

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust
Council of Governors Meeting held on Friday 16th May 2014
at 9.30 am in Rooms 3 & 4, Education Centre, Blackpool Victoria Hospital

Present: Mr Ian Johnson – Chairman (for all items with the exception of item 8a)

Council of Governors

Public Governors:-

Mr Peter Askew – Wyre Constituency (Chairman – for items 8a/8c/8d)
Mr Neal Brookes – Blackpool Constituency
Mr John Butler – Blackpool Constituency
Mr Ramesh Gandhi – Wyre Constituency
Mr Robert Hudson – Blackpool Constituency
Mr George Holden – Blackpool Constituency
Mrs Sheila Jefferson – Fylde Constituency
Mrs Carol Measures – Blackpool Constituency
Mr Chris Smith – Blackpool Constituency
Mrs Lynden Walthew – Wyre Constituency
Mrs Gillian Wood – Fylde Constituency

Staff Governors:-

Miss Tina Daniels – Non-Clinical Support
Mr Ashok Khandelwal – Clinical Support
Mr Michael Phillips – Community Health Services

Appointed Governors

Mr Mike Bullock – Council of Voluntary Services
Councillor Martin Mitchell – Blackpool Council
County Councillor Ron Shewan – Lancashire County Council
Mrs Susan Rigg – Lancashire Care NHS Foundation Trust
Mrs Jean Taylor – UCLAN
Mr Tony Winter – Citizens Advice Bureau

In Attendance: Mr Gary Doherty – Chief Executive
Mrs Wendy Swift – Director of Strategy/Deputy Chief Executive
(for items 1 – 7g and 9a – 13h)
Mrs Pat Oliver – Director of Operations
Mr Tim Bennett – Director of Finance (for items 1 – 7e)
Mr Feroz Patel – Acting Deputy Director of Finance
Mrs Marie Thompson – Director of Nursing & Quality
Mr David Holden – Interim Associate Director of Governance & Corporate Affairs
Miss Judith Oates – Foundation Trust Secretary
Mr Doug Garrett – Non-Executive Director (for items
Mr Jim Edney – Non-Executive Director (for items
Ms Amanda Eagle – Organisational Development Manager (for items 1 – 8l)
Ms Dawn Goodall – Trust Solicitor
Mr Sam Adamson – Student (shadowing Miss Oates)
Mr Alastair Gibson – Director of Pharmacy (for item 3)

1. Chairman's Welcome and Introductions

The Chairman welcomed attendees to the meeting and, in particular, one of the two newly appointed Governors, Tony Winter, from the Citizens Advice Bureau. It was noted that, unfortunately, the second newly appointed Governor, Philip Hargreaves, was unable to attend the meeting.

The Chairman also welcomed Mr Doug Garrett and Mr Jim Edney, Non-Executive Directors.

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. Pharmacy Department Update

The Chairman introduced Alastair Gibson, Director of Pharmacy, who had been asked to attend the meeting following a number of questions that had been asked by Governors in relation to drug prescribing in the Trust.

Mr Gibson provided detailed information about the Pharmacy Department including the structure, staffing levels, services, dispensing and prescribing arrangements, staff training and development, research and development, and governance arrangements.

Mrs Wood asked about the length of time taken between receiving the prescriptions and issuing the drugs and was advised that the process involved multi-disciplines and therefore varied dependent upon circumstances.

Mr George Holden asked about the links with staff in the community. Mr Gibson reported that there were links with community teams to ensure that medicines were handled, stored and used appropriately.

Mr Gandhi referred to the Governors' recent visit to the Pharmacy Department and commented that the staff had been enthusiastic and that it had been explained that delays in drug prescribing were not always the fault of the Pharmacy Department.

Mrs Jefferson stated that one of the problems was that patients were often under the impression that they were likely to be discharged earlier than was possible. Mr Doherty reiterated that the decision making process involved multi-disciplines and that improvements were needed in terms of communication.

RESOVLED: That actions in relation to improvements would be addressed at a Governors' Seminar.

Mr Brookes reiterated Mr Gandhi's comment regarding the successful visit to the Pharmacy Department and advised that he had discussed discharge processes with Amanda Blessington (Chief Technician).

Mr Doherty suggested that a member of staff from the Pharmacy Department be invited to a future meeting to report on the issues that worked well, the issues that did not work well and the challenges within the department.

