

Meeting Title	Board of Directors		
Date	12 March 2020	Agenda item	Bo.3.20.6

## Report from the Chairman

Presented by	Dr Maxwell Mclean, Chairman		
Author	Jacqui Maurice, Head of Corporate Governance		
Lead Director	Dr Maxwell Mclean, Chairman		
Purpose of the paper	The report provides an update on activity and engagement involving the Council of Governors since the previous report provided to the Board in January 2020.		
Key control	N/A		
Action required	To note		
Previously discussed at/informed by			
Previously approved at:	Committee/Group	Date	

### Analysis

#### 1. Council of Governors Meeting held 16 January 2020

The Board of Directors is asked to note the following key decisions and items of note discussed at the most recent Council of Governors meeting.

##### 1.1 Council of Governors Terms of Reference Review

The Council reviewed their terms of reference and confirmed that there were no amendments required and that these would remain in place until the next annual review.

##### 1.2 Nominations and Remuneration Committee Terms of Reference Review

The Council also reviewed and approved their terms of reference for the Governors Nominations and Remuneration Committee (NRC). In line with a recommendation from the NRC the Governors approved minor changes relating to consistency in the use of titles and corrections to grammatical errors. These terms of reference will now remain in place until the next annual review.

##### 1.3 Membership of the Governors Nominations and Remuneration Committee

In line with the NRC terms of reference, the Council of Governors is required to agree the membership of the NRC. The appointments are for three years and Governors are able to serve more than one three-year term. Nominations were sought for three seats on the committee. The Council approved the appointments of the following three Governors to the committee; Mr Kursh Siddique, Ms Wendy McQuillan and Mr Alan English.

##### 1.4 Appointment of a new Non-Executive Director (NED)

The Council of Governors approved a recommendation from the NRC to undertake a NED recruitment process to seek a new Non-Executive member of the Board following the resignation of Mr Amjad Pervez.

The Board is asked to note that the process is now underway.

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## 1.5 Chair Appraisals Process 2019

The Governors received a formal report from Ms Selina Ullah, Senior Independent Director, which confirmed that my objectives for 2019/20 had been set in line with the Chair Appraisal Process approved by the Council of Governors on 18 May 2019. The Governors noted that the process had included reference to the views of the Chief Executive Officer and Executive Directors; Non-Executive Directors and Governors. The Council confirmed that it derived assurance from the report.

The Board is asked to note that the Governors will be considering the Non-Executive Director and Chair Appraisal processes for 2020 at the Council of Governors meeting scheduled for 23 April 2019..

## 1.6 External Auditor Appointment Progress Report

The Council received an update with regard to the progress made by the Auditor Appointment Working Group (AAWG). You will recall that this group was established by the Council of Governors at their meeting on 17 October 2019 and is comprised of; Governors appointed by the Council, the members of the Board's Audit and Assurance Committee and, the Director of Finance. The Council received notification that the AAWG had;

- agreed the membership of the evaluation team that would be involved in the shortlisting and interview of the providers
- Confirmed the content of the tender documentation
- Confirmed the appointment schedule.

As the Board is aware it is the responsibility of the Council of Governors to appoint the External Auditor. The formal recommendation with regard to the appointment will be presented to the Council of Governors on 23 April 2020 from the Chair of the Audit and Assurance Committee.

## 1.7 Quality Report 2019/20: Locally Selected Indicator

On an annual basis the Council of Governors is required to 'select an indicator for audit' from the Foundation Trust's Quality Report. The audit will be undertaken by the External Auditor as part of the work that they are obligated to undertake in relation to the audit of the Trust's Quality Report. You will recall that the Council approved the establishment of a 'task and finish group' in October 2019 to develop the recommendation regarding the indicator to be selected. The group has worked with the Head of Performance here at the Trust who has supported them in the development of the recommendation. At the meeting on 16 January the Council confirmed that the indicator to be audited would be the 'Percentage of patients seen within two weeks of an urgent GP referral for suspected cancer'.

A formal report from the External Auditor on the outcomes of the audit will be presented to the Council of Governors at the meeting scheduled for 16 July 2020.

## 2. Elections to the Council of Governors

In my report to the Board in January I advised of the two vacant seats that remained on the Council for staff governors following the election process launched in October 2019. The election process for the remaining two staff seats was launched on 30 January 2020 and I am very pleased to confirm that both seats have now been filled. The following appointments have been made.

