

## Trust Board – 28 November 2013

<b>Title of the Paper:</b>	Governance Report		
<b>Agenda item:</b>	TB 95/13		
<b>Lead Executive:</b>	Antony Tiernan, Director of Corporate Affairs and Communications		
<b>Author:</b>	Mark Jarvis, Interim Trust Secretary		
<b>Trust Objective:</b>	Achieving continuous improvement in the quality of patient care that we provide and the delivery of service performance across all areas		
<b>Purpose</b>			
To present an update to the Board on the implementation of revised governance structures			
<b>Previously Discussed And Date For Further Review (list relevant committees)</b>			
Governance structure discussed and agreed at Trust Leadership Executive Committee (TLEC) and Trust Board in September 2013			
Terms of reference ratified at TLEC on 7 November 2013			
<b>Benefits To Patients And Patient Safety Implications</b>			
Improvements in the systems and process used across the Trust to ensure transparency and efficiency			
<b>Risk Implications for the Trust</b> ( <i>including any clinical and financial consequences</i> ):		<b>Mitigating Actions</b> ( <i>Controls</i> ):	
Poor governance arrangements could lead to poor decision making, impact on the delivery of safe patient services and a lack of effective co-ordination		Full implementation of the new governance structures	
<b>Links to Board Assurance Framework, CQC Outcomes, Statutory Requirements</b>			
Improvements in the governance structures were highlighted as an area of concern within the risk summits			
<b>Legal Implications: (if applicable)</b>			
N/A			
<b>Financial Implications:(if applicable)</b>			
N/A			
<b>Communications Plan (if applicable)</b>			
Details of the governance structures are being communicated to all staff			
<b>Recommendations</b>			
The Board is asked to note the current position on the establishment of the meetings structure below the Board and subcommittees.			



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**Trust Board - 28 November 2013**

**Governance Report**

**Presented by:** Antony Tiernan, Director of Corporate Affairs and Communications

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**1. Purpose**

- 1.1 This paper updates the Board on the progress made with the establishment of the meetings structure below the level of the Board and its subcommittees.

**2. Background**

- 2.1 In September the Board noted the structure agreed by the Trust Leadership Executive Committee (TLEC) of meetings below the Trust Board and subcommittees. It was advised that the terms of reference for the new Trust groups were being agreed.

**3. Analysis/Discussion**

- 3.1 At the November TLEC terms of reference for all the newly established groups were ratified with the exception of a newly created planning group. These terms of reference had not been prepared as decisions had only been taken shortly before the TLEC meeting that this group should be established. The terms of reference will therefore be presented to the December TLEC meeting. All groups, with the exception of the planning group have met and established their frequency of meetings. Appendix A shows the updated structure.
- 3.2 The next stage is for Executive and Divisional Director leads of the groups to go through the process of ensuring that the panels that sit below the groups are necessary, have clear terms of reference and an explicit reporting process into their host group. This work will be supported by the Trust Secretary and Director of Corporate Affairs and Communications and will strengthen the internal governance processes.
- 3.3 Over the next couple of months, an annual timetable for all meetings of the groups and panels will be established and shared. This will include an annual timeline for key papers which are needed for TLEC and Board approval. In addition, a system will be created for the people who provide administrative support to the Groups and Panels to be able to archive their agenda, papers and minutes centrally.

**4. 4 Risks**

- 4.1 With the exception of the planning group reasonable assurance can be given that the new governance structures have been put in place and that the newly established groups will undertake the next phase of the governance review. Groups will be asked to prepare a one page summary of the items discussed and actions taken and

submit this to each TLEC meeting. This will provide an audit trail of any actions taken and a clear indication of issues that might need to be referred to TLEC and subsequently to subcommittees and the Board.

## **5. Recommendation**

5.1 The Board is asked to note the current position on the establishment of the meetings structure below the Board and subcommittees.

**Antony Tiernan**

Director of Corporate Affairs and Communications

November 2013

