

Minutes of the Blackpool Teaching Hospitals NHS Foundation Trust  
Council of Governors Meeting held on Wednesday 25<sup>th</sup> April 2018  
at 2pm in the Boardroom, Trust Headquarters, Blackpool Victoria Hospital

Present: Mrs Karen Crowshaw – Interim Chair

Council of Governors

Public Governors:-

Mrs Beverley Clark - Blackpool Constituency  
Mrs Sue Crouch – Wyre Constituency  
Revd David Crouchley – Lancashire & Cumbria Constituency  
Mrs Adele DeVito – Blackpool Constituency  
Mrs Sheila Jefferson – Fylde Constituency  
Mr Zacky Hameed – Blackpool Constituency  
Mrs Heather O'Hara – Blackpool Constituency  
Mr Ian Owen – Wyre Constituency  
Mrs Patricia Roche – Blackpool Constituency  
Mr Graham Stuart – Fylde Constituency  
Mrs Camilla Hardy - Blackpool Constituency  
Mr Tony Winter – Fylde Constituency

Staff Governors:-

Mrs Tina Daniels - Non-Clinical Support Constituency  
Mr Michael Phillips - Community Services (North Lancashire) Constituency

Appointed Governors

Councillor Martin Mitchell - Blackpool Council  
Mr Steve Winterson - Lancashire Care NHS Foundation Trust  
Miss Michelle Smith- Blackpool Carers Centre

In Attendance:

Mrs Wendy Swift - Chief Executive  
Mr Tim Bennett – Deputy Chief Executive/Director of Finance and Performance  
Mr Mark Cullinan – Non-Executive Director  
Mr Michael Hearty – Non-Executive Director  
Mr Alan Roff – Non-Executive Director  
Mrs Pat Oliver – Director of Operations  
Mrs Mary Whyham - Non-Executive Director  
Mr Matthew Burrow - Head of Corporate Assurance  
Mrs Jacinta Gaynor – PA to Interim Chairman/Membership & Governors Officer  
(minutes)

At the beginning of the meeting the Interim Chairman welcomed everyone to the meeting. She explained that the Interim Chair and the Non-Executive Directors would be required to leave the meeting for item 7.

The Interim Chairman also stated that she wanted to place on record her formal thanks to the previous Chairman, Mr Ian Johnson, for his work at the Trust over the past six years. She informed the Governors that he was settling in at Morecambe Bay Trust and had sent his good wishes to the Governors.

1. Register of Interests

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

2. Apologies for Absence

Apologies for absence were received from Mr Peter Farrington, Mrs Jenny Gavin, Mr George Holden, Mr Robert Hudson, Dr Amelia Hunt, Mrs Deborah Kenny, Dr Ranjit More and Mrs Betty Ray.

3. Value of the Month

The Interim Chairman reported that the Value of the Month for April was "People-Centred". She stated that if any Governors had any examples to share this would be done at the end of the meeting.

She confirmed that the feedback received was included in the Trust's Team Brief in order to keep all staff informed.

4. Minutes of the Previous Council of Governors Meeting

**RESOLVED: That the minutes of the previous Council of Governors Meeting held on 31<sup>st</sup> January 2018 be agreed as a correct record and signed by the Interim Chairman.**

5. Matters Arising:-

a) Action List from the Previous Council of Governors' Meeting held on 31<sup>st</sup> January 2018

The Interim Chairman reported that out of the 22 items in total on the action list, 16 items were complete and 6 items were not yet due which related to:-

- Share the end of year report from Atlas' with Governors, subject to any matters being redacted.
- Review the process for obtaining feedback forms in a more timely manner.
- Discuss further the allocation basis of Governors per constituency.
- Finalise the Governor Training and Development plans, following delegated authority by the Council of Governors.
- Present a paper to the Council of Governors on the final training in order that the mandatory elements are agreed.
- Complete and return the workbook questions and sign and return the Code of Conduct form to Mrs Gaynor.

