

Minutes of the Members' Council meeting held at 09.30 on 17 August 2021

Meeting Held Virtually by Microsoft Teams

Present:	Angela Monaghan (AM)	Chair
	Bill Barkworth (BB)	Public – Barnsley (Deputy Lead Governor)
	Cllr Howard Blagbrough (HB)	Appointed – Calderdale Council
	Bob Clayden (BC)	Public – Wakefield
	Jackie Craven (JC)	Public – Wakefield
	Dylan Degman (DDe)	Public – Wakefield
	Carol Irving (CI)	Public – Kirklees
	Tony Jackson (TJ)	Staff – Non-Clinical Support Services
	Adam Jhugroo (AJ)	Public – Calderdale
	John Laville (JL)	Public – Kirklees (Lead Governor)
	Andrea McCourt (AMc)	Appointed – Calderdale and Huddersfield NHS Foundation Trust
	Helen Morgan (HM)	Staff – Allied Healthcare Professionals
	Cllr Mussarat Pervaiz (MP)	Appointed – Kirklees Council
	Beverley Powell (BP)	Public – Wakefield
	Tom Sheard (TS)	Public – Barnsley
	Phil Shire (PS)	Public – Calderdale
	Jeremy Smith (JS)	Public – Kirklees
	Keith Stuart-Clarke (KSC)	Public – Barnsley
	Debs Teale (DT)	Staff – Nursing support
	Nik Vlissides (NV)	Staff – Psychological Therapies
	Lisa Ward (LW)	Public - Kirklees
	Tony Wilkinson (TW)	Public – Calderdale
	Tony Wright (TWR)	Appointed – Staff Side organisations
In attendance:	Mark Brooks (MB)	Interim Chief Executive
	Tim Breedon (TB)	Deputy Chief Executive
	Alan Davis (AGD)	Director of Human Resources, Organisational Development & Estates
	Carol Harris (CH)	Director of Operations
	Chris Jones (CJ)	Deputy Chair / Senior Independent Director
	Mike Ford (MF)	Non-Executive Director
	Erfana Mahmood	Non- Executive Director
	James Sabin (JS)	Director of Finance & Resources
	Darryl Thompson (DTh)	Director of Nursing, Quality and Professions
	Julie Williams (JW)	Assistant Director of Corporate Governance, Performance and Risk
	Laura Arnold (LA)	Secretary to the Chair, Non-Executive Directors and Members' Council (author)
	Grace Coggill (CG)	Secretary to the Chair, Non-Executive Directors and Members' Council
	Andy Lister (AL)	Head of Corporate Governance (Company Secretary)
	Ashley Hambling (AH)	HR Business Manager
Apologies:	<u>Members' Council</u>	
	Cllr Jessica Carrington (JC)	Appointed – Wakefield Council
	Claire Den Burger-Green (CDBG)	Public - Kirklees
	Daz Dooler (DDo)	Public – Wakefield
	Cllr Brenda Eastwood (BE)	Appointed – Barnsley Council
	Imran Mushtaq (IM)	Public - Kirklees
	Debbie Newton (DN)	Appointed – Mid Yorkshire Hospitals NHS Trust
	Trevor Lake (TL)	Appointed – Barnsley Hospital NHS Foundation Trust
	Dr Abdul Nusair (AN)	Staff – Medicine and Pharmacy

Barry Tolchard (BT)	Appointed – University of Huddersfield
<u>Attendees</u>	
Natalie McMillan (NM)	Non- Executive Director
Kate Quail (KQ)	Non- Executive Director
Sean Rayner (SR)	Director of Provider Development
Salma Yasmeen (SY)	Director of Strategy
Dr Subha Thiyagesh (ST)	Medical Director

MC/21/19 Welcome, introductions and apologies (agenda item 1)

The Chair, Angela Monaghan (AM) formally welcomed everyone to the meeting, apologies were noted as above. The meeting was quorate and could proceed.

AM explained that the meeting is held in public and that members of the public are able to join via the link published on the Trust website. The meeting is being live streamed for the purpose of inclusivity, to enable members of the public access to the meeting. Private items are included on the agenda for this meeting, and members of the public will be asked to leave when the items arise.

The meeting is recorded to support minute taking. The recording will be destroyed once the minutes have been approved (it was noted that attendees of the meeting should not record the meeting unless they had been granted authority by the Trust prior to the meeting taking place). Attendees were requested to remain on mute, unless speaking.

AM noted the following governor and director changes since the last Members' Council meeting:

- Councillor Howard Blagbrough, appointed governor for Calderdale Council
- Darryl Thompson, Director of Nursing, Quality and Professions
- James Sabin, Interim Director of Finance and Resources

All above were present in the meeting and noted the further changes to the Members' Council for those not present:

- Councillor Jessica Carrington, appointed governor for Wakefield Council
- Councillor Brenda Eastwood, appointed governor for Barnsley Council

AM reported Paul Hewitson, from Deloitte, will be joining for item 7.1 and Ashley Hambling, HR Business Manager, will be joining for item 9.2.

AM reported the agenda and majority of papers were circulated two weeks in advance and therefore papers will be taken as read to assist the progress of the meeting.

It was RESOLVED to RECEIVE the Welcome, introductions and apologies as described above.

MC/21/20 Declarations of Interests (agenda item 2)

AM asked for any declarations of interest in relation to the agenda. Andrea McCourt (AMc) declared that the proposed appointment for the Non-executive director is a friend. AM noted the declaration and asked for AMc not to participate in discussions for that particular item.

