

<b>Trust Board meeting (Part 1)</b>	<b>Date:</b>	<b>24 June 2015</b>
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<b>Agenda item</b>	<b>Title</b>	<b>Executive Director lead and presenter</b>	<b>Report author</b>
<b>BD/15/077.1</b>	<b>Trust Board Annual Report</b>	<b>Tony Gallagher, Chair</b>	<b>Hannah Dennis, Head of Corporate Governance/ Deputy Company Secretary</b>

**This report is for:**

Decision	
Discussion	
To Note	X

**History**

*None.*

**The following impacts have been identified and assessed within this report**

Equality	No notable impacts identified.
Quality	Positive approach to quality assessed through survey of Board members.
Privacy	No notable impacts identified.

**Executive summary of key issues**

This report summarises the work and performance of the Trust Board during 2014/15. It describes changes to Board membership in year, compliance with Trust Standing Orders and attendance of Board members. It also reports the findings of the internal survey of Board and Committee members and regular attendees, and looks ahead to the coming year and the focus of the Trust Board for 2015/16.

The Board should **note** the report.

**This report addresses these strategic priorities:**

We will deliver the best care	X
We will support and develop our staff	
We will continually improve what we do	X
We will use our resources wisely	X
We will be future focussed	X

# 1 Terms of Reference

## 1.1 Board membership

The Trust Board comprises seven Non-Executive members and five Executive members. There is an additional non-voting Non-Executive Director and 2 non-voting Executive positions.

The membership of the Trust Board during 2014/15 was as follows:

Name	Role
Anthony Gallagher	Chair
Susan Thompson	Deputy Chair
Lee O'Bryan	Senior Independent Director
Ruth Brunt	Non-Executive Director
Barry Dennington	Non-Executive Director (from 17 August 2015)
Peaches Golding	Non-Executive Director
Tony McNiff	Non-Executive Director
Graham Coxell	Associate Non-Executive Director (non-voting)
Iain Tulley	Chief Executive
Hayley Richards	Executive Medical Director and Deputy Chief Executive
Sue Hall	Director of Resources
Kristin Dominy	Executive Director of Operations
Alan Metherall	Acting Executive Director of Nursing (to 15 March 2015)
Andrew Dean	Executive Director of Nursing and Quality (from 16 March 2015)
Rachel Clark	Director of Organisational Development (non-voting)
Emma Roberts	Director of Corporate Affairs and Company Secretary (non-voting)

## 1.2 Trust Standing Orders

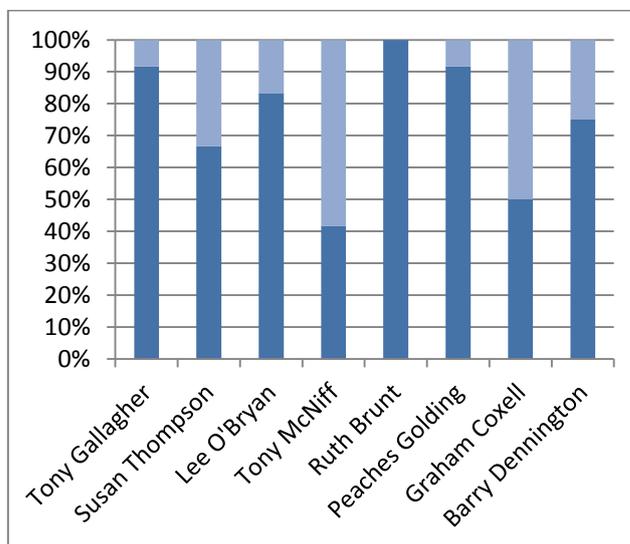
The Trust Board reviewed and approved its Standing Orders on 28 May 2014. The Trust was compliant with its Standing Orders throughout 2014/15 and at no time undertook a suspension of the Standing Orders.