RESOLVED: That arrangements would be made for a further update from the Pharmacy Department to be given at a future meeting.

The Chairman thanked Mr Gibson for redressing the balance in terms of the Pharmacy Department.

The Chairman commented that he was impressed by the enthusiasm and commitment of the staff and asked Mr Gibson to convey thanks to the team for their hard work and for showing the Governors around the department.

4. Governors' Development Programme

The Chairman emphasised the importance of providing up to date training for Governors and reminded the Council that a series of seminars had taken place the previous year which had been well received and that it was planned to arrange similar training for 2014.

The Chairman introduced Amanda Eagle, Organisational Development Manager, who would be organising the training in place of Emma Dawkins who had now left the Trust.

Ms Eagle stated that, rather than duplicate last year's programme, she was proposing to introduce a new programme which would be based on Governors' requirements and any specifics they wished to be included.

Mr Askew commented that the previous programme was valuable and he emphasised the need for Governors to become more involved throughout their term of office.

Mr Holden referred to an excellent GovernWell course he had recently attended entitled "Holding NEDs to Account" and advised that Governwell would be willing to arrange training for Governors at the Trust, particularly in relation to accountability.

Mrs Taylor suggested introducing e-learning for newly elected Governors.

The Chairman envisaged that a modular programme would be organised.

RESOLVED: That Ms Eagle would compile/circulate a questionnaire and collate Governors' responses.

That training would be arranged for October 2014 once those Governors due to be elected in September 2014 were in post.

5. Apologies for Absence

Apologies for absence were received as follows:-

- Mr Clive Barley – Fylde Constituency
- Mr Cliff Chivers – Blackpool Constituency
- Mr John Bamford – Wyre Constituency
- Mr Philip Hargreaves – Institute of Directors

6. Minutes of the Previous Council of Governors Meeting

RESOLVED: That the minutes of the previous Council of Governors Meeting held on 17th March 2014 be agreed as a correct record and signed by the Chairman.

At this juncture, Mr Butler reported that, despite contacting Blackpool Transport, no action had been taken in terms of signage/timetables for the bus stops at the new main entrance.

7.

Matters Arising

a) Action List from the Council of Governors Meeting held on 17th March 2014

The Chairman reported that the majority of the actions were complete and the remainder were either on target to be delivered or were scheduled to be addressed during the meeting.

b) Council of Governors Meetings – Action Tracking Document

The Chairman reported that all actions were either scheduled to be addressed during the meeting or would be deferred to the Governors Briefing Session on the 9th June 2014.

c) Youth Forum

Mr George Holden drew attention to his report entitled “Young People in the Trust”, which was self explanatory, and reported that the Youth Forum vacancy on the Council had been discussed at the recent informal Governors meeting and it had been decided that, unless interest was shown via one of the existing links, a representative from a youth organisation would not be pursued at the present time.

On a positive note, the Chairman reported that the Chief Executive and himself had recently met with the Chairman and Principal of Blackpool Sixth Form College and that they had expressed an interest in nominating one of their pupils to be an Appointed Governor on the Council which would have mutual benefits.

RESOLVED: That the interest from Blackpool Sixth Form College be pursued.

d) Fleetwood Hospital/Rossall Hospital Developments

Mrs Swift provided an update in respect of the 20 nurse led rehabilitation beds at Fleetwood as follows:-

- The financial and clinical option appraisals had been completed.
- Relevant stakeholders had been invited to a Question and Answer Session on the 6th June 2014 when the Chairman, Mrs Swift, Mr Doherty and Dr O'Donnell would present the proposals.
- A Governors' Briefing Session had been arranged for the 9th June 2014 to explain the proposals in more detail.
- A final decision would be made following the stakeholder event on the 6th June 2014.

e) The Harbour Development

The Chairman reminded Governors about the interest expressed at the last meeting about the plans for the new Harbour Development.

Mrs Rigg reported that, following consultation in 2006, the Harbour Development was a flagship development which formed part of the Lancashire-wide mental health service.

Mrs Rigg stated that, if Governors were interested in the model of care, she would arrange for the relevant team to attend an informal meeting to explain the concept.

RESOLVED: That Governors would advise Miss Oates if they required further information regarding the Harbour Development.

f) Dementia Screening

The Chairman commented that dementia screening was a concern of the Governors and Non-Executive Directors.

