

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust

Council of Governors Meeting held on Monday 17th March 2014

at 1.00 pm in Rooms 3 & 4, Health Professionals Education Centre, Blackpool Victoria Hospital

Present: Mr Ian Johnson – Chairman

Council of Governors

Public Governors:-

Mr Peter Askew – Wyre Constituency
Mr John Bamford – Wyre Constituency
Mr Clive Barley – Fylde Constituency
Mr Neal Brookes – Blackpool Constituency
Mr John Butler – Blackpool Constituency
Mr Cliff Chivers – Blackpool Constituency
Mr Ramesh Gandhi – Wyre Constituency
Mr Zacky Hameed – Blackpool Constituency (for items 5f – 11h)
Mr George Holden – Blackpool Constituency
Mr Chris Smith – Blackpool Constituency
Mrs Lynden Walthew – Wyre Constituency

Staff Governors:-

Dr Tom Kane – Medical and Dental
Mr Michael Phillips – Community Health Services
Mrs Sharon Vickers – Nursing and Midwifery

Appointed Governors

Councillor Martin Mitchell – Blackpool Council
County Councillor Ron Shewan – Lancashire County Council
Mrs Jean Taylor - UCLAN

In Attendance: Mr Gary Doherty – Chief Executive
Mrs Wendy Swift – Director of Strategy/Deputy Chief Executive
Mrs Pat Oliver – Director of Operations
Mr Tim Bennett – Director of Finance (for items 1 – 7e)
Mr David Holden – Interim Associate Director of Governance & Corporate Affairs
Miss Judith Oates – Foundation Trust Secretary (for items 5d – 11viii)
Mrs Jacinta Gaynor – Membership and Governors' Officer (for items 7a – 11viii)
Mr Alan Roff – Non-Executive Director
Mrs Michele Ibbs – Non-Executive Director
Mrs Anne Clark – Healthwatch Representative

1. Chairman's Introduction

The Chairman welcomed attendees to the meeting.

The Chairman commented that he hoped the Governors were pleased with the new Main Entrance and advised that it had been decided not to use the new Board Room for the meeting because there was more space in Rooms 3 & 4 in the Education Centre.

The Chairman welcomed Mr Alan Roff and Mrs Michele Ibbs, Non-Executive Directors, and Mrs Anne Clark, Healthwatch Representative.

2. Register of Interests

It was noted that there were no declarations of interests 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. Apologies for Absence

Apologies for absence were received as follows:-

- Mr Robert Hudson – Blackpool Constituency
- Mrs Sheila Jefferson – Fylde Constituency
- Mrs Carol Measures – Blackpool Constituency
- Mrs Gillian Wood – Fylde Constituency
- Mrs Janet Briers – Nursing and Midwifery
- Mr Ashok Khandelwal – Clinical Support
- Miss Tina Daniels – Non-Clinical Support
- Mr Mike Bullock – Council for Voluntary Services
- Mrs Susan Rigg – Lancashire Care NHS Foundation Trust
- Mrs Ceri Coulby – University of Liverpool

4. Minutes of the Previous Council of Governors Meeting

RESOLVED: That the minutes of the previous Council of Governors Meeting held on 15th November 2013 be agreed as a correct record and signed by the Chairman.

5. Matters Arising

a) Action List from the Council of Governors Meeting held on 15th November 2013

The Chairman advised that all matters arising under agenda item 5 (a) had been completed, with the exception of item 8 (i) relating to the Quality Committee. Mr David Holden advised that the Quality Committee would report and advise the PALS Team of all relevant matters arising from the Quality Committee; indeed this would be undertaken as part of normal business reporting. Mr David Holden stated that if Mr George Holden required any further clarification on this action point, he would be pleased to provide a response.

b) Council of Governors Meetings – Action Tracking Document

Feedback from the Action Tracking Document was provided as follows:-

- Chairman's Communication – External Organisation: it was agreed that this item would be discussed following Mr Roff's report.
- Governors' Participation in CoG Meetings via Computer Links: it was reported that difficulties had been encountered in undertaking links via video conferencing and when using telephone links. Mr Askew advised that the technology existed but, in practice, it was often difficult for people at the end of video and telephone links to hear and pick up the flow of the meeting. It was agreed that this item be removed from the action list at the present time.

