

COUNCIL OF GOVERNORS' MEETING

27 March 2018

Paper Title:	Council of Governors' Business Cycle
Section:	Public
Lead Director:	Michael Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	5
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.

RECOMMENDATIONS:

That the Council of Governors':

- considers the work programme at Annex A, particularly items for the May 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
Standing Items	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
Bitesize Training	Agile Working	
Quality and Strategy	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
Governance	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
Standing Items	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
Bitesize Training	University of Bradford Health and Social Care Work	Barnardo's Health and Social Care Work
Quality and Strategy	Quality Accounts – Quality Goal Committee in Common Memorandum of Understanding (referenced in the December West Yorkshire Mental Health Collaboration paper) Winter Planning Update (agreed at December 2017 meeting)	Operational Plan Progress Update West Yorkshire Mental Health Services Collaboration
Governance	Governor Approved Minutes Developing the Work of the Council of Governors (Governor paper) Report from the BAME in Employment Task and Finish Group Membership Update Membership Development Committee Minutes Chair Appointment (date of appointment)	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

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Subject Group	July 2018	December 2018
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Bitesize Training	Complaints Process and Learning from the Process	Autism (requested at December 2017 CoG meeting)
Quality and Strategy	Annual Report and Accounts, Quality Account and Annual Members' Meeting 2018-2020 Membership Strategy Complaints Data	Operational Plan Priorities Complaints Data
Governance	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	Annual Members' Meeting Minutes Governor Approved Minutes 2018-2020 Membership Strategy – Progress Update Appointment of External Auditor Governor Attendance

	Appointment of External Auditor Progress Update	
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