Mrs Thompson referred to the Dementia Exception Report which had been submitted to the Quality Committee on the 24th April 2014 and which outlined the actions to be taken to improve compliance with national requirements for delivery, i.e. for 90% of patients aged 75 and over to have a dementia assessment on admission to hospital and, if required, referral at the point of discharge.

It was noted that work was continuing in terms of increased transparency in respect of day to day situations in hospital and that, from the following week onwards, the Executive Directors would be receiving daily reports on dementia screening.

Mrs Thompson emphasised that dementia screening was a patient safety issue and therefore clinical engagement was required and that the aim was to drive cultural change and hold the consultant body to account. It was noted that contact had been made with other hospitals in terms of learning from best practice.

Mr Askew pointed out that the targets were not being achieved and that the underlying reasons needed to be addressed. It was noted that improvements were needed in respect of staffing levels, teamwork and cultural issues and that processes needed to be less fragmental.

Governors were advised that a target of 90% had been set for dementia screening and that the Quality Committee and Board had emphasised that this was not optional and must be achieved by the end of May.

Mr Bullock referred to the assessment work within GP surgeries and asked about the arrangements between the Trust and GPs to address the issue of duplication. Mr Doherty stated that improved hand-over was needed and Mrs Thompson confirmed that patients who had already been diagnosed with dementia could be excluded from an assessment.

g) Nurse Staffing Report

The Chairman referred to the nurse staffing report; it being noted that the subject of nurse staffing levels was a regular concern for Governors.

Mrs Thompson drew attention to the report which indicated the level of investment in staffing levels during the current financial year and in the previous 4-5 years.

With regard to the National Quality Board's ten expectations under six themed headings, it was noted that all processes were in place with the exception of "staffing establishments being achieved on a shift to shift basis". It was noted that this was in development, with the first monthly report due in June 2014.

Governors were advised that the May staffing data would be input onto the national system on the 8th June 2014 and would be in the public domain by the 20th June 2014.

In terms of transparency and the previous discussions at Council of Governors' meetings, it was noted that information regarding nurse staffing levels would be made available on a monthly basis.

RESOLVED: That Mrs Thompson would ensure that information about nurse staffing levels was published on the new Safe Staffing page of the Trust's website.

That Miss Oates would forward to Governors the link to the relevant page of the website.

8. Chairman's Report

a) Chairman's Appraisal 2013/14 and Objectives 2014/15

The Chairman left the meeting for this item.

Mr Askew reported that Mr Tony Shaw, in his capacity as the Senior Independent Director (SID), had been tasked with carrying out the process of Chairman's appraisal which had included a six monthly review with the Chairman followed more recently by a more formal appraisal based on the 2013/14 objectives including feedback from Non-Executive Directors, Executive Directors and himself as Lead Governor and feedback to a recent meeting of the Nominations Committee.

It was noted that the consensus of views from amongst Board members and Mr Askew had been very positive in terms of performance for 2013/14 and objectives for 2014/15; it being acknowledged that there had been some discussion around the relationship with the Executive Directors in the early stages mainly due to the executive changes on the Board but that this had now been resolved.

Mr Askew confirmed that no issues of concern had been raised and he confirmed that the Chairman's objectives for 2014/15 would be circulated to Governors.

RESOLVED: That the Chairman's objectives for 2014/15 would be circulated to Governors once Mr Shaw had included the measures of success against each objective.

Mr Garrett and Mr Edney endorsed the positive comments made by Mr Askew and advised that, from a Non-Executive Director's point of view, the Chairman was available, approachable and easy to work with, ensuring that he involved all NEDs in the processes moving forward.

The Chief Executive stated that it had been a challenging year for the Trust and that the Chairman had carried out his role very well, both formally and informally with a good focus on the internal organisation but also liaising externally to ensure appropriate links outside the Trust.

In addition, some of the new Governors commented that they had found the Chairman to be very approachable.

At this juncture, the Chairman returned to the meeting.

b) Non-Executive Directors' Appraisal 2014/15 and Objectives 2014/15

Mr Garrett and Mr Edney left the meeting for this item.

The Chairman reported that he had set the objectives for the NEDs for 2013/14 and had undertaken six monthly reviews during the year and formal reviews at the end of year, the outcome of which had been reported to the Nominations Committee.

