

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust
Council of Governors Meeting held on Friday 16th August 2013
at 9.30 am in Room 4, Health Professionals Education Centre, Blackpool Victoria Hospital

Present: Mr Ian Johnson – Chairman

Council of Governors

Public Governors:-

Mr Eric Allcock – Blackpool Constituency
Mr Peter Askew – Wyre Constituency
Mr John Butler – Blackpool Constituency
Mr Cliff Chivers – Blackpool Constituency
Mr Ramesh Gandhi – Wyre Constituency (for items 1–14 a)
Mr George Holden – Blackpool Constituency
Mr Chris Smith – Blackpool Constituency
Mrs Anne Smith – Fylde Constituency
Mrs Lynden Walthew – Wyre Constituency

Staff Governors:-

Mr Andrew Goacher – Nursing and Midwifery
Miss Tina Daniels – Non-Clinical Support

Appointed Governors

Mr Mike Bullock – Council for Voluntary Services
County Councillor Ron Shewan – Lancashire County Council
Mrs Susan Rigg – Lancashire Care NHS Foundation Trust
Mrs Jean Taylor – UCLAN

In Attendance: Mrs Pat Oliver – Director of Operations
Mrs Marie Thompson – Director of Nursing & Quality
Mrs Wendy Swift – Managing Director of Community Development & Transformation
Mr Mike Davidson – Chief Accountant
Mrs Mary Aubrey – Deputy Director of Corporate Affairs and Governance
Miss Judith Oates – Foundation Trust Secretary
Mr Tony Shaw – Non-Executive Director
Mr Jim Edney – Non-Executive Director
Mrs J Gaynor – Membership and Governors' Officer (for items 12–16 viii)
Mr Neil Upson – Acting Deputy Director of Operations (Clinical Support Services)
Mrs Rachel McIlwraith – Engagement Director, PWC (for item 3)
Mr Stuart Arnfield – Manager, PWC (for item 3)
Mr Nigel Fort – Assistant Director of Facilities (for item 4)
Mrs Sandra Rudd – Travel Co-Ordinator (for item 4)
Ms Anne Clark – Healthwatch Representative

1. Chairman's Introduction

The Chairman introduced Jim Edney, newly appointed Non-Executive Director, and welcomed him to the meeting.

The Chairman also welcomed Tony Shaw, Non-Executive Director, and Anne Clark, Blackpool Healthwatch.

2. Register of Interests

It was noted that there were no declarations of interest from the Governors in relation to agenda items for this meeting and that there were no amendments to individual declarations for inclusion in the Register of Interests.

3. Presentation – Feedback from PWC:-

Mr Arnfield and Mrs Mcllwraith had been invited to the meeting to provide feedback on the Financial Statements Audit and the Quality Accounts Review.

- Financial Statements Audit

Mr Arnfield explained the key points from the financial statements; it being noted that the overall aim was to assess whether the Trust had given a true reflection of activities and performance within the financial statements.

PWC was pleased to be able to give a clean audit report and highlighted the following four key issues from the audit:-

i) Keogh Review

Reference was made to the Keogh Review and Mr Arnfield explained that, as part of the audit, PWC was required to assess the Trust's actions and was able to give an opinion that the audit would not be modified as a result of the Keogh Review; it being noted that the Trust was one of three Trusts not in "special measures". Mrs Mcllwraith stated that very high level discussions had taken place with the Board to ensure consistent views were being taken and that the Trust should take assurance from this. Mrs Mcllwraith also stated that there had been transparency and openness in terms of disclosure, not just in this year's accounts but in prior years.

Mrs Smith asked about the limited assurance opinion and Mrs Mcllwraith assured the Governors that this was the highest form of assurance.

ii) Going Concern

Reference was made to the requirement for the auditors to consider whether the Trust had arrangements in place to ensure that it could continue as a going concern. The Governors were assured that the Trust had plans in place although there were factors that the Trust would need to focus on. In conclusion, however, Mr Arnfield reported that "the Trust had taken appropriate steps to confirm that it is appropriate to prepare the annual report and accounts on a going concern basis but there are a number of risks and uncertainties that need to be under close review."

