



With all of us in mind

Minutes of the Members' Council meeting held on 23 October 2013

Present:	Marios Adamou Ian Black Hilary Brearley Doug Dale Adrian Deakin Claire Girvan Nasim Hasnie John Haworth Andrew Hill Margaret Isherwood Ruth Mason Bob Mortimer Kath Padgett Dave Rigby Kevan Riggett Jeremy Smith Michael Smith Hazel Walker Laura Wharmby Tony Wilkinson	Staff – Medicine and pharmacy Chair of the Trust Appointed – Barnsley Hospital NHS Foundation Trust Public – Wakefield Staff – Nursing Staff – Allied Health Professionals Public – Kirklees Staff – Non-clinical support Public – Barnsley Appointed – Wakefield Council Appointed – Calderdale and Huddersfield NHS Foundation Trust Public – Kirklees Appointed – University of Huddersfield Public – Kirklees Public – Barnsley Public – Kirklees Public – Calderdale Public – Wakefield Appointed – Staff side organisations Public – Calderdale (Lead Governor)
In attendance:	Peter Aspinall Nisreen Booya Tim Breedon Bernie Cherriman-Sykes Alan Davis Alex Farrell Bernard Fee Julie Fox Steven Michael Sean Rayner	Non-Executive Director Medical Director Director of Nursing, Clinical Governance and Safety Integrated Governance Manager (author) Director of Human Resources and Workforce Development Deputy Chief Executive/Director of Finance Non-Executive Director Non-Executive Director Chief Executive District Service Director, Barnsley and Wakefield
Apologies:	Shaun Adam Netty Edwards Robert Klaasen Ann McAllister Margaret Morgan Jules Preston Barry Seal Peter Walker David Woodhead	Public – Barnsley Staff – Nursing support Public – Wakefield Appointed – Calderdale Council Appointed – Barnsley Council Appointed – Mid Yorkshire Hospitals NHS Trust Public – Kirklees Public – Wakefield Public - Kirklees

MC/13/43 Welcome, introduction and apologies (agenda item 1)

Ian Black, Chair of the Trust, welcomed everyone to the meeting and he thanked all who had attended the Annual Members' Meeting on Monday. Three questions asked at that meeting made him, as Chair, step back and think about the Trust.

- The Trust must engage with, and seek the views of, as many people as possible and it should ensure it goes out to people rather than expect people to be able to attend its events.
- The lady who spoke about bed pressures and the experience of her son in Trust services provided a powerful message. Bob Mortimer added that this was an issue raised regularly at Trust dialogue groups, particularly in Kirklees. Nisreen Booya commented that Trust in-patient beds are utilised Trust-wide and the nearest bed in

an emergency may be elsewhere in the Trust's patch. Sometimes, this was unavoidable.

- The NHS is seen as one organisation by the public. Partners should, therefore, be encouraged to offer support in giving a constructive response to issues raised. Tony Wilkinson added that people need to ask questions of the right part of the NHS and Healthwatch is an excellent body through which to do this as it offers the opportunity to talk to the right partners at all levels.

The showcase provided an excellent demonstration of Trust services and, in particular, how the Trust works in partnership with many different organisations and bodies.

Dave Rigby commented that it would have made for a better format if the dances and musicians had been on earlier or during the meeting.

MC/13/44 Declaration of interests (agenda item 2)

There were no declarations over and above those presented to the Members' Council in May 2013 or made since.

MC/13/45 Minutes of the previous meeting held on 26 July 2013 (agenda item 3)

The Members' Council APPROVED the minutes from the meeting held on 26 July 2013. The notes from the Francis Report feedback session on 26 July 2013 and the notes from the Members' Council evaluation session on 10 September 2013 were noted.

There were three matters arising.

MC/13/31 Annual report and accounts 2012/13 (page 4)

Dave Rigby asked if there was any update on the issue he raised about carers' issues on confidentiality. The Chief Executive, Steven Michael, responded that the Trust is constrained due to information governance requirements; however, the Trust's review of its Information Management and Technology Strategy will include a review of what is reasonable in terms of confidentiality and sharing of information whilst respecting the rights and wishes of service users.