It was noted that, in view of the fact that the Governors were responsible for holding the NEDs to account, it had been agreed that the NEDs' objectives would be shared with the Governors.

RESOLVED: That the Non-Executive Directors' objectives would be shared with the Governors.

In summary, the Chairman reported that the Non-Executive Directors had a range of experience and skills to contribute to the Board and that, without exception, all Non-Executive Directors were committed above and beyond expectation.

It was noted that, as part of Governors' evaluation of the Non-Executive Directors, two NEDs attended the Council of Governors meetings on a rotational basis, one of whom was required to report on his/her specific role. It was further noted that one NED attended the informal meetings of the Council of Governors on a rotational basis.

The Chairman reported that consideration was being given to recruiting a NED with a clinical background which it was anticipated would have a positive impact and would assist with succession planning; it being noted that initial discussions were on-going with a potential candidate and that feedback had been provided to the Nominations Committee.

c) Re-Appointment of Non-Executive Directors from 1st June 2014

Mr Askew reported that the term of office for both Mrs Karen Crowshaw and Mr Doug Garrett was due to expire on the 31st May 2014 and that the Nominations Committee had discussed their performance and agreed to recommend to the Council of Governors that they be re-appointed for a further three year term of office.

RESOLVED: That the recommendation from the Nominations Committee to re-appoint Mrs Crowshaw and Mr Garrett for a further three year term of office be confirmed.

At this juncture Mr Garrett and Mr Edney returned to the meeting.

d) Chairman's and Non-Executive Directors' Annual Remuneration 2014/15

Mr Askew reported that the Nominations Committee had considered the proposal for the Chairman and Non-Executive Directors to receive a zero percent remuneration uplift for 2014/15 and agreed to recommend to the Council of Governors that this be implemented.

RESOLVED: That the recommendation from the Nominations Committee for the Chairman and Non-Executive Directors to receive a zero percent remuneration uplift for 2014/15 be confirmed.

e) Composition of Council of Governors – Confirmation of Appointed Governors

The Chairman reminded Governors of the discussion at the previous meeting about possible replacement organisations on the Council of Governors, namely, the Institute of Directors and the Citizens Advice Bureau and reported that Philip Hargreaves and Tony Winter had been appointed respectively.

The Chairman also reminded Governors that a request had been circulated for their ideas about other organisations to be approached to join the Council and he reported that six organisations had been suggested as follows:-

- Blackpool Fylde & Wyre Trades Union Council
- North West Ambulance Service Trust
- Lancashire Police Authority
- BTH Victoria's Voice
- Blackpool Sixth Form College
- North West Coast Academic Health Network.

Mr George Holden suggested that a representative from the northern part of the area would be helpful. Mr Bullock suggested Lancaster University and the Chairman stated that Lancaster University could replace Liverpool University.

RESOLVED: That this subject would be discussed by the Trust Constitution sub-group.

f) Amendments to Trust Constitution

The Chairman suggested that a sub-group be established to review the Trust Constitution comprising himself and/or a Non-Executive Director, at least two Governors, the Director of Finance, the Interim Deputy Director of Corporate Affairs and Governance and the Foundation Trust Secretary.

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

g) Terms of Reference

It was reported that the Terms of Reference for all Board Sub-Committees were currently being reviewed and updated.

RESOLVED: That Miss Oates would circulate the Membership Committee Terms of Reference to the Governors.

That Governors would feedback any suggested amendments to the Terms of Reference for the Council of Governors, Nominations Committee and Membership Committee.

h) Lead Governor Role Specification

It was noted that the Lead Governor Role Specification was due to be reviewed in August 2014.

RESOLVED: That Governors would forward any comments on the content of the specification to Miss Oates.

That this subject would be discussed by the Trust Constitution sub-group.

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

Mr Garrett commented on the major turnover of Governors since the time he was an Appointed Governor on the Council and pointed out the important role of Governors, in particular holding the Board to account, and the importance of ensuring that appropriate governance arrangements were in place.

Mr Garrett reported that, towards the end of his term as a Governor, there was a vacancy for a Non-Executive member of the Board and that his change in working structure allowed him to give the appropriate NED time commitment.

It was noted that the NEDs had a range of skills and background and that Mr Garrett's area of expertise was regeneration.