- Youth Forum: Mr George Holden advised that the Youth Forum had been replaced by "Blackpool Voice". Mr Holden further advised that he was actively working on ways in which young people could engage with Governors and the Trust. Mr Holden agreed to take soundings from Blackpool Voice, liaise with Mrs Walthew and prepare a report for the next meeting. The Chairman asked Governors to forward their views to Mr Holden.

RESOLVED: That "Governors' Participation in CoG Meetings via Computer Links" be removed from the action tracking document.

That Mr George Holden would take soundings from Blackpool Voice, liaise with Mrs Walthew and prepare a report for the next meeting.

That Governors would forward to Mr Holden their views about ways in which young people could engage with Governors and the Trust.

c) Out-Patient Model

Mrs Oliver reported that, with regard to the out-patient model, this matter was taking more time than had originally been thought. However, it was always known that this was not a "quick fix" exercise and further work was expected. Mrs Oliver advised that information technology was being reviewed but this would have cost implications. Mrs Oliver further advised that Ophthalmology and ENT services had already been reviewed and that it was a matter of working through other service specialties in order to achieve the required results.

d) Ophthalmic Department – Review of Air Quality

Mrs Oliver reported that she had received feedback from the Estates Team and had spoken to staff working in the department and had been advised that there was a vent in the corridor which served as a cooling system and which either cooled or heated the area as appropriate. It was noted that the system would be regularly checked and changes would be made to the temperature if appropriate. It was further noted that this scheme would be included on the capital programme and would be considered in terms of priority with other items on the list.

Mr George Holden expressed concern regarding the air quality; it being noted that he had raised this issue twelve months' ago. Mrs Oliver confirmed that there was some ventilation in the room.

The Chairman summarised that this issue had been raised by the Governors, had been subsequently investigated and appropriate action had been taken.

e) Youth Forum Update

It was noted that this issue had been discussed under item 5(a).

f) Fleetwood Hospital/Rossall Hospital Developments

Mrs Swift explained the background to the issues around the closure of Rossall Hospital and the possible closure of Fleetwood Hospital which was dependent upon the decision regarding the location of 20 nurse led beds in Fleetwood which would be either at Fleetwood Hospital or Dock Street Practice.

Mrs Swift apologised for the length of time it had taken to complete the option appraisal but explained that the options needed to be robust.

The next steps were outlined as follows:-

- A clinical option appraisal would be undertaken involving GPs and clinicians.
- Contact would be made with key stakeholders.
- A question and answer session would take place to present the evaluation process and evidence.
- A final decision would be made by Fylde & Wyre CCG about the location of the 20 nurse led beds.

Mr Shewan commented that Rossall and Fleetwood Hospitals should remain open and that funding should be used to update these sites. Mrs Swift confirmed that Rossall Hospital was already on the market and, hopefully, would be sold in the next few months and that the option appraisal was in relation to Fleetwood Hospital and Dock Street.

The Chairman reminded Governors that there had been a consultation process in respect of Clifton Hospital and Rossall Hospital.

Mr Askew commented that this was an emotive subject and that the Governors should allow the Executive Team to make progress; it being noted that the Governors' duty of care was to ensure that the process was carried out appropriately.

Mr Mitchell asked about the timescale and Mrs Swift advised that, hopefully, a decision would be made quickly following completion of the option appraisal.

The Chairman stated that it was important to raise these issues at this meeting but that they should also be raised at the question and answer session.

- RESOLVED:**
- That Governors would be invited to attend the stakeholder Q & A session.**
 - That the Chief Executive would host a briefing session for Governors in advance of the Q & A session.**
 - That the briefing session would take place in Fleetwood in order that the Governors could note the amount of investment needed at Fleetwood Hospital.**
 - That arrangements would be made for the Governors to visit Dock Street either immediately before or after the briefing session.**
 - That Mrs Swift would produce a timeline for the process, including the briefing session with Governors.**
 - That arrangements would be made for the Chairman, Mr Doherty and Mrs Swift to meet with Mrs Lofthouse.**

g) Governors Involvement in Committees and Sub-Committees

The Chairman explained that, following a review of the committee structure, the number of Trust committees had recently reduced.

