience and clinical effectiveness) explained the Governor's role for the report and discussed the third indicator. Governors **approved** the third quality indicator as "Number of patients with timely discharge".
- **Presentation on the CQC Report – an overview of the Trust's performance:** Carolyn Mills (Chief Nurse) talked governors through the briefing report which had been presented to UH Bristol staff by Robert Woolley. This presentation was circulated to all governors prior to the meeting.
- **Quality and Outcomes Committee Chair's update:** Alison Ryan, Chair of the Quality and Outcomes Committee, introduced the report from the meeting of the Quality and Outcomes Committee held on February 2017. She highlighted several key aspects including ORLA, Safe working hours guardian, Quarterly workforce and organisational development report and the Quality Performance Report.
- **Quality and Performance Report – Q&As:** Governors had received the Trust's Quality and Performance Report from February and were given the opportunity to seek assurance about areas of the Trust's performance from Carolyn Mills, Chief Nurse. The key issues raised by governors for assurance were the increase in agency usage along with sickness absence, the high numbers of Band 5 nurse leavers in CICU and the low performance percentage in neurology for patients waiting over the 18 week national target. Assurance was given.
- **Accessible Information Standard:** Jennifer Pollock (AIS Implementation Officer) was in attendance to give a verbal presentation to the group on the progress with the implementation of the Accessible Information Standard (AIS) - she explained AIS is a new mandatory standard that all NHS and publicly funded adult social care services must follow.
- **Any Other Business:**
 - The Governors' Log of Communications was noted.
 - There was no further update on the discussions with North Bristol Trust in relation to the cellular pathology service. Malcolm Watson, Public Governor, informed the group a new pathologist has been appointed.
 - Governor representation for Voluntary Services steering Group - Carolyn brought forward a suggestion from Chris Swonnell for a governor representative to attend the Voluntary Services Steering Group meetings, which will be discussed further at the Governor Development Seminar.

Matters referred to other Committees

- None

Date of next meeting

02/05/2017

Report to the Council of Governors meeting to be held on 28 April 2017 at
14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU

Meeting Title	Council of Governors Meeting	Agenda Item	4.1b
Report Title	Governors' Strategy Group Meeting Report		
Author	Clive Hamilton, Chair		
Executive Lead	Paula Clarke, Director of Strategy	Meeting Date	28/04/2017
Freedom of Information Status		Open	

Reporting Committee	Governors' Strategy Group
Chaired by	Clive Hamilton
Lead Executive Director	Paula Clarke, Director of Strategy
Date of last meeting	11/04/2017

Summary of key matters considered by the Committee and any related decisions made.

MEETING HELD ON 09/02/2017

- **IDEA Group:** Clive Hamilton confirmed that Mily Yogananth has been nominated as governor representative for this group. Governors present agreed to rotate the governor position on a quarterly basis.
- **Headlines from Finance Director's Report April 2017:** Jeremy Spearing, Associate Director of Finance, talked governors through his paper titled 'Highlights from the report of the finance director'. He explained this paper is a condensed version of the finance director's report which went to Trust Board on 31 January 2017 and should be considered in the context of the Trust's strategic thinking. He welcomed any comments regarding the content from governors.
- **Finance Committee Chair's Update:** Jill Youds, Non-executive Director and Chair of the Finance Committee, gave a brief update. The main topic of conversation was the car park scheme. Jeremy Spearing explained UH Bristol are concluding the procurement process; private sector bidders were asked to formulate proposals to design, build, finance and operate a car park with 820 spaces (this new car park will also re-home the multi storey car park currently next to THQ).
- **Sustainability and Transformation Plan update:** Paula Clarke, Director of Strategy and Transformation, gave a presentation to governors on the plan and its progress. Areas discussed were The STP submission, local and national context; Principle aims and vision; Key principles and areas of focus; Prevention, early intervention and self-care; integrated primary and community care; Acute care collaboration and STP – next steps.
- **Any other business:** There was nothing to note.

MEETING HELD ON 11/04/2017

- **IDEA Group:** Mily Yogananth attended the first IDEA group meeting held on 27 March and circulated the minutes from this meeting to governors. The group decided there should be a deputy governor representative and suggested this be a newly elected governor.
- **Headlines from Finance Director's Report April 2017:** This report was circulated prior to today's meeting. In Jeremy's absence Clive highlighted several areas to the group. The group had a lengthy discussion regarding nursing and midwifery pay particularly the overspend on agency and bank staff and flexible working.
- **Finance Committee Chair's Update:** The Finance Committee Chair's Report, presented at Trust Board on 30 March, was circulated to governors prior to today's meeting. Jill welcomed questions from governors.
- **Update on Operating Plan and delivery priorities:** Paula recalled that, in December's meeting, she reported the first draft narrative had been submitted to NHS Improvement. Feedback has now been received and Paula confirmed the plan was re-submitted on 23 March with changes to the finance sections and some of the trajectories.
- **Any other business: Weston Partnership progress update:** Clive informed the group he had attended one of the public consultation meetings and the group discussed issues that were raised.

Key risks and issues/matters of concern and any mitigating actions

- None.

Matters requiring Committee level consideration and/or approval

- None.

Matters referred to other Committees

- None.

Date of next meeting:

07/06/2017

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	4.1
Meeting Title	Council of Governors Meeting	Meeting Date	28/04/2017
Report Title	Constitution Focus Group Meeting Report		
Author	Angelo Micciche		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Reporting Committee	Constitution Focus Group
Chaired by	Angelo Micciche
Lead Executive Director	Pam Wenger, Trust Secretary
Date of last meeting	02/03/2017

Summary of key matters considered by the Committee and any related decisions made.

- **Membership Report:** Kate Hanlon (Interim Head of Membership and Governance) updated the group on membership numbers. As of 22 February 2017, Foundation Trust membership stands at 20,358. Kate explained there has been a fall in numbers; this is due to the database being updated and the removal of members who have moved/opted out.
- **Health Matters Event:** The next Health Matters Event will be held on Wednesday 17 May, 18:00 – 19:30hrs. The topic will be skin cancer.
- **Election update:** There are now 14 governor seats up for election as Maria Wahab has indicated that she will stand down at the end of May 2017. Nominations have now closed with a great response of 29 nominees. Voting opens 28 April 2017 and closes on 24 May 2017.
- **Appointed Governor Roles:** The Council of Governors has nine appointed governor seats, seven of which will end 31 May 2017. Jeanette Jones will have served for a total of nine years by 31 May; all others are eligible for re-appointment. Voluntary/Community appointed governor role - Members agreed to take a recommendation to the next meeting around the removal of this vacancy from the Constitution. Bristol City Council (BCC) appointed governor role - Kate explained Carole Johnson is the current appointed governor for BCC (since September 2016) and suggested liaising with other Councils at the end of Carole's new term of office. South West Ambulance Service NHS FT (SWAST) and Avon & Wiltshire Mental Health Partnership appointed governor role - Pam agreed to talk with the Trust Secretaries of both organisations and update the group at the next meeting. Governors agreed to discuss changes to the constitution at the next meeting in June regarding the above appointed roles. Any proposed changes to the constitution can then presented at Council of Governors on 28 July 2017.
- **Lead Governor role:** Members noted that the lead governor role description and nomination form which were used last year were circulated to all governors prior to the meeting. Kate Hanlon explained last year, all governors were sent these forms via e-mail.