Mr Askew asked whether the risks and uncertainties were highlighted and was advised that this information was included in the document to be circulated.

iii) PCT Funding

Mr Arnfield referred to income and stated that it had been concluded that, having reviewed the conditions attached to certain elements of PCT funding, it was not appropriate for £2.7 million of the income to be recognised in the financial statements, therefore adjustments had been included in the financial statements. Mrs Mcllwraith pointed out that £2.7 million was a small amount of income from commissioning routes and that it related to technical rules in respect of income recognition and that management had been open about this and had brought it to the attention of PWC.

iv) Alert System

Mr Arnfield referred to the Alert system and reported that the Trust had included an impairment within the financial statements of £1.4 million (60% of the cost of the software) due to three of the five modules not being used. It was noted that PWC had concluded that “the basis used by management to calculate this charge appears reasonable and that the impairment was appropriately disclosed.”

- Quality Accounts Review

Mrs McIlwraith reminded the Governors that there was a separate section within the Annual Report & Accounts relating to the Quality Accounts which was published separately on the NHS Choices website; it being noted that the requirement to produce this document had been in place for a number of years.

Mrs McIlwraith outlined the content of the report, the role of the External Auditors and the role of the Trust and the Governors.

Mrs McIlwraith explained that PWC was required to give assurance in relation to two mandatory performance indicators, namely, C Difficile and 28 Days Re-Admissions and a local mandated performance indicator, namely, Patient Safety Incidents Resulting in Severe Harm or Death, all of which had been selected by the Governors.

It was noted that the outcome of the audit was that there were no issues in relation to the performance indicators and therefore there was no impact on the limited assurance opinion.

Mrs Smith referred to the financial implications in the context of cash flow forecasts and asked whether PWC had any power, interest or knowledge in respect of available cash from the CCGs. Mrs McIlwraith responded that PWC did not have any power but that they had shared with management and NEDs their knowledge based on work in other organisations.

Mr Edney commented that it was good for the Trust to be given an unqualified opinion on both the Financial Statements and the Quality Accounts and that the Board and Governors could take assurance from the very robust process that was evidently in place.

4. Presentation – Multi-Story Car Park and Main Entrance project Update

It was noted that Mr Fort and Mrs Rudd had been invited to the meeting to provide an update in respect of the scheme for the new Car Park and Main Entrance.

Mr Fort circulated details of the proposed allocation of car parking spaces in the new development together with information about the salary sacrifice scheme.

The Chairman explained the reason for spending money on car parking rather than patient care; it being noted that the Keogh Review had identified difficulties in staff recruitment and retention, part of which was due to insufficient car parking, and that the new scheme would be of significant benefit to patients, visitors and staff and would be a key element in being able to retain staff.

Mr Fort provided an update as follows:-

- The scheme was fully self funding and would also be beneficial to local residents.
- Arrangements would be made for Governors' car details to be included in the vehicle recognition system.
- The car park would be operational from the 1st January 2014 and the operational date for the main entrance would be dependent upon the four retail outlets but was likely to be mid February.
- Discussions were on-going regarding Blue Skies Hospitals Fund having an office in the main entrance.
- The first floor and second floor of the building would comprise offices to include the Executive Team (second floor) and the Patient Relations Team (first floor).
- Proposals in respect of car parking charges were awaiting approval from the Executive Team and the JNCC.

Mr Holden asked about the timescale for a review of the scheme and Mr Fort advised that there would be an on-going review from the first day of operation.

Mrs Smith asked about future arrangements for the trolley service following disbandment of the League of Friends and Mrs Swift advised that the voluntary services team was considering a re-launch of the trolley service.

