South West Yorkshire Partnership Teaching NHS Foundation Trust

Minutes of the Joint Trust Board and Members' Council meeting
13 February 2026, 10.10 – 13.00
MS Teams meeting

Present:	Marie Burnham (MBu)	Chair
	John Laville (JLa)	Public – Kirklees (Lead Governor)
	Keith Stuart-Clarke	Public – Barnsley
	Phil Shire (PS)	Public – Calderdale
	Bob Morse (BM)	Public – Kirklees
	Emma Hall (EH)	Appointed - Mid Yorks Teaching NHS Trust
	Valentina McParland	Public – Kirklees
	Farida Ali (FA)	Public – Kirklees
	Donna Kemp (DK)	Appointed – University of Huddersfield
	Ian Grace (IG)	Staff – Medicine and Pharmacy
	Andrea McCourt (AMc)	Appointed – Calderdale and Huddersfield NHS Foundation Trust
In attendance:	Natalie McMillan (NMc)	Deputy Chair/Senior Independent Director
	Gary Ellis (GE)	Non-executive director
	Mike Ford (MF)	Non-executive director
	Martin Neeson (MN)	Non-executive director
	Rokaiya Khan (RK)	Non-executive Director
	Christine Brereton (CB)	Interim Chief People Officer
	Margaret Kitching (MK)	Non-executive director
	Mark Brooks (MBr)	Chief Executive
	Dawn Lawson (DL)	Executive director of strategy and change/Deputy Chief Executive
	Adrian Snarr (AS)	Executive Director of Finance, Estates and Resources
	Darryl Thompson (DT)	Chief Nurse and Director of Quality and Professions
	Adele Fox (AF)	Chief Operating Officer
	Izzy Worswick (IW)	Assistant Director of Corporate Governance
	Andy Lister (AL)	Head of Corporate Governance / Company Secretary
	Gemma Lockwood (GL)	Corporate governance manager (author)
	Debbie Beynon-Fisher (DBF)	Corporate Governance Officer (author)
Apologies:	Sarah Leason – Hurley (SLH)	Staff – Social workers
	Elaine Lane (EL)	Staff – Allied Health Professionals
	Claire Den Burger-Green (CDBG)	Public – Kirklees
	Leonie Gleadall (LG)	Staff – Non-clinical support
	Fatima Shahzad (FS)	Public – Rest of Yorkshire
	Amaina Elzoubir (AE)	Public – Wakefield
	Sara Javid (SJ)	Public – Kirklees
	Rosie King (RS)	Public – Wakefield
	Nesar Rafiq (NR)	Public – Wakefield
	Daniel Goff (DG)	Public – Barnsley
	Daz Dooler (DD)	Public - Wakefield
	Anne Magee (AM)	Appointed – Staff side
	Jacob Agoro (JA)	Staff – Nursing
	Nik Vlissides (NV)	Staff – Psychological Services
	Cllr Dorothy Coates (DC)	Appointed – Barnsley Council
	Cllr Duncan Smith (DS)	Appointed – Wakefield Council

Cllr Adam Zaman (AZ)	Appointed – Kirklees Council
Professor Subha Thiyagesh (ST)	Chief Medical Officer

MC/26/01 Welcome, introductions and apologies (agenda item 1)

Marie Burnham (MBu) formally welcomed everyone to the meeting, apologies were noted as above. Mbu reported the meeting was being held virtually due to forecast severe weather conditions, and expressed thanks to attendees for adapting to Teams at short notice.

MBu offered condolences following the recent passing of Geraldine Carter, a valued Governor from Calderdale Council, and acknowledged her positive contribution to the Members' Council and the Trust.

MBu acknowledged Phil Shire's (PS) final Members' Council meeting after three terms and thanked him for his commitment and impact on the Members' Council Quality Group.

MBu expressed thanks to the governors who are retiring by rotation for their valued input. MBu encouraged eligible Governors to reapply and wished success to all in the upcoming elections, emphasising the importance of maintaining a full governing body.