The Chairman further explained that Mr Smith had been asked by Mr Askew to review the Governor committee structure and Mr Smith advised that he had met with Mr David Holden to review Governors' skills and experience and that plans were in place to include Governors on Board sub-committees as observers and for those observers to report back to the Governors.

RESOLVED: **That, at the request of Mr Phillips, this issue would be discussed in more detail at the next informal Governors meeting.**

It was noted that the purpose of the review was to eliminate duplication and to ensure that there was Governor representation on all relevant Trust committees.

At this juncture, Mr Chivers commented that the Governors Patient Experience Committee should be retained, however, the Chairman confirmed that it had been agreed at the last meeting that the committee would be disbanded and that three Governors would be nominated to join the Patient & Carer Experience & Involvement Committee. Miss Oates explained that the frequency of Governor visits would increase from quarterly to monthly and that Governors would provide feedback to the three Governors on the Patient & Carer Experience & Involvement Committee.

RESOLVED: **That these arrangements would be discussed at the Governors informal meeting.**

h) Governor Representatives on Board Sub-Committees

The Chairman stated that it was important to have Governor involvement in Board sub-committees and that there should be some continuity, i.e. for a period of at least six months.

It was noted that Mrs Gillian Wood had been nominated to attend Quality Committee meetings as an observer.

With regard to the Finance Committee, the Chairman stated that Governors who were interested in observing the meetings but did not have the necessary skills could attend external courses. Mr Askew asked Mr Bennett for clarification about the level of knowledge required and Mr Bennett advised that the nominated person would obviously need to be numerate.

RESOLVED: **That, subject to other Governors expressing an interest, Mr Clive Barley or Mr Cliff Chivers would be the nominated Governor to observe Finance Committee meetings.**

That Mr Askew would liaise with Mr Barley and Mr Chivers outside the meeting and advise Miss Oates of the nomination.

6. Chairman's Report

a) Chairman's Update – January 2014 and February 2014

The Chairman's Update was provided for information.

The Chairman highlighted two issues, namely, the forthcoming Governor elections and communication around Governors/membership.

b) Nominations Committee – Public Governor Nomination

The Chairman reported that there was currently a vacancy on the Nominations Committee for an Elected Governor and outlined the main duties of this important committee.

It was noted that Mr Peter Askew and Mrs Jean Taylor were existing members of the committee and that Mr Chris Smith had previously expressed an interest. Mrs Walthew also expressed an interest.

RESOLVED: **That Miss Oates would organise a vote amongst the Governors for the vacancy on the Nominations Committee.**

c) Proposed Amendments to the Trust Constitution

The Chairman outlined the current position in respect of the Appointed Governor organisations on the Council that needed to be replaced as follows:-

- PCTs – Blackpool/North Lancashire
- Blackpool Youth Council
- North and Western Lancashire Chamber of Commerce

The Chairman further outlined the on-going discussions with possible replacement organisations, for example, the Institute of Directors, Citizens Advice Bureau and also other suggested organisations to be approached, namely Healthwatch, Blackpool Carers, N Vision and Age UK.

The Chairman asked Governors for approval in principle to appoint a representative from the Institute of Directors (Lancashire) and the Citizens Advice Bureau (Blackpool).

Mr George Holden suggested including a public Governor representative from the northern area. The Chairman reported that he had contacted Mr Joe Zacharias, Consultant Cardiologist, about arranging a seminar in the north and that he was enthusiastic about being involved.

Mr Holden further suggested a direct link with The Harbour (the new mental health in-patient hospital in Blackpool).

RESOLVED: **That approval be given in principle to appoint a representative from the Institute of Directors and the Citizens Advice Bureau.**

That proposals would be circulated to Governors with a request for ideas about other organisations to be approached.

That Mrs Rigg would be asked to report on the new Harbour Development at the next meeting.

d) Board Processes – Assurance Arrangements for Board of Directors and Council of Governors

Mr Roff gave a presentation regarding the overview of Board processes (slides attached) highlighting the agreed changes, implementation and implications for the Council of Governors.

Mr Roff also outlined possible options for the way forward in terms of the arrangements for Council of Governors meetings whereby some Council of Governors meetings could take place on the same day as Board meetings, thereby ensuring closer working between the Council of Governors and the Board and making the route of NED accountability more explicit.

