

## COUNCIL OF GOVERNORS' MEETING

12 MAY 2016

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|----------------|---|
| Paper Title:   | Minutes of the Council of Governors' Meeting held on 11 February 2016 |
| Section:       | Public – Standing Items   |
| Lead Director: | Michael Smith, Chair  |
| Paper Author:  | Stella Jackson, Deputy Trust Secretary                                |
| Agenda Item:   | 3a  |

### EXECUTIVE SUMMARY:

Attached are the minutes of the Council of Governors' meeting held on 11 February 2016.

### RECOMMENDATION:

- The Council is asked **to approve** the minutes.



## BRADFORD DISTRICT CARE TRUST

### Minutes of a Meeting of the Council of Governors held at Bradford District Care Trust, New Mill, Saltaire, Shipley, BD18 3LD at 5.30 pm on Thursday, 11 February 2016

|                |                        |   |
|----------------|------------------------|---|
| Present:       | Michael Smith          | Chair   |
|                | David Spencer          | Public Governor, Bradford West (Chair)  |
|                | Colin Perry            | Public Governor, Bradford West  |
|                | Kevin Russell          | Public Governor, Bradford East  |
|                | Amanda Martin-Richards | Public Governor, Bradford East  |
|                | Michelle Eggett        | Public Governor, Bradford South   |
|                | Sandra McIntosh        | Public Governor, Bradford South   |
|                | Hazel Chatwin          | Public Governor, Craven   |
|                | Barry Eccles           | Public Governor, Keighley   |
|                | Nicholas Smith         | Public Governor, Keighley   |
|                | Sarah Jones            | Public Governor, Shipley  |
|                | Ann West               | Public Governor, Shipley  |
|                | Hayley Lomas           | Public Governor, Rest of England  |
|                | Valerie Convery        | Non-clinical Staff Governor   |
|                | Liz Howes              | Clinical Staff Governor   |
|                | Cathy Woffendin        | Clinical Staff Governor   |
|                | Steve Oversby          | Appointed Governor, Barnardos   |
|                | Shirley Congdon        | Appointed Governor, University of Bradford<br>(until agenda item 7)               |
| In attendance: | Paul Hogg              | Trust Secretary   |
|                | Stella Jackson         | Deputy Trust Secretary  |
|                | Liz Romaniak           | Director of Finance, Contracting and Estates                                      |
|                | Debbie Webster         | Deputy Director of Quality Governance (until<br>agenda item (until agenda item 8) |
|                | Rob Vincent            | Non-Executive Director  |
|                | David Banks            | Non-Executive Director  |
|                | Nadira Mirza           | Non-Executive Director (until agenda item 7)                                      |
|                | Ralph Coyle            | Non-Executive Director (until agenda item 7)                                      |

#### 1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and reported agenda items 6, 7 and 8 would be taken before items 4 and 5 to accommodate the diaries of those people specifically attending the meeting for these items. Apologies had been received from Council members Mrs Cromack, Mrs Khan, Cllr Gibbons, Dr Nawaz, Mr Waterhouse, Cllr Mohammed, Mr Khan, Mr Deane and Cllr Lis. Mr Shabbir was also absent from the meeting but apologies had not been forwarded.

## **2. DECLARATIONS OF INTEREST**

Mrs Convery reported her husband had been appointed as the loss adjuster dealing with the claim arising from the flood.

## **3. MINUTES OF THE MEETING HELD ON 12 NOVEMBER 2015**

The minutes of the meeting held on 12 November 2015 were agreed as a true and accurate record.

## **4. MATTERS ARISING**

- Item 6: Feedback from Governors – The Chair reported that following comments about the acoustics at some Board-on-the-Road meeting community venues, the Trust had explored the possibility of purchasing microphones to use at these meetings. However, this was unlikely due to the cost implications; and
- Item 14: Child Sexual Exploitation (CSE) Case – Mrs Woffendin reported it was likely the case would take longer to conclude due to one perpetrator being abroad.

In response to a comment by Mr Russell relating to discussion at a previous Council of Governors' meeting about the Champions Show the Way service, Mrs Woffendin reported the lack of service provision within Craven had been highlighted to Commissioners and a decision about whether or not to extend existing service provision into Craven would be reached once contract and service specification negotiations had concluded in March 2016.

### Actions

- 12/11/15-2: Feedback from Governors – The Trust Secretary invited Governors to take a copy of the young people evaluation; and
- 12/11/15-6: Governor Work Programme – The Chair reported the finance and funding bitesize training would take place at the Council of Governors meeting on 11 August 2016.

