

**Minutes of the Members' Council meeting held on 3 August 2018
The Shay Stadium, Halifax**

Present:	Angela Monaghan (AM)	Chair
	Marios Adamou (MA)	Staff – Medicine and Pharmacy
	Neil Alexander (NA)	Public – Calderdale
	Bill Barkworth (BB)	Public – Barnsley
	Bob Clayden (BC)	Public – Wakefield
	Jackie Craven (JC)	Public – Wakefield
	Daz Dooler (DD)	Public – Wakefield
	Nasim Hasnie (NH)	Public – Kirklees
	Lisa Hogarth (LH)	Staff – Allied Healthcare Professionals
	Carol Irving (CI)	Public – Kirklees
	Ruth Mason (RM)	Appointed – Calderdale and Huddersfield NHS Foundation Trust
	Debika Minocha (DM)	Public – Wakefield
	Chris Pillai (CP)	Appointed – Calderdale Council
	Jeremy Smith (JS)	Public – Kirklees
	Debby Walker (DW)	Staff - Non-Clinical Support Staff
	Paul Williams (PW)	Public – Rest of South and West Yorkshire
In attendance:	Tim Breedon (TB)	Director of Nursing & Quality / Deputy Chief Executive
	Mark Brooks (MB)	Director of Finance & Resources
	Laurence Campbell (LC)	Non-Executive Director
	Rachel Court (RC)	Non-Executive Director
	Alan Davis (AGD)	Director of Human Resources, Organisational Development & Estates
	Emma Jones (EJ)	Company Secretary (author)
	Sean Rayner (SR)	BDU Director, Barnsley and Wakefield
	Karen Taylor (KT)	Director of Delivery
	Salma Yasmeen (SY)	Director of Strategy
	Paul Hewitson (PH)	Director, Deloitte
Apologies:	<u>Members' Council</u>	
	Kate Amaral	Public – Wakefield
	Michelle Smith	Appointed - Wakefield Council
	Andrew Crossley	Public – Barnsley
	Adrian Deakin	Staff – Nursing
	Stefanie Hampson	Appointed – Staff side organisations
	Lin Harrison	Staff – Psychological Therapies
	Tariq Khan	Public – Barnsley
	Jules Preston	Appointed – Mid Yorkshire Hospitals NHS Trust
	Caroline Saunders	Appointed – Barnsley Council
	Phil Shire	Public – Calderdale
	Richard Smith	Appointed – Kirklees Council
	Barry Tolchard	Appointed – University of Huddersfield
	Mike Walker	Public – Kirklees
	Gemma Wilson	Staff – Nursing Support
	David Woodhead	Public – Kirklees
	<u>Attendees</u>	
	Charlotte Dyson	Deputy Chair / Senior Independent Director
	Carol Harris	BDU Director, Calderdale, Kirklees, Forensic & Specialist Services
	Kate Quail	Non-Executive Director
	Dr Subha Thiyagesh	Medical Director
	Rob Webster	Chief Executive

MC/18/22 Welcome, introductions and apologies (agenda item 1)

Angela Monaghan (AM), Chair, welcomed everyone to the meeting, apologies as above were noted.

AM reminded those in attendance that the meeting was a meeting held in public and not a public meeting. There were three members of the public in attendance including Erfana Mahmood and Samantha Young, the recommended candidates for appointment as new Non-Executive Directors under agenda item 5.1. It was noted they would leave the room for this item.

AM welcomed new governors present: Daz Dooler (DD), Lisa Hogarth (LH), Debby Walker (DW), and Paul Williams (PW). Prior to the meeting, a brief informal meeting was held for new governors to meet members of the Board as part of their induction. Any feedback on the induction process would be welcome. AM also noted that Wakefield Council had appointed their new representative, Councillor Michelle Collins, who replaces Cllr David Jones.

AM had previously informed the Members' Council of the sad news of the passing of Tina Harrison, public governor for Kirklees. A condolence letter on behalf of the Members' Council had been sent to Tina's family. Those in attendance observed a minute's silence in memory of Tina Harrison.

MC/18/23 Declaration of Interests – Further declarations as part of annual exercise (agenda item 2)

AM advised that the paper provided the detail of further declarations received since the annual exercise at the Members' Council meeting on 27 April 2018.

Lisa Hogarth (LH) advised that her declaration should say Member governor for Salendine Nook High School Huddersfield. Register to be updated.

Action: Emma Jones

Chris Pillai (CP) declared that he was an Independent Hospital Manager. Register to be updated.

