

Report to the Trust Council of Governors: 4 February 2015	Paper No: 6.0
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Title	Governor training and development
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Report Purpose	For information

Background

The Trust provides an induction programme and ongoing training and development opportunities for all Governors to equip them with the skills required to undertake their role and meet their responsibilities set out in the Health and Social Care Act 2012¹.

This includes:

- **Access to the Governor resource file** – an on-line resource which includes essential information including:
 - governance paperwork;
 - information on the Council of Governors;
 - information of the Board of Directors;
 - information on the Foundation Trust and its business; and,
 - Volunteer Handbook & Training Guide (fire safety, security and confidentiality and infection control guidelines).
- **Formal induction** – one-to one/group meetings with the Chairman, Deputy Chair of Governors, Executive Directors and Corporate Affairs Team.
- **Tours/site visits** – these can be undertaken in small groups or tailored to the specific interests of individual Governors.
- **Mentor** – each Governor will be assigned a ‘Mentor’; an experienced Governor, and if possible, one who represents the same constituency or staff class.

1. Schedule 7, paragraph 10B of the Health and Social Care Act 2012

- **Briefings** - invites and access to educational and network briefings.
- **Internal training and development workshops** – a series of training and development opportunities, in the form of bespoke training sessions, workshops and regular updates. Individual and collective training needs are identified through the annual assessment process with the Chairman.

Internal training and development workshops have included:

- Trust finance;
 - Trust performance; and,
 - How to challenge Non-Executive Directors, a practical approach, acting in the best interests of the public.
- **External training and development – NHS Providers (previously known as the Foundation Trust Network (FTN))**

NHS Providers is the membership organisation for NHS public provider trusts. They represent every variety of trust, from large acute and specialist hospitals through to community, ambulance and mental health trusts. Harrogate and District NHS Foundation Trust is a member of NHS Providers.

NHS Providers provide a national training programme (GovernWell) for Foundation Trust Governors. This programme aims to accommodate the many different learning styles, levels and experiences within the Governor group offering a range of teaching and learning methods that offers:

- pre-induction resources – to support the awareness and understanding of the Governor role;
- core skills module – for those in the first year of their first term of office and for those Governors who require a refresher; and,
- specialist skills modules – these focus on specific aspects of the role and enable Governors to explore them in a practical, interactive way to help form the basis for a deeper understanding of their duties.

In addition to the open course programme, NHS Providers can deliver bespoke GovernWell courses at a Trust's request for their Council of Governors, or for a group of Councils from the local area.

Some Governors have attended the following GovernWell training courses provided by NHS Providers:

- Core skills - The core module builds on the Trust's induction when Governors are ready to learn in more detail and discuss issues from a position of insight and initial experience in the role; and,

- Effective Questioning and Challenge – This specialist skills module will help Governors work confidently and effectively with their Directors in posing effective questions to hold the board to account. Using a range of interactive learning methods, the course covers listening skills, questioning styles, and how to frame effective questions, specifically within the context of the Governor role.

Regional Governor Forum

The activities of a Regional Governor Forum provide the opportunity to network with Governors from other Foundation Trusts.

- **Governor activity** – Governors attend a variety of meetings and working groups which cover many specialist areas across the Trust.

This activity includes:

- involvement in the annual Patient-led assessment of the care environment (PLACE);
- attendance on the Trust Equality Group;
- link with Quality of Care Teams;
- Governor Working Group for the Operational Plan;
- observation of the Audit Committee;
- patient safety visits.

This list is a few of the many ways in which Governors gain a wealth of knowledge and insight from their involvement and have the opportunity to represent the interests of the general public and the members who elected them on to the Council.

- **Additional support** – ongoing advice and support will be provided to each Governor and this will be co-ordinated by the Corporate Affairs and Membership Manager.