

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust
Council of Governors Meeting held on Wednesday 26th October 2016
at 2 pm in the Board Room, Trust Headquarters, Blackpool Victoria Hospital

Present: Mr Ian Johnson – Chairman

Council of Governors

Public Governors:-

Mr Peter Askew - Wyre Constituency
Mrs Beverley Clark - Blackpool Constituency
Rev David Crouchley - Lancashire & Cumbria Constituency
Mrs Sue Crouch - Wyre Constituency
Mrs Sheila Jefferson – Fylde Constituency
Mr Zacky Hameed – Blackpool Constituency
Mrs Camilla Hardy – Blackpool Constituency
Mr George Holden – Blackpool Constituency
Dr Anthony Nixon – Lancashire & Cumbria Constituency
Mrs Heather O'Hara – Blackpool Constituency
Mr Ian Owen - Wyre Constituency
Mrs Lynden Walthew – Wyre Constituency

Staff Governors:-

Mr Paul Aspden – Non-Clinical Constituency
Mrs Jenny Gavin - Clinical Support Constituency
Mrs Cherith Haythornthwaite – Nursing & Midwifery Constituency
Dr Ranjit More – Medical & Dental Constituency
Mrs Sharon Vickers – Nursing & Midwifery Constituency

Appointed Governors

Mr Phillip Hargreaves – Institute of Directors
Dr Deborah Kenny – University of Central Lancashire (UCLAN)
Councillor Martin Mitchell – Blackpool Council

In Attendance: Mrs Wendy Swift – Chief Executive (Interim)
Mr Tim Bennett – Deputy Chief Executive/Director of Finance & Performance
(for items 10 to 13)
Mr Matthew Burrow - Head of Corporate Assurance (for items 8 to 13)

Mrs Karen Crowshaw – Non-Executive Director
Mr Mark Cullinan – Non-Executive Director
Mrs Pat Oliver – Director of Operations
Mrs Marie Thompson – Director of Nursing & Quality
Miss Judith Oates – Foundation Trust Secretary
Mrs Jacinta Gaynor – Membership & Governors Officer (minutes)

Mrs Jane Meek – Associate Director of People Effectiveness and Development
(for item 4)
Mrs Andrea Padgeon – Medical Recruitment Officer (for item 4)
Mrs Rebecca Gissing – PriceWaterhouseCoopers (for item 8)

1. Chairman's Welcome and Introductions

The Chairman welcomed the Governors to the meeting, thanked all those for attending and also those who had attended the Board Meeting in Public that morning.

The Chairman welcomed the Non-Executive Directors, Mrs Karen Crowshaw and Mr Mark Cullinan. The Chairman stated that as part of the Select Committee presentations Mrs Crowshaw would give a presentation on Strategic Workforce with Mrs Nicky Ingham, Mrs Jane Meek and Mrs Andrea Padgeon.

The Chairman stated that this was the first meeting for the newly elected Governors namely:-

Sue Crouch, Public Governor - Wyre Constituency;
Ian Owen, Public Governor - Wyre Constituency;
Bob Hudson, Public Governor – Blackpool Constituency;
Beverley Clark, Public Governor – Blackpool Constituency;
Heather O'Hara, Public Governor – Blackpool Constituency;
Jenny Gavin, Staff Governor – Clinical Support;
Dr Ranjit More – Staff Governor – Medical & Dental Constituency;
Cherith Haythornthwaite, Staff Governor – Nursing & Midwifery Constituency.

The Chairman advised that, as previously reported, Tony Winter had been elected unopposed as the Public Governor for the Fylde Constituency and David Crouchley had been elected unopposed to the newly constituted Lancashire & Cumbria Constituency.

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.

3. Value of the Month

The Chairman reported that the Value of the Month for October was "Positive – change the way you look at things and the things you look at will change". The Chairman asked Governors whether they had witnessed or wished to raise any specific issues relating to the Value of the Month.

Mrs Clark stated that she had recently had a procedure at Blackpool Victoria Hospital, which she was not satisfied with and had cause to complain. Following her complaint she had been invited to attend a meeting where she had expected to have to argue her case, however, she was made to feel very welcome, put at ease by staff and was pleased with the way her concerns had been dealt with. Mrs Clark advised that staff in the Patient Relations Department and the Ward Matron had addressed her concerns in a positive manner. She felt that anyone else going through the complaints procedure and being treated in this way could only make it a valuable experience.