Action: Emma Jones

AM advised that when the Nominations Committee had considered the process for the review of the Chair and Non-Executive Director timescale to review under agenda item 5.2, the Committee felt she did not have a conflict of interest as it was about the process rather than the decision. The Members' Council confirmed that they did not feel there was a conflict.

There were no further declarations over and above those made in the annual return in April 2018 or subsequently.

It was RESOLVED to NOTE the individual declarations in addition to those declared at the meeting on 27 April 2018 and to CONFIRM the changes to the Register of Interests.

MC/18/24 Minutes of the previous meeting held on 27 April 2018 (agenda item 3)

Bob Clayden (BC) commented that he did not think the date or location of the Annual Members' Meeting was announced at the last meeting. AM would check the Chair's sheet and the Minutes amended if needed to reflect this.

Action: Emma Jones

It was RESOLVED to APPROVE the minutes from the meeting held on 27 April 2018.

The following action points were discussed:

- MC/18/15c Review of Audit Committee Terms of Reference (work programme) - Audit Committee work programme was circulated to the Members' Council. Laurence Campbell (LC) and Jackie Craven (JC) to discuss where governors may be invited to attend for certain items.
Action: Laurence Campbell/Jackie Craven
- MC/18/18 Strategy, transformation / priority programme update (sickness absence) - the Members' Council Coordination Group will consider the timing for a presentation to the Members' Council in relation to sickness absence.
Action: Emma Jones
- MC18/04 Chair's report and feedback from Trust Board and Chief Executive's comments (service user stories) - the Members' Council Quality Group will consider potential service user story topics for Trust Board meetings.
Action: Tim Breedon

MC/18/25 Chair's report and Deputy Chief Executive's comments (agenda item 4)

Chair's report and feedback form Trust Board

AM commented that a written report had been included in the meeting papers and highlighted the following:

- Chris Jones' term of office as a Non-Executive Director ended on 31 July 2018. The Trust acknowledged his valuable input and contribution to the Trust and thanked him for his service. The end of his term was one of the reasons for the appointment of a new Non-Executive Director, the other was to prepare for the end of Rachel Court's term.
- Trust Board met on 31 July 2018 with several governors in attendance which was really welcome. Thank you to Neil Alexander, Daz Dooler and Jackie Craven for attending. It was a business and risk meeting and included:
 - The Board Assurance Framework (BAF) which identifies the strategic risks to meeting the Trust's strategic objectives, what controls and assurance are in place, and any gaps to be addressed.
 - Corporate/organisational level risk register (ORR) looking at likelihood and impact of risks and controls and actions in place to mitigate them.
 - South Yorkshire & Bassetlaw (SYB) and West Yorkshire & Harrogate (WYH) integrated care systems, including a hospital services review taking place in SYB.
 - Integrated Performance Report and Out of Area Placements which will be updated under agenda item 7.
 - Estates strategy update, which highlighted the significant improvement of our estates and facilities over the past six years so that they are in good order for our staff and service users.
 - Agreed to change the Trust's policy on the use of e-cigarettes, to allow use on site for inpatients, following advice from Public Health England and feedback from service users and staff. The detail of the changes will be agreed by the Executive Management Team (EMT).
 - Equality and Diversity Annual Report.
 - Organisational Development Strategy action plan.
 - Agreement that a summary of items for discussion in the private section of the Board meeting will now be noted in the public Board meeting and at the Members' Council. We aim to put into the public session of Trust Board as much as possible. However there may be areas that are commercial in confidence or initially require discussion in private to allow free and frank conversation.

A process was agreed by Trust Board in January on the classification of items for discussion in private. At the meeting on 31 July 2018 in private session the Board discussed financial sustainability, agreed the Trust's Commercial Strategy, discussed developments in both the integrated care systems, and the disposal of property.

Neil Alexander (NA) commented that he attended the Trust Board meeting on 31 July 2018 and he felt providing and overview of items discussed in private was a really good innovation to increase transparency, which supports the Trust's values around being open and transparent and was an example of a small thing that makes a huge difference of how the Trust Board presents themselves in public.

Bill Barkworth (BB) asked what impact the proposal from Barnsley Clinical Commissioning Group (CCG) to have a single provider for mental health would have on the Trust. Mark Brooks (MB) commented that he felt it was a little early in the process to understand what the impact on the Trust could be, but he committed to keeping the members' council updated as the process develops and information becomes clearer.

