

**Council of Governors**  
**Minutes of the meeting held at 5.30pm on**  
**Thursday 30 January 2014, in Public, at**  
**Post Graduate Medical Centre, Leighton Hospital**

**PRESENT**

Mr J Moran	Chairman <i>in the chair</i>
Mrs B Beadle	Public Constituency, Crewe & Nantwich
Mr D Bone	Public Constituency, Congleton
Mr P Colman	Appointed Governor, South Cheshire Chamber of Commerce
Mrs C Cooper	Public Constituency, Crewe & Nantwich
Mrs J Creed	Public Constituency, Vale Royal
Ms A Cunningham	Staff & Volunteers Constituency, Clinical Support Staff
Mr K Dawson	Patient & Carers Constituency, Patient
Mr N Dibben	Patient & Carers Constituency, Patient
Professor N Fowler	Appointed Governor, Manchester Metropolitan University
Ms G Fairhurst	Public Governor, Vale Royal
Dr J Griffiths	Appointed Governor, Clinical Commissioning Group
Mr M Hadfield	Public Governor, Crewe and Nantwich
Mr N Harris	Public Governor, Vale Royal
Dr C Hopkins	Staff & Volunteers Constituency, <i>Medical</i>
Mr J Lyons	Patient & Carers Constituency, Patient
Mr H Mawdsley	Public Constituency, Congleton
Cllr E Moore-Dutton	Appointed Governor, Cheshire West & Chester Council
Mr J Park	Public Governor, Crewe & Nantwich
Mrs G Phillips	Patient & Carers Constituency, Patient
Mrs E Price	Staff & Volunteers Constituency, Qualified Nursing & Midwifery Staff
Mrs J Smart	Public Governor, Vale Royal
Mr A Ritchings	Staff & Volunteers Constituency, <i>Other Qualified Medical Staff</i>
Mrs H Williams	Staff & Volunteers Constituency, Volunteer
Dr A Wilson	Appointed Governor, Clinical Commissioning Group

**IN ATTENDANCE**

Dame Pat Bacon	Non-Executive Director
Mrs Tracy Bullock	Chief Executive Officer
Mr Dennis Dunn	Non-Executive Director
Mrs Diane Eden	Programme Director, Connecting Care Board
Mr David Hopewell	Non-Executive Director
Mr David Pitt	Director of Service Transformation & Workforce
Ms M Steele	Acting Trust Secretary

## **APOLOGIES FOR ABSENCE**

Mr M Davis	Non-Executive Director
Cllr Dorothy Flude	Appointed Governor Cheshire East Council
Mrs R McNeil	Non-Executive Director
Mr Peter Nimmo	Staff & Volunteers Constituency
Mr Brian Walton	Staff & Volunteers Constituency

The Chairman opened the meeting and welcomed Mrs Lizzie Price to the Council of Governors following her appointment, effective 1 January 2014. The Chairman advised Mrs Price was an elected Governor in the Staff and Volunteers Constituency representing the Class of Qualified Nursing & Midwifery Staff.

The Chairman also welcomed the member of the public in attendance.

The Chairman referred to the announcement of his forthcoming retirement and thanked all the Governors on Council for their hard work and support. He noted that should the recruitment process be successful this would be his last Council of Governors meeting as Chair.

## **GOVERNORS' INTERESTS**

No Governor declared, or has declared, any change to his/her interests since the previous meeting of the Council.

## **MINUTES OF THE LAST MEETING**

After discussion, it was

### **Resolved to**

- **To sign the minutes as an accurate record of the Meeting held on 17 October 2013**

## **MATTERS ARISING FROM PREVIOUS MINUTES**

### **CoG13.60 Governor Development Session**

The Chairman referred to the Governor development session and the Patient and Public Involvement opportunities available. The Chairman noted a number of Governors had completed the training provided by Mrs Sue Pickup, Patient Experience Manager, with a number of Governors undertaking surveys with patients in clinical areas/on the wards.

The Chairman invited those Governors who had not yet attended for training to contact Mrs Steele should they wish to be involved.

