

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust
Council of Governors Meeting held on Wednesday 27th July 2016
at 2 pm in the Board Room, Trust Headquarters, Blackpool Victoria Hospital

Present: Mr Ian Johnson – Chairman

Council of Governors

Public Governors:-

Mr Clive Barley – Fylde Constituency
Mr John Butler – Blackpool Constituency
Mr Cliff Chivers – Blackpool Constituency
Rev David Crouchley – North of England Constituency
Mr Ramesh Gandhi, Wyre Constituency
Mrs Sheila Jefferson – Fylde Constituency
Mr Zacky Hameed – Blackpool Constituency
Mrs Camilla Hardy – Blackpool Constituency
Mr George Holden – Blackpool Constituency
Mrs Patricia Roche, Blackpool Constituency
Mrs Gillian Wood – Fylde Constituency

Staff Governors:-

Mr Paul Aspden – Non-Clinical Constituency
Mr Michael Philips – Community Services (North Lancashire) Constituency
Mrs Sharon Vickers – Nursing & Midwifery Constituency

Appointed Governors

Dr Amelia Hunt – University of Lancaster
Councillor Martin Mitchell – Blackpool Council

In Attendance: Mrs Wendy Swift – Chief Executive (Interim)
Mr Tim Bennett – Deputy Chief Executive (for items 1 – 11b)
Mr Matthew Burrow - Head of Corporate Assurance
Mr Mark Cullinan – Non-Executive Director
Mr Michael Hearty – Non-Executive Director (for items 1-4)
Mrs Pat Oliver – Director of Operations
Mr Alan Roff - Non-Executive Director
Miss Judith Oates – Foundation Trust Secretary
Mr Mark Towers – Governance Advisor
Mrs Jacinta Gaynor – Membership & Governors Officer (minutes)

1. Chairman's Welcome and Introductions

The Chairman welcomed the Governors to the meeting, thanked all those for attending and also those who had attended the Board Meeting in Public that morning.

The Chairman welcomed Mr Tim Crowley and Mrs Cath Hill who were observing the meeting as part of Well-led Governance Review.

The Chairman welcomed the Non-Executive Directors, Mr Alan Roff and Mr Mark Cullinan. It was noted that Mr Cullinan had only recently joined the Trust and the Chairman stated that he would ask Mr Cullinan to give a brief summary of his background later in the meeting.

The Chairman reported that the Governor Elections were underway and that two Governors had been elected unopposed, namely, Mr Tony Winter for Fylde Constituency and Rev David Crouchley for the new Lancashire and Cumbria Constituency. The Chairman explained that Rev Crouchley had previously been the elected Governor for the North of England Constituency, which had been recently been revised, following approval by the Council of Governors, to the Lancashire and Cumbria Constituency.

The Chairman stated that voting was open until 16th August 2016 and the results would be published on 17th August 2016. He invited Governors to attend the count of ballot papers and confirmed that details would be circulated in due course.

RESOLVED: That Miss Oates would circulate details of the venue and timings for the election count.

2. Register of Interests

It was noted that there were no declarations of interests from the Governors in relation to agenda items for this meeting.

3. Value of the Month

The Chairman reported that the Value of the Month for July was "Excellence". The Chairman asked Governors whether they had witnessed or wished to raise any specific issues relating to the Value of the Month.

Mr Aspden stated that the National Artificial Eye Service (NAES) had celebrated its 100 year centenary and he praised the service and staff. The Chairman encouraged the Governors to attend the celebrations for the NAES. Mr Gandhi stated that all Governors should support the NAES.

Mr Gandhi informed the Council that he had recently been admitted to Ward 25 and that the staff had looked after him very well. He noted that they all strived to work to the best of their abilities in a tough economic climate for the NHS. He noted that this acknowledgement included the community staff such as physiotherapists who had visited him at home.

Mrs Roche commented that on the occasions when she had visited the hospital she had always been welcomed by volunteers. She stated that it was the little things that mattered.

The Chairman thanked the Governors for the examples of Value of the Month.

RESOLVED: That the Chairman would send thank you letters to the relevant staff.