Deputy Chief Executive's comments

Tim Breedon (TB) reported the following:

- Matt Hancock had been appointed the new secretary of state for health and social care and the Trust was keeping this in focus in terms of any impact. There had been no early indications.
- Celebrations have taken place in relation to NHS 70th Birthday in July 2018 with good coverage by the media, which is positive for the NHS.
- A big recruitment campaign nationally for the NHS is taking place which is positive as there are considerable pressures in the recruitment and retention of some clinical staff.
- Conversations with partners in each of our places continue regarding system arrangements and collaborative working.
- Marios Adamou, staff governor and Consultant Psychiatrist, was recently on the Look North TV programme, which is positive for the Trust as an example that our experts, leaders, and clinicians are being asked to talk about things that matter.
- The Trust received our final Care Quality Commission (CQC) inspection report which will be discussed under agenda item 8.
- SystemOne clinical records system is due to go live in January 2019 and a lot of work was taking place across the Trust to manage that change and improve processes.
- Staff Excellence Awards allows people in services to nominate each other and teams, services under various categories. An event will be held in November 2018 to present the awards.
- Demand on health services is increasing with a lot of people seeking services from the Trust who are more unwell than previously, which puts pressure on the system coupled with the level of demand.

AM commented that some of the above would be covered in further detail in the presentation items on the agenda.

Erfana Mahmood and Samantha Young left the room.

MC/18/26 Trust Board appointments (agenda item 5)

MC/18/26a Appointment of Non-Executive Directors (agenda item 5.1)

AM reported that the paper provided a recommendation from the Nominations' Committee for the appointment of two Non-Executive Directors, including background details on the two candidates recommended. The paper also provided a final update on the recruitment

process, which had been robust with significant engagement from governors as part of Nominations Committee, governor panel, and final interview panel. AM thanked governors for their involvement. The recruitment process had been run in-house to avoid the cost of using external recruitment consultants. Feedback from people who took part has been positive and the Nominations' Committee felt the process was an improvement on those undertaken previously.

Paul Williams (PW) commented that he took part in the governor discussion panel and he felt that both the recommended candidates stood out through that process. The panel had robust discussions and did not always agree but he felt the process was robust and fair. He felt the two strongest candidates had been recommended. AM commented that the final interview panel had drawn significantly on the feedback from the three discussion panels and had commented on how useful the process and feedback had been.

LH asked if applications had been received from a range of backgrounds or only legal. AM commented that applications had been sought from people who were financially qualified, plus those with a background in human resources, health and social care, legal and information technology. Initially, the aim was to appoint at least one candidate who was financially qualified, but this was not deemed essential.

Ruth Mason (RM) commented that the number of applications received was a compliment to the Trust and, as a member of the Nominations' Committee, she was impressed with the strong field of candidates. AM commented that 13 candidates were long listed and there was a strong field of candidates, with the exception of those with financial qualifications. It was noted that the Trust Board continues to have a financially qualified Non-Executive Director, Laurence Campbell, who is the Chair of the Audit Committee.

JC commented that the final candidates all commented that they had enjoyed the discussion panels and thought the recruitment process had been a good one.

NA commented that he felt the process was a good one and allowed interaction and involvement from staff, governors and service users. He felt the quality of the candidates on the whole was excellent. He asked if, as part of the final decision, whether it was candidates who displayed areas that were over and above others or was it their values base that distinguished particular candidates. AM commented that three candidates of the final five interviewed all stood out as being exceptionally strong and had strong values in line with the Trust. The final panel felt they could all be appointed and, after a difficult and long discussion, agreement was reached on the two candidates whose skills and background would be most complementary to the current Trust Board members. Values was a significant part of the process and she felt that the values-based recruitment principles that the Trust uses is one of the areas that sets the Trust apart from others.

It was RESOLVED to:

- **RECEIVE the update; and**
- **APPROVE the recommendation from the Nominations' Committee that the Trust appoints Samantha Young and Erfana Mahmood as Non-Executive Directors (NEDs) for an initial three (3) year term commencing 6 August 2018.**

MC/18/26b Chair and Non-Executive Directors' remuneration - process and timescales (agenda item 5.2)

AM reported that the paper provided a recommendation from the Nominations' Committee on the process for the review of the Chair's and Non-Executive Directors' (NEDs') remuneration. Alan Davis (AGD) commented that the Committee felt it was good to have one of each type of governor (public, staff, and appointed) to do the initial review and recommended that this

be Nasim Hasnie (public governor), Marios Adamou (staff governor), and Ruth Mason (appointed governor).

