

COUNCIL OF GOVERNORS' MEETING

9 FEBRUARY 2017

Paper Title:	Minutes of the Council of Governors' Meeting held on 10 November 2016
Section:	Public – Standing Items
Lead Director:	Michael Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	3

EXECUTIVE SUMMARY:

Attached are the minutes of the Council of Governors' meeting held on 10 November 2016.

RECOMMENDATION:

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

BRADFORD DISTRICT CARE TRUST

Minutes of a Public Meeting of the Council of Governors held at Bradford District Care Trust, New Mill, Saltaire, Shipley, BD18 3LD at 6.40 pm on Thursday, 10 November 2016

Present:	Michael Smith	Chair
	Colin Perry	Public Governor, Bradford West
	David Spencer	Public Governor, Bradford West
	Kevin Russell	Public Governor, Bradford East
	Wafaa Nawaz	Public Governor, Bradford East
	Michelle Eggett	Public Governor, Bradford South
	George Deane	Public Governor, Bradford South
	Sandra McIntosh	Public Governor, Bradford South
	Hazel Chatwin	Public Governor, Craven
	Ann West	Public Governor, Shipley
	Sarah Jones	Public Governor, Shipley
	Hayley Lomas	Public Governor, Rest of England
	Debbie Cromack	Clinical Staff Governor
	Cathy Woffendin	Non-Clinical Staff Governor
	Jenny Moran-Whitehead	Non-Clinical Staff Governor
	Steve Oversby	Appointed Governor, Barnardo's
	Ranjit Arora	Appointed Governor, Bradford Assembly
	Shirley Congdon	Appointed Governor, University of Bradford

In attendance:	Paul Hogg	Trust Secretary
	Stella Jackson	Deputy Trust Secretary
	Nicola Lees	Interim Chief Executive
	Liz Romaniak	Director of Finance, Contracting & Estates (until agenda item
	Rebecca Bentley	Nursing Professional Lead & Non Medical Prescribing Lead (agenda item 6)
	Simon Binns	Mental Health Legislation and CPA Lead (agenda item 5)

one member of the Trust

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. He reported agenda item 6 `Reaching out to Carers' would be taken at the start of the meeting in order to accommodate Ms Bentley's diary commitments. The Chair's report would also be brought forward.

The Chair then congratulated Ms Lees on her appointment as Chief Executive.

Apologies had been received from Mr Khan, Mr Smith, Cllr Graham, Ms Howes, Mrs Green, Mr Waterhouse, Ms Sarwar and Cllr Mohammed. Mrs Martin-Richards and Cllr Gibbons were also absent from the meeting and apologies were not received.

2. REACHING OUT TO CARERS

At the previous meeting, the Council of Governors had requested that they be provided with information about the protected characteristics of those people identifying themselves to the Trust as carers. The paper contained information about:

- The data collected in relation to carers; and
- The work being undertaken within the Trust to reach out to carers from different communities.

As attendance at the Carer's Hub was likely to increase following further promotion of the service, Governors believed it beneficial to receive a further report in one year's time which identified whether different communities were accessing the Hub. **Action: Deputy Trust Secretary to timetable into the Governor work programme.**

The Council of Governors:

- **Noted the work being undertaken within the Trust to capture data about carers;**
- **Noted the work being undertaken to promote the Carers Hub;**
- **Noted the support available to carers from different communities; and**
- **Agreed to promote the Hub to relevant contacts and networks.**

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING HELD ON 11 AUGUST 2016

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

5. MATTERS ARISING FROM THE MEETING HELD ON 11 AUGUST 2016

Actions

11/8/16-1: Feedback from Governors – the Deputy Trust Secretary reported:

- The Council of Governors' Performance Evaluation action plan contained an action to utilise the Governor-only meeting in a different way. Consequently, the establishment of a Governor steering group was no longer required; and
- Mr Deane had informed the Deputy Trust Secretary about mental health events taking place during October.

6. MINUTES OF THE ANNUAL MEMBERS' MEETING AND ANNUAL GENERAL MEETING HELD ON 27 SEPTEMBER 2016

The minutes of the AMM/AGM held on 27 September 2016 were agreed as a true and accurate record, subject to the following amendment:

- The list of Governors present at the meeting to be amended to show Dr Arora's attendance at the meeting rather than Dr Ranjit's.

5. MATTERS ARISING FROM THE AMM/AGM HELD ON 27 SEPTEMBER 2016

There were no matters arising.