The election process ran through April and closed one week before Council of Governors (28 April) when the results will be approved. Governors present agreed for the same process to be repeated for this year. Following a discussion on the benefit of two governors sharing the lead governor role, Pam and Kate agreed to amend the role description to reflect this opportunity.

- **Confirmation of project focus group leads:** Members agreed to the following nominations for the governor leads for each focus group from 1 June 2017 to 31 May 2018: Governors Strategy Group – Malcolm Watson; Constitution Focus Group – Ray Phipps; Quality Focus Group – Carole Dacombe.
- **Non –Executive Director (designate):** Pam Wenger, Trust Secretary, explained a process is under way in relation to appointment of NED Observers. This is part of succession planning which is to bring in NED observers so, when a vacancy opens up they are better placed to commence the role. Pam described how the title of ‘observer’ has no specific reference in the Trust Constitution and proposed the Constitution be changed to include some detail on the role of Non-executive Directors (Designate). Members agreed to bring back the changes at the next meeting, ahead of approval at Council of Governors on 28 July 2017.
- **Matters reserved for the Council of Governors:** Pam Wenger, Trust Secretary, presented a draft paper titled ‘Schedule of Decisions reserved for the Board of Directors and Council of Governors’. This was presented as a work in progress document and is to help governors to understand total clarity to where decision making powers lie.
- **Audit Committee Chair’s Report from January 2017:** John Moore (Non-executive Director and Chair of the Audit Committee) provided an update to the group on key matters considered by the Audit Committee on 17 January 2017.
- **Induction process for governors:** The governors’ induction pack was circulated to all governors in advance of the meeting for review, presenting an overview of the current content compared with documents for inclusion as suggested by ICSA and Governwell. Kate explained potential changes for new governor inductions in June 2017, with governors likely now to attend the one day volunteer induction programme, more streamlined and better tailored to the volunteer governor role – rather than the three day corporate induction.
- **Any other business:** There was no other business to note. Pam concluded by thanking Kate for her hard work and her leadership in making significant improvements to the communication materials, the engagement processes and the overall running of the membership function. Staff and governors have recognised a huge change in approach and materials and thanked Kate for setting the direction for membership for when Amanda returns in May.

Key risks and issues/matters of concern and any mitigating actions

- None

Matters requiring Committee level consideration and/or approval

- None

Matters referred to other Committees

- None

Date of next meeting

07/06/2017

Report to the Council of Governors meeting to be held on 28 April 2017 at
14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU

		Agenda Item	4.2
Meeting Title	Council of Governors	Meeting Date	28 April 2017
Report Title	Elections 2017 report		
Author	Sarah Murch, Membership & Governance Administrator		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary

Purpose: The purpose of this report is to update the governors on the progress of the 2017 governor election campaign.

Recommendations

Governors are asked to:

- **Note** the report.

Intended Audience (please tick any which are relevant to this paper)			
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Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>
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Date papers were previously submitted to other committees				
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Nominations and Appointments Committee	Quality Focus Group	Governor Strategy Group	Constitution Focus Group 14/12/16	Audit Committee
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UH Bristol Governor Elections 2017
Report to Council of Governors meeting on 28 April 2017

1.0 Background

The Council of Governors has 27 elected seats. The elections are staggered on a three-year cycle with half of the Council elected in 2016 and half in 2017, and no elections scheduled to run in 2018. There were 14 seats up for election this year.

2.0 Publicity for nominations

Promotion to encourage people to stand for election included the following:

- All Patient and Public members were informed about the elections by letter or email and invited to stand. Staff members were informed via Newsbeat. The Trust's volunteers were also invited to consider putting themselves forward. We also promoted the elections via Above & Beyond and on the jobs and volunteering opportunities page of Voscur's website (Voscur is a charity that provides direct support services and specialist advice to voluntary organisations across Bristol).
- Press releases were sent to Bristol and North Somerset media (featuring Kathy Baxter and Clive Hamilton)
- Social media updates (including quotes, photos and key messages from a number of governors), including a video posted on the Trust Facebook page about the governor role featuring Carole Dacombe, which received more than 1200 views.
- We held three lively information events at the Trust in February-March at which members of the public and staff found about the role from governors and the Chairman.
- We held a staff information stand at the Chief Executive's all-staff briefing on 15 March. Staff governor Andy Coles-Driver helped to promote the staff governor role in the associated video briefing.
- We held an information stand in Clevedon on 9 March to target our North Somerset constituency.
- Flyers in main areas of our hospitals and posters distributed by governors
- A range of stakeholder organisations in the region were notified and sent posters to circulate.

2.0 Nominations

Nominations for election were open from 7 March to 4 April. At the close of nominations we had received 29 nominations from prospective governors (to fill 14 vacancies). Nominations were received for all constituencies.

Attached as item 4.2a is the Statement of Candidates, which shows the names of all the candidates against the seats they are standing for. There are candidates standing in all of the vacant seats.

One candidate was elected unopposed (see item 4.2b), Bala Thyagarajan, who was standing in the Medical and Dental constituency. Bala will take up his seat on the Council of Governors on 1 June 2017.

3.0 Next steps – voting

There will be elections in the other six constituencies from 28 April to 24 May 2017. Results will be declared on 25 May and new governors will take up office on 1 June. Governor elections are conducted in accordance with the Model Election Rules, which form part of the Trust's Constitution, and will be run by Electoral Reform Services (ERS). The Membership Office has already been publicising the opportunity to vote for governors, both within the Trust (regarding staff elections) and externally with members (for public and patient governors). We will continue to publicise voting in the run up to and during the voting period to try to increase the turnout.

4.0 Recommendations

Governors are asked to note the contents of this report.



5th April 2017

**UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST
ELECTION TO THE COUNCIL OF GOVERNORS**

STATEMENT OF NOMINATED CANDIDATES

The deadline for nominations for the above election was 5pm on Tuesday 4th April 2017.

