

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust  
Council of Governors Meeting held on Wednesday 26<sup>th</sup> April 2017  
at 2.00 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  
Mr Cliff Chivers – Blackpool Constituency  
Mrs Beverley Clark - Blackpool 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 Patricia Roche – Blackpool Constituency  
Mrs Lynden Walthew – Wyre Constituency  
Mrs Gillian Wood – Fylde Constituency

Staff Governors:-

Mr Paul Aspden – Non-Clinical Constituency (for items 1 to 7)  
Mrs Jenny Gavin – Clinical Constituency  
Mrs Cherith Haythornthwaite – Nursing & Midwifery Constituency  
Dr Ranjit More – Medical & Dental Constituency (for items 6 to 12)  
Mr Michael Phillips - Community Services (North Lancashire) Constituency

Appointed Governors

Dr Deborah Kenny - UCLAN  
Councillor Martin Mitchell – Blackpool Council

In Attendance: Mrs Wendy Swift – Chief Executive (Interim)  
Mr Tim Bennett – Deputy Chief Executive/Director of Finance & Performance  
Mr Doug Garrett – Non-Executive Director  
Dr Malcom McIlmurray – Non-Executive Director  
Mrs Mary Whyham – Non-Executive Director  
Mrs Marie Thompson – Director of Nursing & Quality  
Mrs Pat Oliver – Director of Operations  
Mr Matthew Burrow – Head of Corporate Assurance  
Mrs Jacinta Gaynor – Membership & Governors Officer (minutes)

1. Register of Interests

It was noted that there were no declarations of interests from the Governors in relation to agenda items for this meeting.

2. Apologies for Absence

Apologies for absence were received from Revd David Crouchley, Mr Philip Hargreaves, Mr Robert Hudson, Dr Amelia Hunt, Mr Ron Shewan, Mrs Michelle Smith, Mrs Sharon Vickers, Mr Tony Winter and Mr Steve Winterson.

At this point, the Chairman informed the Governors that, as a result of the recent announcement of a General Election on 8<sup>th</sup> June 2017, there was now a period of Purdah, which meant that any NHS organisation would not be able to make announcements that may be deemed to be political.

3. Minutes of the Previous Council of Governors Meeting

**RESOLVED: That the minutes of the previous Council of Governors Meeting held on 25<sup>th</sup> January 2017 be agreed as a correct record and signed by the Chairman.**

4. Matters Arising

a) Action List from the Council of Governors Meeting held on 25<sup>th</sup> January 2017

The Chairman reported that out of the 17 items in total on the action list, 14 items were complete, 1 item was not yet due and 2 items were incomplete.

With regard to the two incomplete items, the Chairman reported that the membership leaflets item had been progressed and would be placed on the next Membership Committee agenda for discussion and in relation to the item about the best communication tool for Governors it was noted that there had been no feedback from Governors.

**RESOLVED: That Mrs Gaynor would include the membership leaflet on the next Membership Committee agenda.**

5. Chairman's Report

a) Chairman's Update

The report was noted.

The Chairman informed the Governors that, with regard to any strategic discussions taking place with both Blackpool CCG and Fylde and Wyre CCG in relation to sustainability, the Trust would not be permitted to report back to Governors during the period of Purdah.

Mr Holden stated that he had noted from the Chairman's Report that he had recently visited the Medical Records Department on 5<sup>th</sup> April. Mr Holden asked the Chairman for his views regarding the condition of the department. The Chairman stated that the conditions were not acceptable and that the issues of concern had been discussed at meetings of the Health & Safety Committee and the Quality Committee. He stated that the Trust was considering an electronic solution for patient files but that this would take time to implement. In the meantime, he assured the Governors that the Trust was looking for a safe and secure way of storing patient's files. He agreed that the Governors would receive feedback on this issue from both the above mentioned committees.

Mrs Swift stated that there had been a marked deterioration in the physical condition of the Medical Records Department over the past two years which was partly due to an increase in the number of patients/records.

