

# Blackpool Teaching Hospitals

NHS Foundation Trust

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2nd August 2011

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 Monday 15th August 2011 at 9.30 am in Room 4, Education Centre (next to Trust Headquarters), 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 Thursday 11th August 2011.**

Yours sincerely

J A Oates (Miss)  
Foundation Trust Secretary

## AGENDA

1. Annual Report and Accounts 2010/11 – **Rachael McIlwraith and Stuart Arnfield from PricewaterhouseCoopers to attend at 9.30 am for this item.** (Enclosed).
2. External Auditor's Opinion on the Quality Accounts 2010/11 – **Rachael McIlwraith and Stuart Arnfield from PricewaterhouseCoopers to attend for this item.**
3. Developing the Role of Governors – **Emma Dawkins, Assistant Director of HR (Organisational Development and Transformational Change), and Taravandana, OD Lead, to attend at 10.30 am for this item.**
4. Capital Developments/Main Entrance/Car Park Update – **Mr Bell to attend at 11.00 am for this item.** (Enclosed).
5. Vision Programme Update – **Mr Bell to attend for this item.** (Enclosed).

6. Chairman's Introduction.
7. Apologies for Absence.
8. Minutes of the Previous Meeting held on 16th May 2011. (Enclosed).
9. Matters Arising:-
  - i) Action List from the Council of Governors Meeting held on 16th May 2011. (Enclosed).
10. Minutes of the Extraordinary Council of Governors Meeting held on 27th May 2011. (Enclosed).
11. Matters Arising.
12. Minutes from the Nominations Committee Meeting held on 9th May 2011. (Enclosed).
13. Matters Arising.

**For Approval:-**

14. Composition of the Board: Non-Executive Directors – Miss Lester to report.
15. Trust Constitution – Mrs Aubrey to report.
16. Governors' Objectives 2011/12 – Miss Lester to report. (Enclosed).
17. Induction Pack for Governors – Mrs Aubrey to report. (Enclosed).
18. Terms of Reference: Nominations Committee – Miss Lester to report. (Enclosed).
19. Review of Foundation Trust Governors' Association Membership – Miss Lester to report.

**For Discussion:-**

20. Elections for the Foundation Trust Governors Association – Miss Lester to report. (Enclosed).
21. KPMG Action Plan – Mr Kehoe to report. (Enclosed).
22. Deloitte Action Plan – Miss Lester to report. (Enclosed).
23. Monitor's Results of the Governor Survey – Miss Lester to report. (Enclosed).
24. Clinical Audit Progress Report – Miss Lester to report. (Enclosed).
25. Clinical Governance Directorate Back Office Review – Miss Lester to report.

**For Action:-**

26. Governors Workshop – Miss Lester to report.
27. Equality Diversity and Human Rights Steering Group – Governor Representatives – Miss Daniels to report.

### **Standard Reports:-**

28. Chief Executive's Report – Mr Kehoe to report. (To Follow).
29. Quarterly Finance Report (April to June 2011) – Mr Cunday to report. (Enclosed).
30. Quarterly Performance Report (April to June 2011) – Mrs Oliver to report. (Enclosed).
31. Board Assurance Framework Summary (April – June 2010) – Mrs Aubrey to report. (Enclosed).
32. Corporate Risk Register Summary (April to June 2010) – Mrs Aubrey to report. (Enclosed).
33. Quarterly Complaints/PALS Reports (April to June 2011) – Mr Kehoe to report. (Enclosed).
34. Serious Untoward Incidents – Mr Kehoe to report. (Verbal Report).
35. Transforming Community Services Update – Mrs Oliver to report.
36. Membership Report – Mrs Smith to report. (Enclosed).
37. Items Referred from the Membership Committee Meeting held on 8th August 2011 – Mrs Smith report.

### **For Information:-**

38. Feedback from Governors 1:1 Informal Discussion: 23rd May 2011 – Mr Roe/Mr Allcock/Mr Bamford/Mrs Woodhouse to report.
39. Feedback from the Formal Patient Safety Walkabouts: 13th June and 7th July 2011 – Mrs Harte and Mr Butler to report.
40. Feedback from North West Governors Forum: 11th July 2011 – Mrs Smith/Mrs Lewis to report.
41. Feedback from Governors Attendance at Board Meetings: 27th July 2011 – Mrs Haythornthwaite/Mrs Harte to report.
42. Feedback from the Governors' Private Meeting: 28th July 2011 – Mrs Smith to report.
43. Feedback from the Governors Patient Experience Committee: 5th August 2011 – Miss Lester to report.
44. Governor Elections for September 2011 – Miss Lester to report
45. Annual Members' and Public Meeting – Miss Lester to report.
46. Chairman's Communications – Miss Lester to report.
47. Motions or Questions on Notice.
48. Urgent Motions or Questions.
49. Date of Next Meeting – Monday 14th November 2011 at 9.30 am in Room 4, HPEC.

**PLEASE NOTE THAT TRAINING FOR GOVERNORS IN RELATION TO ACCESSING THE INTRANET WILL BE PROVIDED AT THE END OF THE MEETING**