Donna Kemp (DK) was welcomed as the new appointed Governor from Huddersfield University, replacing Warren Gillibrand. MBu thanked Warren for his long-standing service.

MBu acknowledged Darryl Thompson's (DT) retirement as Chief Nurse and Director of Nursing, Quality and Professions. MBu thanked DT for his service, leadership and contribution to the Members' Council Quality Group.

Caroline Johnson was welcomed as the Chief Nurse and Director of Nursing, Quality and Professions designate, who will formally assume the role after DT's retirement at the end of March 2026.

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

MC/26/02 Declarations of interest (agenda item 2)

There were no new declarations of interest.

It was RESOLVED to RECEIVE the individual declarations from governors.

MC/26/03 Minutes of the previous Members' Council meeting held on 14 November 2025 (agenda item 3)

The minutes of the Members Council meeting held on 14 November 2025 were reviewed.

Mike Ford (MF) requested a correction on page 15 to change "management training compliance" to "mandatory training compliance."

John Laville (JLa) noted that Helen Dale was incorrectly listed as present, as she had previously stood down.

Subject to the amendments noted above, the minutes of the previous Members' Council meeting held on 14 November 2025 were accepted as an accurate record of the meeting.

It was RESOLVED to APPROVE minutes of the Members' Council meeting on 14 November 2025 as a true and accurate record.

MC/26/04 Matters arising from the previous meeting held on 14 November 2025 (agenda item 4)

The matters arising and action log were reviewed, with completed actions marked in blue.

MC/25/38g (1) Andy Lister (AL) reported that Daniel Goff has received information about membership and is being connected with the Equalities Team to further engage young members; this work is ongoing.

No other matters arising or issues were raised.

It was RESOLVED to RECEIVE the action log of the Members' Council.

MC/26/05 Chair's report and feedback from Trust Board (agenda item 5)

AL presented the Chair's report and asked for it to be taken as read. AL advised that the report provides a summary of the activities of the Chair and all Non-Executive Directors since the previous meeting, noting their high level of engagement and busy schedules.

MBu highlighted the importance of the report for accountability and its use in Non-Executive Director one-to-ones and appraisals, noting that Non-executive Directors are actively involved in the Trust and committed to their roles.

No questions or concerns were raised by Governors regarding the report.

It was RESOLVED to RECEIVE the Chairs' report.

MC/26/06 Chief Executive's comments on the operating context (agenda item 6)

Mark Brooks (MBr) introduced the Chief Executive's report, confirming it had been circulated in advance and invited questions from the group.

Phil Shire (PS) asked for clarification on the Trust's segmentation status, specifically what segmentation means and its implications.

MBr explained that segmentation is a national NHS performance rating system, with league tables, and SWYPTFT has achieved the highest rating (segmentation one). This high rating will position the Trust well for future freedoms under the new Advanced Foundation Trusts framework and means the Trust is not subject to NHS England intervention.

MBr clarified that while segmentation one does not immediately grant additional freedoms, it is a prerequisite for applying for Advanced Foundation Trust status, which could provide more operational flexibility in the future.

JLa asked about the Trust's involvement in developing neighbourhood care and provider partnerships, questioning whether SWYPTFT is part of a pilot?

MBr responded that the Trust is operating in "shadow" form for a year, developing place-based provider partnerships as part of NHS structural changes, with SWYPTFT is acting as host for Kirklees. This work is in line with national policy and is designed to reduce demand on hospitals.

JLa raised concerns about delays in capital projects, specifically the older people's transformation and works at the Priestley unit.

AS explained that the delays were due to new fire safety legislation following the Grenfell disaster, which had resulted in a six-month delay in the capital programme, with the bulk of delivery now expected in the 2026/27 financial year.

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

MC/26/07 Members' Council business items (agenda item 7)

MC/26/07a Appointment to Members' Council groups (agenda item 7.1)

AL presented the paper detailing current vacancies on Members Council groups:

- Members' Council Coordination Group - one appointed Governor and two public Governors for Barnsley and Calderdale).
- No vacancies were reported for the Members' Council Quality Group, Nomination Committee or Equality Involvement and Inclusion Committee.

