

Chairman's Office
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4th November 2013

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 Friday 15th November 2013 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 Wednesday 13th November 2013.

Yours sincerely

J A Oates (Miss)
Foundation Trust Secretary

AGENDA

1. Welcome and Introductions – Mr Johnson to report. (Verbal Report).
2. Declarations of Interests – Mr Johnson to report. (Verbal Report).
3. Apologies for Absence.
4. Minutes of the Previous Council of Governors Meeting held on 16th August 2013. (Enclosed).
5. Matters Arising:-
 - i) Action List from the Council of Governors Meeting held on 16th August 2013. (Enclosed).
 - ii) Mortality Reduction Action Plan: Review of Impact of Training for Medical Staff – Dr O'Donnell to report. (Verbal Report).
 - iii) Consultant Suspension: NCAS Process – Dr O'Donnell to report. (Verbal Report).

6. Council of Governors Meetings: Action Tracking Document. (Enclosed).
7. **Chairman's Report – Mr Johnson to report:-**
- i) Chairman's Update. (Enclosed).
 - ii) Arrangements for Future Council of Governors' Meetings and Proposed Schedule of Meetings for 2014. (Enclosed).
 - iii) Programme of Presentations at Council of Governors Meetings in 2014. (Verbal Report).
 - iv) Arrangements for Visits to Community Premises. (Verbal Report).
8. **Chief Executive's Report – Mr Doherty to report:-**
- i) Chief Executive's Assurance Report. (Enclosed).
 - **Quality**
 - **Risk**
 - **Finance**
 - **Audit**
 - **Workforce**
 - **Strategy**
 - **Trust Annual Reports 2013/14**
 - **Strategies/Policies/Plans/Guidelines**
 - **Board Assurance Framework Summary**
 - **Corporate Risk Register Summary**
 - ii) Compliance Monitoring Assurance Report. (Enclosed):-
 - **Corporate Objectives (Strategic Framework)**
 - **Compliance Framework Measures including Quarterly Monitoring Return to Monitor (Quarter 2).**
 - **Business Critical Measures**
 - iii) Chief Executive's Quarterly Update. (Enclosed).
9. **Lead Governor's Report**
- a) FTGA Feedback – Mr Askew to report. (Verbal Report).
 - b) Feedback from the Informal Governors' Meeting held on 11th October 2013 – Mr Askew to report. (Enclosed).
 - c) Feedback from Monitor Visit on 21st October 2013. (Verbal Report).
10. **Membership Report – Chris Smith/Lynden Walthew to report:-**
- a) Membership Update. (Enclosed).
 - b) Items Referred from the Membership Committee Meeting held on 21st October 2013. (Enclosed).
 - c) Membership Committee: Revised Terms of Reference. (Enclosed).

11. Feedback Reports:-

- a) Feedback from Foundation Trust Network GovernWell Events:-
 - 3rd September 2013 – Mrs Rigg/Mr Gandhi to report. (Verbal Report).
 - 4th October 2013 – Mr Barley to report. (Verbal Report).
- b) Feedback from the Formal Patient Safety Walkabouts – 10th September 2013. (Enclosed – For Information).

12. 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.
 - i) Staffing:-
Does the Trust have a strategy for ensuring appropriate staffing levels?
What are the high level objectives of that strategy?
What actions are underway to achieve those objectives?
How can the Council of Governors assist the Trust in achieving those objectives?
 - ii) Staffing Level Report:-
Request for Governors to have an up to date staffing level report, broken down into appropriate levels (i.e. department, specialty, etc).
 - iii) Keogh Review:-
Request for Governors to have an update on the Trust's activities in relation to the Keogh Review and the action list.
Are we on track?
 - iv) Berwick Report:-
The Governors would appreciate the Chief Executive's views on the recommendations put forward in the Berwick Report and their relevance to the Trust; and hence how those recommendations will be integrated into the Trust's "way of working". As an example, the concept and practice of continuous improvement.
- f) Urgent Motions or Questions.
- g) Declaration of Confidentiality.
- h) Date of Next Meeting.

**LUNCH
GOVERNORS AND NON-EXECUTIVE DIRECTORS**

**PHOTOGRAPH
COUNCIL OF GOVERNORS**