

**Minutes of the Members' Council meeting held on 1 February 2019
Legends Suite, Barnsley Football Club, Oakwell Stadium, Barnsley**

Present:	Angela Monaghan (AM)	Chair
	Kate Amaral (KA)	Public – Wakefield
	Bill Barkworth (BB)	Public – Barnsley
	Bob Clayden (BC)	Public – Wakefield
	Jackie Craven (JC)	Public – Wakefield
	Adrian Deakin (AD)	Staff - Nursing
	Stefanie Hampson (SH)	Appointed – Staff side organisations
	Lin Harrison (LH)	Staff – Psychological Therapies
	Dr Nasim Hasnie OBE (NH)	Public – Kirklees
	Faith Heptinstall (FH)	Appointed - Wakefield Council
	Debbie Newton (DN)	Appointed – Mid Yorkshire Hospitals NHS Trust
	Chris Pillai (CP)	Appointed – Calderdale Council
	Caroline Saunders (CS)	Appointed – Barnsley Council
	Phil Shire (PS)	Public - Calderdale
	Barry Tolchard (BT)	Appointed – University of Huddersfield
In attendance:	Tim Breedon (TB)	Director of Nursing & Quality / Deputy Chief Executive
	Mark Brooks (MB)	Director of Finance & Resources (from agenda item 6 onwards)
	Rachel Court (RC)	Non-Executive Director
	Alan Davis (AGD)	Director of Human Resources, Organisational Development & Estates
	Charlotte Dyson (CD)	Deputy Chair / Senior Independent Director
	Emma Jones (EJ)	Company Secretary (author)
	Kate Quail (KQ)	Non-Executive Director (from agenda item 5.2 onwards)
	Sean Rayner (SR)	Director of Provider Development
	Rob Webster (RW)	Chief Executive (from agenda item 3 onwards)
	Salma Yasmeen (SY)	Director of Strategy
	Sam Young (SYo)	Non-Executive Director
Apologies:	<u>Members' Council</u>	
	Marios Adamou (MA)	Staff – Medicine and Pharmacy
	Neil Alexander (NA)	Public – Calderdale
	Andrew Crossley	Public – Barnsley
	Daz Dooler (DD)	Public – Wakefield
	Lisa Hogarth (LHo)	Staff – Allied Healthcare Professionals
	Carol Irving (CI)	Public – Kirklees
	Ruth Mason (RM)	Appointed – Calderdale and Huddersfield NHS Foundation Trust
	Tariq Khan (TK)	Public – Barnsley
	Debika Minocha (DM)	Public – Wakefield
	Jeremy Smith (JS)	Public – Kirklees
	Debby Walker (DW)	Staff - Non-Clinical Support Staff
	Richard Smith (RS)	Appointed – Kirklees Council
	Mike Walker (MW)	Public – Kirklees
	Paul Williams (PW)	Public – Rest of South and West Yorkshire
	Gemma Wilson (GW)	Staff – Nursing Support
	David Woodhead (DW)	Public – Kirklees
	<u>Attendees</u>	
	Laurence Campbell (LC)	Non-Executive Director
	Carol Harris (CH)	Director of Operations
	Dr Subha Thiyagesh (SThi)	Medical Director

MC/19/01 Welcome, introduction 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 two members of the public in attendance.

MC/19/02 Declarations of interest (agenda item 2)

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

AM advised she had a conflict of interest in relation to agenda item 5.1 Chair's appraisal and would leave the room for the discussion. Jackie Craven (JC) as Lead Governor would take the chair and Charlotte Dyson (CD) as Senior Independent Director would lead the discussion.

MC/19/03 Minutes of and matters arising 3 August 2018 (agenda item 3)

It was resolved to APPROVE the minutes of the Members' Council meeting held on 2 November 2018 as a true and accurate record.

The following matters arising were discussed:

- MC/18/27f Governor engagement feedback (PLACE visits) - Alan Davis (AGD) advised that new nationally set criteria was due to be released and the Trust was hoping it would include governors as part of the process. We are instructed nationally on where the visits should take place. If the national process is delayed the Trust would do something similar at a local level. JC asked if the Trust would need to wait for training to conduct the visits. AGD commented that the training was linked to the national PLACE standards within the guidance and that the visits usually take place annually from February to April.
- MC/18/27f Governor engagement feedback (quality visits) - A paper is due to go to next MCQG. Phil Shire (PS) commented that engagement was an important part of the governor role and this would provide an opportunity for governors to have more meaningful involvement with the people we represent. AM commented that it was an important areas for the Trust to support governors further with.

