

Blackpool Teaching Hospitals

NHS Foundation Trust

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4th February 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 14th February 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 by no later than Thursday 10th February 2011.

Yours sincerely

J A Oates (Miss)
Foundation Trust Secretary

A G E N D A

1. Chairman's Introduction.
2. Apologies for Absence.
3. Annual Audit Approach – **Rachel McIlwraith, Senior Manager, PricewaterhouseCoopers, to attend at 9.30 am for this item.**
4. Major Fund-Raising Appeal Consultation Process – **Mr Paul Bailey, Head of Fund-Raising, to attend at 9.50 am for this item.**
5. Role of the Practice Development Sister – **Mrs Sam Woodhouse, Practice Development Sister, to give a presentation.**

6. Annual Plan 2010/11 – **Mr Harry Clarke to give a presentation.**
7. Minutes of the Previous Meeting held on 15th November 2010. (Enclosed).
8. Matters Arising:-
 - i) Membership Recruitment/Engagement – Mrs Smith to report.
 - ii) Advancing Quality: Community Acquired Pneumonia – **Ms Corinne Siddall, Director of Operations, to give a presentation.**
 - iii) Workforce Report – Mr Grimshaw to report. (Enclosed).
 - iv) Governing Council Effectiveness Tool – Miss Lester to report.
 - v) Public Consultation Document: Improving Patient Care – Mr Kehoe to report.

For Discussion:-

9. Annual Report and Accounts/Quality Accounts 2010/11 – Mr Welch to report. (Enclosed).
10. Feedback from KPMG/Deloitte/Monthly Meetings with Monitor – Mr Kehoe to report.
11. Draft Corporate Objectives 2011/12 – Mr Kehoe to report. (Enclosed).
12. Membership Strategy – Mrs Gaynor to report.
13. Ratification of the Membership Committee Terms of Reference – Mrs Smith to report. (Enclosed).
14. Trust Constitution – Mrs Aubrey to report.
15. Governor Appointment to the Nominations Committee – Miss Lester to report.
16. Governors Attendance at Board Meetings – Miss Lester to report

Standard Reports:-

17. Membership Report – Mrs Smith to report. (Enclosed).
18. Items Referred from the Membership Committee:-

Membership Committee Meeting – 8th November 2010:-

- Volunteer/Governor Visits to the Wards – Anne Smith.
- Feedback from Formal Patient Safety Walkabout on 9th November 2010 – Austin McNally.
- Amount of Paperwork Used by Healthcare Professionals – Arthur Roe.
- Role of Matrons – Anne Smith (initially raised by Jean Marsh).

- Agendas for Board of Directors Meetings – Anne Smith.
- Governors' Access to Information and Communications Technology – Arthur Roe.

Membership Committee Meeting – 28th January 2011:-

- Review of Terms of Reference – Anne Smith.
 - Governor Elections:-
Staff Constituency – Manual/Non-Manual Workers – Anne Smith.
Council of Governors Boards Displayed on Trust Premises – John Longstaff.
 - Trust Open Day – Anne Smith.
 - Support for Governors/Induction for New Governors – Anne Smith.
19. Chief Executive's Briefing – Mr Kehoe to report. (To Follow).
 20. Quarterly Finance Report (October to December 2010) – Mr Welch to report. (Enclosed).
 21. Quarterly Performance Report (October to December 2010) – Ms Siddall to report. (Enclosed).
 22. Serious Untoward Incidents – Mr Kehoe to report.
 23. Quarterly Complaints/PALS Reports (October to December 2010) – Mr Kehoe to report. (Enclosed).
 24. Vision Programme Update – Mr Bell to report. (Enclosed).

For Information:-

25. Chairman's Communications – Miss Lester to report.
26. Motions or Questions on Notice.
27. Urgent Motions or Questions.
28. Date of Next Meeting – Monday 16th May 2011 at 9.30 am in Room 4, HPEC.