



**Meeting of the Foundation Trust Council of Governors  
Tuesday 7th April 2015  
16.00hrs  
Sycamore House, Ellesmere Port**

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2015/16/01	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	1600 (1 min)
2015/16/02	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	1601 (1 min)
2015/16/03	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	1602 (1 min)
2015/16/04	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	1603 (5 mins)
2015/16/05	Lead Governor's Announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	1608 (5 mins)
2015/16/06	Chief Executive's Announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	1613 5 mins)
2015/16/07	Minutes of the previous Council of Governors Meetings held 22nd January 2015	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	1618 (2 mins)

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2015/16/08	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	1620 (5 mins)
2015/16/09	Council of Governors draft 2015/16 Business Cycle	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Chair	1625 (2 mins)
2015/16/10	Young Advisers working with Governors	Discuss options for working together	Presentation and Discussion	All	1627 (45 mins)
<b>10 minute break</b>					
2015/16/11	Update on the CWP Operational Plan and Clinical Strategies	Approve the Operational Plan 15/16 submission	Presentation and report	Director of Finance	1720 (15 mins)
2015/16/12	Governor selected indicator and Draft Quality Account 14/15	Note the draft Quality Account 14/15 and approve the Governor indicator	Written	Chair of Scrutiny sub-committee Head of Clinical Governance	1735 (15 mins)
2015/16/13	Updated Council of Governor policies for approval <ul style="list-style-type: none"> <li>• Raising Concerns</li> <li>• Code of Conduct/ process for removal of a governor</li> </ul>	Approve policies	Written	Head of Corporate Affairs and Governors	1750 (5 mins)

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2015/16/14	Governor feedback; <ul style="list-style-type: none"> <li>• Compliance visit follow ups</li> <li>• Training events</li> <li>• Locality forums/ tea and talks</li> <li>• Attendance at governance committees</li> </ul>	Receive update from Governors on recent activity	Verbal	Governors	1755 (5 mins)
2015/16/15	Council of Governors Sub-committee/Group minutes/notes <ul style="list-style-type: none"> <li>a) Membership and Development sub-committee (meeting of 04/02/15 )</li> <li>b) Scrutiny sub-committee (draft minutes of meeting of 10/02/15)</li> <li>c) Involvement Taskforce (minutes of the meetings of 4/12/14 and 15/02/15 draft)</li> <li>d) Nominations Committee (Meeting of 05/12/15)</li> </ul>	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	1800 (5 mins)
2015/16/16	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	1805 ( 10 mins)
2015/16/17	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	1815 (3 mins)
2015/16/18	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	1818 (3 mins)

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2015/16/19	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	Chair / all	1821 (2 mins)
2015/16/20	Date, time and place of next meeting: <b>Friday 24th July, 1330 at</b> Sycamore House, Ellesmere Port	Confirm arrangements for next meeting.	Verbal	Chair	1823