

Chairman's Office
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13th May 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 Tuesday 21st May 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 Friday 17th May 2013.

Yours sincerely

J A Oates (Miss)
Foundation Trust Secretary

AGENDA

1. Declarations of Interests – Mr Johnson to report. (Verbal Report).
2. Voluntary Services Presentation – **Jane Iceton, Voluntary Services and Community Engagement Officer, to attend at 9.30 am for this item.**
3. Apologies for Absence.
4. Chairman's Introduction.
5. Minutes of the Previous Council of Governors Meeting held on 11th February 2013. (Enclosed).
6. Matters Arising:-
 - i) Action List from the Council of Governors Meeting held on 11th February 2013. (Enclosed).
 - ii) Council of Governors Meetings: Action Tracking Document. (Enclosed).

7. Minutes of the Extraordinary Council of Governors Meeting held on 27th March 2013. (Enclosed).
8. Minutes of the Special Members' Meeting held on 27th March 2013. (Enclosed).
9. Minutes of the Nominations Committee Meetings held on 11th March 2013 and 7th May 2013. (Enclosed).

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

- a) Chairman's Communications. (Enclosed).
- b) Board Processes – Mr Roff to report. (Enclosed).
- c) Chairman's Appraisal 2012/13 and Objectives 2013/14 – Nominations Committee to report. (Enclosed).
(Mr Johnson to leave the meeting for this item).
- d) Non-Executive Directors' Appraisal 2012/13 and Objectives 2013/14 – Mr Johnson to report. (Verbal Report).
(Mr Roff and Mr Garrett to leave the meeting for this item).
- e) Annual Remuneration 2013/14 – Mrs Benson to report. (Enclosed).
- f) Board of Directors' Recruitment Update. (Verbal Report):-
 - Approval of Non-Executive Director Appointment (Finance).
 - Progress with Non-Executive Director Appointment (Non-Finance).
- g) Re-Appointment of Non-Executive Director. (Verbal Report).
- h) Health & Social Care Act 2012 – Completed Action Plan. (Enclosed).
- i) Action Plan from Deloitte's Formal Feedback Report: Governors' Workshop – Update. (To Follow).
- j) Composition of the Council of Governors. (Verbal Report).
- k) Governor Elections. (Verbal Report).
- l) Governors' Development Programme. (Verbal Report).
- m) Declarations of Interests. (Enclosed).

11. **Chief Executive's Report – Mr Doherty to report:-**

- a) Chief Executive's Report. (To Follow).
- b) Board of Directors' Recruitment Update. (Verbal Report):-
 - Director of HR & OD.
 - Director of Finance.
- c) Corporate Objectives 2012/13 – Quarter 4 Update. (Enclosed).
- d) Corporate Objectives 2013/14. (Verbal Report).
- e) Fylde Coast Public Consultation – Mrs Swift to report. (Verbal Report).
- f) Strategic Development Update (including Transformation of Patient Pathways – Mrs Swift to report. (Verbal Report).

- g) Annual Plan 2013/14 – Mrs Oliver to report. (Verbal Report).
- h) Annual Report & Annual Accounts and Quality Accounts 2012/13 – Mrs Aubrey to report. (Enclosed).
- i) Review into the Quality of Care and Treatment Provided by 14 Hospital Trusts in England. (Verbal Report).
- j) Serious Untoward Incidents. (Verbal Report).
- k) Mortality Reduction Action Plan. (Enclosed).
- l) Quarterly Finance Report – Mr Feroz to report. (Enclosed).
- m) Quarterly Performance Report – Mrs Oliver to report. (To Follow).
- n) Patient Experience Report (Quarter 4). (Enclosed).
- o) Clinical Audit Update. (Enclosed).
- p) Nurse Staffing: Nurse to Patient Ratios. (To Follow).
- q) Mandatory Training – Mrs Benson to report. (Enclosed).
- r) Estates Update – Chairman to report. (Verbal Report):-
 - Temperature in Departments.
 - Ventilation in the Ophthalmic Department.

12. Membership Report – Mrs Smith to report:-

- a) Membership Update. (Enclosed).
- b) Items Referred from the Membership Committee Meeting held on 23rd April 2013. (Verbal Report):-
 - Communications Department: Breakdown of Staff Involved in Engagement with Members.

13. Feedback from Informal Governors' Meetings – Mrs Smith to report:-

- a) Direct Communication with Governors. (Verbal Report).
- b) Administration Review. (Verbal Report).

14. Feedback Reports:-

- a) FTGA Feedback – Mrs Smith to report. (Verbal Report).
- b) Feedback from the Formal Patient Safety Walkabouts:-
 - 29th April (Ward 37) – Mr Chivers to report. (Deferred).
- c) Feedback from the Experienced Governors' Network held on the 13th February 2013 – Mrs Walthew/Miss Daniels to report. (Verbal Report).

- d) Feedback from Governors' Attendance at Board Meetings:-
- 27th February 2013 - No Governors In Attendance.
 - 27th March 2013 – Mr Winter In Attendance. (Deferred).
 - 24th April – No Governor In Attendance.
- e) Feedback from the Constructive Challenge Workshop held on the 14th March 2013 – Mrs Smith/Mr Gandhi/Miss Daniels to report. (Verbal Report).
- f) Feedback from the TalkSafe Workshop held on the 30th April 2013 - Governors to report. (Verbal Report).

15. **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 – Mr Johnson to report. (Enclosed).
- f) Urgent Motions or Questions.
- g) Declaration of Confidentiality.
- h) Date of Next Meeting.