The following declarations of interest have been made by the Members' Council:

Current governors (2021-22)

Name	Declaration
BARKWORTH, Bill Publicly elected - Barnsley	Director, Barkworth Associates Limited. Member – HealthWatch Barnsley
BLAGBOROUGH, Howard Appointed – Calderdale council	Director, Brighouse BID Limited (11993992) Trustee, TLC Together for Looked after Children (1141298) Trustee, Brighouse Ware Memorial (Nurses Endowment) Fund (224587)

Name	Declaration
	Councillor, Calderdale Council Member and Chair, Conservative Party and Association Deputy Mayor, Calderdale 2021-2022 Chair, Adults Health and Social Care, Calderdale Council
CARRINGTON, Jessica Appointed – Wakefield Council	Councillor, Wakefield Council
CLAYDEN, Bob Publicly elected – Wakefield	Chair, Portobello Community Craft and Camera Group. Occasionally contracted for sessions as freelance artist, this may be employed by groups funded or partially funded by SWYT Member of West Yorkshire & Harrogate Cancer Alliance Community Panel.
CRAVEN, Jackie Publicly elected - Wakefield	<i>Board member, Young Lives Consortium, Wakefield. Member, Alzheimer's Society. Member, Versus Arthritis. Member, Dementia UK. Volunteer, HealthWatch, Wakefield. Volunteer Ambassador, Dementia UK. Parish Councillor, Crigglestone Parish Council. Trustee, Crigglestone Village Institute. Trustee, Hall Green Community Centre. Trustee, 45 Durkar Scouts. Trustee, Worrills Almshouses.</i>
DEGMAN, Dylan Publicly elected - Wakefield	<i>No interests declared.</i>
DEN BURGER-GREEN, Claire Publicly elected - Kirklees	Expert by Experience and part of the Inspectorate team employed by Choice Support which are contracted to the Care Quality Commission (CQC) to carry out inspections. This is carried out in a variety of settings including NHS services. Awareness Trainer (Volunteer), National Autistic Society Mystery shopper/ accessible venue consultant (volunteer), Attitude is Everything Active member of the support group, Ehlers Danlos UK Active member of the group, Kirklees Mental Health Carers Forum (KMHCF) –
DOOLER, Daz Publicly elected - Wakefield	Chair, S.M.a.S.H Society Community Group in Wakefield and the 5 Towns District. Volunteer with SWYFT Live Well Wakefield Advisor, employed by Nova Wakefield Seconded position through Live Well Wakefield and Barnsley Team, South West Yorkshire Partnership NHS Foundation Trust.
<i>EASTWOOD Brenda Appointed – Barnsley Council</i>	
IRVING, Carol Publicly elected - Kirklees	Volunteer Ambassador, Dementia UK.
JACKSON, Tony	No interests declared.

Name	Declaration
Staff elected – Non-clinical support (services)	
JHUGROO, Adam Publicly elected - Calderdale	Bank registered at Calderdale and Huddersfield NHS Foundation Trust Medical care representative for Diabetes in the Specialist Driven Primary Care business unit for Napp Pharmaceuticals (full time basis) and cover South Yorkshire, which includes Barnsley. Locum nurse in primary care Daughter – works on the staff bank at SWYT
LAKE, Trevor Appointed - Barnsley Hospital NHS Foundation Trust	Chair, Barnsley Hospital NHS Foundation Trust. Chair, Joint Independent Audit and Ethic Committee, West Yorkshire Police and Crime Commissioners and West Yorkshire Police Force. Director, Six Degrees Consultancy (non NHS work). Director, Trustees of Barnsley Hospital Charity.
LAVILLE, John Publicly elected - Kirklees	<i>Director and Shareholder, EMS (Hartshead) Ltd (dormant company).</i> <i>Member/Carer Representative, Kirklees Mental Health Partnership Board.</i> <i>Trustee and Chair, Popplewell Charity.</i> <i>Patient Representative North Kirklees Primary Care Commissioning Committee</i>
McCOURT, Andrea Appointed – Calderdale and Huddersfield NHS Foundation Trust	Company Secretary, Calderdale and Huddersfield NHS Foundation Trust
MORGAN, Helen Staff elected – Allied Health Professionals	No interests declared.
MUSHTAQ, Imran Publicly elected - Kirklees	No interests declared.
NEWTON, Debbie Appointed Governor for Mid Yorkshire Hospitals NHS Trust	<i>Director of Community Services, Mid Yorkshire Hospitals NHS Trust.</i>
NUSAIR, Abdul Staff elected – Medicine and Pharmacy	Great Western??
PERVAIZ, Mussarat Appointed – Kirklees MC	No interests declared.
POWELL, Beverley Publicly elected – Wakefield	Senior Advisor to National Director Jacqueline Davies (full time), NHSE/I Provide informal Coaching/Mentoring to some SWYPT staff members (non-board or SLT level)
SHEARD, Tom Publicly elected – Barnsley	Director and Company Secretary of Barnsley TUC Training Ltd. Trustee Shawlands Trust Member and Chair of Patient Group at White Rose Medical Practice.
SHIRE, Phil	<i>Director, Greenroyd Bowling Club Limited.</i>