It was also noted that the Trust will include any relevant notes to the accounts in future presentation to the Members' Council for completion as raised by Marios Adamou.

MC/13/32 Quality report 2012/13 severe harm and death indicator (page 5)

It was noted that Trust Board approved a proposal at its September 2013 meeting to revise its incident reporting system, DATIX, to enable the Trust to capture data for the severe harm and death indicator as mandated by Monitor for the Quality Accounts.

MC/13/46 Chair's report and feedback from Trust Board/Chief Executive's comments (agenda item 4)

Ian Black commented on the following.

- The half-yearly review of the end-of-year outturn by Trust Board shows that the Trust is confident of meeting its targets; however, there is a degree of nervousness in terms of 2014/15 and it will be a challenge for the Trust to meet its cost improvement targets.

- The Trust's cash balances are significant and healthy at this point in the year. The Trust is currently behind on its spend on its capital plan this year; however, plans are in place to ensure that the pace of spend increases to meet the year-end target.

MC/13/47 Transformational service change (agenda item 5)

Steven Michael gave a brief introduction to the transformation programme. Bob Mortimer asked what influence the Trust has with, for example, local authorities, to provide the infrastructure and support for people to live in their own homes. Steven Michael responded that the Trust has to form close links with social care partners, particularly housing providers, to provide a complete package of care and support that are individually-tailored to people's needs.

Dave Rigby commented that it is important that the public understands why the Trust is embarking on transformation. He was not sure that people grasp that the Trust needs to make significant cuts when the Government is saying it is maintaining and protecting NHS budgets. Steven Michael responded that the Government's position is not strictly accurate. The Trust is required to find a minimum 4% reduction in its budget year-on-year. Nisreen Booya added that transformation is also needed to reflect changing local need and changes in clinical practice.

The Members' Council divided into three groups focusing on mental health services, learning disability services and general community services. Each group was asked to consider the vision for services and discuss whether the Trust has demonstrated it has listened to service users, carers, staff and the public and met the expectations of service users and carers. The groups were then asked to consider what the risks could be, what the challenges are and whether the vision is 'future-proofed'.

The feedback was as follows.

Learning disability services

Risks

- Moving in-patient beds to one site presents more transport challenges for carers and families.
- There is a potential risk of empty beds although a reduced risk from the current position.
- Has the consultation been sufficient, particularly with families and carers?
- How will the Trust measure and evaluate the effectiveness of the changes?

Challenges

- This is a complicated system. The Trust needs to help people understand the changes and ensure the offer is streamlined across many areas/districts.
- The Trust needs to create partnerships and ensure agreement of the offer across different commissioners and local authorities.

Future-proof

- The Trust aims to be an expert in this field so, yes, the vision is future-proofed.

Mental health services

Has the Trust listened?

- The feedback indicates that, yes, it has.
- The vision should be preventative rather than reactive and investment should reflect this.

Risk

- The Trust cannot stay as it is. This would be unsustainable.
- However, transformation must be affordable and reflect the needs of local communities and changing demographics.
- The vision must ensure timely interventions at times of crisis.

Challenges

- Sustainable and skilled workforce equipped with core assessment skills.
- Ensure appropriate GP referrals come through to the Trust.
- Partnership working with acute Trusts is essential.

Future-proof

- Services are provided in the community.
- Emphasis on partnership working.
- But, General Election might change everything.

General community services

Risks

- Service users want the Trust to use technology; however, it is not necessarily the answer for all.
- Pass on information to other people. Service users only want to tell their story once.
- Engagement with the public needs to be wider and closer with receivers of services not just deliverers.

Future-proof

- Develop and maintain an adaptable workforce with more generic skills and roles.
- Balance core input with specialist skills. This may mean up-skilling or re-skilling staff.
- Consider how services are delivered to different groups of people. It should be by need not condition or age.

The next set of engagement events will take the themes from the first set of events and demonstrate, through patient stories, how services will change to reflect the new vision for delivery.

MC/13/48 Transfer of children's health services from Barnsley Council (agenda item 6)

The Members' Council SUPPORTED the proposal, approved by Trust Board, from Joint Commissioners in Barnsley.

