

Minutes of the Council of Governors Meeting  
held on Wednesday 16 September 2020 at 2.25 pm  
via Microsoft Teams

Members Present: Mr Pearse Butler – Chairman

Public Governors:-

Mrs Jeannette Beckett	Blackpool Constituency
Mrs Adele DeVito	Blackpool Constituency
Mr Steven Gratrix	Fylde Constituency
Mr Zacky Hameed	Blackpool Constituency
Mrs Camilla Hardy	Blackpool Constituency
Mr George Holden	Blackpool Constituency
Ms Christina McKenzie-Townsend	Wyre Constituency
Mr Ian Owen	Wyre Constituency
Mrs Pat Roche	Blackpool Constituency
Mrs Lisa Robins	Blackpool Constituency

Staff Governors:-

Miss Tina Daniels	Non-Clinical Support
Mrs Jenny Gavin	Clinical Support
Dr Ranjit More	Medical & Dental

Appointed Governors:-

Mrs Margaret Bamforth	Blackpool & The Fylde College
Dr Debbie Kenny	University of Central Lancashire
Dr Amelia Hunt	Lancaster University
Councillor Martin Mitchell	Blackpool Council

In Attendance:	Mrs Angela Bosnjak-Szekeres	Director of Corporate Governance
	Mr Mark Cullinan	Non-Executive Director
	Mrs Jacinta Gaynor	Membership & Governors Officer (minutes)
	Mrs Amy Hirst	Corporate Assurance Officer (observer)
	Mr James Wilkie	Non-Executive Director

**1. Chair's Welcome / Introductions**

The Chairman welcomed everyone to the meeting and explained the protocol for virtual meetings.

**2. Declarations of Interests**

With regard to declarations of interests, the Chairman declared that he was the interim Chair of Atlas.

**3. Apologies for Absence**

Apologies for absence were received from Mr Paul Bibby (Appointed Governor – Lancashire Care Foundation Trust), Mrs Sue Crouch (Wyre Constituency), Mr Graham Curry (Blackpool Constituency), Mrs Sheila Jefferson (Fylde Constituency), Mrs Pat Greenhough (Wyre Constituency), Mr Graham Stuart (Fylde Constituency) and Mrs Sharon Vickers (Staff Governor - Nursing & Midwifery).

It was noted that the meeting was quorate.

**4. Minutes of the Previous Council of Governors Meeting held on 25 June 2020**

The minutes of the previous meeting held on 25 June 2020 were presented for approval.

**RESOLVED:** The minutes of the previous meeting held on 25 June 2020 were approved as an accurate record.

**5. Matters Arising:-**

a) Action List

The Chairman confirmed that both outstanding items on the action list had now been completed.

**6. Governance**

a) Feedback from External Auditors

- i) Annual Audit Letter
- i) Enhanced Audit Report
- iii) ISA (260) Report
- iv) Annual Report & Accounts and Quality Report 2019/20

It was noted that all Governors had received a full copy of the Annual Report, Annual Accounts and Auditor's Letter.

The Chairman welcomed Miss Leonide from PricewaterhouseCoopers (PwC) to the meeting. Miss Leonide referred to the previously circulated documents and provided a brief summary. She confirmed that the process had been different this year due to the COVID-19 pandemic and that the reporting requirement on the Quality Report had been exempt. It was noted that the reporting deadlines, which had been extended, had been achieved by the Trust.

Miss Lenoide drew attention to the reported adverse opinion on securing funding and stated that this was not specific to the Trust. There was a short discussion around future funding and it was noted that extra funding may be available from NHS England/Improvement (NHSE/I), however, there was an uncertainty around future funding across the NHS at this stage.

b) Appointment of Senior Independent Director

The Chairman reported that Mr Mark Cullinan had been appointed as the new Senior Independent Director (SID). It was noted Mr Cullinan had indicated that he would not be an applicant for the Chairman's position; however, he would have an important role in supporting the Nominations Committee with the recruitment process.

c) Election Results: Lead Governor/Deputy Lead Governor

The Chairman reported that, following the recent election for Lead Governor and Deputy Lead Governor, Mrs Crouch had been re-elected as Lead Governor and Mrs Roche had been elected as Deputy Lead Governor. The Chairman congratulated both Governors and thanked those Governors who had been nominated.

Mrs Roche thanked Mr Holden for his support to the Governors as Deputy Lead Governor. She advised Governors that she would welcome all viewpoints and would work to support the Council of Governors going forwards.

**7. Chair's Report:-**

a) General Update

The Chairman informed the Governors that the first virtual Board meeting held in public occurred on 3 September 2020. He drew attention to the following items from the meeting:-

i) Research and Development (R&D) Report

The report highlighted that the R&D Centre had been awarded National Patient Recruitment Centre status following a formal bidding process. He confirmed that this would be formally announced on 4 November 2020 and was embargoed until this date.

ii) NHS People Plan

The NHS People Plan had been discussed, but it had been noted that further work is needed on the big issues across the NHS, funding and staffing.

iii) Board Assurance Framework (BAF)

The BAF had been discussed at length and approved by the Board. It was noted that the review had been a useful exercise in identifying the Trust's main strategic risks.

In response to Miss Daniels' query about whether work had commenced at the Trust in relation to the People Plan, the Chairman confirmed that work had commenced and that this would be reported to the Council of Governors at a future meeting.

