South West Yorkshire Partnership NHS Foundation Trust

Minutes of the Members' Council meeting
14 August 2024, 10.10 – 12.45

Hybrid meeting
Microsoft Teams and Kendray Hospital, Doncaster Road, Barnsley

Present:	Marie Burnham (MBu)	Chair
	Bob Clayden (BC)	Public - Wakefield
	Cllr Geraldine Carter	Appointed – Calderdale council
	Warren Gillibrand (WG)	Appointed – University of Huddersfield
	Ian Grace (IG)	Staff – Medicine and Pharmacy
	Claire Den Burger – Green (CDBG)	Public – Kirklees/ Deputy Lead Governor
	Leonie Gleadall (LG)	Staff – non clinical support
	Emma Hall (EH)	Appointed – Mid Yorkshire NHS Teaching Hospital
	Adam Jhugroo (AJh)	Public – Calderdale
	Elaine Lane (EL)	Staff – Allied Health Professionals
	John Laville (JLa)	Public – Kirklees (Lead Governor)
	Sarah Leason – Hurley (SLH)	Staff – Social workers
	John Lycett (JLy)	Public – Barnsley
	Anne Magee (AM)	Appointed – staff side
	Andrea McCourt (AMc)	Appointed – Calderdale and Huddersfield NHS Foundation Trust
	Bob Morse (BM)	Public – Kirklees
	Melanie Mott (MM)	Staff – Psychological Therapies
	Reini Schühle (RS)	Public – Wakefield
	Phil Shire (PS)	Public – Calderdale
	Susan Spencer (SS)	Appointed – Barnsley Hospital NHS Foundation Trust
	Keith Stuart-Clarke (KSC)	Public – Barnsley
In attendance:		
	Mike Ford (MF)	Non-executive director
	Julie Hall (JH)	Deputy director of corporate governance
	Lindsay Jensen (LJ)	Interim Chief People Officer
	Erfana Mahmood (EM)	Non-Executive Director
	Dawn Pearson (DP)	Associate Director Communication, Involvement, Equality and Inclusion
	Adrian Snarr (AS)	Executive Director of Finance, Estates and Resources
	Professor Subha Thiyagesh (ST)	Chief Medical Officer
	Darryl Thompson (DT)	Chief Nurse and Director of Quality and Professions
	David Webster (DW)	Non-Executive Director
	Asma Sacha (AS)	Corporate Governance Manager (author)
	Andrew Betteridge (AB)	Corporate governance administrator

With all of us in mind.

	Gemma Lockwood (GL)	Corporate governance admin manager
Apologies: Members' Council	Jacob Agoro (JA)	Staff – Nursing
	Daz Dooler (DD)	Public – Wakefield
	Rumaysah Farooq (RF)	Public – Kirklees
	Daniel Goff (DG)	Public – Barnsley
	Sara Javid (SJ)	Public - Kirklees
	Rosie King (RK)	Public – Wakefield
	Cllr Abi Moore (AM)	Appointed – Barnsley Council
	Nesar Rafiq (NR)	Public – Wakefield
	Fatima Shahzad (FS)	Public – Rest of Yorkshire and Humber
	Cllr Adam Zaman (AZ)	Appointed – Kirklees Council
Apologies: Attendees	Mark Brooks (MBr)	Chief Executive
	Carol Harris (CH)	Chief Operating Officer
	Dawn Lawson (DL)	Executive director of strategy and change
	Natalie McMillan (NMc)	Non-Executive Director
	Kate Quail (KQ)	Non-Executive Director
	Sean Rayner (SR)	Director of provider development
	Mandy Rayner (MR)	Deputy Chair and Senior Independent Director
	Andrew Lister (AL)	Company Secretary/ Head of Corporate Governance

MC/24/51 Welcome, introductions and apologies (agenda item 1)

Marie Burnham (MBu) formally welcomed everyone to the meeting, apologies were noted as above. The meeting was quorate and could proceed.