The Interim Chairman stated that Atlas was currently producing the year-end report and that it would be shared with Governors accordingly. She confirmed that the Task and Finish groups for Training and Development, Elections and Trust Constitution had been put on hold due the Chair Recruitment Working Group, however, these groups would re-commence once the new Chairman was in post.

b) Action Tracking Document

The Interim Chairman reported that there were 2 items on the action tracking document both not yet due for completion:-

- Presentation to the Governors Strategic Focus Group (GSFG) on the UoR report due to be published at the end of March 2018. It was noted that this had been added to the GSFG work plan.
- Open up the Governor in-house training sessions to other Trusts across the Lancashire/Cumbria areas.
- Including training on the RAG system within the in-house training programme.

The Interim Chairman stated that in relation to the item regarding opening up Governor Training to other Trusts across the Lancashire and Cumbria area, this was the way to move forward in sharing working practice and needed to be explored in terms of the new ICP structure.

Mrs Crouch queried why the election for the vacant Wyre Governor role was not included on the action list. Mrs Gaynor explained that this was covered under item 8e on the action list. There was a brief discussion about the by-election and it was agreed that the Corporate Assurance Team would action accordingly.

**RESOLVED: That the Corporate Assurance Team commence the process for a by-election for the vacant Wyre Governor post.**

At this point, Mr Winterson queried the RAG rating system and stated that he did not quite understand the difference between the ratings. The Interim Chairman confirmed that white meant the action was not yet due and amber meant some but not all actions had been completed.

In relation to item 8g on the action list it was queried why the action was green when there were outstanding items. It was agreed to amend the delivery date to read 'on-going' and make the RAG rating amber.

Mrs Swift suggested that a review of the definitions be undertaken across the Trust.

**RESOLVED: That Mrs Gaynor amend the action list item 8g to read 'on-going' and amend the RAG rating to amber.**

**That the Corporate Assurance Team undertake a review of the RAG system definitions across the Trust.**

Mrs Roche referred to Governor training and queried whether there was a national standard that the Trust had to adhere to and deliver on for Governors, which would result in Governors being accredited for their learning. Mr Burrow stated that there was mandated content for training of Governors and this was linked into guidance from NHSI and Governor duties. He stated that the Trust had linked in with NHS Providers and an external consultant, Mrs Wearne, to draft the internal training package for Governors. Mrs Roche stated that the Trust could be a pioneer in this area and work with other Trusts to deliver a standard of training to Governors.

The Interim Chairman stated that the suggestions be fed back into the Governor Training and Development Task and Finish Group.

**RESOLVED: That the suggestions from Mrs Roche be fed back to the Governors Training and Development Task and Finish Group.**

6. Minutes of the Extraordinary Council of Governors Meetings held on 9th March and 20th March 2018

**RESOLVED: That the minutes of the previous Extraordinary Council of Governors Meetings held on 9<sup>th</sup> March and 20<sup>th</sup> March 2018 be agreed as a correct record and signed by the Interim Chairman.**

At this point the Interim Chairman, Non-Executive Directors and Executive Directors left the meeting. Mr Roff, Senior Independent Director (SID) remained in the meeting for the first item.

7. Items for Discussion/Approval:-

a) Feedback from Nominations Committee:-

- Chairman's Appraisal 2017/18

Mrs Sue Crouch informed the Governors that Mr Roff, SID, had undertaken the previous Chairman's appraisal prior to him leaving the Trust.

She stated that the Nominations Committee had felt it was important, for the Organisation, to have completed the appraisal before his departure. She invited Mr Roff to explain the process that was followed to complete the previous Chairman's appraisal.

Mr Roff stated that under the procedures agreed by the Trust, it was the responsibility of the SID to undertake the appraisal and set the objectives for the Chairman. He stated it had been the third time he had undertaken the Chairman's appraisal. He confirmed that it would be the last time, as Mr Roff confirmed he would be leaving the Trust later in the year having completed his full term as a NED. He said that Mr Hearty would then take over the role of SID and would complete the process of setting objectives for the new Chairman going forward.

