

Council of Governors meeting in Public
Thursday 5 May 2022 at 5.10pm
Meeting Held virtually on Microsoft Teams

Present:	Carole Panteli Anne Scarborough Ishtiaq Ahmed Linzi Maybin Pamela Shaw Roberto Giedrojt Dr Sid Brown Stan Clay Tina Butler	Interim Chair of the Trust (Chair of the Council of Governors) Public Governor: Keighley Appointed Governor: Sharing Voices Staff Governor: Clinical Staff Governor: Clinical Staff Governor: Non-clinical Public Governor: Shipley Public Governor: Bradford South Appointed Governor: Bradford Assembly
In Attendance:	Alyson McGregor Andrew Chang Bob Champion Eleanor Parrott Helen Robinson Mark Rawcliffe Maz Ahmed Mike Woodhead Paul Hogg Phillipa Hubbard Simon Lewis Therese Patten Susan Ince	Non-Executive Director Non-Executive Director (<i>items 1-9, 10.1 and 10.2 only</i>) Interim Director of Human Resources and Organisational Development Corporate Governance Facilitator (Secretariat) Corporate Governance Manager and Deputy Trust Secretary Non-Executive Director Non-Executive Director (<i>items 1-5, 10.4 and 10.5 only</i>) Director of Finance, Contracting and Estates Director of Corporate Affairs Director of Nursing, Professions and Care Standards, Infection Prevention and Control and Deputy Chief Executive Non-Executive Director (<i>items 1-5, 10.6 and 10.7 only</i>) Chief Executive Deputy Director of Performance and Planning

In addition, two members of the public were observing the meeting.

Minutes

Item	Discussion	Action
178	Welcome and Apologies for Absence (agenda item 1)	

Carole Panteli, the Chair opened the meeting at 5.10pm and welcomed all attendees, in particular Alyson McGregor, Non-Executive Director and Mark Rawcliffe, Non-Executive Director who were both attending their first Council of Governors meeting.

The Chair informed the Council that the meeting agenda would be reordered to enable some attendees to present their items before they were required to leave the meeting early due to other commitments.

Apologies for absence had been received from Anne Graham, Public Governor: Bradford West, Helen Barker, Public Governor: Craven and Michael Frazer, Public Governor: Bradford East.

The Council was quorate.

The Council noted the letter of support from the University of Bradford in relation to the appointment of Professor Zahir Irani, Deputy Vice-Chancellor (Academic, Innovation and Quality) to replace Professor John Bridgeman, Deputy Vice-Chancellor (Research, Innovation and Engagement) as Appointed Governor of the Trust.

The Council approved the appointment of Professor Zahir Irani as Governor.

179 Declarations of any Conflicts of Interest (agenda item 2)

No declarations of interest were made.

180 Minutes of the previous meeting held on 3 February 2022 (agenda item 3)

The minutes of the public meeting held on 3 February 2022 were accepted as a true and accurate record.

181 Matters Arising (agenda item 4)

There were no matters arising.

182 Action Log (agenda item 5)

Paul Hogg, the Director of Corporate Affairs gave an overview of the action log. Four actions had been completed and could be removed from the log. The action to provide an update on the strategy to mitigate waiting time challenges in some services (log number 03/02/22-2) was ongoing and was due to be presented to the July 2022 meeting.

183 Chair's Report (agenda item 6)

The Chair presented the Chair's report:

- Three Governors had been involved in the longlisting session for the recruitment of a substantive Trust Chair. Stakeholder and Service User panels would also form a part of the recruitment process.

- Governors were encouraged to contact the Corporate Governance Team if they wished to take part in face-to-face Go See service visits which would be resuming in future.
- Longlisting sessions for the three executive vacancies would take place the following week. The Trust was also recruiting for two Deputy Director roles. High quality applications had been received for all posts.
- A Director of Integration had been appointed. This was a shared post across the Trust and Bradford Council to help the organisations work together to deliver Trust services and adult social care to patients in the local area.
- The new Place Partnership System Committees for Quality, Finance and People were being established. These would be chaired by Non-Executive Directors from each of the three provider organisations.
- The Bradford District and Craven Integrated Partnership Board had met in shadow form the previous month.
- The Partnership was recruiting an independent Chair. The Chair of the Council of Governors would be involved in the stakeholder panel for this recruitment.