Mr Aspden informed the Council of Governors about the very caring and positive attitude he had witnessed from the Ward Manager during a recent visit to Wards 5, 6 and 7 and commented that the staff deserved recognition.

Mr Holden informed the Council of Governors that he had recently been visiting a gentleman who had suffered a brain tumour and that he was now making a very positive recovery due to the quality of care he was receiving at home.

Rev Crouchley informed the Council of Governors that he had recently visited Clifton Hospital with Mrs Vickers as part of the Governors Visiting Programme. He stated that it was a joy to see the transformation of the hospital. Mrs Vickers also stated that the refurbishment of the hospital was excellent and that patients and their families

now had very comfortable surroundings. The Chairman agreed that the new garden was delightful.

Mrs Jefferson informed the Council of Governors that she visited Ward 38 the previous day with Mrs Walthew and Mr Hameed. She stated that everyone they had spoken to was very pleased with the treatment and care they were receiving. She stated that there were one or two housekeeping issues that were to be addressed by the Matron.

The Chairman thanked the Governors for the examples of Value of the Month.

RESOLVED: That the Chairman would send thank you letters to the relevant staff.

4. Select Committee: Strategic Workforce

The Chairman advised Governors that as part of the Select Committee process and to assist the Governors in holding the Non-Executive Directors to account he had invited Mrs Crowshaw, as Chair of the Strategic Workforce Committee, to give a short presentation on Strategic Workforce.

Mrs Crowshaw stated that as Chair of the Committee it was her responsibility to give assurance to Board of Directors that the plans in place with regards to the workforce did happen. She continued that it was the Committee's aim to ensure the long-term future workforce requirements were in-hand and the correct staff with the correct training were identified. Mrs Crowshaw confirmed to the Council of Governors that the total number of career paths within the Trust was 329.

Mrs Crowshaw stated that she would present an overview of the work of the Committee along with Mrs Ingham, Mrs Meek and Mrs Padgeon.

Mrs Crowshaw advised that as part of her role as Chair of the Strategic Workforce Committee she visited wards, listened to patients, was involved in meetings with Mrs Ingham's team and attended the Operational Workforce Committee meetings. Mrs Crowshaw stated that Governors would be welcome to attend this meeting and should contact Mrs Ingham if interested in attending.

RESOLVED: That any Governors wishing to attend the Operational Workforce Committee meetings should contact Mrs Ingham.

During the presentation Mrs Crowshaw made the following points:-

- That the Trust had a vacancy freeze on back office roles;
- That there was no vacancy freeze on recruiting nurses, AHPs or doctors;
- That the Trust was leading nationally on recruitment times;
- That the Trust had to look at new ways of working due to the financial position.

In relation to a slide showing performance around 'Staff FFT – recommending as a place to work', Mrs Hardy asked what had happened in Q3 to cause a low percentage figure. Mrs Ingham stated that the response rate had been low at only 12%, but that this was not a representative figure and that the Annual Staff Survey gave a more representable figure.

Mr Askew enquired if staff knew the reasons why they were asked to complete this survey. Mrs Crowshaw stated that this would be addressed further into the presentation.

There was a short discussion about the effects of not recruiting to back office roles. Mrs Crowshaw made it clear that each role was considered on an individual basis by the Executive Team to assess the impact on the service in the same way as for clinical roles. She assured the Council of Governors that each role was given due consideration again protecting the budgets and patient care and quality of service.

At this point, Mrs Crowshaw invited Mrs Ingham to give an example of one of the key workstreams.

Mrs Ingham gave the following example around Recruitment and Retention.

“Creating a safe place to work”:- she stated that a lot of work had been undertaken by her staff on reducing the time it took to recruit to posts and now on average the Trust took 8 – 10 weeks to recruit to posts. She advised the Council of Governors that the NHSLA recently issued guidelines of 28 days, which would be unachievable due to periods of notice NHS staff were contracted to give.