Dr Nasim Hasnie (NH) asked for the presentation from the BAME annual event to be shared with governors.

Action: Alan Davis / Emma Jones

AM advised the Members' Council of changes to the membership of their Groups in accordance with the process agreed at the meeting on 2 November 2018. As self-nominations had only been received for the number of vacancies available the following were automatically appointed:

- Members' Council Co-ordination Group - new members Bob Clayden and Lisa Hogarth
- Members' Council Quality Group - new member Daz Dooler. A vacancy is still available for an appointed governor from one of our partner organisations.

AM thanked the governors for self-nominating and reminded governors that they continue to be welcome to attend the meeting of the Groups even if they are not formal members.

MC/19/04 Chair's report and feedback from Trust Board and Chief Executive's comments (agenda item 4)

Chair's report and feedback from Trust Board

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

- Trust Board met on 29 January 2019 which was a business and risk meeting and included the following agenda items:
 - A service user story which this time was regarding the benefits of agile working for staff and service users.
 - A detailed Chief Executive's report in terms of the wider local and national context in which the Trust is operating, as there was not a version of The Brief in December 2018 which usually covers those areas.
 - 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, including more detailed work on contingency planning for a potential "no deal" Brexit.
 - A paper on the NHS Long Term Plan and how it fits with the Trust's Strategy.
 - The Integrated Performance Report (IPR) for month 9 2018/19.
 - Developments in the Integrated Care Partnerships (ICs) covering West Yorkshire & Harrogate, and South Yorkshire & Bassetlaw.
 - Governance items, including the review of the Trust Constitution, which is on the Members' Council agenda.
 - Governors continue to be encouraged to attend with Jeremy Smith (JS) attending on the 29 January 2019.
 - At the meeting on 29 January 2019 in private session the Board discussed a number of issues considered commercial in confidence, which included; the financial sustainability plan, which is a three year plan on how the Trust could work towards financial balance; the financial position for 2018/19; the draft operating plan guidance for 2019/20 including agreement of the control total, which is the Trust's financial outturn; the change in clinical record system (CRS) with inpatients due to go live at the end of February followed by community in March; developments in each ICS; and an End of Care Alliance agreement in Wakefield.
- The Trust Board also met as the Corporate Trustee for charitable Funds on 29 January 2019.

Stefanie Hampson (SH) commented, after completing training as a super user on what the new CRS could do, she had not seen individual team processes outlined in a process map and felt unclear on what level of responsibility would be placed on super users. Rob Webster (RW) commented that there had been a positive session at the Extended Executive Management Team (EMT) meeting, which includes senior managers and clinicians, about this. The first phase of the implementation was to get the system in, working and stable with enough fully trained people working across the first two weeks in inpatients. The week before, and for a period after, there will be floor walkers in the inpatient areas who are super users and can assist colleagues alongside various support documentation including videos, frequently asked question guides and specific how to guides which are being developed. A helpdesk will be open during the day with overnight support for emergencies. A bigger piece of work on further system improvements will be taking place alongside this. Salma Yasmeen (SY) added that 80% of the system was the standard software, other areas had been co-produced with people working in clinical areas. The feedback would be given to the programme team to help support staff to feel more confident, with knowledge and experience to be built over time. With any change it won't be easy but there are plans and a huge amount of support in place. Adrian Deakin (AD) commented in relation to change that there was the same level of nervousness when a paper based system was replaced with electronic.

There is a lot of support, access to super users, guidance and videos in place. It will be an evolving situation, and we expect people will be comfortable in a short period of time. RW commented that it was important for managers to support staff so they feel comfortable during a period of change.

NH commented, in relation to the Chair attending Wakefield district MPs system meeting, that he was pleased the Trust was communicating with MPs, and asked if these meetings take place in the other areas. AM commented that the Trust meets regularly with all MPs across the patch, however it was not the same as in North Kirklees and Wakefield where the MPs meet jointly with the Trust, the acute hospital and the Clinical Commissioning Groups. There are also meetings with key councillors from the local authorities. RW commented that it is essential the Trust has good connections to all levels of government.

