

COUNCIL OF GOVERNORS' MEETING

10 NOVEMBER 2016

Paper Title:	Minutes of the Annual Members' Meeting held on 27 September 2016
Section:	Public – Standing Items
Lead Director:	Michael Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	4

EXECUTIVE SUMMARY:

Attached are the minutes of the Annual Members' meeting held on 27 September 2016.

RECOMMENDATION:

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

BRADFORD DISTRICT CARE TRUST

Minutes of the Annual Members' Meeting held at Bradford City Training Services, 39/41 Chapel Street, Bradford, BD1 5BY at 5.45 pm on Tuesday, 27 September 2016

Present:	Michael Smith	Chair
	David Spencer	Public Governor, Bradford West and Lead Governor
	George Deane	Public Governor, Bradford South
	Michelle Eggett	Public Governor, Bradford South
	Sandra McIntosh	Public Governor, Bradford South
	Kevin Russell	Public Governor, Bradford East
	Amanda Martin-Richards	Public Governor, Bradford East
	Hazel Chatwin	Public Governor, Craven
	Nicholas Smith	Public Governor, Keighley
	Sarah Jones	Public Governor, Shipley
	Ann West	Public Governor, Shipley
	Cathy Woffendin	Non-clinical Staff Governor
	Noel Waterhouse	Clinical Staff Governor
	Debbie Cromack	Clinical Staff Governor
	Steve Oversby	Appointed Governor, Barnardos
	Arora Ranjit	Appointed Governor, Bradford Assembly
Fozia Sarwar	Appointed Governor, Sharing Voices	
In attendance:	Paul Hogg	Trust Secretary
	Stella Jackson	Deputy Trust Secretary
	Salma Younis	KPMG
	David Banks	Non-Executive Director
	Sue Butler	Non-Executive Director
	Nadira Mirza	Non-Executive Director
	Nicola Lees	Interim Chief Executive
	Andy McElligott	Medical Director
	Debra Gilderdale	Interim Director, Nursing and Operations
	Liz Romaniak	Director of Finance, Contracting and Estates
Sandra Knight	Director of Human Resources and Organisational Development	

Apologies:	Colin Perry	Public Governor, Bradford West
	Mahfooz Khan	Public Governor, Bradford West
	Wafaa Nawaz	Public Governor, Bradford East
	Hayley Lomas	Public Governor, Rest of England
	Liz Howes	Clinical Staff Governor
	Shirley Congdon	Appointed Governor, University of Bradford
	Cllr Nussrat Mohammed	Appointed Governor, City of Bradford Metropolitan District Council
	Cllr Mike Gibbons	Appointed Governor, City of Bradford Metropolitan District Council
	Cllr Tanya Graham	Appointed Governor, Craven District Council

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the Annual Members' meeting and outlined the purpose of the meeting.

He then introduced a video which contained footage of local people talking about their experiences of the Trust's services. The filming had taken place in a campervan. This was a video diary room where local people were able to talk about/record their experiences and personal stories in relation to the Trust's services. The campervan had been used on five separate days and had visited 17 different sites across the district. Feedback had been collected from 100 people and the video captured some of the positive comments made.

2. ANNUAL REPORT

The Interim Chief Executive referred to the video and reported that whilst this highlighted positive feedback received, there were occasions when feedback was negative and she gave an example of a recent experience. The concerns raised had subsequently been shared with relevant team members and addressed. Ms Lees also reported that all feedback (both positive and negative) was welcomed as this helped the Trust to learn from those experiences.

Ms Lees then gave a presentation which focussed on the key achievements of 2015/16, the Quality Account and the challenges faced by the Trust during 2016/17. She reported that during 2016/17, the Trust would be focussing on four key areas: service users and carers; quality; innovation; and new models of care.

Governors noted the Annual Report and Quality Account.

3. ANNUAL ACCOUNTS 2015/16

The Director of Finance, Contracting and Estates presented the financial results for the eleven months ended 31 March 2016 (the period during which the Trust had been a Foundation Trust). Mrs Romaniak reported the Trust's income during the year amounted to £123.6 million and the operating expenditure amounted to £121 million. Due to staff efforts, the Trust had achieved its financial targets and a clean external audit opinion had been

received. The Trust had also achieved all Monitor performance targets and had performed well against national and local indicators.