Name	Declaration
<i>Publicly elected - Calderdale</i>	<i>Trustee and Director on the board of Impact Education Multi-Academy Trust.</i>
SMITH, Jeremy <i>Publicly elected - Kirklees</i>	<i>Director, Predictlaw Ltd.</i>
STUART-CLARKE, Keith <i>Publicly elected - Barnsley</i>	<i>Volunteer with West Yorkshire and Harrogate NHS trust CCG, in the post with their reduction of suicide project which is based at White rose house Wakefield</i>
TEALE, Debs Staff elected - Nursing support	Trustee in National Centre for Creative Health
TOLCHARD, Professor Barry Appointed - University of Huddersfield	No interests declared.
VLISSIDES, Nik Staff elected – Psychological therapies	No interests declared.
WARD, Lisa Publicly elected - Kirklees	Volunteer Facilitator, Richmond Fellowship Volunteer, Recovery College
WILKINSON, Tony Publicly elected - Calderdale	Trustee Board member Healthwatch Kirklees, covering Kirklees and Calderdale.
WRIGHT, Tony <i>Staff elected – staff side organisations</i>	<i>Non-executive director (Trustee) with Barnsley Civic Enterprises.</i>

Where no return has been received by the Trust, the current entry on the Register has been included in italics.

Past governors (who left in 2020/21)

Name	Declaration
ADAMOU, Marios Staff elected - Medicine and Pharmacy	Director, Marios Adamou Ltd. Board member, UKAAN. Secondary Care Doctor member, NHS Northumberland Clinical Commissioning Group (CCG).
AMARAL, Kate Publicly elected - Wakefield	No interests declared.
ARMER, Bill Appointed - Kirklees Council	No interests declared.
BATTY, Paul Staff elected - Social care staff working in integrated teams	No interests declared.
BECKLEY, Evelyn Appointed - Staff side organisations	No interests declared.
DEAKIN, Adrian Staff elected - Nursing	No interests declared.
HARRISON, Lin Staff elected - Psychological therapies	Fulltime secondment as Suicide Prevention Project Manager for West Yorkshire and Harrogate Health and Care Partnership (WYHHCP). Member of the Labour party. Volunteer Co-ordinator for sub area of Crookes Mutual Aid Group (COVID-19 Community Support)

Name	Declaration
	I commission services for the ICS as Suicide Prevention Project Manager, for example the West Yorkshire and Harrogate Suicide Bereavement Service fulfilled by Leeds Mind. My wife is a Commissioning Manager for Sheffield CCG.
HOGARTH, Lisa Staff elected - Allied Healthcare Professionals	Member governor, Salendine Nook High School Huddersfield. Member of the Labour Party.
LEIGH, Steven Appointed – Calderdale MBC	No interests declared.
LUND, Ros Appointed - Wakefield MDC	Wakefield MDC: Deputy Cabinet Member, Adults and Health Member of The Labour Party
McCARTHY, Pauline Appointed – Barnsley MBC	Director of Credit Union – Acres Food and Allied Workers Union
MASON, Ruth Appointed - Calderdale and Huddersfield NHS Foundation Trust	Member, Board of Directors, 'Mind the Gap' theatre company, Bradford, which employs actors with a learning disability.
PILLAI, Chris Appointed - Calderdale MBC	Independent Hospital Manager.
SUMNER, Nicola Appointed - Barnsley MBC	No interest declared.

It was **RESOLVED** to **NOTE** the individual declarations from governors and to **CONFIRM** the changes to the Register of Interests.

MC/21/21 Minutes of the previous Members' Council meeting held on 11 May 2021 (agenda item 3)

Tony Wright (TWr) commented that there was confusion around the Green Plan, stating that he was unsure if this had been approved by Board or not. Staff side are ready to be engaged in the progression of the Green Plan. AM asked to include this on the action log and to include this topic in future Members' Council Co-ordination Group (MCCG) meetings.

Action: Laura Arnold
Action: MCCG

Alan Davis (AGD) reported the Board had approved the Green Plan noting that sustainability is much wider than just the Green Plan. Nick Phillips, Head of Estates and Facilities, is leading on both the Estates and Sustainability strategies and the Board is fully engaged with the process. AGD and Nick Phillips to engage with staff side.

Action: Alan Davis / Nick Phillips

John Laville (JL) confirmed that MCCG will consider the Green Plan as a topic of future focus. The next meeting will be on 27 September 2021.

It was **RESOLVED** to **AGREE** the minutes of the Members' Council meeting held on 11 May 2021 as a true and accurate record.

MC/21/22 Matters arising from the previous meeting held on 11 May 2021 and action log (agenda item 4)

AM noted that actions highlighted in blue are considered complete unless there were any further issues anyone would like to raise.

Updates were given on the following open actions:

- MC/21/16b – This action is now closed. 'The Choose Well guide' has been referenced in the governor handbook.
- MC/21/16e – This action to remain open. Andy Lister (AL) confirmed that this proposition will be reviewed for the next election process. Digital inclusion has been considered, and a full update will be presented at the next Members' Council Meeting in November 2021.
- MC/20/25 – This action to remain open. The full constitution review will be presented at the next Audit Committee in October 2021 and the review recommendations will be presented to the next Members' Council meeting in November 2021 for approval.
- MC/20/26 – This action to remain open. Governors would be informed of any developments relating to this.

AM asked for any questions or comments in relation to this item.

