



**Blackpool Teaching
Hospitals**
NHS Foundation Trust

Chair's Office
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4th September 2019

Dear Governors

Council of Governors

The next meeting of the Council of Governors will take place on Wednesday 11th September 2019 at **2.00 pm** in the Boardroom, Trust Headquarters, Blackpool Victoria Hospital.

Yours sincerely

Julie Harrison (Ms)
Temp Membership & Governors Officer

AGENDA

Agenda Item Number	Agenda Item	Duration	Purpose/ Expected Outcome
1	Chair's Welcome/Introductions – Mr Butler to report. (Verbal Report).	2.00 pm (1 minute)	Information
2	Declarations of Interests – Mr Butler to report.	2.01 pm (1 minute)	Information
3	Apologies for Absence – Mr Butler to report.	2.02 pm (1 minute)	Information
4	Minutes of the Previous Council of Governors Meeting held on 14 th May 2019 – Mr Butler to report. (Enclosed).	2.03 pm (2 minutes)	Approval
5	Matters Arising:- a) Action List from the Council of Governors Meeting held on 14 th May 2019 – Mr Butler to report. (Enclosed). b) Action Tracking Document – Mr Butler to report. (Enclosed).	2.05 pm (3 minutes) 2.08 pm (2 minutes)	Discussion Discussion

6	<p>Chair's Report – Mr Butler to report.</p> <p>a) Governor Election Results. (Enclosed).</p> <p>b) Organisational Updates (Verbal Report):-</p> <ul style="list-style-type: none"> • Arrangements for Acting Medical Director Post. • Recruitment of Substantive Medical Director and Substantive Director of Nursing & Quality. • Recruitment Arrangements for Chief Executive Officer. <p>c) Board Assurance Review. (Verbal Report).</p> <p>d) Atlas Update. (Verbal Report).</p> <p>e) Domestic Services Update. (Verbal Report).</p>	2.10 pm (15 minutes)	Information
7	<p>Lead Governor and Deputy Lead Governor Reports (Verbal Report).</p> <p>a) Notes from Governors Informal Meeting held on 27th August 2019 - Mrs Crouch to report. (Verbal Report).</p> <p>b) Buddy System for Newly Elected Governors - Mr Holden to report. (Verbal Report)</p>	2.25 pm (10 minutes)	Information/ Discussion
8	<p>Governance Report. (Enclosed)</p> <p>a) Feedback from External Auditors - PwC to report</p> <ol style="list-style-type: none"> i. Annual Audit Letter (to follow) ii. Long Form Quality Report iii. Quality Report Opinion iv. Enhanced Audit Report v. ISA (260) Report vi. Annual Report & Accounts and Quality Report 2018/19 <p>b) NHSI Enforcement Undertakings Letter – Mr Butler to report.</p> <p>c) Governors Induction Manual – Mr Butler to report.</p> <p>d) Role Specifications – Mr Butler to report:-</p> <ol style="list-style-type: none"> i. Governor ii. Lead Governor iii. Deputy Lead Governor <p>e) Annual Members Meeting – Mr Butler to report.</p> <p>f) Annual Work Plan – Mr Butler to report.</p>	2.35 pm (40 minutes)	Information/ Discussion/ Approval
9	<p><u>Chairs' Updates from Council of Governors Committee Meetings:-</u></p> <p>a) Membership Committee Meeting- Mr Owen to report</p> <ul style="list-style-type: none"> • Minutes/Feedback Form from 5th August 2019 (Enclosed) • Membership Recruitment (Verbal Report) • Communications Process (Verbal Report) <p>b) Governors Strategic Focus Group: Minutes/Feedback Form from 6th August 2019 – Mrs Crouch to report. (Enclosed)</p> <p>c) Nominations Committee Meeting: Feedback from 7th May 2019 and 14th May 2019 - Mr Butler to report. (Enclosed)</p>	3.15 pm (15 minutes)	Information/ Discussion
10	<p><u>Performance and Strategy:-</u></p> <p>a) Board Committee Feedback: Finance Committee – Mr Cullinan (Non-Executive Director/Finance Committee Chair) to give a presentation.</p>	3.30 pm (15 minutes)	Information/ Discussion

	<p>b) Assurance Reports from Board Committees:- (Finance/Quality/Strategic Workforce & Transformation).</p> <p>i) Board Committee Chair Assurance Reports. (Enclosed). ii) Governor Observer Feedback Forms. (Enclosed).</p> <p>c) CQC Inspection Update – Mr Murphy to report. (Enclosed).</p>		
11	<p>Items Recommended for Discussion or Decision by the:-</p> <p>i) Council Committees ii) Board Committees iii) Board of Directors</p>	3.45 pm (10 minutes)	Discussion
12	<p>Items for Information/ Discussion/Approval:-</p> <p>a) Attendance Monitoring – Mr Butler to report. (Enclosed). b) Trust Values / Examples of Value of the Month – Mr Butler to report. (Verbal Report).</p>	3.55 pm (5 minutes)	Discussion
13	<p>Motions - Mr Butler to report. (Verbal report)</p> <p>a) Motions or Questions on Notice b) Urgent Motions or Questions on Notice</p>	4.00 pm (3 minutes)	Discussion
14	Formal Meeting Review – Mr Butler to report. (Verbal report)	4.03 pm (1 minute)	Discussion
15	Declaration of Confidentiality – Mr Butler to report.	4.04 pm (1 minute)	Information
16	Date of Next Meeting – Mr Butler to report. Tuesday 12 th November 2019 at 2pm in the Boardroom, THQ, BVH.	4.05 pm (1 minute)	Information
		Total Duration - 2 hours, 6 minutes	