

COUNCIL OF GOVERNORS' MEETING

11 AUGUST 2016

Paper Title:	Minutes of the Council of Governors' Meeting held on 12 May 2016
Section:	Public – Standing Items
Lead Director:	Michael Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	7

EXECUTIVE SUMMARY:

Attached are the minutes of the Council of Governors' meeting held on 12 May 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, 12 May 2016

Present:	Michael Smith	Chair
	David Spencer	Public Governor, Bradford West (Chair)
	Colin Perry	Public Governor, Bradford West
	Mahfouz Khan	Public Governor, Bradford West
	Kevin Russell	Public Governor, Bradford East
	Amanda Martin-Richards	Public Governor, Bradford East
	George Deane	Public Governor, Bradford South
	Michelle Eggett	Public Governor, Bradford South
	Sandra McIntosh	Public Governor, Bradford South
	Ann West	Public Governor, Shipley
	Hayley Lomas	Public Governor, Rest of England
	Valerie Convery	Non-clinical Staff Governor
	Liz Howes	Clinical Staff Governor
	Debbie Cromack	Clinical Staff Governor
	Shirley Congdon	Appointed Governor, University of Bradford (until agenda item 11)
	Carl Lis	Appointed Governor, Craven District Council
	Nussrat Mohammed	Appointed Governor, City of Bradford Metropolitan District Council
In attendance:	Paul Hogg	Trust Secretary
	Stella Jackson	Deputy Trust Secretary
	Simon Large	Chief Executive
	Andy McElligott	Medical Director (until agenda item 9)
	Allison Bingham	Deputy Director of Operations (for agenda item 4)
	Rob Vincent	Non-Executive Director

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and reported agenda item 4 would be taken before item 3 to accommodate diary commitments. Apologies had been received from Council members Mrs Chatwin, Cllr Gibbons, Ms Khan, Dr Nawaz, Mr Oversby, Mr Smith, Mr Waterhouse and Mrs Woffendin. Mr Shabbir was also absent from the meeting but apologies had not been forwarded.

The Chair then informed Governors he had received a letter of resignation from Public Governor, Mr Eccles who was very supportive of the Trust but no longer wished to be a Governor.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DAISY HILL INTENSIVE THERAPY UPDATE

The Chair reminded Governors that they had requested, at the Council of Governors meeting on 28 April, a further update about the closure of the Intensive Therapy Centre (ITC). Mrs Bingham outlined the arrangements in place surrounding the closure of the unit. She reported the unit would close in September 2016 and the Trust planned to retain the staff currently working within the centre. The Trust had shared some of the lessons learnt from the experience with other trusts.

4. MINUTES OF THE PRIVATE MEETING HELD ON 11 FEBRUARY 2016

The minutes of the meeting held on 11 February 2016 were agreed as a true and accurate record, subject to the following amendment:

The second sentence of paragraph 2 'Declarations of Interest' to read 'Mrs Congdon reported she had attended an award presentation at Bradford University when Dr Hussain had been presented with an award'.

5. MATTERS ARISING FROM THE PRIVATE MEETING HELD ON 11 FEBRUARY 2016

There were no matters arising.

6. MINUTES OF THE PUBLIC MEETING HELD ON 11 FEBRUARY 2016

The minutes of the meeting held on 11 February 2016 were agreed as a true and accurate record.

7. MATTERS ARISING FROM THE PUBLIC MEETING HELD ON 11 FEBRUARY 2016

Actions

Item 11/2/16-3: Performance Evaluation of the Council of Governors – the Trust Secretary reported members of the Board had been invited to provide their views about the impact the Council of Governors had had on the Trust during the last 12 months.

8. MINUTES OF THE PUBLIC MEETING HELD ON 28 APRIL 2016

The minutes of the meeting held on 28 April 2016 were agreed as a true and accurate record.

9. MATTERS ARISING FROM THE PUBLIC MEETING HELD ON 28 APRIL 2016

There were no matters arising.

