

Chairman's Office  
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7th August 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 16th August 2013 at 9.30 am in Room 4, Education Centre, 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 14th August 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. Presentation: Feedback from PWC (External Auditors) – **Rachel McIlwraith and Stuart Arnfield to attend at 9.00 am for this item:-**
  - i) Audit Process
  - ii) ISA (260) Report For Those Charged With Governance
  - iii) Report on the Quality Accounts
  - iv) Report on Annual Report & Accounts
4. Presentation: Multi-Storey Car Park and Main Entrance Project Update – **Sandra Rudd and Nigel Fort to attend at 9.30 am for this item.**
5. Annual Report & Accounts 2012/13 and Quality Accounts 2012/13 – Mr Davidson/Mrs Aubrey to report. (Enclosed).
6. Provision of External Audit Services – Mr Davidson to report. (Verbal Report).

7. Apologies for Absence.
8. Minutes of the Previous Council of Governors Meeting held on 21st May 2013 – Mr Johnson to report. (Enclosed).
9. Matters Arising:-
  - i) Action List from the Council of Governors Meeting held on 21st May 2013 – Mr Johnson to report. (Enclosed).
  - ii) Council of Governors Meetings: Action Tracking Document – Mr Johnson to report. (Enclosed).
  - iii) Corporate Objectives 2012/13: Update on Procedures for Prescribing Medication. (Enclosed – For Information).
  - iv) Posts Supporting Medical Recruitment: Progress Report. (To Follow – For Information).
  - v) Mortality Reduction Action Plan: Review of Impact of Training for Medical Staff. (Verbal Report).
  - vi) Patient Experience Report: Complaints received in relation to “Treatment Issues” – Mrs Thompson to report. (Verbal Report).
  - vii) Nurse Staffing:-
    - Nurse Management Structure – Mrs Thompson to give a presentation.
    - Doctor/Nurse to Patient Ratios – Mrs Thompson to report. (To Follow).
  - viii) Workforce Report. (To Follow – For Information).
10. Minutes of the Nominations Committee Meeting held on 24th May 2013 – Mr Johnson to report. (Enclosed).
11. **Chairman’s Report – Mr Johnson to report:-**
  - i) Chairman’s Quarterly Report. (Enclosed).
  - ii) Outcome of Revised Board Processes. (Verbal Report).
  - iii) Appointment of Non-Executive Director. (Verbal Report).
  - iv) Appointment of Deputy Chairman. (Verbal Report).
  - v) Composition of the Council of Governors. (Verbal Report).
  - vi) Proposed Amendments to Trust Constitution. (Enclosed).
  - vii) Action Plan from Deloitte’s Formal Feedback Report: Governors’ Workshop – Update. (Enclosed).
  - viii) Election of Lead Governor. (Verbal Report).
  - ix) Lead Governor’s Job Specification. (Enclosed).
  - x) Review of Governors’ Role Specification. (Enclosed).
  - xi) Review of FTGA Membership. (Verbal Report).

**12. Chief Executive's Report:-**

- i) Chief Executive's Assurance Report. (Enclosed).
- ii) Compliance Monitoring Assurance Report. (Enclosed).
- iii) Chief Executive's Quarterly Report. (Enclosed).

**13. Membership Report:-**

- i) Membership Update – Mrs Smith to report. (Enclosed).
- ii) Items Referred from the Membership Committee Meeting held on 22nd July 2013:-
  - Membership Sub-Groups – Mrs Smith to report. (Verbal Report).
  - New Entrance: Volunteer/Membership Stall and Bluetooth Facility – Mrs Smith to report. (Verbal Report).

**14. Feedback from Informal Governors' Meetings:-**

- i) Review of Trust Constitution: Governors' Term of Office – Mrs Smith to report. (Verbal Report).
- ii) Administration of Patients' Notes – Mrs Smith to report. (Verbal Report).
- iii) Nurse Staffing Structure: Decision-Making – Mrs Smith to report. (Verbal Report).

**15. Feedback Reports:-**

- i) FTGA Feedback – Mrs Smith to report. (Verbal Report).

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

- i) Items to be Reported to the Board of Directors. (Verbal Report).
- ii) Items to be Recommended for Decision or Discussion by Trust Committees. (Verbal Report).
- iii) Annual Work Plan. (Enclosed).
- iv) Attendance Monitoring. (Enclosed).
- v) Motions or Questions on Notice.

(a) Question from Lynden Walthew (Public Governor – Wyre Constituency)

Action Plan following Risk Summit - Item 5 - Clinical Leadership (Page 12)

RRR Recommendation - Visibility of leadership team particularly out of hours  
- Board members to visit patient care areas.

Trust Response - Board members would be aligned to wards and be a link to staff on the ward to the Board.

How can Governors assist in this area - perhaps by regular audits by Governors to test the measure of success?

- vi) Urgent Motions or Questions.
- vii) Declaration of Confidentiality.
- viii) Date of Next Meeting.