

**Council of Governors' Meeting held in Public.
Thursday 15 January 2025 at 5.00pm
Virtual meeting held on Microsoft Teams**

**Agenda
item**

XX

Present:	Dr Linda Paterson	Chair, FRCP OBE, Chair of the Trust
	Simon Lewis	Deputy Chair, Non-Executive Director
	Chris Malish	Non-Executive Director
	Maz Ahmed	Non-Executive Director
	Arshad Ali	Staff Governor: Clinical
	Mufeed Ansari	Public Governor: Bradford East
	Connor Brett	Public Governor: Keighley
	Councillor Andy Brown	Appointed Governor: North Yorkshire Council
	Bob Champion	Chief People Officer
	Sue Francis	Staff Governor: Non-Clinical
	Umar Ghafoor	Public Governor: Bradford South
	Paul Hodgson	Public Governor: Shipley
	Mike Lodge	Public Governor: Rest of England
	Alyson McGregor	Non-Executive Director
	Therese Patten	Chief Executive
	Trevor Ramsay	Public Governor: Bradford West
	Tim Rycroft	Chief Information Officer
	Emmerson Walgrove	Public Governor: Bradford West
	Claire Risdon	Operational Director of Finance
	David Sims	Medical Director
In Attendance:	Thabani Songo	Head of Nursing
	Michelle Holgate	Deputy Director of Operations
	Shane Embleton	Deputy Director of Estates and Facilities
	Rachel Trawally	Corporate Governance Manager and Deputy Trust Secretary
	Sarah Denton	Executive PA (Secretariat)

MINUTES

Item	Discussion	Action
001	<p>Welcome and Apologies for Absence (agenda item 1)</p> <p>The Chair, Dr. Linda Patterson, opened the hybrid meeting at 5.00pm.</p> <p>Apologies for absence had been received from the following Governors: Jimmy Vaughan, Linzi Maybin, Terry Henry, Rob James, Allison Coates, Sabiya Khan, Deborah Buxton.</p> <p>The following Board members had given apologies: Phillipa Hubbard, Kelly Barker, Fran Stead, Mike Woodhead and Non-Executive Directors Mark Rawcliffe and Sally Napper.</p>	

Item	Discussion	Action
	The meeting was not quorate.	
002	Declarations of Interest (agenda item 2) No declarations of conflicts of interest were made.	
003	Minutes of the Council of Governors' meeting held on 2 February 2024 (agenda item 3) The minutes of the Council of Governors meeting held on 21 November 2024 were accepted as an accurate reflection.	
004	Matters Arising (agenda item 4) The Chair noted that Jimmy Vaughan was stepping down from his post and thanked him for his contributions as a Governor. The Chair advised that she had received a query from Councillor Khan following an incident concerning one of our patients and would be giving a formal reply regarding the access to Mental Health Services, a further update would be brought to the next Council of Governors meeting.	
005	Action Log (agenda item 5) The Council of Governors: <ul style="list-style-type: none"> noted the contents of the action log. 	
006	Issues and Questions from Communities (agenda item 6) No issues or questions from Communities were raised.	
007	Chair's Report (agenda item 7) The Chair noted that two of the list of meetings attended were incorrect and provided a verbal update. The Chair advised the appraisals for the Chief Executive, Trust Chair and Non-Executive Directors would be carried out shortly against NHS England development standards. The Chair advised joint committee learning sessions were planned to look at the effectiveness of the committees and to ensure good practise.	

