

Chairman's Office
 Trust Headquarters
 Blackpool Victoria Hospital
 Whinney Heys Road
 Blackpool
 Lancashire
 FY3 8NR

Telephone: 01253 306856
 Fax: 01253 306873

judith.oates@bfwhospitals.nhs.uk

7th May 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 16th May 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 14th May 2014.

Yours sincerely

J A Oates (Miss)
 Foundation Trust Secretary

AGENDA

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).	9.35 am
3	Pharmacy Department Update: Q & A Session – Alastair Gibson (Director of Pharmacy) to attend at 9.30 am for this item. (Verbal Report).	9.36 am
4	Governors' Development Programme – Amanda Eagle (Learning and Organisational Development Facilitator) to report. (Verbal Report).	9.56 am
5	Apologies for Absence – Mr Johnson to report. (Verbal Report).	10.16 am
6	Minutes of the Previous Council of Governors' Meeting held on 17th March 2014 – Mr Johnson to report. (Enclosed).	10.17 am

7	<p>Matters Arising:-</p> <p>a) Action List from the Previous Council of Governors' Meeting held on 17th March 2014 – Mr Johnson to report. (Enclosed).</p> <p>b) Council of Governors' Action Tracking Document – Mr Johnson to report. (Enclosed).</p> <p>c) Youth Forum: Young People and the Trust – Mr Holden to report. (Enclosed).</p> <p>d) Fleetwood Hospital/Rossall Hospital Developments – Mrs Swift to report. (Verbal Report).</p> <p>e) The Harbour Development – Mrs Rigg to report. (Enclosed).</p> <p>f) Dementia Screening – Mrs Thompson to report. (Enclosed).</p> <p>g) Nurse Staffing Report – Mrs Thompson to report. (Enclosed).</p>	10.22 am
8	<p>Chairman's Report – Mr Johnson to report:-</p> <p>a) Chairman's Appraisal 2013/14 and Objectives 2014/15 – Mr Askew to report. (Verbal Report). (Mr Johnson to leave the meeting for this item).</p> <p>b) Non-Executive Directors' Appraisal 2013/14 and Objectives 2014/15. (Verbal Report). (Mr Garrett/Mr Edney to leave the meeting for this item).</p> <p>c) Re-Appointment of Non-Executive Directors from 1st June 2014 (Mrs Karen Crowshaw/ Mr Doug Garrett) – Mr Askew to report. (Verbal Report). (Mr Garrett/Mr Edney to leave the meeting for this item).</p> <p>d) Chairman's and Non-Executive Directors' Annual Remuneration 2014/15 – Mr Askew to report. (Enclosed).</p> <p>e) Composition of Council of Governors – Confirmation of Appointed Governors from the Institute of Directors and the Citizens Advice Bureau. (Verbal Report).</p> <p>f) Amendments to Trust Constitution. (Verbal Report).</p> <p>g) Terms of Reference:-</p> <ul style="list-style-type: none"> • Council of Governors. (Enclosed). • Nominations Committee. (Enclosed). • Membership Committee. (To Follow). <p>h) Lead Governor Role Specification. (Enclosed).</p> <p>i) Role of the Non-Executive Director and Individual Responsibilities – Mr Garrett to report. (Verbal Report).</p> <p>j) Chairman's Update. (Enclosed).</p> <p>k) Annual Members' and Public Meeting. (Verbal Report)</p> <p>l) Annual Declarations of Interests. (Enclosed).</p>	10.57 am
9	<p>Executive Reports:-</p> <p>a) Chief Executive's Assurance Report – Mr Doherty to report. (Enclosed).</p>	11.57 am

	<p>b) Chief Executive's Update – Mr Doherty to report. (Enclosed).</p> <p>c) Annual Plan 2014/15 – Mrs Oliver to report. (Verbal Report).</p> <p>d) Annual Report & Accounts/Quality Accounts 2013/14 – Mr Bennett/Mrs Thompson to report. (Enclosed).</p> <p>e) Patient-Led Assessments of the Care Environment – Mrs Thompson to report. (Enclosed).</p>	
10	<p><u>Lead Governor's Report – Mr Askew to report:-</u></p> <p>a) Feedback from the Informal Governors' Meetings held on 14th April 2014 and 6th May 2014. (Verbal Report).</p> <p>b) FTGA Feedback. (Verbal Report).</p>	12. 22 pm
11	<p><u>Membership Report – Mr Smith to report:-</u></p> <p>a) Membership Update. (Enclosed).</p> <p>b) Items Referred from the Membership Committee Meeting held on 23rd April 2014. (Verbal Report).</p> <p>c) Feedback from the Task and Finish Group Meetings. (Verbal Report).</p>	12.32 pm
12	<p><u>Feedback Reports:-</u></p> <p>a) Feedback from Foundation Trust Network GovernWell Events:-</p> <ul style="list-style-type: none"> • Core Skills: 29th April 2014 – Mrs Briers/Mr Bullock to report. • Accountability: 30th April 2014 – Mr Holden to report. 	12.42 pm
13	<p><u>Standard Reports – Mr Johnson to report:-</u></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>	12.47 pm
		Total Duration – 3 hours, 30 minutes