




Meeting of the Foundation Trust Council of Governors

Thursday 17th April 2014, 10.30am - 2.00pm

Mecure Hotel, Christleton, Chester

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/01	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Deputy Chair	1030 (1 min)
2014/15/02	Meeting guidelines  O:\Policy Support Officer\Policy System	Receive meeting guidelines.	Written guidelines	Deputy Chair	1031 (1 min)
2014/15/03	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Deputy Chair	1032 (2 mins)
2014/15/04	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Deputy Chair	1034 (5 mins)
2014/15/05	Lead Governor's Announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	1039 (5 mins)
2014/15/06	Chief Executive's Announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	1044 (5 mins)

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/07	Minutes of the previous Council of Governors Meetings held 23rd January 2014 and 28th February 2014	Confirm as an accurate record the minutes of the previous meeting.	Written	Deputy Chair	1049 (5 mins)
2014/15/08	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Deputy Chair	1054 (10 mins)
2014/15/09	CoG Annual Business Cycle 2014/15	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Deputy Chair	1104 (2 mins)
2014/15/10	Non-Executive Director Appointments <ul style="list-style-type: none"> Approval of new Non-Executive Director Approval of terms of office for existing Non-Executive Directors 	To approve Non-Executive Director appointment	Written	Deputy Chair	1106 (10 mins)
2014/15/11	Chair's appraisal 2013/14.	To confirm arrangements for Chair's appraisal	Verbal	Deputy Chair	1116 (10 mins)
2014/15/12	CWP response to the Closing the Gap publication	To update on CWP response to recent government policy	Verbal	Chief Executive	1126 (10 mins)

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/13	Trust Operational Plan 2014/16 and progress with 5 year Strategic Plan	To note the submission of the Trust Operational Plan 14/16 as required by Monitor	Written	Director of Finance	1136 (10 mins)
2014/15/14	Nicotine Policy Implementation	To update on progress with policy implementation	Written	Medical Director	1146 (10 mins)
2014/15/15	Ward Staffing review	To update on the recent ward staffing review	Written	Programme Manager	1156 (10 mins)
LUNCH 12.06-12.45					
2014/15/16	Quality Account 13/14 and the Locally Selected Indicator (<i>PwC also in attendance for this item</i>)	To note the Quality Accounts for 14/15 and agree locally selected Indicator for audit	Written	Associate Director Performance and Redesign and Head of Clinical Governance	1245 (20 mins)
2014/15/17	Feedback from local and national forums <ul style="list-style-type: none"> • North West Governor forum • FTGA forum 	To feedback information from recent forums	Verbal	Rob Robertson Fergusson McQuarrie	1305 (10 mins)
2014/15/18	Council of Governors 13/14 appraisal	To approve plans for appraisal	Verbal	Head of Corporate Affairs	1315 (10mins)
2014/14/19	Annual Elections to Council of Governors	To note plans for annual election process	Verbal	Head of Corporate Affairs	1325 (5 mins)

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/20	<p>Council of Governors Sub-committee/Group minutes/notes</p> <p>a) Membership and Development sub-committee (meeting of 5th Feb)</p> <p>b) Scrutiny sub-committee (meetings of 14th Feb)</p> <p>c) Involvement Taskforce</p> <p>d) Nominations Committee of 10th February 2014</p>	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Sub-Committee Chairs	1330 (5 mins)
2014/15/21	Governor Question Time	Provide an opportunity for Governors to ask questions.	Verbal	Deputy Chair / all	1335 (10 mins)
2014/15/22	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Deputy Chair/all	1345 (5 mins)
2014/15/23	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Deputy Chair	1350 (5 mins)

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/24	Feed back from meeting - review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time).	Verbal	Deputy Chair / all	1355 (5 mins)
2014/15/25	Date, time and place of next meeting: Monday 7th July, 1.00pm- 4.00pm. Mecure Hotel, Christleton	Confirm arrangements for next meeting.	Verbal	Deputy Chair	(END)