NA asked if the Committee approached governors to take part in the review or whether governors can approach the Committee. AM commented in this case it was a sub group of Nominations' Committee members who would then report to the full Committee to make the recommendation to the Members' Council.

It was RESOLVED to SUPPORT the establishment of a sub-group of the Nominations' Committee supported by the Director of Human Resources, Organisational Development and Estates to review the NHS Providers Remuneration Survey and to develop recommendations for the Members' Council on the remuneration of the Chair and Non-Executive Directors.

Erfana Mahmood and Samantha Young returned to the room.

AM congratulated Erfana Mahmood and Samantha Young on being appointed as new Non-Executive Directors.

MC/18/27 Members' Council business items (agenda item 6)

MC/18/27a Annual Report, accounts and Quality Account 2017/18 (agenda item 6.1)

MB reported that in 2017/18 the Trust met all of its financial targets and all submissions of the Annual report and accounts including the Quality Account were made on time to the regulators. A long process takes place internally including a review of the accounts by financially qualified NEDs (LC and previous Non-Executive Director Chris Jones) so their comments could be taken into account. Some of the documents from the final Annual Report, accounts and Quality Account were within the meeting papers, including the Annual Governance Statement, which the Chief Executive signs as assurance that the Trust has a sound set of controls in place. The Annual Report, accounts and Quality Account will be reported to the Annual Members' Meeting in September 2018 and are available on the Trust's website.

The key messages from the audit of the Annual Report and accounts including the Quality Account were presented by Paul Hewitson (PH).

Marios Adamou entered the meeting.

Nasim Hasnie (NH) asked why it was a limited assurance opinion and only satisfactory. PH commented that they are the highest ratings available based upon procedures specified by NHS Improvement guidance.

Marios Adamou (MA) commented that a deficit position had been discussed in 2017/18 and staff understand the deficit position for 2018/19, however in 2017/18 the budget was achieved and it may again in 2018/19. MB commented that the reason the control total (plan) for 2017/18 was achieved was due to non-recurrent measures, in particular the outcome of sale of surplus property at a higher amount than anticipated.

NA asked about the risk of management override of controls. PH commented that no incidences of any such overrides were identified and that it was an area reviewed in line with the audit standards which presumes that management are at a level of power where there would always be a risk that people may inappropriately influence the financial statements.

BC asked, in relation to data accuracy, whether discrepancies in dates within the RiO system were a system or user error. PH commented that it was user error as there were two areas that users can input the information. Most errors were user errors rather than systematic.

PH reminded governors that the Quality Account indicators for testing as part of the 2018/19 audit would be discussed with the Members' Council Quality Group.

It was RESOLVED to RECEIVE the Annual Report, accounts and Quality Account for 2017/18 including the auditor's report.

Paul Hewitson left the meeting.

MC/18/27b External auditors – continuation of contract (agenda item 6.2)

MB reported that it is a statutory responsibility of the Members' Council to appoint the external auditors, which they did in 2015. The contract signed was for five years, with the option to stop at three. The paper provides a recommendation from the Audit Committee for the Members' Council to confirm that the contract with Deloitte for external audit services continues for the further two years, during which time a procurement exercise will need to take place in mid-2019. LC, as Chair of the Audit Committee, commented that performance against the contract had been very good, including the robustness of their approach, challenge, and relationship with the Audit Committee. They have a very good understanding of the Trust and the Trust's business. It was the view of the Audit Committee that there was no reason not to continue through to the end of the five years.

NA asked about the cost of the contract and value for money. LC commented that the fee was fixed for the five years and they were providing value for money. MB added that typically in the current climate the big four audit firms don't make any money on NHS audits and they would most likely prefer to provide management consultancy, as that was where the profit margins typically were.

PW asked if a tender process took place. LC confirmed that a full tender exercise had taken place in 2015 which included governor involvement.

It was RESOLVED to CONFIRM that the contract with Deloitte for provision of external audit services continues for a further two (2) years, therefore until 30 September 2020.

MC/18/27c Members' Council Coordination Group Annual Report 2017/18 (agenda item 6.3)

AM reported that the annual report provided assurance to the Members' Council that the Coordination Group was meeting its terms of reference and outlined the work undertaken in 2017/18.

It was RESOLVED to RECEIVE the Members' Council Co-ordination Group Annual Report for 2017/18.

