

**AGENDA ITEM NO:**

**UNIVERSITY HOSPITALS BIRMINGHAM  
NHS FOUNDATION TRUST  
COUNCIL OF GOVERNORS  
TUESDAY 22 JANUARY 2013**

<b>Title:</b>	<b>FUTURE ARRANGEMENTS FOR COUNCIL MEETINGS – FOLLOW UP</b>
<b>Responsible Officer:</b>	David Burbridge, Director of Corporate Affairs
<b>Contact:</b>	David Burbridge, Director of Corporate Affairs, Ext 2881

<b>Purpose:</b>	To obtain the Council of Governors' approval of proposals relating to the conduct of meetings of the Council.
<b>Confidentiality Level &amp; Reason:</b>	NONE
<b>Key Issues Summary:</b>	Further to the meeting of the Council on 16 November 2012, the Board of Directors has considered a number of options and agreed that a proposal would be made to the Council of Governors that they continue to meet four times per year, on separate dates than the meetings of the Board.  It is further proposed that the proposals be reviewed after a trial period.
<b>Recommendations:</b>	<ol style="list-style-type: none"><li>1. To adopt the proposed format for Council of Governors meetings with effect from 1 April 2013; and</li><li>2. To review the effectiveness of such arrangements jointly with the Board of Directors after two meetings under the proposed arrangements.</li></ol>

<b>Signed:</b>	<b>Date:</b> January 2013
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# **COUNCIL OF GOVERNORS**

## **FUTURE ARRANGEMENTS FOR COUNCIL MEETINGS**

**24 SEPTEMBER 2012**

### **PRESENTED BY THE DIRECTOR OF CORPORATE AFFAIRS**

#### **1. Purpose**

The purpose of this paper is to obtain the Council of Governors' approval of proposals relating to the conduct of meetings of the Council.

#### **2. Board of Directors**

2.1. Further to the meeting of the Council on 16 November 2012, when the Council of Governors asked the Chairman to consider alternative proposals regarding meetings of the Council of Governors, the Board of Directors has considered a number of options (attached at Annex A) and has agreed to adopt option 3, this being that, from April 2013:

2.1.1. The Board of Directors would meet six times per year, every two months;

2.1.2. A new committee of the Board of Directors would be constituted to oversee clinical quality and governance between Board meetings.

#### **3. Council of Governor meetings**

3.1. The Directors agreed that a proposal would be made to the Council of Governors that they continue to meet four times per year, on separate dates than the meetings of the Board.

3.2. A draft Annual Cycle of Business for the Council of Governors is attached at Annex B.

3.3. It is further proposed that the proposals be reviewed after a trial period.

#### **4. Recommendations**

4.1. To adopt the proposed format for the Council of Governors meetings with effect from 1 April 2013; and

- 4.2. To review the effectiveness of such arrangements jointly with the Board of Directors after two meetings under the proposed arrangements.

**David Burbridge**  
**Director of Corporate Affairs**

**January 2013**

### Annex A – Options considered

	April	May	June	July	Aug	Sept	October	Nov	Dec	January	February	March
<b>Now</b>	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2		BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2
		CoG meeting				CoG meeting		CoG meeting			CoG meeting	
						AGM			Joint meeting			

<b>Option 1</b>	BoD meeting 1	BoD meeting 1*	QG Cttee meeting	BoD meeting 1		QG Cttee meeting	BoD meeting 1		QG Cttee meeting	BoD meeting 1		QG Cttee meeting
	CoG meeting			CoG meeting			CoG meeting			CoG meeting		
						AGM						

<b>Option 2</b>	BoD meeting 1	BoD meeting 1*	QG Cttee meeting	BoD meeting 1		QG Cttee meeting	BoD meeting 1		QG Cttee meeting	BoD meeting 1		QG Cttee meeting
			CoG meeting			CoG meeting			CoG meeting			CoG meeting
						AGM			Joint seminar			

<b>Option 3</b>	BoD meeting	QG Cttee meeting	BoD meeting	QG Cttee meeting		BoD meeting	QG Cttee meeting	BoD meeting	QG Cttee meeting	BoD meeting	QG Cttee meeting	BoD meeting
		CoG meeting		CoG meeting			CoG meeting				CoG meeting	
						AGM			Joint seminar			

