

Minutes of the Members' Council meeting held on 3 November 2017

Present:	Neil Alexander	Public – Calderdale
	Ian Black	Chair
	Bob Clayden	Public – Wakefield
	Jackie Craven	Public – Wakefield (Lead Governor)
	Andrew Crossley	Public – Barnsley
	Adrian Deakin	Staff – Nursing
	Claire Girvan	Staff – Allied Health Professionals
	Lin Harrison	Staff – Psychological therapies
	Nasim Hasnie	Public – Kirklees
	John Haworth	Staff – Non-clinical support
	Carol Irving	Public – Kirklees
	Ruth Mason	Appointed – Calderdale and Huddersfield NHS Foundation Trust
	Bob Mortimer	Public – Kirklees
	Jules Preston	Appointed – Mid Yorkshire Hospitals NHS Trust
	Phil Shire	Public – Calderdale
	Jeremy Smith	Public – Kirklees
	David Woodhead	Public – Kirklees
In attendance:	Mark Brooks	Director of Finance and Resources
	Laurence Campbell	Non-Executive Director
	Rachel Court	Non-Executive Director
	Alan Davis	Director of HR, OD and Estates
	Charlotte Dyson	Deputy Chair
	Carol Harris	BDU Director, Forensic and Specialist Services, Calderdale and Kirklees
	Kate Henry	Director of Marketing, Communication and Engagement
	Chris Jones	Non-Executive Director
	Angela Monaghan	Non-Executive Director
	Rob Webster	Chief Executive
	Salma Yasmeen	Director of Strategy
	Roohi Collins	Insight Programme
	Martin Crozier	Member of the public
	Paul Hewitson	Deloitte
	Isabel Hunt	Insight Programme
	Joanne White	Care Quality Commission
Apologies:	<u>Members' Council</u>	
	Shaun Adam	Public – Barnsley
	Marios Adamou	Staff – Medicine and Pharmacy
	Bill Barkworth	Public – Barnsley
	Stefanie Hampson	Appointed – Staff side organisations
	Tina Harrison	Public – Kirklees
	David Jones	Appointed - Wakefield Council
	Sarah Kendal	Appointed – University of Huddersfield
	Debika Minocha	Public – Wakefield
	Chris Pillai	Appointed – Calderdale Council
	Caroline Saunders	Appointed – Barnsley Council
	Richard Smith	Appointed – Kirklees Council
	Gemma Wilson	Staff – Nursing support
	<u>Attendees</u>	
	Dr Adrian Berry	Medical Director / Deputy Chief Executive
	Tim Breedon	Director of Nursing and Quality
	Sean Rayner	BDU Director, Barnsley and Wakefield
	Karen Taylor	Director of Delivery

MC17/43 Welcome, introductions and apologies (agenda item 1)

Ian Black (IB), Chair, welcomed everyone to the meeting and apologies above were noted. Sadly Peter Walker has passed away. Peter had been a Members' Council representative for Wakefield district since 2010 and will be missed. Ruth Mason attended the funeral on behalf of the Members' Council and offered condolences to the family on behalf of the Trust. A minutes silence was held in respect of Peter.

IB advised that Chris Hollins and Ian Turnock had resigned and that Ian would look to stand for re-election in Kirklees. IB introduced Joe White from the CQC and Isobel Hunt and Roohi Collins from the Insight Programme.

IB noted that, following feedback from governors, fewer papers were provided in advance of this meeting and that this was intended to generate even more discussion.

MC17/44 Declaration of Interests (agenda item 2)

There were no declarations over and above those made in April 2017 or subsequently.

MC17/45 Minutes and actions of the previous meeting held on 26 July 2017 (agenda item 3)

It was **RESOLVED** to **APPROVE** the minutes from the meeting held on 26 July 2017.

MC17/46 Chair's report and feedback from Trust Board and Chief Executive's comments (agenda item 4)

Chair's report

IB began his remarks by outlining the ongoing financial and delivery challenges faced by the Trust for the remainder of 2017/18 and for 2018/19. IB noted that there will be changes in the future aligned to the work of the Sustainability and Transformation Plans (STPs) that the Trust is involved with. IB also noted the updated approach to risk that the Trust had adopted.

IB mentioned the long service, learner and Excellence awards, and that there had been over 150 nominations across the Trust.

Chief Executive's comments

Rob Webster (RW) began his remarks by reinforcing the purpose of the organisation and outlined that service user stories are now shared at the beginning of each Board meeting.

RW explained that there will be a focus on the integrated performance report (IPR) that will include delivery, quality and a Care Quality Commission (CQC) update and will allow governors the opportunity to challenge and hold the Board to account. RW noted that the organisation is in reasonable shape but faces significant challenges.