Mrs Romaniak then highlighted the potential financial challenges and opportunities for 2016/17.

Governors noted the annual accounts 2015/16.

4. AUDIT OPINION ON THE REPORT AND ACCOUNTS 2015/16

Ms Younis, Senior Manager at KPMG, provided the auditor's unqualified opinion on the Report and Accounts 2015/16. Ms Younis highlighted the scope of the audit work and outlined the following key points:

- The Annual Report was consistent with the financial statements;
- The Annual Governance Statement reflected the external auditor's understanding of the Trust's control environment and risk management arrangements; and
- A limited assurance opinion had been achieved on the content of the Quality Report.

Ms Younis then outlined the issues which had influenced the audit opinion.

Governors noted the audit opinion.

5. MEMBERSHIP REPORT

The Lead Governor highlighted the following key achievements of the Council of Governors during 2015/16:

- Three Governor Committees had been established;
- The Council of Governors' Remuneration Committee had agreed the remuneration of the Non-Executive Directors and Chair;
- On the recommendation of the Council of Governors' Nominations Committee, the Council of Governors had approved the appointment of a new Non-Executive Director to replace a retiree;
- The Membership Development Committee had developed a revised Membership Strategy which had subsequently been approved;
- The representativeness of the Trust's membership had been reviewed by the Membership Development Committee and the findings were reflected within the Membership Strategy;
- The Council of Governors had a key statutory duty to hold the Non-Executive Directors (NEDs) to account for the performance of the Board. Governors had, therefore, attended Board meetings; a joint meeting about the Annual Plan; and Non-Executive Directors had given presentations to the Governors about the work of the different Trust Board Committees; and
- The Governors had considered ways in which to engage better with the members and the public.

Mr Spencer then showed a slide which outlined how many members lived in the different constituencies.

Governors noted the membership report.

6. QUESTIONS AND ANSWERS

The Chair invited questions from members of the audience.

Mohammed Nazir, FT member, asked about (a) what information had been available in advance to promote the Annual Members' Meeting (AMM); and (b) whether Bradford was spending less money on services than in Airedale, Wharfedale and Craven. On (a), the Trust Secretary, Mr Hogg, reported that the Trust had advertised details of the AMM with Foundation Trust members, on the Trust website and on social media. On (b), Ms Lees, Interim Chief Executive, said that it was for Clinical Commissioning Groups (CCGs) to determine commissioning priorities in their local areas and that whilst it was a complicated process to navigate through, the Trust was working hard to lobby and influence its local commissioners as well as NHS England.

Margaret Barnes, FT member, asked about information relating to future membership meetings. The Chair asked Mrs Jackson, the Deputy Trust Secretary, to discuss this after the AMM to ensure future dates were widely advertised.

Trevor Ramsay, FT member, reported it was the Bradford District CCG Annual General Meeting the next day and asked whether the Bradford area was going to achieve parity of esteem between funding for physical and mental health when there still seemed to be further efficiencies required. Ms Romaniak, Director of Finance, Contracting and Estates, reported that nationally, NHS England had made a pledge to invest a further £1 billion in mental health services which meant that in 2016/17, local CCGs provided the Trust with an additional £1.7m that had been spent on services such as Children and Adolescent Mental Health Services and Early Intervention in Psychosis. Ms Lees added that the Trust was working closely with the CCGs and Local Authority to develop a 5 Year Strategy for Mental Health, which was scheduled to be submitted to the Health and Wellbeing Board in November 2016.