Mr Bennett agreed that the environment was poor and he confirmed that a medium term solution was being discussed under the Health Informatics Strategy. He informed the Governors that a short term storage solution was being considered. Mr Holden enquired if a budget had been identified and Mr Bennett confirmed that the costs would be relatively small.

**RESOLVED: That Mrs Thompson would share feedback with the Governors from the Health & Safety Committee and the Quality Committee on the solutions to storing patient records.**

b) Audit Committee Terms of Reference

The Chairman informed the Governors that it was a requirement of the Code of Governance that the Council of Governors had sight of the Audit Committee Terms of Reference annually following approval by the Audit Committee and the Board of Directors. He confirmed that the Audit Committee Terms of Reference had been approved by the Audit Committee on 8<sup>th</sup> November 2016 and by the Board of Directors on 25<sup>th</sup> January 2017.

The Chairman asked if Governors had any comments and Mr Askew stated that he agreed with the Terms of Reference.

c) Governor Declarations

The Chairman informed the Governors that it was a requirement of the Trust to ensure that Governors completed their annual declarations, including Fit & Proper Persons, Gifts and Hospitality and Interests. The Chairman confirmed that Mrs Gaynor would email the forms to Governors following the meeting and he asked all Governors to complete the forms and return them to Mrs Gaynor by 17<sup>th</sup> May 2017.

Mr Holden enquired if these forms had to be completed by Governors family members. The Chairman asked Mrs Gaynor to check and inform the Governors if this was required.

**RESOLVED: That Mrs Gaynor would email the forms to all Governors following the meeting.**

**That all Governors would complete and sign the declaration forms and return them to Mrs Gaynor by 17<sup>th</sup> May 2017.**

**That Mrs Gaynor would check if Governors' family members were required to complete the forms and to inform them if this was required.**

d) NED Recruitment Update

The Chairman informed the Governors that two of the Non-Executive Directors were due to complete their term of office at the end of May. He stated that the Nominations Committee had agreed on the posts being advertised and as a result the Trust had received 36 applications from prospective candidates. It was noted that after initial eligibility checks the Nominations Committee would be reviewing 29 applications at their meeting on 10<sup>th</sup> May 2017. He informed Governors that interviews would be set up during the third/fourth week in May.

He stated that Governors would be invited to be involved in the selection panels and that appointing Non-Executive Directors was a very important duty of the Governors. He confirmed that during the period of Purdah, the Trust would not be able to make any appointment announcements. He confirmed that there would be selection panels for candidates followed by interviews and then approval by Governors would be sought either at the Council of Governors meeting in July or at an earlier Extraordinary Council of Governors meeting.

**RESOLVED: That Miss Oates would email Governors to invite them to take part in the selection panels.**

**That the ratification of NED appointments would be included on the agenda for either the Council of Governors meeting in July or an earlier Extraordinary Council of Governors meeting.**

e) Director of People Recruitment Update

The Chairman reported that the recruitment process was in place and that the selection panels and interviews would take place on 2<sup>nd</sup> May.

He again confirmed that there would be no announcement due to the period of Purdah.

Mrs Jefferson enquired when Mrs Ingham would be leaving the Trust and it was confirmed that, following working out her period of notice, Mrs Ingham would leave the Trust on 31<sup>st</sup> May 2017.

f) Chief Executive Position Update

At this point, the Chairman asked Mrs Swift to leave the room.

The Chairman stated that it had been a year since Mr Doherty had left the Trust and Mrs Swift had taken over as the interim Chief Executive. He explained that this decision had been taken in order to keep continuity within the Board which continued to work together to implement the Trust Strategy.

The Chairman informed the Governors that the Remuneration Committee, comprising Non-Executive Directors, was proposing that Mrs Swift be made substantive Chief Executive. He explained that the reasons for this proposal were that Mrs Swift had contributed significantly to the strategic changes across Lancashire and the Fylde Coast; she had a great depth of knowledge to ensure continuity with these changes going forward; had a good reputation with partner organisations and was a confident person to lead the Trust. He stated that the Trust could look very different in two or three years' time and the time it would take to bring a new Chief Executive up to speed on the changes across the region would have an adverse effect for the Trust.

