

## **Council of Governors' meeting, Tuesday 25<sup>th</sup> March 2014**

### **Agenda item 14/14: Recommendations from the Education and Training Group.**

#### **For Council approval**

At its meeting on 21 January 2014, the Education and Training Group considered the new duty placed on the Foundation Trust to provide training to all governors. As a consequence the Council of Governors has agreed that all governors should complete a minimum of 12 hours training each year.

Following discussion, Education and Training Group ask the Council of Governors to note and agree the following principles:-

1. The training programme should repeat sessions to enable governors with work/carer/family commitments to attend at different times;
2. The training programme should include different forms of learning such as online training;
3. Governors should not normally be able to claim an exemption, as given the range of events they would easily be able to make up their 12 hour requirement;
4. It is the responsibility of each governor to fulfil their 12 hour training requirement, and this should be made clear to all governors on appointment;

In addition the Council of Governors are asked to consider what sanction should apply in the event of an individual governor not complying with the requirement to undertake the minimum 12 hour training.

In addition, governors are asked to approve the updated Terms of Reference of the Education and Training Group, a copy of which is attached over.

**Mark Gillett**  
**Chair**  
**Education and Training Group**



**EDUCATION AND TRAINING GROUP  
TERMS OF REFERENCE**

*References to “the Group” shall mean the Governors’ Education and Training Group.*

*References to “the Council” shall mean the Council of Governors.*

<b>Group Status</b>	The Group is duly authorised by the Council of Governors. Its status is advisory.
<b>Reporting</b>	The Group shall make whatever recommendations to the Council of Governors it deems appropriate on any area within its remit where action or improvement is needed.  The Group shall make a statement in the annual report about its activities.
<b>Purpose</b>	The Group provides assurance to the Council of Governors that Non-Executive Directors are holding the Board to account for the provision of adequate, relevant, effective and timely training within the Trust for both staff and governors.  The Group shall oversee training and educational arrangements put in place by the Trust for the governing body.
<b>Membership</b>	Members of the Group shall be appointed by the Group.  The Group shall appoint its own Chairman and Vice-Chairman for a period of 1 year, at the first meeting of the Group, following the AGM.  Other governors who are not members of the group may attend meetings provided prior notice has given to the Group’s Chairman. A governor who is not formally a member of the Group shall not have a vote but may be invited to speak by the Chairman.
<b>Secretary</b>	The Foundation Trust Secretary, or nominee, shall attend the meetings and act as Secretary of the Group.
<b>Quorum</b>	The quorum necessary for the transaction of business shall be 3 Governors, 2 of whom shall be from the Public/Patient/Carer constituencies.  A duly convened meeting of the Group, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Group.

<b>Members' duties</b>	<p>Within the delegated terms of reference, all Group members shall:</p> <ul style="list-style-type: none"> <li>• Prepare for Group meetings so that they are able to contribute to the Group's business, thus ensuring that the Group's objectives are met;</li> <li>• Abide by the Council / Group's training requirements;</li> <li>• Participate in the Group's annual performance review.</li> </ul> <p>In addition, the Chairman of the Group, or his Deputy, shall attend the Trust's Annual General Meeting prepared to respond to any questions on the Group's activities.</p>
<b>Required frequency of attendance by Group members</b>	<p>Members of the Group are each expected to attend a minimum of <b>three</b> meetings each year.</p> <p>Should any Group member not be able to comply with the attendance requirements, the Group shall consider their continued membership of the Group.</p>
<b>Frequency of Meetings</b>	<p>The Group shall meet on a minimum of 4 occasions each year.</p>
<b>Public admission</b>	<p>Meetings are not open to the public.</p>
<b>Meeting administration</b>	<p>Meetings of the Group shall be convened by the Secretary to the Group at the request of the Chairman of the Group or by a simple majority of members.</p> <p>Members shall be able to propose items for the agenda by contacting the Group's Chairman or Secretary at least 14 days before the scheduled meetings.</p> <p>Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Group, any other person required to attend, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to Group members and to other attendees as appropriate, at the same time, unless a conflict of interest arises.</p> <p>The Secretary shall minute the proceedings and resolutions of all Group meetings, including the names of those present and in attendance.</p>
<b>Group's Objectives</b>	<p>The Groups objectives are:</p> <ol style="list-style-type: none"> <li>1. To ensure that the Council of Governors, collectively and individually, is aware of contemporary developments and issues as these relate to foundation trust governors, and that they possess appropriate knowledge and skills to perform their statutory duties as governors of the Trust.</li> </ol> <p>With regard to governor training, the Group will, inter alia;</p> <ul style="list-style-type: none"> <li>• Review the programme of training for Governors to be provided by the Trust and identify any additional areas which should be covered;</li> <li>• Assure itself that the Trust maintains governors' training attendance records to ensure governors are fulfilling their responsibilities;</li> <li>• review the effectiveness of governor training, both in an ongoing capacity, and on an annual basis, so that an annual report may be made to the Board of Directors / Council of Governors.</li> </ul>

	<p>2. To hold the NEDs to account for the Board of Directors' delivery of the Trust's strategic objectives relating to staff education;</p> <p>3. To hold the NEDs to account for the Board of Directors' oversight regarding the provision of statutory, mandatory and other appropriate and adequate training for the whole workforce within the timeline agreed for such programmes, in order to assist all staff to achieve their maximum potential in delivering high quality health outcomes for patients and current good practice.</p> <p>With regard to holding the NEDs to account, the Group will, inter alia;</p> <ul style="list-style-type: none"> <li>• Receive presentations from the Trust's management on training strategy, delivery and effectiveness;</li> <li>• Consider updates regarding the achievement of training objectives, as documented in the Trust's integrated performance report (IPR)</li> <li>• Be informed of changes to training plans as a result of regulatory inspections, changes in legislation, etc.</li> <li>• Develop an annual work programme, which will be kept under regular review by the Group.</li> </ul>
<b>Training</b>	<p>Members of the Group, <i>in fulfilling their duties as members of the Council</i>, will be expected to adhere to training obligations required of all Council members.</p> <p>In addition, <i>in fulfilling their role as effective members of the Group</i>, Group members will be expected to undergo whatever training may be required - as may be agreed from time to time by the Group - so that the Group operates at maximum effectiveness.</p>
<b>Monitoring and review</b>	<p>The Group shall, at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness, and will recommend any changes it considers necessary to the Council for approval.</p>

