



**Meeting of the Foundation Trust Council of Governors**

**Tuesday 9th September, 1.00pm**

**Mecure Hotel, Christleton, Chester**

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/47	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	1300 (1 min)
2014/15/48	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	1301 (1 min)
2014/15/49	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	1302 (1 min)
2014/15/50	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	1303 (5 mins)
2014/15/51	Lead Governor's Announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	1308 (5 mins)
2014/15/52	Chief Executive's Announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	1313 (5 mins)
2014/15/53	Minutes of the previous Council of Governors Meetings held 7th July 2014	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	1318 (5 mins)

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2014/15/54	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	1323 (10 mins)
2014/15/55	CoG Annual Business Cycle 2014/15	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Chair	1333 (2 mins)
2014/15/56	Chair's Appraisal and 2014/15 Objectives	To receive an update on the Chair's appraisal and objectives for 2014/15	Written	Lead Governor	1335 (10 mins)
2014/15/57	Outcome of Governor Election 2014	To receive an update on the election results	Written	Head of Corporate Affairs	1345 (10 mins)
2014/15/58	Governor Training Programme 2014/15	To note the 2014/15 training programme	Written	Head of Corporate Affairs	1355 (10 mins)
2014/15/59	Nominations For UK Honours for Birthday 2015	To update on process for nominations of honours	Written	Chair	1405 (10 mins)
2014/15/60	Non-Executive Director Remuneration	To consider Nominations Committee recommendations	Written	Lead Governor	1415 (10 mins)
<b>Break 1425-1440</b>					

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2014/15/61	Review of Council of Governors: Raising Serious Concerns policy	To update on the policy review as required by the Code of Governance	Written	Head of Corporate Affairs	1440 (10 mins)
2014/15/62	Saddlebridge Incident Update	To update on the recent incident at Saddlebridge unit	Written	Director of Operations	1450 (10 mins)
2014/15/63	Community Services Improvement Programme (CSIP) 12 month evaluation	To update on the 12 month evaluation since the implementation of CSIP	Written	Director of Operations	1500 (15 mins)
2014/15/64	Annual Report and Accounts 2013/14 <a href="http://www.cwp.nhs.uk/our-publications/reports/categories/422">http://www.cwp.nhs.uk/our-publications/reports/categories/422</a>	To receive the Annual Report and Accounts 2013/14	Written	Director of Finance and PwC	1515 (20mins)
2014/15/65	KPMG Governor Survey and CWP action plan	To receive the results and action plan for the KPMG governor survey	Written	Chair/ Head of Corporate Affairs	1535 (10mins)
2014/15/66	Governor update: Unannounced inspection follow up visits	To update on governor involvement in follow up visits	Verbal	Richard Harland (Service User/ Carer Governor)	1545 (5 mins)
2014/15/67	Membership of Governor Committees/ Sub Committees <ul style="list-style-type: none"> <li>• Nominations Committee</li> <li>• Scrutiny sub-committee</li> </ul>	To approve governors to join committees	Verbal	Lead Governor	1550 (5mins)

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2014/15/68	<p>Council of Governors Sub-committee/Group minutes/notes</p> <p>a) Membership and Development sub-committee (meeting of 29th July 2014 )</p> <p>b) Scrutiny sub-committee (meetings of 9th June 2014)</p> <p>c) Involvement Taskforce (not available)</p> <p>d) Nominations Committee (Meeting of the 7th July 2014 and to approve reviewed Terms of Reference</p>	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Sub-Committee Chairs	1555 (5 mins)
2014/15/69	Governor Question Time	Provide an opportunity for Governors to ask questions.	Verbal	Chair / all	1600 (10 mins)
2014/15/70	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	1610 (3 mins)
2014/15/71	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	1613 (3 mins)

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2014/15/72	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	1616 (3 mins)
2014/15/73	Date, time and place of next meeting:  <b>Friday 5th December 2014 (Short CoG business meeting followed by Board to Council meeting)</b>  Mecure Abbots Well Hotel, Christleton	Confirm arrangements for next meeting.	Verbal	Chair	(END)