**ACTION: The work undertaken by the Trust in relation to the People Plan to be reported to the Council of Governors.**

b) Covid-19 and Recovery Update

The Chairman advised Governors that the hospital had a relatively low number of patients being admitted with COVID-19, however, an increase in numbers had been noticed across the North West region. It was noted that possible reasons for this increase could be schools returning to normal and seasonal colds/influenza which, in turn, had resulted in an increase in demand for testing. He reported that the Trust had been undertaking internal testing of staff. The Chairman stated that this increase in infections may result in staffing gaps across the Trust.

Brief discussion took place in relation to the Trust expanding its bed capacity in order to cope with a possible second wave of COVID-19. The Chairman confirmed that the Trust had a draft Winter Plan in place and that the document was under constant review by the Executive Directors and Board of Directors. In response to Dr More's request for the Winter Plan to be shared with Governors, the Chairman suggested an update for Governors to be provided at the next meeting about the Winter Plan.

**ACTION: An update to be provided to the Governors about the Winter Plan at the next meeting.**

A short discussion took place regarding testing and the Chairman confirmed that the Trust had invested in equipment to undertake internal testing. He explained that the test results were being processed by laboratories, but that there were delays in the turning around of results.

In response to Mr Hameed's query about when the Council of Governors would receive an update on Atlas, the Chairman confirmed that an update would be given at the next meeting of the Council of Governors.

**ACTION: An update on Atlas to be provided at the next Council of Governors meeting.**

**8. Governor Feedback from Board Committee Meetings:-**

a) Quality & Clinical Effectiveness Committee (23 June 2020 and 28 July 2020)

The Chairman invited Mrs Bamforth to provide feedback from the Quality & Clinical Effectiveness Committee meetings. Mrs Bamforth referred to the feedback forms that had previously been circulated to Governors. She reported that the meetings were deliberative and the NEDs had scrutinised the reports and actions accordingly. She pointed out that it was useful for the report authors to present their reports because they were able to discuss the content and make recommendations to the Committee.

b) Operations Committee (25 June 2020)

The Chairman invited Dr Kenny to provide feedback from the Operations Committee meeting. Dr Kenny stated that she had been impressed with the chairing of the Committee meeting and that it was very evident that the NEDs had read all of the papers, as they had challenged the Executive Directors constructively.

The Chairman confirmed that a Care Quality Commission (CQC) representative would be observing the Board Committee meeting in September. He further stated that there would be a review of the new Board Committees at the end of the year and he assured the Governors that they would be involved in the review process.

**ACTION: Governors to be involved in the review process of the new Board Committees.**

**9. Feedback from Council of Governor Committee Meetings:-**

a) Nominations Committee (29 July and 3 September 2020)

It was noted that the reports and recommendations from the Nominations Committee had been discussed previously in the private Council of Governors Meeting.

**10. Items Recommended for Discussion or Decision by:-**

- i) Council Committees
- ii) Board Committees
- iii) Board of Directors

There were no items to be reported for discussion or decision at any of the above committees or meetings.

**11. Items for Information/Discussion/Approval:-**

a) Attendance Monitoring

The attendance monitoring form was noted.

b) Schedule of Council of Governors Meetings for 2020/21

The schedule of meetings was noted.

As previously agreed, it was noted that a meeting of the Nominations Committee would be arranged to take place in due course to discuss the Chairman's recruitment and that the meetings would be chaired by the SID.

The Chairman confirmed that the Annual Members' Meeting (AMM) was due to take place on Monday 21 September 2020. He confirmed this would be held virtually and that Governors and members of the public would be able to view the AMM and had been invited to submit questions in advance.

c) Trust Values / Examples of Value of the Month

The Chairman reported that the Value of the Month had not been identified due to Team Brief being on hold.

**12. Any other Business**

a) Lead Governor Report

The Chairman invited Mr Holden to present the Lead Governor's report on behalf of Mrs Crouch.

Mr Holden thanked those Governors who had recently stood and voted in the recent Lead Governor/Deputy Lead Governor elections.

Mr Holden commented that it had been noted that there had been an improvement in the quality of the committee feedback reports during the past few months.

The Chairman stated that the report included the Governors' views in relation to the format of future informal meetings. He stated that the majority of Governors had indicated that they wanted to meet independently as a body for at least an hour and then for the Chairman/NED to join the meeting for the last half hour in order to address any urgent issues. He confirmed this format would be undertaken at the meeting due to take place on Tuesday, 27 October 2020.

**13. Formal Meeting Review**

The Chairman stated that he found the virtual meetings challenging, but, in light of the recent Government guidance on gatherings of more than six, it would not be appropriate to hold face-to-face meetings. He requested Governors to share with Mrs Crouch, Mrs Roche or himself any ideas on how to improve the virtual meetings.

**ACTION: Governors to share any ideas on how to improve the virtual meetings with Mrs Crouch, Mrs Roche or the Chairman.**

**14. Declaration of Confidentiality**

The Chairman confirmed that no items were to be declared confidential.

**15. Date of the Next Meeting.**

The next Governors Formal Meeting will take place on Wednesday, 18 November 2020.

The next Governors Informal Meeting will take place on Tuesday, 27 October 2020.