Debs Teale (DT) raised an issue around certain groups of staff within the Trust who have no access to a Trust laptop and are hesitant to download the staff app on their personal smart phones. This highlights an issue around staff accessing this information which could mean there is misrepresentation in the Trust. This issue to be raised with Dawn Pearson, Marketing, Communications, Engagement & Inclusion Lead.

Action: Dawn Pearson

It was RESOLVED to NOTE the updates to the action log.

MC/21/23 Chair's report (agenda item 5)

AM's report outlined activity of the Chair and Non-Executive Directors (NEDs) since last meeting. The report can be used to help governors in their role of holding NEDs to account for the performance of the Board. Governors were thanked for attending Board meetings.

AM asked for any questions or comments in relation to this item.

JL raised an issue around governors not currently receiving weekly *Headlines*, *The View* and the monthly *The Brief*. AL to resolve this issue.

Action: Andy Lister

There were no further comments or questions.

It was RESOLVED to NOTE the Chair's report.

MC/21/24 Chief Executive's comments on the operating context (agenda item 6)

Mark Brooks (MB), Interim Chief Executive, reported updates on the following headlines:

- The Trust is seeing an increase in demand for services, partly due to patients presenting at a later stage than they would have done prior to the Covid-19 pandemic.
- Barnsley community services are dealing with increased demand as a direct result of increased hospital discharges from the acute hospital.
- There has been a significant increase in referrals for children's services, especially around eating disorders.
- The prevalence of Covid-19 has increased amongst staff within the Trust, the majority of whom are double vaccinated. Between 100-200 staff at any one time have been off work due to having symptoms, someone in their household having symptoms or having been told to isolate through the NHS test and trace system.

- Despite the high levels of demand and acuity, and pressures on staff, we continue to perform well.
- The Clinical Commissioning Groups (CCGs) will cease to exist from April 2022 and be replaced with the Integrated Care Systems (ICS) partnership way of working. The Trust is fully engaged with this process and has strong representation within the design groups for the ICSs.
- Finance planning usually takes place at least one year in advance, but due to current arrangements the Trust is only able to plan six months ahead. A further update will be brought to the next Members' Council meeting.

Action: James Sabin

- The Trust will become the lead provider in the West Yorkshire and Harrogate adult secure (forensics) provider collaborative, and commissioning responsibilities will be delegated to the Trust as the lead provider by NHS England. This is due to go live on 1 October 2021. Current monies received are between £25 and £28 million and will be increased to approximately £55/56 million, although the financial settlement is still to be finalised.
- Leadership changes: Alan Davis (AGD) will retire at the end of September 2021 and Lindsey Jenson (LJ) will be Interim Director of HR and OD from 1 October. Tim Breedon (TB), who retired as Director of Nursing and Quality at the end of July, is to work part time for a short period as Deputy Chief Executive and will support Darryl Thompson (DTh) during his induction as the new Director of Nursing, Quality and Professions.

Despite the above challenges in the Trust, services are still delivering a strong and positive patient experience and meeting the requirements of service users, families and carers.

AM asked for any questions or comments in relation to this item.

Phil Shire (PS) noted the forensics lead provider collaborative, and questioned the Trust being the lead provider of services as well as being the lead for commissioning.

MB stated the reporting line into the organisation for the provision of services will be separate to the reporting line for commissioning of services. It is noted that the collaborative will be recruiting a separate Head of Commissioning.

PS commented that this is an interesting way of working and it would be useful to include an item on a future Members' Council meeting on the new way of working with the ICS and how this affects the Trust, given that the Health and Care Bill is currently being processed through parliament.

AM noted that this topic has been covered previously at the West Yorkshire Mental Health Services Collaborative (WYMHSC) Joint Non-Executive Director and Governor Event and will be brought into the MCCG for consideration for a future Members' Council agenda.

Action: MCCG

Beverley Powell (BP) was particularly interested in the increase in referrals of children and young people and mentioned that it would be useful to include a long-term plan around health and inequalities on a future Members' Council agenda. AM and MB agreed it would be useful to discuss how the Trust is addressing this and asked that the MCCG consider this topic for a future Members' Council meeting agenda.

Action: MCCG

JL noted that in times of significant change, rumour and speculation can circulate about the reasons as to why people are leaving. JL noted the Trust has excellent communications but this needed to continue to make sure the right message is received.

Paul Hewitson (PH), external auditor from Deloitte, joined at 10.00am.

MB reported the View is provided to all staff each week which reinforces key messages including those around succession planning and the positive achievements that continue in the organisation despite the current pressure and demands. AM noted the point made by DT earlier regarding communication reaching all staff.

It was RESOLVED to NOTE the Chief Executive's update.

MC/21/25 Members' Council business items (agenda item 7)

MC/21/25a Annual report and accounts 2020/21 (agenda item 7.1)

MB introduced this item noting that the annual report and accounts for 2020/21 must be laid before Parliament before being shared with the Members' Council. This is a legal requirement. The report is due to be laid in mid-September 2021 and will be shared at the Annual Members' Meeting.

MB reiterated that the Trust had met all its financial targets for 2020-21 and Paul Hewitson (PH) will now present the findings of his audit report.

PH explained that this year he is reporting the findings of his audit so far. Ordinarily, PH would be giving his final report, but some work was still ongoing and was due to be completed in the next couple of weeks.

PH confirmed the audit looks at the annual report and accounts, identifying key risk areas and testing them to make sure they are true, fair and accurate. Further areas include the auditable sections of the remuneration report, the work of relevant regulatory bodies, and the annual report for consistency against the financial statements. The governance statement is checked to make sure it accurately reflects reality.