AL emphasised that the paper reflects the position as at today and will be reviewed after the upcoming election process in May, as group composition may change.

The Corporate Governance Team will continue to circulate vacancies and seek volunteers over the coming months.

MBu encouraged Governors to consider volunteering for the vacant positions, highlighting the importance of filling these roles.

It was RESOLVED to RECEIVE the Appointment to Members' Council Groups.

MC/26/07b Assurance from Members' Council groups and Nominations Committee (agenda item 7.2)

MBu introduced the assurance report and summarised activities and minutes from the Coordination Group, Quality Group and Nominations Committee, with all relevant papers and meeting minutes provided.

It was RESOLVED to RECEIVE the Assurance from Members' Council and Nominations Committee.

MC/26/07c Review of Chair and Non-Executive director remuneration (agenda item 7.3)

Christine Brereton (CB) provided an update on the remuneration of Chair and Non-Executive Director roles, confirming the Trust remains aligned to the NHSE framework and at this time there is no change.

It was RESOLVED to RECEIVE the review of Chair and Non-Executive director remuneration.

MC/26/07d Care Quality Commission (CQC) Action Plan Update (agenda item 7.4)

Darryl Thompson (DT) presented the update on progress against the CQC action plans, including actions inherited from the previous provider at Cheswold Park Hospital. The report had been reviewed by the Executive Management Team, Quality and Safety Committee and Trust Board prior to this meeting.

DT noted that while some actions remain open for an extended period, this reflects the complexity of the issues and the need to ensure changes are fully embedded before closure. He emphasised the importance of not closing actions prematurely and confirmed that the Trust maintains ongoing informal and quarterly meetings with the CQC, who are satisfied with current progress.

JLa queried the pace of closing actions and asked whether the Trust and CQC was content with progress. DT reiterated the Trust's approach of thoroughness over speed and described a positive, collaborative relationship with the CQC, including regular updates and shared understanding on challenging actions such as access to outside areas.

MK provided additional assurance from the Quality and Safety Committee, confirming that Non-executive Directors regularly scrutinise the timeliness and effectiveness of action closure, with a focus on ensuring changes are sustainable and evidenced in practice. MK highlighted the ongoing quality improvement work at Cheswold Park has received positive feedback from the CQC.

It was RESOLVED to RECEIVE the Care Quality Commission (CQC) Action Plan update.

MC/26/07e Chairs' appraisal – process (agenda item 7.5)

AL outlined the appraisal process for the Trust Chair for 2025/26, confirming it will follow the NHS England appraisal framework for Provider Chairs.

The process includes four strands: a pre-appraisal meeting between the Chair and Senior Independent Director (Nat McMillan), consultation with external stakeholders, governor consultation via a meeting and survey and consideration of specific areas such as meeting chairing, leadership style, corporate understanding, strategic awareness, personal style, independence, self-development, and impact.

MBu's objectives for the year were agreed in consultation with the Members Council and are highlighted in the paper. Executive and non-executive directors will complete questionnaires, and MBu will undertake a self-assessment. The governor feedback will be discussed at the May meeting, the appraisal submitted to NHS England in June, and the final report presented to the Members Council in August.

It was RESOLVED to AGREE the Chairs' appraisal process.

MC/26/07f Lead Governor and Quality Group Chair Appointment process (agenda item 7.6)

AL reported that John Laville's (JLa) second term as Lead Governor concludes on 30 April 2026, and JLa is eligible to reapply.

The Nominations Committee is responsible for appointments to Lead Governor, Deputy Lead Governor, Chair, Non-Executive Directors, Deputy Chair and Senior Independent Director.

The process for Lead Governor and Deputy Lead Governor is to invite self-nominations from publicly elected Governors, supported by a brief written statement.