He stated that the proposal would require the approval of the Council of Governors in appointing a substantive Chief Executive and the approval of NHS Improvement.

Mrs Roche enquired whether a transparent process had been followed up to this point. The Chairman confirmed the Remuneration Committee had followed a process, however, it had not been an open interview process.

There was agreement amongst the Governors that the process needed to be checked to ensure it was transparent and they pointed out that this in no way related to Mrs Swift's capability to fulfil the role and they were just ensuring process was followed.

Mr Askew stated that a precedent had been set by another Trust, whereby the interim Chief Executive had become the substantive Chief Executive.

Mrs Hardy enquired whether by setting a precedent this would mean that other staff in the Trust who had worked in an interim capacity would then expect to be automatically appointed to the substantive role. The Chairman confirmed that this would not be the case and that approval for the Chief Executive role would have to be sought from NHS Improvement.

Mr Mitchell raised the point that as it was a duty of the Council of Governors to approve any appointment this item had not been placed on the agenda. He understood that the Council of Governors should have been informed of the process prior to any decision being made by the Remuneration Committee. The Chairman confirmed that the item was on the agenda but had not been addressed as seeking approval from the Council of Governors.

Mr Holden referred to the statutory guidance within the published document; 'Your Statutory Duties: A reference guide for NHS foundation trust governors' and he read information from the document regarding the process to be followed:-

- Consult the governors on the appointment process and give them the opportunity to endorse this before it starts
- Involve governors in the appointment process so they can give their perspective to the council of governors when it considers approving the final candidate. It will also help to give the council of governors a clear understanding of how the process worked.
- Ensure the governors are satisfied that the various stages of the appointment process followed by non-executive directors, meet the required standard.

Mr Holden stated that he was not sure that the Trust had followed the correct procedure, albeit he understood Mr Askew's point, and he stated the Governors should approve the process before it commenced.

The Chairman stated that he appreciated the point being made and he would arrange for the item to be placed on the agenda for discussion at the Council of Governors meeting in July.

**RESOLVED: That Mrs Gaynor would include this item on the agenda for the next meeting.**

Mr Askew requested that the minutes of the Council of Governors meeting when the Governors had confirmed Mrs Swift's appointment as interim Chief Executive be checked.

**RESOLVED: That the Chairman would review the minutes of the Council of Governors meeting when Mrs Swift's interim role was approved.**

Mrs Walthew enquired about the period of time agreed for the interim role to be reviewed. The Chairman confirmed that it had been the end of the financial year (2016/2017). She asked if there was a specific timescale that Mrs Swift would hold the substantive role for and the Chairman replied that it was not a relevant question to be asked of Mrs Swift. He stated that historically, like many other Trusts, this Trust was not good in retaining Chief Executives in post for long periods.

Mrs Roche reaffirmed that the issue was not with Mrs Swift but to ensure a transparent procedure was followed and that it addressed the concerns of the Council of Governors.

Mr Askew stated that in his opinion he would prefer the matter to be settled sooner rather than later. Mrs Crouch stated that perhaps the period of Purdah would enable the Trust to perform the process appropriately.

The Chairman confirmed that his understanding of the discussions was that Mrs Swift was suitable for the substantive role, however, the Council needed assurance that a transparent procedure had been followed by the Non-Executive Directors.

Mrs O'Hara stated her concern that if the Trust set a precedent then other staff members who had worked in an interim role would expect the same. The Chairman agreed to look at employment law advice.

**RESOLVED: That the Chairman would review employment law advice on any precedent being set and how that would affect other interim roles.**

Mrs Whyham stated that it was her understanding that it was the role of the Non-Executive Directors to appointment the Chief Executive and that approval on the appointment was sought from the Governors and that it had been the decision of the Non-Executive Directors based on Mrs Swift's record to date and ongoing changes across the local area. She stated that in this financially difficult time it would not be in the best interests of the Trust, staff and patients to commence an external process of recruitment for the post. She informed the Governors that the Council would be justified in approving the appointment as a one off but that perhaps the assurance process could have been much better.