With regard to the location of the office for the Blue Skies Hospitals Fund, concern was expressed that the charity was required to pay for the set-up costs.

Mr Smith asked about the number of cycle lockers and was advised that additional cycle lockers would be provided, together with motorcycle lockers and showers.

Mrs Smith congratulated the security staff for the manner in which they had worked during these difficult circumstances and Mrs Rudd agreed to convey this message to the staff concerned.

5. Annual Report & Accounts 2012/13 and Quality Accounts 2012/13

Mr Davidson advised the Governors that the Annual Report & Accounts process had been completed within the required timescales outlined in the NHS FT Annual Reporting Manual.

The Chairman expressed thanks to the Finance Team for their hard work in preparing the Annual Report & Accounts.

Mrs Aubrey thanked the Governors for their input to the document and confirmed that a summary report would be available shortly.

6. Provision of External Audit Services

The Chairman referred to the recommendations relating to external audit services which were outlined in the report circulated with the agenda.

Mr Davidson reported that, under normal circumstances, a tendering process would be undertaken for external audit services, however, due to the significant changes at Board level, it was considered appropriate to maintain continuity from PWC.

It was noted that PWC had submitted a tender to provide external audit services in 2013/14 and in future years, however, due to the length of time PWC had provided external audit services to the Trust, it would not be appropriate to include them in the competitive tendering process for 2014/15 and beyond.

Mrs Smith commented that this was a reasonable way forward.

RESOLVED: That approval be given for PWC to be contracted to provide external audit services for a further year (2013/14).

That approval be given for a competitive tendering process to be initiated to select and appoint a provider for external audit services for 2014/15 and beyond.

7. Apologies for Absence

Apologies for absence were received as follows:-

Mr John Bamford – Public Governor (Wyre Constituency)
Councillor Martin Mitchell – Appointed Governor (Blackpool Council)
Mrs Hannah Harte – Public Governor (Blackpool Constituency)
Mr Chris Thornton – Public Governor (Blackpool Constituency)
Dr Tom Kane – Staff Governor (Medical & Dental)

8. Minutes of the Previous Council of Governors Meeting

RESOLVED: That the minutes of the previous Council of Governors Meeting held on 21st May 2013 be agreed as a correct record and signed by the Chairman.

9. Matters Arising

i) Action List from the Council of Governors Meeting held on 21st May 2013

It was noted that the majority of actions had either been completed or were the subject of an agenda item for this meeting or future meetings.

Youth Forum

Mr Holden advised the Governors that the Blackpool Youth Council had been disbanded and therefore it was not appropriate at the present time to make an appointment to the existing vacancy on the Council of Governors. Mr Holden confirmed that arrangements were in hand to establish an alternative youth forum which it was anticipated would be completed within the next few months.

Mr Holden mentioned one member of the former Blackpool Youth Council who had expressed an interest in joining the Council of Governors. The Chairman pointed out that the correct process would need to be followed via the appropriate appointing organisation.

ii) Council of Governors Meetings – Action Tracking Document

It was noted that there were four pending actions on the action tracking document.

Capital Developments

It was noted that the action relating to improved transport links had been forwarded to Councillor Mitchell.

RESOLVED: That the Chairman would discuss this issue with Councillor Mitchell.

Out-Patient Clinic Waiting Times

Mrs Oliver reported that, as part of the PLACE assessments, the Ophthalmology out-patient waiting area had recently been decorated. Mr Holden requested more information in relation to out-patients, particularly with regard to air quality in the rooms. It was noted that the existing out-patient model was to be reviewed and that the findings would be collated and reported to the Governors.

RESOLVED: That Mrs Oliver would provide feedback to the Governors in due course.

iii) Corporate Objectives 2012/13 – Update on Procedures for Prescribing Medication

Further to discussion at the previous meeting, the procedure entitled “A Zero Tolerance Approach to Safe Prescribing” was provided for information, which the Governors commented was an excellent document.