Constituency Name	Candidate Forename	Candidate Surname	Political Interests	Financial and Other Interests in the Trust
Patient: Carer of Patients under 16 years	John	Chablo	None	None
Patient: Carer of Patients under 16 years	Lucas	James	None	None
Patient: Carer of Patients under 16 years	Graham	Papworth	None	None
Patient: Local	Bill	Payne	The Labour Party	None
Patient: Local	Stephen	Rockey	Labour	None
Patient: Local	John Martin	Sibley	None	None
Patient: Local	Tony	Tanner	None	None
Patient: Local	Eric Alexander	Wahle	None	None
Patient: Local	Derek John	Wholey	None	None
Public: Bristol	Laura	Bennett	None	None
Public: Bristol	Jean	Denham	None	None
Public: Bristol	Robert McDonald	Edwards	None	None
Public: Bristol	Jenny	James	None	None
Public: Bristol	Maureen Ann	Phillips	None	None
Public: Bristol	Bishnu	Upadhaya	Yes	None
Public: Bristol	Mary	Whittington	None	None
Public: North Somerset	Graham	Briscoe	None	None
Public: North Somerset	Mike	Lyll	Labour	None
Public: North Somerset	Penny	Parsons	None	None
Public: North Somerset	John	Rose	None	None



ELECTORAL REFORM SERVICES.

PART OF THE ERS GROUP

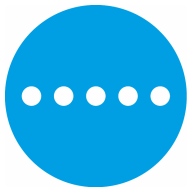
Public: North Somerset	John Leslie	White	None	None
Staff: Medical and Dental	Bala	Thyagarajan	None	I am a full time paid employee of the Trust.
Staff: Non-clinical Healthcare Professionals	Barry	Lane	None	None
Staff: Non-clinical Healthcare Professionals	Neil	Morris	None	None
Staff: Non-clinical Healthcare Professionals	Jane	Westhead	None	None
Staff: Non-clinical Healthcare Professionals	Sharon	Woma	None	None
Staff: Non-clinical Healthcare Professionals	Mily	Yogananth	None	None
Staff: Nursing and Midwifery	Jamie	Cargil	None	None
Staff: Nursing and Midwifery	Jo	Roberts	None	None

The contact address for each of these candidates is C/O The Returning Officer, University Hospitals Bristol NHS Foundation Trust, Electoral Reform Services Limited, The Election Centre, 33 Clarendon Road, London, N8 0NW, or email at ciara.norris@electoralreform.co.uk.

Should any candidate wish to withdraw their nomination the deadline is 5pm on Friday 7th April 2017

Ciara Norris

Ciara Norris
Returning Officer
On behalf of University Hospitals Bristol NHS Foundation Trust



**ELECTORAL
REFORM
SERVICES.**
PART OF THE ERS GROUP

12th April 2017

**UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST
ELECTION TO THE COUNCIL OF GOVERNORS**

Further to the deadline for nominations for the above election at 5pm on Tuesday 4th April 2017 the following constituency is uncontested:

**Staff: Medical and Dental
1 to elect**

The following candidate is elected unopposed:

Bala Thyagarajan

Ciara Norris

**Ciara Norris
Returning Officer
On behalf of University Hospital Bristol NHS Foundation Trust**

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	4.3
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Lead governor election		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input checked="" type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
		For Approval	<input checked="" type="checkbox"/>
		For Information	<input type="checkbox"/>

Executive Summary
<p>Purpose: The purpose of this report is to provide the Council with an update on the election of a Lead Governor for the period 1 June 2017 - 31 May 2018.</p> <p>Angelo Micciche and Mo Schiller step down from their role as joint lead governors at the end of their terms of office on 31 May 2017. The role of Lead Governor is one that has received a vote of support previously by the Council and the Constitution Focus Group.</p> <p>At the meeting of the Constitution Focus Group in March 2017 governors reviewed both the role description for the Lead Governor and nomination form. Following a discussion on the benefit of two governors sharing the lead governor role, the role description was amended to reflect this opportunity.</p> <p>A call for a new nominee for the Lead Governor role was issued on 22 March 2017 via email to all governors, with a deadline of 7 April 2017 for nominations. Two candidates nominated themselves and were seconded by fellow governors. Both nominees indicated that they would be willing to share the lead governor role; subsequently the Council is asked to consider a proposal for a Joint Lead Governor, with the role held by both Malcolm Watson and Mily Yogananth.</p>

Members should note that Mily Yogananth is standing for re-election in May 2017. In the event that Mily Yogananth is not re-elected, the role will be taken forward by Malcolm Watson.

The lead governor role is supported by other governors, the Trust Board, Trust Secretary and the Head of Membership and Governance.

Recommendations

Committee Members are asked to:

- **Approve** the nominees

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>
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**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	5.1
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Membership engagement report		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary									
<p><u>Purpose:</u> The Trust has a formal requirement to maintain a Foundation Trust membership and a responsibility to engage with its membership. This report provides the Council of Governors with current membership details, a summary of membership engagement since the last Council of Governors meeting on 31 January 2017 and an update on progress against the Membership Engagement and Governor Development Strategy (April 2015).</p>									
Recommendations									
<p>Committee Members are asked to:</p> <ul style="list-style-type: none"> Note the report 									
Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input checked="" type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input checked="" type="checkbox"/>

Membership engagement report

1.0 SITUATION

The Trust has a formal requirement to maintain a Foundation Trust membership and a responsibility to engage with its membership. This report provides the Council of Governors with current membership details, a summary of membership engagement since the last Council of Governors meeting on 31 January 2017 and an update on progress against the Membership Engagement and Governor Development Strategy (April 2015).

2.0 BACKGROUND

At 20 April 2017, Foundation Trust membership stands at 19,610 members (5,500 public members; 3,873 patient members; 10,237 staff members).

This compares with membership at 23 January 2017 of 20,506 members (6,018 public members; 4,243 patient members; 10,245 staff members). The staff membership was refreshed at the end of December and again at the end of March 2017 and includes only those staff members who are eligible for membership according to the Constitution, i.e. those on a contract of work of, or continuously employed by the Trust for at least 12 months.

Membership can be broken down as follows:

Member Type Breakdown	Total
Public Constituencies	5,500
Out of Trust Area (not England or Wales)	1
Bristol	2,730
North Somerset	1,063
South Gloucestershire	1,075
Rest of England and Wales	631
Patient Constituencies	3,873
Unspecified	0
Carer of patients 16 years and over	170
Carer of patients 15 years and under	469
Patient – Local	3,234

Staff Classes	10,237
Medical and Dental	1,368
Nursing and Midwifery	2,928
Other clinical healthcare professionals	2,826
Non Clinical Healthcare Professionals	3,115

Areas of progress against the Membership Engagement and Governor Development Strategy

Elections: In line with the priorities for the Membership Office agreed with the Constitution Focus Group at the end of 2016 and presented to the Council of Governors in January 2017, during the last quarter we have focused on the area of election campaigning to fill the 14 vacancies. The Governor Elections report (item 4.2 on the agenda) details the range of activities undertaken over the past three months and the outcome of the campaign.

Voices Mail-out and Response: At the same time we acted on the opportunity of using the first 2017 edition of Voices to engage with our public and patient membership by including a cover letter from the Chairman with every copy of the magazine sent to members by post (i.e. to all members for whom we do not have an email address). The letter included information about the upcoming elections and Annual Members Meeting alongside a request for members to confirm the accuracy of their contact details and provide an email address, where possible.