MC/18/27d Membership on Members' Council groups (agenda item 6.4)

AM advised that there were currently two groups of the Members' Council: the Quality Group, which looks at areas of quality and the Quality Account, and the Coordination Group, which sets the agenda for Members' Council meetings and looks at the development needs of the Members' Council. There is also a Nominations' Committee that ensures the right composition and balance of the Board and oversees the process for the appointment the Chair and Non-Executive Directors (NEDs), Deputy Chair / Senior Independent Director, and the Lead Governor. The Trust Board's Equality & Inclusion Forum recently also made a governor a member. At the last Coordination Group meeting it was discussed whether a formal process was needed to appoint governors as members to these groups, as currently the process is not detailed or clear, which was one of the areas raised by governors through their annual review meetings. A process was drafted following that discussion, which has been considered by Coordination Group members and agreed that it needed further discussion before any proposal was brought back to the Members' Council. It is the intention that having a formal process in place would make the process clearer and also further encourage involvement by governors.

Jackie Craven (JC) asked that when information is sent out about the Groups that it is clear what each Group does, as the quality accounts isn't about financial accounts, it is about areas of quality.

NA commented that it was important to stick to our values around being open and transparent and he would want to ensure that any formalised process did not exclude governors. He felt that while there was a need for formal members in a structured way, that this should be done in a light-hearted way and that all governors should be able to attend any meetings and represent the constituencies they serve. AM commented that these areas would be considered as part of the process and one of the aims was to make it more open by making the process clear. Previously the process of membership in Groups was by agreement of the Chair and she did not feel comfortable that it was solely her decision and would prefer that there was more openness.

LH commented that the times that the meetings take place could exclude people from attending. AM commented that the dates and times for meetings are set in advance and agreed in discussion by the members of the groups. Where possible, we try to accommodate the availability of governors to ensure maximum attendance.

NA commented that he felt there could be a formal membership that would technically be able to vote on things but that they should be open to all governors to attend. AM commented that, until an alternative process is established, all governors continue to be welcome to attend the Quality Group and the Coordination Group, although it was not mandatory unless they were formal members of the groups. Information on each of the groups is contained in the induction pack provided to all governors and the dates for the meetings will be circulated to all governors.

Action: Emma Jones

MC/18/27e Nominations' Committee Annual Report 2017/18 and Terms of Reference (agenda item 6.5)

AM reported that the annual report provides assurance to the Members' Council that the Committee was meeting its terms of reference and outlined the work undertaken in 2017/18. At its meeting on 20 June 2018, the Committee reviewed and made some minor changes to its Terms of Reference in relation to the names of members and job titles of those in attendance, which were agreed by the Committee on 20 June 2018 and attached for formal approval. AM thanked the governors who are members of the Committee for the large amount of work completed in 2017/18.

It was RESOLVED to:

- **RECEIVE the Nominations' Committee Annual Report for 2017/18; and**
- **APPROVE the updated Terms of Reference.**

MC/18/27f Governor engagement feedback (agenda item 6.6)

AM reported that the paper had been compiled from information provided by governors on events they have attended. The item would now be a standing item on the Members' Council agenda as an opportunity for governors to formally feedback on the events they have attended.

Carol Irving (CI) asked what opportunities were available for governors to be more visible within the Trust to be able to talk to staff, service users, carers, members and the public so that governors can develop their skills and bring back any areas of concern. AM commented that when information is received in relation to public engagement events these are circulated to governors, such as the Commitment to Carers events. EJ commented that other events also included the West Yorkshire & Harrogate Health and Care Partnership engagement event and West Yorkshire Mental Health Services Collaborative joint Governor /

Non-Executive Director event. This is an area that the Members' Council Coordination Group can consider as part of the development needs of governors.

Action: Emma Jones

TB commented that the Members' Council Quality Group would also be discussing governor attendance at quality visits to services.

Action: Tim Breedon

NA asked who compiles the agenda for the Members' Council Quality Group. TB advised that there is an annual work programme as well as items raised by the members. AM commented that governor attendance at Patient Led Assessment of the Care Environment (PLACE) visits had also been raised. AGD advised that PLACE visits generally run in the beginning of the calendar year following notification from the Department of Health. The Estates team would set up training events ahead of the visits and it was a great way for participants including service users and staff to see the environment and provide feedback on areas we can improve. Information will be circulated when available.