## **5. QUALITY REPORT: APPROVAL OF QUALITY GOAL INDICATOR TO BE REVIEWED BY EXTERNAL AUDIT**

Mr Perry introduced a paper which highlighted a requirement by Monitor for Governors to select one quality goal indicator for review by External Audit. The Governor Quality Account Task and Finish Group had identified three potential indicators for the Council of Governors to select from and the paper contained details of these. Mr Perry pointed out that the review by External Audit would assess the way in which the data had been collected and the robustness of that process. Ms Webster added that since the Governor Quality Account Task and Finish Group had last met, External Audit had requested an update on progress and had been provided with details of the three proposed indicators. Ms Webster was informed that Internal

Audit had undertaken a robust review of suicide indicators and had been advised that a further review of this indicator may not add value.

Governors discussed the merits of the two indicators with some advocating an audit of the carer's assessment indicator and others in favour of testing the health inequality indicator. The Chair asked for a show of hands in favour of each indicator and the Council of Governors voted 11:6 in favour of the 'improve the number and quality of carer's assessments' indicator. It was suggested the suicide reduction indicator should change to read 'reduce the risk of suspected suicides'.

## **6. PRESENTATION ON THE WORK OF THE FINANCE, BUSINESS AND INVESTMENT COMMITTEE.**

Mr Vincent, recently appointed Chair of the Finance, Business and Investment Committee (FBIC) and Mr Banks, former Chair of the FBIC, gave a presentation about the work of the Committee.

The presentation focussed on the following key areas:

- Terms of reference;
- Membership;
- Strategic areas considered by the Committee;
- The Committee's overview and monitoring role;
- The focus of recent and future deep dives; and
- Areas of recent assurance provided to the Board by the Committee.

Mr Vincent concluded the presentation by inviting Governors to observe a future FBIC meeting.

During the ensuing discussion, the following key points were made:

- The Agile strategy focussed on equipping staff with IT equipment that enabled them to access information remotely and was as much about creating a different type of culture across services; and
- Mr Nick Smith asked about the quality of care delivered at the Intensive Therapy Centre (ITC) as he had heard that occupancy levels were behind trajectory. Mrs Romaniak reported it was true that forecast occupancy was behind target which was creating financial pressures for the Trust but the quality of care was good and service users at the ITC were positive about the model of care. The Trust had invested in additional marketing support to undertake a detailed analysis of the market and promote the service to a national audience, with progress monitored at both FBIC and Board meetings.

**The Council of Governors thanked Mr Vincent and Mr Banks for an informative presentation and noted the important role of the Finance, Business and Investment Committee.**

## 7. INTEGRATED PERFORMANCE REPORT

The Director of Finance, Contracting and Estates provided an overview about the Integrated Performance Report for quarter three of 2015/16 and highlighted the following key points:

- There were no evident concerns relating to the Monitor governance rating, the Financial Sustainability Risk Rating (FSRR – formerly the Continuity of Service Risk rating) and CQC compliance; this was reflected through green RAG ratings. However, health and social care pressures continued which could have an impact on financial performance;
- Trust performance against new national waiting time standards for Improving Access to Psychological Therapies (IAPT) was above local contract trajectory and the number of self-referrals was increasing. Additionally, the Trust had been requested by the Clinical Commissioning Group (CCG) to become the lead contractor for the IAPT service. This would require closer partnership working; and
- A 6.2% reduction in the local authority budget would have an impact on the Trust. This would require the Trust to identify further efficiency savings and to review its service design. However, national action to reduce spend on agency staff was likely to have a positive financial impact on the Trust.

**The Council of Governors noted the Integrated Performance Report.**

## 8. FEEDBACK FROM GOVERNORS

Governors considered a paper which contained the approved minutes of the Membership Development Committee meetings held on 17 November 2015 and 15 December 2015.

**The Council of Governors noted the minutes.**

## 9. CHAIR'S REPORT ON BOARD OF DIRECTOR MEETINGS

The Chair referred to his paper which highlighted the issues that had occupied the Board since November 2015. He drew the Governors' attention to the assurances sought by Non-Executive Directors in relation to those issues.

Mr Perry informed Governors that in addition to the key items identified in the paper, the Board had also viewed a video at the January Board meeting which contained feedback about the Trust's mental health services. This feedback had been sought via recorded interviews which had taken place in the 'Comments Campervan'. Mr Perry sought clarification about how the Board responded to issues raised by service users and carers. In response, Mrs Woffendin reported the themes arising from the recorded interviews would be considered by the Quality and Safety Committee. Additionally, a copy of the paper addressing the themes would be shared with Governors. **Action: Mrs Woffendin.**

The Chair then highlighted those areas the Board would be focussing on during the next quarter.