Mr Askew stated that he did not think any of the Governors were suggesting that the Trust should commence an external recruitment process.

After some further discussions, it was agreed that the Council of Governors would receive some assurances about the process that was undertaken to make the decision and that this would be summarised to the Council of Governors in order to allow the Governors to comply with their duty.

**RESOLVED: That the Chairman would share with the Governors a summary of the process undertaken by the Remuneration Committee in making their decision.**

It was suggested by Mrs Jefferson that perhaps a discussion between the Non-Executive Directors and the Governors may have helped. The Chairman agreed to review the process for the future, taking into consideration the Trust's Constitution and the Monitor guidance referred to by Mr Holden.

g) Lead Governor Role Specification

The Chairman informed the Governors that the Lead Governor Specification was due for review prior to a new Lead Governor being appointed in September 2017 and he asked the Governors if they had any comments. Mr Askew noted that any reference to Monitor should be replaced with NHS Improvement.

A question was raised that the specification did not address the term of office for the Lead Governor role but it was clarified that it did state that the post was for three years.

The Chairman stated that the process last time involved the Governors being asked for expressions of interest followed by a vote by the Council of Governors. He stated that arrangements would be put in place to commence this process. Mr Askew commented that it would make sense to have a period of handover to his successor.

**RESOLVED: That the Chairman would start the process to recruit a new Lead Governor.**

h) Governors' Role Specification

The Chairman stated that the Governors Role Specification was also due to be reviewed. Mrs Gaynor confirmed that this had been included on the Governors Election Sub Group agenda, which was due to meet immediately following the end of this meeting.

**RESOLVED: That the Governors' Role Specification would be reviewed as part of the Governors' Election Sub Group.**

6. Items for Discussion/Approval

a) Finance Update

The Chairman invited Mr Bennett to update the Governors with regard to the Trust's finances.

Mr Bennett stated the external auditors had informed him that, due to the period of Purdah, there was some doubt whether they would be able to complete their audit and they were awaiting guidance on the matter. However, subject to the process being completed, they believed the Trust would breakeven for this financial year. He informed the Governors that this meant the Trust would be applicable for the full amount of funding from the Sustainability and Transformation Fund. He reported that the Trust was in a better position than three months ago due to support from the local CCGs.

He stated that going forward in 2017/18 the scale of the financial challenge was significant and the Trust had to find CIP in excess of £20M. He summarised that in the short-term the Trust had achieved its plan, however, in the medium-term the Trust still had a financial challenge.

The Chairman noted that all staff had made a great effort in ensuring the Trust achieved its plan for 2016/17.

Mr Hameed queried how the Trust had achieved its plan. Mr Bennett confirmed that there had been a cash surplus of £200K, thereby qualifying the Trust for the bonus from the STF but this was subject to clarification with NHS Improvement.

b) Feedback from Quality Committee

The Chairman invited Mrs Thompson to give feedback to the Council of Governors.

Mrs Thompson stated that the Quality Committee had met in April and there had been a planning meeting in March where the Trust's Quality Strategy had been discussed and a review of progress in Year 1 had been undertaken. The Trust's position on Goal 2 'providing evidence based care' was strongly linked to the compliance with care pathways. She reported that Dr Gordon, Consultant Paediatrician, was engaging with clinicians to find out which pathways were working and this had resulted in some pathways being altered, such as the Sepsis pathway which now included the administration of antibiotics straight away. It was noted that measuring compliance of the care pathway had resulted in an increase in performance overall at year end.

Mrs Thompson stated there had been two key elements of the plan over the last 12 months, the Extensivist Service and Vanguard, resulting in great patient benefit and introducing some challenges. However, the measures/goals that had been selected at the start of the financial year had no available historic benchmarking to compare this year's progress against, although some progress had been made.