6. CHAIR'S REPORT

The Chair reported:

- Mr Nick Smith, Public Governor, had been shortlisted for a Community Star award;
- The Council of Governors Performance Evaluation Task and Finish Group had developed an action plan which had been shared with the Chair. This would be updated to reflect discussions at that meeting and circulated to all Governors. **Action: Deputy Trust Secretary;**
- The Chief Executive appointment process had concluded;
- Since the last Council of Governors meeting, the Board had:
 - Received a presentation about Corporate Manslaughter and would be undertaking a self-assessment against the framework;
 - Discussed progress in relation to the 2015/16 Annual Plan;
 - Considered the Financial Sustainability Risk Rating for quarter two, the Workforce strategy, the Mental Health Strategy and the Workforce Race Equality Standard. **Action: Chair/Deputy Trust Secretary to timetable into the work programme a future presentation about the Mental Health Strategy;**
 - Appointed the Complaints and Litigation Manager as the Freedom to Speak Up Guardian. Ms Mirza had been appointed as the Non-Executive lead and Mrs Knight as the Executive lead;
 - Spent a considerable amount of time discussing the Sustainability and Transformation Plans;
 - Discussed the two year plan and control totals; and
 - Received an updated about the consistency of reporting following the mortality review at Southern Health.

The Council of Governors noted the Chair's report.

7. PROTECTED CHARACTERISTICS OF PEOPLE USING MENTAL HEALTH SERVICES

Governors had, at the August meeting, requested further details about the characteristics of those people accessing mental health services. Mr Binns introduced a paper which provided information regarding:

- The protected characteristics of those people using Mental Health services; and
- The Count Me in Survey conducted in 2010 and comparisons with local data for 2014, 2015 and 2016.

During ensuing discussion, the following key points were highlighted:

- The data showed a significant number of people preferred not to disclose their religion;
- Locally, there had been an increase in admissions for people from a Pakistani descent and decrease in those from a Caribbean background;
- Disabled people were not disclosing their disability; and
- There was no national reporting requirement relating to the protected characteristics of people using Mental Health services. Consequently, it was not possible to compare the Trust's data with that of other trusts.

Governors were invited to advise the Deputy Trust Secretary should they wish to form a Task and Finish Group to consider whether there were any gaps in current data collection.

The Council of Governors noted the content of the paper.

8. 2017-2019 TRUST PLAN

The Director of Finance, Contracting and Estates gave a presentation which highlighted the following:

- Guidance about the two-year plan had been published on 22 September. The plans were required to:
 - Reflect Sustainability and Transformation Plans (STPs).
 - Improve core access and NHS Constitution standards.
 - Deliver stretched control totals.
- The timetable for submission of the draft and final plan;
- The key risks which could affect delivery of the Trust's plan; and
- The four key themes arising from round table discussions at the Annual Members' Meeting (AMM) about the Annual Plan.

Mr Deane referred to the workforce themes arising from the AMM and considered it appropriate that the Trust consider how it might encourage young people (not attending college or university) to join the Staff Bank. **Action: Director of Finance, Contracting and Estates to raise with the Director of Human Resources and Organisational Development.**

The Council of Governors noted the presentation.

9. SUSTAINABILITY AND TRANSFORMATION PLANS

Ms Lees gave a presentation about the Sustainability and Transformation Plans (STPs). During the presentation, Ms Lees highlighted the following key points:

- STPs had been established in response to the Five Year Forward View and were designed to encourage greater collaboration;
- The West Yorkshire STP had nine workstreams. The Trust was a member of the Mental Health and Primary Care/Community Services workstreams;
- Governors had been emailed further details (including a video) about the STPs and would continue to be appraised of developments via the Governor Friday Folder.

Governors noted the presentation

10. FEEDBACK FROM GOVERNORS

The following key points were highlighted:

- A number of Governors had attended a Performance Evaluation workshop to review the results of the Governor Performance Evaluation survey. Following that workshop, a Task and Finish Group had been established to develop a resultant action plan. The draft action plan had been discussed with the Chair and once finalised would be forwarded to all Governors for review and comment. Governors were informed one action (arising under the theme of `relationships`) related to the organisation of a `murder mystery` event consisting of Governors and members of the Board. Governors considered a social occasion in the New Year might be a better option;
- A bite-size training session on `holding to account` would be held prior to the February Council of Governors meeting;
- Two Governors had attended the Mental Health Legislation Committee and had evidenced the NEDs actively seeking assurance in relation to key matters. Consequently, it was recommended that Governors consider attending committees;
- Two Governors had attended a complaints review meeting and had had extensive discussion about the way in which the complaints process worked. Those Governors considered it appropriate that Governors be informed, via their quarterly meetings, about key themes arising from complaints;
- One Governor had been informed by a service user that nicotine replacement therapy was provided to those service users that smoked. Ms Lees confirmed this was provided within one hour of admittance to a mental health ward; and
- The Trust had had a membership stand at a recent Women's Health Network event.