4. Select Committee: Governance and Quality

The Chairman advised Governors that all Trusts were exploring how Governors could hold the Non-Executive Directors to account in reality. He invited Mr Roff, Chair of the Quality Committee, to give a short presentation on Governance and Quality.

Mr Roff explained that the presentation would cover Governance and Quality but in the context of a Governor's role. The following areas were addressed:-

- Governance
- Board Committees
- Quality Committee
- Quality Strategy

During the presentation Mr Roff made reference to both the Trust's Strategy and the Quality Strategy; it being noted that the Quality Strategy had been circulated to the Council of Governors prior to the meeting.

At the end of the presentation, the Chairman thanked Mr Roff and invited questions from the Governors.

Mrs Roche mentioned that she had recently attended one of the strategy roadshows, which had been excellent, especially in terms of how it had made staff analyse the way they worked and promoted thinking of better ways of working.

Mr Gandhi thanked Mr Roff for a well presented presentation and stated that Governors attending the Board Meetings in Public had a better understanding of the Trust's business and could ask the Executive Directors for answers to issues.

Mr Chivers queried the target reductions quoted on page 18 of the Quality Strategy document. Mr Roff stated that the targets should never have been allowed to reduce, however, 2015/16 had been a very difficult year for the Trust and the focus needed to be on those areas in order to ensure realistic targets were back on track.

Mr Chivers stated that he visited wards as part of his volunteer role and it was apparent that some patients were unclear of what was happening to them and that staff lacked time to talk and explain issues to patients.

Mr Roff advised that whiteboards had now been introduced on ambulatory care wards enabling staff and patients to visibly track patients progress.

A discussion took place about the processes followed to determine what was achievable and how this could be measured.

Mrs Vickers stated that having worked for three years on the Acute Medical Unit she understood that the 5 year strategy was striving to ensure pathways were in place and this was an excellent position to start. The concern she wanted to raise was around 'timely care' within A&E and the 4-hour target. She asked about the consequence for the Trust of not complying with the target? Mrs Oliver stated that there was huge evidence to support the fact that the longer a patient stayed in A&E the more likely the risk of harm. There was pressure on staff to get to know the patient and deliver the correct care and this was where the strategy was key and everyone had to play their part.

Mrs Vickers stated that the 4 hour target sometimes had an impact on a patient's pathway through the hospital because, when a patient was about to breach, their care was not necessarily at the forefront, whereas if they stayed and were treated and then discharged, they would be receiving more 'timely care'. Mr Roff stated significant work had been undertaken around medical and governance issues and that management had looked at the effects of blockages within A&E, discharge procedures and beds. He stated that the focus needed to remain on these areas and that he believed the Trust could make the strategy work. Mrs Vickers understood that this was a national issue for the NHS.

Mrs Hardy stated that delivery of service was based around integrated care systems and although it would appear that the internal issues were being addressed, the external issues had not been resolved.

Mr Roff stated that the Trust had to be realistic, but there was a lot that could be done and the 5 year strategy was 'the right thing to do'. However, he stated that discussions were required to address other issues.

Mrs Wood stated that she was the Governor observer on the Quality Committee and thanked Mr Roff for a very good presentation. She had two queries relating to pathways; how the percentage improvement would be monitored and, if there was no improvement, how would this be addressed? Mr Roff gave the example of work stream 'A' (Consistency of Care) and stated that meetings between medics, staff and members of the Executive Team where advice from AQuA would have been discussed and implemented to monitor the improvements and how to address any issues.

Mr Holden stated that it was not just the medical side of the service that constituted Quality Care and that other services, such as, catering, cleaning, medical repairs and estates all contributed, but he was unclear about the strategies in place for these areas; who looked after them, who monitored them and where within the strategy they were being monitored.

Mr Roff stated that the Trust had concentrated more on ambulatory care in order to commence the Strategy, however, these areas still needed to be addressed and work was ongoing under the work stream 'Value', but that Non-Executive Directors still gained assurance on these areas, such as, ensuring the fire alarms worked.

Mrs Swift stated that all seven work streams cross referenced across all services provided within the Trust and there was a strong link in working together to make the Strategy work.