The Chairman thanked Mr Roff for his presentation and asked Governors for feedback.

Mr Phillips stated that he was supportive of having discussions about a revised format for meetings.

Mr Bamford stated that it was not clear how the NEDs were contributing to the performance of the Board and that it was difficult to know the difference between the role of NEDs and the role of Governors. Mr Askew suggested that this could be rectified by Governors attending Board meetings and taking assurance from Board members and following up with questions. Mrs Ibbs stated that the minutes of meetings would record the level of NED challenge in the meetings. Mr Roff advised that the assurance reports from the Board sub-committees, together with Governor representation on these committees, together with minutes from Board meetings, should suffice in terms of assessing the NEDs contribution.

Mr Bamford referred to mortality and asked whether the figures provided differentiated between good and bad performance of the Trust. Mr Roff stated that the Trust needed to work towards having more clear objectives of the targets to be achieved.

Mr Barley commented that he had learned a great amount in his Governor role but questioned the value of Governors and whether they could contribute more, i.e. improved links to the community. Mr Barley stated that his experience of the Board meetings was that they were focused and kept him abreast of the Trust's issues.

Mr George Holden suggested the establishment of Select Committees and Mr Roff suggested having one Select Committee.

RESOLVED: **That approval to given to the arrangement whereby eight Board meetings in public were held per year.**

That consideration be given to arranging some Council of Governors meetings and Board meetings on the same day.

That consideration be given to establishing a Select Committee.

e) Role of the Non-Executive Director and Individual Responsibilities

Mr Roff continued his presentation to include information about himself and his NED role as follows:-

- Deputy Vice Chancellor (1995-2011) – University of Central Lancashire
- Chair of £90 million EU Funded NW Regional Action Plan
- Chair of Lancashire Economic Partnership
- Chair of Preston Strategic Partnership
- Member of various Boards
- Former statistician, IT person, management consultant
- Appointed as NED in December 2011
- Member of the Audit Committee, Remuneration Committee, Charitable Funds Committee and Mortality Committee
- Chairman of the Board Processes Sub-Group

7. Chief Executive's Report

c) Appointment of External Auditors

Mr Bennett advised the Governors that the contract for the Trust's External Auditors was due to expire in 2014 and therefore a competitive tendering exercise had been initiated to select and appoint a provider for this service for 2014/15 and beyond.

Mr Bennett requested the Council of Governors to approve the recommendation from the evaluation panel to appoint PricewaterhouseCooper (PwC) as the Trust's provider of External Audit Services until May 2017 with the option to extend the appointment for an additional year until May 2018.

Mr Phillips asked about the length of time that one company was permitted to provide external audit services and Mr Bennett advised that there were guidelines which indicated that there was no requirement to appoint an alternative company within a specific timescale but that there was a requirement to ensure that there was a change in the auditor working with the Trust after a period of six years. Mr Roff confirmed that this issue had been discussed by the Audit Committee.

Mr Askew stated that he had been a member of the evaluation panel and therefore part of the selection process and pointed out that it had been recognised that, at the time of expiry of the contract in 2017, or possibly 2018, the Trust would need to take account of the length of the contract with PwC. Mr Askew stated, however, that in view of the number of recent Board changes, continuity from the External Auditors would be helpful.

RESOLVED: **That approval be given to appoint PricewaterhouseCooper (PwC) as the Trust's provider of External Audit Services until May 2017 with the option to extend the appointment for an additional year until May 2018.**

d) Annual Plan 2014/15

Mrs Swift reported that a meeting of the Governors' Annual Plan Sub-Group had taken place the previous week when Mr Bennett and herself had given a detailed presentation regarding the Annual Plan, following which the Governors had given useful feedback, and it had been agreed that an overview would be given at the Council of Governors meeting.

Mrs Swift explained that the Trust was required to submit to Monitor a two year Annual Plan and a five year Annual Plan; it being noted that within the two year plan it was proposed to implement a different model of care based on the three workstreams, namely community, hospital, regional.