Mrs Ingham stated that a trend had been highlighted that a number of newly recruited staff tended to leave post within the first 12 months of being recruited. In order to address this trend, the Trust had applied for funding from the Health Education North West for a role to help understand this trend. Recently the Trust had recruited Eleanor McManus, who had a nursing background of working in critical care, to help support all new nurses commencing with the Trust, from their induction process to understanding the organisation and arranging a social calendar. Unfortunately, it was too early to know whether there had been any impact on retaining nursing staff.

Mrs Ingham advised the Council of Governors that the Trust had undertaken several international recruitment campaigns, the first being ten years previous, of which the retention rate had been 60% of those recruited. Some of these nurses had taken part in a DVD to promote working at the Trust and to report on life working and living in Blackpool, which was important following Brexit. Divisional support for overseas nurses was now co-ordinated by one team, after being highlighted as a retention issue.

Mrs Ingham reported that an Application Levy was to be introduced in May 2017 for working with schools and colleges and that a new manual had been received this week.

The Trust's Exit Questionnaire had been reviewed to make it more meaningful. Conversations were now undertaken to try and prevent staff from leaving, although it was noted that nursing staff leaving the Trust were usually retiring, however, some did return on flexible retirement, but this created issues such as agility to do the job.

Mrs Ingham stated that she had quarterly meetings with Governors via the Workforce Focus Group and all Governors were invited to attend. The next meeting was due to take place on 6th December 2016.

RESOLVED: That Miss Oates would email details of the next meeting to all Governors.

At this point, Mrs Crowshaw also stated that she would arrange for all Governors to receive a copy of the presentation.

RESOLVED: That Miss Oates would email a copy of the presentation to all Governors.

Mrs Ingham stated that by embedding good values within the Trust staff would be retained better. She informed the Council of Governors that 95% of staff nationally leave due to issues with their managers. She stated that the Trust had completed a lot of work around embedding its Values to drive improvement, such as, including them into staff appraisals. She stated that a stock audit on 'The Blackpool Way', now entitled the 'Trust Way' was to be undertaken and that Mrs Swift and herself had a meeting this week and would be presenting to the Executive Team in November 2016.

The Chairman thanked Mrs Crowshaw, Mrs Ingham, Mrs Meek and Mrs Padgeon for their informative presentation. He reminded the Governors that the Select Committee format was a way to hold the NEDs to account and that Strategic Workforce covered a very large field. He invited questions.

Mrs Clark asked if the Trust used 'bench/agency staff'?

Mrs Crowshaw confirmed that the Trust had set up the 'bench' system 12 months' ago.

Cllr Mitchell asked if the Trust had in place any policies and procedures around bullying/harassment and how often these were used?

Mrs Crowshaw confirmed that the Trust had a clear policy on bullying/harassment and held a zero tolerance attitude towards this. She also stated the Trust had a clear managerial development plan for all new managers to receive training around this issue.

Mrs Ingham advised that nine cases had been dealt with in relation to the bullying/harassment policy, all of which had resulted in no further action being taken. Under the Whistleblowing Policy the Trust had dealt with four cases, which was average compared with other Trusts. She said that the Trust was committed to supporting staff and had ambassador roles who dealt with such issues. Mrs Meek clarified that any new managers coming into the Trust were required to undertake performance management training. She also stated that training was available for both staff and managers to understand bullying behaviour.

Mr Hargreaves commented on the statistics that Mrs Ingham had given around 95% of staff leaving due to their manager. Mrs Ingham pointed out that this was the national figure. Mrs Crowshaw stated there were other reasons, such as key issues around the way in which managers speak to staff.

Mr Owen asked how far ahead the Trust planned in relation to workforce? Mrs Ingham confirmed that the Trust had a five year workforce plan which was reviewed every year and trajectory targets were looked at when nurses left, with some returning under flexible retirement plans.

Mr Owen enquired about the current vacancy gap. Mrs Ingham confirmed the Trust had 114 static vacancies within nursing. Mrs Meek added that this figure factored in development profiles and looked at growing professional development roles and a move towards community care.

Mrs Jefferson enquired if staff knew who to confidentially approach if they had any issues to be addressed, without the need for disclosure.