Mr Holden commented that each area existed as an entity on its own, i.e. Finance, and he wanted to know where the weak spots were in reducing costs.

Mrs Swift stated this could not be reported on at present, due to the work streams being launched each month.

The Chairman stated that the Council members could be assured of Quality in other areas, such as, Estates Department by attending the Board Meetings in Public where they were reported on to the Board.

Mr Gandhi queried why the Procurement Department had not moved as had been the plan when he visited them. Mr Bennett stated that part of the Strategy review had been to look at space to identify areas that had not been used well and to look over the totality of 24/7 in order to determine how best to use these areas.

RESOLVED: That Mr Bennett would investigate the issues raised by Mr Gandhi in relation to the Procurement Department.

At the end of the questions, the Chairman asked Governors to reflect on the session and advise whether it had been useful. The consensus was that it had been a very useful session.

The Chairman thanked Mr Roff for his input.

RESOLVED: That the presentation slides would be circulated to Governors.

5. Annual Report & Accounts and Quality Accounts 2015/16 and Summary Annual Report 2015/16.

The Chairman invited Mrs Swift to update the Governors on this item.

Mrs Swift informed the Governors that a link to the Annual Report and Accounts had been sent to them. The Annual Report and Accounts 2015/16 had been approved by the Board of Directors at their meeting on 25th May 2016. It was noted that PwC had been due to present on the Annual Report and Accounts 2015/16 at the meeting but had been unable to attend. She continued that the document would be presented at the Annual Members' and Public Meeting (AMPM) in September 2016 and that any questions should be addressed to Mrs Swift outside the meeting.

At this point, Mrs Swift informed the Council that the AMPM for this year was to be a joint event between the Trust and the two local Clinical Commissioning Groups and would be chaired jointly by the three Chairs. She explained that this was part of the health economy working together. Mrs Swift stated that the event would take place on Thursday 29th September from 4 pm – 8 pm at Lowther Pavilion, Lytham. There would be no presentation of awards at the meeting and arrangements were being made for the award presentations to be devolved to Divisions.

The Chairman stated that there would be market stall stands as in previous years.

Mr Butler stated that some years ago the AMPM had been held outside of Blackpool and there had been issues with public transport coming back to Blackpool after the event had finished. Mrs Swift stated that bus times had been checked and the Chairman confirmed that the timetables would be re-checked and circulated.

RESOLVED: That Miss Oates would circulate the bus timetables to Governors in advance of the Annual Members Meeting.

Mr Bennett wanted to draw the Council's attention to the Annual Report and Accounts letter from the External Auditors and to their comments on the financial position of the Trust.

The Auditors had included an 'Emphasis of Matter' regarding the Trust's cash position. Mr Bennett stated that this was not unusual in the current financial climate and that Trusts across the United Kingdom would have received similar statements.

Mr Holden referred to the statement in italics in the Auditor's Letter (paragraph 3) which stated "*if you are still in business*", and queried the meaning. Mr Bennett explained that there were technicalities on how the report was produced and the auditors had to make assumptions on the Trust being run as a 'going concern' over the next 14 months. He stated that essentially they were confirming that they were aware and understood that most NHS Trusts would not go 'bust', but had to make it clear regarding the significant financial situation should, for instance, the Trust look at taking out a commercial loan as there would be a risk to the lender. He mentioned that in relation to some of the recent big commercial financial failures, auditors had come under criticism for not making it clear regarding their risks and now Trusts accounts would have similar wording.

Mr Philips commented on the £10m Sustainability and Transformation Funding referred to in the Auditor's Letter and queried what this meant for the Trust's finances. He also queried why Annex F, the Auditors Report to the Council of Governors contained in the Annual Report and Accounts 2015/16, had not been sent to Governors.

RESOLVED: That Miss Oates would check whether the report had been circulated and, if not, she would email it to Governors.

Mr Bennett explained that the use of the Sustainability and Transformation Fund for achieving a balanced budget was recognised by most NHS Trusts as a key mitigation. He explained when this funding had been announced it was not known what conditions, if any, would be set against it. However since the announcement various conditions had been set and the Auditors had expressed the view that Monitor would not withhold this funding, as this could put Trusts in special measures.