Another key goal of the Quality Strategy is the patient being managed in the right place for their care (Goal 3) and it was reported that patients were now tracked through their journey to ensure they received the right care in the right place. With regard to the 'harm free care' goal, it was noted that there had been a higher number of patient falls for the year but less harm received as a result of those falls. With regard to the 'open and honest culture and duty of candour' goal, it was noted that this could be measured from patient record updates.

Governors were advised that the Quality Strategy was a three year strategy and that a governance process had commenced in May, with a review of the Quality Development Plan. Mrs Thompson reported that there had been a lot of work undertaken to improve the Stroke Service.

Mrs Roche informed the Governors that she had attended the Grand Round on 22<sup>nd</sup> February showcasing research in Stroke and was pleased to note clinical evidence of this improvement.

Mrs Crouch stated that as the Observer on the Quality Committee, the meetings took place a week prior to the Council of Governors meeting, which resulted in her feedback not always being circulated timely to the Council of Governors. She continued that she had attended the Quality Committee meeting in April, which had been a very interesting meeting. She stated that the Trust's mortality rates had been reported at the Board of Directors meeting in the morning. She reported that Governors had requested further information on mortality rates and mental health services. A key strategic enabler was an electronic patient record, the cost of which would be around £16M and the implementation of this was not imminent.

c) Strategy

- Update

Mrs Swift reported that the Trust was preparing the year end position and this was due to be reported to staff, however, due to the period of Purdah this was likely to be reported after the 8th June.

- Five Year Forward View (including update of Accountable Care Organisation/Accountable Care System)

Mrs Swift confirmed that this document had previously been circulated to all Governors. She stated that it was a comprehensive document prepared by NHS England. The Chairman agreed that it was a comprehensive agenda for the whole country which clearly showed where Blackpool Teaching Hospital fitted in.

Mrs Swift referred to the 10 point efficiency plan on page 40, indicating that two to three thousand beds would be closed resulting in more demand for social care and a need to decrease costs in back office and administrative departments.

She referred to the Accountable Care section on pages 38 and 39, however, it did not explain how this would be achieved. She confirmed there were to be a number of pilots across the country, which could result in a White Paper being published. She explained that Blackpool and the Fylde Coast had been informed 48 hours before publication that they were one of the areas to be involved in the pilot. She stated that this was a good news story for the region.

The Chairman agreed that it was good for the Trust and that associated funding would be beneficial for the health economy. He stated that the Governors would be kept informed through the Governors Strategic Focus Group.

Mrs Swift stated that collaborative work had already commenced with the Trust, local CCGs and Blackpool Council but would now have to pick up more speed. The Steering Group, which included Chairs, Non-Executive Directors and Executive Directors from these organisations along with the leader of Blackpool Council had to determine how to progress forward. She informed the Governors that there was to be a Fylde Coast LDP Event called 'Achievement through Collaborative working' on 27<sup>th</sup> April, involving departments such as Communications, Human Resources, Payroll and Estates from all the organisations.

She stated that in relation to urgent care services work was on-going to bring together the services at the Urgent Care Centre, Whitegate Drive, Fleetwood and the Fylde Services, resulting in a joined up service. She further stated that the key ideas from the Steering Group would then be brought to the Lancashire and Cumbria Design Group and she assured the Governors that staff from the Trust would attend these meetings.

The Chairman stated that the Trust would need to consider the role of the Board of Directors, the Council of Governors and Lay Members for the future and he expected that this would be outlined in any future White Paper.

**RESOLVED: That the Governors would be kept up to date through the Governors' Strategic Focus Group.**

Mr Aspden enquired if the Trust would consider Governor representation on the Steering Group. Mrs Swift stated that currently it was a small group and that it would be the decision of the Chairs to agree when to expand the membership. The Chairman confirmed that he was to attend a meeting week commencing 8<sup>th</sup> May where this may be discussed.

Mrs Roche suggested that the integration of the out of hours services would help patients understand where to go to receive the most appropriate care.