We saw a huge response to the mail-out, receiving around **1000 replies** in the months of March and April. While the majority of those who responded (around 750 members) asked to be removed from membership, we also received positive feedback about the Trust and about Voices magazine. Some members replied simply to confirm that they like our current method of communication. We also increased the number of email addresses for members by around 200 (we now have email addresses for 2,748 members, or 29% of our membership).

We had anticipated a fall in numbers as a result of this mailshot (particularly as the Trust had recruited 84% of its public and patient members between 2007 and 2010). We have also been working since the end of 2016 to address the large backlog of 'gone aways' flagged on the membership database, i.e. those members whose postal address appeared to be incorrect. We have therefore seen a reduction of around 1,500 public and patient members in the last six months.

As reported to Council in January 2017, we will review membership engagement methods and practices, and plans for targeting underrepresented members and constituencies where we fall below minimum numbers in the last quarter of the year.

Membership engagement: Aside from the opportunity to engage with members through the election campaign and through the mail out of Voices, we have also maintained our monthly e-newsletter updates to our patient and public members with email addresses over the last quarter:

- 27 January 2017 – *Voices magazine, opportunity to get involved in UH Bristol Cancer Steering Group or as Trust volunteer; feedback on NICE proposals for improving public engagement with its work; governor elections*
- 13 February 2017 - *Details about the upcoming elections and governor election information events*
- 3 March 2017 – *Care Quality Commission rating, formal partnership with Weston, South Bristol Community Hospital celebrations and governor elections*
- 12 April 2017 – *Launch of the Biomedical Research Centre and integrated sexual health services, Health Matters event on skin cancer, and the outcome of the elections.*

Going forwards we propose including a short governor message in member e-newsletters on a rotational basis so that governors have a further opportunity to feedback to their constituents about their activities.

Voices magazine: The members' page in the staff edition for March/April focused on the upcoming staff elections, reminding staff to vote. The May/June edition will focus on the reflections on their terms in office from governors standing down in May.

Health Matters events: The Health Matters event in March was postponed to 17 May 2017. The event will focus on skin cancer, with a summary of the CQC inspection results as the introduction. We are currently in the planning stages for the July, November and March 2018 events.

3.0 ASSESSMENT

The last quarter has seen a step forward in terms of membership engagement activity. Through the election campaign we have been in contact with a range of people, both members and non-members. Through the Voices mail-out we have had many positive interactions with members. The resulting reduction in membership numbers means that we are more likely to have members who want to be members and we can focus on better quality engagement. Benefits also include reduced costs for future Voices magazine mail-outs and a reduction in the number of ballot papers being mailed out unnecessarily.

RECOMMENDATIONS

Committee Members are asked to:

- **NOTE** the contents of the report.

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	5.2
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Appointed Governor update – Youth Involvement Group appointed governors		
Author	Beatrice Lander, Youth Involvement Group appointed governor		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
		For Approval	<input type="checkbox"/>
		For Information	<input checked="" type="checkbox"/>

Executive Summary
<p>Purpose: The purpose of this report is to provide the Council with a brief overview of the role appointed governors play on the Council and /or for appointed governors to share any relevant updates from their own organisation. It is the intention that each Council of Governors meeting will receive an update from a different appointed governor.</p> <p>The following points are highlights from the Youth Involvement Group (formerly Youth Council) appointed governors:</p> <ul style="list-style-type: none"> • Since being appointed on 1 September 2017, Olivia Garrett and Beatrice Lander have been introduced to the governing body and shown around Trust Headquarters, as well as attending the corporate induction training. • Beatrice and Olivia expressed an interest in running a ‘Health Matters’ (or similar) event for young people and were keen to tie this in with Youth Involvement Group. • Alongside Kate Hanlon and Julie Swann (LIAISE Communication & Engagement Co-ordinator) in November 2016, Beatrice Lander attended a Youth Involvement Group meeting to explore a topic for a young persons’ event; the format of the event, who it should be targeted at etc. Although topics including healthy eating/body image, stress

and drugs were considered, the umbrella of 'mental health' was decided on for the event to encompass a broad range of topics. The contribution from the young people who attended was valuable, and we realised we had a lot to work with.

- Beatrice Lander helped lead a Youth Involvement Group meeting in January 2017, in which we tried to focus on the specifics of the event, such as the venue, who would attend, the time and particular topics or speakers the Youth Involvement Group would like to hear from, as we would like to tie it in with UH Bristol as much as possible.
- Alongside the planning for the event, we have enjoyed attending a variety of events at the Children's Hospital, including the 'Cake-o-matic' event, a 35 Steps Challenge on a ward and taking part in filming with Above and Beyond for its 'Don't be Scared' campaign for World Book Day.
- We are looking forward to helping run the 'Health Matters' event and contributing towards the Children's Hospital Facebook page after our exams in the Summer.

Recommendations

Committee Members are asked to:

- **Note** the report

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>
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**Report to the Council of Governors meeting to be held on 28 April 2017 at
14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	6.1
Meeting Title	Council of Governors	Meeting Date	28 April 2017
Report Title	Appointment of the External Auditor		
Author	Sarah Murch, Membership & Governance Administrator		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input checked="" type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
		For Approval	<input type="checkbox"/>
		For Information	<input checked="" type="checkbox"/>

Executive Summary
<p><u>Purpose:</u> The purpose of this report is to provide an update to the Council of Governors with respect to appointment of the external auditors for the Trust for the three year period commencing 2017-2020. Governors will receive a presentation at the meeting to explain who the preferred supplier is, and will then be asked to vote on whether they approve appointment.</p> <p><u>Key issues to note:</u></p> <p>The Constitution requires the Council of Governors to appoint or remove the external auditor of the Trust. At the Council of Governors meeting on 31 October, it was agreed to set up an Auditor Selection Panel as a task-and-finish group to oversee the appointment. The group was made up of three governors (Angelo Micciche, Clive Hamilton and Graham Briscoe) and three non-executive directors (John Moore – Panel Chair, Alison Ryan and Lisa Gardner) with several Trust officers attending in an advisory capacity.</p> <p>The panel met twice in November and December to agree the route for appointment, the outline tender specification, proposed evaluation criteria and a proposed timeline. The panel then convened two further times in March to review the tenders received and to receive presentations from the preferred suppliers. Four organisations tendered for the role and three</p>

were shortlisted: Deloitte; KPMG; PWC.

The panel's recommendation for appointment was agreed by the Audit Committee on 11 April. The final decision now rests with the Council of Governors.

Recommendations

Governors are asked to:

- **Approve** the appointment of the new External Auditors.