The Chairman invited Governors to provide feedback from the surveys being undertaken wherein Mrs Cooper noted generally feedback had been positive with some useful comments received.

**CoG13.99 SERVICE TRANSFORMATION**

In relation to Service Transformation, Mr Park noted Mr Pitt was to provide a scenario based position for January 2014 and enquired as to when the information would be available. Mr Pitt advised he would organise for the information to be circulated to Governors.

**Resolved**

- **To circulate the scenario based information to the Council of Governors DP**

**CHAIRMAN'S REPORT**

**CoG14.01 Council of Governor Appointments & Vacancies**

The Chairman confirmed the appointment of Mrs Lizzie Price as a Governor in the Staff & Volunteers Constituency representing the Class of Qualified Nursing & Midwifery Staff.

The Chairman noted the Governor vacancies in the Patient & Carers Constituency remained – Carer of a Patient aged 15 years or less and Carer of a Patient aged 16 years or more and advised Members in these Classes had been again invited to stand as a Governor as part of the current election process.

In relation to the Voluntary Sector Governor, the Chairman noted the Trust's Constitution detailed the Community and Voluntary Service Cheshire East and Cheshire Community Development Trust are invited to appoint one Governor among them. The Chairman advised the Community and Voluntary Service Cheshire East have advised they are not in a position to appoint a Governor whilst Cheshire Community Development Trust have subsequently advised they may wish to appoint. The Chairman advised Mrs Steele is pursuing the matter with Mr Arthur Neil, Chief Executive of Cheshire Community Development Trust.

**CoG14.02 Governor Elections Update**

The Chairman advised, to date, there had been 35 requests for nomination forms, however, only 14 completed forms had been received. The Chairman advised the closing date for receipt of completed nomination forms was Monday, 3 February 2014 and encouraged those Governors who were considering standing for re-election to complete a nomination form as soon as possible.

**CoG14.03 Committee Appointments & Vacancies**

The Chairman noted the Governor vacancies on the Governor Nominations & Remuneration Committee and the Infrastructure Development Committee. In the absence of a Governor coming forward to sit on the Committees, the Chairman suggested the vacancies remain pending the election of the incoming Council of Governors (appointments effective 1 April 2014) wherein all Governors will be invited to express their interest in those committees on which they wish to sit.

Those Governors present at the Council meeting agreed this action was appropriate.

**CoG14.04 Appointment of Chair to the Membership & Communications Committee**

The Chairman referred to the Membership & Communication Committee minutes noting Mr Park had been nominated and appointed as Chair to the Committee by the Governors on the Committee. The Chairman requested Council of Governor ratification of this appointment and this was approved.

**CoG13.89 Mid Cheshire Hospitals NHS Foundation Trust Constitution**

The Chairman provided an update in relation to the Trust's Constitution noting the changes proposed by the Governor Task & Finish Group had now been incorporated and legal advice on the final draft version had also been sought. The Chairman advised the final draft of the Constitution had been forwarded to the Task & Finish Group for their information and final feedback.

The Chairman noted the final draft of the Constitution was to be considered for approval by the Board of Directors at the Board meeting of 3 February 2014 and would be subsequently presented to the Council of Governors meeting of 10 April 2014 for Governor approval.

**CoG13.69 Governor Planning Event – 6 November 2013**

The Chairman noted attendance at the Governor Planning event had been high with good quality discussion taking place. The Chairman noted the issues raised at the event would be incorporated in the Trust's Annual Plan for 2014/15.

**CoG14.05 Governor Self-Appraisal**

The Chairman advised the Governor Self-Appraisal would be undertaken in February led by Mr Hopewell, as Senior Independent Director. The Chairman noted the questionnaire would be issued to Governors in the coming weeks.

**CoG14.06 Eastern Cheshire Caring Together Programme**

The Chairman referred to the email circulated by Mrs Steele in relation to the Caring Together Programme in Eastern Cheshire. The Chairman noted the invitation to join a stakeholder panel and encouraged Governors who may be eligible to partake to advise of their interest.