Mrs Oliver gave some feedback to Governors on the plans to streamline urgent care services, where patients would be triaged at 'the front door' resulting in quicker decisions on where a patient's most appropriate care would be.

Mr Phillips enquired about the effect on Morecambe Bay Hospital. Mrs Swift stated that there had been discussions with Morecambe Bay about transforming services, but nothing had been agreed or finalised. She confirmed that Morecambe Bay had not been one of the nine pilots, albeit there was a potential for the pilot to expand. Mr Phillips made the point that there had been changes to the existing ways of working with new electronic patient records and workstreams of sharing those records. Mr Bennett confirmed that consideration would be given to changes in the communication between organisations before any changes in policy were made.

- Feedback from Governors Strategic Focus Group

The Chairman invited Mr Askew to give feedback.

Mr Askew reported that feedback notes had been circulated with the agenda. He stated that there was a lot happening around strategy across Blackpool and the Fylde Coast and the wider Lancashire area, all of which affected the Trust as an organisation. The purpose of the Focus Group was to meet on a more regular basis as a smaller group of Governors to receive updates which would then be disseminated to the Council of Governors. The Chairman enquired if this process was working. Mr Holden stated that it was and in the future staff members would be invited to attend the meetings to share their strategies in order that the Governors may help and support.

Mr Askew stated that this was as close to the decision making process as the Governors could be, such as, decisions around Trust consolidation and which services would be in or out. The Chairman stated that he was sure the role of the Focus Group would evolve and it was useful to receive updates.

- Governors Strategic Focus Group Terms of Reference

The Chairman stated that the Terms of Reference had been written in conjunction with the Group and the Governance Team and was now before the Council for approval.

**RESOLVED: That the Governors' Strategic Focus Group Terms of Reference be ratified by the Council of Governors.**

d) Annual Report & Accounts and Quality Report 2016/17

Mrs Swift reported that the external auditors, PricewaterhouseCoopers, had reviewed the Annual Report against their checklist and all sections had either been completed or were planned to be completed in the agreed timescales. She reported that the Governors Annual Report Sub Group had met on 10<sup>th</sup> March and had agreed upon two mandated indicators and one local indicator to be included in the Quality Report.

The mandated indicators were:-

- 1) Percentage of incomplete pathways within 18 weeks for patients on incomplete pathways at the end of the reporting period;
- 2) Percentage of patients with a total time in A&E of four hours or less from arrival to admission, transfer or discharge.

The local indicator was:-

- 1) Percentage of patient's first treatment within six weeks and 18 weeks for Improving Access to Psychological Therapies (IAPT).

Mrs Swift confirmed that PwC had commenced work on their Assurance Report on the content of the Quality Report and the indicators.

e) Alternative Delivery Model

Mrs Thompson reported that the company BFW Management Ltd to be known as ATLAS was now up and trading. She confirmed that Mr Garrett and Mrs Oliver had been appointed as Non-Executive Directors of the Company. She informed the Governors that the Company was currently recruiting two Non-Executive Directors with either financial or commercial experience and had received several strong applications, two of whom had been appointed.

Mr Aspden enquired whether the staff members would be able to continue as Foundation Trust Members under the Trust's Constitution. It was noted that this was being checked and would be confirmed.

**RESOLVED: That Mrs Gaynor would check this enquiry and confirm to the Council of Governors.**

Mrs Roche enquired if Governors had any responsibilities towards the new Company. The Chairman stated that as a sole shareholder the Company had to report to the Trust.

Mr Garrett explained that ATLAS would be required to report to the Trust's Board of Directors once a year. He stated that the Company must be independent of the Trust and this was why he was stepping down from the Board of Directors. The only person involved from the Trust would be Mrs Oliver as the Shareholder Director.

Mrs O'Hara asked if the accounts would be produced independently and, if so, did staff know who was responsible and whether contracts had been moved over. Mr Garrett confirmed that accounts would be independent, but that contracts remained under the Trust. Mr Bennett confirmed that accounts would be produced separately, however, some orders would go through the Trust depending on what was being ordered in line with the contracts.

