



Meeting of the Foundation Trust Council of Governors
Thursday 22nd January 2015
13.00hrs
Mercure Hotel, Christleton, Chester

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2014/15/91	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	1300 (1 min)
2014/15/92	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	1301 (1 min)
2014/15/93	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	1302 (1 min)
2014/15/94	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	1303 (10 mins)
2014/15/95	Lead Governor's Announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	1313 (10 mins)
2014/15/96	Chief Executive's Announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	1323 10 mins)
2014/15/97	Minutes of the previous Council of Governors Meetings held 5th December 2014	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	1333 (5 mins)

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2014/15/98	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	1338 (5 mins)
2014/15/99	CoG Annual Business Cycle 2014/15	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Chair	1343 (2 mins)
2014/15/100	Care Quality Commission (CQC) Inspection	Receive an update on the forthcoming Trust inspection	Verbal	Chief Executive	1345 (15 mins)
2014/15/101	Podiatry Consultation	Receive an overview of the podiatry service redesign consultation	Presentation	Stephen Price, Podiatry Team Leader	1400 (20 mins)
2014/15/102	Council of Governors elections update	Receive an update on Governor elections	Written	Head of Corporate Affairs	1420 (10 mins)
2014/15/103	Strategic and Annual Planning <ul style="list-style-type: none"> • 5 year forward view • Trust approach for 2015/16 	Receive an update on the Trust strategic planning cycle	Written	Chief Executive	1430 (10 mins)
2014/15/104	Indicators for Quality Account audit	Review indicators for possible audit as part of Quality Account audit	Written	Head of Performance and Information	1440 (10 mins)
10 minute break 14.50-1500					

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2014/15/105	Updated Council of Governor policies for consultation <ul style="list-style-type: none"> Raising Concerns Code of Conduct/ Etiquette policy/ process for removal of a governor 	Review and agree consultation timescales for updated policies	Written	Head of Corporate Affairs	1500 (10 mins)
2014/15/106	Governor feedback; <ul style="list-style-type: none"> Compliance visit follow ups Training events Locality forums/ tea and talks Attendance at governance committees 	Receive update from Governors on recent activity	Verbal	Governors	1510 (10 mins)
2014/15/107	Council of Governors Sub-committee/Group minutes/notes <ol style="list-style-type: none"> Membership and Development sub-committee (meeting of 3rd December not held due to apologies) Scrutiny sub-committee (draft minutes of meeting of 8th December 2014) Involvement Taskforce (December meeting cancelled) Nominations Committee (Meeting of the 4th November 2014) 	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	1520 (10 mins)

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2014/15/108	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	1530 (10 mins)
2014/15/109	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	1540 (3 mins)
2014/15/110	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	1548 (3 mins)
2014/15/111	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	1551 (2 mins)
2014/15/112	Date, time and place of next meeting: Tuesday 7th April 2015, 16.00-18.00 <i>(pilot of a twilight meeting to enable young advisers to attend)</i> Sycamore House, Ellesmere Port	Confirm arrangements for next meeting.	Verbal	Chair	1553

Part 2- Governors and Trust Officers only

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2014/15/113	Saddlebridge incident update <i>(report to follow shortly)</i>	Receive update on Saddlebridge incident	Written	Director of Nursing, Therapies and Patient Partnership	1553 (15 mins)