MBu reported that the meeting is being recorded to support minute taking. The recording will be deleted 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 who were joining virtually were kindly requested to remain on mute, unless speaking.

MBu thanked Mandy Rayner and Kate Quail for their terms of office as Non-Executive Directors and confirmed their last working day will be 30 September 2024.

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

MC/24/52 Declarations of interest (agenda item 2)

MBu asked governors if they had any declarations of interests, governors did not share any additional declarations of interest.

It was RESOLVED to RECEIVE the individual declarations from governors.

MC/24/53 Minutes of the previous Members' Council meeting held on 15 May 2024, and 27 June 2024 (agenda item 3)

Minutes of 15 May 2024

Darryl Thompson explained there were a few inaccuracies in the minutes of the 15 May 2024;

MC/24/26 Annual report unannounced / planned visits (agenda item 7.1)

- Second paragraph, … and the forensic ward should be plural, forensic wards.
- Tenth paragraph, …dignity and respect guardians should read civility and respect.

MC/24/27 Care Quality Commission action plan (agenda item 7.2)

- Page 13, DT relayed the CQC inspections relate to the Mental Health Act Inspections and not the boarder CQC inspections.

Minutes of 27 June 2024

Mandy Rayner highlighted the following amendment;

- The title of the document should read **27 June 2024** and not 29 June 2024.

It was RESOLVED to APPROVE minutes of the Members' Council meeting on 15 May 2024 and 27 June 2024 as a true and accurate record after the above amendments.

MC/24/54 Matters arising from the previous meeting held on 15 May 2024 and 27 June 2024 (agenda item 4)

Action from 15 May 2024/ MC/24/28 Governor feedback (item 8.1)

John Laville (JL) informed Members' Council that he has tried to obtain the service users' details in relation to issues with discharge and people are reluctant to provide this information.

DT provided an update in respect of discharge planning. Not all patients are reviewed by a multi-disciplinary team at discharge if they are in the core team. It was agreed to close this action.

JL asked whether the team could do a sample audit to check how many people were seen within a multi-disciplinary team at discharge. DT reported he will take this this feedback to the team as any audit work is part of their quality work.

Subha Thiyagesh (ST) reported discharge is discussed in the patient safety oversight group,

JL reported it seemed discharge procedures are not followed all the time, and GPs don't always have the skills and knowledge to deal with the aftercare.

DT highlighted patients can be referred to other places like the recovery college and this is actively promoted by the community teams.

Claire Den Burger Green (CDBG) reported said she has also received feedback that some patients are discharged without a copy of their care plan.

MBu said they would need to know the details of the patients and teams so the team can work on this.

Julie Hall (JH) explained there is a feedback process for governors to raise concerns.

CDBG said sometimes the feedback is “general noise” rather than specific feedback with names of patients and clinicians. CDBG said they can’t always be specific and the “background noise” also needs to be explored.

Leonie Gleadall (LG) said as a staff governor, it would be helpful to have as much evidence so as a Trust we can look into that.

JH reported she was happy to receive wider feedback without any evidence and this information can be passed onto the teams who can correlate the information with that being received through the complaints process.

It was RESOLVED to NOTE the action log of the Members’ Council.

MC/24/55 Chair’s report and feedback from Trust Board (agenda item 5)

MBu presented an overview of the Chair and Non-Executive Directors activity from 1 May 2024 until 31 July 2024.

- On 19 June 2024 EyUp! held its first ever Wellbeing Fair for staff, patients, carers and families at Fieldhead Hospital, Wakefield. The focus of the day was all around wellbeing and taking a moment to reflect, give and connect. MBu thanked all staff and governors who participated in the activities.
- On 17 July 2024 there was a conference from Sprit in Mind. The Trust linked charity Spirit in Mind shone a spotlight on a form of therapy entitled, ‘How animals teach us to be human’, which focused on the role of animal assisted interventions in the NHS. The conference was extremely well attended with expert speakers from within the field and our canine befrienders.
- Non-executive activity from 1 May 2024 until 31 July 2024
- MBu encouraged governors to attend Trust Board meetings

Cllr Geraldine Carter (GC) asked whether the executive activity can be shared with governors.