Intended Audience

(please tick any which are relevant to this paper)

Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>
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Date papers were previously submitted to other committees

Nominations and Appointments Committee	Quality Focus Group	Governor Strategy Group	Constitution Focus Group	Audit Committee
				11 April 2017

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	7.1
Meeting Title	Council of Governors	Meeting Date	29/04/2017
Report Title	Governor training and development report		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input checked="" type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary
<p>Purpose: The Council of Governors has responsibilities that are set out in Acts of Parliament such as the <i>Health and Social Care Act 2012</i>. The attached report provides an overview of</p> <ul style="list-style-type: none"> The current constitution of the Council of Governors A review of compliance to statutory requirements of all governors. <p>Alongside a summary of how governors have discharged their responsibilities in the areas of:</p> <ul style="list-style-type: none"> Engagement with their members Holding Non-executive Directors to account Strategic and other responsibilities.

Recommendations
<p>Committee Members are asked to:</p> <ul style="list-style-type: none"> Note the report

Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	Public	<input type="checkbox"/>

Governor training and development report

1.0 SITUATION

The Council of Governors has responsibilities that are set out in Acts of Parliament such as the *Health and Social Care Act 2012*. This report provides an update on the current composition of the Council of Governors, a review of governor compliance to statutory requirements and a summary of how governors have discharged their responsibilities in areas including engagement with members and holding Non-executive Directors to account.

2.0 BACKGROUND

As of 20 April 2017 there were 32 governors in post and four vacancies, as follows:

Public governors: Pauline Beddoes, Malcolm Watson, Graham Briscoe, Clive Hamilton, Carole Dacombe, Tom Frewin, Mo Schiller, Sue Silvey, Bob Bennett, Hussein Amiri and Jonathan Seymour-Williams.

Patient governors: Rashid Joomun, Kathy Baxter, Ray Phipps, Anne Skinner, Angelo Micciche, Edmund Brooks, Garry Williams, Sue Milestone, Lorna Watson and one vacancy.

Staff governors: Mily Yogananth, Karen Stevens, Andy Coles-Driver, Ian Davies, Maria Wahab and Florene Jordan.

Appointed governors: Carole Johnson, Tim Peters, Marc Griffiths, Jeanette Jones, Beatrice Lander, Olivia Garrett and three vacancies (Voluntary/Community Group representative; South Western Ambulance Service NHS Foundation Trust, and Avon & Wiltshire Mental Health Partnership).

We are continuing to work with both South Western Ambulance Service NHS Foundation Trust, and Avon & Wiltshire Mental Health Partnership to find a solution to these long-term vacancies. At the Constitution Focus Group in March, members agreed to take a recommendation to the June Constitution Focus Group meeting around the removal of the Voluntary/Community Group representative from the Constitution.

Statutory requirements

Two governor DBS checks remain outstanding and are being pursued between the Membership Office and HR team. Governors are reminded that a DBS check is an essential requirement of their role as outlined in the Trust Constitution (section 16.2). Governors who do not have a DBS check will not be permitted to undertake any patient facing activity within the Trust. The Trust Secretary is also currently reviewing the DBS check process with HR.

Governor development

The governor development programme was established to provide governors with the necessary core training and development of their skills to perform the statutory

duties of governors effectively. This includes quarterly governor development seminars, among other briefings for governors.

On 24 February the governors received a presentation from Andy Burgess, Divisional Director of Medicine, on the structure of the division, successes, challenges and priorities for 2017-18.

There has been one Governor Development Seminar since the last Council of Governors meeting, which took place on 6 April 2017 and focused on the following topics:

- An update for governors on the implementation of the 2016 junior doctors' contract from Alistair Johnstone, Safe Working Hours Guardian.
- An overview of the role of external audit at UH Bristol, presented by Chris Wlaznik from PwC, including an outline of the purpose of the Limited Assurance Report.
- A presentation on the work of Information Management & Technology at UH Bristol, exploring the successes, challenges and outlook for the service.
- A session on the Voluntary Services team; looking at the vision for volunteering, new and existing volunteer roles, achievements and key objectives for 2017-2020.

The next seminar will take place on Wednesday 14 June. This seminar will be the first development seminar for the new governor intake.

Governor engagement

An overview of individual governor activity for the period 31 Jan - 7 April 2017 is attached as item 8.1a. This activity report shows the breadth of governor activities, including opportunities to engage with members, both within and outside the Trust, and links with partner organisations, alongside any external training completed.

3.0 ASSESSMENT

As reported in January, in line with new priorities for the Membership Office we will focus on preparing for the induction of new governors from May through to August. We are working with the Voluntary Services team to review the corporate induction process to provide more tailored essential training, in line with the training provided to our Trust volunteers. This will include the required annual fire safety training and information governance training. The Membership Office is continuing to work with divisions to provide regular updates for governors.

4.0 RECOMMENDATIONS

Committee Members are asked to:

- **NOTE** the contents of the report.

Governor Activity - 31 Jan - 7 Apr 2017	Public Governors									Patient Governors					Carers 16+	Carers -16	Staff Governors					Appointed Govs																				
Name of Event	Pauline Beddoes	Malcolm Watson (elected 1/16/16)	Clive Hamilton	Sue Silvey	Mo Schiller	Carole Dacombe (elected 1/16/16)	Bob Bennett	Graham Briscoe	Tom Frewin (elected 1/16/16)	Hussein Amiri (elected 1/16/16)	Jonathan Seymour-Williams (elected 1/6/16)	Anne Skinner	Rashid Joomun (elected 1/16/16)	Angelo Micciche	Edmund Brooks	Ray Phipps	Kathy Baxter (elected 1/16/16)	Garry Williams (elected 1/16/16)	Sue Millestone	vacancy	Lorna Watson	Ian Davies	Karen Stevens	Andy Coles-Driver (elected 1/16/16)	Florene Jordan	Mily Yogananth (elected 1/16/16)	Maria Wahab (elected 1/16/16)	Marc Griffiths	Emma Roberts (appointed 1/16/16 left 31/12/16)	Vacancy (SWAST)	Tim Peters	Jeanette Jones	Carole Johnson (from 1/9/2016)	Beatrice Lander (from 1/9/16)	Olivia Garrett (from 1/9/16)	Julia Lee (1/9/15-31/8/16)	Isla Phillips (1/9/15-31/8/16)					
Council of Governors																																										
31-Jan-17		X	X	X		X	X	X							X	X				X		X	X	X									X	X								
Nominations and Appointments Committee (Committee members only)																																										
31 Jan 2017		X		X		X		X														X			X																	
6 March 2017		X		X	X	X								X											X																	
27 March 2017		X		X	X	X		X				X		X					X						X																	
Governor Development Seminar																																										
6 April 2017			X	X	X	X	X			X			X	X				X	X					X	X		X									X						
Quality Focus Group																																										
17 March 2017	X	X	X	X	X	X	X	X	X				X			X	X									X	X										X	X				
Governors Strategy Group																																										
09 Feb 2017		X	X			X		X	X		X		X	X		X		X						X	X	X																
Constitution Focus Group																																										
02 March 2017		X	X			X	X				X			X	X			X								X	X															
Chairman's and NEDs' Counsel/Govs Informal Meeting																																										
24 Feb 2017	X	X	X	X	X	X	X	X		X			X	X		X	X	X								X	X															
27 Mar 2017	X	X	X	X	X	X	X	X		X	X		X	X		X	X	X									X	X														
Public Trust Board meetings (Govs may attend as observers: apologies are not recorded)																																										
31 Jan 2017		X	X			X	X	X									X		X							X													X			
28 Feb 2017			X			X	X	X										X	X				X			X																
30 Mar 2017			X			X		X					X													X																
Chair and Chief Exec Walkrounds (2 governor observers per walkround)																																										
16-Feb-16						X											X																									
21-Mar-17											X		X																													
Members' Events																																										
Governor Election Event - 22 Feb 2017						X																					X															
Clevedon Election/Membership stall - 9 Mar 2017		X	X																																							
Governor Election Event - 9 Mar 2017		X																								X																
Staff Governor Election Stall - 15 Mar 2017																										X																
Governor Election Event - 20 Mar 2017						X																			X																	
Other regular meetings or events																																										
PLACE Assessments - 15/3/17 and 22/3/17						X					X		X														X															
Face to face interviews - April 2017					X		X										X										X															
Ad-hoc meetings/events																																										