**Resolved**

- **To note the Chairman's Report**
- **To approve the appointment of Mr Jerry Park as Chair of the Membership & Communications Committee**
- **To receive the Mid Cheshire Hospitals NHS Foundation Trust Constitution at the April Council of Governors meeting, for approval**
- **To issue the Governor Self-Appraisal documentation for completion MS**

*The Chairman left the meeting at this point.*

**CoG14.07 Governor Nominations & Remuneration Committee – Minutes of Meeting of 13 January 2014 and verbal update from meeting of 22 January 2014**

Mr Hopewell referred to the Chairman's forthcoming retirement and noted the process was underway to recruit a replacement. Mr Hopewell advised the Governor Nominations & Remuneration Committee would lead on the recruitment with the final decision being presented to Council of Governors for their ratification.

Mr Hopewell referred to the minutes of the meeting of 13 January noting in particular the appointment of Gatenby Sanderson as recruitment advisors and the agreement of the Chairman's retirement date as 31 March 2014. Mr Hopewell noted discussion had also taken place as on the timetable for the recruitment process.

Mr Hopewell advised the meeting of 22 January 2014 had been an informal meeting with Gatenby Sanderson to discuss the recruitment process. Mr Hopewell noted the recruitment timetable had been agreed with the final interviews to take place on 27 March 2014. It was noted an Extraordinary Council of Governors meeting would be held on Friday, 28 March 2014.

In response to Mr Hopkins' enquiry as to timing of the recruitment process, Mrs Bullock advised it was proposed the recruitment process would be completed within the term of the existing Council of Governors.

**Resolved**

- **To note the minutes of 13 January 2014 and the verbal update from the meeting of 22 January 2014**
- **To circulate the detail of the Extraordinary Council of Governors meeting of 28 March 2014 MS**

**CoG14.08 LEAD GOVERNOR REPORT**

Mr Lyons advised he had attended two Board of Director meetings since the last Council of Governors meeting and advised of no issues to be raised. Mr Lyons advised discussion at the Board meetings continued to reflect a balanced focus on the quality of care and the patient experience as well as the management of resources. Mr Lyons noted the Patient stories presented had been very positive.

Mr Lyons advised he had attended a number of Membership & Communications Committee meetings, Strategy Committee and Governor Nominations & Remuneration Committee meetings, the minutes of which had been circulated.

Mr Lyons noted he fully supported the existing Council of Governors being involved in the appointment of the Chairman and advised the proposed recruitment process is robust and fair.

Mr Lyons took the opportunity to wish the Chairman all the very best for his retirement. Mr Lyons thanked the Chairman for his continued support and leadership as Chairman.

**Resolved**

- **To note the Lead Governor's Report**

**CHIEF EXECUTIVE'S REPORT**

**CoG14.09 Confirmation of Quarter 2 Monitor Governance Rating**

Mrs Bullock confirmed that the rating for quarter 2 was Green.

**CoG14.10 Quarter 3 Performance**

Mrs Bullock referred to the performance targets and standards, circulated in the Briefing Pack, for Quarter 3 noting the Trust's provisional rating of Narrative or Red.

Mrs Bullock advised Monitor had replaced the Compliance Framework with the Risk Assurance Framework and in this regard ratings would now be recorded as Green, Narrative or Red. Mrs Bullock provided an explanation of the revised ratings.

Mrs Bullock advised of the reasons for the potential Quarter 3 rating were as a result of the Trust's performance in relation to *Clostridium difficile*.

In response to Mr Bone's enquiry as to whether the *Clostridium difficile* target was a 'top-down' or an agreed target, Mrs Bullock advised it was a nationally mandated target. Mrs Bullock advised the basis of the calculation of the target is being reviewed nationally noting she has also had discussions with representatives from Monitor and the Care Quality Commission in relation to how the target could be set nationally.

Mrs Bullock advised the Trust had recently experienced a virulent strain of Norovirus and advised of the impact of same whilst noting, however, this had not had a significant impact on *Clostridium difficile*.

Mrs Bullock advised local GPs were raising awareness of increased attendances by patients showing symptoms of the flu virus and it was anticipated this increase would soon be seen in the Trust.

