

## COUNCIL OF GOVERNORS' MEETING

14 DECEMBER 2017

Paper Title:	Council of Governors' Business Cycle
Section:	Public
Lead Director:	Michael Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	14
Presented For:	Discussion

### PURPOSE OF THIS PAPER:

To provide Governors with a schedule of business items for consideration at future meetings.

### EXECUTIVE SUMMARY:

The work programme, attached at Annex A, incorporates proposed agenda items for forthcoming Council of Governor meetings. It also incorporates proposed future bite-size training topics. Two of these relate to bite-size training to be undertaken by Appointed Governors (February – bite-size training by the University of Bradford; and May – bite size training by Barnardo's). These training sessions will focus on the health and social care work of the respective organisations and how this links into the work of the Trust. Our other Appointed Governors will be invited to give similar presentations at future meetings.

### RECOMMENDATIONS:

That the Council of Governors':

- considers the work programme at Annex A, particularly items for the February 2018 meeting;
- considers the timetabling of future bite-size training items; and
- notes any additional items as a result of today's meeting for inclusion in the programme.

## COUNCIL OF GOVERNORS' WORK PROGRAMME 2017/18

Subject Group	July 2017	December 2017
<b>Standing Items</b>	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback
<b>Bitesize Training</b>	Agile Working	
<b>Quality and Strategy</b>	Annual Report and Accounts, Quality Account and Annual Members' Meeting Wakefield Children's Services	Operational Plan Progress Update  Reaching out to Carers Update (requested at 10/11/16 meeting – to cover characteristics and numbers of carers accessing the Hub)  Alternative use of the Intensive Therapy Centre – Progress Update
<b>Governance</b>	Governor Approved Minutes Chair and NED Appraisal Summary Report NED and Chair Remuneration Results of the Council of Governor Performance Evaluation Approval of Non-Executive Director Appointment Approval of Governance Manual	Annual Members Meeting Minutes Governor Approved Minutes Constitution Review (no changes proposed) Membership Strategy Update Appointment of External Auditor

**Potential Future Bitesize Training Topics:** Appointed Governor presentations

## COUNCIL OF GOVERNORS' WORK PROGRAMME 2017/18

Subject Group	February 2018	May 2018
<b>Standing Items</b>	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback
<b>Bitesize Training</b>	University of Bradford Health and Social Care Work	Barnardo's Health and Social Care Work
<b>Quality and Strategy</b>	Quality Accounts – Quality Goal  Committee in Common Memorandum of Understanding (referenced in the December West Yorkshire Mental Health Collaboration paper)	Operational Plan Progress Update
<b>Governance</b>	Governor Approved Minutes  Developing the Work of the Council of Governors (Governor paper)  Report from the BAME in Employment Task and Finish Group	Governor Approved Minutes Lead Governor Appointment (Expressions of Interest) Committee Appointments Register of Interests and Fit and Proper Person Declaration Register of Gifts and Hospitality COG Performance Review Proposal Governor Attendance Appointment of External Auditor Progress Update 2018 Election Results

## COUNCIL OF GOVERNORS' WORK PROGRAMME 2017/18

Subject Group	July 2018	December 2018
<b>Standing Items</b>	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback	Chair's Report on Board of Director Meetings Integrated Performance Report Council of Governors' Work Programme Governor Feedback
<b>Bitesize Training</b>	Complaints Process and Learning from the Process	
<b>Quality and Strategy</b>	Annual Report and Accounts, Quality Account and Annual Members' Meeting  2018-2020 Membership Strategy	Operational Plan Priorities
<b>Governance</b>	Governor Approved Minutes Lead Governor Appointment (Annual) Chair and NED Appraisal Summary Report NED and Chair Remuneration Results of the Council of Governor Performance Evaluation Constitution Review Approval of Governance Manual Governor Attendance Appointment of External Auditor Progress Update	Annual Members' Meeting Minutes Governor Approved Minutes 2018-2020 Membership Strategy – Progress Update Appointment of External Auditor Governor Attendance