Mr Roff confirmed that the process for 2018 had been unchanged from the previous three years. The process involved Mr Roff having discussions with Board members, the Lead Governor and the Foundation Trust Secretary to assess the performance of the Chairman during 2017/18. He then undertook an appraisal interview of the Chairman on 21<sup>st</sup> March 2018, in line with the procedures for appraisal used across the Trust and the outcome was reported to the Nominations Committee in March 2018.

Mr Stuart queried how many result categories there were and what the result of the appraisal was? Mr Roff confirmed that there were four categories; 1 - excellent, 2 - good, 3 - satisfactory and 4 - weak. He stated that due to confidentiality the Trust did not reveal the category of the appraisal, but that it was reported back to the Nominations Committee as per the Trust policy. He assured the Governors that the details of the appraisal had been discussed in depth at the Nominations Committee meeting and challenges had been made to Mr Roff's report.

Mr Hameed queried who acted as the 'voice' of the Governors in the process and it was confirmed that this was the remit of the Lead Governor. Mrs Crouch confirmed that she had taken guidance from other Governors to give a rounded picture of the Chairman's performance, including the Governor Observer on the Finance Committee and Governor representatives on the Nominations Committee, and where she felt she did not have sufficient background knowledge to respond to the prompts.

There was some discussion around the setting of objectives and the use of knowledge checks within appraisals and objective setting. Mrs Crouch stated that she would raise this under the NED appraisal later on the agenda. Mrs Roche queried whether any external body was involved in setting the Chairman's objectives, and made the point that going forward into the ICP structure would have a large impact on any objectives that were set for the new Chairman. She also stated that as Governors holding NEDs to account, they themselves had to understand what they were holding NEDs to account for. Mr Roff agreed and confirmed that he had set the previous year's objectives following discussion with the Nominations Committee. He confirmed that there was no guidance or involvement from external bodies such as NHSI or NHS England in setting the Chairman's objectives.

At this point Mr Roff left the meeting.

- Non-Executive Directors' Appraisals 2017/18 and Objectives for 2018/19

Mrs Crouch stated that the NED appraisals had been carried out by the previous Chairman based on a set of criteria agreed by the Nominations Committee last year and the report had been circulated with the agenda papers. She informed the Governors that out of the seven appraisals, four had been rated 1 (excellent) and three had been rated 2 (good). She stated that during 2017/18, the Trust had successfully recruited two new NEDs. She confirmed that interviews were to be held in May for a NED with clinical experience/knowledge.

She further stated that following discussions at the Nominations Committee meeting, the NEDs had been set some generic objectives, some individual objectives and some objectives that appear to overlap. She stated that this approach was to encourage NEDs to gain an understanding of each other's role and how collectively their objectives linked into the Trust's strategy and the Fylde Coast ICP strategy. It had been agreed to set objectives for NEDs at the Nominations Committee meeting in May 2018.

It was suggested that NEDs take responsibility for evidencing within their objectives how they have held the Executive Directors (ED) to account and gained assurance from EDs and to include how this had then been fed back to the Governors. It was also suggested that NEDs be asked to explain how they came up with the targets set. It was suggested that the NEDs become more embedded across the Trust. The Governors agreed this was an opportunity to ensure the NEDs understood what their role would be going forward and what commitment would be required of them in order for the Trust to gain value for money.

Mr Phillips stated that Governors should be able to track how NEDs objective progress and that this should perhaps be more of a 'live' document that reflects what actions had been undertaken.

**RESOLVED: That the Governors suggestions be taken back for consideration by the Nominations Committee.**

Mrs Hardy stated that the Nominations Committee had previously requested that the objectives be more SMART (Specific, Measurable, Attainable, Relevant and Time-related) but that this had not been actioned satisfactorily.