Chief Executive's comments

RW commented that a detail report was included in the public papers for the Trust Board meeting held on 29 January 2019 and highlighted the following:

- Winter is a time of significant pressure in the system and it was important to focus on how the Trust supports staff who are visiting service users in the community.
- The dominance of Brexit in parliamentary time and the uncertainty around a potential “no deal” Brexit. The national team trigger contingency planning requirements in relation to this with the deputy Chief Executive of NHS England as the lead with local arrangements to be put in place. In relation to the NHS, areas of focus include the supply of staff, medicine, and food. AGD is the lead for the Trust, connecting into the local resilience forum and national agenda to make sure the Trust has the right contingency arrangements in place. AGD commented that it was important not to take action that may negatively impact others in the system, which is why it is important for the members of the local forum to work together. AD asked, in relation to unlicensed medication, if there would be an additional cost. Tim Breedon (TB) commented that it was being checked and would go to the Trust's Drugs and Therapeutic Group for review. Lin Harrison (LH) asked what the Trust's potential exposure was to staff leaving. AGD commented that there were 14 staff members that had come forward. Within the national guidance and local intelligence it is noted that the medium to long term impact of movement between countries needs to be the focus. The Trust was supporting these individuals as they are an important part of the organisation. Another impact is in the wider system as other organisations may have larger numbers, which could create vacancies in a limited pool of staff.
- The NHS Long Term plan has been published which sets out a 3.4% annual growth which should be invested and has a strategic framework similar to the strategy of the Trust. It covers areas including mental health and learning disabilities but currently does not include social care, local government and workforce with further information due later in the year. In April 2019, the Integrated Care Systems (ICSs) are expecting national guidance requesting ICS five year plans by the Autumn.
- The Trust's Operational Plan 2019/20, which includes contracting agreements with commissioners, will ensure the national guidance on investment and the mental health standards is included. The Operational Plan will include an agreed control total, which is the financial outturn the Trust plans to achieve and what is needed to deliver it.

Emma Jones (EJ) reminded governors that the discussions which took place at the joint Trust Board and Members' Council meeting on 2 November 2018 would feed into the Trust's annual planning.

MC/19/05 Members' Council business items (agenda item 5)

MC/19/05a Chair's appraisal (agenda item 5.1)

The Chair, Non-Executive Directors and executive Directors left the room with the exception of CD, AGD. JC as Lead Governor took the chair for this item.

CD took the governors in detail through the paper which provided an update on the robust processes undertaken as part of the Chair's appraisal. CD said there were five strands to the appraisal process:

1. Governors (Members' Council) were asked to assess the Chair's performance in an interactive session on 2 November 2018.
2. Directors (Trust Board) were asked to complete an online questionnaire.
3. Stakeholders (which included Chief Executive Officers of neighbouring NHS Trusts and Foundation Trusts, Clinical Commissioning Groups (CCGs), and Local Authorities were asked to complete an online questionnaire.
4. The Chair has undertaken a values based self-assessment, using the Trust's corporate appraisal framework.
5. The Deputy Chair/Senior Independent Director met with Non-Executive Directors, the Lead Governor, Chief Executive, and support to elicit their views on the Chair's performance.

The outcome of the process identified areas of strength and areas for the Chair to do less / more of. The process also included a review of the Chair's objectives for 2018 with four achieved and four partially achieved. The Chair's objectives were refreshed for 2019, some with more focus along with some areas of personal development.

AD asked in relation to the Chair's personal development, how will she strengthen her knowledge and understanding of mental health. CD advised this would be discussed further with the Chair and would come from a number of different areas including internal visits, networking, meetings and further reading. Further suggestions would be welcome.

AGD reminded governors of the discussion that took place at the Members' Council meeting on 2 November 2019 on the Chair and Non-Executive Director (NED) remuneration. The discussion was on the recommendation from the Nominations Committee which reviewed the Trusts remuneration compared to national benchmarking. The NED remuneration is a fixed point and the Members' Council agreed to an annual inflation rate of 1.5%. The Chair's remuneration is an incremental scale and it was felt that there should not be an annual uplift on the payscale as there is the opportunity for incremental progression. There were five points on the scale and movement up the scale is subject to satisfactory performance. Normally the Chair would progress one increment, however the Members' Council could agree to progress more than one scale if they felt it was appropriate.

Caroline Saunders (CS) asked for confirmation whether the increase included the 1.5% inflation rate. AGD advised that this year it had been agreed not to apply an inflation uplift but reminder governors that the remuneration was reviewed annually. The Chair is currently at the bottom of the payscale.