PH noted last year the requirement to audit the quality report was removed. The same has occurred this year and PH summarised that in future the quality report will only be audited at the Trust's request, as it is no longer a requirement of the audit.

PH reported the accounts and consistency opinions are unmodified, which in audit terms is as good as it gets. Opinions are only modified when issues are identified.

PH explained timetable deadlines and explained the early deadline had not been reached due to the remote nature of the audit, but MB had secured an extension and the second deadline has been achieved.

PH explained a narrative form report is now required for the value for money section of the audit and this is due in mid-September. At the current time PH has not identified any significant findings that would require any recommendations in relation to value for money.

PH explained the context of material misstatements and how accruals are reviewed within the audit process. Some weaknesses had been identified in the validity of accruals around the review process and segregation of duties in the process to develop accruals. Segregation of duties means you should not have one person raising an item, creating it and reviewing it. There should always be two people involved to maintain honesty. There was some scope for improvement for the control environment for accruals.

Management for override of controls issues were identified last year and improvements have been noted.

PH summarised the audit findings covering accounting performance, annual governance statement, annual report, accounting policies and financial reporting and control findings as outlined in his paper.

AM noted this is PH's final audit for the Trust. PH reported he could no longer perform audits for the Trust due to the ethical standards for auditors, which state that, because he has been

engaged with the Trust for a significant amount of time, he may no longer be deemed to be independent.

AM asked for any questions or comments in relation to this item.

Mike Ford (MF) explained the Audit Committee's role in relation to the annual audit and the process that took place, noting detailed conversations take place between the auditors and key members of the Audit Committee. MF thanked PH for his professional approach and all the work he had done for the Trust. AM reiterated her thanks to PH.

Tony Wilkinson (TWi) thanked PH for his presentation and asked how often PH would recommend changing auditors. PH reported the standard approach is to go out to market for a competitive tender no less than once every five years.

MB confirmed the Trust goes out to tender for audit services every five years and the Members' Council along with the Audit Committee led a recent procurement exercise, under which Deloitte were successful.

Adam Jhugroo left the meeting.

It was RESOLVED to RECEIVE the Annual Report and Accounts for 2020/21, noting that the full report will be presented at the Annual Members' meeting.

MC/21/25b Motion to amend the Trust Constitution (agenda item 7.2)

Bill Barkworth (BB) introduced the item. The background was set out in the paper noting that the motion was supported at Trust Board on 27 July 2021 and further discussions had taken place in the Governor Q&A session on 9 August 2021, following which the motion was amended.

It was noted that the extended boundary will only affect one of the 34 seats on the Members' Council (the 'Rest of...' seat). The other 33 seats are all filled by people who live or work in the Trust's area.

AM asked for any questions or comments in relation to this item.

Bob Clayden (BC) asked for clarity around the need to extend the current boundary to recruit from, as this change will affect the Trust's membership. There is a possibility of a member becoming quite significant within the Members' Council without having an understanding of the local area and Trust services. BC reported he could not remember a public governor representing Rest of Yorkshire and the Humber constituency.

AM noted that there had recently been an elected governor on that particular seat who served one term before moving out of the area. Within the Rest of Yorkshire and the Humber there are currently 533 members out of 13250. The focus of the Trust will always remain on the areas it serves.

Julie Williams (JW) gave an overview of the voting process and confirmed that the meeting was quorate. The constitution states:

44. Amendment of the constitution

44.1 No amendment shall be made to this constitution (including its Annexes) unless:

44.1.1 it has been approved by more than half of the Governors present and voting at a meeting of the Members' Council duly called in accordance with this constitution.

Attendees of the meeting were informed that the vote was only for governors and that the vote is anonymous. It was noted that there were 20 governors dialled into the meeting at the time of the vote.

A live digital voting process was opened in the meeting, the question being “Do you support the proposed motion to extend the Trust constitutional boundary?”

The results of the vote were:

- 15 votes for ‘Yes’
- 2 votes for ‘No’
- 1 vote for ‘Abstain’

AM reported the motion was approved. The Constitution has now been amended immediately from this point and the outcome will be circulated to all governors and the website updated.

Action: Laura Arnold

DT left the meeting at 10.50.

It was RESOLVED to APPROVE the motion for the extension of our constitutional boundaries as described in the paper.

MC/21/25c Governor Feedback – including presentation from staff governor, Helen Morgan, on the role of Allied Health Professionals (agenda item 7.3)

JL led on this item, noting that there had not been much governor engagement due to the Covid-19 Pandemic. He reminded governors to feedback any insight from their communities, using the governor insight reporting process. Details of how to do this will be circulated to all governors.

Action: Laura Arnold

Action: All governors

Helen Morgan (HM) gave a presentation on the role of Allied Health Professionals (AHP).

AJ joined at 11.00.

AM commented that the presentation was fantastic and really informative and asked for any questions or comments in relation to this item.

BC mentioned his previous experience in the NHS and asked if chiropody is included in the AHP list? HM confirmed that chiropody falls under podiatry.

BP noted that the role of AHPs are important particularly in trying to address health inequalities.

Keith Stuart-Clarke (KSC) asked if holistic therapy such as yoga and tai chi is offered as this can bring huge benefits to mental health.