At this point, Mr Gandhi stated that in relation to the AMPM he was not happy about the change in format and that the awards would not be included. Mrs Swift explained that a lunchtime event would be held within the Divisions for awards and celebrations, similar to how the Celebrating Staff runners up were celebrated, whereby friends and families could come along, however, options were currently being considered. She explained that it was what staff wanted. The Chairman asked the Governors to forward any ideas to him and that he would speak to the Divisions.

RESOLVED: That Governors would forward any suggestions about the awards to the Chairman and the Chairman would liaise with the Divisions.

Mr Gandhi pointed out that not many members of the public attended the AMPM and it was a celebration for staff. He requested that his disappointment be recorded in the minutes.

At this point, Mrs Roche stated that she had just looked on the NHS website with regard to Mr Bennett mentioning 'special measures' and it stated it that was an evolving process and appeared to change constantly. She stated that it would be difficult for Governors to hold Non-Executive Directors to account when recommendations changed daily.

Mr Bennett informed the Council that a guide had recently been published, "Strengthening Financial Performance and Accountability in 2016/17".

RESOLVED: That Miss Oates would circulate the link to the document to Governors.

6. Feedback from PwC (External Auditors)

As reported earlier in the meeting PwC were unable to attend.

7. Apologies for Absence

Apologies for absence were received from Mr Peter Askew, Mr John Bamford, Mr Neal Brookes, Mr Phillip Hargreaves, Dr Deborah Kenny, Dr Anthony Nixon, County Councillor Ron Shewan, Mrs Michelle Smith, Mrs Lynden Walthew, Mr Tony Winter and Mr Steve Winterson.

8. Minutes of the Previous Council of Governors Meeting

RESOLVED: That the minutes of the previous Council of Governors Meeting held on 27th April 2016 be agreed as a correct record and signed by the Chairman.

9. Matters Arising

a) Action List from the Council of Governors Meeting held on 27th April 2016

The Chairman reported that 12 items were complete, 1 item was not yet due and 2 items were incomplete.

It was noted that there had not been any feedback from Governors regarding the Governors Development Programme, however, a programme could be booked for the current year if required.

The Chairman stated that seven Declarations of Interests forms were still outstanding and he asked Governors to complete them either at the end of the meeting or before the end of the following week.

RESOLVED: That Governors would complete the Declarations of Interests form and return it to Miss Oates by 5th August 2016.

b) Action Tracking Document

Mr Holden queried item 10a(i) which stated that there was no further feedback regarding the Estates Department. Mrs Swift reported that a number of meetings had taken place with staff representatives and it had been agreed the previous week that all issues had been resolved.

RESOLVED: That Mrs Swift would update Mr Holden outside the meeting.

Mr Holden queried item 13(e) that no feedback had been received by Governors relating to the Effectiveness Review. Miss Oates confirmed that it was on the agenda under item 10(h).

At this point, Mr Butler explained that his computer was not working and asked that any further correspondence be posted to him.

RESOLVED: That all correspondence would be posted to Mr Butler until further notice.

10.

Chairman's Report

a) Chairman's Update

The report was noted.

b) NED Appointment: Background and Previous Roles

The Chairman invited Mr Cullinan to introduce himself and give some background information about himself.

Mr Cullinan introduced himself to the Council and advised that he had joined the Trust last month.

Mr Cullinan provided background information as follows:-

- He had been the Chief Executive of Lancaster City Council for the past 16 years and was used to working alongside Councillors.
- Previously he had worked in six different leadership roles and was used to working in various different work environments.
- He had been the Returning Officer in local elections and had administrative experience of running elections.
- He had been active in partnership working meetings across Lancashire:-
 - Chairing the Children and Young People's Forum, and
 - Worked with Drug Action, Alcohol Services and various multi agencies across Lancashire.
- He had previously been a Deputy Director of Social Services and his background before then had been in Children's Services as a Liaison Officer.

Mr Holden queried item 10(a) relating to the Strategy review update. Miss Oates advised that no suggestions for a briefing session had been received but that arrangements could be made if Governors felt it would be worthwhile.