10. FEEDBACK FROM GOVERNORS

Mrs Cromack informed Governors an action plan had been developed to provide a 'Champions Show the Way' volunteering service within Craven. **Action: Deputy Trust Secretary to circulate further information to Governors via Friday Folder.**

Mr Spencer reported he had attended a Governor conference in London which had provided him with some positive assurance relating to the effectiveness of BDCFT's Council of Governors. **Action: Deputy Trust Secretary to circulate to Governors, via Friday Folder, a link to the slides.**

The Chair highlighted the role of Governors in providing feedback from the membership and public and highlighted the different levels of membership engagement and activity across foundation trusts. Mr Spencer reported discussion had taken place at the Membership Development Committee meeting about the Membership Strategy objective regarding the engagement of the membership.

Mrs Martin-Richards informed Governors she had seen a number of police cars within Bradford which contained dementia friendly livery. In response, Dr McElligott reported a number of partners were working together in pursuit of dementia friendly city status. The Chair added activities were underway in support of this aim such as the provision of dementia friendly cards for those people suffering from dementia. Mr Russell wondered whether it would be possible to develop a similar initiative relating to other mental health problems. In response, the Chief Executive reported a number of initiatives were underway to support people suffering from a mental health problem. These included the First Response service and the development by the Cellar Trust of a network of mindful employers. Mr Large believed an initiative such as the dementia friendly city status would require leadership from Public Health or the voluntary sector, with input and support from the Trust.

Mrs McIntosh outlined the importance of people suffering from mental health problems being supported back into work. In response, Ms Howes reported the Intensive Access to Psychological Therapies (IAPT) service provided this support. Mr Large added the Trust was also delivering another scheme which supported those people, suffering from severe and enduring mental health problems, back into work. The scheme had recently been evaluated and the Trust was regarded as one of six organisations achieving excellence in this area. Since the scheme was first introduced, the Trust had supported 40 people to find full-time work.

11. CHAIR'S REPORT ON BOARD OF DIRECTOR MEETINGS

The Chair presented his paper which highlighted key issues discussed during Public and Private Board meetings during February, March and April.

The Council of Governors noted the report on Board of Director meetings.

12. MENTAL HEALTH FIVE YEAR FORWARD VIEW TASKFORCE REPORT

The Chief Executive circulated 'The Five Year Forward View for Mental Health' Taskforce report to Governors. He also referred Governors to a tabled slide which highlighted the national priorities contained within the report. Mr Large highlighted the following key points:

- The planning guidance issued by NHS England outlined the requirement for Clinical Commissioning Groups to invest into local mental health services at least the equivalent of their percentage uplift in budget. The local CCGs were developing a mental health strategy in response to this requirement. It was anticipated it would be launched in September 2016; and
- The Trust was undertaking a number of initiatives in support of the priorities contained in the Taskforce report.

During ensuing discussion, the following key points were made:

- The report recognised the need to support people of all ages, including young people. Additionally, the national 'Future in Mind' strategy supported the development of mental health services for young people and the Trust was involved in the delivery of the strategy. Dr McElligott added work was being undertaken by the Trust which aimed to prevent mental health problems in young people. This included a perinatal mental health initiative and the provision of young people specific services such as the Family Nurse Partnership and Health Visitor services;
- Foetal alcohol interventions were largely delivered by the Acute trusts as part of their midwifery and substance misuse service provision;
- The Trust continued to focus on the provision of quality services across all age groups;
- The priorities contained within the strategy would be delivered through the local mental health strategy;
- A significant proportion of people that committed suicide did not access the Trust's mental health services; and
- The strategy should incorporate initiatives such as the Wellness Recovery Action Plan (WRAP).

The Council of Governors noted the Five Year Forward View Taskforce Report and the development of a local strategy in response to the report.