MBu explained the governor’s role is to hold non-executive directors to account.

GC explained she sits on the wellbeing board meetings, and she wasn’t aware whether a Trust executive director attended the meeting.

Julie Hall (JH) explained attendance at Boards is documented in the Trust annual report.

GC said she was happy for the information to be released in the annual report.

JH to circulate the extract of the annual report to governors.

Action: Corporate governance team

It was RESOLVED to NOTE the Chairs’ report.

MC/24/56 Chief Executive's comments on the operating context (agenda item 6)

Subha Thiyagesh (ST) presented this item in the absence of Mark Brooks (MBr), and explained the key items from the operational planning guidance:

- An independent investigation of the NHS in England has conducted by Lord Darzi which is due to be published in September 2024
- The financial situation remains challenging
- Progress continues for teaching trust status with the university of Leeds. The work will continue until the end of October 2024. ST thanked governors for their support
- Work continues for the Trust to take over services at Cheswold Park Hospital
- There have been conversations within the adult secure provider collaborative across SY and WY in terms of how early prison releases may impact patient flow
- Out of area bed placements remain low with significant work from Trust staff
- Jon Head is the newly appointed chief people officer
- Carol Harris will be leaving in October 2024 and the recruitment process for a new chief operating officer is underway
- ST spoke about the recent national riots, there has been a strong response from the Trust, including drop-in sessions for staff and colleagues as a source of support

John Laville (JH) asked how the junior doctor pay settlement will affect the Trust finance.

Adrian Snarr (AS) explained NHS England will be asking the Trust to make a financial planning assumption for the anticipated pay award.

It was RESOLVED to RECEIVE the Chief Executive's comments on the operating context.

MC/24/57 Quality account 2023/24 (agenda item 7)

DT reported the purpose of the paper is to provide the Members Council with the final version of the Quality Account for 2023/24 and highlighted the following:

- The Quality Account has been shared for wider consultation, with external stakeholders.
- The quality account contains the statutory required data updates alongside the Trust's journey of improvement across services, for staff and for service users.
- Quality and Safety Committee has received updates on the progress of the Quality Account for 2023/24, including a draft in May 2024 prior to sharing with external stakeholders.
- The Quality Account for 2023/24 was received at an extraordinary meeting of the Quality and Safety Committee on 18 June 2024, where recommendation was made for approval by the Chair and Chief Executive, with delegated authority from the Trust Board.

Bob Clayden (BC) asked about the acronyms contained in page 44 of the document. DT explained his team will review and amend this and review the acronyms.

Reini Schule (RS) noted there is a glossary in the document which governors can use.

It was RESOLVED to receive the Quality Account 2023/24.

Members' Council business items (agenda item 8)

MC/24/58 Care Quality Commission (CQC) action plan update (agenda item 8.1)

DT presented the CQC action plan update and highlighted the following:

- The action plan is a live document, and this report was presented to Trust Board on 2 July 2024.
- Care groups are reviewing the action points on a weekly basis as well as the evidence.
- There are "should do" and "must do" actions and services are working through both of these sections.
- The Trust is committed to embed improvements into practice, with a clear governance process in place so that become "business as usual" in the longer term.

MBu explained governors can contact DT outside of the meeting to provide feedback and comments.

BC said he was concerned that information provided to DT outside of the meeting will not be captured in the meeting.

It was agreed that DT will provide a summary of governor contact at the next presentation of the CQC action plan.

Action: Darryl Thompson

It was RESOLVED to RECEIVE the update to the CQC action plan.

MC/24/59 Chair re-appointment (agenda item 8.2)

(MBu left the meeting.)