RESOLVED: That a briefing session would be arranged if Governors felt it would be worthwhile.

c) Chairman's Appraisal 2015/16 and Objectives 2016/17

The Chairman stated that Mrs Hardy would report on the following items in her capacity as a member of the Nominations Committee.

At this point the Chairman left the room (3.40 pm).

Mrs Hardy stated that in February and June 2016 she had attended meetings of the Nominations Committee and at the June meeting Mr Roff, Senior Independent Director, had presented a report on the Chairman's objectives for 2016/17. It was noted by the Committee that the objectives had been amended to ensure emphasis was placed on strategic objectives. She reported that Mr Roff would be working with the Chairman to ensure these objectives were based more in-line with SMART objectives. Mrs Hardy explained that SMART meant:-

S – specific
M – measurable
A – achievable
R – relevant/realistic
T - timely

Mrs Hardy stated that the Committee had agreed to recommend the Chairman's objectives to the Council of Governors subject to them becoming more compliant with SMART in the following year.

Dr Hunt stated that the objectives were fine but she queried the process for setting objectives and the development opportunities to support these objectives. Mr Roff explained that it was a generic role but the Trust would have to ensure that development opportunities were available to the individual holding the position and that the objectives were measurable.

d) Non-Executive Director's Appraisal 2015/16 and Objectives 2016/17

At the beginning of this item the Non-Executive Directors in attendance left the room and the Chairman returned (3.50 pm).

Mrs Hardy provided an overview of the performance of the Non-Executive Directors; it being noted that the overall performance of three had been rated as 1 (excellent) and four had been rated as 2 (good). The ratings had been based on nationally recognised indicators.

In addition, with effect from July, it had been agreed by the Committee that an objective of the Non-Executive Directors would be to speak about their experience and also that a personal development objective would be included within their objectives. She explained that this was not just a "blanket" objective but would be individual to each Non-Executive Director.

Dr Hunt queried that there appeared to be gaps in the reported evidence on the Non-Executive Directors' personal objectives.

RESOLVED: That Miss Oates would circulate the completed objectives to the Governors.

e) Chairman's and Non-Executive Directors' Annual Remuneration 2016/17

At the beginning of this item both the Chairman and Non-Executive Directors left the room (4 pm).

Mrs Hardy stated that the final task of the Nominations Committee was to review the remuneration for both the Chairman and the Non-Executive Directors. She stated that it had been agreed not to increase their level of remuneration. She advised that the Trust did not pay any additional individual performance bonuses.

She stated that the Nominations Committee had recommended a zero percent uplift for 2016/17 for the Chairman and Non-Executive Directors and asked for ratification of this recommendation.

RESOLVED: That the recommendation from the Nominations Committee be ratified.

f) Re-appointment of Non-Executive Director (Michele Ibbs)

At the beginning of this item the Chairman returned (4.05 pm).

The Chairman stated that Mrs Ibbs' term of office was due to end on 31st August 2016. He stated that she had been an effective member of the Board of Directors and asked if the Council of Governors agreed to appoint Mrs Ibbs for a second term.

RESOLVED: That Mrs Ibbs be appointed for a second term of office from 1st September 2016 to 31st August 2019.

g) Proposed Amendment to the Constitution: Non-Executive Directors' Term of Office

Mrs Hardy informed the Council that the Nominations Committee had discussed the term of office for Non-Executive Directors; it being noted that the term of office for three Non-Executive Directors was due to expire in 2017.

The Committee had discussed the fact that this would leave the Trust with two Non-Executive Directors and the two newly appointed Non-Executive Directors which could disadvantage the Board of Directors. It was reasonable to consider giving the Board of Directors and the Council of Governors the ability to extend terms of office for an additional 12 month period in exceptional circumstances, such as, where a Non-Executive Director was currently chairing a Committee and that leaving the Trust and losing their specific expertise could adversely affect the Trust. Mrs Hardy confirmed that this would be by invitation only and based solely on the needs of the Trust. She also confirmed that this would be discussed through the appraisal process and agreement would be reached between the Chairman and the individual Non-Executive Director.