	Public Governors											Patient Governors				Carers 16+	Carers -16	Staff Governors				Appointed Govs																			
Name of Event	Pauline Beddoes	Malcolm Watson (elected 1/16/16)	Clive Hamilton	Sue Slivey	Mo Schiller	Carole Dacombe (elected 1/16/16)	Bob Bennett	Graham Briscoe	Tom Frewin (elected 1/16/16)	Hussein Amiri (elected 1/16/16)	Jonathan Seymour-Williams (elected 1/16/16)	Anne Skinner	Rashid Joomun (elected 1/16/16)	Angelo Micciche	Edmund Brooks	Ray Phipps	Kathy Baxter (elected 1/16/16)	Garry Williams (elected 1/16/16)	Sue Millestone	vacancy	Lorna Watson	Ian Davies	Karen Stevens	Andy Coles-Driver (elected 1/16/16)	Florene Jordan	Mily Yogananth (elected 1/16/16)	Maria Wahab (elected 1/16/16)	Marc Griffiths	Emma Roberts (appointed 1/16/16 left 31/12/16)	Vacancy (SWASFT)	Tim Peters	Jeanette Jones	Carole Johnson (from 1/9/2016)	Beatrice Lander (from 1/9/16)	Olivia Garrett (from 1/9/16)	Julia Lee (1/9/15-31/8/16)	Isla Phillips (1/9/15-31/8/16)				
Quality Objectives meeting 24/02/17	X	X	X	X	X	X	X	X		X			X	X		X	X	X							X	X															
External Auditor Panel Meeting 1/3/17			X					X						X			X	X							X	X															
Director of People Interviews 2/3/17		X															X								X																
External Auditor Panel Meeting 15/3/17			X											X																											
NED Longlisting 16/3/2017 and Shortlisting 4/4						X																																			
Nursing and Midwifery Awards Judging Panel 10/4	X																																								
Staff Governor Meeting with Head of Nursing (Women's and Children's) - bi-monthly - 16/3																									X																
UH Bristol Governor Representation at External Events																																									
Patient and Community Leadership Programme - Nov 2016-Feb 2017																	X																								
Trust Operational Groups with governor representation																																									
Carers' Reference Group - gov rep is Anne Skinner												X																													
Nutrition & Hydration Steering Group - gov rep is Anne Skinner - met 1/3/17												X																													
Decontamination Board/Decontamination Group - gov rep is Florene Jordan - met 29/3 and 13/4																								X																	
Clinical Ethics Advisory Group - gov rep is Anne Skinner												X																													
Carers Strategy Steering Group - gov reps are Lorna, Garry and Sue M																																									
IDEA Group - gov rep is Mily - 27/3/17																									X																

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	9.1
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Governors' Log of Communications		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)							
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>	For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary									
<p>Purpose: The purpose of this report is to provide the Council of Governors with an update on all questions on the Governors' Log of Communications added or modified since the previous Council of Governors meeting.</p> <p>The Governors' Log of Communications was established as a means of channelling communications between the governors and the officers of the Trust. The log is distributed to all Board members, including Non-executive Directors, when new items are received and when new responses have been provided.</p>									
Recommendations									
<p>Governors are asked to:</p> <ul style="list-style-type: none"> Note the report 									
Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>

ID **Governor Name**

185 Rashid Joomun

Theme: Clinical Genetics department**Source:** Other**Query** **20/04/2017**

On a recent walk around with the Division of Specialised Services we visited the Clinical Genetics department at St Michael's Hospital. The location of a maternity hospital as the site for a clinical genetics team is far from ideal and conditions for staff are cramped. Are there any plans for the department to be relocated to a site more conducive to the type of work they do? And furthermore, when will this team benefit from its patient records being available electronically via Evolve?

Division: Specialised Services**Executive Lead:** Medical Director**Response requested:****Response****Status:** Assigned to Executive Lead**ID** **Mo Schiller****Theme:** Changes to doctors' mess at BRHC**Source:** Other**Query** **20/04/2017**

Governors are aware of plans to convert the current doctors' mess in the children's hospital into space for another use, and that this has caused concern among doctors working in this hospital. What assurance can governors seek that any proposed changes have been properly assessed and communicated to the doctors involved, and that any proposed alternative space for the doctors mess is fit for purpose?

Division: Women's & Children's Services**Executive Lead:** Medical Director**Response requested:****Response****Status:** Assigned to Executive Lead

ID **Governor Name**
183 Mo Schiller

Theme: Heygroves Theatres

Source: From Constituency/ Members

Query 23/03/2017

A Foundation Trust member who had surgery in Heygroves Theatres at the end of last year raised with me a concern that the pre-operative area was so cold that she needed to be warmed by a special heat blanket before staff could insert an IV line. I understand that this has been a common problem and am keen to find out why there is an issue with the heating in this area so that it can be resolved for future patients.

Division: Surgery, Head & Neck

Executive Lead: Chief Operating Officer

Response requested:

Response

Status: Assigned to Executive Lead

182 **Bob Bennett**

Theme: Return of NHS equipment

Source: From Constituency/ Members

Query 23/03/2017

I have been approached by many outpatients regarding the return of NHS equipment such as crutches, walking sticks, commodes etc. as they do not know of any way of returning these items when no longer required. One patient has six walking sticks given to her on many visits to hospital. Can the Trust clarify the process of returning such items for reuse as it is costing the NHS many thousands of pounds in 'lost' equipment.

Division: Trust-wide

Executive Lead: Chief Nurse

Response requested:

Response

Status: Assigned to Executive Lead

ID **Governor Name**
181 Mo Schiller

Theme: DNAR

Source: Governor Direct

Query **22/03/2017**

Are the executives aware of a pilot study taking place at a small number of trusts to replace DNAR in older or chronically ill patients with RESPECT for the patient/family decision, and would this trust look at making any changes to DNAR following the outcome of this pilot study?