Mr Garrett referred to the Trust committee structure and advised that recent changes had resulted in focus in specific areas; it being noted that Mr Garrett's areas of focus were as follows:-

- Member of Audit Committee – responsible for reviewing strategy and policy for audit and risk.
- Chair of Remuneration Committee – responsible for reviewing pay and conditions and terms of employment for the Chief Executive and Senior Directors as necessary, particularly when there were changes in the Board structure.
- Chair of the Charitable Funds Committee – not a direct committee of the Board but responsible for determining the utilisation of funds within the Trust and reporting to the Corporate Trustee.

In addition, Mr Garrett reported that he attended other meetings, i.e. employment tribunal hearings, recruitment panels for senior staff and NEDs, Council of Governor meetings, all of which were intended to be carried out within three to four days per month, including reading the committee agendas/reports.

In summary, Mr Garrett advised that the NED role was challenging but worthwhile, particularly being able to “make a difference” and that he looked forward to a few more years in the role.

Mr Garrett offered to meet with Governors if they wished and gave his consent for his objectives to be made available to the Governors.

The Chairman thanked Mr Garrett for his report and pointed out to the Governors that Mr Garrett's connections with Blackpool and regeneration and estates were beneficial to the Trust.

j) Chairman's Update

It was noted that the Chairman's Update included internal and external issues and emphasised the importance of collaborating externally.

k) Annual Members' and Public Meeting

The Chairman reported that it was proposed to hold this year's Annual Members' and Public Meeting at Blackpool Sixth Form College on the 22nd September.

RESOLVED: That details would be circulated to Governors once confirmed.

That arrangements would be made for a loop system to be provided.

l) Annual Declarations of Interests

The Chairman requested Governors to complete their declarations of interests form and return it to Miss Oates for inclusion in the register.

RESOLVED: That Governors would complete and return their declarations of interests form.

9. Executive Reports

a) Chief Executive's Assurance Report

The Chairman stated that those Governors who had attended the previous month's Board meeting would have already seen the presentation slides.

Mr Doherty stated that there was some information in the presentation that was not included in the report and that the report/presentation captured the position at the end of April and concentrated on quality and finance assurance.

With regard to A & E performance, it was noted that there was limited assurance and Governors were advised of the challenges and the required actions.

The Chairman stated that, although quality was at the top of the Trust's agenda, there would need to be focus on finance during the year.

Following the presentation, the Chairman asked Governors for comments.

Mr Gandhi referred to a patient who was scheduled to attend for a knee replacement but, because he required a pacemaker and therefore his knee operation had been deferred, he had been moved to the end of the orthopaedic waiting list.

RESOLVED: That Mr Gandhi would forward details to Mrs Oliver for investigation.

Mr Winter asked about capital and Mr Doherty reported that there were two types of budget, namely, revenue and capital and that the capital budget had been agreed for this year at £14 million.

Mr Phillips asked whether the issue with the Specialist Commissioners related to overseas visitors attending for high cost procedures. Mr Patel reported that the Specialist Commissioning contract only applied to English patients and that overseas visitors were charged individually for procedures. It was noted that the Audit Committee received updates regarding unpaid overseas visitor charges. Mr Patel confirmed that there were processes in place in respect of overseas visitors.

Mr Edney reported that Mr Marsden was the Trust's Local Counter Fraud Specialist whose role included submitting management reports to the Audit Committee summarising issues around investigations where money was due to be reclaimed by the Trust particularly for overseas patients. It was noted that the Counterfraud Officer also had separate conversations with Mr Edney about individual cases. Mr Edney stated that he was confident that appropriate processes were in place.

Mrs Walthew asked for clarification about funding for the car park. Mr Doherty confirmed that income was generated from staff and patients from use of the car park and also from the retailers who leased the units and that arrangements were in place for repayment of the loan.

Mr George Holden referred to the cash performance detailed on page 8, and in particular the active management of trade creditors, and asked for assurance that the Trust was not forwarding on the risk to local traders in the area due to late payments. Mr Doherty stated that he was not aware of such risks and Mr Patel reported that each supplier was assessed individually.

Mr Gandhi queried the funding from the Specialist Commissioners and Mr Doherty confirmed that the Trust had carried out more operations than planned. Mr Gandhi also asked about TAVI.

