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2nd November 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 November 2011 at 9.30 am in Room 4, Education Centre (next to Trust Headquarters), 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 Thursday 10th November 2011.**

Yours sincerely

J A Oates (Miss)  
Foundation Trust Secretary

**A G E N D A**

1. Mortality Collaborative: Our Journey So Far – **Mrs Angie McKeane, Assistant Director of Nursing, to attend at 9.30 am for this item.** (Presentation).
2. Transforming Community Services Update – **Mrs Wendy Swift, Managing Director for Community Development and Transformation, to attend at 10.00 am for this item.** (Verbal Report).
3. Chairman's Introduction.
4. Apologies for Absence.
5. Minutes of the Previous Meeting held on 15th August 2011. (Enclosed).
6. Matters Arising:-
  - i) Action List from the Council of Governors Meeting held on 15th August 2011. (Enclosed).

7. Minutes from the Nominations Committee Meeting held on 26th September 2011. (Enclosed).
8. Matters Arising.
9. Minutes from the Governors Patient Experience Committee Meeting held on 5th August 2011. (Enclosed).
10. Matters Arising.
11. Council of Governors Meetings: Action Tracking Document. (Enclosed).

**For Approval:-**

12. Audit Fee Proposal – Mr Olive/Mr Welch to report. (To Follow).
13. Replacement of Trust Chairman – Mr Grimshaw to report. (Enclosed).
14. Induction Pack for Governors: Final Version – Mrs Aubrey to report. (Enclosed).
15. Nomination of FTGA Representative – Miss Lester to report.
16. Nomination of Governor Representative on the Nominations Committee – Miss Lester to report.
17. Nomination of Governor Representative on the TCS Steering Committee – Miss Lester to report.
18. Nomination of Governor Representative on the Marketing Strategy Group – Miss Lester to report.
19. Schedule of Meetings for 2012 – Miss Lester to report. (Enclosed).

**For Discussion:-**

20. Annual Self Assessment: Feedback from Governors Workshop held on 4th November 2011 – Miss Lester/Governors to report.
21. Deloitte Action Plan: Exception Report – Miss Lester to report. (Enclosed).
22. Feedback from Governors' Attendance at Board Meetings – Governors to report.

**Standard Reports:-**

23. Chief Executive's Report – Mr Kehoe to report. (To Follow).
24. Quarterly Finance Report (July to September) – Mr Welch to report. (Enclosed).
25. Quarterly Performance Report (July to September) – Mrs Oliver to report. (Enclosed).
26. Quarterly Complaints/PALS Reports (July to September) – Mr Kehoe to report. (Enclosed).
27. Serious Untoward Incidents – Mr Kehoe to report. (Verbal Report).
28. Vision Programme Update – Miss Lester to report. (Enclosed).

29. Membership Report – Mrs Smith to report. (Enclosed).
30. Items Referred from the Membership Committee Meeting held on 31st October 2011 – Mrs Smith to report.

**For Information:-**

31. Feedback from the Formal Patient Safety Walkabouts: August/September/October – Mrs Smith/Mr Gandhi/Miss Daniels to report.
32. Feedback from Governor Development Programme Event held on 30th September 2011 – Mrs Haythornthwaite to report.
33. Feedback from Foundation Trust Network Annual Governance Conference held on 12th October 2011 – Mr Allcock to report.
34. Feedback from Elections Sub-Group held on 1st November 2011 – Mr Allcock to report.
35. Chairman's Communications – Miss Lester to report.
36. Motions or Questions on Notice.
37. Urgent Motions or Questions.
38. Date of Next Meeting.

**IT TIME PERMITS, A TRAINING SESSION FOR NEWLY ELECTED/APPOINTED GOVERNORS IN RELATION TO ACCESSING THE INTRANET WILL BE PROVIDED**