

Members' Council

Friday 2 February 2018

12:30pm (with lunch available from 12:00noon) **and ending at 14:20pm. This will be followed by the Members' Council Evaluation Session from 14:30 to 16:00pm**

Legends Suite, Barnsley Football Club, Oakwell Stadium, Grove Street, Barnsley, S71 1ET

Item	Time	Subject Matter	Presented by		Action
1.	12:30	Welcome, introductions and apologies	Angela Monaghan, Chair	Verbal item	To receive
2.	-	Declarations of interest	Angela Monaghan, Chair	Verbal item	To receive
3.	-	Minutes and actions of the previous meeting held on 3 November 2017	Angela Monaghan, Chair	Paper	To agree
4.	12.35	Chair's report and feedback from Trust Board Chief Executive's comments	Angela Monaghan, Chair Rob Webster, Chief Executive	Verbal item	To receive
5.	12:55	<u>Members' Council business items</u>			
	5.1	Quality Account – Mandated and local indicators	Charlotte Dyson, Non-Executive Director / Tim Breedon, Director of Nursing and Quality	Paper	To approve
	5.2	Members' Council Groups - Terms of Reference	Emma Jones, Company Secretary	Paper	To approve
	5.3	Members' Council elections 2018	Emma Jones, Company Secretary	Paper	To receive

Item	Time	Subject Matter	Presented by		Action
		5.4 Feedback from Annual Members' Meeting 2017	Jackie Craven, Lead Governor	Paper	To receive
6.	13:35	Integrated performance report Quarter 3 2017/18. <i>There will also be a presentation of the key issues. The full performance report for month 9 2017/18 is available on the Trust website.</i>	Laurence Campbell, Non-Executive Director / Mark Brooks, Director of Finance	Presentation	To receive
7.	13:55	Financial plan 2018/19	Laurence Campbell, Non-Executive Director / Mark Brooks, Director of Finance	Presentation	To receive
8.	14:15	<u>Closing remarks and dates for 2018</u> - Friday 27 April 2018, morning meeting, Textile Centre, Huddersfield - Friday 27 July 2018, afternoon meeting, Elsie Whiteley, Halifax - Friday 2 November 2018, morning meeting, Large conference room, Wellbeing & learning centre, Fieldhead, Wakefield	Angela Monaghan, Chair	Verbal item	To receive
	14:20	<i>Break</i>			
9.	14.30	Members' Council Evaluation Session			
	16:00	<i>Close</i>			

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.

**Members' Council
2 February 2018**

Agenda item:	5.1
Report Title:	Quality Account – Mandated & Local indicators
Report By:	Director of Nursing and Quality, on behalf of the Members' Council Quality Group
Action:	To agree

EXECUTIVE SUMMARY

Purpose

This paper has been produced to inform the Members' Council of the mandated and local indicators that have been recommended for data testing as part of the Quality Account requirements for 2017/18. The Members' Council will be asked to approve the recommendations.

Recommendation

The Members' Council is asked to:

- **NOTE the proposed mandated indicators, awaiting updated guidance from NHS Improvement; and**
- **APPROVE the local indicator, as recommended by the Members' Council Quality Group.**

Background

As part of the Quality Account process, there is a requirement for our External Auditors (Deloitte) to test data on two Mental Health mandated (reportable to NHS Improvement) Key Performance Indicators (KPIs) and one local indicator:

- Mandated indicators - We are awaiting updated guidance from NHS Improvement on proposed changes to the mandated indicators, which we expect to be published on 26 January 2018.
- Local indicator - The local indicator has to be determined by the Members' Council. This has been discussed by the Members Council Quality Group who have made a recommendation for approval within the attached paper.

Members' Council Quality Group members: Tim Breedon, Karen Batty (Assistant Director of Nursing and Quality), Jackie Craven, Andrew Crossley, Adrian Deakin, Claire Girvan, Nasim Hasnie, Carol Irving, Bob Mortimer, Phil Shire, Jeremy Smith.

Quality Account 2017/18

Mandated & Local Indicators – recommendations to Members' Council

January 2018

Quality Account – Mandated & Local Indicators

Requirement

As part of the Quality Account process (2017-18) there is a requirement for our External Auditors (Deloitte) to test data on two mental health mandated (reportable to NHS Improvement) Key Performance Indicators (KPIs) and one local indicator.

Mandated items

The Mental Health mandated indicators eligible for testing are currently being updated.