Action: Alan Davis

NA commented that he had not been on any service visits in Calderdale and that he has seen events on Twitter after they have happened that we would like to have attended. AM commented that the Trust's Communications team puts information on social media and when information is provided to the Membership office it is circulated to governors. TB commented that information on events is also included in The Brief monthly communication to staff, which is also circulated to governors and included in the public Trust Board papers.

BC asked if meetings could be held on a selection of different days and times of the week to allow for more governors to attend. AM commented that this would be considered when dates for 2019 are set for the two Members' Council groups.

Action: Emma Jones

It was RESOLVED to RECEIVE the details provided from governors on events attended.

MC/18/28 Integrated Performance Report Quarter 1 2018/19 (agenda item 7)

Integrated Performance Report

The key messages from the Integrated Performance Report were presented by Laurence Campbell (LC), TB in relation to quality, MB in relation to national metrics, AGD in relation to workforce, MB in relation to finance, and SY in relation to working in collaboration. Full performance reports are available in Trust Board papers and on the Trust's website.

LH asked if staff who raise an incident on DATIX receive a response back. TB commented that incidents are reviewed and when closed there should be information provided back to close the loop.

NA asked who was responsible for setting the access standards and outcomes thresholds. TB commented that they are set centrally by NHS Improvement.

RM asked about the target for staff appraisals and if there was a reason that this was for the completion of staff at Band 6 only. AGD advised that there were targets for two stages, the first is for the completion of appraisals for staff Band 6 and above by the end of quarter 1, then all staff.

LH asked if the percentage of exit interviews completed was measured. AGD commented that an element of that was part of the retention plan and a change in the exit interview process. An increase in completion has already been seen which is positive as it is an important source of information for the Trust to understand why staff have left the organisation. NA asked if it was known why there was a delay in staff completing appraisals. AGD advised that the updated percentage of completion was 84% at the end of July 2018. Sometimes the delay is recording the completion on the system rather than the appraisal taking place.

Carol Irving (CI) asked, in relation to the staff wellbeing survey, if there was a way to look at the reasons why some staff don't complete it. AGD commented that statistically the Trust receives a response from approximately 50% which is considered to be a good response rate. The survey is completely confidential and is one of the reasons the Trust uses an external provider. There are safeguards within the survey system where, if there are fewer than eight responses within an area, they cannot be broken down further. The Members' Council discussed the importance of reiterating to staff that responses are confidential.

NA asked about achievement of the Better Payment Practice Code. MB commented that it was in relation to paying at least 95% of invoices within the agreed terms unless there was a dispute.

Focus on: Out of Area Beds

The key messages from the work taking place on out of area placements were presented by Karen Taylor (KT).

CI commented that there were also non-clinical factors that can have an impact, such as emotional stress when companies go into liquidation. KT commented that some localities also have housing issues which can have an impact. DD asked if conversations were taking place in the system about service users who were inpatients due to housing not being available. KT commented that those conversations do take place and the Trust works to have people discharged as quickly as possible.

NA asked if there was an umbrella organisation nationally that could work with bed providers to come to an economic agreement. KT commented that a tender process takes place with the independent sector to ensure the best value for money and nationally there was some work taking place by the NHS to understand the beds available across the system.

AM commented that she hoped the presentation illustrated the huge amount of work taking place across the organisation, and the high level of priority being given to this issue.

MC/18/29 Care Quality Commission (CQC) inspection update (agenda item 8)

The item on the agenda in relation to the Customer Services Annual Report 2017/18 was deferred and the Serious Incidents Annual Report 2017/18 would be considered by the Members' Council Quality Group.

An update on the key messages from the Care Quality Commission (CQC) inspection were presented by TB. The Members' Council Quality Group would examine action plans in further detail. Full CQC inspection reports are available on the CQC's website (www.cqc.org.uk).

MC/18/30 Closing remarks and dates for 2018 (agenda item 9)

AM thanked the governors for their attendance and input. A hardcopy form was available for governors should they wish to provide feedback on the meeting, which would also be circulated electronically. AM reminded governors of the following dates for 2018:

- Monday 17 September 2018, Annual Members' Meeting, afternoon meeting, The Shay Stadium, Shaw Hill, Halifax, HX1 2YT. AM advised that the Members' Council Coordination Group had discussed and supported the suggestion that there is a governor stand as part of the showcase prior to the formal meeting. This is a way for governors to engage with members. If governors would like to be involved they can contact the Membership office.
- Friday 2 November 2018, morning meeting, Large conference room, Wellbeing & Learning centre, Fieldhead, Wakefield.

Signed:



Date: 2 November 2018