Mrs Ingham stated that the Trust had ambassadors within the workplace, i.e. staff side colleagues and union representatives who could be approached. However, if formal proceedings were undertaken, she confirmed that this would involve disclosure. Mrs Crowshaw confirmed that most issues with staff were addressed and resolved at a local level and did not progress to formal proceedings.

Mrs Hardy enquired if it was known why nurses left after 12 months. It was stated that some wanted to live in a city rather than a town but that a number did return to Blackpool.

Dr Nixon asked if there was safeguarding in place for whistleblowers?

Mrs Ingham confirmed that policies and procedures were in place. Mrs Ingham informed the Council of Governors that Dr Nick Harper was the Trust's Freedom to Speak Up Guardian. Mr Michael Hearty was the Non-Executive Director Freedom to Speak Up representative and that she was the Executive Director Freedom to Speak Up representative.

Mrs Gavin considered whether the Trust's policy could be made more available to staff. Mrs Crowshaw confirmed that staff had access to such information within the Staff Handbook and information was communicated via emails.

The Chairman thanked Mrs Crowshaw, Mrs Ingham, Mrs Meek and Mrs Padgeon for attending the meeting.

5. Apologies for Absence

Apologies for absence were received from Mr Cliff Chivers, Dr Amelia Hunt, Mr Michael Phillips, Mrs Patricia Roche, Mrs Michelle Smith, Mr Tony Winter, Mr Steve Winterson and Mrs Gillian Wood.

6. Minutes of the Previous Council of Governors Meeting

RESOLVED: That the minutes of the previous Council of Governors Meeting held on 27th July 2016 be agreed as a correct record and signed by the Chairman.

7. Matters Arising

a) Action List from the Council of Governors Meeting held on 27th July 2016

The Chairman reported that out of the 27 items in total on the list, 24 items were complete, 1 item was not yet due and 2 items were incomplete.

The Chairman stated that one Declarations of Interests form was still outstanding. The other item was that GP surgeries were to be contacted regarding the membership leaflets stands. The Chairman reported that contacts had been sourced for GPs and this item was to be actioned.

b) Action Tracking Document

The Chairman reported that one item was still not complete; Feedback from Dementia Steering Group. Miss Oates confirmed that she was making arrangements for Governors and Non-Executive Directors to attend a dementia awareness training session.

8. External Audit Update

The Chairman reported that because PwC had not been able to attend the last meeting, arrangements had been made for Mrs Rebecca Gissing, Director at PwC, to attend to explain the Auditor's Letter.

Mrs Gissing was invited to provide assurance on the audit process undertaken in 2015/16.

Mr Askew stated that it had been the first year the Council of Governors had not received a presentation from PwC prior to the Annual Members Meeting and therefore there had been a lack of understanding by Governors.

Mrs Gissing stated that she had not personally signed off the accounts, as she had only just returned from maternity leave, and the audit process had been completed by her colleagues.

She stated that her colleagues would have looked at whether the Trust could continue as a 'going concern' for the forthcoming 12 months and the plans the Trust had in place, whether the Trust had funds available, the assumptions these plans were based upon and if these assumptions did not happen the impact this would have and if the auditors could give a clean opinion or an unqualified opinion.

Mrs Gissing stated that the auditor's would never sign off an unqualified opinion. She stated that the Trust would always have the backing of the Government financially.

Dr More enquired if the Trust should have a plan B? The Chairman stated it was not the remit of the auditor's to offer management consultancy.

Mrs Gissing explained that PwC would not have received the same level of detail received by the Audit Committee.

Mr Aspden stated that the biggest asset of the Trust was the Estate and enquired about asset loans and whether the Trust had a view to use these valuations.

The Chairman confirmed that the Trust was looking at the best use of assets. Mrs Crowshaw stated this could be addressed to the appropriate person for a response.

RESOLVED: That Mr Aspden would address his enquiry to the appropriate person for a response.

Mr Owen enquired if the financial position of the Trust was similar to that of other Trusts at the present time. Mrs Gissing confirmed that other Trusts were in fact in a similar financial situation.

Mrs Gissing apologised for the non-attendance at the last meeting.

The Chairman and Mr Askew both thanked Mrs Gissing for attending the meeting.