Mr Stuart queried what processes were in place that allowed Governors to hold the NEDs to account. Mrs Crouch stated that it had been suggested for NED/Governor meetings to take place and that a discussion amongst the Governors was required to come up with some suggestions on how to progress this. It was agreed to pick this issue up during the next Governors Informal Meeting.

**RESOLVED: That Mrs Gaynor add this item to the agenda for the next Governors Informal Meeting in July 2018.**

Mr Winterson stated that he had completed a questionnaire that had asked, 'When as a Governor had you held NEDs to account and if not why not?' He stated that a conversation had to take place amongst the Governors to agree how to achieve this. Mr Burrow stated that the Governor training would cover such areas and provide Governors with ideas on solutions for such issues.

Mrs Crouch also stated that the Governors should be able to address such issues through their involvement on Trust Committees and by the feedback provided.

There was a short discussion around the Trust Values and how these are a measure of the success of the Trust, embedded in every aspect of the Trust's work.

- Chairman's and Non-Executive Directors' Annual Remuneration 2018/19

Mrs Crouch stated that the Chairman's and the Non-Executive Directors' annual remuneration had been reviewed by the Nominations Committee at the meeting on 28<sup>th</sup> March 2018, whereby the Committee had been requested to approve the proposal not to recommend any increase in the current levels of remuneration. It was noted that neither the Chairman nor the Non-Executive Directors had received an increase in salary for the past eight years.

Mrs Crouch asked the Governors to ratify the recommendations for a zero percent uplift for the year 2018/19 for the Chairman and Non-Executive Directors of the Trust.

**RESOLVED: That the recommendation from the Nominations Committee for a zero percent uplift for 2018/19 for the Chairman and Non-Executive Directors be ratified.**

- Payment of Expenses to Chairman and Non-Executive Directors

Mrs Crouch informed the Governors that there had been no changes to the policy and asked Governors for approval.

**RESOLVED: That the Governors approved the Payment of Expenses to Chairman and Non-Executive Directors' policy.**

At this point the Interim Chairman, Non-Executive Directors and Executive Directors returned to the meeting.

- Chair Recruitment Update

Mr Hearty reported that the closing date for applications was 16<sup>th</sup> April 2018. Gatenby-Sanderson, the recruitment agency, had provided a number of applications for consideration by the Nominations Committee. Following consideration by the Nominations Committee, a shortlist of applications for interview had been agreed. He stated that the interviews had been scheduled to take place over two days, 17<sup>th</sup> & 18<sup>th</sup> May. Presentations and discussion panels would take place on 17<sup>th</sup> May, with formal interviews being undertaken on 18<sup>th</sup> May.

Mr Hearty assured the Governors that in relation to the Equality and Diversity (E&D) and quality of candidate issues, previously discussed at Council of Governor meetings, detailed conversations had taken place with the Lead Partner from Gatenby-Sanderson.

Discussion took place about the volume of applications received and what would be considered the ideal number to be shortlisted. Mr Hearty confirmed that this would be no more than five.

Mrs Crouch confirmed that Gatenby-Sanderson had kept her up to date and she had been able to highlight E&D issues. However, this information was not disclosable due to confidentiality.

There was discussion around the number of applications that had been received via the recruitment agency and it was confirmed that the post had been widely advertised across the country and in the public domain.

Mr Hearty stated that a healthy response had been received from Governors interested in joining the panels and stated that confirmation would be sent out accordingly.

Mr Stuart commented that there was no evidence that psychometric testing was worthwhile. Mr Hearty stated that no interview process would be solely based on psychometric testing, however, it would help in steering probing questions at the final interview stage.

Mrs Daniels queried if there had been any positive action in recruiting from an E&D background. Mr Winterson confirmed that the Nominations Committee had taken positive action with regards to this issue and Mrs Crouch also assured that everything had been done to encourage a diverse range of applications.