Bob Clayden (BC) asked if the incremental scale would remain the same throughout the current Chair's tenure. AGD commented the arrangements are reviewed annually in accordance with national benchmarking.

NH confirmed the process that had taken place at the Nominations Committee, which fed into the discussion at the Members' Council meeting on 2 November 2018, was comparing the Chair's and NED remuneration against national benchmarking data from NHS Providers. The decision for the Members Council is, based on the Chair's performance, should she receive any incremental progression effective from the anniversary of her appointment.

Bill Barkworth (BB) asked for confirmation of the current incremental scales. AGD advised it was currently £42,420pa - £45,450pa - £47,975pa - £50,500pa - £53,025pa.

JC sought confirmed from the Members' Council on the progression within the Chair's incremental remuneration scale.

It was RESOLVED to RECEIVE the report on the Chair's appraisal and based on the Chair's performance AGREE that the Chair progressed to the second point in the Chair's incremental remuneration scale, backdated to her anniversary on 1 December 2018.

Lin Harrison (LH) commented that she couldn't be more delighted with the Chair and felt the Chair and Chief Executive live the values of the Trust. LH commented that she felt progressing the Chair by one increment rather than two was consistent with how the Trust lived the values on the front line.

The Chair, Non-Executive Directors and executive Directors returned to the room and AM resumed the Chair.

CD advised the Chair of the resolution of the Members' Council.

MC/19/05b Quality Account – Mandated and local indicators (agenda item 5.2)

CD reported that each year the Trust was required to produce a Quality Account as part of the Annual Report and accounts. As part of the Quality Account there is a requirement for the Trust's External Auditors Deloitte to test data on two mental health mandated Key Performance Indicators (KPIs) and one local indicator. For the 2018/19 report the mandated indicators relate to early intervention in psychosis (EIP) of people experiencing a first episode of psychosis treated with a NICE approved care package within two weeks of referral, and inappropriate out-of-area placements for adult mental health services. The local indicator needs to be determined by the Members' Council.

The Members Council Quality Group recommended that the theme for the local indicator should be physical health monitoring in mental health service users as defined in CQUIN guidance. TB added that the local indicator needed to be an area that was measurable and where the Trust already collected the data, and that a number of the governors from the Members' Council Quality Group were in attendance if further information on the recommendation was needed.

It was RESOLVED to:

- **NOTE the proposed mandated indicators; and**
- **APPROVE the local indicator, as recommended by the Members' Council Quality Group.**

MC/19/05c Members' Council elections 2019 (agenda item 5.3)

EJ reported that the paper provided an update on the Members' Council election process for 2019 following the Chair's letter to governors on 7 January 2019. Nominations opened for the available seats on 1 February 2019 and would close on 1 March 2019.

AM commented governors could assist by talking to people who might be interested in putting themselves forward for election as well as promoting voting by members.

AD commented that the Trust had found it difficult to fill the vacant staff seat for social care staff working in integrated teams and asked if the staff member had to be employed by the local authority. EJ commented that this was previously the intention when the role was included in the Trust's Constitution. The Trust had written to current members who were within the constituency and also asked BDU deputy directors to bring it to the attention of staff working in their teams. AM suggested that if AD was aware of particular members of staff that may fit into

the category to provide the details to EJ for confirmation of eligibility. LH commented that she had been actively engaging with social care staff and the feedback received was that they felt the Freedom to Speak Up Guardian part of the role would not be manageable with their workload. AM clarified that being a Freedom to Speak Up Guardian was no longer a mandatory requirement for staff governors.

AM commented that an induction book for governors had been piloted in 2018/19 and provided to all governors. Governors were asked to provide any feedback on how it could be improved for 2019/20 to EJ.

It was RESOLVED to RECEIVE the update.

MC/19/05d Review of Trust's Constitution (agenda item 5.4)

EJ reported that historically the Trust had reviewed its Constitution every two years. The current version was reviewed in detail, which included a working group of governors from the Member's Council, and approved by Trust Board in January 2017 and Members' Council in February 2017. It is now due for review again and the recommendation was that the review takes place at the end of quarter 2 2019/20 to take into account any changes required as a result of national guidance. Governors again would be invited to take part in the review.

RW encouraged governors to provide any areas of feedback for consideration in the review, such as AD's previous comments on how staff constituencies were defined.

It was RESOLVED to SUPPORT the proposal to review the Constitution (including the Standing Orders) and Scheme of Delegation at the end of quarter 2 2019/20.