It was noted that Mr Bennett had reported at the sub-group meeting that the figures had not been finalised because next year's contract had not yet been agreed, however, irrespective of the contract, it was anticipated that the Trust would move into a deficit position next year and that it would take approximately two years to return to a break even position, therefore the strategic plans needed to be credible to drive the financial performance.

Mr Gandhi asked about the cost of the multi-storey car park and Mr Bennett confirmed that the scheme had been funded by a loan negotiated through the NHS Foundation Trust Financing Facility and had to be repaid, with interest, over a period of time. Mr Bennett pointed out that the business case indicated that revenue from the car park and from the retail unit leases would cover the interest payments on the loan.

Mrs Swift outlined the options for approving the Annual Plan and the Chairman suggested that, if possible, the document be approved in principle at the meeting and that arrangements be made for Mr Askew to sign-off the Annual Plan on behalf of the Governors by the deadline of the 4th April 2014.

Mr Askew asked for comments from those Governors who had attended the sub-group meeting and, subject to their approval of the document, he would sign off the Annual Plan.

Mr Bamford confirmed that he had attended the sub-group meeting and thought that the strategy was very good and he fully supported the Trust's plans.

RESOLVED: **That the Annual Plan be approved in principle and be formally signed off by Mr Askew by the deadline of the 4th April 2014.**

The Chief Executive pointed out that it was not a statutory requirement for Governors to sign off the Annual Plan but that Governors were required to be consulted on the Trust's forward plans.

e) Annual Report & Accounts/Quality Accounts

Governors were reminded that it was a statutory requirement for Trusts to produce an Annual Report & Accounts and Quality Accounts and that the content was specified by Monitor.

Mr David Holden reported that the draft document had been submitted to the Audit Committee and the Board and that, at this stage, copies were available for Governors upon request; it being noted that they would have sight of an updated version in May 2014.

It was noted that, immediately after the meeting, a Governors sub-group meeting was taking place to determine the indicators to be reviewed by the External Auditors and that those Governors who had expressed an interest in joining the sub-group, plus any other Governors, were welcome to attend.

a) Chief Executive's Assurance Reports – January 2014 and February 2014

Quality

Mr Doherty reported that he was confident that, by the end of the year, significant improvements would have been made in respect of quality, although there were some areas where only limited assurance could be given.

RESOLVED: **That Mr Doherty would report at the briefing session on the Trust's plans following the CQC inspection.**

With regard to staffing, Mr Mitchell asked about redundancies and Mrs Oliver advised that there had been a handful of redundancies in the past couple of years. Mr Mitchell requested details of the number of managers in post together with the number within each department. With regard to director posts, it was noted that this information was publicised in the Annual Report.

RESOLVED: **That Mr Doherty would provide details of management costs.**

Mrs Vickers commented that the senior staff were not being utilised sufficiently.

Mr Brookes asked for details of the total amount of spend on agency nurses and agency consultants and was advised that agency spend was divided by staff group.

Mr Roff emphasised the need to drive down the systematic use of agency staff and to review alternative ways of working in difficult to recruit areas.

RESOLVED: **That a response regarding agency staffing and a breakdown of costs would be forwarded to the Council of Governors.**

That Mrs Thompson would be asked to provide an update regarding nurse staffing to the Council of Governors.

Mr Smith referred to the number of additional staff (205) which did not match the figures outlined in the membership report.

RESOLVED: **That Mrs Gaynor would check the figures and respond to the Council of Governors.**

At this juncture, Mr Butler referred to two members of staff who had been given a short term nursing contract but had been unable to secure a long term nursing post. Mr Doherty explained that this would be dependent upon the type of post.

RESOLVED: **That Mr Butler would provide details of the staff involved if he required his query to be investigated.**

Mr George Holden referred to dementia screening and commented that he would have expected an improvement in numbers following the appointment of two additional staff. Mrs Oliver stated that difficulties were currently being experienced with regard to the third stage of the assessment process, i.e. screening, and that the discharge summary had been amended to help with improvements in this area.

RESOLVED: **That Mrs Thompson would circulate a report regarding improvements in dementia screening following the appointment of two additional staff.**

That “dementia screening” would be included on future CoG agendas in order that progress could be monitored.

Mr Gandhi referred to the Cardiology Short Stay Ward and challenged the number of patients on the ward requiring cardiology procedures. Mrs Oliver confirmed that 11 of the 13 beds were for cardiology patients.