HM noted that this is sometimes offered to staff by dance therapists. Dance therapists are currently not recognised as AHPs but are currently working within the Trust and working on being recognised by the Health and Care Professions Council (HCPC) as an AHP. AM noted that Creative Minds are involved to promote health and wellbeing.

It was noted for MCCG to discuss options for similar presentations from governors for future Members’ Council meetings.

Action: MCCG

It was RESOLVED to RECEIVE the update on governor feedback and the presentation on the role of Allied Health Professionals.

MC/21/25d Governor appointments to Members’ Council groups and Committees (item 7.4)

AM introduced this item noting that Tony Jackson (TJ) and Andrea McCourt (AMc) have automatically filled the vacancies for staff governor and appointed governor respectively on the Nominations Committee for a term of three years.

It was noted that the corporate governance team routinely write out to all governors seeking self-nominations in relation to vacancies on the groups. Governors were reminded that all are welcome to attend the Members' Council Quality Group (MCQG) and MCCG meetings, regardless of whether group members or not. The Nominations' Committee remains a closed group for members only as confidential matters are discussed.

The dates for the above meetings to be circulated again to all governors.

Action: Laura Arnold

It was RESOLVED to RECEIVE the update for governor appointments as outlined in the paper.

MC/21/25e Assurance from Members' Council Groups and Nominations' Committee (agenda item 7.5)

AM reiterated that all papers are to be taken as read.

MCCG

AM asked for any questions or comments in relation to the MCCG report. None were raised.

MCQG

AM asked for any questions or comments in relation to the MCQG. None were raised.

BC left the meeting at 11.15.

Nominations' Committee (NC)

AGD gave a verbal update on the Chair recruitment process. GatenbySanderson, a specialised recruitment agency with a previous track record within this area, were appointed to lead on the recruitment for the Chair.

Adverts have been placed in various journals and online websites, noting that the closing date is 13 September 2021. All interested candidates have the opportunity to speak to the current Chair and Interim Chief Executive informally prior to applying and there has been some interest.

There is ongoing work relating to the diversity agenda to make the post open and attractive to all. Human Resources (HR) will be working with NC on issues around equality and diversity.

AM asked for any questions or comments in relation to this item.

BP asked about ensuring diversity in the interview panel during the recruitment process. AGD noted that this is a big focus of the Trust. The interview panel is broad and diverse with different views and opinions and the stakeholder groups comprise of governors, service users, carers, staff, staff side, and staff equality network representatives who play an important part in feedback prior to the interviews.

BB noted that recruitment unconscious bias training is offered from GatenbySanderson for the stakeholder groups and interview panel members. AJ noted that this type of training would be beneficial to all and useful to be provided ahead of the process.

It was RESOLVED to RECEIVE the assurance and minutes from the Members' Council Co-ordination Group, Members' Council Quality Group and Nominations' Committee, including a verbal update relating to the Chair's recruitment.

MC/21/25f Quality report and accounts 2020/21 (agenda item 7.6)

DTh noted that this had been an extraordinary year for the Trust. The Quality report 2020/21 and accounts had not been subject to audit this year although a short notice was given for regular submission time.

The Quality account 2020/21 has been completed and external feedback has been received, noting that the Quality report and accounts for 2019/20 had an appendix added, as detailed in the paper.

A further update will be provided at the next MCQG on 6 September 2021.

AM asked for any questions or comments in relation to this item, but there were no further questions or comments.

It was RESOLVED to RECEIVE the update on the 2020/21 Quality Account and note the amendment to the Quality Account 2019/20.

MC/21/25g Incident Management annual report 2020/21 (agenda item 7.7)

DTh gave an overview of this item as outlined in the paper.

AM noted the report had been through other governance bodies within the Trust and was coming to the Members' Council for receipt.

DTh asked for any questions or comments in relation to this item.

AJ asked if there were any themes of incidents and if the Trust had undertaken any work for these issues to be addressed.

DTh noted that documentation is overseen by the Clinical Risk Panel and Business Delivery Units (BDUs) will oversee the actions which arise. A quality improvement methodology is used to address issues.

CH noted that each of the services has a data quality action plan that is specific to the individual requirements and matrons and quality leads are working with the teams to bring about improvements.

JL asked about the Incident Reporting Analysis in section 1, highlighting that the trends are static and asked if this would be expected in the future.

DTh replied stating that some incidents are reported as a 'need to note' to include in risk analysis but the incidents were responded to positively.

JL noted that on page 21, the figures for *Suicide (including apparent) – community team care – current episode* for Kirklees Community Mental Health Services are higher compared to other BDUs.

DTh replied noting that this is certainly something the Trust will monitor. CH confirmed that there are no current concerns.

Andrea McCourt (AMc) commented that it would be useful to understand if the higher number of serious incidents in Kirklees is usual and proportionate to population size and usual distribution or if there is a particular issue. CH/DTh will liaise with JL/AMc outside of the meeting

Action: Carol Harris/Darryl Thompson/John Laville/Andrea McCourt

JL commented the *top three action themes* on page 25 are all achievable and should be part of the job. DTh replied stating that staff education, training and supervision are all three different actions and the Trust is continuing to learn and move forward.

Lisa Ward (LW) asked about apparent suicides and if they had taken place in inpatient areas or in the community.

DTh replied that the vast majority are in the Trust's care but in the community. AM commented that there is a separate suicide report which looks at this issue in more detail.

PS highlighted that figures for *Duty of Candor applicable incidents in 202/21 by BDU and Financial Quarter* for Barnsley General Community Services show a dramatically higher figure compared to the remaining BDUs and asked if the thresholds for reporting are different for Barnsley General Community Services?