Mrs Smart enquired as to the impact on the provision of care to the patients following the outbreak of Norovirus wherein Mrs Bullock advised activity on the wards had been restricted and in some instances patients did not receive a full range of support services. Mrs Bullock advised of the actions undertaken by staff to ensure patients did receive support services, however, advised it was important that the Trust contained the outbreak whilst also protecting patients and staff.

Mrs Bullock advised the Trust had achieved the 4 Hourly target for Quarter 3, however, had failed it in January 2014 largely as a result of the Norovirus and noted the challenges for the remainder of the quarter.

**CoG14.11 Financial Position**

Mrs Bullock confirmed the Trust's financial position for Month 8 noting the position for Month 9 and the projected position for year end. Mrs Bullock advised 2014/15 would be a very challenging year for the Trust financially.

**CoG14.12 Patient Experience, Quality & Safety Update – Dr Foster**

Mrs Bullock referred to Dr Foster Report which had been released on 6 December noting the detail of the report in relation to the Trust.

Mrs Bullock advised the Trust had commissioned AQuA to undertake a review of the Trust's mortality noting the process had commenced in December and was due to finish the following day (31 January).

In response to Ms Fairhurst's enquiry as to whether the Council of Governors would receive a copy of the findings, Mrs Bullock confirmed that they would and that the final report was a public document.

**CoG14.13 Review of Emergency Services in England**

Mrs Bullock referred to the detail in the Governor briefing pack noting the detail of the Phase 1 review.

Mr Park noted the statistic that 40% of A&E attendances require no treatment and enquired as to how the Trust compared. Mrs Bullock advised the Trust experienced a similar percentage of patients attending who did not require treatment.

Mr Park also enquired as to whether there would be any implication on the demand for beds due to a potential change in status wherein Mrs Bullock advised the Trust would, as part of its future strategy, need to consider bed utilisation.

Mr Dawson referred to the detail of the Choose Well campaign which had been included in the Trust's newsletter, All Together, and enquired as to whether the order of services was correct. It was noted the Choose Well campaign was a national campaign introduced by the Department of Health and as such, the ordering was decided by them.

**CoG14.14 Chancellors Autumn Statement and Annual Planning**

Mrs Bullock noted the Autumn Statement had been released on 5 December and referred to the key highlights of same for the NHS. Mrs Bullock advised the Trust's Annual Plan was currently being collated and outlined the process.

In response to Mr Bone's enquiry as to the brief for the 5 year plans, Mrs Bullock advised guidance is received from both Monitor and the Department of Health. Mrs Bullock advised discussion also takes place at the Connecting Care Board meetings to support the alignment of the planning process.

Dr Wilson advised the Clinical Commissioning Groups also have to submit a 2 year and 5 year plan and in this regard it was important the local health economy worked together to prepare interrelated achievable plans.

The Chairman noted the introduction of the Better Care Fund wherein Professor Fowler enquired as to the involvement of the Local Authority Public Health Departments in the planning process. Dr Griffiths noted representatives from Public health sat on each of the local Clinical Commissioning Group governing bodies. Dr Griffiths provided an explanation as to the working of the Better Care Fund wherein Mrs Bullock advised the Trust were supportive of the approach, however, noted it was important the local health community ensured there were plans in place to support the process.

In response to Mr Lyons' enquiry as to how realistic it was to achieve a reduction in emergency activity by 15%, Mrs Bullock advised this was a significant challenge against a back drop of year on year increases, however, noted that the health economy needed to set realistic trajectories and more importantly put plans in place to deliver this.

