

PUBLIC BOARD MEETING

26 JULY 2018

Paper Title:	Governance Manual Annual Review
Section:	Public
Lead Director:	Paul Hogg, Director of Corporate Affairs
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	18
Presented For:	Information
Paper Category:	Governance & Compliance

Executive Summary:

Paragraph 5.8 of the Standing Orders for the Board of Directors (appended to the Constitution) states:

“Governance Manual – The Trust shall produce a Governance Manual which shall provide details of the matters that the Board has, for the time being, reserved for itself and/or delegated to Committees of the Board (including the terms of reference and membership of each Committee of the Board) and/or delegated to the Chief Executive and Executive Directors of the Trust. The Governance Manual shall also include the Code of Conduct for Governors, details of the Committees of the Council of Governors and the Trust’s Standing Financial Instructions. The Governance Manual shall be reviewed at least annually by the Board and, except in relation to any provisions relating to the terms of reference and membership of each Committee of the Council, if necessary, amended”.

Governors are also required to approve the Governance Manual and this approval will be sought at the Council of Governors meeting on 19 July 2018.

Revisions made during the last 12 months to the terms of reference of the Trust Board Committees and Council of Governor Committees/Working Group, as well as revisions to the Standing Financial Instructions and Scheme of Delegation have been incorporated into the Governance Manual. This will be updated further following ratification, at the Council of Governors meeting on 19 July 2018, of the Council of Governor Remuneration and Nomination committees’ terms of reference. Additionally, the Trust’s vision/values are currently being refreshed, as part of the wider organisational strategy work, and these will replace the existing vision/values within the Manual following their approval around September 2018.

The Governance Manual is attached at Annex. Revisions made to the Manual during the year (and those proposed for the Council of Governors Remuneration and Nominations committees) are highlighted in yellow.

Recommendations:
<p>That Trust Board:</p> <ul style="list-style-type: none"> • Notes the Governance Manual will be considered by the Council of Governors at a meeting on 19 July 2018; • Notes the Governance Manual will be updated following ratification of the Council of Governor Remuneration and Nomination committees' terms of reference and refresh of the Trust's vision and values; and • Approves the Governance manual.

Governance/Audit Trail:

Meetings where this item has previously been discussed (please mark with an X):						
Audit Committee		Quality & Safety Committee		Remuneration Committee		Finance, Business & Investment Committee
Executive Management Team	√	Directors		Chair of Committee Meetings		Mental Health Legislation Committee
Council of Governors	√					

This report supports the achievement of the following strategic aims of the Trust: (please mark those that apply with an X):	
Quality and Workforce: to provide high quality, evidence-based services delivered by a diverse, motivated and engaged workforce.	√
Integration and Partnerships: to be influential in the development of new models of care locally and more widely across the West Yorkshire and Harrogate H&CP	√
Sustainability and growth: to maintain our financial viability whilst actively seeking appropriate new business opportunities	√

This report supports the achievement of the following Regulatory Requirements:	
Safe: People who use our services are protected from abuse and avoidable harm	
Caring: Staff involve people who use our services and treat them with compassion, kindness, dignity and respect	
Responsive: Services are organised to meet the needs of people who use our services	
Effective: Care, treatment and support achieves good outcomes, helps to maintain quality of life people who use our services and is based on the best available evidence.	
Well Led: The leadership, management and governance of the organisation make sure it's providing high-quality care that is based around individual needs, encourages learning and innovation, and promotes an open and fair culture.	√
NHSI Single Oversight Framework	

Equality Impact Assessment :
Not applicable.

Freedom of Information:

Publication Under Freedom of Information Act

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