

BOARD OF DIRECTORS MEETING (Open)

Date: 12th April 2017

Item Ref:

7

TITLE OF PAPER	Governance for the Policy Approval Process
TO BE PRESENTED BY	Margaret Saunders Director of Corporate Governance (Board Secretary)
ACTION REQUIRED	NOTE and APPROVE

OUTCOME	Establish a Policy Governance Group and approve delegation for the approval of policies to Executive Directors Group.
TIMETABLE FOR DECISION	With immediate effect
BAF OBJECTIVE No and TITLE	
LINKS TO OTHER KEY REPORTS / DECISIONS	Links to the review of Scheme of Reservation and Delegation
LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC	Links to review of the Trust's governance arrangements
IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT	Ensures appropriate governance systems are in place for the development, review and implementation of policies
CONSIDERATION OF LEGAL ISSUES	E.g. Not Applicable

Author of Report	Jill Dentith
Designation	Management Consultant
Date of Report	23 rd February 2017

Summary Report

Report to: Board of Directors

Date: 12th April 2017

Subject: Governance for the Policy Approval Process

From: Margaret Saunders, Director of Corporate Governance (Board Secretary)

1 Purpose

<i>For Approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (please state below)</i>
✓					

2 Summary

The Trust's Scheme of Reservation and Delegation (2015) details at Section 1 those powers which are reserved to the Board. Section 1.5 states that those powers reserved to the Board include "*The approval of management policies including personnel policies incorporating the arrangements for the appointment, removal and remuneration of staff -----.*" However, in February 2016 the Board agreed to delegate powers for approval of policies to Executive Directors Group (EDG) on a temporary basis. The minute to Trust Board (item 14/02/16) states that this should be reviewed when a review of governance work has been completed, but the minute does not state an end date for this review. The Policy on Policies also states that EDG will approve policies.

Following the significant work that has taken place on policies, and noting that it is 14 months since the decision at Trust Board to delegate powers for approval of policies to EDG on an interim basis, it is now appropriate to review the approval process and confirm governance arrangements.

It is proposed that current arrangements are formalise further and Trust Board be asked to approve changes to the Scheme of Reservation and Delegation to reflect the delegation of approval of policies to EDG.

EDG discussed this issue at their meeting on 23rd February 2017 and recommend to Trust Board that this approach is formalised in the Scheme of Reservation and Delegation.

Trust Board should also note that a Policy Governance Group (PGG) was established in March 2017 to consider the development and review of policies. PGG will act as a group reporting to EDG on a monthly basis. A report will also be produced every six months to EDG and then Board on progress against target.

3 Next Steps

A paper will be presented to the April 2017 Trust Board for approval and, subject to approval by Trust Board, subsequently changes made to the Scheme of Reservation and Delegation.

4 Required Actions

Trust Board is asked to:

- Note the establishment of the Policy Governance Group,
- agreed to continue the current arrangements of delegated powers for approval of policies to EDG, and
- approve that the Scheme of Reservation and Delegation be amended to reflect the fact that Trust Board have delegated responsibility for the approval of policies to EDG.

5 Monitoring Arrangements

This proposal will be monitored as part of the Trust's Scheme of Reservation and Delegation by June 2017.

6 Contact Details

Paper produced by Jill Dentith, Management Consultant
On behalf of Margaret Saunders, Director of Corporate Governance
23 February 2017