With regard to patient discharges, Mr Doherty stated that improved communication was needed in respect of information about collection of drugs from pharmacy and information about collecting patients from hospital.

RESOLVED: **That Mrs Oliver would address the communication issues relating to the collection of drugs from pharmacy and the collection of patients from hospital.**

That arrangements would be made for the Governors to visit the Pharmacy Department.

That the Director of Pharmacy would be asked to attend the next meeting.

Finance

Mr Doherty reported limited assurance in terms of finance but advised that delivery of a CoSR of 3 was still being forecast.

Mr Askew asked whether Monitor was aware of the likely deficit for next year and about their reaction and Mr Doherty advised that discussions had taken place with Monitor around the financial position this year and the CIP for next year.

b) Chief Executive's Updates – January 2014 and February 2014

The Chief Executive's Updates were provided for information.

8. Lead Governor's Report

a) Feedback from the Informal Governors' Meeting held on 27th January 2014

The minutes from the informal Governors meeting held on the 27th January 2014 were provided for information.

With regard to patient experience and community visits, it was noted that it was important to ensure that there were no managerial obstacles for visiting these areas. Mr Chivers confirmed that he was now satisfied with the revised arrangements for Governors' visits following the explanation provided earlier in the meeting.

With regard to providing feedback to the public, it was reported that Mr Askew, Mr Gandhi and Mrs Walther had recently attended one of the community group meetings (Poulton Residential Association) and had presented on the role of the Governors and the role of the Trust which provided an excellent opportunity to convey the message about membership engagement. It was noted that, hopefully, presentations would be given in other areas.

b) FTGA Feedback

Mr Askew reported that the following events were scheduled for the following week:-

- North West Governors Forum – 24th March 2014
- FTGA Development Day – 26th March 2014

9. Membership Report

a) Membership Update

Mr Smith drew attention to the membership report which was provided for information.

b) Items referred from the Membership Committee Meeting held on 21st January 2014

There were no items referred from the Membership Committee.

c) Feedback from the Task and Finish Group Meetings held on 12th March 2014:-

Mrs Lynden reported that one of the groups was focusing on membership and how it could be made more inclusive by moving away from discounts and moving towards ways in which members of the public could contribute to the Trust.

Mrs Walthew circulated the draft membership branding and asked for feedback from Governors.

RESOLVED: **That Governors would provide feedback to Mrs Walthew regarding the draft membership branding.**

Mr Barley reported that there had been good discussion at the meeting about engagement and a number of initiatives had been suggested, for example, being visible in community health centres, attending community forums and council forums, linking with colleges, organising community events in supermarkets, using social media, arranging open days.

The Chairman commented that there were some good ideas to be progressed and it was confirmed that there was sufficient support from the Communications Department.

Mr Askew asked Mr Barley to pursue three/four initiatives and, once implemented, to pursue a further three/four initiatives.

Mr Gandhi asked about discounts for staff/members using the retail units within the main entrance and was advised that this would be considered as part of the membership refresh.

The Chairman encouraged the Governors to follow-up on these ideas and to identify a prioritised list for consideration at the next meeting.

RESOLVED: **That a list of priorities would be submitted to the next meeting.**

10. Feedback Reports:-

a) Feedback from Foundation Trust Network GovernWell Events

Mrs Taylor provided feedback from the Finance and Business Skills course which she attended, together with Mrs Briers and Mr Phillips, on the 29th November 2013; it being noted that it was an excellent workshop which would help Governors to understand the complexities of finance.

RESOLVED: **That Mrs Taylor would forward the information pack to Miss Oates to circulate as appropriate.**

The Chairman reported that he had asked the OD Department to arrange a second Governors' Development Programme but that this had not yet been actioned due to changes in HR staffing and therefore it had now been decided to defer the programme until after the elections in 2014 in order that newly elected Governors could be included.

b) Feedback from Formal Patient Safety Walkabouts

Mr Bamford provided feedback from the formal Patient Safety Walkabout to Ward 34 on the 13th March 2014 as follows:-

- Mr Doherty, Mrs Swift and Mrs Ibbs were in attendance.
- He had been impressed with the staff on the ward who were dedicated to providing high quality care, however, the system could work better and staff really needed to be engaged in the process.
- It was obvious that the staff took great pride in caring for patients.
- There had been problems regarding length of stay.
- There had been discussion about blockages in the system, particularly in respect of patients requiring residential care which could take up to eight weeks to organise.
- The staff were working well but clearly there were opportunities for improvements.
- Dementia testing needed to be given higher priority.