DTh noted that the Trust is confident of not over reporting. CH confirmed and highlighted that the services offered in Barnsley are physical as well as mental health, therefore there are more opportunities for incidents.

Councillor Howard Blagbrough (HB) asked if there was a way in which authorities could support the Trust in terms of early intervention. DTh agreed and commented that this is a multi-agency issue and echoed BP's previous comments around health and inequalities.

Helen Morgan left the meeting at 11.45.

AM commented that in a previous Members' Council meetings there was a presentation around suicide and noted that this is worth considering again by the MCCG.

Action: MCCG

AJ asked if there was a relation between *top three action themes* on page 25 and high caseloads of staff. There is no mention of pressures within services in the report and asked if this element has been considered.

DTh noted that staffing, recruitment and acuity will impact on this but highlighted that supervision rates are being upheld.

CH commented that some staff vacancy posts may be more difficult to recruit to than others and temporary staffing is used to maintain staffing levels. Staff are encouraged to report high caseloads on Datix (Trust's incident reporting system) and steps are being taken to overcome this.

It was RESOLVED to NOTE the comments, RECEIVE the annual report on incident management and to NOTE the next steps identified.

MC/21/25h Annual Members' Meeting (agenda item 7.8)

AL noted that, at the last MCCG meeting, it was agreed for the Annual Members' Meeting to be presented virtually and to include videos in the same format as last year's meeting. An email will be sent asking for ideas, suggestions and volunteers for videos.

Action: Andy Lister

The provisional date is currently set for 19 October 2021, but this will depend on the Value for Money Audit being completed in order to present the Annual report and accounts for 2020/21.

AM asked for any questions or comments in relation to this item, there were no further questions or comments.

It was RESOLVED to RECEIVE the update for the Annual Members' Meeting 2021.

MC/21/26 Trust Performance (agenda item 8)

AM reported she needed to vacate the Chair for this item due to a conflict of interest. Items relating to the appointment or remuneration of the Chair or Non-Executive Directors had to be chaired by the lead governor, JL. Directors left the discussion for this item. AGD remained to support JL with any questions about process.

MC/21/26a Non-executive director appointment (agenda item 8.1)

JL talked through the process, purpose and background of the item.

JL asked for any questions or comments in relation to this item, there were no further questions or comments.

There were no objections to the recommendation as outlined in the paper.

It was RESOLVED to RECEIVE the update and APPROVE the recommendation from the Nominations' Committee to appoint Mandy Griffin as a new Non-Executive Director for a period of three years from 1 October 2021.

All directors returned to the meeting and AM resumed the Chair.

MC/21/27 Members' Council business items (presentations) (agenda item 9)

MC/21/27a Integrated performance report (agenda item 9.1)

Mike Ford (MF), Chair of the Audit Committee gave a summary of the performance of the Trust for the first quarter of the financial year for 2021/22. MF noted that the report had already been scrutinised at Trust Board in the previous meeting.

Summary Performance Metrics

MF noted that Trust performance is still holding up, in spite of the current pressures the Trust is facing.

There has been an increase in demand for Child and Adolescent Mental Health Services (CAMHS) Tier 4, which is causing problems due to a lack of beds nationally, and an increase in demand for adult mental health services, which means the number of inappropriate out of area bed days has increased; this has been discussed at Board.

MF noted that information governance (IG) confidentiality breaches had seen a decrease and that the Trust finances are positive showing a surplus of £1.7 million for this quarter.

MF noted that agency spend is higher than the last quarter due to increased demand and to some extent staff shortages through sickness absence.

Covid-19 Response Metrics

Staff are continuing to work remotely, including interactions internally and with service users where appropriate.

MF noted that the data is not live and staff vaccinations have increased from approximately 78% to approximately 86% recently.

Personal protective equipment (PPE) supply and demand system still working effectively in the Trust.

MF noted that complying with PPE and infection prevention and control (IPC) requirements presents challenges to some staff and service users. The assurance around these challenges is discussed at silver and gold command meetings.

Quality Update 2021/22

MF noted that the metrics in relation to patient experience are good, although it was noted that the text message responses for the Friends and Family Test (FFT) only provide a limited depth of response; the Trust is currently looking at a web-based response system, which will provide a greater understanding than the metrics which are provided.

The safer staffing metrics are regularly scrutinised by directors. The fill rate figures are positive, although these hide detail; MF and DT are currently working on new information being reported where there are relatively levels of low staffing.

NHS England and Improvement

MF noted that the Trust has performed well against the thresholds in relation to national access standards and outcomes.

Workforce

There has been an increase in staff sickness both in relation to non Covid-19 and Covid-19. Statistics are good for staff who are double vaccinated, and the Trust is currently working on plans around the flu vaccine alongside the Covid-19 booster vaccine.

MF noted that pledges had been made to all staff in relation to making South West Yorkshire Partnership Foundation Trust (SWYPFT) a Great Place to Work, and more detail will be circulated to staff.

Financial Performance

MF noted the key performance indicators for the Trust, highlighting that the Trust will be moving forward on capital spending.

Current capital spend is £0.6m. The Trust has a forecast of £9.6m to be spent in year with major schemes progressing as business cases.

The Trust is yet to receive the budget for quarter three and four from NHS England and will need to plan accordingly.

