

TRUST BOARD MEETING

26 September 2019

Paper Title:	Care Trust Integrated Governance Guide
Lead Director:	Paul Hogg, Director of Corporate Affairs
Paper Author:	Paul Hogg, Director of Corporate Affairs
Agenda Item:	16
Presented For:	Information
Paper Category:	Governance & Compliance

Executive Summary:

As part of the Care Quality Commission action plan, an Integrated Governance Guide has been produced to summarise key information about how corporate governance systems and processes operate across the Trust. This was presented to Trust Board in July 2019 and received strong support from Board members. The Trust Chair asked that the format and style be tested out with a cross section of staff in both clinical and non-clinical teams.

The Director of Corporate Affairs and Deputy Trust Secretary met with two clinical teams (Child and Adolescent Mental Health Service staff at the Fieldhead and Hillbrook sites) and a cross section of staff at New Mill to discuss the Guide and as a result, a number of improvements have been made. The final version of the Integrated Governance Guide is attached at Appendix 1 for information.

The Guide will be launched in October with a focus on staff engagement and cascade through corporate induction (for new starters), publication on Connect (for existing teams) and a series of face-to-face and digital communications planned for the next few months (to roll out the Guide). The Corporate Governance Manager/Deputy Trust Secretary will attend a series of team meetings to present the Guide and a suite of training packages will be on offer to reinforce how the governance templates can be used effectively. The training package, consisting of three modules arranged twice a year, will focus on:

- report writing for staff producing Board and Committee papers;
- minuting taking and supporting meetings for those recording senior level meetings across the Trust; and
- chairing meetings for those staff new to such responsibilities.

Recommendation:

That the Board:

- Note the communication of the Integrated Governance Guide and associated training package.

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
Senior Leadership Team (in part)	x	Directors		Chair of Committee Meetings		Mental Health Legislation Committee
Council of Governors (in part)	x					

This report supports the achievement of the following strategic aims of the Trust: (please mark those that apply with an X):	
To provide seamless access to the best care.	X
To provide excellent quality services.	X
To provide our staff with the best places to work.	X
To support people to live to their fullest potential, to be as healthy as possible.	X

This report supports the achievement of the following Regulatory Requirements: (please mark those that apply with an X):	
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.	X
NHSI Single Oversight Framework	

Equality Impact Assessment:
Not applicable.