Lindsay Jensen (LJ) presented this item:

- MBu has been Trust Chair since 1 December 2021 and her three-year term will come to an end on 30 November 2024. She informed governors that MBu's appraisal has also concluded with agreed objectives for the coming year.
- Andy Lister (AL) the head of corporate governance, has liaised with the Chair of West Yorkshire Integrated Care Board (ICB), Cathy Elliott who is supportive of MBu continuing for a second term.
- NHS England support MBu's appointment but asked the Trust to note that any extension beyond a second term will be by exception only.
- The fit and proper persons test process was completed for MBu and submitted to NHS England in June 2024 with no issues identified.

LJ informed governors that the Nominations Committee met on 19 July 2024 and recommended MBu is re-appointed as Chair for a second term from 1 December 2021 until 30 November 2027.

Governors agreed with the re-appointment of the Chair for a second term.

It was RESOLVED to APPROVE the re-appointment of the Chair.

MC/24/60 Non-Executive Director appointments (agenda item 8.3)

(MBu re-joined the meeting)

LJ explained the purpose of the report was to update the Members' Council on the process for the appointment of two Non-Executive Directors and to approve the recommendation from Nominations Committee.

- The recruitment process was conducted by Alumni Global and the final panel met on the 26 June 2024.
- Margaret Kitching (MK) demonstrated a strong understanding of and commitment to the Trust's values with a strong clinical background.
- Gary Ellis (GE) demonstrated his NED experience at interview and his excellent connections with the community. The panel agreed that, from a strong shortlist, he was the best candidate for the non-clinical role.
- His particular strengths around community engagement were extremely unique and was very clear on the role of the Non-Executive Director and what he would bring.

LJ highlighted that the Nominations Committee met on 3 July 2024 and agreed with the recommendation from the final interview panel to appoint Margaret Kitching as Non-Executive Director (Clinical role) and appoint Gary Ellis as Non-Executive Director (Non-Clinical role) for a period of three years from 1 October 2024 until 30 September 2027.

A discussion followed about the use of external recruitment agencies and MBu reported they were used due to their ability to attract a wide range of candidates.

MBu confirmed the Trust has used Alumni Global on this occasion and other recruitment agencies previously.

AS reported there are NHS framework contracts and Alumni Global were selected from that contract and the Trust can demonstrate value for money in relation to the service received.

Emma Hall (EH) asked about feedback from the patient and carer panel and whether this was tested in interview. EH asked for assurance about the transition of an Executive Director into a Non-Executive role.

MBu said stakeholder feedback is integral, as part of the interview process and feedback was fully considered. MBu explained new Non-Executive Directors will be provided with training support and a full induction to the Trust.

JH explained all appointments are subject to the Fit and Proper Person Test (FPPT).

Governors approved the appointment of Margaret Kitching and Gary Ellis as Non-Executive Directors for a period of three years from 1 October 2024 until 30 September 2027.

It was RESOLVED to APPROVE the Non-Executive Director appointments.

MC/24/61 Appointment to Members' Council groups (to be taken as read and submit questions in advance) (agenda item 8.4)

JH explained the purpose of this paper is to support the appointment of governors to the Members' Council groups, Nominations Committee and Trust Board Equality, Inclusion and Involvement Committee (EIIC) and to inform governors on vacancies on the Members' Council groups. She reported all governors were invited to self-nominate for the following vacancies;

- Members' Council Co-ordination Group – two vacancies.

- Members' Council Quality Group – two vacancies.
- Nominations Committee – one vacancy.

JH informed that John Lycett, public governor for Barnsley has self-nominated for the Members' Council Co-ordination Group, Elaine Lane, staff governor has self-nominated for the Members' Council Quality Group and Jacob Agoro, staff governor has self-nominated for the Nominations Committee. The Members' Council Co-ordination Group met on 12 June 2024 and are recommending all appointments.

It was RESOLVED to RECEIVE an update on the governor appointments and vacancies to the Members' Council and Trust Board Committee.

