



**Meeting of the Foundation Trust Council of Governors**  
**Wednesday 2<sup>nd</sup> December 2015**  
**13.30**  
**Sycamore House, Ellesmere Port**

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2015/16/62	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	13.30 (1 min)
2015/16/63	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	13.31 (1 min)
2015/16/64	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	13.32 (1 min)
2015/16/65	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	13.33 (10 mins)
2015/16/66	Lead Governor's announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	13.43 (10 mins)
2015/16/67	Chief Executive's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	13.53 (10 mins)
2015/16/68	Governor updates	Governors to update on any key issues, events or training.	Verbal	All governors	14.03 (5 mins)
2015/16/69	Minutes of the previous Council of Governors Meetings held 4 <sup>th</sup> September 2015	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	14.08 (2 mins)

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2015/16/70	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	14.10 (3 mins)
2015/16/71	Council of Governors 2015/16 Business Cycle	Confirm that agenda items provide assurance that the Council of Governors is undertaking its duties.	Written	Chair	14.13 (2 mins)
2015/16/72	Non Executive Director update <ul style="list-style-type: none"> <li>• Appointment of Sarah Reiter</li> <li>• Appointment of Senior Independent Director (SID)</li> </ul>	Provide an update to Governors on recent NED activity and recruitment	Written/Verbal	Chair	14.15 (15 mins)
2015/16/73	CWP CQC inspection	Provider feedback to Governors on the outcome of recent Trust CQC inspection	Presentation	Chief Executive/ Head of Compliance	14.30 (15 mins)
2015/16/74	IAPT waiting times	To update Governors on Trust actions in relation to IAPT waiting times.	Written	Rob Lightburn, Clinical Service Manager	14.45 (15 mins)
2015/16/75	Street Triage Service Update	To update Governors in relation to the future of the street triage service	Written	Director of Operations	15.00 (5 mins)
<b>10 minute break 15.05 – 15.15</b>					
2015/16/76	Learning Disabilities Transforming Care Programme	To update Governors in relation to the proposed changes to learning disability services	Presentation	Tom Parry, Project Support Manager	15.15 (15 mins)

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2015/16/77	Governors influencing stakeholders	To provide an update and discussion on how governors can influence stakeholders.	Written	Chief Executive	15.30 (10 mins)
2015/16/78	Election update	Update on the by-election process	Verbal	Head of Corporate Affairs	15.40 (5 mins)
2015/16/79	Chair's Appointment process	Update on the chair's appointment process	Written	Lead Governor	15.45 (10 mins)
2015/16/80	Council of Governors Sub-committee/Group minutes/notes  a) Nominations and Remuneration Committee ( <i>draft</i> minutes of meeting of 4 <sup>th</sup> September 2015)  b) Membership and Development sub-committee ( <i>draft</i> minutes of meeting of 14 <sup>th</sup> October 2015)  c) Scrutiny sub-committee ( <i>draft</i> minutes of meeting of 16 <sup>th</sup> October 2015)	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	15.55 (10 mins)
2015/16/81	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	16.05 (10 mins)
2015/16/82	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair/all	16.15 (3 mins)

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2015/16/83	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	16.18 (2 mins)
2015/16/84	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	16.20 (2 mins)
2015/16/85	Date, time and place of next meeting:  <b>Tuesday 19<sup>th</sup> January 2016 at 10am,</b> Sycamore House, Ellesmere Port	Confirm arrangements for next meeting.	Verbal	Chair	16.22