The Chair read out a written question that had been received which asked about plans the Trust had in place for elderly people with dementia and the support available outside of the Dementia Assessment Unit. Ms Gilderdale, Interim Director of Nursing and Operations, reported that the Trust supported those suffering from dementia in a number of ways including: a network of 14 weekly locality-based Memory Clinics to provide assessment, diagnosis, treatment and support options in conjunction with the Alzheimer's Society's Dementia Adviser service; Care Home Liaison practitioners in each of our four Older People's Community Mental Health Teams to provide advice, guidance, education, support and assessment for care home staff looking after individuals with dementia and other mental health conditions; and Older People's Community Mental Health Teams providing assessment, treatment, care co-ordination and support for people with dementia living in community settings who were also experiencing significant mental health problems. She reported the Trust also had a Dementia Champion who worked closely with other clinicians and an active research and development programme supporting dementia services.

Mr Thomas, an FT member asked what improvements to services were planned in the future. Ms Lees said that one of the key priorities for the Board was to work towards the Trust's community services being recognised as being 'outstanding'. She also reported on the work around children's services, making them more accessible to young people. A copy of the Trust's current Annual Plan was available on the website at: <http://www.bdct.nhs.uk/our-operational-plan>

Malcolm Budd, member of the public, asked about the NHS's need to continually focus on its finances rather than quality of services. The Chair responded by saying the Trust always tried to focus on delivering the best possible services within the financial resources made available to it.

Sidney Brown, an FT member, asked whether there were plans to merge with any other local provider trusts. Ms Lees said there were no plans to do so but all local providers and commissioners were working closely together to look at how services could be delivered more effectively. She explained that the Trust was involved in the development of the local and West Yorkshire Sustainability and Transformation Plans, which were looking at opportunities for greater integration in order to address the financial challenges facing the NHS.

The Chair read out another written question, from Andrew Mottram, FT member, who said he understood the service user involvement budget was around £10,000, compared to a total budget of over £100 million. He wondered why experts by experience (service users who provide a lot of experience and ideas) were so lowly valued financially by the Trust. Ms Gilderdale said the annual budget within the Trust for involvement was £16,290. The background to this question was around the changes to the reimbursement policy for service user involvement. These were made in line with the NHS England process for reimbursement of service users for involvement and our process replicated their categories for remuneration. In terms of valuing the contributions of service users and carers, we were one of the few Trusts which have continued to support paid time for some activities and were an outlier in doing this.

Paul Clarke, an FT member asked about whether there could be more 'drop-in' centres for service users. Ms Gilderdale said the Trust had recently concentrated on improving crisis care including the new services at The Sanctuary and The Haven. The Trust was now looking at rehabilitation services and would welcome input from service users.

The Chair read out a written question about job banding and how there could be fairness and consistency across Trusts when job bandings compared to NHS England were not consistent. Mrs Knight, Director of Human Resources and Organisational Development said that the national job evaluation system (Agenda for Change) determined bandings for similar roles commonly recruited to within the NHS. Locally trusts were required to evaluate roles which could not be matched to the national profiles. To ensure a level of consistency, the Trust ensured that all staff who undertook job evaluations were trained and that there was a mix of management and staff side representation on each panel. In addition, the Trust had a local consistency checking process to ensure that job evaluations were correctly evaluated in the job banding processes across services. There was no consistency process at a regional/local level in place with the exception of the use of national job description profiles.

David Hesford, staff member, asked about how the Trust could value its workforce when many front-line staff were paid the least. Sandra Knight said that the Trust did value its staff

100% and what each individual brought to their role. However, the higher value of pay reflected the higher skills and competencies required at those bandings which also recognised the level of responsibility and autonomy expected. David also asked about the level and cost of agency staff and suggested that the Trust would be better investing in more substantive staff. Ms Romaniak said the Trust was keen to recruit permanent staff rather than employing agency staff and was being proactive in meeting the targets set by NHS Improvement to reduce agency staff expenditure. The Trust had recently developed its own Staff Bank to help reduce the need for agency staff.

The Chair concluded the Q&A session by saying that if any member of the audience had further questions they should speak to a member of staff who would arrange for an answer to be posted on the Trust website.

The Chair also reported that the questions and answers would be available on the Trust's website in the near future. Answers to questions received but not asked would also be available.

7. ANY OTHER BUSINESS

There were no other items of business and the meeting concluded at 7.50 pm.