



**Meeting of the Foundation Trust Council of Governors
Tuesday 12th April 2016, 13:30 (Lunch at 12:30)
Ellesmere Port Civic Hall, Civic Way, Ellesmere Port, Cheshire, CH65 0AZ**

Part 1 – Closed session

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2016/17/01	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	13:30 (1 min)
2016/17/02	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	13:31 (1 min)
2016/17/03	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	13:32 (1 min)
2016/17/04	Exclusion of public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960	To resolve to exclude public and observers as a consequence of the confidential nature of the matters under consideration	Verbal	Chair	13:33 (1 min)
2016/17/05	Council of Governors Sub-committee/Group minutes/notes a) Nominations and Remuneration Committee (<i>Lead Governor's report for meeting held on;</i> - January 2016 - 10 th February 2016	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	13:34 (4 mins)

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	- 10 th March 2016)				
2016/17/06	Chair's Appointment Process	To update the Council of Governors on the process and appointment of the Chair's appointment following interviews	Written	Lead Governor	13:38 (30 mins)
2016/17/07	Non-Executive Director – extension of tenure	To consider tenure extension recommendation	Written	Lead Governor	14:08 (10 mins)
2016/17/08	Any other business	Consider any urgent items of other business	Verbal or written	Chair	14:18 (2 mins)
14.20 End of closed session					
Break – 14:20 – 14:30					

Part 2 – Open session

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2016/17/09	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	14:30 (1 min)
2016/17/10	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	14:31 (1 min)
2016/17/11	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	14:32 (1 min)
2016/17/12	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	14:33 (5 mins)

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2016/17/13	Lead Governor's announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	14:38 (5 mins)
2016/17/14	Chief Executive's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	14:43 (5 mins)
2016/17/15	Governor updates	Governors to update on any key issues, events or training.	Verbal	All governors	14:48 (5 mins)
2016/17/16	Minutes of the previous Council of Governors Meetings held 19 th January 2016	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	14:53 (2 mins)
2016/17/17	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	14:55 (3 mins)
2016/17/18	Draft Business Cycle 2016/17	Approval of the Council of Governors work plan for 2016/17	Written	Chair	14:58 (5 mins)
2016/17/19	Approval of Locally Selected Indicator	To approve the agreed locally selected indicator for 2016-17	Written	Medical Director	15:03 (10 mins)
2016/17/20	Draft Quality Accounts 15/16	To note the Draft Quality Accounts 15/16 for year and agree the locally selected indicator	Verbal/ presentation	Head of Clinical Governance	15:13 (10 mins)
2016/17/21	Operational Plan 2016-17	To note Operational Plan 2016-17 submission	Presentation	Director of Finance	15:23 (15 mins)

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2016/17/22	Update on LD Transformation	To provide an update on the LD Transformation	Written/Presentation	Transformation Projects Manger	15:38 (15 mins)
2016/17/23	Healthy Living Centre Closure	To update on the closure of the Healthy Living Centre	Written	Director of Operations	15:53 (10 mins)
2016/17/24	Update on the Trust Governor By-election	To provide an update on the progress of the Trust's Governor By-election	Verbal	Corporate Affairs Manager	16:03 (5 mins)
2016/17/25	<p>Council of Governors Sub-committee/Group minutes/notes</p> <p>b) Membership and Development sub-committee (<i>approved minutes of meeting of 3rd February 2016) including an update from meeting regarding action points</i></p> <p>c) Scrutiny sub-committee (<i>draft minutes of meeting of 11th February) Minutes are to be approved at Scrutiny meeting held 11th April, prior to the CoG meeting date/ post CoG agenda submission to Governors</i></p>	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	16:08 (6 mins)
2016/17/26	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	16:18 (5 mins)
2016/17/27	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	16:23 (2 mins)

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2016/17/28	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	16:25 (2 mins)
2016/17/29	Feedback 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	16:27 (2 mins)
2016/17/30	Date, time and place of next meeting: Monday 25th July 2016, 1pm Florence Nightingale, Sycamore House, Ellesmere Port	Confirm arrangements for next meeting.	Verbal	Chair	16.29 (END)