- Clinical NED Recruitment Update

The Interim Chairman confirmed that four applications had been received for the Clinical NED post and that a shortlisting meeting had been arranged. It was noted that a date of 9<sup>th</sup> May had been set for interviews, however, due to one of the candidates being unavailable on 9<sup>th</sup> May, the interview date was being re-arranged to accommodate both applicants. The Interim Chairman confirmed that Miss Oates would provide feedback on the interview process and dates to Governors.

**RESOLVED: That Miss Oates would email Governors with plans for the interview process and dates.**

b) Feedback from Strategy Away Day held on 28<sup>th</sup> February 2018

Mrs Crowshaw gave a presentation to the Council of Governors on the Trust Board's Strategy Away Day held on 28th February 2018. She informed the Governors that the Board of Directors had taken time to discuss the strategy, take stock and look at the challenges that faced the Trust going forward. She confirmed that a copy of the presentation would be shared with the Governors.

**RESOLVED: That a copy of the presentation would be shared with the Governors.**

Mrs Crowshaw informed the Governors that a number of initiatives had been introduced across the Trust, such as "PJ paralysis", whereby patients had been encouraged to change into daywear whilst on the ward in order to help them get a routine similar to being at home.

Mr Stuart stated that a lot of issues appeared to be down to delayed transfer and that unless social care issues were resolved beds would remain blocked. He stated that work with other outside organisations was necessary to resolve such issues. Mrs Oliver confirmed that a lot of work had taken place around the process of pathways such as diagnostics being completed in a timely manner, and confirmed all sectors needed to work together to achieve an end goal.

Mrs Whyham confirmed that the Trust was exploring areas to try and resolve workforce issues such as difficulties in recruiting by looking at improving the Trust website to attract more personnel, putting measures in place to "grow our own" and making improvements on the recruitment process. Mr Hearty stated that current system processes created some frustrations but that the Board had to ensure that any improvements made to these systems achieved results. Mr Roff stated that the whole structure of the NHS made it difficult for changes to happen quickly, but that we had to keep in mind whether any improvement benefitted the patient.

Mrs Roche commented that compliance should be based on the Trust's Values as these were the machinery to move everything forward. Mrs Crowshaw agreed that it was important how things are completed with creativity, but in a streamlined manner across the Trust, but it was important to also provide patients with individual care.

Mr Hameed stated that many patients are frustrated when their expectations of care are not met. Mrs Crowshaw agreed but stated that the Trust had to look at care from the staff point of view as well and on how to improve on things when care is not delivered as expected.

There was a short discussion on the "PJ paralysis" initiative and how positive feedback had been received from across the Trust. It was confirmed that all patients at Clifton Hospital dress in their day clothes every day. Mrs Swift also confirmed that patients on Ward 32 were up and dressed in their own clothes and not in pyjamas or Trust gowns.

It was concluded that the day had been very worthwhile and the Board of Directors had found it useful to meet as a team.

c) Governors Strategic Focus Group - Feedback from Meeting held on 28<sup>th</sup> February 2018

Mrs Swift and Mr Bennett suggested that the Governors Strategic Focus Group (GSFG) should have a detailed discussion on the contents of the Trust Strategy and the Sustainability Plan around emergency care and how these work together. It was agreed that Mrs Swift and Mr Bennett would discuss this at a future meeting and it would be reported to the Council of Governors.

Mrs Crouch referred to the CQC report. Mrs Swift reported that an update, including the detailed action plan from the CQC report, would be shared at the next meeting of the GSFG.

The members raised the question of when the pathology visit would take place. Mrs Swift stated that this would be addressed as soon as possible.