The Director of Corporate Affairs gave an overview of the Governance matters contained within the report and the Council noted that:

- Anne Scarborough, Public Governor: Keighley volunteered to become the fifth member of the Membership Development Committee which could now be re-established as a Governor-led Committee.
- Following the Governor elections nominations phase, some seats were contested, and voting for these posts would open from Friday 13 May – Monday 6 June. The outcome of the elections would be announced to the Council on 7 June 2022.

The Council of Governors:

- **Noted the Board membership changes taking place including an update regarding Chair recruitment.**
- **Noted the Board’s strategic development work in line with Integrated Care policy and related partnership working.**
- **Considered re-establishing the Membership Development Committee.**
- **Supported the extension of the external auditor contract until 2024.**

184 0-19 Service Update (agenda item 7)

Philippa Hubbard, the Director of Nursing, Professions and Care Standards and Infection Prevention and Control provided an update on 0-19 services.

- The Trust was working closely with public health colleagues to maintain the quality of service within the Wakefield 0-19 service in the interim period before the contract was transferred to the new provider.

- The Trust was preparing for the retender of the Bradford 0-19 service contract which was likely to take place during 2022, although a final decision on procurement was yet to be made.
- The Trust had recently received a Special Educational Needs and Disabilities (SEND) inspection as part of the Place Partnership. The outcome would be communicated following publication of the inspection report.
- The priority was to safeguard children on the edge of care and ensure that the most vulnerable received the care they needed.

185 Staffing Update (agenda item 8)

Bob Champion, the Interim Director of Human Resources and Organisational Development presented the Staffing Update.

The five-year workforce plan was a key component of the Trust's recruitment and retention strategy, and the plan demonstrated how service leads, finance and human resources directorates had collaborated to evaluate the current vacancy situation. The report was shaped by extensive underlying data which could be provided to Governors if requested.

The Council of Governors noted the Staffing Update.

186 Performance Report (agenda item 9)

Susan Ince, the Deputy Director of Performance and Planning presented the Performance Report and noted that the more detailed report received by the Board of Directors was available to view on the Trust website here > <https://www.bdct.nhs.uk/about-us/our-board/board-papers/>.

The Council discussed the Performance Report and noted that:

- Board Committees also reviewed the Performance Dashboard and raised any relevant issues to the Board.
- Further information on children's safeguarding referrals was required, to enable Governors to understand whether the situation was improving or worsening. There was a Place Partnership Safeguarding Board which received information around safeguarding from the provider organisations and it would be beneficial if this could be made available to Governors.

Director of Nursing, Professions and Care Standards and Infection PHU Prevention and Control to consider whether information provided to the Partnership Safeguarding Board could be made available to Governors.

The Council of Governors:

- **Considered the key points and exceptions highlighted and noted the actions being taken;**
- **Provided further feedback regarding the content of the performance report.**

187 Assurance Reporting (agenda item 10)

The Council received the following Escalation and Assurance Reports which detailed matters to be escalated from the Committee meetings:

Audit Committee held on 8 February 2022

The Council noted that there were no alerts to raise.

Audit Committee held on 7 April 2022

The Council noted that there were no alerts to raise.

Charitable Funds Committee held on 28 April 2022

The Council noted that there were a number of Charity events taking place over the next year for Governors to take part in.

Finance, Business and Investment Committee held on 27 January 2022

The Council noted that there were no alerts to raise.

Finance, Business and Investment Committee held on 24 March 2022

The Council noted that there were no alerts to raise.

Mental Health Legislation Committee held on 27 January 2022

The Council noted that there were no alerts to raise.

Mental Health Legislation Committee held on 24 March 2022

The Council noted that there was an alert relating to an incident of restraint. The figures on violence against staff were reported to Board members as part of the Performance Dashboard and were therefore available publicly to Governors. The Council requested an update on the 'no force first' approach to be presented to a future meeting.

Quality and Safety Committee held on 17 February 2022

The Council noted that there was an alert relating to the impact of the Local Authority's discussion regarding a retendering of the Bradford 0-19 services. This had been addressed under agenda item 7 where an overview had been provided to the Council.

Quality and Safety Committee held on 17 March 2022

The Council noted that there were alerts relating to staffing issues, which had been a recurring theme across Quality and Safety Committee meetings. The focus of the Committee would now turn to addressing these issues.