MC/19/05e Feedback from Annual Members' Meeting 2018 (agenda item 5.5)

AM reported that the paper provided feedback received on the Annual Members' Meeting (AMM) held on 17 September 2018 and planning for the meeting in 2019, including any potential themes following discussion by the Members' Council Co-ordination Group. EJ commented that two additional areas raised since the paper was written are for an equality update and celebration of 10 years as a Foundation Trust to be part of the presentation. These areas will also be considered in the planning for the event.

BC asked if the Trust had considered helping groups to get to the meeting location. AM commented that if there were any particular groups that the Trust may assist to advise so it can be looked into further. AD commented that there may be an issue with parking if there is a large member attendance and it was an area that should be considered. AM commented that access considerations were always part of the selection of the venue and planning for the event. SH commented that there was a free bus that transported people between Dewsbury Hospital and Pinderfields Hospital that could be used. Debbie Newton (DN) commented that she could talk to her Trust to see whether this was an option.

Action: Emma Jones / Debbie Newton

RW commented that by celebrating 10 years as a Foundation Trust could provide an opportunity for the Trust to reboot what it is to be a membership organisation, one that is owned by the staff and accountable to the public. The Trust could point back over a decade in the areas that we have invested in such as estates, creative minds, and how we meaningfully engage with people. The Trust wants to continue that engagement so that the communities we serve feel connected and supported to stay well.

RW commented that as we move towards supporting people being digitally enabled a further area to consider was whether the meeting could be streamed live.

Action: Salma Yasmeen / Emma Jones

AM commented that the suggested theme was around children and young people and after further feedback and discussion this may also include engagement and self-care. RW commented that the self-care could include child health. NH commented that it was important to be inclusive and include engagement and suggested that as part of the planning to consider schools being invited to attend.

Action: Emma Jones

It was RESOLVED to RECEIVE the update and provide any further feedback to assist with planning for the AMM in 2019.

MC/19/05f Governor engagement feedback (agenda item 5.6)

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

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

MC/19/06 Integrated Performance Report Quarter 3 2018/19, focus on Freedom to Speak Up, and Estate Strategy update (agenda item 6)

Integrated Performance Report Quarter 3 2018/19

The key messages from the Integrated Performance Report were presented by Rachel Court (RC), Tim Breedon (TB) in relation to quality, Mark Brooks (MB) in relation to national metrics and finance, and AGD in relation to workforce. Full performance reports are available in Trust Board papers and on the Trust's website.

CS asked if the children and young people placed in adult beds were under the age of 16. RC commented that they were under 18, and generally young people aged between 16 and 18. TB commented that while the numbers had reduced it was an issue the Board keeps focus on, noting that it was only used when it was the least worst option for the service user, and that appropriate safeguards were put in place.

BC asked if the learning disability referrals also included those with dementia. TB confirmed they were included.

BC asked if the change in clinical records systems to SystemOne would assist with information governance (IG) incidents and whether there was any theme. MB commented that there had been no themes other than they are through individual human error or where details weren't up to date with the national spine. An example given was that an incident may be in relation to a child where the child moved between parents and an update hadn't been provided. Part of the implementation of SystemOne needed to ensure there was training and systems in place to prevent errors wherever possible. JC commented that a year ago the indicator was RAG rated green and now it was red and asked if anything had changed. MB commented that in May 2018 when the new General Data Protection Regulations (GDPR) were introduced it changed the level of reporting, which meant more incidents were reportable.

NH asked, in relation to the staff turnover rate, whether the reasons for leaving were being captured in exit interviews and what the level of turnover was. RC commented that retention was an area of focus for the Workforce & Remuneration Committee and it was being refined. AGD commented that staff may leave for a range of issues including workload pressures or career progression within the NHS. One of the important parts of the annual values based appraisal was to have these discussions to try to retain staff. The Trust has a 12% turnover rate of total workforce against the Trust set target of between 8-10%. RW commented that another

area of information is through staff surveys, whether there are any hotspots in particular areas or professions to look at focused solutions.

SH commented in relation to temporary staff, where they are on a fixed term contract, that work should take place prior to the contract finishing, placing them on the at-risk register and trying to find another role for them within the Trust. AGD commented that areas such as speed of recruitment process and ease of internal transfers were being looked at as it was important to assist in keeping talent within the organisation.

