

Meeting Title	Board of Directors		
Date	18.03.21	Agenda item	Bo.3.21.6

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	<p>The report provides:</p> <ul style="list-style-type: none"> - An update on activity and engagement involving the Council of Governors since the previous report provided to the Board in January 2021. - Other items of note that the Chairman would like to draw the Board's attention to. 		
Key control	N/A		
Action required	To note		
Previously discussed at/ informed by			
Previously approved at:	Committee/Group	Date	

Situation

Our Council of Governors and Foundation Trust Membership

1. Key outcomes from the Council of Governors meeting held on 21 January 2021.

1.1 Code of Conduct: The Council confirmed the establishment of a governor working group to undertake a review of the Governor Code of Conduct. The revised Code will be presented to the Council for approval in April.

1.2 Membership Plan: The Council noted that work on the Membership Plan would be restarted with volunteer governors sought to join a refreshed 'task and finish group'. A draft of the Membership Plan will be presented to the Council for comment in July prior to it being presented to the Board for approval in September 2021.

1.3 Annual Evaluation/ Skills and Knowledge Audit: Governors are now undertaking their 'annual evaluation' and also completing a 'skills and knowledge audit'. The outcomes will be presented back to the Council in April along with any recommendations regarding improvements to the way in which the Council conducts its business and, confirming learning and development requirements for the coming year.

1.4 Induction Programme: The Council has formed a working group to review of individual and collective governor induction programmes. The outcomes of the review along with the revised programmes will be presented back to the Council for ratification in July with the collective programme launched soon after.

1.5 Membership of the Nominations and Remuneration Committee (NRC): The Council noted the term end as a member of the NRC for Hardev Sohal, Patient Governor on the Committee of 31 January 2021. Following a call for self-nominations Hardev has been reappointed to the NRC up to 31 March 2022.

Meeting Title	Board of Directors		
Date	18.03.21	Agenda item	Bo.3.21.6

1.6 Governors Terms of Reference / NRC Terms of Reference: The Council approved the Governors Terms of Reference and the (Governors) NRC Terms of Reference. The updated documents have been published on the Trust website and are available [here](#).

1.7 Chair Appraisal Process: The Council received the report from our Senior Independent Director on my appraisal. The Council confirmed that it was assured by the report received.

1.8 Governor Work programme 2021/2024: The Council approved the three year work programme although agreed that it would be reviewed on an annual basis.

1.9 Chief Executives Report: A comprehensive report was provided by Mel Pickup to the Council in response to questions raised regarding:

- staff declining to have the vaccine
- the types of vaccines being delivered from our trust
- any reports of side-effects
- How the Trust was managing our oxygen supply.

The Governors also received a detailed update on further developments regarding the Trust's response to the pandemic over the last quarter.

1.10 Act as One: Mel Pickup also provided an excellent presentation to the Council on Act as One. In a concise and informative way the elements covered included;

- What Act as One seeks to achieve
- The whole system governance
- The seven priority programmes
- How Act as One has supported services during the pandemic
- A look ahead to 2021

The presentation is available as part of the Governors meeting papers on the website [here](#).

The next meeting of the Council of Governors will take place on 15 April 2021 from 3.30pm to 5.30pm. In light of the Government restrictions to groups of people meeting, our meeting in April will take place virtually, and will not be open to the public. The agenda and papers are available on the website [here](#) and the recording of the meeting will be uploaded to the Trust's YouTube channel on Friday 16 April 2021. A link along with an annotated agenda will be made available on the website [here](#).

2. Governor Resignation

It is with regret that I report that Mr Alan English, Public Governor for Bradford South has tendered his resignation as at the end of February 2021. I have written to Mr English to formally thank him for his service as a Governor for almost five years and, in particular for the contributions he made with regard to appointments to the Board as a member of the Governors NRC.

3. Elections to the Council of Governors

I am pleased to advise that the election process for vacancies on the Council commenced on Monday 15 February 2021. The fully comprehensive election site is available [here](#). We are seeking nominations for public governor vacancies within Shipley (1 seat), Bradford South (2 seats) and Bradford West (1 seat). The closing date for the receipt of nominations is Monday

Meeting Title	Board of Directors		
Date	18.03.21	Agenda item	Bo.3.21.6

15 March 2021. Communications to encourage nominations have been circulated to our Foundation Trust members, a range of community based organisations and, members of the public via press releases, face book and twitter. I hosted a virtual session for those interested in the role on 9 March 2021 and was joined by David Wilmshurst, Vice-Chair of our Council, Wendy McQuillan, Lead Governor, Laura Parsons, Associate Director of Governance/Board Secretary and, Jacqui Maurice, Head of Corporate Governance. The session was very well attended. Where we receive more nominations than the vacancies available then we will move to hold elections. Where elections are held then voting will open on Thursday 8 April 2021 and close on Tuesday 4 May 2021 at 5pm. The results will be formally declared on Wednesday 5 May 2021.

4. My quarterly meeting with Governors

My next quarterly session with the Governors will take place on Tuesday 13 April 2021. Any questions raised will be shared with the full Council at the meeting scheduled for 15 April 2021. Where time permits responses to the questions will be provided at that meeting.

5. Joint Session: Governors and Non-Executive Directors

Our next joint closed session between the Non-Executive Directors and the Governors will take place on Thursday 15 April 2021 from 2.15pm to 3.15pm (prior to the council of governors meeting).

6. Winter Membership e-bulletin

Our latest membership e-bulletin was distributed in February 2021. This is available for download [here](#). The Trust has commissioned an 'easy read' version which, once available, will be added to our website and circulated across our Trust's social media platforms.

Other items of note for the Board

1. Strategic Partnering Agreement

The Strategic Partnering Agreement (SPA) is the document that describes the shared governance arrangements and approach to decision making, which we adhere to in the Bradford District and Craven Health and Care system. It was developed through a collaborative process in 2018/19 and all partner organisations agreed it through their formal governance mechanisms in 2019. It was approved by the BTHFT Board on 7 March 2019.

A working group has been set up to review and update the SPA. The Trust is represented on this group by me, John Holden, Director of Strategy and Integration and Laura Parsons, Associate Director of Corporate Governance/Board Secretary. The amendments are due to be completed by the end of March and the updated version of the SPA will then be taken through individual organisations for sign off. It will therefore be presented at the next Board meeting on 20 May 2021.

The amendments which are currently being worked through are intended to bring the SPA up to date to reflect current arrangements, and no fundamental changes are being proposed. However, following the publication of the Integration and Innovation White Paper (subject to a separate item on today's agenda), there will be a further, more comprehensive review of the

Meeting Title	Board of Directors		
Date	18.03.21	Agenda item	Bo.3.21.6

SPA between April and September 2021, to ensure that it supports the development of an Integrated Care Partnership for Bradford District & Craven.

Further details are included in the slides attached at appendix 1.

Recommendation

The Board of Directors is asked to note the report.