Workforce and Equality Committee held on 17 February 2022

The Council noted that there was an alert relating to workforce challenges and related updates had been provided under agenda items 8 and 9. It was noted that staff survey results had not been disseminated to individual teams due to issues with the service provider, but team level results would be provided as soon as possible. The Council noted that it would be beneficial to receive a workforce update at each Council meeting going forwards.

Chief Operating Officer to provide a written briefing on the ‘no force first’ approach to a future meeting. TM

To provide a workforce update to each ordinary Council of Governors meeting going forwards. BC

The Council noted the updates provided and welcomed the leadership and scrutiny that had been undertaken by the Committees.

188 Feedback and Questions from Governors (agenda item 11)

Due to time limitations, no feedback or questions were shared.

189 Staff Survey Outcome (agenda item 12)

The Interim Director of Human Resources and Organisational Development presented the Staff Survey Outcome.

The Council noted that the report provided a summary of results, but more detailed underlying data could be made available to Governors if required. In relation to violence and aggression against staff, which was discussed under agenda item 10.5, responses suggested that 10% of respondents had been subjected to violence or aggression from patients. This had improved by 3.7% since the previous year’s result and was positive compared to the sector average of 14%.

The Council noted the Staff Survey Outcome.

190 Operational Plan 2022/23 (agenda item 13)

The Deputy Director of Performance and Planning presented the Operational Plan 2022/23.

The Council noted and provided feedback on the operational plan priorities for 2022/23.

191 Terms of Reference (agenda item 14)

The Director of Corporate Affairs presented the Terms of Reference for the Council of Governors, Council of Governors Nomination Committee, Council of Governors Remuneration Committee and the Membership Development Committee.

The Council of Governors approved the following Terms of Reference:

- **Council of Governors**
- **Council of Governors Nomination Committee**
- **Council of Governors Remuneration Committee**
- **Membership Development Committee**

192 Youth Representation (agenda item 15)

It was reported that youth representation would be explored further through the Membership Development Committee, with an aim to encourage younger people to become members of the Trust.

The city of Bradford had the youngest population in Europe and the Trust provided a number of services specifically for younger people. Whilst there were already avenues available such as the Young Dynamos and NHS Cadets, it was important to ensure young people, especially from lower socio-economic backgrounds, had the opportunity to become involved in their local healthcare, develop an interest in their NHS and have their voices heard.

Further and higher education organisations had been approached to encourage applications to the current Governor vacancies. This approach would be adopted for future Governor elections to continue working towards better youth involvement in the Trust.

193 Engagement between Board of Directors and Council of Governors – letter from Sid Brown, Public Governor: Shipley (agenda item 16)

The Director of Corporate Affairs thanked Sid Brown, Public Governor: Shipley for his suggestion to encourage closer engagement between the Board of Directors and Council of Governors. It was confirmed that the Trust's Constitution did not allow for a Governor to be a Board member.

However, service users and carers could be involved at a strategic level and there were national conversations taking place around the Patient Director role to facilitate this involvement. A conversation on the introduction of a Patient Director within the Trust had also been initiated following a Trust event in which David Gilbert, the first Patient Director to be appointed nationally, was a guest speaker. Further consideration around whether a Patient Director within the Trust would be

more appropriately placed at Senior Leadership, Board or Executive level was required.

The Public Governor: Shipley noted that individual Governors' and Board members' opinions would be welcome. The Governor clarified that the suggestion was for an Associate Board Member, potentially without voting rights. It was noted that Governors were the only elected members of the Trust.

The Chair suggested that a discussion outside the Council meeting would be beneficial in working towards a resolution that was available within the Trust's Constitution.

The Interim Trust Chair to meet with the Public Governor: Shipley to further discuss engagement between the Board of Directors and Council of Governors. CP / PHo / SB

194 Council of Governors' Annual Declaration of Interest (agenda item 17)

The Director of Corporate Affairs presented the Council of Governors' Annual Declaration of Interests.

Governors were encouraged to respond to the Corporate Governance Team to confirm that their declaration was unchanged since the previous year, or to declare any new interests if they had not yet done so. The register of interests would be included in the Trust's Annual Report.

195 Council of Governors 2022 Work Plan (agenda item 18)

The Council of Governors noted the work plan.

196 Management of Deferred Items (agenda item 19)

The Council of Governors noted the Management of Deferred Items Log.

197 Any Other Business (agenda item 20)

No other business was raised.

198 Meeting Evaluation (agenda item 21)

The Chair thanked all Governors for joining and attending the meeting and closed the meeting at 6.40pm.