Mrs Gissing enquired if the Governors were satisfied with the process for the Quality Report 2015/16 and the Governors stated that they were satisfied.

9. Chairman's Report

a) Chairman's Update

The report was noted.

b) NED Appointment

The Chairman reported that at the last meeting the Council of Governors had agreed to re-appoint Mrs Ibbs for a further term, i.e. 3 years, however, he informed the Council of Governors that, due to other commitments, Mrs Ibbs had decided to resign.

The Chairman reported that the Nominations Committee during their last meeting had discussed how to fill the vacancy and considered the applicant who came close to being appointed during the last NED appointment process. He stated that he had been asked by the Committee to approach the candidate to ask whether she was still interested in the role and it was reported that Mary Whyham had confirmed that she was still interested in the role. The Chairman reported that Mrs Whyham had been Chair at North West Ambulance Service, was born and raised locally and was very active in health care matters including being a member of the Parkinson's Group. She was currently the Chair of Healthwatch Blackpool, however, she had agreed to resign as this would create a conflict of interest.

Mr Askew and Mrs Hardy both confirmed that robust discussion had taken place during the Nominations Committee meeting and it had been agreed to open the decision to the wider Council of Governors. The Chairman confirmed that Mrs Whyham's skill set was appropriate to the role and asked if the Council of Governors was in agreement with the recommendation from the Nominations Committee. The Council of Governors confirmed they were in agreement with the recommendation.

RESOLVED: That the recommendation of the Nominations Committee to appoint Mrs Mary Whyham as a NED be approved.

c) NED Succession Planning / Recruitment

The Chairman stated that there would be a NED recruitment process for the NED vacancies in 2017 and that Governors would be involved in this process.

RESOLVED: That arrangements would be made for Governors to be involved in the NED recruitment process in 2017.

d) Well Led Governance Report: Executive Summary

The Chairman reported that a Well Led Governance Review had been carried out by Mersey Internal Audit Agency and Advancing Quality Alliance. He stated that the Executive Summary had been included with the agenda and that the Trust had been given positive feedback and was considered to be a well led organisation. He continued that the report contained 31 recommendations which had been included in an action plan for the Trust to implement.

RESOLVED: That the action plan would be circulated to Governors and they would be updated regarding progress.

e) Trust Constitution

The Chairman stated that the Corporate Assurance Team had reviewed the Constitution and a list of amendments had been proposed for approval by the Council of Governors; it being noted that some of the amendments had already been approved at previous Council of Governors meetings.

RESOLVED: That the proposed amendments be approved by the Council of Governors.

f) Schedule of Informal and Formal Meetings for 2017/18

The Chairman noted the document. Mr Askew informed the Council of Governors that the dates would be included in the Governors diary and issued to all Governors.

RESOLVED: That Mrs Gaynor would include the dates in the Governors diary and circulate to all Governors.

g) Annual Members Meeting 2015/16

The Chairman reported that a combined annual meeting had taken place with Blackpool CCG and Fylde & Wyre CCG for 2015/16. He reported that generally the feedback received had been positive and this collaborative working would continue.

He stated that the draft minutes had been included with the agenda and that any issues should be addressed to Miss Oates.

RESOLVED: That any issues regarding the draft minutes be addressed to Miss Oates.

10. Items for Discussion/Approval

a) External Audit Services

Mr Bennett gave a brief outline of the report and informed the Council of Governors of the recommendation from the Audit Committee in relation to extending the contract for PwC as the Trust's external auditors from 1st June 2017 to 31st May 2018.

RESOLVED: That the recommendation from the Audit Committee agreed on 19th April 2016 be approved.

b) Strategy

Mrs Swift reported that she had attended the Governors Informal Meeting on 11th October 2016 to provide an update on Strategy and she provided further information to the Governors.

- Shared Services

Mrs Swift stated that this enquiry had come from the Governors Informal Meeting.

Mr Askew stated that the Governors were aware of various examples of collaborative working across the Trust, but enquired if there were any further areas.

Mrs Swift confirmed that shared working was carried out on a secondment basis. Staff involved were employed by Blackpool Council and seconded to the Trust and vice versa. She confirmed all staff members involved wore two badges in order to identify who they worked for.