**CoG14.15 UHNS Collaborative Working**

Mrs Bullock advised of a number of collaborative opportunities which were being considered by the Trust and University Hospital North Staffordshire NHS Trust. In response to Mr Park's enquiry as to when discussions between the organisations commenced as regards potential collaborations, Mrs Bullock advised discussions had commenced circa 2 years previously. Mrs Bullock noted the work had accelerated on the appointment of their new Chief Executive in July 2013. Mrs Bullock confirmed that since his appointment the Joint Executive Board, Terms of Reference and Principles of Working which had previously been written and proposed by Mid Cheshire Hospitals NHS Foundation Trust had now been fully adopted. Also, a work programme was now agreed following an initial scoping exercise and that a more detailed strategic options analysis was underway for all Priority 1 areas. Mrs Bullock advised the Strategic Options analysis was to be concluded by the end of March 2014 and depending on the results, full business cases would be worked up for delivery within the year.

In response to Mr Dawson's enquiry as to the ultimate aim of the collaboration, Mrs Bullock advised the ultimate aim was to provide high quality sustainable clinical services for patients which meet the expectations of national requirements/guidance and staff and provides efficiency savings. Mr Dawson noted it was important that patients were made aware of the benefits of the collaborations.

In response to the enquiry as to the impact on the collaboration with University Hospital North Staffordshire taking over Stafford Hospital, Mrs Bullock noted the challenges however advised of

the opportunities for University Hospital North Staffordshire and potentially Mid Cheshire Hospitals NHS Foundation Trust. Mrs Bullock advised both University Hospital North Staffordshire and Mid Cheshire Hospitals NHS Foundation Trust agree the work in relation to the collaboration should continue and have secured resource to deliver this through a joint virtual Programme Management Office.

**CoG14.16 Visits of Accreditation and Inspection**

Mrs Bullock provided detail of the visits of accreditation and inspection.

Mrs Bullock also noted that the Care Quality Commission were due to make an unannounced inspection of the Trust prior to 31 March 2014.

Mrs Bullock closed her report by noting this was the last Council of Governors meeting for a number of Governors and thanked Governors for their support and commitment during their tenure. Mrs Bullock also thanked the Chairman and wished him well on his retirement.

**Resolved**

- **To note the Chief Executive's Report**

**CoG14.17 GOVERNOR DISCUSSION TOPIC**

**Working together across the health economy to achieve sustainable hospital services**

The Chairman introduced the discussion topic which had been suggested at the Governor Agenda Setting Meeting in December.

Mrs Bullock advised, to ensure the Trust's sustainability, the Trust's strategy consisted of three key transformation strands. Mrs Bullock highlighted that Council had been engaged in a range of forums which provided progress updates in respect of two strands, the internal strand and the horizontal integration strand. However, due to initial slow progress, little had been discussed around the third strand, vertical integration. Mrs Bullock outlined the purpose of the session; to provide a brief update in respect of the first two strands and to provide a more detailed update in relation to the vertical integration strand, with a view to stimulating a discussion around sustainable hospital services.

The first strand was the internal transformation programme, noting in particular the Outpatients Rationalisation Programme, the Theatres project and a review of Non-Elective flow.

Mrs Bullock advised the Trust was also pursuing horizontal integration/partnership working and has put in place a two year programme to review all existing partnerships considering whether the remit of the partnerships align to the Trust's current strategy, add quality and value to patient care and are value for money. Mrs Bullock referred to the detail of the work with University Hospital North Staffordshire NHS Trust which had already been provided.

Mrs Bullock advised vertical integration was also critical and referred to the work being undertaken by the Connecting Care Board of which the Trust is a member. Mrs Bullock introduced Mrs Diane Eden, Programme Director for Integration for the Connecting Care Board.

Mrs Eden gave a presentation on the work and remit of the Connecting Care Board detailing the joint vision of those organisations involved. She showed a short video illustrating the benefits of 'joined up care'. Mrs Eden detailed the importance of transformation within the local health economy noting what has been and what needs to be undertaken to move the programme forward.

Mr Bone enquired as to the importance of the voluntary sector in the provision of 'joined up care' wherein Mrs Eden noted the work of the voluntary sector was key and advised an existing work stream of the Connecting Care Board focused on working with the voluntary sector.

In response to Mr Park's enquiry as to how achievable the vision was and how the Board would compete with the potentially conflicting demands of staff, Mrs Eden advised there will be a mandatory pooling of resources to move the transformation programme forward.