Division: Trust-wide

Executive Lead: Medical Director

Response requested:

Response **29/03/2017**

We are aware of ReSPECT and the ReSPECT document was made available in February. As a trust we welcome the opportunity to find out more about ReSPECT from the national working group that was set up in 2015 which represents membership from a wide spectrum of groups. This includes the Resuscitation Council (UK), British Medical Association, Royal College of Nursing, Patient & Public groups, General Medical Council, and Associated Royal Colleges.

ReSPECT stands for Recommended Summary Plan for Emergency Care & Treatment a 'process that creates personalised recommendations for a person's clinical care in a future emergency in which they are unable to make or express choices.'

The Trust resuscitation group discussed it at the Resuscitation Committee meeting this month and we have expressed our interest in receiving further information from the Resuscitation Council (UK) about the implementation of ReSPECT. We have also liaised with BNSSG to join a small working group as we recognise the importance of collaborative working that will be needed with patients and the wider healthcare community to support the implementation of ReSPECT. The wider healthcare community recognise that this change will take time.

Following this review changes would be made to our DNACPR and TEPP (Treatment Escalation Personalised Plan) processes. However the guidance from the Resuscitation Council recommends that Existing DNACPR forms and TEPP forms will continue to be effective and do not need to be replaced immediately. They recommend that when healthcare communities implement the ReSPECT process there must be a robust plan to ensure that existing DNACPR forms or TEPPs remain valid for a substantial period of overlap. They explain that 'ReSPECT is not just a replacement for a DNACPR form; the aim is to promote recording an emergency care plan by many more people, including many whose ReSPECT forms will recommend active treatment, including attempted CPR if it should be needed.

One of the medical consultant representatives from the Resuscitation Committee is also meeting with me on 12th April to explain ReSPECT in more detail and to look at the how we could introduce ReSPECT at the trust.

We are also aware that the House of Commons Health Select Committee published a report on end-of-life care in 2015 in and the report endorsed the approach that the ReSPECT project had adopted.

Status: Closed

ID **Governor Name**

180 **Sue Milestone** **Theme:** Welcome Centre **Source:** Governor Direct

Query **01/03/2017**

Marks & Spencer and WH Smith in the Welcome Centre are run by WH Smith Motorway Division. How can we assure patients and carers that all the retailers in the Welcome Centre offer the best value for money and range of products? Are the contracts reviewed to ensure pricing and offer is appropriate?

Division: Trust Services

Executive Lead: Director of Finance

Response requested:

Response **28/03/2017**

The Trust entered into Commercial Lease agreements with each of the retailers in December 2013. As such, there is no legal obligation on the part of the retailer to demonstrate value for money or offer the best range of product. Contracts are not therefore reviewed in relation to pricing and offer.

Pricing and range of products is a commercial decision for each retailer in order to optimise their footfall and turnover. Pricing will involve an element of premium arising from the costs of the lease arrangement in place with the Trust and the convenience offered by the location to staff, visitors and patients.

Status: Awaiting Governor Response

179 **Malcolm Watson** **Theme:** Staff training **Source:** From Constituency/ Members

Query **23/02/2017**

Is any training given or available to staff in respect of communicating with patients who have a disability? This is particularly important in the peri-operation period (pre- and post-op), for example, those with a hearing impairment whose first language may be signing, those with learning difficulties, those with speech disabilities, etc.

Division: Trust-wide

Executive Lead: Chief Nurse

Response requested:

Response

Status: Assigned to Executive Lead

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	9.2
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Governors' Register of Business Interests		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)							
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>	For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary									
<u>Purpose:</u> The purpose of this report is to provide the Council of Governors with an updated Governors' Register of Business Interests.									
Recommendations									
Governors are asked to: <ul style="list-style-type: none"> Note the report 									
Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>

First Name	Surname	Trust Position	Date interest started/ ended	Interest role	Remunerated?	Date of declaration
Hussein	Amiri	Governor – Public, Rest of England and Wales	n/a	None	n/a	13/6/2016
Kathy	Baxter	Governor – Patients, Local	n/a	None	n/a	11/4/17
Pauline	Beddoes	Governor – Public, South Gloucestershire	n/a	None	n/a	31/3/17
Bob	Bennett	Governor – Public, Bristol		None	n/a	31/3/17
Graham	Briscoe	Governor – Public, North Somerset	Nov 15 Mar 16 Aug 16	Independent Lay Member of the Chartered Society of Physiotherapy Charitable Trust Independent Lay Member on the Professional Conduct Committee of the UK Council for Psychotherapy Trustee of Bristol Older Peoples Forum	No No	31/3/17
Edmund	Brooks	Governor – Patient, Local	n/a	Member of an NIHR research funding panel funded by NHS. Research collaborator for University of Bristol applying for funding from NIHR on GP/Patient relations.		20/4/17
Andy	Coles-Driver	Governor – Other Clinical Healthcare Professional	n/a	None	n/a	18/4/17
Carole	Dacombe	Governor – Public, Bristol	April 2016	Volunteer Association Visitor for the Motor Neurone Disease Association	n/a	5/4/17
Ian	Davies	Governor – Staff, Medical and Dental	n/a	None	n/a	5/4/2016
Tom	Frewin	Governor – Public, Bristol	n/a	None	n/a	1/4/17

First Name	Surname	Trust Position	Date interest started/ ended	Interest role	Remunerated?	Date of declaration
Marc	Griffiths	Governor – Appointed, University of the West of England		Current employee - University of the West of England	Yes	
Clive	Hamilton	Governor – Public, North Somerset	n/a	None	n/a	20/4/17
Jeanette	Jones	Governor – Partnership, Joint Union Committee	n/a	Greater Bristol Branch Member for the South West Board of the Royal College of Nursing	n/a	3/4/17
Carole	Johnson	Governor – Appointed, Bristol City Council	n/a	Councillor for Ashley Ward School Governor Easton Primary School School Governor St Patrick's School School Governor Hope Virtual School Trustee The Sanctuary Church Magistrate Adult Bristol Court Magistrate Family Court (South West) Vice-Chair Neighbourhood Partnership Scrutiny Committee		23/09/2016
Rashid	Joomun	Governor – Patients, Local	n/a	None	n/a	31/3/17
Florene	Jordan	Governor – Staff, Nursing and Midwifery	n/a	None	n/a	7/4/2016
Angelo	Micciche	Governor – Patients, Local		Current employee - manager at North Bristol Trust	Yes	31/3/17
Sue	Milestone	Governor – Patients, Carers (patients 16 years and over)				19/4/2016
Tim	Peters	Governor – Appointed, University of Bristol	2011	Employee of the University of Bristol	Yes	31/3/17
Ray	Phipps	Governor – Patients, Local	n/a	- Daughter is employed by pharmaceutical company Avara	No	21/4/17

