

Report to 13th January 2015 Council of Governors' meeting

Governor Training and Development Task and Finish Group

Progress Report

1. Introduction

At its 3rd July 2014 meeting, the Council of Governors received an update report from the Governor Training and Development Task & Finish Group (T&F Group). The Council of Governors welcomed the report and agreed to the recommendations made. It agreed to receive a further update at its January 2015 meeting.

The purpose of this report is therefore to provide this update and describe progress since the July 2014 report.

The T&F Group has met twice since its report to the July 2014 Council of Governors' meeting.

2. Summary of progress

2.1 Courses attended

Since the July 2014 Council of Governors meeting a number of Training and Development sessions have been offered for Governors.

The following table details the courses held and the number of Governors who have attended

NHS Providers (previously FTN) Governwell Courses

Course	No. of Governors attended
Effective Questioning and Challenge	1
NHS Finance & Business	2
Patient and Member Engagement	3*

*Six Governors were booked to attend however the venue was changed and 3 of the Governors chose to wait until a new Cambridge date was

arranged. It was then agreed for another Governor to attend, so in total 7 Governors will be attending this course.

The FT Office have encouraged Governors to attend the Governwell courses, however some of the venues are quite some distance away and this has deterred some Governors from travelling.

Training Modules run internally

Course	No. of Governors attended
Finance and Performance	5

The following modules were also offered as internally run training (the current four staff Governors did not need to attend as they will have completed this as part their mandatory training)

Course	No. of Governors attended/completed e-learning
Infection Control	10
Information Governance	5
Safeguarding	5
Equality and Inclusion	3

Information Governance and Equality and Inclusion modules are now available to Governors to complete via E-Learning.

Five Governors (out of 28 Governors who are applicable) have now completed all four modules. Three Governors have completed three modules, eight Governors have completed two modules and two Governors have completed one module. Ten Governors have not yet completed any of the four modules.

These four modules will become mandatory for Governors to complete after the Governor elections are completed (from April 2015).

Four Governor Briefings have also been held since July 2014:

Briefing	No. of Governors attended
Safer Staffing	9
Homicide briefing	5
Mental Health Awareness	9
Media Awareness	9

There are other Governor briefings being planned including a briefing on the Trust's Clinical systems.

A new version of the My Communication course was due to be offered in Summer 2014; however due to unforeseen circumstances this was delayed. This will now be offered as part of the 2015/2016 training programme, following Governor elections in early 2015.

A further four Governors have attended events or conferences organised by other organisations. In terms of development, 11 Governors took part in the interview process for two Non-Executive Directors, the Deputy Chief Executive Post and the HR Director post.

Feedback on all courses offered is requested from Governors, by the FT Office and is shared with the members of the Task and Finish group regularly. The feedback will shortly be uploaded to the Governor section of the website, for all Governors to view.

The level of training and development offered has been consistent since the July 2014 update; however there has been an increased amount of additional Governor Briefings held.

2.2 Governor Personal Development Training Log

A training log is kept for Governors (electronically) and this details all training and development each Governor has attended. This is reviewed at each meeting of the Training and Development Task and Finish Group. It is also routinely sent out to all Governors, for them to personally review.

The log also contains a note of service area visits undertaken and attendance at member events, as the group agreed these should be considered as development opportunities.

Once the monitoring of Governor Training and Development moves to the Membership and Governance group, the log will be presented at this sub group instead, as well as a brief written summary. This was agreed at the 10th November 2014 Membership and Governance meeting.

2.3 Governor Skills Audit

Governors will be asked to fill out the audit again after April 2015 (after Governor Elections).

3. Conclusion

The T&F Group believes a significant amount of progress has been made in both current delivery and future planning of training and development opportunities for Governors.

At the 5th November 2014 Council of Governors meeting the following constitution change was agreed:

- **A person may not become or continue as a governor if:** he has failed or refused to attend training which the Council of Governors has decided is mandatory training for governors with effect from 24 April 2015.

Therefore, following the Governor election process which concludes in April 2015 the following training will become mandatory for all Governors:

- Infection Control
- Information Governance
- Safeguarding
- Equality and Inclusion
- A Governor induction

The Governor Code of Conduct will be discussed at the 16th January 2015 meeting of the Membership and Governance sub group, which will be updated to reflect the mandatory training aspect.

The Training and Development group will meet for a final time on 30th January 2015. At its November 2014 meeting the Membership and Governance sub group agreed a handover plan for the work of the Training and Development group, the sub group will continue to monitor the training log (including mandatory training) and identify future opportunities.

Clearly, a priority for 2015/16 will be to ensure that all newly elected Governors receive comprehensive inductions into their roles, the content of which has been subject to review and improvement by the Training and Development group.

4. Future Steps

It is proposed to continue to offer the existing portfolio of Governor training and development options and to take advantage of additional opportunities which the Membership and Governance group identifies.

5. Recommendations

The Council of Governors is asked to:

- Receive and consider the report
- Agree that the Membership and Governance group should assume the responsibility of this work, following the final task and finish group meeting on 30th January 2015.
- Offer views on other areas/issues which the T&F Group and/or Membership and Governance group may wish to address such as future training modules.

Tracey Davies, Membership Officer and Paul Martin, Deputy Director, Corporate Affairs

On behalf of the Governor Training and Development T+F Group