# 2 Trust Board Attendance

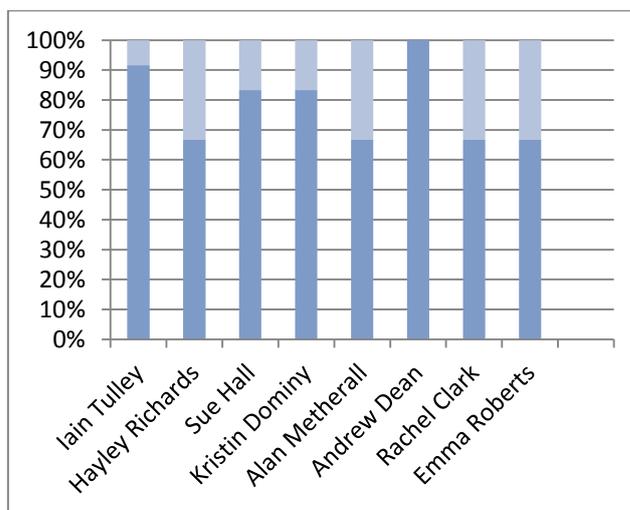
## 2.1 Summary

The Trust Board held 12 meetings throughout the year. Executive and Non-Executive attendance at the board is illustrated below.

Non-Executive Director Attendance:



Director Attendance:



## 3 Trust Board Business

### 3.1 Chair's comment

The Board has focused, during the year, on three key areas:

- Developing a full board of substantive Directors
- Streamlining its agenda planning to ensure most effective escalation and assurances
- Improving reporting and recording of decisions

During this year we have seen an increased attendance at our Board Meetings by staff, patients, carers, partner organisations and members of the public, which is most welcome. The vast majority of our business is addressed in our public meeting, with only commercially sensitive business being addressed in private. This is part of our drive to be completely open and transparent in the running of AWP.

We continue to strive for improvements in the quality of our services and in the way the board operates and provides leadership and direction to our staff. We regularly assess our performance as a Board and have recently completed a self-assessment as to how well we perform in relation to our vision and values.

The survey which was completed by each member of the board asks about how well the board is aligned to our values:

- Passion
- Respect
- Integrity
- Diversity
- Excellence

Section 4 of this report, contains details about the feedback of the survey. As a board we will take the findings of the survey and this will form a basis for further Board development and we seek to provide strong and valued based leadership to support our purpose:

***To provide the highest quality mental healthcare that promotes recovery and hope.***

## 4 Committee survey and feedback

### 4.1 Board and Committee self-assessment 2015/16

#### 4.1.1 About the survey

A self-assessment survey was sent out to all members and regular attendees of Trust Board and Board committees in February 2015.

From a possible 53 committee members and regular attendees the Trust We received 21 responses within the two week timeframe, this constitutes 40% of potential respondents. This is the first survey, of its type that we have undertaken, this will form the baseline for future surveys.

#### 4.1.2 A survey in two parts

This year's survey was in two parts:

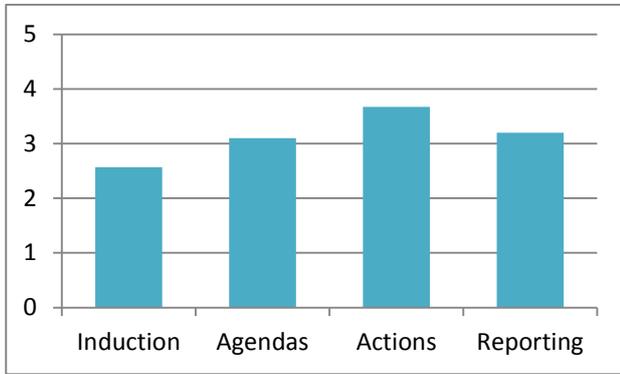
1. Generic questions asked of all respondents
2. Questions specific to the committee the respondent sat on.

In future surveys, parts 1 and 2 will be amalgamated, such that the Trust will be able to analyse the responses to the generic questions by which committee the respondent sat on.

### 4.2 Generic questions

Respondents were asked, on a scale of 1-5 (where 1 was strongly disagree and 5 was strongly agree) how they rated the following:

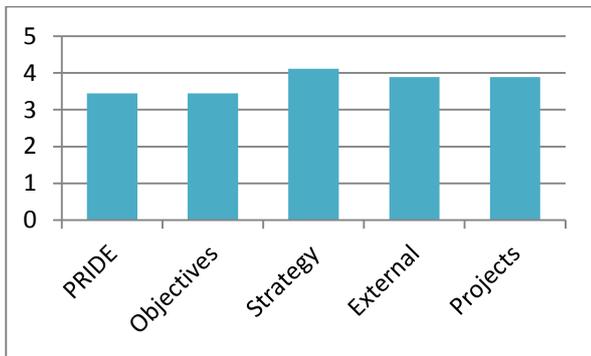
1. The **induction** and training for your Board and committee role
2. The length and contents of the committee **agenda(s)**
3. How well your committee follows up **actions** from previous meetings
4. The quality of **reporting** from your committee to Board and vice versa



### 4.3 Trust Board-specific questions

Nine respondents out of the total 21 sat on Trust Board and completed the Board-specific question set.