Deloitte, have informed us of the following:

- Updated guidance on how mandated items are selected for testing will be published 26 January 2018.
- The way mandated items are selected has changed and is more in line with the acute trusts in that it is if you report the first one on a given list then you do this, but if you don't report the first indicator then you move to the second indicator, until you reach two indicators that you report.

The list we have at the moment is that it will be:

1. Early intervention in psychosis (EIP) – people experiencing a first episode of psychosis treated with a NICE – approved care package within two weeks of referral.
2. Inappropriate out-of-area placements for adult mental health services.
3. Improving access to psychological therapies (IAPT) – waiting time to begin treatment (from IAPT minimum dataset) within 6 weeks of referral.

We have agreed dates with Deloitte to test this data.

There are no mandated items for our Community Health Services.

Local indicator

The local indicator has to be determined by the Trusts Members' Council.

For 2017/18, the Members Council Quality Group recommends that the theme for the local indicator for testing is '**waiting times in Child and Adolescent Mental Health services (CAMHs)**'. We are in the process of defining this measure and will liaise with Deloitte to confirm feasibility for testing.

We have tentatively agreed dates with Deloitte to test this data.

**Members' Council
2 February 2018**

Agenda item:	5.2
Report Title:	Review of Members' Council Groups Terms of Reference - Members' Council Coordination Group Terms of Reference
Report By:	Company Secretary, on behalf of the Members' Council Coordination Group
Action:	To agree

EXECUTIVE SUMMARY

Introduction

The Members' Council Coordination Group Terms of Reference (TOR) have been updated to further clarify the duties of the Group and reflect their current membership. Minor amendments have also been made, including updating the Trust's branding and ensuring consistency with other Terms of Reference.

The Members' Council Quality Group TOR are currently being reviewed and will come to Members' Council meeting in April 2018.

Recommendation

The Members' Council is asked to formally APPROVE the changes to the Members' Council Coordination Group Terms of Reference.

Members' Council Coordination Group members: Angela Monaghan, Charlotte Dyson, Jackie Craven, Ruth Mason, Claire Girvan, Bill Barkworth, Neil Alexander, Bob Mortimer, Jeremy Smith

MEMBERS' COUNCIL CO-ORDINATION GROUP

Terms of Reference

The Members' Council Co-ordination Group was set up by Members' Council in July 2008, initially as the Members' Council Development Group with the overall aim to co-ordinate the work and development of the Members' Council.

Purpose

The Members' Council Co-ordination Group's prime purpose is to co-ordinate the work and development of the Members' Council.

Membership

- Membership consists of governors including the Lead Governor (with representation from at least one from each public constituency, one staff, and one appointed), plus the Chair and Deputy Chair of the Trust / Senior Independent Director.
- A Governor's term of office on the Group is determined by their term of office as a Governor. If an individual resigns or is not re-elected onto the Members' Council, the individual taking their seat does not automatically take the place on the Group.

Membership as at 1 December 2017:

Chair - Jackie Craven (Lead Governor / publicly elected governor - Wakefield)

Bill Barkworth (publicly elected governor - Barnsley)

Neil Alexander (publicly elected governor - Calderdale)

Bob Mortimer (publicly elected governor - Kirklees)

Jeremy Smith (publicly elected governor - Kirklees)

Claire Girvan (staff elected governor - Allied Health Professionals)

Ruth Mason (appointed governor - Calderdale and Huddersfield NHS Foundation Trust)

Angela Monaghan (Chair of the Trust)

Charlotte Dyson (Deputy Chair of the Trust / Senior Independent Director)

Attendance

Other governors are welcome to attend. The Company Secretary is in attendance at meetings. The Chief Executive, Directors, and relevant officers will be invited to attend as appropriate. Administrative support is provided by the Corporate Governance team.

Quorum

The quorum will be three Members' Council representatives (including the Lead Governor as Chair of the Group) plus a member of Trust Board. Members are expected to attend all meetings. In the unusual event that the Chair of the Group is absent from the meeting, they will agree another member of the Group to chair the meeting.

Frequency of meetings

The Group will meet four times per year approximately six weeks prior to formal Members' Council meetings. Additional meetings will be arranged as needed.

Duties

- a) In conjunction with the Chair of the Trust, develop and agree the agendas for Members' Council meetings.
- b) Work with the Trust to develop an appropriate development programme for governors both as ongoing development and as induction for new governors.
- c) Act as a forum for more detailed discussion of issues and opportunities where the Trust seeks the involvement of the Members' Council.
- d) Consider advice and feedback from other Members' Council working groups as appropriate.

Reporting to the Members' Council

The Group will report to the Members' Council on any issues it feels should be escalated to the full Members' Council and will provide an annual report on its activities each year.

