

Annual Members' Meeting
Thursday 19 September 2024

Meeting held in public: Bradford City Football Club, Valley Parade, Bradford.
BD8 7BY

Present:	Dr Linda Patterson OBE FRCP	Chair of the Trust
	Michael Frazer	Public Governor: Bradford East
	Linzi Maybin	Staff Governor: Clinical (Deputy Lead Governor)
	Trevor Ramsay	Public Governor: Bradford West
	Emmerson Walgrove	Public Governor: Bradford West
	Terry Henry	Staff Governor: Non-Clinical
	Paul Hodgson	Public Governor: Shipley
	Deborah Buxton	Appointed Governor: Barnados
	Cllr Sabiya Khan	Appointed Governor: Bradford Council
	Mike Lodge	Public Governor: Bradford East
	Mufeed Ansari	Public Governor: Bradford East
In Attendance:	Therese Patten	Chief Executive, Place lead for Bradford District and Craven Health and Care Partnership. National Director of Place Development for NHS England
	Salma Younis	KPMG (External Audit)
	Kelly Barker	Chief Operating Officer
	Bob Champion	Chief People Officer
	Philippa Hubbard	Director of Nursing, Professions and Care Standards, DIPC, Deputy Chief Executive, Director of Nursing and Quality for Bradford District and Craven Health and Care Partnership
	Nazmeen Khan	Corporate Governance Officer (Secretariat)
	Simon Lewis	Non-Executive Director
	Christopher Malish	Non-Executive Director
	Alyson McGregor	Non-Executive Director
	Sally Napper	Non-Executive Director
	Tim Rycroft	Chief Information Officer
	Dr David Sims	Medical Director (for agenda item 4)
	Fran Stead	Trust Secretary
	Rachel Trawally	Corporate Governance Manager
	Mike Woodhead	Chief Finance Officer and Place Director of Finance for Bradford District and Craven Health and Care Partnership

- 83 Members of the Trust and members of the public attended.

Minutes

Item	Discussion	Action
127	<p>Welcome & apologies for absence (agenda item 1)</p> <p>The Chair of the Trust opened the meeting at 12.30pm and welcomed the public, members', governors, Trust colleagues and Board members to the Annual Members Meeting.</p> <p>Dr Patterson thanked the Trust colleagues and partners who showcased their work as part of the Care Trust Marketplace.</p> <p>A background to the Annual Members' Meeting was provided. It was shared that this was a statutory meeting and a requirement for all Foundation Trust's to hold this meeting open to members and the wider public. It was also noted that the Annual Accounts and Report 2023/24 had been shared.</p> <p>Apologies for absence were then noted: Aurangzeb Khan: Public Governor: East, Robert James, Appointed Governor: Bradford University, Joyce Thackwray Public Governor: Bradford South, Mark Rawcliffe: Non-Executive Director, Clinical, James Vaughan: Public Governor: Keighley, Maz Ahmed, Non-Executive Director, Hannah Nutting, Public Governor: Shipley, Cllr Allison Coates: Appointed Governor: Bradford Council, Susan Francis: Staff Governor, Connor Brett: Public Governor: Keighley,</p> <p>The Annual Members' Meeting was quorate.</p>	
128	<p>Declaration of any conflicts of interest (agenda item 2)</p> <p>There were no declared conflicts of interest in respect of any agenda items.</p>	
129	<p>Minutes of the previous meeting: 21 September 2023 (agenda item 3)</p> <p>The minutes from the Annual Members Meeting held on 21 September 2023 were agreed as a true and accurate record.</p>	
130	<p>Matters arising (agenda item 4)</p> <p>There were no matters arising.</p>	

Item	Discussion	Action
137	<p>Question and answer session (agenda item 10)</p> <p>The Chair thanked the presenters and then opened the meeting to receive questions, noting that one question had been submitted in advance of the meeting.</p> <p>The following question had been received in advance for the Board of Directors:</p> <p><u>Question 1:</u> What happened to the Trust wide Involvement Group meeting? Recognising importance of input from all services.</p> <p><u>Answer:</u> TWIG was put on hold in 2023 following feedback from participants to allow time to review its purpose and functionality to ensure it was fit for purpose as the organisation embraced new ways of working post COVID. Staffing limits within the team had meant this reset work had been delayed, however TWIG was recognised by Involvement Partners and staff alike as fulfilling a valuable function in connecting and informing, and so the team endeavoured to review and restart in the near future.</p>	

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	<p><u>Question 2:</u> Mental Health, carers assessments, update on Triangle of Care work within the Trust, people waiting over 6-months.</p> <p><u>Answer:</u> We were unsure what the 6-month wait referred too, possibly MH assessment, which was not within the remit of the PCEIT team to be able to respond to. Triangle of Care update - Triangle of Care was currently being rolled out within phase 3 (Adult Physical Health) services. This meant that all staff within those teams were receiving Carer Awareness training, all services were nominating staff to become Carer Champions, and all teams were completing self-assessments to determine where they were with the 6 key principles of ToC (Triangle of Care). This work would lead up to a submission to the Carers Trust in late 2024 or early 2025, at which point we would hopefully be awarded a 3rd gold star for the trust. Whilst this work was ongoing, we were continuing to support our previous phases (Inpatient and Crisis services and Community Mental Health services) to complete their self-assessments every 6 months and to uphold the Toc (Triangle of Care)work within their services.</p> <p><u>Question 3:</u> Deaths after discharge from hospital, how will the national learning be reflected within the Trust?</p> <p><u>Answer:</u> Since 2019 we had reviewed all deaths of those within our mental health services and carried out reviews of those where there could be an impact from treatment failure or treatment impact. We review those with continued input from all our services including those discharged from hospital and those who had contact with our services in the last 6 months.</p> <p>This would particularly include those in this review. A Patient Safety Executive Panel is held every 2 weeks. In addition to our local learning there is an agenda items to review other reports, including from coroners as well as national reports such as planned from Essex.</p> <p>The learning from these reports could lead to specific teams being asked to provide actions or through the patient safety learning forum for actions for the whole organisation which were monitored then through our clinical board. The governance of clinical board was through the Quality and Safety Committee.</p> <p>D Sims commented that after the Essex investigation report – PSEP Patient Safety Executive Panel had set up a Task & Finish Group.</p> <p>The remaining questions had then been raised during the meeting:</p>	

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	<p><u>Question 4:</u> K Double Involvement Partner stated 'the cancellation of TWIG and a number of other meetings disappeared without explanation</p> <p><u>Answer:</u> The Chief Operating Officer advised that they were working on this and endeavoured to give better information. Learning from TWIG would be fed back, to ensure people had a better understanding.</p> <p><u>Question 6:</u> Paul Hodgson, Public Gover, was interested in the clinical and non-clinical break down of staff at the Trust.</p> <p><u>Answer:</u> The Finance Officer advised that benchmarking against other Trusts was undertaken, it was sometimes unclear which roles fall under clinical/non clinical. Changes were happening in some areas.</p>	
138	<p>Thank you and close of the Annual Members' Meeting (agenda item 11)</p> <p>The Chair of the Trust thanked colleagues for participating in the Annual Members' Meeting and formally closed the meeting at 1.30pm.</p>	