MC/13/49 Performance report Quarter 2 2013/14 (agenda item 7)

Steven Michael reminded the Members' Council of the bed pressure issue raised with the Care Quality Commission (CQC). He confirmed the Trust was aware of the issues at Director-level. The Trust has reviewed its Bed Management Protocol and ensured more robust implementation.

Alex Farrell highlighted the key points from the quarter 2 dashboard, including key financial targets and 'What Matters'.

Dave Rigby asked whether there were any specific actions following the review of clustering by the Executive Management Team (EMT), which would improve performance. Alex Farrell responded that issues had been reviewed at team level and various reasons for underperformance identified, such as training, medical caseloads and timely recording. Management action is in place to address these issues.

Marios Adamou reminded the Members' Council that he had previously suggested softer, more positive measures for workforce, such as the findings from the staff/wellbeing surveys. Alan Davis responded that the results of the surveys are included in human resources reports to Trust Board and the Remuneration and Terms of Service Committee. The Trust will run six-monthly wellbeing surveys to recognise the need for strong communication between the Trust and the workforce at a time of increasing organisational change and challenge. The wellbeing survey operates in real time with very quick feedback. The outcome is also included in the quality performance report on a quarterly basis.

Claire Girvan asked what assurances Trust Board has received that the Trust is able to meet its cost improvement targets given that it is behind in 2013/14 and next year will be even more challenging. Alex Farrell responded that there is a three-year plan in place and,

therefore, services have identified future years' cost improvements. The plans are subject to a quality impact assessment, overseen by the Director of Nursing and the Medical Director, which is where Trust Board gets its assurance regarding the impact on services.

MC/13/50 Changes to the Trust's Constitution (agenda item 8)

Dave Rigby commented that the impetus for the proposal to extend the public constituency was surely to represent service users and carers who are outside of the Trust's four core districts not purely to have a wider pool from which to recruit Non-Executive Directors. The Chair acknowledged this was the case.

The Chair also confirmed that the Trust will put in place arrangements to ensure a meaningful election process takes place for the wider area constituency.

The Members' Council AGREED the proposal to change the Constitution to:

- **establish an additional public constituency to represent the remaining local authority areas in South and West Yorkshire; and**
- **increase the maximum term of office from six to nine years.**

MC/13/51 Process for the appointment of Non-Executive Director (agenda item 9)

The Members' Council noted the update on the appointment of a Non-Executive Director to replace Bernard Fee.

MC/13/52 Process for Chair and Non-Executive Director remuneration (agenda item 10)

The Chair and Non-Executive Directors left the meeting for this item.

Tony Wilkinson assumed the Chair as Lead Governor. He invited Alan Davis to introduce the item.

Alan Davis commented that it was timely to re-establish the group to consider whether there should be a review of the Chair and Non-Executive Director remuneration and, if so, the form this review should take.

The Members' Council AGREED to re-convene the sub-group with the previous membership of Marios Adamou, Nasim Hasnie, Michael Smith and Tony Wilkinson to consider the review and any process for the Chair and Non-Executive Director remuneration. An update or a proposal will be put to the meeting in January 2014.

Tony Wilkinson asked governors to give any views to him to feed into the process.

The Chair and Non-Executive Directors re-joined the meeting.

MC/13/53 Establishment of a Members' Council Quality Group (agenda item 11)

The Members' Council AGREED to establish a standing Members' Council quality group. It was noted that the first meeting will be on Monday 2 December 2013 at 9:30 at Folly Hall in Huddersfield.

MC/13/54 Trust charitable funds (agenda item 12)

Julie Fox, Non-Executive Director and Chair of the Charitable Funds Committee, gave a brief presentation on the Trust's charitable funds.

MC/13/55 Members' Council meeting dates 2014 and work programme (agenda item 13)

The Members' Council AGREED to dates for 2014 and the work programme.

The Chair also encouraged governors to attend Trust Board meetings. Bob Mortimer commented that attendance provides an opportunity to ask questions and Hilary Brearley commented that it provides a rounded and balanced view of the Trust.

MC/13/56 Date of next meeting (agenda item 14)

The next meeting will be held in the morning of **Friday 31 January 2014** in the large conference room, Textile Centre of Excellence, Textile House, Red Doles Lane, Huddersfield HD2 1YF.

Signed **Date**