The Nominations Committee will review nominations, invite presentations and make a recommendation to the Members Council. An extraordinary Members Council meeting may be arranged if required to complete the process before the term ends.

In terms of the Quality Group Chair, AL confirmed that Phil Shire's (PS) term ends on 30 April 2026. It is proposed to the Member's Council that the appointment process mirrors that of the Lead Governor, with public governors invited to self-nominate. PS offered to speak with any public governors interested in the Quality Group Chair role.

JLa expressed thanks to PS for his significant contribution and leadership of the Members' Council Quality Group, noting the positive transformation of the group's function and the value of site-based quality meetings.

The Members Council approved the proposed appointment process for both roles.

It was RESOLVED to APPROVE the process for the nomination and appointment of the Lead Governor and Chair of the Members' Council Quality Group.

MC/26/07g Members' Council elections – update (agenda item 7.7)

AL provided an update on the Members Council election process, confirming that nominations opened on 11 February 2026 and the process is managed by Civica.

Public seats available:

- Barnsley – two
- Calderdale - three
- Kirklees - two
- Wakefield – two
- Rest of Yorkshire – one

Staff seats available:

- Non-clinical support
- Medicine
- Pharmacy
- Nursing
- Nursing support

AL outlined the election timetable and advised that nominations close on 11 March 2026. Withdrawals are permitted until 16 March 2026 and voting (if required) opens 1 April and closes 29 April with results announced on 30 April 2026. New terms of office will begin on 1 May. Uncontested seats will not require an election.

AL noted there has been a publicity campaign in Calderdale to support recruitment and reported an increase in membership numbers.

AL invited Governors to contact him with any election-related queries.

It was RESOLVED to RECEIVE the Members' Council elections update.

MC/26/07h Governor feedback from virtual meetings (agenda item 7.8)

JLa provided feedback from Governors, highlighting ongoing concerns about discharge processes.

JLa reported cases where service users were unaware of their discharge and received medication changes without proper follow-up.

Adele Fox (AF) explained that discharge audits are part of the improvement programme and requested more specific information, such as dates and times, in order to enable the Trust to investigate further.

Dawn Lawson (DL) suggested working with the Involvement Team to collect feedback confidentially. JLa agreed to try to obtain more details.

JLa described an incident at Folly Hall in Huddersfield where two sons were denied access to a consultation, despite parental consent. AF requested a date and time so that the Trust can investigate. DL proposed a process for gathering such information without exposing identities.

Issues were raised following a recent quality group visit to Ward 19, including staff requests for more ensuite bathrooms as part of the older people's transformation programme.

JLa has been informed there are no ensuite bathrooms due to draining issues and/or reducing the number of beds.

AF and AS confirmed there have been delays in the capital programme due to fire safety regulations and agreed to review staff suggestions and communicate updates to JLa**.**

Action – Adele Fox/Adrian Snarr

Phil Shire (PS) questioned the clarity and imminence of the transformation programme, noting staff uncertainty about retraining and timelines.

AS confirmed a six-to-nine-month delay..
AF assured Members' Council that staff have been informed about delays and would revisit communicating clinical modelling and needs.

JLa relayed staff governor concerns about tight staffing levels and difficulties justifying bank staff usage.

Ian Grace (IG) described challenges in maintaining safe staffing and the need to balance financial constraints with service safety.

MBu emphasised that safety would not be compromised for financial reasons and encouraged ongoing communication about staffing issues.

JLa asked about rumours of relocating the well-being suite from the Priestley Unit to Beckside Court, causing some disquiet, and asked if staff were aware or involved.

AS stated he was not aware of such plans but would investigate further, confirming Beckside Court is primarily an administrative base which will become the North Kirklees Hub.

Action – Adrian Snarr

Farida Ali's (FA) upcoming participation in a roundtable on drug and alcohol abuse in the Muslim community was noted and her intention to report back to the Members' Council.

Concerns were raised regarding digital connectivity, specifically the NHS app not reflecting recent hospital stays etc.

