

Blackpool Teaching Hospitals

NHS Foundation Trust

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11th March 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 Monday 17th March 2014 at **1.00 pm** in Rooms 3 & 4, Education Centre, Blackpool Victoria Hospital. Tea/Coffee will be available from 12.30 pm.

I should be grateful if you would confirm your attendance/apologies by no later than 12 noon on Friday 14th March 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).	1.00 pm
2	Declaration of Council of Governors' Interests Concerning Agenda Items – Mr Johnson to report. (Verbal Report).	1.05 pm
3	Apologies for Absence – Mr Johnson to report. (Verbal Report).	1.07 pm
4	Minutes of the Previous Council of Governors' Meeting held on 15th November 2013 – Mr Johnson to report. (Enclosed).	1.08 pm
5	Matters Arising:- a) Action List from the Previous Council of Governors' Meeting held on 15th November 2013 – Mr Johnson to report. (Enclosed). b) Council of Governors' Action Tracking Document – Mr Johnson to report. (Enclosed).	1.13 pm

	<ul style="list-style-type: none"> c) Out-Patient Model – Mrs Oliver to report. (Verbal Report). d) Ophthalmic Department: Review of Air Quality – Mrs Oliver to report. (Verbal Report). e) Youth Forum Update – Mr Holden/Mrs Walthew to report. (Verbal Report). f) Fleetwood Hospital/Rossall Hospital Developments – Mrs Swift to report. (Verbal Report). g) Governors’ Involvement in Committees and Sub-Committees – Mr Smith to report. (Verbal Report). h) Governor Representatives on Board Sub-Committees – Mr Johnson to report. (Verbal Report). 	
6	<p>Chairman’s Report – Mr Johnson to report:-</p> <ul style="list-style-type: none"> a) Chairman’s Update. (Enclosed). b) Nominations Committee: Public Governor Nomination. (Verbal Report). c) Proposed Amendments to Trust Constitution: Council of Governors Composition (Appointed Governors). (Verbal Report). d) Board Processes: Assurance Arrangements for Board of Directors and Council of Governors – Mr Roff to report. (Enclosed). e) Role of the Non-Executive Director and Individual Responsibilities – Mr Roff to report. (Verbal Report). 	1.53 pm
7	<p>Chief Executive’s Report – Mr Doherty to report:-</p> <ul style="list-style-type: none"> a) Chief Executive’s Assurance Report – January 2014 and February 2014. (Enclosed). b) Chief Executive’s Quarterly Update. (Enclosed). c) Appointment of External Auditors – Mr Bennett to report. (Enclosed). d) Annual Plan 2014/15 – Mrs Swift/Mr Bennett to report. (Enclosed). e) Annual Report & Accounts/Quality Accounts – Mr Holden to report. (Enclosed). 	2.18 pm
8	<p><u>Lead Governor’s Report – Mr Askew to report:-</u></p> <ul style="list-style-type: none"> a) Feedback from the Informal Governors’ Meeting held on 27th January 2014. (Enclosed). b) FTGA Feedback. (Verbal Report). 	3.53 pm
9	<p><u>Membership Report – Mr Smith to report:-</u></p> <ul style="list-style-type: none"> a) Membership Update. (Enclosed). b) Items Referred from the Membership Committee Meeting held on 21st January 2014:- 	4.03 pm

	<ul style="list-style-type: none"> - Disbandment of the Membership Sub-Groups. (Verbal Report). - Introduction of Task and Finish Groups. (Verbal Report). <p>c) Feedback from the Task and Finish Group Meetings held on 12th March 2014:-</p> <ul style="list-style-type: none"> - Membership Messages/Promotional Material – Governors to report. (Verbal Report). - Engagement with Members/Public – Governors to report. (Verbal Report). <p>d) Governor PR Campaign – Mr Derek Quinn, Communications Manager, to attend at 2.00 pm for this item. (Verbal Report).</p>	
10	<p><u>Feedback Reports:-</u></p> <p>a) Feedback from Foundation Trust Network GovernWell Events:-</p> <ul style="list-style-type: none"> - Finance and Business Skills: 29th November 2013 – Mrs Briers/Mr Phillips/Mrs Taylor to report. (Verbal Report) <p>b) Feedback from Formal Patient Safety Walkabouts:-</p> <ul style="list-style-type: none"> - Ward 34: 13th March 2014 – Mr Bamford to report. (Verbal Report). 	4.33 pm
11	<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. (Enclosed):-</p> <p>Questions from the Informal Governors Meeting held on 27th January 2014:-</p> <ul style="list-style-type: none"> - Have we got enough staff with the right experience to achieve the transformational changes which will be required if we are to meet rising needs and expectations for less money? - How do we move from Quality Assurance to Continuous Quality Improvement (Berwick)? - What is the Trust's IT strategy and what are the organisational arrangements, plans and resources for delivery? - What is the Board's response to the concordat on Human Factors recently signed by NHS England? - Could the Council of Governors be provided with an up to date management structure for the whole Trust and staffing report? 	4.43 pm

	<p>- Could the Council be updated on the integration of the HR across the Trust?</p> <p>f) Urgent Motions or Questions.</p> <p>Question from John Bamford:-</p> <p>Could the Trust Board please comment on waiting times in Ophthalmic Department and waiting times in general."</p> <p>g) Declaration of Confidentiality.</p> <p>h) Date of Next Meeting.</p>	
		5.13 pm
		Total Duration – 4 hours 13 minutes