The Chairman stated that the Trust needed to consider continuity of service and ensuring a balance of experience and expertise especially when three vacancies arose within the same year. Mr Phillips stated that a sensible approach would be to stagger the vacancies.

The Chairman reiterated that an extension to the term of office would be based on appraisal performance and if they were due to leave in June 2017, the extension would be agreed by the end of 2016. He stated this was consistent with other Trusts.

RESOLVED: That the Constitution would be amended to indicate that the Non-Executive Directors' term of office could be extended for a period of 12 months in exceptional circumstances.

h) Review of Council of Governors Effectiveness

The report was noted.

The Chairman stated that a number of positive aspects had been identified from the review. In relation to item 3 (Quality of interaction with external auditors) he stated that the Trust would ensure that the Auditors confirmed their availability to attend a future meeting.

RESOLVED: That arrangements would be made for the External Auditors to attend a future Council of Governors meeting.

Mr Holden enquired how many Governors had responded and about the attendance at formal Governors meetings. The Chairman confirmed that 23 out of a possible 33 responses had been received. Miss Oates confirmed that attendance at meetings was recorded on the attendance monitoring document and the Chairman advised that he wrote to non-attenders where appropriate.

The Chairman confirmed that the Trust was constantly striving to improve engagement with Governors.

Mr Gandhi remarked that over the past nine years as a Governor he had benefitted from the role and had been allowed to be involved. He had brought complaints to the attention of the Trust and had been able to ensure action was taken to address these. He stated he was pleased to be a Governor and that people recognised him as someone to whom they could address issues.

i) Fit and Proper Persons Procedure

The procedure, which had been approved by the Board of Directors, was presented for information.

Dr Hunt queried whether the investigations about an unfit person would fall within existing procedures. Mr Burrow confirmed it would follow the Disciplinary Procedures.

Mrs Wood noted within the document it referred to 'policy' not 'procedure'.

RESOLVED: That the text would be amended from 'policy' to 'procedure'.

11. Items for Discussion/Approval

a) Trust Strategy Update

Mrs Swift informed the Council that a significant amount of work was on-going around the local strategic plan, with a number of work streams around working together with partner Clinical Commissioning Groups and Local Authorities in the future.

She stated that Governors would be involved in the strategy plans and kept up to date with financial guidance. Mrs Swift requested that the recently published financial guidance be circulated to the Governors.

RESOLVED: That Miss Oates would circulate the recently published financial guidance to Governors as previously agreed under item 5.

It was noted that across Lancashire the following modernisation of services had been suggested:-

- Dermatology
- Oncology
- Back office functions, such as, Estates, non-clinical
- Cancer targets
- Moving wards around at BTH

Mr Gandhi made reference to his concerns relating to a possible delay in the hybrid theatre project in the Cardiac Division. The Chairman confirmed that this was still a part of the Strategy.

The Chairman informed the Council that there was a great deal of pressure on the Executive Directors in keeping on top of the Strategy as well as doing their day-to-day work.

RESOLVED: That an update would be given at the Governors Informal Meeting in October 2016 with 2 or 3 Executive Directors attending.

b) Finance Update

Mr Bennett reported that the Trust planned to break-even by the end of the financial year and that this would ensure the Trust qualified for the £10M Sustainability and Transformation Funding. He confirmed that it had been planned to start the year in deficit but to improve throughout the year. He reported that the Trust was performing slightly better than planned and there had been significant levels of CIP identified. He reported that the Trust's current position was positive but it remained a challenging year ahead.

Mr Holden queried whether identified CIP plans were reviewed and monitored. Mr Bennett confirmed that CIP plans were monitored and, if they failed to deliver the planned improvements, other projects were introduced.

Mr Gandhi referred to the Trust's current risk rating being at 2 and queried whether this would warrant NHS Improvement's involvement. Mr Bennett stated that the Trust had planned for a risk rating of 2 and that NHS Improvement had been aware of this. He stated that the vast majority of Trusts also had a risk rating of 2, but that NHS Improvement did not have the capacity to intervene with them all.

