

21st June 2019

Jimmy Hamill
[request-577487-f2f4ceb5@whatdotheyknow.com]

Our ref.: FOI/19/167

Dear Mr Hamill

RE: Freedom of Information (FOI) request – Governance structure

We refer to your Freedom of Information request which was received by the Western Health and Social Care Trust on 20th May 2019. We apologise for the delay in responding.

Your request relates to minutes of 'People Committee' and 'Governance Committee' meetings and on 22nd May you clarified for us that these minutes relate to meetings held in June 2018, September 2018, December 2018 and March 2019 (financial year 2018/19).

Please see below a Trust response to your request.

- 1. Can the minutes from the Trust Governance Committee meetings be provided for the financial year just finished - this is likely to be meetings held in June 2018, September 2018, December 2018 (mentioned above) and March 2019?**

Please see attached copies of Trust Governance Committee meetings for June 2018, September 2018, December 2018 and March 2019.

Please note: it was necessary to redact a small amount of detail as this is personal information and is exempt from release under Section 40(2) of the Freedom of Information Act.

2. Can detail relating to changes in the governance structure be provided?

In response please see attached the following;

- Previous Governance Structure dated June 2017
- Current Governance Structure Version 13 (April 2019)
- Current Reporting Sub-committees Working Groups (March 2019)
- Current Terms of Reference for Governance Committee (March 2019)

Please note that regarding the Old Governance Organisation Structure and new Structure, the new structure includes directly reporting committees to Trust Board.

3. Please provide the most recent terms of reference for both the Trust Governance Committee and its sub-committees. This should include at least the following: constitution, membership, frequency, authority, duties.

In response please see attached the latest revised 'Terms of Reference'.

4. Please provide full detail regarding consultation entered into by WHSCT with service users, carers and the public regarding any governance changes. This consultation should relate to guidelines in WHSCT PPI Consultation Scheme publication.

Please see attached a copy of the Trust's 'Personal & Public Involvement Consultation Scheme'.

The role of the Board is to oversee the management and governance of the Trust. Trust Board has primary responsibility for effective governance and the Chairman must ensure that the Board keeps this at the centre of its work. The Trust Governance Organisational structure has developed over time. From the establishment of the Trust Governance Committee membership included all Trust Board members and was chaired by the Trust's Chairman. The Committee meets quarterly and an attendance register is kept. .

A Trust Board workshop was held on Thursday 29 March 2018 to review the reporting arrangements, membership and papers considered by Governance Committee. A working group involving Non-executive representatives and Trust Governance staff were asked to consider reporting arrangements and information and develop a discussion document to be shared with the Board and Governance Committee. This was approved by the Board in August 2018. Revised membership of Governance Committee came into effect from December 2018. Governance Committee is now chaired by a Non-executive Director with 2 other Non-Executive Director members and Executive Directors as outlined within the revised Terms of Reference.

5. Please provide the most up-to-date version of WHSCT PPI Consultation Scheme publication.

Please see attached a copy of the Trust's 'Personal & Public Involvement Consultation Scheme'.

6. Please provide copy of Work Plan 2019/20 for the People Committee referred to in Agenda item 2/19/14.

Please see attached a copy of the Trust's 'People Committee Work Plan 2019/20'.

We hope you find this response helpful. Please contact us at the below address if you have any further queries.

Yours sincerely

(Not signed – issued by email)

**Freedom of Information Office
Western Health and Social Care Trust**

Freedom of Information: If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the FOI Office, Lime Villa, Gransha Park, Clooney Road, Londonderry, BT47 6WJ (foi.request@westerntrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, usually within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.