**RESOLVED: That Mrs Swift and Mr Bennett would discuss the Trust Strategy and Sustainability Plan with the GSFG.**

**That the Chair of the GSFG would report the discussions at a future Council of Governors meeting.**

**That Mrs Gaynor would ask Miss Kavanagh to confirm the arrangements for the pathology visit.**

Mr Mitchell raised the ongoing court case involving Lancashire Care NHS Foundation Trust, the Trust, Lancashire County Council and Virgin Healthcare. Mrs Swift stated at present the contract had been awarded to Virgin Healthcare, however the NHS Foundation Trusts had challenged this through a court disclosure a few weeks ago. The case began this week and is likely to continue for a fortnight.

Mr Winterson stated that there was no way of judging what reputational risk the Trusts are taking, however, there was a feeling that public opinion was on the sides of the Trusts 'doing the right thing to challenge'. Mr Stuart wanted to congratulate the Trust for taking on the challenge.

Mrs Swift advised that the transfer of community services to Morecambe Bay would take place later in the year.

d) Elective Surgery Update

Mrs Oliver informed the Governors that the Trust had for many years tried to maintain the 18 week standard. Up until 2015 surgical beds had been ring-fenced and Unscheduled Care was not allowed to use these beds. Due to pressures seen nationally across the NHS we were unable to maintain the ring fencing of beds. As a result elective activity was reduced and a delay in treatment for patients on an 18 week pathway occurred. She stated that any cancellations have an impact on normal activity and one day's activity lost takes over a week to recover. Cancelled patients would be prioritised according to their clinical needs, they would be placed on a waiting list where assigned a scoring of 1 – 5 (1 being a high priority). However the Trust had to maintain the cancer standards and any patient suspected of having cancer was placed on the cancer pathway.

Mrs Crowshaw confirmed that this had been discussed in detail at the Board Away Day and the Board of Directors would be tracking progress.

e) Finance Update

Mr Bennett reported that, subject to the completion of accounts, the Trust was expected to achieve the financial plan for 2017/18. This was in part due to the fact that the Cost Improvement Plans (CIP) had been achieved. Looking forward into 2018/19, it will be a challenging year and NHSI expect the Trust to achieve £9.3m surplus in order to receive the Trust's allocated Sustainability Plan Funding. At present, the Trust has not accepted its Control Total as the Board of Directors felt the figure was inconsistent with the majority of other Trusts. Mr Bennett reported that the Trust will aim for a breakeven position in 2018/19, which will still require a high level of CIP savings.

Mr Stuart stated that by his calculations the Trust must save £17m to reach performance target to get the Sustainability Plan Funding to receive a benefit of only £13m.

Mr Winter asked could the Trust constitutionally decline the NHSI Control Total? Mr Bennett stated that NHSI could ask a Trust to accept it, however, they had no legal right to impose it.

Mr Phillips stated that a national pay award was due. Mr Bennett stated it was the first pay award above 1% in six years, however, there had been no details released about pay share funding.

8. Interim Chairman's Update

a) Interim Chairman's Board

The Interim Chairman stated that the report listed the visits made by the previous Chairman.

The Interim Chairman stated that she had recently attended a Senior Collaborative event which involved Senior Trust Managers. She stated it had been a very useful event and it had provided feedback on clinical ideas provided by the Senior Managers. She stated feedback would be provided to the Council of Governors on these events at the next meeting.

**RESOLVED: That feedback be provided to the Council of Governors on the Senior Collaborative events at the next meeting.**

b) Feedback from Board Committee's Meeting: Quality Committee / Finance Committee / Strategic Workforce Committee

The reports were circulated during the meeting.

c) Governor Declarations 2018/19; Confidentiality Code of Conduct and Information Governance (IG) Mandatory Training

It was noted that all but two Governors had completed the Governor Declarations for 2018/19. It was also noted that Governors were in the process of completing the IG Mandatory Training workbooks.

9. Lead Governor's Report

a) Notes from the Governors Informal Meeting held on 10<sup>th</sup> April 2018

Mrs Crouch confirmed that the notes from the above meeting had previously been circulated.