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	April	May	June	July	Aug	Sept	October	Nov	Dec	January	February	March
Option 4	BoD meeting 1	BoD meeting 1	BoD meeting 1	BoD meeting 1		BoD meeting 1	BoD meeting 1	BoD meeting 1	BoD meeting 1	BoD meeting 1	BoD meeting 1	BoD meeting 1
	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2		BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2	BoD meeting 2
		CoG meeting				CoG meeting		CoG meeting			CoG meeting	
						AGM			Joint seminar			

Annex B – Draft Annual Cycle of Business 2013/14

Key		Apr-13	May-13	Jun-13	Jul-13	Aug-13	AGM Sep-13	Oct-13	Nov-13	Joint Seminar Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14
	Dbu		Minutes of the CoG Jan 2013		Minutes of the CoG xxx May 2013			Minutes of the CoG xxx July 2013		Draft Annual Plan		Minutes of the CoG xxx October 2013			Minutes of the CoG Feb 2014	
	AB		Matters Arising		Matters Arising			Matters Arising				Matters Arising			Matters Arising	
	MJ		Chairman's Report		Chairman's Report			Chairman's Report				Chairman's Report			Chairman's Report	
	TJ		Declarations of Interest (Full Report)		Governor Elections - update/outcome Report & Appointment to Committees & Groups Review							Send out Register of Interests to be completed prior to May Meeting			Declarations of Interest (Full Report)	
	MSx		Outcome of Chair and NED Appraisals for 2012/13												Outcome of Chair and NED Appraisals for 2013/14	
	DR		Quality Account Update Report Jan - Mar 2013		Quality Account Update Report Apr - May 2013			Quality Account Update Report June - August 2013				Quality Account Update Report - Sep - Dec 2013			Quality Account Update Report - Jan - Mar 2014	
	KF		Ratification of Selection of Performance Indicators for External Auditors Work (KPMG/IG)		External Assurance on the 2012/13 Quality report							Report on Selection of Performance Indicators for External Auditors Work (KPMG/IG)			Ratification of Selection of Performance Indicators for External Auditors Work (KPMG/IG)	
	KB		Key Performance Indicators - Report - Jan - March 2013		Key Performance Indicators - Report - Apr/May 2013			Key Performance Indicators - Jun- August 2013 Report				Key Performance Indicators - Report Sep - Dec 2013			Key Performance Indicators - Jan - March 2014 Report	
	FA		Receive final Annual Plan												Receive final Annual Plan	
	VT		Prevention Infection & Control - Report Jan - Mar 2013		Prevention Infection & Control - Report Apr - May 2013			Prevention Infection & Control - Report Jun-Aug 2013				Prevention Infection & Control - Sep-Dec 2013 Report			Prevention Infection & Control - Jan - Mar 2014 Report	
			Patient Care Quality - Report Jan - Mar 2013		Patient Care Quality - Report Apr - May 2013			Patient Care Quality - June - August 2013 Report				Patient Care Quality - Sep-Dec 2013 Report			Patient Care Quality - Jan-March 2014 Report	
			Finance & Activity Performance Report Jan - Mar 2013		Finance & Activity Performance Apr - May 2013 Report			Finance & Activity Performance June- Aug 2013 Report				Finance & Activity Performance Sep-Dec 2013 Report			Finance & Activity Performance Jan-Mar 2014Report	
					Financial Plan - Strategy and Long Term Position			Approve appt of External Auditors for 14/15				Approve Annual Cycle of Business for 2014/15			Outcome of Chair and NED Appraisals for 2013/14	
			Report/Update from QEHB Charities												Report/Update from QEHB Charities	
			Governors Items for inclusion on the Agenda		Governors Items for inclusion on the Agenda			Governors Items for inclusion on the Agenda				Governors Items for inclusion on the Agenda			Governors Items for inclusion on the Agenda	
			Update reports from Link Governors for Committees/Groups		Update reports from Link Governors for Committees/Groups			Update reports from Link Governors for Committees/Groups				Update reports from Link Governors for Committees/Groups			Update reports from Link Governors for Committees/Groups	
			Date of next meeting: xx July 2013		Date of next meeting: xx October 2013			Date of next meeting: xx February 2014				Date of next meeting: xx May 2014			Date of next meeting: xx July 2014	