13. INTEGRATED PERFORMANCE REPORT

The Chief Executive provided an overview about the Integrated Performance Report for quarter four of 2015/16. He highlighted the following key points:

- The Trust had met all national and the majority of its local targets;
- The Trust had submitted the Board Governance Statement to Monitor confirming compliance with all statements; and
- Whilst the Trust had achieved its financial targets, all reserves had been utilised during 2015/16. Consequently, it was envisaged that 2016/17 would be a challenging year.

Mr Perry referred to the IPR presented at the Trust Board meeting in April. This showed there had been a reduction in Friends and Family Test reporting. It also contained information about a peer audit of the Care Programme Approach (CPA). This identified a theme of service users and carers not being as fully involved in their care as they could be. In response, Mr Large reported the format of the FFT report continued to evolve and that the Trust would be undertaking an in-depth review of the CPA. Professor Congdon believed the apprenticeship levy might ease some of the issues going forward and Mr Large outlined the importance of the Trust working closely with the University and Colleges on this initiative. He added the Trust would be discussing the matter at the Board-to-Board meeting with the University in May.

Mrs Congdon noted the Five Year Forward View highlighted the importance of evidence based interventions. Mr Large reported the Vanguard would be an ideal vehicle to gather the data needed to gain an understanding of the local base.

The Council of Governors noted the Integrated Performance Report.

14. TRUST RESPONSE TO THE SOUTHERN HEALTH CASE/MAZARS REPORT

Dr McElligott provided a brief overview about the Mazar's report on Southern Health. At that Trust, issues relating to the reporting of mortality data had come to light following the death of a patient with a learning disability. Mazar's undertook a review of mental health and learning disability deaths at Southern Health during the previous four years. Their findings highlighted concerns about mortality reporting and revealed a lack of compassionate curiosity by the Board.

Since the report had been published, there had been a national learning event to review the report findings. Additionally, a review of reporting arrangements was being undertaken by trusts. Dr McElligott and Ms Lees would be leading the review of reporting arrangements within BDCFT. Mr Perry noted the patient at Southern Health died from drowning as a result of having an epileptic seizure whilst left in a bath. Mr Perry asked what assurances the Trust's NEDs would be seeking to ensure that a similar situation did not occur at the Trust. In response, Dr McElligott reported that had such an incident occurred at the Trust, it was established practice for a thorough investigation to take place by a team including a NED and external expertise. Additionally, the patient's carers would have been involved in the process.

Cllr Mohammed queried whether Trust staff received cultural sensitivity training in relation to the death of a service user or patient. **Action: Dr McElligott to investigate.**

Mrs McIntosh outlined an issue relating to professionals unwilling to share information with carers due to confidentiality reasons. In response, Dr McElligott reported carers did not have an automatic right to confidential information and trusts had a duty to protect a person's confidentiality. He recognised this duty sometimes deterred clinicians from sharing non-confidential information with carers and reported that as the Caldicott Guardian for the Trust, he was able to advise clinicians what information could and could not be shared with carers.

Governors noted the update.

10. APPOINTMENTS

The Trust Secretary introduced a paper which contained a proposal to retain the existing membership of Council of Governor Committees during 2016/17. The paper also outlined the process to be followed should Governors wish to express an interest in undertaking either the Lead Governor or Deputy Lead Governor roles.

The Chair reported there was a vacancy on the Council of Governor Nomination's Committee and invited Governors to contact him if they were interested in becoming a member of the Committee.

The Council of Governors:

- **Noted the proposed process in relation to the appointment of the Lead and Deputy Lead Governor; and**
- **Agreed that the Committee membership should remain as it currently stands and that should any Governor wish to express an interest in joining one of the Committees, they do so via the Chair.**

11. REGISTER OF INTERESTS AND FIT AND PROPER PERSON

The Trust Secretary introduced the Register of Interests and invited to Governors to declare any further interests which were relevant and material. Mr Hogg also invited Governors to contact him should they not meet the Fit and Proper Person requirements.

