

# **Governance Committee**

## **Holding to Account Session**

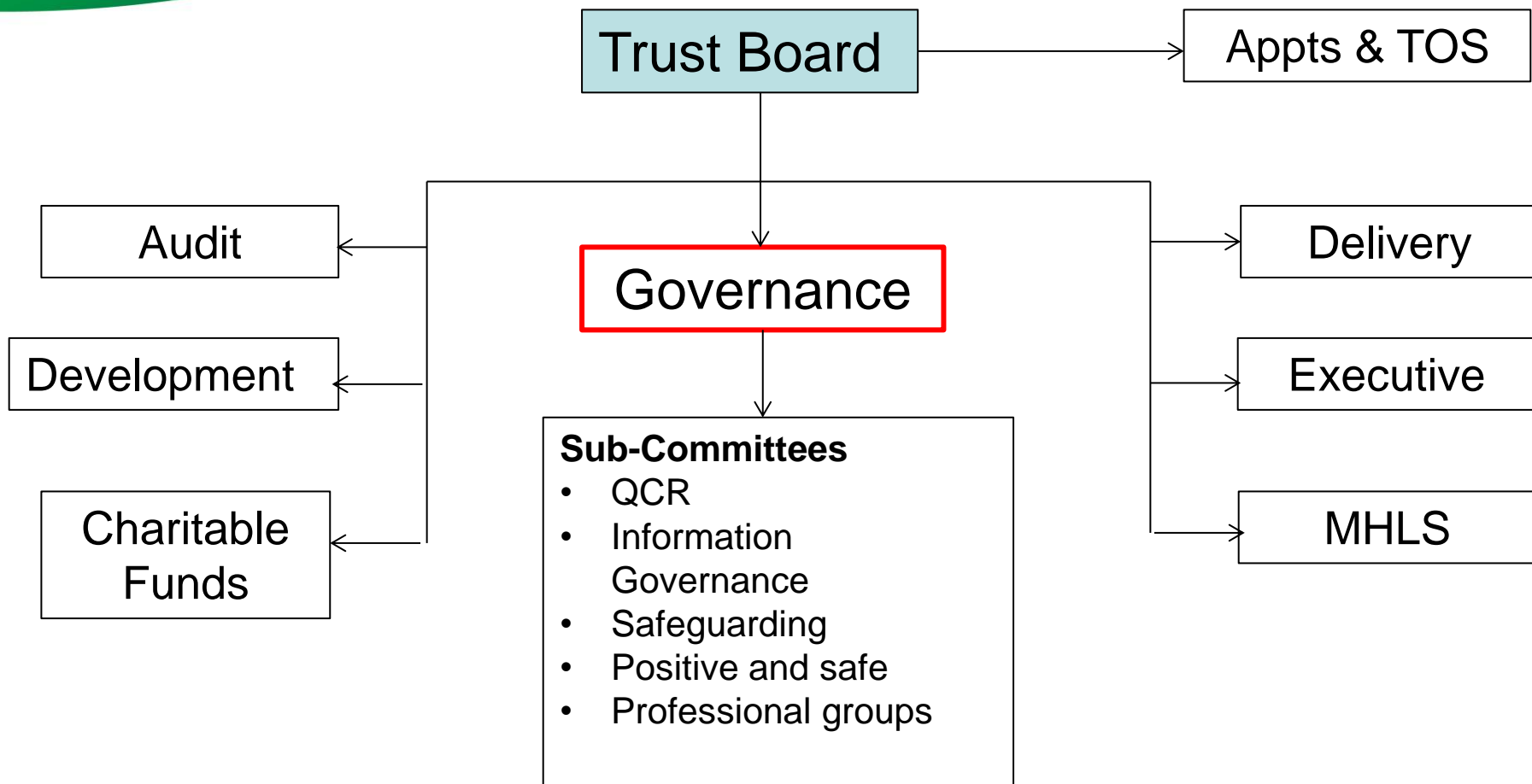
**Nikki Richardson - Chair of Governance Committee**

## Aims of the session

- To inform Governors of the role of a Non Executive Director
- Brief Governors on the work of the Governance Committee in holding the Executive Directors to account for the safe and effective delivery of quality services
- Provide an overview on some of the issues the Committee has progressed and challenged this year