Mrs Gavin enquired if any other departments within the Trust were being considered for an Alternative Delivery Model. Mrs Swift stated that consideration could not be ruled out but none were being considered at present. She stated that the current one needed to be trading successfully first. The Chairman stated that Governors would be informed of any other considerations.

7. Lead Governor's Report

a) Feedback from the Governors Informal Meeting held on 11<sup>th</sup> April 2017

Mr Askew stated that his report had previously been circulated. He wanted to highlight the issue around 'significant transactions' and how the Council of Governors had a duty to approve those above 10% and that it may be pertinent to look at this threshold in the Constitution and a better way to manage this.

Mrs Swift confirmed this was important, however, it should be considered following the General Election on 8<sup>th</sup> June 2017. She also suggested reviewing cardiology and how to move this forward.

**RESOLVED: That Mrs Swift would lead a discussion to take place following the General Election on 8<sup>th</sup> June 2017 around 'significant transactions' and cardiology.**

The Chairman suggested checking the process in other Trusts. Mrs Swift confirmed that the Trust was currently sharing the legal services with Blackpool Council, which was working well. Mr Askew asked Governors to email him with any comments.

**RESOLVED: That Governors would email Mr Askew with any comments.**

**That Mr Askew would check the process in other Trusts and provide feedback to the Council of Governors.**

b) NHS Providers Feedback

It was noted that there was nothing to report in relation to NHS Providers.

The Chairman informed the Governors that the training provided for Governors was being reviewed by the Governance Team and a proposal would be submitted for internal training meetings which could be offered to other Trusts. This would include sessions on Finance, IT and Quality with the relevant Non-Executive Director/Executive Director providing assurances. He stated that a draft programme would be circulated to Governors for comments and suggestions.

**RESOVLED: That Mr Burrow would finalise the draft training programme for circulation to Governors for comments and suggestions.**

8. Membership Committee Chair's Report

a) Membership Committee Feedback

Mr Holden informed the Council of Governors that his report had been circulated prior to the meeting for information.

Mr Holden drew attention to the success of the Youth Health Leaders programme introduced by Mrs Vickers. He referred to the point raised by Mr Aspden and requested guidance on whether ATLAS staff members could remain as Foundation Trust Members or whether they should be transferred to the public membership. He informed the Governors that he would be stepping down as Chair of the Membership Committee at the Annual Members and Public Meeting in September 2017.

The Chairman stated that the success of the Membership Committee had been mentioned at the Board of Directors meeting, in particular around the engagement of young people and he commended Mr Holden on his leadership of the Committee.

**RESOLVED: That the Chairman would start the recruitment process for a replacement Membership Committee Chair.**

9. Items to be Recommended for Decision or Discussion by the Board of Directors

It was noted that the minutes of the meeting would identify any items to be recommended for decision or discussion by Trust committees.

10. Annual Work Plan

The items for discussion at the formal Council of Governors meetings during 2017 were highlighted in the Annual Work Plan.

11. Attendance Monitoring

The attendance monitoring form was provided for information.

12. Any Other Business

a) Council of Governors' Duties

Mrs Roche asked for it to be noted that due to a family member's illness and resulting bereavement she had not been able to attend meetings over the past few months but that she was glad to be able to take up her duties again.

b) Tower Clock

Mr Holden wanted to thank the person responsible for updating the tower clock outside the Accident & Emergency Department so that it read the correct time.

13. Review of Meeting: Living the Values

Mrs Roche stated that she had recently had cause to visit the eye department and she asked for it to be noted that all the staff had been excellent and she was very appreciative of their care.

Mrs O'Hara informed the Governors that she had heard of a child visiting the A&E Department and their parents had commented on how quickly the child had been seen by staff.

14. Declaration of Confidentiality

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

15. Date of Next Meeting

The next meeting will take place on Wednesday, 26<sup>th</sup> July 2017 in the Boardroom, Trust Headquarters, Blackpool Victoria Hospital.