MC/24/62 Assurance from Members' Council groups and Nominations Committee (including annual report and Terms of Reference) (agenda item 8.5)

MBu informed the Members' Council that this paper is to provide assurance to the Members' Council that the Co-ordination Group, Quality Group and the Nominations Committee are fulfilling their remit and meeting their terms of reference through the quarterly assurance update. .

It was RESOLVED to RECEIVE the assurance and approved notes/minutes from the Members' Council Co-ordination Group, Members' Council Quality Group and Nominations Committee.

MC/24/63 Members' Council mid-year election – process (agenda item 8.6)

JH explained following the resignation of three governors, a mid-year election will take place from August 2024 for the following seats;

Public governor – Calderdale

Public governor – Kirklees

Staff governor – nursing support

She explained the Trust constitution states that the persons elected will fill the seat until the next annual election and all three vacancies will be open to re-election in April 2027, avoiding the need for another Mid-Year election.

It was RESOLVED to RECEIVE an update to the mid-year election process.

MC/24/64 Governor feedback (agenda item 8.7)

John Laville (JL) provided verbal feedback and highlighted the main areas of discussion with governors;

- Governors discussed the service user stabbing in Nottingham, and asked for assurance that the Trust will look at their procedures and to ensure this cannot happen within the Trust.
- DT explained there are requirements for all organisations to look at learning from incidents and this will be reviewed as part of the governance process.
- JL said there were concerns where service users do not attend their multi-disciplinary meetings or appointments, and asked what happens to those who do not engage.
- DT said there is a person-centred approach and then the review of risk.
- Bob Morse (BM) asked about the detention of patients and enforcing medication.

- Subha Thiyagesh (ST) said when someone is no longer deemed to be at risk and have regained capacity, then their detention is reviewed. There are multi-disciplinary meetings to review the risks and safeguarding.
- Sarah Leason-Hurley (SLH) explained service users can be placed under a community treatment order but even then the medication cannot be enforced and there is the option to recall someone to hospital.
- JL informed Members' Council that it was agreed with the Members' Council Co-ordination Group that governors won't be involved as community connectors as this was not appropriate for governors as they are seen to be independent and not delivering work. JH informed this will be communicated to the Involvement Team.

Action: Corporate governance team

- JL said Kirklees governors are anxious about the change in children's services. A meeting has been held with commissioners, and he was waiting to hear back from them.

It was RESOLVED to RECEIVE governor feedback.

MC/24/65 Integrated Performance Report (agenda item 9)

Erfana Mahmood (EM) provided a highlight;

- The Trust are meeting the metrics for equality data
- The out of area beds use has increased and this is reflective of the need of beds which is gender specific.
- 16 of the RIDDOR (reporting of injuries, diseases and dangerous occurrences regulations) figures relate to violence against staff and the majority are in relation to one challenging service user. This is being monitored via the Operational Management Group. The other RIDDOR incident related to moving and handling and is being reviewed.
- BC asked whether they were considered serious incidents. AS explained, they are reported to the health and safety executive (HS)E who will investigate further if required.
- EM explained the workpal appraisals have dropped and there is work being done to improve this figure
- There is an improvement plan in relation to the wait times in paediatric audiology.
- CDBG asked if the report can be more specific in relation to the team the figures relate to as it is not on the presentation.

Action: Performance team

- EM explained there is cost improvement programmes in place.

JL asked about the Trust improvement network meetings that have been cancelled on the last few occasions. JH said this will be looked into.

Action: Corporate governance team

It was RESOLVED to RECEIVE the Integrated Performance Report.

MC/24/66 Focus on item: Adult and Children Autism (ASD) and attention deficit and hyperactivity disorder (ADHD) Service (agenda item 10)

Dr Helen Walsh (HW) joined the meeting to present the Children Autism and ADHD Service and the post diagnostic support available to them.