Mr Phillips asked whether money had been recovered as a result of delayed discharges. Mr Doherty advised that there was a mechanism for this which probably did not capture all delayed discharges.

11. Standard Reports – Mr Johnson to report:-

- a) Items to be Reported to the Board of Directors

RESOLVED: **That the Chairman would raise with the Board the issues relating to dementia and pharmacy.**

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

The Chairman stated that the minutes of the meeting would identify any items to be recommended for decision or discussion by Trust committees.

At this juncture, Mr George Holden asked why Blue Skies did not appear on the committee structure and was advised that it was a separate organisation which reported to the Charitable Funds Committee which, in turn, reported to the Corporate Trustee.

- c) Annual Work Plan

The Annual Work Plan was provided for information.

- d) Attendance Monitoring

The attendance monitoring form was provided for information.

- e) Motions or Questions on Notice

It was noted that the previously submitted questions had been answered and the responses had been included with the agenda.

The Chairman referred to the subsequent questions submitted following the additional informal Governors meeting and confirmed that the majority of the issues had been dealt with during the meeting.

Mr Gandhi referred to the newly established Patient & Carer Experience & Involvement Committee and suggested that a NED should chair the committee rather than an Executive Director. Mr Gandhi was advised, however, that the Patient & Carer Experience & Involvement Committee reported to the Quality Committee which was chaired by a NED.

f) Urgent Motions or Questions

- Waiting Times

There was a question from John Bamford as follows:-

Could the Trust Board please comment on waiting times in the Ophthalmic Department and waiting times in general."

Mrs Oliver asked Mr Bamford whether he was referring to the waiting time for an appointment or the waiting time in clinic. Mr Bamford advised that his query was in relation to the waiting time for an appointment which Mrs Oliver confirmed was eight weeks.

- Bus Stops

Mr Butler advised that the maps provided by the navigators did not include information about bus stops. Mrs Swift confirmed that the information was being revised as part of the wayfinding strategy and would be available shortly.

- Child & Adolescent Mental Health Services

Mr George Holden referred to the last meeting of the Charitable Funds Committee when it had been reported that funding had been made available via a grant for the Adolescent Department to undertake a new method of assessment of CAMHS. It was noted that Mr Holden had asked the Chairman if arrangements could be made for the Governors to visit the CAMHS based at Whitegate Drive Primary Care Centre and Miss Oates confirmed that this visit would form part of the schedule of service visits.

RESOLVED: **That Miss Oates would confirm a date for the visit to CAMHS from the schedule of service visits.**

vii) Declaration of Confidentiality

RESOLVED: **That the item relating to the Trust's financial position be declared confidential under the Freedom of Information Act.**

viii) Date of Next Meeting

The next meeting will take place on Friday 16th May 2014 at 9.30 am.

Addendum

Items Discussed at the Informal Governors Meeting and not raised at the Formal Governors Meeting:-

Chairman's Report

It was noted that Mr Hudson had previously expressed an interest in being involved in cardiac issues.

The Chairman mentioned at the meeting that one of the cardiac surgeons is enthusiastic about participating in the election seminars that are being arranged in Lancaster.

Action: Mr Hudson will be contacted about his involvement in the election seminars in Lancaster.

Membership Report

It was noted that Mr Hudson had mentioned that the Governors' profiles on the website lacked detail and that the photographs were slanted.

The Governors have been regularly reminded about submitting their profile for the website, however, profiles are still awaited from the following Governors:-

- Robert Hudson
- Carol Measures
- Zacky Hameed
- Chris Smith
- Neal Brooks
- Janet Briers
- Sharon Vickers
- Michael Phillips
- Ashok Khandelwal
- Martin Mitchell
- Ron Shewan
- Ceri Coulby

Action: Governors will be further reminded about submitting their profile and, once received, they will be uploaded to the website.