Mr Dunn expressed his support for the programme, however, raised his concerns regarding the achievability of same within the specified timeframe. Mr Dunn enquired as to the key priorities for the programme wherein Mrs Eden advised there were four key priorities and provided detail of same. Mrs Eden advised there are a number of areas in the UK which have implemented the integrated care programme and the Board would look to learn from them. Mr Dunn noted the importance of working together to move the integration programme forward.

Dr Griffiths noted the programme needed to be ambitious to drive the agenda forward. Cllr. Moore-Dutton noted the model was currently being used by the Local Authorities and their work with dysfunctional families. Cllr. Moore-Dutton noted it was important there were 'quick wins' and critical to its success is the pooled budget. Mrs Bullock agreed with Cllr Moore-Dutton and advised of some scale pieces of work being undertaken which would act as enablers for the achievement of the high level priorities of the integrated care programme.

Dr Wilson noted the importance of all organisations within the local health economy coming together to move the programme forward.

Mr Lyons agreed, to ensure sustainability of health services across the local health economy, there was no option but to progress with the programme, however, expressed his concerns that the financial pressures currently being experienced within the NHS will not enable the programme to align with the immediate requirements of the local population and the delivery of care.

Dame Pat Bacon noted targets and money drive behaviour and it is important the Board looks to other sectors, such as education, for guidance and details of lessons learned. It was agreed quality indicators must be as important as the financial drivers.

Mrs Eden advised that as the Pan Cheshire Pioneer Bid had been successful, the Board were now part of a learning community with support nationally to move the programme forward.

In response to Mr Dibben's enquiry as to the agility and ability of the organisations to adapt to change, Mrs Bullock advised the Board were keen to progress the integration programme, however there were capacity issues. Mrs Bullock noted that since Mrs Eden's appointment, the programme was coming together and moving at pace, whilst also noting that further resource may be required.

Mr Dawson noted in his experience there was very little continuity through the local GPs and expressed his concern as to their willingness to engage. A number of Governors expressed their varying experiences (both positive and negative) of local GPs, wherein, Dr Wilson acknowledged changes were required within primary care. Dr Wilson noted the Clinical Commissioning Groups would work with NHS England re the standards of care provided by GPs.

In response to Mr Hadfield's enquiry as to whether there was an existing successful model from which lessons could be learnt, Mrs Eden advised those areas where similar models were performing well were more localised geographically, however, acknowledged there were lessons that can be learnt.

Dr Hopkins noted references within the video to the District Nurse and enquired as to whether there were sufficient District Nurses within the local economy. Discussion took place as to the role of the District Nurse and Mrs Eden advised consideration would need to be given to consider those roles which were key in delivering the required outcomes. Dr Griffiths advised consideration was being given to the models of care.

The Chairman concluded the discussion noting the concerns of those in attendance regarding the achievability of the programme. The Chairman advised, however, the discussion had highlighted Council's support of the programme and suggested Council receive updates on the work going forward.

The Chairman thanked Mrs Eden for her presentation.

#### **Resolved**

- **To note the verbal update and presentation**
- **To receive an update on the work of the Connecting Care Board at the Council of Governors meeting of 10 April 2014**

#### **CoG14.18 CLINICAL SERVICES STRATEGY EVENT – OCTOBER 2013**

Mrs Smart provided detailed feedback from the Clinical Services Strategy event noting the purpose and format of same. Mrs Smart noted the clinical staff present had been very positive and engaged and were enthusiastic about the future strategy of the Trust.

Mrs Smart advised of the discussion topic in relation to Outpatients and expressed her concerns regarding the number of cancelled appointments and the impact this has on the patients, staff and the Trust as a whole. Mrs Smart referred to the information included in the All Together newsletter advising she had also received information from the Trust in relation to the actions being taken as part of the Outpatients Rationalisation Programme. Mrs Smart advised she is assured the Trust are taking action and noted it was important patients are advised of the actions being taken. Mrs Bullock confirmed the Outpatient Rationalisation Programme was a key project for the Trust and was being led by Mr Mark Oldham, Executive Director.