## How NEDs fulfil their holding to account responsibilities

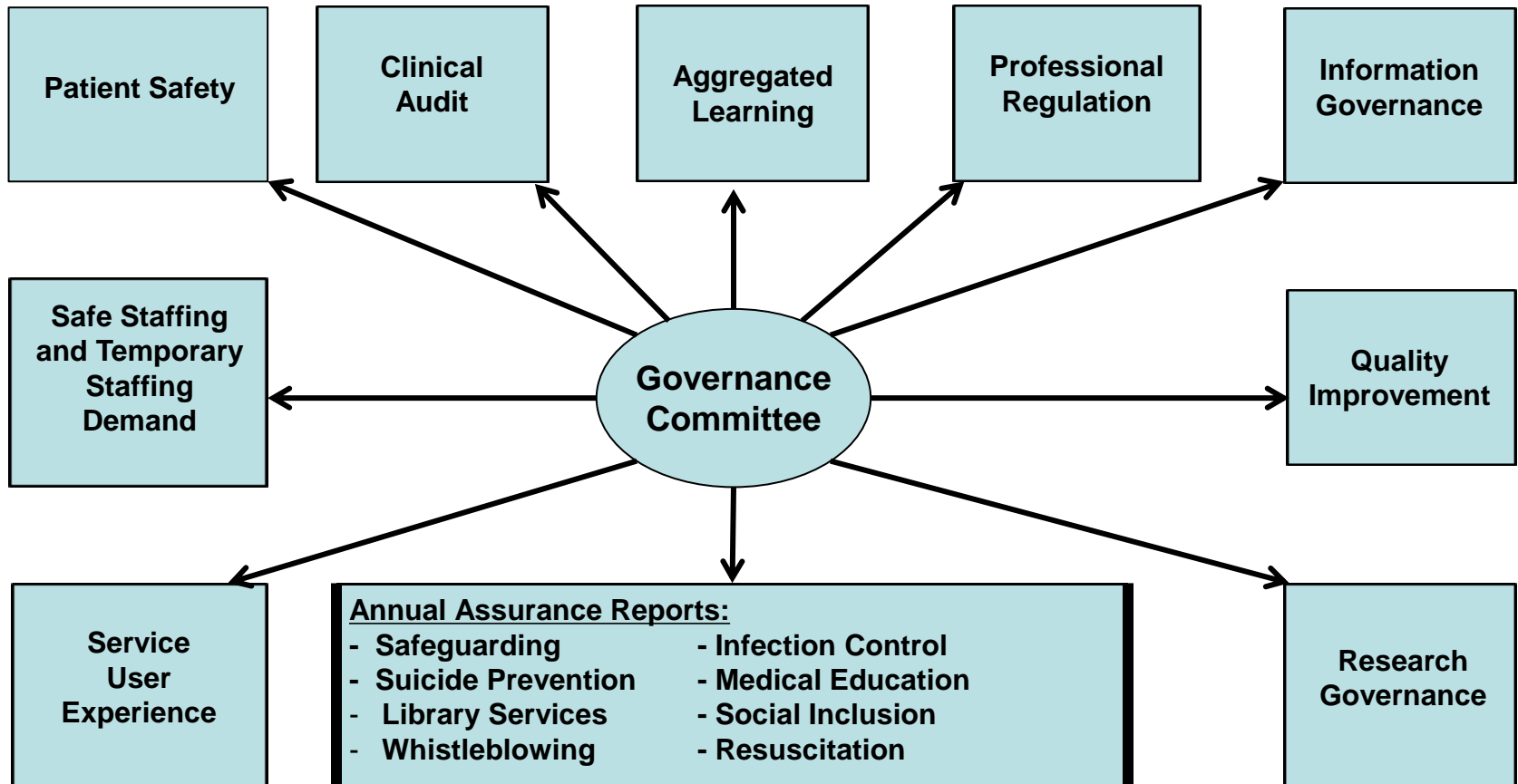
- Scrutinise the actions of the Trust's management in delivering the Trust's objectives, strategy and regulatory/contractual obligations
- Report levels of assurance and actions being taken via monthly summary reports to the Board
- Triangulate information received from a number of sources i.e. across committees, external parties
- Request and receive assurance on compliance and performance in all areas



