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6th August 2014

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 August 2014 at 9.30 am in Rooms 3 & 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 13th August 2014.**

Yours sincerely

J A Oates (Miss)  
 Foundation Trust Secretary

**A G E N D A**

Agenda Item Number	Agenda Item	Duration
1	Chairman's Welcome and Introductions – Mr Johnson to report. (Verbal Report).	9.30 am
2	Declaration of Council of Governors' Interests Concerning Agenda Items – Mr Johnson to report. (Verbal Report).	9.31 am
3	Presentation: Feedback from PWC (External Auditors) – <b>Stuart Arnfield and Matthew Lomax to attend at 9.30 am for this item:-</b>  i) Audit Process ii) ISA (260) Report For Those Charged With Governance iii) Report on the Quality Accounts 2013/14. iv) Report on Annual Report & Accounts 2013/14.	9.32 am

4	Annual Report & Accounts and Quality Accounts 2013/14 – Mr Bennett to report. (Enclosed).	9.52 am
5	Presentation: Cost Improvement Programme – Mr Bennett to report.	10.02 am
6	Apologies for Absence – Mr Johnson to report. (Verbal Report).	10.32 am
7	Minutes of the Previous Council of Governors' Meeting held on 21st May 2014 – Mr Johnson to report. (Enclosed).	10.33 am
8	<p><b>Matters Arising:-</b></p> <p>a) Action List from the Previous Council of Governors' Meeting held on 21st May 2014 – Mr Johnson to report. (Enclosed).</p> <p>b) Council of Governors' Action Tracking Document – Mr Johnson to report. (Enclosed).</p>	10.43 am
9	Minutes of the Extraordinary Council of Governors Meeting held on 27th June 2014 – Mr Johnson to report. (Enclosed).	10.53 am
	<b>BREAK</b>	
10	<p><b>Chairman's Report – Mr Johnson to report:-</b></p> <p>a) Chairman's Update. (Enclosed).</p> <p>b) Proposal for FTGA/FTN Joint Membership. (Verbal Report).</p> <p>c) Composition of Council of Governors. (Verbal Report).</p> <p>d) Governors' Role Specification. (Enclosed).</p> <p>e) Code of Governance 2013/14. (Enclosed).</p> <p>f) Board of Directors' Terms of Reference. (Enclosed).</p> <p>g) Audit Committee Terms of Reference. (Enclosed).</p> <p>h) Proposal for Board of Directors Meeting/Council of Governors Meeting: 29th October 2014. (Verbal Report).</p> <p>i) Annual Members' and Public Meeting. (Verbal Report).</p> <p>j) Re-Appointment of Non-Executive Director. (Verbal Report).</p> <p>k) Role of the Non-Executive Director and Individual Responsibilities – Mr Shaw to report. (Verbal Report).</p>	11.03
11	<p><b>Executive Reports:-</b></p> <p>a) Chief Executive's Assurance Report. – Mrs Swift to report. (Enclosed).</p> <p>b) Quarterly Monitoring Return to Monitor: Quarter 1 – Mr Bennett to report. (Enclosed).</p> <p>c) Chief Executive's Update – Mrs Swift to report. (Enclosed).</p> <p>d) Changes in Governance and Communications Responsibilities – Mrs Swift to report. (Verbal Report).</p>	11.58 am

12	<p><b><u>Lead Governor's Report – Mr Askew to report:-</u></b></p> <p>a) Feedback from the Informal Governors' Meetings held on 4th August 2014. (Verbal Report).</p> <p>b) FTGA Feedback. (Verbal Report).</p>	12.28 pm
13	<p><b><u>Membership Report – Mr Smith to report:-</u></b></p> <p>a) Membership Update. (Enclosed).</p> <p>b) Items Referred from the Membership Committee Meeting held on 23rd July 2014:-</p> <ul style="list-style-type: none"> <li>• Takeover Week: 17th – 21st November 2014. (Verbal Report).</li> <li>• New System for Responding to New Members. (Verbal Report).</li> </ul> <p>c) Feedback from the Task and Finish Group Meetings:-</p> <ul style="list-style-type: none"> <li>• Key Membership Messages and Promotional Material. (Enclosed).</li> <li>• Proposals for Engagement with Members of the Public. (Verbal Report).</li> </ul>	12.38 pm
14	<p><b><u>Feedback Reports:-</u></b></p> <p>a) Feedback from FTN GovernWell Event: NHS Finance and Business Skills: 12th June 2014 – Mr Barley to report. (Verbal Report).</p> <p>b) Feedback from FTGA New Governors Event: 12th June – Mrs Measures to report. (Verbal Report).</p>	12.48 pm
15	<p><b><u>Standard Reports – Mr Johnson to report:-</u></b></p> <p>a) Items to be Reported to the Board of Directors. (Verbal Report).</p> <p>b) Items to be Recommended for Decision or Discussion by Trust Committees. (Verbal Report).</p> <p>c) Annual Work Plan. (Enclosed).</p> <p>d) Attendance Monitoring. (Enclosed).</p> <p>e) Motions or Questions on Notice.</p> <p>f) Urgent Motions or Questions.</p> <p>g) Declaration of Confidentiality.</p> <p>h) Date of Next Meeting.</p>	12.58 pm
		Total Duration – 3 hours, 28 minutes