**Governors noted the report.**

## **10. MEMBERSHIP STRATEGY**

Mr Smith, Public Governor, Keighley introduced the Membership Strategy and highlighted the following key points:

- The objectives within the Strategy had been developed by the Membership Development Committee;
- An initial review of membership representativeness data revealed that whilst the membership was broadly representative, there was a need to increase the number of people aged 14-21; this was reflected within objective 1 of the Strategy; and
- Further objectives were contained within the Strategy relating to the engagement of members and obtaining feedback from them.

During discussion about the Strategy, Governors highlighted the following:

- Section 4 'The Value of Membership' required clarification about who benefitted from the various elements of membership. **Action: Deputy Trust Secretary to incorporate into the draft Strategy;** and
- During the next review of the Strategy, consideration should be given to quantifying the number of young members required.

**The Council of Governors agreed to forward the draft Strategy to the March Board meeting for formal approval.**

## **11. PERFORMANCE EVALUATION OF THE COUNCIL OF GOVERNORS**

The Trust Secretary reported the Code of Governance contained a requirement for the Council of Governors to assess its own collective performance and its impact on effectiveness. The paper contained a proposed process and timetable for the review.

Governors considered it appropriate that both the Executive and Non-Executive Directors be invited to provide their views about the impact the Council of Governors had had since formed in May 2015. **Action: Deputy Trust Secretary to organise.**

**The Council of Governors:**

- **Agreed the focus of the evaluation as outlined within the Executive Summary;**
- **Agreed to participate in the evaluation process; and**
- **Agreed the proposed process.**

## **12. COUNCIL OF GOVERNORS' BUSINESS CYCLE**

The Trust Secretary introduced the Governor work programme and invited Governors to identify future agenda items for inclusion in the programme. Mr Perry requested that the May bite-size training session focus on service user feedback. **Action: Deputy Trust Secretary to progress.**

**The Council of Governors noted the work programme and in particular those items scheduled for discussion at the May meeting.**

### **13. ANY OTHER BUSINESS**

#### **Annual Planning Meeting**

It was noted that the next Annual Planning Meeting would take place on 31 March 2016.

### **14. DATE AND TIME OF NEXT MEETING**

The next meeting would be held at 5.30 pm on Thursday, 12 May 2016 at Trust Headquarters, New Mill, Victoria Road, Saltaire. The meeting concluded at 8.35 pm.

**COUNCIL OF GOVERNORS' MEETING  
11 FEBRUARY 2016**

ACTIONS

| Ref No     | Actions requested  | Timescale  | Progress   |
|------------|--|--|--|
| 13/5/15-1  | <u>Confirmation of Eligibility of Governors and Terms of Office</u><br><b>Chair/Trust Secretary</b> to timetable a review of the Constitution (terms of office) into the Governor work programme.  | By May 2016  | Timetabled for August 2016   |
| 12/11/15-2 | <u>Feedback from Governors</u><br><b>Trust Secretary</b> to circulate the young people health event evaluation to Governors.   | January 2016   | Governors invited to take a copy with them following the 11 February meeting |
| 12/11/15-6 | <u>Governor Work Programme</u><br><b>Chair and Chief Executive</b> to consider the content of a further bitesize training session on finance and funding and to timetable this into the Governor work programme.                         | Training to Take Place at the November Council of Governors' Meeting |  |
| 11/02/16-1 | <u>Chair's Report on Board of Director Meetings</u><br><b>Mrs Woffendin</b> to circulate to Governors a paper addressing the themes arising from the recorded Campervan videos.  | By May 2016  | Circulated via Friday Folder on 15 April 2016                                |
| 11/02/16-2 | <u>Membership Strategy</u><br><b>Deputy Trust Secretary</b> to clarify, within section 4 of the Strategy, who benefits from the various elements of membership.  | Two Weeks  | Incorporated into revised draft  |
| 11/2/16-3  | <u>Performance Evaluation of the Council of Governors</u><br><b>Deputy Trust Secretary</b> to invite the Executive and Non-Executive Directors to provide their views about the impact the Council of Governors has had since formation. | May 2016   |  |
| 11/02/16-4 | <u>Council of Governors' Business Cycle</u><br><b>Deputy Trust Secretary</b> to arrange for the May bite-size training session to focus on service user feedback.  | 12 May 2016  | Completed  |