Mr Askew agreed that Governors needed to be aware and be able to identify such staff members. He also stated that Governors would be interested in any ongoing concerns with these members of staff.

Mr Aspden asked if there was any bias one way or the other in the way that staff members worked for both organisations. Mrs Swift stated she could not directly answer that except to say that it was based on services requirement, staff experience and was an interim measure. She further stated, that provided the situation was financially solid, the arrangements would continue.

The Chairman reported that these working arrangements were on an 'ad hoc' basis, and would be subject to review. Mrs Swift stated that it was a positive move that the ideas had come from various teams and not from the Executive Team. The Chairman confirmed that this was part of the STP plan.

Mr Askew stated there were concerns amongst the Governors that it may be a takeover bid from Blackpool Council. Mr Holden stated that the arrangements needed to be as transparent as possible. He confirmed that he had discussed with Mrs Swift the Estates Department joint working and how this was progressing. He requested that if there was any informal arrangement with other organisations the Council of Governors be informed.

The Chairman confirmed that any 'significant transactions' would require the approval of the Council of Governors. For the benefit of the newly elected Governors, Mr Askew explained the 'significant transactions' process. Mrs Swift referred to the Alternative Delivery Model proposal which would be submitted to the Council of Governors if it was decided to proceed.

RESOLVED: That the Governors would receive feedback on all shared working within the Trust.

Mr Hameed informed the Council of Governors that on a recent visit to the Tourism Office in Blackpool, he had seen the Public Health Team advertising working with the NHS. He queried if this was a referral to shared working with the Trust?

Mrs O'Hara stated that she believed this to be working with the Blackpool CCG.

Mrs Swift stated that this would be looked into and confirmed to the Governors.

RESOLVED: That this would be investigated and reported to the Governors.

- Governors Strategy Focus Group

Mrs Swift reported that one of the actions from the Governors Informal Meeting was to establish a Governors Strategy Focus Group which would act as the conduit to inform other Governors about progress on the Strategy.

Mr Askew stated that this should consist of four/five Governors and it was noted that Governors would be invited to join the Group and that Terms of Reference would be produced.

RESOLVED: That Miss Oates would request expressions of interest from Governors.

- Strategic Plan

Mrs Swift explained that 'The Changing Health & Social Care Landscape' was moving quickly and there had been lots of developments recently. She explained that there were several work streams being undertaken at national, regional and local levels namely; the Five Year Forward View (NHS England), The Carter Review recommendations, Lancashire & South Cumbria Sustainability and Transformation Plan (STP), the Fylde Coast Local Delivery Plan and the Trust's Five Year Strategy. She stated that a Governors Focus Group was to be set up to work together on these plans.

Mrs Swift reported that the Five Year Strategy within the Trust was based around the Fylde Coast, however, the Trust was now focussing on the national workstreams with a number of working groups around mental health and emergency services working across the Fylde Coast. Mrs Swift informed the Council of Governors that the national workstream had no legal entity, therefore, the governance process would need to be determined locally and this would take time as individual organisations Directors have the statutory powers. As those statutory powers relate to the existing health footprints it creates a complex governance system. Mrs Swift gave a short presentation.

Following the presentation the mains points addressed were:-

- a) The Lancashire & South Cumbria STP had been submitted the previous week by the lead CCG; it being noted that the Trust had not seen this version, however, had contributed to it and would report back on the document when received. Organisations were working together, chaired by Dr Amanda Doyle, GP. The team was commissioner led, however, on the STP Trust Executive Directors had attended every meeting.
- b) Mrs Swift confirmed that the STP was progressing well and, due to the collaborative working already in place, the health economy was further down the line than many other organisations.
- c) The Chairman stated that there were currently 44 organisations across the country all working to produce STPs, however, with very little guidance and governance in place, it was a very difficult task to complete.
- d) Mr Bennett confirmed that the STP was not a Trust submission.
- e) Mrs Swift stated the Trust was in the process of developing a two year annual plan, which had to be developed and signed off with contracts in place within seven weeks.
- f) Mr Holden enquired who would sign off these contracts and would there be a special meeting.
- g) It was confirmed that the two year annual plan would be signed off by the Board of Directors prior to submission on 23rd December 2016.

