

Blackpool Teaching Hospitals   
NHS Foundation Trust

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1st November 2012

Dear Governor

Blackpool Teaching Hospitals NHS Foundation Trust – Council of Governors Meeting

The next meeting of the Council of Governors of the Blackpool Teaching Hospitals NHS Foundation Trust will be held on Monday 12th November 2012 at 9.30 am in Room 4, Education Centre (next to Trust Headquarters), Blackpool Victoria Hospital. Tea/Coffee will be available from 9.00 am.

**I should be grateful if you would confirm your attendance/apologies by no later than Thursday 8th November 2012.**

Yours sincerely

J A Oates (Miss)  
Foundation Trust Secretary

**AGENDA**

1. Declarations of Interests – Mr Johnson to report. (Verbal Report).
2. Apologies for Absence.
3. Talksafe Presentation - **Dr O'Donnell, Medical Director; and Alison Stewart, Head of Simulation and Skills, to attend at 9.30 am for this item.**
4. Governor Development - **Emma Dawkins, Assistant Director of HR, to attend at 10.00 am for this item.**
5. Chairman's Introduction.
6. Minutes of the Previous Council of Governors Meeting held on 13th August 2012. (Enclosed).

7. Matters Arising:-
  - i) Action List from the Council of Governors Meeting held on 13th August 2012. (Enclosed).
8. Minutes of the Extraordinary Council of Governors Meeting held on 14th September 2012. (Enclosed).
9. Matters Arising.
10. Council of Governors Meetings: Action Tracking Document. (Enclosed).

**11. Chairman's Report – Mr Johnson to report:-**

- a) Chairman's Communications – Mr Johnson to report. (To Follow).
- b) Action Plan from Deloitte's Formal Feedback Report: Governors' Workshop – Update. (Enclosed).
- c) Health & Social Care Act 2012 – Implications for the Trust. (Enclosed).
- d) Stewardship Standard for Governors of NHS Foundation Trusts. (To Follow).
- e) Draft Role Specification for Lead Governor. (Enclosed).
- f) Council of Governors' Sub-Groups – Progress Report:-
  - Patient Experience Sub-Group – Mr Winter to report. (Verbal Report).
  - Finance Sub-Group – Mrs MacDonald to report. (Verbal Report).
  - Patient Safety & Quality Sub-Group – Mr Bamford to report. (Verbal Report).
  - Membership Sub-Group – Mrs Smith to report. (Verbal Report).
  - TOPPs Sub-Group – Mrs Smith to report. (Verbal Report).
- g) Nominations Committee – Appointed Governor Representative. (Verbal Report).
- h) Schedule of Council of Governors' Meetings for 2013. (Enclosed).

**12. Interim Chief Executive's Report – Mr Welch to report:-**

- a) Interim Chief Executive's Report. (To Follow).
- b) Corporate Objectives 2012/13 – Quarter 2 Update. (Enclosed).
- c) Fylde Coast Public Consultation Document. (Enclosed).
- d) Strategic Development Update (including Transformation of Patient Pathways – Mrs Swift to report. (To Follow).
- e) Serious Untoward Incidents. (Verbal Report).
- f) Mortality Reduction Action Plan. (Enclosed).
- g) Quarterly Finance Report (1st July to 30th September 2012). (Enclosed).
- h) Quarterly Performance Report (1st July to 30th September 2012). (Enclosed).

- i) Patient Experience Report – Quarter 2. (Enclosed).
- j) Clinical Audit Update. (Enclosed).
- k) Vision Programme Update. (Enclosed).
- l) Fund-Raising Update/Going for Gold Appeal. (Enclosed).

**13. Membership Report – Mrs Smith to report:-**

- a) Membership Update. (Enclosed).
- b) Key Elements of Implementation of Strategy Document. (Enclosed).
- c) Items Referred from the Membership Committee Meeting held on 30th October 2012. (Verbal Report).
- d) Membership Committee Terms of Reference. (Enclosed).

**14. Issues Raised by Governors:-**

- a) Patient Discharges At Night / Prescription Delays – Mrs Smith to report. (Enclosed).
- b) Appointed Governor Representation: Service Liaison Committee – Mr Butler to report. (Verbal Report).
- c) Gazette Article: Fraud Allegation – Mrs Smith to report. (Verbal Report).
- d) Council of Governors' Agenda: Executive Summary and Verbal Overview of Reports – Mrs Smith to report. (Verbal Report).

**15. Feedback Reports:-**

- a) FTGA Feedback – Mrs Smith to report. (Verbal Report).
- b) Feedback from North West Leadership Academy Event:-
  - 23rd August – Mrs Walthew/Mrs Smith/Mrs Gaynor to report. (Enclosed).
- c) Feedback from Governors' Attendance at Board Meetings:-
  - 29th August 2012 - Mrs Smith/Mrs Harte to report. (Verbal Report).
  - 26th September – Mr Rigby/Mrs Woodhouse to report. (Verbal Report).
- d) Feedback from the Formal Patient Safety Walkabouts:-
  - 29th October 2012 – Mrs MacDonald to report. (Enclosed).
- e) Feedback from Governor Induction Day:-
  - 9th November – Mr Longstaff to report. (Verbal Report).

**16. Standard Reports – Mr Johnson to report:-**

- a) Items to be Reported to the Board of Directors. (Verbal Report).
- b) Items to be Recommended for Decision or Discussion by Trust Committees. (Verbal Report).

- c) Annual Work Plan – Mr Johnson to report. (Enclosed).
- d) Attendance Monitoring – Mr Johnson to report. (Enclosed).
- e) Motions or Questions on Notice.
- f) Urgent Motions or Questions.
- g) Declaration of Confidentiality.
- h) Date of Next Meeting.