MC17/47 Integrated performance report Quarter 2 2017/18 (agenda item 5)

Laurence Campbell (LC) introduced the presentation on the Trust's performance in quarter 2, which highlighted areas from the detailed IPR that went to the Trust Board meeting on 31 October 2017 and was available on the Trusts website:

- Children and younger people in adult wards – LC noted that there has been a decrease since September 2016. Jackie Craven (JC) queried if this happened in all areas and Mark Brooks (MB) explained that the Trust does not provide inpatient services for children and young people, that there are eight beds across the patch and adult beds are only utilised

when all other options have been exhausted. RW added that children and young people are kept within their home environment where possible.

- Improving Access to Psychological Therapies (IAPT) – staffing levels for this service were discussed and MB outlined that the Trust was considering different ways to recruit staff.
- Agency staffing – Neil Alexander (NA) queried how staffing levels remain safe if the Trust is reducing spend on agency staff. MB explained that there is a focus on recruitment to roles within services and use of the Trust bank staff service as an alternative to using agency staff and that this will ensure that wards are safely staffed.
- Sickness absence – questions were raised regarding staff wellbeing and the impact of new flexible working arrangements. Alan Davis (AGD) noted that there is a health and wellbeing focus and that the staff survey is out for staff to complete.

MB and LC provided an overview of the remainder of the report including key metrics, suicide prevention work for which a strategy would be launched on 21 November 2017, and compliance with NHS Improvement targets.

MC17/48 Auditors report on the annual report and accounts 2016/17 (agenda item 6)

LC introduced the presentation on the auditor's report on the Annual Report and Accounts 2016/17 given by Paul Hewitson (PH) from Deloitte. PH highlighted the following:

- Mandatory indicators are selected by the Quality Group, two options are selected from a possible four.
- NA requested details relating to the materiality set at £4.6m. PH explained that the Trust is a low risk organisation and IB recognised the number of people that work on the annual and quality accounts.
- The Trust accounts were successfully audited by Deloitte with only a small number of minor recommendations made. IB emphasised what a positive result this was for the Trust and its finance team

MC17/49 Care Quality Commission (CQC) engagement (agenda item 7)

IB introduced Joe White, CQC inspection who as part of the CQC engagement spoke to the Members' Council about their role as governors, particularly in relation to the Trust Board and decision making. IB highlighted the links to items on the agenda, the work programme, and joint meeting with Trust Board that would follow the meeting.

Directors and Non-Executive Directors left the room and Joe White facilitated a discussion with the Members' Council to co-ordinate their feedback on their role within the Trust.

Key themes from the discussion included:

- The Members' Council allows governors the opportunity to share and learn from personal and lived experiences and to provide a different perspective which is welcomed by the Board.
- Governors have the opportunity to represent others and their views and to challenge / hold the Board to account.
- Governors can get involved with visits and sub-groups such as the Quality Group and receive regular updates regarding available opportunities. It was noted that the visit schedule is currently under review and this is why there has not been any recent opportunities to attend visits.

MC17/50 Trust Board appointments (agenda item 8)

MC17/50a Appointment of the Chair (agenda item 8.1)

Charlotte Dyson (CD) re-joined the meeting and presented this item on behalf of the Nominations Committee. CD and JC explained the robust process that was conducted, including the involvement of an external independent recruitment agency Penna, and the recommendation made by the Nominations Committee.

The Members' Council discussed the recruitment process and recommendation in detail.

It was RESOLVED to SUPPORT the recommendation from Nominations Committee on behalf the final panel that the Trust appoints Angela Monaghan to the post of Chair of South West Yorkshire Partnership NHS Foundation Trust for an initial three (3) year term at a remuneration of £42,420 per annum commencing from 1 December 2017.

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

MC17/51 Members' Council business items (agenda item 9)

MC17/51a Members' Council annual work programme (agenda item 9.1)

It was RESOLVED to NOTE the work programme.

MC17/52 Closing remarks and dates for 2018 (agenda item 10)

As part of his closing remarks, IB thanked the governors for their hard work and support throughout his time as Trust Chair.

IB asked the Members' Council to note the following future meeting dates for the Council:

- Friday 2 February 2018, afternoon meeting (Barnsley Football Club, Barnsley)
- Friday 27 April 2018, morning meeting (Textile Centre, Huddersfield)
- Friday 3 August 2018, afternoon meeting (Elsie Whiteley, Halifax)
- Friday 2 November 2018, morning meeting (Fieldhead, Wakefield)

The incorrect date for the August 2018 meeting was noted and confirmed the correct date as 3 August 2018.

Signed:



Date: 22 February 2018