Mrs Smith referred to illegible hand-writing on prescriptions and asked how this could be improved. Mr Goacher advised that electronic prescribing, once introduced, would resolve this issue. Mr Shaw asked about the timescale for introducing electronic prescribing and was advised that it should be operational within the next twelve months.

Mr Gandhi expressed concern about a patient who had been transferred from AMU to a Ward but whose details had not been passed on to the Ward. Mr Goacher reported that the Pharmacists now obtained information from the GP rather than relying on information from the patient/relative, therefore improvements had been made.

iv) Posts Supporting Medical Recruitment – Progress Report

Further to discussion at the previous meeting regarding medical recruitment, the Governors were assured that improvements had been made, details of which were included in the Workforce Report.

v) Mortality Reduction Action Plan – Review of Impact of Training for Medical Staff

It was noted that feedback was awaited from Dr O'Donnell.

Post Meeting Note: Feedback will be provided at the Council of Governors meeting on the 15th November 2013.

vi) Patient Experience Report – Complaints Received in Relation to “Treatment Issues”

Mrs Thompson reported that the national definition category of “treatment issues” was one of the Trust’s highest reporting themes; it being noted that for Quarter 1, 57 of the 100 complaints received related to this category.

vii) Nurse Staffing

The Chairman stated that he thought it would be helpful for the Governors to receive an update in respect of the nurse leadership structure and patient/nurse staffing ratios.

- Nurse Leadership Structure

Mrs Thompson gave a presentation regarding the nurse leadership structure which had been implemented following a high level review and which included Community Matrons.

Mrs Thompson explained that the role of the Matron was clinical leadership and day to day operational issues and that Community Matrons were advanced practitioners with a great deal of knowledge about long term conditions/complex conditions.

Mrs Thompson stated that she hoped the presentation had dispelled any myths around the role of the Community Matron.

With regard to Community Matrons, Mrs Swift explained that there should be 14 for Blackpool and 14 for Fylde & Wyre and 8/9 for Lancashire North. It was noted that discussions were taking place about the most appropriate workforce for serving specific pathways and working towards a team-based approach.

Mr Askew referred to the complex structure and pointed out the need to ensure it was communicated effectively to avoid patient and staff dissatisfaction.

- Patient/Nurse Staffing Ratios

Mrs Thompson referred to previously circulated Board reports in respect of nurse staffing levels and provided an update as follows:-

- The bed/nurse ratio was currently 1:104 (based on 808 beds as a norm).
- The Trust's aspirations, in terms of the actions from the Keogh Review regarding doctor/bed ratio, were to achieve a benchmark of 0.72.
- Beyond these ratios, the skill mix would change depending on the size of the ward, the nature of the ward and acuity.
- Work had been undertaken internally regarding ratios and the recommended day-time ratio was one registered nurse to eight patients.
- It was anticipated that a 1:8 nurse/bed ratio would be achieved once the nurse vacancies had been filled.
- Consideration *is* needed to be given to evening and night ratios.
- Separate ratios were in place for ITU.

Mr Bullock pointed out that it was the remit of the NEDs to ensure the right level of support was in place and commented that there was a danger that Governors replicated the work being undertaken by the NEDs.

Mr Bullock asked the Chairman and NEDs how they ensured that appropriate mechanisms were in place. Mr Shaw commented that the relationship between NEDs and Governors was complex and that the NEDs endeavoured to keep Governors informed of developments and were willing to be challenged by Governors. Mr Shaw confirmed that he was personally assured about the mechanisms in place in terms of staffing levels.

The Chairman stated that, as a result of the Keogh Review, the Trust was subject to external scrutiny and that discussion had taken place about having co-ordinated assurance from external organisations, i.e. CCGs, LATs, Monitor, CQC.

viii) Workforce Report

It was noted that the Workforce Report had been emailed to Governors under separate cover on the 14th August 2013.