RESOLVED: That Mr Doherty would address the issue of TAVI with Mr Gandhi outside the meeting.

Mr Gandhi asked whether patients were choosing to have cardiac surgery at other Trusts. Mr Doherty stated that patients were entitled to choose but, hopefully, patients were satisfied with the service in Blackpool. It was noted that the challenge was to have sufficient resources to treat all patient referrals. Mr Bullock stated that patients must be given a choice, however, the issue for Governors was to recognise and support patient choice. The Chairman stated that it was really important that the Trust maintained its reputation as a tertiary service.

RESOLVED: That this item would be included on the agenda for the next meeting to include an explanation about the flow of money around the system.

b) Chief Executive's Update

The Chief Executive's Update was provided for information.

c) Annual Plan 2014/15

Mrs Oliver confirmed that the Annual Plan 2014/15 had been signed by Mr Askew on behalf of the Council of Governors and the document had been submitted to Monitor by the deadline of the 4th April 2014.

d) Annual Report & Accounts and Quality Accounts 2014/15

It was noted that a Governors' sub-group had been established to review the Annual Report & Accounts and Quality Accounts which required sign-off by the Board on the 21st May 2014. It was further noted that the final document/feedback from the external auditors would be referred to/reported on at the next meeting.

With regard to the Governors' statement within the Quality Accounts, it was reported that Mr Askew had produced a generic statement and had requested comments from Governors; it being noted that two responses had been received. Mr Smith requested that the statement be amended to include reference to the community and Mr Gandhi requested that the statement be amended to include reference to the Keogh Review and CQC Visit.

RESOLVED: That the Governors' statement within the Quality Accounts be approved subject to incorporating the comments made by Mr Smith and Mr Gandhi.

e) Patient Led Assessments of the Care Environment (PLACE)

An update in respect of PLACE was provided for information.

10. Lead Governor's Report

a) Feedback from the Informal Governors' Meeting held on 14th April 2104 and 6th May 2014

Mr Askew reported that two informal Governors meetings had taken place since the last formal Council of Governors meeting.

It was noted that, in future, informal meetings would take place shortly after Board meetings and shortly before Council meetings.

b) FTGA Feedback

Mr Askew reported that two FTGA events had taken place in March 2014.

11. 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

There were no items referred from the Membership Committee meeting.

At this juncture, Mr George Holden referred to the recent Charitable Funds Committee meeting and suggested that the Fund-Raising report should be circulated to Governors.

RESOLVED: That Miss Oates would circulate the Fund-Raising Report to Governors.

Mr Holden also referred to the Blue Skies Hospital Fund and suggested that it would be appropriate for fund-raisers to become members.

Mrs Wood proposed that all Governors should be asked to suggest new ideas for membership/new initiatives.

Mr Butler stated that the Membership Committee had previously discussed distributing membership application forms to GP Surgeries; it being noted that this had been actioned and feedback was awaited from Mrs Gaynor.

RESOLVED: That Mrs Gaynor would progress the above suggestions.

c) Feedback from Task and Finish Group Meetings

It was reported that the Task and Finish Group relating to engagement with members had met the previous week and a report was being prepared.

12. Feedback Reports:-

a) Feedback from Foundation Trust Network GovernWell Events

Mr Bullock provided feedback from the Core Skills Course; it being noted that the content had been excellent and had included the organisational structure of the NHS, funding and the main duties of Governors.

Mr George Holden provided feedback from the Accountability Course; it being noted that attendees had been given the opportunity to question NEDs.

13. Standard Reports – Mr Johnson to report:-

a) Items to be Reported to the Board of Directors

The Chairman stated that the minutes of the meeting would identify any items to be reported to the Board of Directors.

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.

c) Annual Work Plan

The Annual Work Plan was provided for information.

RESOLVED: That Governors would advise Miss Oates if they had any suggested amendments to the Annual Work Plan.

d) Attendance Monitoring

The Chairman stated that attendance at meetings was good and he appreciated the effort made by Governors to attend.

e) Motions or Questions on Notice

There were no motions or questions on notice.

f) Urgent Motions or Questions

There were no urgent motions or questions on notice.

gi) Declaration of Confidentiality

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

h) Date of Next Meeting

The next meeting will take place on Friday 15th August 2014 at 9.30 am.