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	<p>The Deputy Trust Secretary called attention to Appendix 2, the Governor and Members Reimbursement of Expenses Procedure update, noting that this was brought to the Council for approval and due to the lack of quoracy this would be emailed to the Council members for approval. Action: to circulate for approval by email.</p> <p>The Lead Governor noted that the next Council of Governors was scheduled for June and queried the long break between meetings. R Trawally advised that the break was due to aligning Committee meetings and the Board of Directors, the Council of Governors will take place after Board of Director Meetings and C Risdon noted this meeting had moved earlier to allow for the approval of the audit tender agenda item to private board. The Chair, Chief Executive and Lead Governor agreed to discuss the need for an additional Council of Governors. Action: to be discussed at the Lead governor meeting in February 2025.</p> <p>M Lodge informed the Council that he would be attending Leeds and York Committee meetings to observe, he advised he would bring feedback on their effectiveness at the next Council of Governors.</p> <p>The Council of Governors noted the verbal update.</p>	<p>RT</p> <p>FS</p>
008	<p>Integrated Performance Report and Finance Update (agenda item 8)</p> <p>The Medical Director provided an update for Mental Health Services, noting the continued increase in demand through November and into December. D Sims praised staff for their efforts to continue to deliver services during the recent extreme weather and business continuity pressures.</p> <p>D Sims advised of the work being done for the memory assessment service waiting times and noted that whilst these were still high there had been a sustained reduction.</p> <p>The Deputy Director of Operations discussed the updates in the report for Community services. M Holgate discussed the Community Dental Services waiting list for access to general anaesthetic and the new arrangements with the West Yorkshire Collaboration. Additional resources had been secured to support with speech and language therapy services, M Holgate noted this would help with the backlog in both adult and children services.</p> <p>The Public Governor for Keighley praised the work done in Dental services and noted that the collaborative approach was beginning to show across the service.</p> <p>The Operational Director of Finance presented the finance section of the report, C Risdon confirmed the Trust expected to achieve the break-even plan for this year. The focus would now be on the next financial year and the legacy of underachieving being carried into the next year. Planning guidance was</p>	

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	<p>expected on the 28 January 2025 and the expectation was that we would face significant challenges in the coming year due to an expected 1% to 2% decrease.</p> <p>C Risdon advised of the new national hospital announcement and noted that the Lynfield Mount Hospital redevelopment would not be affected.</p> <p>The Chair advised that the planning guidance would be reviewed at the Board of Directors meeting on 29th January 2025.</p> <p>The Public Governor for Shipley queried the 1% to 2% expected decrease, C Risdon confirmed this was expected to be £10 to £15 million and that the finance team were working on plans to address this, draft plans would be available in February.</p> <p>The Council of Governors noted the update provided.</p>	
009	<p>Lynfield Mount Update (agenda item 9)</p> <p>The Deputy Director of Estates and Facilities shared an updated presentation on the Lynfield Mount Hospital redevelopment plans. S Embleton advised that ongoing car park work had been delayed due to the adverse weather conditions and material deliveries.</p> <p>S Embleton noted that the reserved matters for planning permission would be going for submission in mid-February but that no significant issues were expected. It was also advised that S Embleton, C Risdon and M Woodhead had secured an assured status, meaning that there would be a light touch approach to monitoring the project.</p> <p>S Embleton confirmed there had been good staff engagement for the project throughout November 2024 and that service users had also been engaged, architect workshops led by Trust staff had been held onsite to share the floor plans. S Embleton noted that the early contractor appointment was being done and he had visited a McAvoy construction site in Leeds and observed excellent work being done.</p> <p>T Patten praised the work done by S Embleton and C Risdon to complete and submit the relevant papers.</p> <p>The Council of Governors noted the content of the report.</p>	
010	<p>Suicide Prevention Update (agenda item 10)</p> <p>The Medical Director and Head of Nursing presented the Suicide Prevention update, The Chair asked for this to also be brought to the Board of Directors meeting. Action: to be reported to Board.</p>	RT