10. Minutes of the Nominations Committee Meeting held on 24th July 2013

The minutes of the Nominations Committee meeting held on 24th July 2013 were noted by the Council of Governors.

11. Chairman's Report:-

i) Chairman's Quarterly Report

The Chairman's Quarterly Report, detailing the activities that had taken place during the past few weeks, was provided for information and was self explanatory.

ii) Outcome of Revised Board Processes

The Chairman reported that the revised Board processes had now been implemented and the first Board meeting in public had been held on the 31st July 2013.

Mr Shaw referred to the 123 attendees at the public meeting held as part of the Keogh Review and suggested contacting them to inform them about the Board meetings held in public.

RESOLVED: That Miss Oates would obtain the database from the Communications Department and make contact with the attendees.

The Chairman advised the Governors that it was intended to streamline the Council of Governors agenda in line with the Board agenda.

iii) Appointment of Non-Executive Director

The Chairman reported that a meeting of the Nominations Committee had taken place the previous month followed by discussion panels and interviews for the four shortlisted candidates for the replacement NED post.

It was noted that the recommendation from the interview panel, which included members of the Nominations Committee, was to appoint Michele Ibbs.

RESOLVED: That the recommendation of the Nominations Committee to appoint Michele Ibbs to the post of Non-Executive Director be approved.

The Chairman stated that the Nominations Committee would be focusing on candidates with a clinical background for the additional NED post.

iv) Appointment of Deputy Chairman

The Chairman reported that, following comments and advice from colleagues, it was proposed that Karen Crowshaw be appointed as Deputy Chairman.

RESOLVED: That the proposal for Karen Crowshaw to be appointed to the post of Deputy Chairman be approved.

v) Composition of the Council of Governors

The Chairman outlined the current situation in terms of the Appointed Governors; it being noted that there were currently six vacancies which, hopefully, would be appointed to by the next meeting.

vi) Proposed Amendment to Trust Constitution

The Chairman requested approval of the proposed amendments to the Trust Constitution which were outlined in the report enclosed with the agenda.

Mr Bullock stated that "Blackpool Council for Voluntary Services" should read "Blackpool, Wyre & Fylde Council for Voluntary Services". Mr Bullock also stated that Richard Emmess was the Chief Executive of the Blackpool, Wyre & Fylde Council for Voluntary Services and that he should be involved in discussions about future arrangements in terms of the voluntary sector.

RESOLVED: That the proposed amendments to the Trust Constitution be approved, subject to the amendment referred to above.

vii) Action Plan from Deloitte's Formal Feedback Report: Governors' Workshop

It was noted that the Trust was now compliant with all the recommendations in the Deloitte Report which had been issued following the Governors' Workshop.

viii) Election of Lead Governor

The Chairman advised the Governors that, following Mrs Smith's resignation from the Council, a Lead Governor would need to be elected.

It was noted that three expressions of interest had been received from the Governors.

Mr Holden asked about the administrative services available to the Lead Governor, i.e. personal support, electronic support, and the Chairman advised that he would be discussing the provision of appropriate administrative support with the Chief Executive.

RESOLVED: That the three interested candidates would submit a personal statement of no more than 205 words to Miss Oates, following which voting forms would be circulated to all Governors for completion and return by 2nd September 2013.

ix) Lead Governor's Role Specification

The Lead Governor's Role Specification was noted by the Council.

x) Governors' Role Specification

The Governors' Role Specification was noted by the Council.

xi) Review of FTGA Membership

The Chairman reported that the recommendation from Mrs Smith was that the Trust continued with the FTGA membership.

Mrs Smith stated that the Governors were aware of the good work undertaken by the FTGA and that the Governors found the meetings worthwhile.

RESOLVED: That the FTGA membership would be renewed.