The Council of Governors noted the feedback received from individual Governors.

11. INTEGRATED PERFORMANCE REPORT

The Integrated Performance Report (IPR) highlighted performance for quarter two of 2016/17.

Ms Lees suggested that a Task and Finish Group be established to review the content of the Integrated Performance Report. Ms Lees considered it appropriate, following discussion earlier in the meeting, that complaints data be captured within the report. **Action: Governors to express an interest to the Deputy Trust Secretary should they wish to join the Integrated Performance Review Task and Finish Group.**

The Council of Governors noted the Integrated Performance Report.

12. MEMBERSHIP DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

Governors considered a paper which contained a number of proposed changes to the Membership Development Working Group terms of reference. The paper also contained details of a new Working Group Chair.

The Council of Governors:

- **Approved the proposed changes to the Membership Development Working Group terms of reference; and**
- **Noted the change of Working Group Chair.**

13. GOVERNANCE MANUAL

Governors were provided with a copy of the Governance Manual for review.

The Council of Governors:

- **Approved the Governance Manual; and**
- **Noted the Manual also required approval of the Trust Board.**

14. COUNCIL OF GOVERNORS' BUSINESS CYCLE

The business cycle contained proposed agenda items for the November meeting. The following additions to the programme were identified:

- A paper about the mortality review (May 2017);
- A presentation about the Mental Health Strategy (Bite Size Training, May 2017).

The Council of Governors noted those items scheduled for discussion at the February meeting.

15. FUTURE MEETING DATES

Governors considered a paper containing proposed meeting dates for 2017.

The Council of Governors agreed the calendar of meetings for 2017.

16. ANY OTHER BUSINESS

There were no other items of business.

17. DATE AND TIME OF NEXT MEETING

The next meeting would be held at 5.30 pm on Thursday, 9 February 2017 at Trust Headquarters, New Mill, Victoria Road, Saltaire.

The meeting concluded at 8.45 pm.

**COUNCIL OF GOVERNORS' MEETING
10 NOVEMBER 2016**

ACTIONS

Ref No	Actions requested	Timescale	Progress
11/8/16-1	<p><u>Feedback from Governors</u></p> <p>i) Patient Advice and Complaints Manager to provide Governors with an update following the review into the effectiveness of the revised complaints process;</p> <p>ii) Governors to provide comments to Mr Spencer about the establishment of a Governor steering group;</p> <p>iii) Governors to consider contacting the CCGs and/or the Local Healthwatch about the waiting list for the BANDS service; and</p> <p>iv) Mr Deane to advise the Trust about mental health events taking place during October.</p>	<p>May 2017 Meeting</p> <p>One month</p> <p>November 2016</p> <p>September 2016</p>	<p>Superseded by New Governor-Only Meeting Proposal</p> <p>No contact made</p> <p>Completed</p>
10/11/16-1	<p><u>Reaching out to Carers</u></p> <p>Deputy Trust Secretary to timetable into the work programme an update report about the characteristics of those people accessing the Carers hub.</p>	November 2017	Incorporated into the Programme
10/11/16-2	<p><u>Chair's Report</u></p> <p>Deputy Trust Secretary to circulate the Governor Performance Evaluation Action plan to Governors.</p> <p>Chair/Deputy Trust Secretary to timetable into the Governor work programme a presentation about the Mental Health Strategy</p>	<p>One week</p> <p>One week</p>	<p>Circulated via Friday Folder 18.11.16</p> <p>Timetabled for the May meeting</p>
10/11/16-3	<p><u>2017-2019 Trust Plan</u></p> <p>Director of Finance, Contracting and Estates to inform the Human Resources Director of the suggestion raised relating to encouraging young people (not attending college or university) to join the Staff Bank.</p>	Two weeks	Highlighted to Deputy Director of HR in the absence of the HR Director
10/11/16-4	<p><u>Integrated Performance Report</u></p> <p>Governors to express an interest to the Deputy Trust Secretary should they wish to join a Task and Finish Group to review the Integrated Performance Report.</p>	Two weeks	Expressions received