NH asked in relation to safer staffing, where some areas have lower numbers whether this could be applied to other areas. TB commented that the Trust uses learning from other areas, and some areas may need to use more staff than planned such as in specialist services where there may be higher levels of acuity in service users. NH asked why the percentages were different at night. TB commented that it was sometimes due to the way the shifts were planned and that there could also be more activity and pressures during the day compared to at night.

AD asked in relation to the increase in flu vaccinations, whether the increase in sickness absence was understood. TB commented that the sickness absence rates were while vaccinations were taking place and it was hoped a decrease in sickness absence would now be seen.

Focus on Freedom to Speak Up

The key messages from the work taking place around Freedom to Speak Up were presented by Adrian Deakin (AD) and Estelle Meyers (EMe), Practice Governance Coach and Freedom to Speak Up Guardian.

The Chair thanked the guardians for the important role they play on behalf of the Trust.

NH commented that the presentation stated that staff should first go to their line manager and asked if the wording should instead say that staff would usually instead. EMe commented that it was hoped that line managers are approachable which is why they should speak to them first, if the matter related to a line manager guardians would be able to assist the member of staff.

NH commented that the staff equality networks should be included as a part of the process. AGD commented that previously the Trust's guardians were only staff governors, and this had now been opened to further staff including the staff equality networks. LH commented that part of the guardians' role was to support culture change so that staff felt they could speak up.

BB asked if the guardians were receiving enough support from the Trust. EMe commented that they were receiving peer support and also support through AGD or RW. AD commented that an important part was that the guardians own line management structures accepted that it is an important part of their role and advised that his line manager did in terms of the time commitment. AD added that CD had also taken the Non-Executive Director lead for Freedom to Speak Up.

Estate Strategy update

An Estate Strategy update had been reviewed by the Trust Board and was provided to all governors for noting.

MC/19/07 Closing remarks, work programme, and dates for 2019 (agenda item 7)

AM thanked the governors for their attendance and input.

Meeting feedback

A hardcopy form was available for governors should they wish to provide feedback on the meeting, which would also be circulated electronically.

Work programme

The work programme for 2019 was included with meeting papers for noting.

Dates for 2019

The dates for the Members' Council meetings in 2019-20 held in public were noted as follows:

- Friday 1 February 2019 (Barnsley) – 9.30am, Legends Suite, Barnsley Football Club, Grove Street, Barnsley S71 1ET.
- Friday 3 May 2019 (Kirklees) – 12noon, Conference Room 1, Textile Centre of Excellence, 5 Red Doles Lane, Huddersfield, HD2 1YF.
- Friday 2 August 2019 (Calderdale) – 12noon, Venue to be confirmed.
- Monday 16 September 2019 - Annual Members' Meeting (Wakefield) – Times to be confirmed, Large Conference Room, Wellbeing & learning centre, Fieldhead Hospital, Ouchthorpe Lane, Wakefield, WF1 3SP.
- Friday 1 November 2019 (Wakefield) – 9.30am, Large Conference Room, Wellbeing & learning centre, Fieldhead Hospital, Ouchthorpe Lane, Wakefield, WF1 3SP.
- Friday 31 January 2020 (Barnsley) – 9.30am, Legends Suite, Barnsley Football Club, Grove Street, Barnsley S71 1ET.

The Members' Council were advised of some further meetings coming up for governors:

- West Yorkshire Mental Health Services Collaborate (WYMHSC) Joint Non-Executive Director and Governor Event on 4 April 2019 - 9.30-12.30pm in central Leeds - Governors were asked to save the date, further details to follow.
- NHS Providers GovernWell shared training - the Trust is working with neighbouring foundation trusts on the potential to share NHS Provider training at a location in central Leeds to make it more accessible. Once a date has been confirmed expressions of interest from governors will be sought and names drawn for available places.
- NHS Providers Regional Governor Workshop on 4 April 2019 - expressions of interest were sought from all governors and names drawn for the four available spaces. Phil Shire, Bob Clayden, Jeremy Smith, and Bill Barkworth will attend on behalf of the Members' Council and provide an update at the next meeting.
- NHS Providers Annual Governors' Focus Conference 9 May 2019 - the Lead Governor would attend on behalf of the Members' Council and provide an update following.
- Equality Delivery System (EDS2) events - governors are welcome to attend the events co-ordinated by the Clinical Commissioning Groups (CCGs) responsible for Calderdale, Kirklees and Wakefield and the Trust is coordinating an event for Barnsley as observers. Details have been circulated to governors.

Signed:



Date: 3 May 2019