Mrs Eggett informed Governors that her appointment as Trustee at the Volunteer Centre, Bradford would take effect from June. **Action: Deputy Trust Secretary to update the Register.**

The Council of Governors:

- **Noted the Council of Governors Register of Interests; and**
- **Agreed to inform the Trust Secretary should they not meet the Fit and Proper Person Requirements.**

12. REGISTER OF HOSPITALITY, GIFTS AND SPONSORSHIP

Governors had been sent a copy of the Trust's Standards of Business, Conduct, Bribery, Gifts, Hospitality and Outside Employment policy as the content applied to them.

The Council of Governors noted the policy.

12. COUNCIL OF GOVERNORS' BUSINESS CYCLE

The Chair introduced the business cycle and believed it appropriate that consideration be given to incorporating a discussion within the programme relating to membership engagement. Mr Hogg added that at a recent NHS Providers conference for Governors, it

was reported that across 60% of foundation trusts (FTs), the number of members that were actively engaged in the work of the trust amounted to less than 10% whilst 5% of FTs reported that 50% or more of their members were actively engaged. Governors were keen to understand which trusts reported more active levels of engagement. **Action: Trust Secretary to investigate and forward details to Governors.**

Mrs Congdon pointed out that the Trust/Governors should determine what they wanted to get out of membership engagement and considered it important that all engagement opportunities be effectively targeted. Mrs Congdon believed it would prove more effective to engage the membership about one key issue. Mrs Cromack added the Staff Governors were currently engaging staff (through the use of a survey) about the Staff Governor role, engagement topics and preferred engagement channels.

Mr Spencer reported membership engagement had been discussed at the Governor-only meeting and the Membership Development Committee meeting and that, with effect from June 2016, members would have an opportunity to meet Governors following Board-on-the-Road meetings.

The Council of Governors:

- **Agreed to focus on the content of the business cycle at Governor-only meetings; and**
- **Noted the work programme and in particular those items scheduled for discussion at the August meeting.**

13. ANY OTHER BUSINESS

There were no other items of business and the meeting concluded at 8.35 pm.

14. DATE AND TIME OF NEXT MEETING

The next meeting would be held at 5.30 pm on Thursday, 11 August 2016 at Trust Headquarters, New Mill, Victoria Road, Saltaire.

**COUNCIL OF GOVERNORS' MEETING
4 MAY 2016**

ACTIONS

Ref No	Actions requested	Timescale	Progress
12/11/15-6	<u>Governor Work Programme</u> Chair and Chief Executive 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	
11/2/16-3	<u>Performance Evaluation of the Council of Governors</u> Deputy Trust Secretary 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	Reported as completed at the May Council of Governors meeting
28/04/16-1	<u>Daisy Hill Intensive Therapy Centre</u> Trust Chair to forward to EMT the suggestions made by Governors about the future use of the facility and to provide a further opportunity for discussion at the next Council of Governors meeting.	Two weeks and 12 May 2016	Discussed at the May Council of Governors meeting
4/5/16-1	<u>Feedback from Governors</u> Deputy Trust Secretary to: i) circulate further information about the Craven 'Champions Show the Way' initiative; and ii) Circulate a link to the slides from the Governor conference in London.	One month	Circulated via Friday Folder 20/5/16
4/5/16-2	<u>Trust Response to the Southern Health Case/Mazar's Report</u> Medical Director to investigate whether Trust staff receive cultural sensitivity training.	One month	Information circulated via Friday Folder 10/6/16
4/5/16-3	<u>Register of Interests and Fit and Proper Person</u> Deputy Trust Secretary to update the Register of Interests to reflect Mrs Eggett's appointment as Trustee at the Volunteer Centre, Bradford with effect from June 2016.	One week	Completed
4/5/16-4	<u>Council of Governors' Business Cycle</u> Trust Secretary to investigate which Trusts reported (through the NHS Providers report) more active levels of engagement of members and to forward details to Governors.	One month	Circulated via Friday Folder 1/7/16