

AGENDA ITEM 16

APPENDIX 6

Draft action plan following Board of Governors' Effectiveness Review

Tasks	Actions	Lead	Target completion date
Raise the profile of the Board of Governors with certain stakeholder groups	<ul style="list-style-type: none"> Use planned away day for Board of Governors to determine groups with whom profile (in the context of the Trust's strategic direction and the part governors will play) needs to be raised and methods of doing so 	Trust Secretary	September 2008 (induction / refresher day)
	<ul style="list-style-type: none"> Governors to use groups with which they are already affiliated as well as societies and clubs which meet locally to them to raise the profile of the Board and its work. Membership Office to produce speaking prompt sheet for governors Train a 'voice of the governors' with the help of the Communications Team and use them as appropriate – perhaps most appropriate if this is added to the responsibilities of the Senior Independent Governor – governors will need to consider if this is placing too much pressure on one individual 	<p>All governors / Membership Office</p> <p>Membership Manager</p>	<p>Immediately</p> <p>March / April 2008 – or this person to be the Senior Independent Governor once elected – although there is some concern that this role may place too much responsibility on one person.</p>
Develop a set of objectives for	<ul style="list-style-type: none"> At above away day establish 	All governors	September 2008 (induction /

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the Board of Governors	<p>set of objectives for Board of Governors</p> <ul style="list-style-type: none"> Chairman and Trust Secretary to meet with selected governors to discuss the structure of Board of Governors meetings 	Trust Secretary	<p>refresher event)</p> <p>March / April 2008 – or when the Senior Independent Governor is elected.</p>
Focus on communications within the Board of Governors	<ul style="list-style-type: none"> Chairmen of all governor committees / working groups to actively encourage less-vocal members to speak Governors to contribute information for the monthly governors' briefing regarding activities with which they have been involved in their capacity as governors – prompted by the Membership Office Using knowledge and information from fellow governors and directors, governors to work together to dispel myths and inaccuracies regarding the Trust – using information gained at specific briefings as and when appropriate Trust Secretary to add governors to the circulation of the daily bulletin of issues in the press. 	<p>Chairmen of committees and working groups</p> <p>Any governors / Membership Office</p> <p>All governors / Membership Office</p> <p>Trust Secretary</p>	<p>Immediately</p> <p>Immediately</p> <p>Immediately</p> <p>Immediately</p>
Further develop relations with directors, in particular Non-	<ul style="list-style-type: none"> Hold joint brainstorming session at which governors 	Trust Secretary / Membership Manager	April 2008

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<p>executive Directors</p>	<p>and directors discuss how governors would like to be consulted over key issues – whether through working groups or other fora – and how directors think this would work best</p> <ul style="list-style-type: none"> • Governors to be engaged in small project groups where their input is demonstrable, useful and clearly defined • Hold meetings between governors and Non-executive Directors with a clear purpose e.g. NEDs to discuss the work of committees they may chair • More interactions between the Chief Executive and the governors (quarterly meetings are now planned) 	<p>Trust Secretary</p> <p>Senior Independent Director (and once appointed Senior Independent Governor)</p> <p>Chief Executive</p>	<p>As and when appropriate project groups are established</p> <p>When Senior Independent Governor is elected (late spring 2008)</p> <p>Ongoing</p>
<p>Ensure that the three governor / director working groups function as efficiently and productively as possible</p>	<ul style="list-style-type: none"> • Each working group to devise their own objectives to support the objectives of the whole Board (once devised). • Frequent meetings between the chairs to ensure good communication and to prevent duplication of topic discussion / coverage • Board of Directors to provide governors with examples of questions which they would 	<p>Chairmen of working groups</p> <p>Chairmen of working groups</p> <p>All directors</p>	<p>Immediately</p> <p>Immediately</p>

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	like governors to ask patients and the public when they meet them – perhaps as a standing agenda item on working group agendas - with a view to feeding back at working groups		
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