#### 4.3.1 Trust values

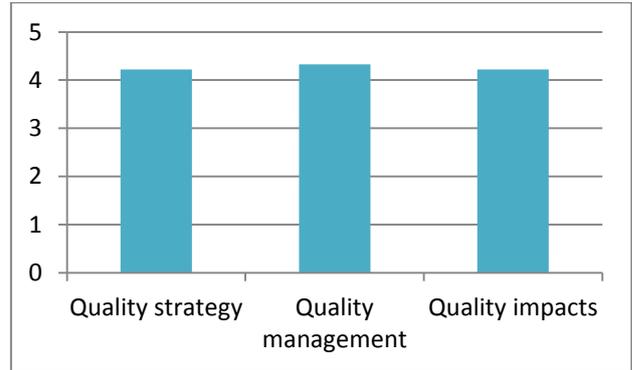


1. Board members always behave according to Trust values (**PRIDE**)
2. The Board measures its performance against a clear set of **objectives**, which are independent of those for the organisation
3. The Board's **strategy** is aligned to the organisation's remit and capabilities
4. The strategy is updated to reflect changes to the **external** environment
5. Significant programmes and **projects** are clearly aligned to the strategy

Members were positive about the Board's oversight of strategy, responding to the external environment and the alignment of projects with strategy. Board members reported confidence that they get early-warning signals of problems) and with the analysis provided by managers.

#### 4.3.2 Quality

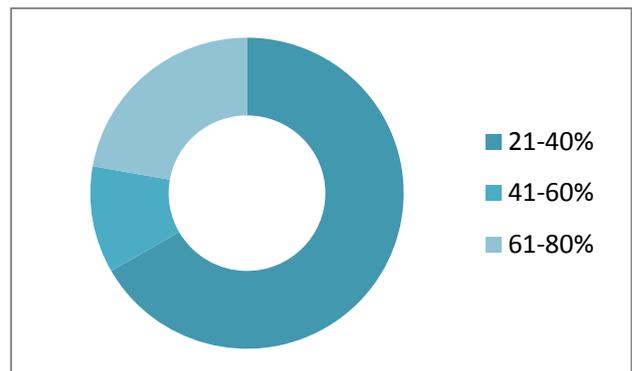
The Board's oversight of quality received a strong endorsement by members with all but one response falling in the 'agree' or 'strongly agree' bracket.



#### 4.3.3 Strategy

Boards should devote a substantial proportion of their time to strategy.

Respondents reported that on average Board spent between 21-40% of their time on strategic matters.



### 4.4 Conclusion

Whilst Board members took a generally positive view of the operation of the Board, the survey does highlight areas for additional thought.

The Trust Board should note the outcome of the survey as the baseline for future assessment.

## 5 Future Focused

### 5.1 Planning

The Trust Board has defined a work plan for 2015/16 to ensure it has a focus on future business and to ensure the effective management of its agendas. It has built into this work plan its annual, bi-annual and three yearly-commitments to ensure it can undertake appropriate forward planning.

### 5.2 Forthcoming business

The Board has reviewed its board development action plan to take into account a range of development areas which have been identified as a result of independent evaluation and assessment against the Monitor requirements. This further review will see the Board dedicating appropriate amounts of time in its agenda planning to strategic and performance monitoring, and in ensuring that a good balance is struck between formal and informal time to promote the unitary board.

The Board has, to this end, also reviewed its seminar programme this month in order to ensure that appropriate time is available for developmental areas, including preparation for Monitor readiness and responding to other national and policy requirements.

Moving forward, the key areas of development for 2015/16 will be:

- Further developing a Unitary Board which is Monitor ready and role models PRIDE values
- Further developing time spent on Strategic matters
- Further refining board reporting – providing clear evidence of assurances and controls

## 6 Recommendation

The Trust Board should **note** this report.