Mrs Crouch stated that the Governor Workforce Focus Group, which met two to three times a year, was discussed at the meeting and that it had been suggested to cease the meetings due to the lack of Governor capacity to attend. She stated that she would discuss with HR how to progress differently.

**RESOLVED: That the Governors Workforce Focus Group cease and Mrs Crouch discuss with HR how to progress in the future.**

b) Feedback from Lead Governor/Chair Meeting held on 18<sup>th</sup> April 2018.

Mrs Crouch stated that she had met with Mrs Crowshaw on 18<sup>th</sup> April and they had discussed the Non-Executive/Governor interface and how best to enable both to engage with each other. She stated that Governor focus was more on patient experience. It was suggested that Governors take part in a half day seminar.

Mrs Crouch confirmed that she had recently attended a meeting of the Mortality Committee and that Professor O'Donnell had agreed that a Governor could attend meetings during the next year. She stated that if any Governors were interested to contact her directly.

**RESOVLED: That any Governor wishing to attend the Mortality Committee to contact Mrs Crouch directly.**

Mrs Crouch informed the Governors that a Care and Compassion Day was due to take place on 12<sup>th</sup> May 2018 and an invitation had been extended for Governors to attend. If any Governor wished to attend the Care and Compassion Day to contact her directly. Mr Hameed and Mrs Jefferson stated they would like to register their interest.

**RESOLVED: That any Governor wishing to attend the Care and Compassion Day to contact Mrs Crouch directly.**

**That Mr Hameed's and Mrs Jefferson's interest be noted.**

Mrs Crouch stated that there had been concerns raised in relation to certain aspects of staff e-learning. She confirmed that this had been raised at the recent Quality Committee meeting and she had received assurances from the Board of Directors that arrangements were in place to address these concerns. It was also confirmed that there had been a post meeting note included in the previous Council of Governors minutes.

10. Membership Committee Chair's Report

a) Membership Committee Assurance Report

Mr Burrow informed the Council of Governors that the report had been circulated with the agenda papers for information.

11. Standard Reports

a) 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 reported to the Board of Directors.

b) Items Recommended for Decision or Discussion by the Board 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 the formal Council of Governors meetings during 2018/19 were highlighted in the Annual Work Plan.

It was noted that there were too many presentations on the Annual Work Plan (AWP) for July 2018 and this needed to be reviewed.

**RESOLVED: That the presentations on the AWP for July 2018 be reviewed.**

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 on Notice

There were no motions or questions on notice.

g) Value of the Month

The Interim Chairman re-iterated that the Value of the Month for April was "People-Centred". She enquired if any Governors had any examples to share.

Mrs Roche commented that it was unusual to see Finances paired with the value of people-centred.

Mrs Daniels stated that Trust employees had been involved with the Employer's Inclusion Programme over the past 12 months and had been put forward for an Achievement Award.

She confirmed she had liaised with Mr Quinn, Head of Communications, to publicise the good news story.

Mrs Clark remarked whether, when the use of pneumatic abbreviations such as SMART were discussed during meetings, it would make sense to include a short explanation of what these meant.

**RESOLVED: That in future when pneumatic abbreviations are used a short explanation be provided as to their meaning.**

Mr Hameed suggested that, in relation to the presentations given during the meeting, actions be put in place now to address the issues raised. Mrs Crowshaw agreed to share progress on Trust Strategy trajectories with the Governors.

**RESOLVED: That progress on Trust Strategy trajectories be shared with the Governors Strategic Focus Group.**

h) Review of Meeting: Living the Values

Governors were reminded that the Value of the Month for April was "People- Centred".

i) Declaration of Confidentiality

**RESOLVED: That the confidential items under the Freedom of Information Act would be noted from the minutes of the meeting.**

j) Date of Next Meeting

The next meeting will take place on Wednesday, 25<sup>th</sup> July 2018 in the Boardroom, Trust Headquarters, Blackpool Victoria Hospital.