Agenda item 4

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

GOVERNORS' COUNCIL MEETING

(1) Minutes of the Governors' Council Meeting held at 10.30 am on Tuesday 31st July 2018 in the Inspire Centre at the Queen Elizabeth Hospital

Governor	Constituency
Libbey, Edward (EL)	Trust Chair
Brodie, Jenny (JB)	Public - Cambridgeshire
Broke, Robin (RB)	Public - West Norfolk
Bruce, Malcolm (MB)	Public - Cambridgeshire
Calton, Julie (JC)	Staff - Clinical
Clarke, Simon (SCl)	Public - West Norfolk
Corner, Esmé OBE (EC)	Lead & Public Governor, West Norfolk
Dansie, Paul (PD)	Appointed – University of East Anglia
Dossetor, Jonathan (JD)	Public - West Norfolk
Evans, Jane (JE)	Appointed – West Norfolk Carers
Hicks, Aimee (AH)	Appointed – South East Lincolnshire
Hipkin, Penny (PH)	Public - West Norfolk
Kunes, Paul (PK)	Appointed – Borough Council of King's Lynn & West Norfolk
Lewis, Betty (BL)	Public - Cambridgeshire
Monk, Clive (CRM)	Breckland, North Norfolk & Rest of England
Outred, Robert (RO)	Public - West Norfolk
Sherwood, Ian (IS)	Appointed – Breckland Council
Tarratt, Nigel (NT)	Staff - Clinical
Tasker, Peter (PT)	Public - West Norfolk
Taylor, Barrie (BT)	Public - West Norfolk
Walder, Andy (AW)	Appointed – Freebridge Community Housing
Attendee - Director - Guest	
Green, Jon (JG)	CEO
Charman, Karen (KC)	Director of Human Resources
Hardwick, Emma (EH)	Chief Nurse
Wade, Jon (JW)	Chief Operating Officer
Brown, Alan (AB)	Non-Executive Director
Dickinson, David (DD)	Non-Executive Director
Harvey, Ian (IH)	Non-Executive Director
Pinches, Ian (IP)	Non-Executive Director
Rejzl, Gill (GR)	Trust Secretary
Denmark, Mary (MD)	FT Membership Officer & Minute taker

	GOVERNANCE	Action
12/18	**1. Chair's introductions and opening remarks**	
	The Chair welcomed everyone to the meeting.	

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13/18 2. Apologies for Absence:

Governors: P Tickner, A Compton, S Clark, D Coe, D Barber, P Dansie, S Squire, S Buckingham and M Abbott

14/18 3. Declarations of Interest & updated Register of Governors' Interests: for review

Governors were asked to note the declarations of interest and were requested to notify any future updates to MD/GR.

15/18 4a. Governors' Council Minutes –29-05-2018

The minutes were reviewed, following which:

The Governors' Council agreed the minutes as an accurate account of the meeting.

b. Matters Arising

The CQC Section 31 notice was discussed.

c. Actions – None

16/18 5. Code of Conduct

There were no substantive changes to the Code of Conduct. Following a collective agreement, the updated Code of Conduct was approved.

THE GOVERNORS' COUNCIL APPROVED THE UPDATED CODE OF CONDUCT

17/18 6. Chair's Appraisal Process

The Chair's appraisal process was different from last year following comments that some governors had found some of last year's assessment questions very difficult to answer. NED / Senior Independent Director (SID) Dave Thomason and Trust Secretary, GR, had convened a meeting to review and amend the process. The following amendment was proposed:

The SID is to engage with governors to seek feedback for the Chair on his performance against his objectives. There will be two ways of engaging in this process for governors. The SID will arrange a meeting (date to be confirmed) to which governors will be invited. Alternatively, governors are invited to send their feedback for the Chair to the SID by email

Governors were requested to approve the revised process. Following a show of hands, this was unanimously agreed.

THE GOVERNORS' COUNCIL APPROVAL THE CHAIR'S APPRAISAL PROCESS

18/18 7. Forward Plan

EL asked the governors to consider the Forward Plan.

The Governors' Council approved the Forward Plan

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COMMITTEE AND TASK AND FINISH GROUPS

19/18 8.

a Membership and Communications Committee – (M&C)

The M&C Committee last met on 4th June 2018. The report was considered.

b – Business Committee & updated Terms of Reference (ToR)

The Business Committee met on 12th June and 27th July 2018. The Governors' Council approved the updated terms of reference for the Business Committee.

The Governors' Council noted the Committees' reports / updates and ratified:

The Business Committee terms of reference (ToR)

GOVERNOR INVOLVEMENT

20/18 9. Quality Strategy

EH thanked governors for their input into the Quality Strategy document. The document is a work in progress and will be reviewed and approved at the Quality Committee.

The Governors' Council endorsed the Quality Strategy

21/18 10. Exclusion of the Public (GC Standing Orders – para. 4.1)

The Governors' Council is invited to resolve that members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.

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