**Members' Council
2 February 2018**

Agenda item:	5.3
Report Title:	Elections to the Members' Council
Report By:	Company Secretary
Action:	To receive

EXECUTIVE SUMMARY

Purpose and format

The purpose of this paper is to update the Members' Council on election process for 2018.

Recommendation

The Members' Council is asked to RECEIVE the update.

Background

When the Trust was working towards Foundation Trust status, a decision was made by the Trust Board to stagger the terms of office for the governors elected in the first elections to the Members' Council to ensure that not all left at the same time. The Trust, therefore, holds elections every year during the spring for terms of office starting on 1 May each year. A letter from the Chair of the Trust was sent to all governors on 3 January 2018 to advise the seats and dates for the process in 2018.

Elections 2018

Elections will be held for the following seats:

Constituency	Number of vacancies
Public – Calderdale	1 seat (currently vacant due to resignation)
Public – Kirklees	1 seat (Bob Mortimer is retiring by rotation and is eligible for re-election)
Public – Wakefield	2 seats (currently vacant due to a resignation and a bereavement)
Public – Rest of South and West Yorkshire	1 seat (currently vacant)
Staff – Allied Healthcare Professionals	1 seat (Claire Girvan is retiring by rotation and is eligible for re-election)

(continued over)

Constituency	Number of vacancies
Staff – Medicine and Pharmacy (<i>Registered Medical Practitioners and Registered Pharmacists</i>)	1 seat (Marios Adamou is retiring by rotation and is eligible for re-election)
Staff – Non-Clinical Support (<i>Services</i>)	1 seat (John Haworth is retiring by rotation and is eligible for re-election)
Staff – Nursing (<i>Registered Nurses</i>)	1 seat (Adrian Deakin is retiring by rotation and is eligible for re-election)
Staff – (<i>Social care</i>) Staff in integrated teams	1 seat (currently vacant)

Election process

The Electoral Reform Services (ERS) manages the election process on behalf of the Trust. This is to make sure that the elections are managed impartially and fairly and that the process is independent and transparent. Elections are held in accordance with the Model Election Rules which are included as an appendix within the Trust's Constitution.

The timetable for the election is as follows:

- Nominations open on 2 February 2018.
- Nominations close on 2 March 2018.
- Candidates will be able to withdraw up to 7 March 2018.
- The election opens on 23 March 2018.
- Voting closes on 20 April 2018.
- Results declared on 23 April 2018.
- Terms of office begin on 1 May 2018 for three years.

The election process for publicly elected governors will be a mix of paper and electronic options. For staff governors, the process will be electronic for both the nominations and election stages.

Governors are asked to assist by talking to people who might be interested in putting themselves forward for election or to let the Trust know if they think someone would be worth approaching, as well as promoting voting by members.

Members' Council
2 February 2018

Agenda item:	5.4
Report Title:	Feedback from the Annual Members' Meeting 2017
Report By:	Lead Governor on behalf of the Members' Council Coordination Group
Action:	To receive

EXECUTIVE SUMMARY

Purpose

The purpose of this paper is to provide feedback received on the Annual Members' Meeting (AMM) held on 19 September 2017 and proposals for the meeting in 2018.

Recommendation

The Members' Council is asked to RECEIVE the update and provide any further feedback to assist with planning for the Annual Members' Meeting in 2018.

Background

At the Members' Council Coordination Group meeting on 11 December 2017, feedback received regarding the AMM held on 19 September 2017 was discussed. The Coordination Group have recommended that the next AMM be held again in September avoiding the school holiday period and requested that the feedback be provided to the Members' Council for further discussion to assist with the planning. The location for the AMM is by rotation; the next meeting is due to be held in Calderdale.

Positive feedback received included that it was a very well organised and run meeting in relation to:

- Venue.
- Time of day.
- Attendance.
- Showcase (including Men's Shed, Infection Prevention and Control Hand Hygiene, and links to Creative Minds).

Specific feedback was received from a Public Health and Adult Social Care partner at a Local Authority, thanking the Trust for the opportunity to promote the uses of assistive technology in supporting people with the event providing them with an opportunity to reach a wider audience.

Areas for possible improvement included:

- Further information to be available about the services the Trust provides.
- Length of the performance.

Suggested themes for 2018:

- Partnership and collaboration.
- Recovery and self-care.

Members' Council Coordination Group members: Angela Monaghan, Charlotte Dyson, Jackie Craven, Ruth Mason, Claire Girvan, Bill Barkworth, Neil Alexander, Bob Mortimer, Jeremy Smith