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	<p>T Songo discussed the main features of the report, noting that we would be embarking on an Australian approach developed by Catherine Turner and then comparing how we benchmark locally, regionally and nationally. T Songo advised that the most up to date national figures were from 2022/2023 due to admin delays from Coroners, it was also noted that there was a gap in the data with regards to ethnicity. T Songo regularly meets with senior health specialists and police locally for cases coming through in real time. T Songo highlighted that in the previous year there were over 55 cases reported which had decreased to 45 this year.</p> <p>Engagement had begun with Suicide Prevention Expert Catherine Turner who would be presenting her work and training, this work would be done with the improvement academy and would progress as a study with the hope of becoming a flagship piece of work. D Sims noted that we would work in partnership with Merseycare as they were part of the zero suicide movement which focussed on bringing down suicide. D Sims advised that as a Trust we had not yet declared our intention to become a zero suicide Trust and our focus was on linking with best practises around the world, being aware of the trauma surrounding suicide.</p> <p>The Public Governor for Bradford West raised that in 2019 there was a death of a Bradford student at university whilst known to Merseycare and findings were very critical of Merseycare, T Ramsey asked if service users attended a recent Merseycare site visit? T Patten noted that it was important to focus on the learning from serious incidents. D Sims confirmed this had been discussed with C Turner and that learning would be used to tailor the approach to Bradford rather than repeating the Merseycare approach.</p> <p>M Lodge asked if there was any insight into why Bradford has lower suicide rates? D Sims believes this multifactorial and may be related to the community and their resilience.</p> <p>The Chair praised the work done by D Sims, T Songo and the team and noting the difficulty and stigma around suicide, there was often a feeling that suicide was an unavoidable outcome in people who were mentally unwell, and the work done in suicide prevention proves this is not an inevitable outcome.</p> <p>The Council noted the content of the report.</p>	
011	<p>Alert, Advise, Assure and Decision report/Assurance Reporting (enclosures):</p> <p>11.1 Finance and Performance Committee held November 2024</p> <p>Non-Executive Director Maz Ahmed presented the report from Finance and Performance Committee. The key points of the reports were discussed, noting that the break-even position did not reflect the whole story and the position was covered by non-recurrent items. This would be a key piece of the next financial years plan.</p>	

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	<p>11.2 Quality and Safety Committee held on November 2024</p> <p>It was noted the verbal update on the AAAD report from Quality and Safety Committee. The top 3 risks from the previous committee remain unchanged, continued pressure relating to staffing gaps, continued use of out of area beds and recruitment challenges.</p> <p>T Patten advised the Council that a recent Go See visit to Willow Ward provided some excellent feedback and they were impressed with how staff were managing difficulties with the layout of the ward. Service users were engaging well and the occupational health and activity coordinators on the ward gave good feedback.</p> <p>C Brett asked if there had been any improvement in the District Nursing Team safer staffing levels? M Holgate advised that the short-term response to the challenge was to support team with additional nursing capacity. There was a programme of work around developing a long-term solution to reduce the day to day capacity and demand issues, the workforce was heavily involved in this transformation work.</p> <p>E Walgrove raised the challenges remaining around access to adult psychiatric units and the high number of out of area placements, querying if we had the latest figures for out of area placements? D Sims confirmed that the Trust works closely with Cygnet Hospitals for the 18 contracted out of area beds, these continue to be full. It was also noted that the number of spot purchase beds had reduced from the number before Christmas 2024. There were still significant numbers of spot purchases however this was reducing and would be a key part of the financial plan. D Sims also noted that those patients in spot purchase beds were more likely to have worse outcomes.</p> <p>11.3 People and Culture Committee held November 2024</p> <p>The Chief People Officer noted the verbal update on the AAAD report from People and Culture Committee held last week. The figures reported were updated from those in the November report. Medical locum vacancies were now out to advert, and a review of the rostering process was being done, this would be reported on at the Operational Sustainability Programme Board.</p> <p>B Champion advised that the recent staff survey results were still currently awaiting approval, there was a plan to present these at the Board of Directors next week.</p> <p>There were high levels of temporary staffing in inpatients, primarily due to high acuity, 90% of these were bank workers and 10% agency workers. C Brett praised the great reduction in the number of agency workers.</p>	

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	<p>11.4 Charity Funds Committee held October 2024 (agenda item 11)</p> <p>It was noted that there was no representative from the Charitable Funds Committee.</p> <p>C Risdon had attended the Committee and provided a verbal update. C Risdon advised that the Charitable Funds Committee discussed the annual charity report, and these were endorsed by the Charitable Funds Committee in October 2024 and then approved by the Audit Committee in January 2025.</p> <p>T Ramsey asked if there was any funding through the City of Culture? T Patten and S Embleton noted that this could be confirmed by S Bhatt and C Jowett.</p> <p>The Council of Governors noted the content of the report.</p>	
012	<p>Any Other Business (agenda item 12)</p> <p>There were no other items raised.</p>	
013	<p>Comments from public observers (agenda item 16)</p> <p>None.</p>	
014	<p>Meeting Evaluation (agenda item 17)</p> <p>The meeting closed at 6.45pm.</p>	