IG reported encouraging progress with new system links to acute hospitals and AS confirmed ongoing phased rollout of diagnostic connectivity.

It was RESOLVED to RECEIVE the Governor feedback from virtual meetings

MC/26/07i Integrated Performance Report (to be taken as read and submit questions in advance) (agenda item 7.9)

Martin Neeson (MN) provided an overview of the Trust's Integrated Performance Report, asking for it to be taken as read and noted the following:

- There is continued improvement in reducing prone restraints, with numbers decreasing with the Trust aiming for zero incidents.
- There has been significant progress in patient flow and bed management. The number of patients clinically ready for discharge remains above target, equating to 21 people at the end of December 2025. Efforts are ongoing to create bed space and facilitate community or safe housing placements.
- Out-of-area placements were reported as two for December 2025, totalling 76 bed days.
- Patient experience metrics showed strong performance, with 93% recommending mental health services and 96% recommending community health services.
- Incident reporting levels were within expected boundaries, and transparency in reporting was encouraged.
- Sickness absence rates increased to 5.96%, reflecting national and regional trends, with active management of long-term absence.
- Substantive staff numbers increased by 1.2%, attributed to transferring staff from bank and reducing agency spend.
- Statutory and mandatory training compliance remained above local thresholds.
- Appraisal rates were at 88.1%, close to the 90% target.
- Staff turnover rates are positive and continue to be monitored.
- The Trust achieved a surplus run rate, with agency spend reducing and bank/locum spend higher than planned, reflecting conscious decisions to maintain service safety.
- The Value for Money programme focused on corporate expenditure, with delivery back in line with plan.
- Delays in capital expenditure for older people's services have been noted as per earlier discussion, with the forecast cash position expected to reduce as capital spending increases.

In discussion, IG commented that sickness rates were encouraging given the early flu season. NMc added that benchmarking showed SWYPTFT's rates were lower than other NHS organisations, with targeted support for specific services.

JLa requested clarification of the metric "percentage admissions gate kept by crisis response teams".

AF explained it refers to response times for seeing people, typically within four hours, and confirmed the Trust was meeting the target.

It was RESOLVED to RECEIVE the Integrated Performance Report.

MC/26/08 Focus on item: Biennial Evaluation (agenda item 8)

AL advised that a survey was sent to all governors via Microsoft Forms

AL presented the results of the biennial evaluation survey and highlighted the following:

- Out of 27 governors, responses were received from 16 Governors, eight public, five staff, three appointed, with most responses being from new Governors with 0–3 years' experience.
- High levels of understanding were reported for the Trust's missions and values, with good awareness of the services the Trust provides, however, engagement was noted to be lower in the Trust Strategy and Equality, Diversity and Inclusion (EDI) membership strategy, but this was possibly due to the timing of the survey and governor turnover.
- Governors showed strong knowledge of their own and non-executive director roles, with areas for development identified in understanding the lead governor and company secretary roles.
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- Training and meeting access were rated positively, though access to GovernWell events and Place visits was lower.
- Hybrid meetings were viewed as effective and inclusive, with requests for shorter paper summaries, however papers are noted to be clear.
- 13% of Governors who responded expressed a need for further training. The governor handbook access was flagged, with paper copies to be made available at in-person meetings to avoid rising postage costs.
- The evaluation also raised the idea of changing the name "Governor" in light of upcoming constitutional changes.AL and MBu confirmed this will be considered as part of future planning with involvement from Members Council.

DL expressed disappointment at perceived low engagement in strategy and EDI following extensive involvement at Members' Council and across the Trust, seeking feedback on improving involvement. Farida Ali and AL agreed this could be related to the timing and induction for new governors who joined after these sessions were held. AL advised that refreshing strategy information should be included in future induction processes.

Action: Corporate Governance

JLa praised DL for how governor involvement has been driven and suggested better "closing the loop" on governor input to strategy, so feedback is visibly reflected in outcomes. AL agreed to look at this for future joint Trust Board Members Council meetings about strategy.