She explained there is a difference between geographical areas:

<u>Kirklees</u>

Neurodevelopmental Assessment Team – offer the assessment for both Autism and ADHD

<u>Calderdale</u>

Neurodevelopmental Assessment Team – offer the assessment with the Trust or a referral to a private provider, but the providers do not provide post diagnostic support.

HW explained in Kirklees the service offers feedback to families where the diagnosis is explained, and signposting is discussed alongside an 8 week support process.

In Wakefield, SWYPFT are not commissioned to offer Autism or ADHD assessments, this is offered by paediatric services in the Mid Yorkshire Teaching NHS Trust.

In Barnsley, SWYPFT are not commissioned to offer Autism services but this is offered by community paediatric services, but ADHD assessment is offered by the CAMHS ADHD assessment team.

HW highlighted referrals continue to exceed capacity, and there are long waiting lists for support services. HW highlighted some of the support available:

- Educational/ early years SEN team
- Parenting support
- Speech and language therapy
- Occupational therapy

Governors expressed concern about the differences in services in each area.

HW reported services are set up differently in each area because the post diagnostic support is needs led. The post diagnostic work which is caried out by SWYPFT is not commissioned / funded but the staff feel it is something that needs to be done as part of their work.

HW reported schools identifying underlying needs is improving where they identify children appropriate for assessment.

Governors relayed there needs to be consistent system across all the places/ Trust in relation to assessment and post diagnostic support.

CDBG asked whether social workers can refer into the service.

HW reported in Kirklees and Calderdale social workers can make that referral.

It was agreed for HW and Professor Marios Adamou to return to present this item again to governors to review the complex nature of the service in different areas and the wider piece of the work with the Integrated Care Board (ICB). The presentation will be circulated to all governors after the meeting.

<u>Action: Corporate governance team</u>

It was RESOLVED to RECEIVE the presentation on Adult and Children Autism and ADHD Service.

MC/24/67 Feedback on Trust wide approach to Involvement/ Engaging Membership work (agenda item 11)

Dawn Pearson (DP) explained there is a Trust wide approach to connecting people and the golden thread is how people are involved and highlighted the following:

- Actively recruiting volunteers
- Strategy refresh
- Training offer in Barnsley underway
- Already working with Calderdale, Wakefield Kirklees with the training offer
- An update to the dashboard will be presented to governors via the Members' Council in future meetings

MBu thanked DP for the presentation, noting it was a model of engagement which has been tested and shown good results.

It was RESOLVED to RECEIVE the feedback on Involvement and engaging membership work.

MC/24/68 Older People's Services (OPS) consultation - update (agenda item 12)

- Dr Subha Thiyagesh (ST) thanked governors for their involvement in the OPS consultation.
- ST explained the final stakeholder workshop will take place in the in August 2024.
- Ryan Hunter (RH) explained the results of the public opinion (presentation). The public consultation work will close.
- RH said the feedback from all the different consultation will be taken to the governance group and a decision will be made by early October 2024.
- ST explained the decision will come to Trust Board and Members' Council before the end of the year. ST thanked governors for their support and engagement.
- GC asked whether residential care facilities were consulted as part of this work. DP explained work was done with social care colleagues and information was sent to those areas.

It was RESOLVED to RECEIVE the update on the Older People's Services consultation.

MC/24/69 Closing remarks and annual work programme 2024/25 (agenda item 13)

MBu thanked the Members' Council for participating in the meeting.

It was RESOLVED to RECEIVE the work programme for 2024/25.

MC/24/70 Future meetings of the Members' Council (agenda item 14)

- Wednesday 18 September 2024, Annual Members' Meeting, Fieldhead Hospital, Wakefield
- Friday 15 November 2024, Joint Trust Board and Members' Council meeting (hybrid/ Fieldhead Hospital, Wakefield)
- Friday 14 February 2025 (hybrid – venue to be confirmed)

It was RESOLVED to RECEIVE the dates of the next Members' Council meetings.

MC/24/71 Any Other Business (agenda item 15)

None.

It was RESOLVED to NOTE any other business.