First Name	Surname	Trust Position	Date interest started/ ended	Interest role	Remunerated?	Date of declaration
				Pharma Services Ltd as quality control manager at bulk manufacturing plant. - Niece-in-law works as Research Associate in Clinical Trials Management in CTEU with University of Bristol School of Clinical Sciences.		
Jonathan	Seymour-Williams	Governor – Public, Rest of England and Wales		Shareholder/Director of IDSL independent subcontractor suppliers of fire doors	Yes	13/6/2016
Mo	Schiller	Governor – Public, Bristol	n/a	None	n/a	3/4/17
Sue	Silvey	Governor – Public, Bristol	2013 - ongoing 2012 -ongoing	- Linkage - Charity preventing social isolation in older people. Director. - RSVP West - Volunteer recruitment charity for over 50s. Bristol Surgery Schemes Organiser	No No	20/4/17
Anne	Skinner	Governor – Patients, Local	n/a	None	n/a	7/4/17
Karen	Stevens	Governor – Staff, Non-clinical Healthcare Professional	n/a	None	n/a	3/4/17
Lorna	Watson	Governor – Patients, Carers (patients under 16 years)	n/a	None	n/a	17/4/2016
Malcolm	Watson	Governor – Public, South Gloucestershire		- Member NHS SW Clinical Assembly - Member NBT Patient Experience Group - Member GP Practice PPG	n/a	4/4/17
Garry	Williams	Governor – Patients, Carers (patients 16 years and over)		Member South Central Ambulance NHS FT	n/a	11/4/17

First Name	Surname	Trust Position	Date interest started/ ended	Interest role	Remunerated?	Date of declaration
				Member of Great Ormond Street NHS FT Member of Berks Healthcare NHS FT Member of Frimley NHS FT. Retired Officer, Army & TA Life member, Homefarm Trust Charity Annual member, National Autistic Society Member of the Royal British Legion One daughter is a senior HR manager at Harefield and Brompton NHS FT. Another is a Quality Inspector/Validator for National Construction Group.		
Mily	Yogananth	Governor – Staff, Non-clinical Healthcare Professional	n/a	None	n/a	3/4/17

**Cover report to the Council of Governors meeting to be held on 28 April 2017
at 14:00 in the Conference Room, Trust Headquarters, Marlborough Street,
Bristol, BS1 3NU**

		Agenda Item	9.3
Meeting Title	Council of Governors	Meeting Date	28/04/2017
Report Title	Council of Governors Forward Planner		
Author	Kate Hanlon, Interim Head of Membership & Governance		
Executive Lead	Pam Wenger, Trust Secretary		
Freedom of Information Status		Open	

Governor Responsibility (please tick any which are impacted on / relevant to this paper)	
Holding the Non-Executive Directors to account	<input type="checkbox"/>
Non-Executive Director appointments (appraisal review)	<input type="checkbox"/>
Constitutional/forward plans	<input checked="" type="checkbox"/>
Member/Public interests	<input type="checkbox"/>
Significant transaction/private patient increase	<input type="checkbox"/>
Appointment of External Auditor	<input type="checkbox"/>
Appointment of the Chief Executive	<input type="checkbox"/>

Action/Decision Required (please tick any which are relevant to this paper)			
For Decision	<input type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Approval	<input type="checkbox"/>	For Information	<input checked="" type="checkbox"/>

Executive Summary									
<u>Purpose:</u> The purpose of this report is to receive the forward planner for Council of Governors meetings for 2017/18.									
Recommendations									
Governors are asked to: <ul style="list-style-type: none"> Note the report 									
Intended Audience (please tick any which are relevant to this paper)									
Board/Committee Members	<input type="checkbox"/>	Regulators	<input type="checkbox"/>	Governors	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>

COUNCIL OF GOVERNORS - ANNUAL BUSINESS CYCLE 2017/2018								
	Sponsor	Author	Fri 28 Apr 2017 (14:00-15:30, CR)	Fri 26 May 2017 (14:00-14:30 CR)	Fri 28 Jul 2017 (14:00-15:30, CR)	Annual Members' Meeting (Thurs 14 Sept 2017, LT1)	Tue 31 Oct 2017 (14:00-15:30, CR)	Wed 31/1/2018 (14:00-15:30, CR)
Chairman's Welcome and Apologies	Chairman	Chairman						
Declarations of Interest	Chairman	Chairman						
Minutes and matters arising from previous meetings	Chairman	Chairman						
Governors' Log of Communications	Chairman	Governors						
Nominations & Appointments Committee Report	Chairman	Chairman						
Governor Training and Development Report	Trust Secretary	Trust Secretary						
Governor Groups Report (including reports from Quality Focus Group, Constitution Focus Group, Governors' Strategy Group and any others)	Trust Secretary	Trust Secretary						
Holding to Account Report	Trust Secretary	Head of Membership & Governance						
Membership and Engagement Report	Trust Secretary	Head of Membership & Governance						
Chief Executive's Report	Chief Executive	Chief Executive						
Independent Review of Children's Cardiac Services in Bristol	Chief Nurse	Chief Nurse						
Quarterly Patient Experience and Complaints reports	Chief Nurse	Chief Nurse						
Governors' Questions arising from the meeting of the Trust Board of Directors	Chairman	Governors						
Foundation Trust Members' Questions	Chairman	FT Members						
Selection of audit indicators for annual Quality Report - delegated to Quality Focus Group	Chief Nurse	Head of Quality (Chris Swonnell)						
Appointment of Lead Governor	Trust Secretary	Head of Membership & Governance						
Foundation Trust Constitution	Chairman	Trust Secretary						
Council of Governors Register of Interests	Trust Secretary	Trust Secretary						
Election and Appointment of Governors	Trust Secretary	Head of Membership & Governance						
Forward Planner 2017/18	Trust Secretary	Head of Membership & Governance						
Governors Meeting Dates for 2018/19	Trust Secretary	Trust Secretary						
Appointment/Re-appointment of the Trust's External Auditors	Trust Secretary	Trust Secretary						
Appointment of Non-executive Directors	Chairman	Trust Secretary						
Appointment of Chair	Non-executive Director	Trust Secretary						
Annual Plan	Chief Executive	Chief Executive						
Independent Auditor's Report to the Governors on the Quality Report	Chief Nurse	Chief Nurse						
UH Bristol Quality Report	Chief Nurse	Chief Nurse						
Significant Transactions - ad hoc	Chairman	Chairman						
Integration / Reconfiguration - ad hoc	Chief Executive	Chief Executive						
Major Capital Projects - ad hoc	Chairman	Chairman						
Achievement of Corporate Quality Objectives	Chief Nurse	Chief Nurse						
Presentation of the Annual Report and Accounts	Chief Executive and Director of Finance	Chief Executive and Director of Finance						
Presentation of the External Auditors Opinion on the Annual Report (Annual Audit Letter)	Chief Executive	Chief Executive						
Governors' Annual Report of Governor and Membership Activity	Lead Governor	Head of Membership & Governance						