Action – Andy Lister

AL advised that an action plan will be put together and presented through Members Council Co-ordination group.

AL reiterated that the corporate governance team are always available to speak with and share any ideas or suggestions.

It was RESOLVED to RECEIVE the Biennial Evaluation.

MC/26/09 Members' Council Objectives (agenda item 9)

Izzy Worswick (IW) provided an update on the Trust's planning process, emphasising a coordinated approach involving staff, communities and Governors to ensure plans are informed by broad engagement and support ownership across the organisation.

IW confirmed that the final plan was submitted on 12 February 2026, forecasting a balanced financial position for the coming year, though achieving this will require continued efficiency and value for money initiatives.

Workforce planning focuses on reducing temporary staffing, particularly bank usage and activity plans are compliant with national provider metrics except for children and young people's neurodevelopmental waits, which remain a national challenge.

Six key priorities for the Trust were identified:
- Improving clinical pathways (including waiting times, access, and flow)
- Maximizing resources
- Reducing inequalities
- Leading integrated neighbourhood care and place provider partnerships
- Enabling digitally supported care
- Ensuring a future-fit workforce.

Quality, safe care and trauma-informed care remain areas of focus and each priority is supported by specific actions, timelines and measurable outcomes, with ongoing work to cascade the plan throughout the organisation and align individual objectives with overall Trust priorities.

JLa presented the Members' Council Objectives for 2026/27 and commended the Trust's bottom-up planning process, highlighting broad engagement and alignment with organisational priorities. Continuity in Members' Council objectives was noted, with some repetition from previous years reflecting their ongoing relevance and effectiveness.

JLa provided a summary of the objectives:
- The first objective addresses the future transition, focusing on co-producing with the Trust a new structure that maintains and improves current Members' Council functions in light of the anticipated NHS constitutional changes. The 10-year plan still refers to three cohorts as public, staff and partners and how to be equipped for the future.
- The second objective centres on involvement and ensures members and communities understand the Trust's work, promoting Governor roles, encouraging young people's participation, identifying inequalities and supporting the Triangle of Care and carer engagement.
- The third objective is quality and supporting the Trust's aspiration to be outstanding, maintaining transparency through the Members Council Quality Group, continuing quality walkarounds and PLACE visits, and reinvigorating feedback mechanisms for Governors to raise community concerns.
- The fourth objective is effectiveness and holding Non-executive Directors to account, maximising opportunities for Governors to gain insight into Trust operations and ensure robust induction and training for new Governors, especially given upcoming vacancies. Staff Governors were encouraged to develop mechanisms to represent their constituencies fully.

JLa confirmed these objectives are set for 2026–27 but may be adapted as NHS legislation evolves.

It was RESOLVED TO APPROVE the Members' Council Objectives.

MC/26/10 Closing remarks and annual work programme 2025/26 (agenda item 10)

The annual work programme for 2025–2026 was presented to Members' Council and outlines the planned activities and areas of focus for the upcoming year. MBu confirmed it continues to support the Board and Members' Council in meeting statutory and governance requirements, ensuring all necessary business is scheduled and tracked.

No comments or concerns were raised by attendees regarding the current work programme. The programme was received and noted as fit for purpose.

It was RESOLVED to RECEIVE the work programme for 2025/26.

MC/26/11 Any Other Business (agenda item 11)

JLa thanked Darryl Thompson on behalf of the Members' Council for his contribution over the years, especially with Members' Council Quality Group.

Keith Stuart-Clarke (KSC) raised a query regarding the qualifications of the Trust's fire safety trainer, seeking assurance that the trainer holds an appropriate rank and experience.

AL and AS confirmed that the fire safety trainer is a retired fire officer with substantial experience and has been employed by the Trust for several years as a trainer.

No further items of other business were raised.

It was RESOLVED to NOTE any other business.

MC/26/12 Next Members' Council meeting (agenda item 12)

Wednesday 6 May 2026 hybrid/Large Conference Room, Fieldhead Hospital, Wakefield.

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