MF asked for any questions or comments in relation to this item.

Adam Jhugroo (AJ) noted that staff turnover figures are higher for 2020/21 compared to 2019/20 and asked how does this compare to other Trusts?

Alan Davis (AGD) noted that the current figure is annualised, and the current turnover rate is currently at 10 percent which is expected. There is an area for concern in forensic services due to a national shortage of doctors, nurses and allied health professionals (AHPs). AGD commented that the figure is low in comparison to other Trusts. AGD to circulate data to Members' Council.

Action: Alan Davis

PS asked about the remaining number of staff who have not received the Covid-19 vaccine and the work around this being topic addressed.

AGD noted the Trust recognises that all staff have a choice. The Trust is working on engagement with staff through staff networks and staff side, one to one discussions with managers, and messages through Trust communications. It was highlighted that there is support and encouragement available for all staff. Tony Wilkinson (TWi) commented that the safety of patients is not negotiable or subject to the choice of staff.

Beverley Powell (BP) noted the story behind this differential impact on the workforce during Covid-19 pandemic and asked how the Trust can triangulate this data. AGD noted that the Trust will continue to gain insight from staff, and outside organisations are keen to understand this.

JL asked if the surplus gained for the financial year will be kept by the Trust? MB noted that any surplus will be retained and is currently being used on addressing staff vacancies.

JL highlighted that the Trust figures for Microsoft Teams meetings is approximately 19,500. MB commented that this figure is sought directly from Microsoft and will include conversations and consultations between internal staff and service users. The figure is appropriate given the size of the organisation.

JL asked about the update for the ensuite issues in Bretton ward and the shared use of toilets in the Priestley ward. AGD commented that the Trust is at an early stage of looking at potential replacements for these wards, although this would require significant capital. Nick Phillips, Head of Estates and Facilities and AGD are currently looking at initial planning.

PS left the meeting at 12.37.

Jackie Craven (JC) asked if staff have a choice in brands for the Covid-19 vaccine. AGD noted that the Trust have facilitated this and staff do have a choice based on the vaccine centres. Staff are also being signposted to walk-in clinics and GP practices for their preferred vaccine brand if this is not available through the Trust. AGD highlighted that trials are currently taking place with regards to the booster vaccine and the brands available, and the Trust will also facilitate choice if this is possible.

AJ asked if the respondents for the patient experience of services in CAMHS include patients on the waiting list. CH confirmed that the respondents are patients currently receiving care within the CAMHS services and highlighted that support is available for those on the waiting list.

It was RESOLVED to RECEIVE the update presentation for the Integrated performance report.

Ashley Hambling joined the meeting at 12.45.

MC/21/27b Focus on Bullying and Harassment (agenda item 9.2)

AM noted that this paper was to follow and will be circulated to all governors after the meeting.

Action: Laura Arnold

AGD and Ashley Hambling (AH), HR Business Manager, gave a brief overview and presentation on bullying and harassment within the Trust. A simple framework has been produced which is published in the Brief.

BP was pleased that the Trust has raised the correlation between bullying and harassment experiences and patient experience. There is a body of evidence which highlights that the experiences of non-white staff affect the experiences of patients (NHS Staff Survey, work by Roger Kline, Race Observatory). Key that Freedom to Speak Up Guardians are cognisant of this link.

There are key messages in the Trust communications and the advisor team for bullying and harassment has been increased. The team have received training to speak to colleagues and provide a confidential listening service for all staff. The latest survey shows there has been a reduction in reports relating to bullying and harassment, although the figure remains high. The workforce race equality standard (WRES) and workforce disability equality standard (WDES) are key areas for concern.

BP commented that national staff surveys over the years show that the experience of white staff differs to non-white staff, so how does the Trust work to improve the gap? AGD noted that there has been a recent appointment of a health and wellbeing practitioner and a shifting of emphasis towards civility and respect amongst colleagues.

Dylan Degman (DDe) left the meeting at 12.56.

BP noted that there is a piece of work around holding courageous conversations. The issues and challenges the Trust is facing are not unique. AH noted that crucial conversation training has been delivered in the Trust and has been positively received.

It was RESOLVED to RECEIVE the presentation for the focus on bullying and harassment.

MC/21/28 Any other business (agenda item 10)

No further items.

It was RESOLVED to NOTE any other business.

**MC/21/29 Closing remarks, work programme, and future meeting dates
(agenda item 11)**

It was RESOLVED to RECEIVE the work programme for 2021/22, which is kept under review at MCCG.

Members' Council Meetings 2021/22

The dates for the remaining Members' Council meetings in 2021/22 held in public were noted as follows:

- Extraordinary meeting 19 October 2021 for Chair appointment
- 16 November 2021
- 8 February 2022

AM closed the meeting held in public.

AM, CJ, AGD, LA, GC, AL and Governors remained in the meeting for the private session.

Members Council Private Session

JL took on the role of Chair for the private session.

MC21/30 Non-executive director appraisals (agenda item 12.1)

For confidentiality purposes, the minutes relating to this item have been recorded separately.

It was RESOLVED to RECEIVE the verbal update in relation to Non-executive director appraisals.

AM left the meeting.

MC21/31 Chair's appraisal – final report (agenda item 12.2)

For confidentiality purposes, the minutes relating to this item have been recorded separately.

It was RESOLVED to APPROVE the Chair's appraisal – final report.

JL closed the private session of the meeting.

Signed: 

Date: 16 November 2021