# Governance Committee

- The purpose of the Governance Committee is to hold the Executive Directors to account for the establishment, maintenance and monitoring of appropriate integrated systems, processes and reporting arrangements for the management of all aspects of clinical governance and associated risk, and to provide onward assurance to the Board on all aspects of the Committee's work.
- Chaired by Nikki Richardson since November 2016
- Vice Chair – Maria Bond

## Areas of Assurance Reported



# Membership

- 2 Non-Executive Directors
- Director of Quality
- Medical Director
- Director of Engagement and Integration
- In Attendance:
  - Deputy Director of Nursing
  - Assistant Director of Governance and Compliance
  - Assistant Director of Quality Assurance and Transformation

# Specific areas of assurance

## Quality and Clinical Risk Sub Committee

### Why?

- Governance Committee too detailed and too operational
- Very long and detailed agendas
- In efficient use of senior management time

### What?

- Established an Executive led sub-Committee to hold senior managers to account

### Outcomes

- Greater levels of assurance
- Better ownership
- Improved pace of action completion
- More appropriate focus at Governance Committee



## Safe Staffing

### What?

- Report on planned vs actual staffing levels
- Use of temporary staffing

### Why?

- Ensure delivery of safe services
- National requirement to report staffing levels
- National and Trust requirement to reduce spend

### Outcomes

- Clear understanding and reporting of staffing levels on wards
- Reduction in use of agency and reduced spend
- Improved quality of service
- Improved functioning of staff “bank”
- Identification of agency “hot-spots”

## Patient Safety

### What?

- The CQC/Trust Quality Improvement Plan
- Serious Incident action plans

### Why?

- To improve patient safety
- Providing high quality, patient focused services

### Outcomes

- Improvements in quality of services
- Significant assurance for all of CQC Improvement Plan with CQC sign off (promoted by CQC as good practice)
- Realistic plans
- Improved completion of Serious Incident actions and ownership by services

## Clinical Audit

### What?

- Assessment and Care Management records

### Why?

- Low compliance
- Slow progress
- Mitigate risk

### Outcomes

- Development of trajectories
- Improved compliance
- Service ownership of actions

## The Role of the Governor at Board Committees

- A programme of Governor observation of key Board Committees has been designed to support the Governors in their statutory duty to hold the Non-Executive Directors to account for the performance of the Board.
- By observing Committee proceedings, Governors will be able to take assurance that the Non-Executive Directors are effectively leading and controlling the Trust, and report that assurance back to the Council as part of the holding to account process.
- The Governance Committee has been well attended and supported over the past 2 years by Vic Godding and Jo Smith

## Governor Observations

- Vic Godding and Jo Smith have attended since June 2016
- Development of checklist
- Governor Observations

Category	Agenda No Paper Reference	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
<b>Meeting Management</b>	Chair - Setting Context?																					
	Chair - Agenda Management & Prioritising?																					
	Chair - Action Clarity?																					
	Chair - Identifying Issues for Action																					
	Chair - Commenting on good performance																					
	Chair - Looking for gaps in Assurance																					
<b>Inclusivity &amp; Collaboration</b>	Chair - Comments to Paper Presenter																					
	Chair - Encouraging Openness?																					
	Board - Demonstrating Collaboration?																					
	NED's - Commenting on good performance?																					
<b>Testing Assurance</b>	Chair / NED's - Staff recognition?																					
	NED's - Reviewing performance & seeking assurance about poor performance?																					
	NED's - Looking for gaps in Assurance																					
	NED's - Comments to Paper Presenter																					
	Chair / NED's - Seeking Assurances re' impact on Service Users ?																					
	Chair / NED's - Seek Assurance re' costs and sustainability of Services ?																					
<b>Action Monitoring</b>	Board Members ( NED's & Exec's) Seek & test Assurances from one another?																					
	Remedial plans being put in place & monitored to address poor performance																					
<b>Additional Content</b>	Internal Audit reports being received & discussed																					

OBSERVER COMMENTS

# Questions?