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- Ms Ruth Wood, Staff Governor: 'All other Staff groups' ('Estates and Ancillary', 'Admin and Clerical' and 'Additional Clinical Services')
- Dr Kavitha Nadesalingam, Staff Governor: Medical and Dental

You will note that Ms Ruth Wood has previously served two terms as a Staff Governor with her second term concluding in December 2019. Dr Kavitha Nadesalingam is a newly appointed Governor. Please see Appendix 1 for the statements they submitted in support of their nominations.

### 3. Governors engagement calendar February and March 2020

I am pleased to highlight the recent key activities and events that Governors have participated in since my last report to you and the upcoming events they have received invitations for.

In February Governors were in attendance at the following two sessions:

- Update on the NHS Long Term Plan, led by John Holden, Director of Strategy and Integration.
- End of Life Care, led by Karen Dawber, Chief Nurse and Liz Price, Lead Nurse for Palliative Care

In March Governors have the following sessions scheduled:

- Update on the Command Centre, led by Sandra Shannon, Chief Operating Officer.
- Governor views on the '2020 vision for the Trust', led by John Holden, Director of Strategy and Integration
- Acute Provider Collaboration joint session with Airedale NHS Foundation Trust Governors, led by Stacey Hunter, Executive Lead, Acute Provider Collaboration.

Feedback from our Governors with regard to these sessions will be shared at the Council of Governor meeting scheduled for 23 April 2020.

### 4. My Quarterly meeting with Governors

My next quarterly session with Governors is scheduled for 14 April 2020. This provides a general opportunity for an informal meeting to take place between myself and the Governors. I would welcome any comments from Board members as to matters for discussion.

### 5. Joint Session with Non-Executive Directors

The next joint closed session between the Non-Executive Directors and the Governors will take place on Thursday 23 April from 2.15pm to 3.15pm. I would appreciate full attendance by NED colleagues at this important session. This will then be followed by the Council of Governors meeting from 3.30pm to 5.30pm in the Conference Room, Field House, Bradford Royal Infirmary.

### Recommendation

The Board of Directors is asked to note the report.

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## Appendix 1

### Elections to the Council of Governors

**Dr Kavitha Nadesalingam - Staff Governor: Medical and Dental**



I am a Consultant Rheumatologist working within BTHFT since 2016. My work is mainly outpatient based at SLH with inpatient work at the BRI. As rheumatological conditions affect the whole body, I have gained good relationships across specialties to be able to engage with staff and gather opinion. I have previously held national leadership roles as a trainee (Royal College of Physicians Specialist Advisory Committee Trainee Representative, British Society of Rheumatology (BSR) Education and Training Committee Representative and British Rheumatologists in Training representative). I was effective in these roles and initiated, designed and executed surveys to engage trainees in helping shape the training of rheumatology which were published and presented at national meetings. I received excellent quantitative feedback from the trainees I represented. I have multi source feedback evidence of being an effective communicator, being approachable and reliable. I have strong self-organisation skills and have led on many quality improvement projects and audits that have innovated and developed rheumatology care such as group consultations and nurse led pathways. On a personal level, I want to become a staff governor as I am interested in learning about the running of the trust at a strategic level. I will use my forward thinking approach to identify changes to benefit patients and the trust thereby improving the healthcare provision for the patients of Bradford.

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**Ms Ruth Wood - Staff Governor: All other Staff Groups** (Admin and Clerical, Estates and Facilities, Additional Clinical Services)



I have already served two terms as a staff governor. I am committed to serving and support my staff group. I worked for Bradford Teaching Hospitals NHS Foundation Trust from 1991 until 2000 in various admin and managerial roles and left to gain experience in Primary Care. I worked in Leeds as a Practice Manager returning to the Trust in late 2009 as a Patient Service Manager. Since my return I have seen many changes in the Trust which have impacted on me both personally and professionally and feel through these experiences that I have grown in strength and confidence to take on the role of staff governor. If elected, I will work with the Board of Directors and Governor colleagues to ensure the Trust delivers high quality care, listens and responds to the needs of the local population and stakeholders, as well as listening to the views of staff; I will actively work towards improving the working environment. I will also work with my colleagues to ensure with the Board lead and influence high quality service developments to continue to improve the patient experience supporting the Trust values. I am open, honest and passionate about Bradford, its employees and patients who access our services. I believe we have a strong foundation which can only go from strength to strength. I am committed and will work tirelessly to build upon the good work all staff currently do in the services we provide.