12. Chief Executive's Report:-

i) Chief Executive's Assurance Report

Mrs Oliver presented the Chief Executive's Assurance Report which had been submitted to the Board at the end of July 2013 and which was self explanatory.

Quality – Pressure Ulcers

Mrs Smith asked about the level of education provided to patients in relation to pressure ulcers. Mrs Thompson responded that an information leaflet was given to patients advising how to protect their skin to avoid acquiring a pressure ulcer. It was noted that further training was being provided to nursing staff and that a Tissue Viability Nurse was in the process of being appointed who would, as part of his/her role, be aware of vulnerable patients.

Quality – Patient Falls

Mrs Walthew asked about patient falls. Mrs Thompson responded that, within the Strategic Framework, pressure ulcers and falls continued to be the highest reporting areas and that, from a cultural patient safety point of view, it was expected that the frequency of low to minor harms would continue to increase and that the occurrence of serious harms would reduce.

Mrs Thompson reiterated the comments made earlier in the meeting about the importance of ensuring appropriate nurse staffing levels were in place and advised that it was intended to increase the number of nursing staff on duty at night on the medical wards to four.

Miss Daniels was pleased to report that the number of patient falls had reduced since the twilight shifts had been introduced on the medical wards.

Mrs Smith stated that the Governors would appreciate Mr Khandelwal's expertise in this area and his input to the Council of Governors.

Quality – Complaints

Mr Holden was pleased to note the decrease in the number of complaints received; it being noted that from the 100 complaints received in Quarter 1, 12 related to community services. Mrs Thompson stated that, as part of the due diligence for community services, it was evident that there were not as many complaints for community services compared with hospital services.

It was noted that performance in the Unscheduled Care Division had deteriorated due to a vacancy in the complaints team, however, this had now been rectified.

Governors were advised that a more detailed report was available upon request.

It was reported that the Clinical Support Unit had recently reviewed policies and procedures across a number of Trusts and had indicated that this Trust was excluding groups of people with limited knowledge of the English language and learning disabilities. It was further noted that this was being followed up with the Complaints Department and the IT Department.

Quality – Keogh Review

It was noted that the Keogh Review had been discussed in detail at the July Board meeting and that there had been a series of roadshows which Governors had been invited to attend.

Workforce – Recruitment and Retention

Mrs Walthew asked about recruitment and retention and was advised that a Retention Project had commenced in the Unscheduled Care Division which would include holding focus groups to discuss, for example, retention of nursing staff and improvements to the exit interview process.

RESOLVED: That a progress report in respect of recruitment and retention issues would be provided at the next meeting.

Workforce – Consultant Appraisals

Mrs Smith advised the Governors that the issue of consultant appraisals had been discussed at the July Board meeting and she assured the Governors that improvements were being made in terms of the number of completed consultant appraisals.

Mr Gandhi requested more information about consultant appraisals, not in relation to specific individuals but as a general update. Mr Shaw stated that the NEDs needed to hold the Executive Directors to account regarding consultant appraisals.

RESOLVED: That an update in respect of consultant appraisals would be provided at the next meeting.

ii) Compliance Monitoring Assurance Report

The Compliance Monitoring Assurance Report was noted by the Governors.

iii) Chief Executive's Quarterly Report

The Chief Executive's Quarterly Report, detailing the activities that had taken place during the past few weeks, was provided for information and was self explanatory.

13) Membership Report

i) Membership Update

The membership update was provided for information; it being noted that there had been an increase in the number of public members to 5933, possibly as a result of the recent elections.

Mrs Smith stated that each Governor had now received details of 20 random members in their constituency in order that they could make contact.

ii) Items referred from the Membership Committee Meeting held on 22nd July 2013

It was noted that the Membership Committee was concentrating on recruiting young people and volunteers and that the Engagement Sub-Group was concentrating on engagement with community groups.

iii) New Entrance: Volunteer/Membership Stall and Blue Skies Facility

It was noted that this item had been discussed under item 4.