Mrs Smart noted it was encouraging to see the concerns and feedback received from patients and members prompting queries from Governors to the Trust Board and assurances being received. Mrs Smart noted cancelled appointments was still a 'live' issue and requested communication updates. Professor Fowler suggested a further update be received at the next Council of Governors meeting.

Mrs Smart noted the key themes discussed at the Clinical Services Strategy event were the provision of services outside of 9am to 5pm, the optimisation of clinical capacity and theatre utilisation.

The Chairman noted Governors from the Governor Strategy Committee would continue to be invited to the events going forward.

#### **Resolved**

- **To note the verbal update**
- **To receive an update in relation to cancelled appointments and the Outpatient Rationalisation programme at the Council meeting of 10 April 2014**

### **REPORTS FROM COUNCIL OF GOVERNORS' COMMITTEES**

#### **CoG14.19 Membership & Communications Committee – 14 October, 11 November and 9 December 2013**

Mr Park presented the minutes noting in particular two key themes from the meetings, as follows:

- the membership data and the work being undertaken in committee to ensure Membership is representative of the catchment area. Mr Park noted consideration was being given to those groups who were currently underrepresented.
- Mr Park advised discussion had also taken place as to the extent to which Members are engaged on key strategic issues. Mr Park noted the Board of Directors was to consider issues on which the Governors could engage with Members and get their views. The Chairman confirmed the Board of Directors was to consider same at the Board of Directors meeting of 3 February and also advised Mr Pitt, Director of Service Transformation & Workforce had prepared a paper which was to be circulated to Membership & Communication Committee Members for discussion at the Committee meeting of 10 February 2014.

**Resolved**

- **To note the minutes of 14 October, 11 November and 9 December**

**CoG14.20 Governor Strategy Committee – 7 October and 2 December**  
The minutes were presented. No comments or questions were raised.

**Resolved**

- **To note the minutes of 7 October and 2 December 2013**

**REPORTS FROM COMMITTEES WITH GOVERNOR REPRESENTATIVES**

**CoG14.21 Infrastructure Development Committee – 11 November 2013 and 13 January 2014**  
The summary report was presented. No comments or questions were raised.

- **To note the report of the meeting of 11 November 2013 and 13 January 2014**

**CoG14.22 Strategic Integrated Governance Committee – 14 October, 11 November and 9 December 2013**  
The summary report was presented. No comments or questions were raised.

**Resolved**

- **To note the summary report of 14 October, 11 November and 9 December 2013**

**CoG14.23 QuEST Committee – 19 September and 14 November 2013**  
The summary report was presented. No comments or questions were raised.

**Resolved**

- **To note the summary report of 19 September and 14 November 2013**

**CoG14.24 Patient Experience Committee – 10 October and 28 November 2013**  
The summary report was presented and no comments or questions were raised.

**Resolved**

- **To note the minutes of 10 October and 28 November 2013**

**CoG14.25 Workforce Assurance Committee – 23 December 2013**

The summary report was presented and no further comments or questions were raised.

**Resolved**

- **To note the minutes of 23 December 2013**

**ANY OTHER BUSINESS**

Mr Dunn, as Deputy Chairman, re-iterated the words of thanks to the Chairman for his Chairmanship and leadership of the Trust over the previous six years. Mr Dunn noted Mr Moran was a passionate advocate of the Trust.

The Chairman thanked Mr Dunn for his kind words and thanked the Council of Governors for their support, commitment and enthusiasm demonstrated during his tenure as Chair.

Mr Dawson also noted it was the last Council meeting of Mrs Jane Smart, Public Governor, and thanked her for her support over the previous 3 years during his tenure as Governor. Mrs Smart noted a number of other Governors had chosen not to re-stand and this would also be their last Council meeting. The Chairman once again thanked all those Governors for their hard work and support.

**The Chairman closed the public meeting.**

**TIME, DATE AND PLACE OF NEXT MEETING**

Thursday, 10<sup>th</sup> April 2014 @ 5.30pm,  
Lecture Theatre, Post Graduate Medical Centre