Mr Burrow explained that a new regulatory scheme was being consulted upon.

Mr Bennett confirmed that NHS Improvement was closely monitoring the Trust and that the Trust needed to address its financial issues.

12. Lead Governor's Report

a) Feedback from the Governors Informal Meeting held on 6th July 2016

The Chairman stated that in relation to item 4f (Staff Resignations), he could confirm that the exit process now included a new form and exit interviews were taking place. He advised that this would be reported to the Strategic Workforce Committee and included on the Committee's action plan.

The Chairman stated that, in relation to item 5 (Urgent Questions), he was not aware of any racist incidents following 'Brexit', however, he asked that if anyone heard of any to let him know.

RESOLVED: That Governors would inform the Chairman if they heard of any racist incidents.

Mrs Vickers pointed out that the overseas nurses had made enquiries about their rights to remain in the United Kingdom and asked if any communication would be issued about this.

Mrs Swift confirmed that Mrs Ingham would be issuing a communication to all overseas nurses addressing the situation following 'Brexit'.

RESOLVED: That the communication from Mrs Ingham would be sent to all overseas nurses within the next few days.

13. Membership Committee Chair's Report

a) Membership Report

The Membership Report was provided for information.

b) Feedback from the Membership Committee Meeting held on 27th June 2016

Mr Holden stated that the Membership Committee had appointed six champions from amongst the Committee to champion the new aims of the Strategy as follow:-

- Youth Health Leader Project - Mrs Sharon Vickers
- Victoria's Voice – Miss Rebecca Addey
- Youth Parliament – Mr George Holden
- Communications - Mr Peter Askew
- Volunteers Engagement - Mrs Lynden Walthew

The Chairman commented that this was a sensible approach.

At this point, Mrs Swift thanked Mr Chivers for the Membership newsletter from the University of Morecambe Bay Hospital NHS Foundation Trust.

14. Standard Reports – Mr Johnson to report:-

a) Items to be Reported to the Board of Directors

It was noted that the minutes of the meeting would identify any items to be reported to the Board of Directors.

b) Items to be Recommended for Decision or Discussion by Trust Committees

It was noted that the minutes of the meeting would identify any items to be recommended for decision or discussion by Trust committees.

c) Annual Work Plan

The items for discussion at formal Council of Governors meetings during 2016 were highlighted in the Annual Work Plan.

Mr Holden stated that the Membership Strategy item needed to be amended to read 2016-2019.

RESOLVED: That the Annual Work Plan would be amended with revised dates for the Membership Strategy.

That the Membership Strategy be ratified by the Council of Governors.

d) Attendance Monitoring

The attendance monitoring form was provided for information.

e) Motions or Questions on Notice

There were no motions or questions on notice.

f) Urgent Motions or Questions

There were no urgent motions or questions.

g) Value of the Month

Governors were reminded that the Value of the Month for August was "compassion".

h) Declaration of Confidentiality

RESOLVED: That no items be declared confidential under the Freedom of Information Act.

i) Date of Next Meeting

The next meeting will take place on Wednesday 26th October 2016.

15. Any other Business

a) Membership Leaflets

Mr Butler pointed out that several GP practices still did not have membership leaflets or the stands that had been provided to hold the leaflets.

Mrs Gaynor stated that leaflets had been sent to GP practices and she agreed to contact the practices to enquire about the stands.

RESOLVED: That Mrs Gaynor would contact GP practices to enquire about the membership stands.

b) Thank you

Mr Gandhi expressed his thanks for the recent present and card sent to him whilst he was unwell.

c) Term of Office

The Chairman informed the Council that this would be the last formal Council of Governors meeting for Mr Gandhi, Mr Barley and Mr Butler. He thanked them for their contribution to the Council of Governors, which had been much beyond attending formal meetings. He stated that he hoped they had found the experience rewarding and that the new Governors would make a similar contribution.

d) Auditor's Letter

Mr Burrow referred to the Auditor's Letter and confirmed that PwC would have circulated Annex F during the meeting if they had attended.

RESOLVED: That the letter would be circulated to Governors as previously agreed.

The Chairman thanked the Governors for attending the meeting.