14. Feedback from Informal Governors Meeting:-

i) Review of Trust Constitution – Governors’ Term of Office

It was suggested that a sub-group be established to discuss the rules relating to the term of office for Governors.

RESOLVED: That those Governors interested in joining the sub-group would advise Miss Oates.

Mr Holden expressed concern about the existing arrangements in respect of the Governors’ term of office, however, the Chairman’s view was that it was fair system which avoided the term of office for all existing Governors expiring at the same time and, subsequently, avoided elections for all new Governors at the same time.

ii) Administration of Patients’ Notes

Concern was expressed about patients’ notes not being available when required. Mrs Oliver reported that, overall, the Trust delivered a high standard in terms of availability of patients’ notes (90%) but that there were concerns in relation to the use of tracer cards. It was noted that, in advance of the implementation of an electronic system, it was important to ensure compliance with agreed standards.

RESOLVED: That Peter Askew would facilitate arrangements for a contact from the IT industry to attend a future Governors’ meeting to discuss electronic access.

That Mrs Oliver would request Andrew Kent (Deputy Director of Operations) to contact Peter Askew in this connection.

iii) Nurse Staffing Structure – Decision-Making

It was noted that this issue had been discussed under item 9 (vii).

iv) Consultant Suspension

Mr Gandhi expressed concern about the process for dealing with consultant suspensions and the Chairman confirmed that the correct procedures were in place. Mrs Swift reported that NCAS was involved in discussions about consultant suspensions and that there was a rigorous process in place.

RESOLVED: That Dr O’Donnell be asked to provide an update to Governors regarding the NCAS process.

Mr Gandhi also expressed concern about the procedures in place for ensuring that consultants were specialty accredited. Mrs Oliver confirmed that procedures were in place for checking accreditation details.

15. Feedback Reports:-

i) FTGA Feedback

There was no feedback from FTGA events.

ii) GovernWell Training Event

Feedback was given following attendance by three Governors at the GovernWell Core Training Event in Manchester on the 6th June 2013.

16. Standard Reports – Mr Johnson to report:-

i) Items to be Reported to the Board of Directors

There were no items to be reported to the Board of Directors.

ii) Items to be Recommended for Decision or Discussion by Trust Committees

There were no items to be recommended for decision or discussion by Trust committees.

At this juncture, Mr Holden asked about the process for reporting issues arising from the Dementia Advisory Board and Mrs Thompson advised that this would be actioned via the Quality Committee.

iii) Annual Work Plan

The Annual Work Plan was provided for information.

iv) Attendance Monitoring

The attendance monitoring form was provided for information.

The Chairman stated that, in the event of consistent non-attendance at meetings, he would write to the Governor(s) concerned.

v) Motions or Questions on Notice

The following question was submitted by Mrs Walthew (Public Governor – Wyre Constituency):-

Action Plan following Risk Summit - Item 5 - Clinical Leadership (Page 12)

RRR Recommendation - Visibility of leadership team particularly out of hours - Board members to visit patient care areas.

Trust Response - Board members would be aligned to wards and be a link to staff on the ward to the Board.

How can Governors assist in this area - perhaps by regular audits by Governors to test the measure of success?

RESOLVED: That this issue would be discussed at the Governors' Seminar on the 17th September 2013.

vi) Urgent Motions or Questions

There were no urgent motions or questions.

vii) Declaration of Confidentiality

RESOLVED: That there were no items declared confidential under the Freedom of Information Act.

f) Date of Next Meeting

The next meeting will take place on Friday 15th November 2013 at 9.30 am in Room 4, Education Centre, Blackpool Victoria Hospital.

At this juncture, the Chairman expressed thanks to Mrs Smith for her significant contribution to the Trust during her six years as a Governor and in other roles previously. The Chairman commented that she had led the Governors in an excellent way in her role as Lead Governor. Mrs Smith was presented with a certificate commemorating her Governor contribution.