Mr Askew acknowledged that there was a level of frustration amongst the Executive Directors. He stated that based on the Trust's Strategy Plan he had a degree of comfort that the Board of Directors had this in hand.

Mr Bennett stated that the whole of Lancashire and South Cumbria would have a modest increase in funding, however, the demand of care still outstripped the level of funding and that this was mirrored across the Fylde Coast. He continued that the Trust also had to continue with plans in place such as, back office reviews, trying to

prevent people coming into the hospital for unnecessary care and providers becoming more efficient.

11. Lead Governor's Report

a) Feedback from the Governors Informal Meeting held on 11th October 2016

Mr Askew thanked Mr Holden for providing the notes from the Governors Informal Meeting. He stated that all points raised had now been covered prior to or within this meeting. He confirmed that an email had now been sent to all Governors for expressions of interest in being involved in Trust Committees and for Governors to respond to Mrs Gaynor.

Reference was made to the minute about the Patient Relations Team and it was noted that Miss Oates would be forwarding information to the Governors.

RESOLVED: That Miss Oates would send information to Governors regarding the Patient Relations Team.

Mrs Crouch raised an issue with regard the information about procedures of limited clinical value and asked for assurance that the process was clinically driven. Mrs Swift stated that it was a national list which frequently changed, however, she confirmed that the process was very clinically driven. Mr Bennett stated the paper was a CCG publication and confirmed that Dr Malcolm McIlmurray, Non-Executive Director, had attended the Fylde and Wyre CCG Board when this had been discussed.

Cllr Mitchell asked for the medical abbreviations used in the publication to be clarified.

RESOLVED: That Miss Oates would email the Governors with an explanation of the document.

Mrs Swift confirmed that the CCG Governing Body was made up mainly of GPs.

There was a short discussion around the referral of patients by GPs for services and the best practice involved.

The Chairman stated perhaps there was an awareness/educational piece of work to be undertaken to deal with this issue.

b) NHS Providers Feedback

Mr Askew stated that he had nothing to report in relation to NHS Providers.

12. Membership Committee Chair's Report

a) Membership Report

The Membership Report was provided for information.

b) Feedback from the Membership Committee Meeting held on 27th September 2016

Mr Holden distributed two application leaflets to each Governor at the meeting and asked if they could try to sign up two new members by the end of the year, in order to increase membership numbers.

He advised that the Youth Health Leaders programme was being rolled out to seven new schools across the area and the programme continued to be successful. He mentioned an Open Day taking place on 18th November 2016 for the new schools involved to attend and he invited Governors to come along.

RESOLVED: That Mrs Gaynor would email full details regarding the Open Day to all Governors.

That any Governor interested in attending the Open Day would advise Mrs Gaynor.

Mrs Hardy stated that as a Director of St Mary's Catholic School, who piloted the scheme, she had heard that the programme had been very well received.

Mrs Vickers gave a brief outline of the schedule for the day.

Mr Askew enquired if relevant people from the CCGs had been invited. Mrs Gaynor confirmed that this could be actioned if numbers permitted.

RESOLVED: That, if numbers permitted, Mrs Gaynor would invite relevant people from the CCGs.

Mr Holden stated that the Champions had agreed to meet outside of the Membership Committee meetings.

He also reminded Governors that Victoria's Voice would be holding events across the Trust for Takeover Challenge Week commencing 21st November 2016. He requested full details to be sent to all Governors.

RESOLVED: That Miss Oates would email full details to all Governors regarding Takeover Week events.

13. Standard Reports – Mr Johnson to report:-

a) Items to be Reported to the Board of Directors

It was noted 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

It was noted 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 items for discussion at formal Council of Governors meetings during 2016 were highlighted in the Annual Work Plan.

d) Attendance Monitoring

The attendance monitoring form was provided for information.

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.

g) Value of the Month

Governors were reminded that the Value of the Month for October was "Positive".

h) Declaration of Confidentiality

RESOLVED: That item 9(b) be declared confidential under the Freedom of Information Act.

i) Date of Next Meeting

The next meeting will take place on Wednesday, 25th January 2017 in the Boardroom, Trust Headquarters, Blackpool Victoria Hospital.

DRAFT