

LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST

**Minutes of the Public Meeting of the Board of Directors
held on Thursday 25 April 2019 at 9:30 am
in Headingley 3, Weetwood Hall, Otley Rd, Leeds LS16 5PS**

Board Members

Apologies

Prof S Proctor	Chair of the Trust	
Prof J Baker	Non-executive Director	✓
Mrs J Forster Adams	Chief Operating Officer	
Miss H Grantham	Non-executive Director	
Mrs D Hanwell	Chief Financial Officer and Deputy Chief Executive	
Mrs C Holmes	Director of Organisational Development and Workforce	
Dr C Kenwood	Medical Director	
Mr A Marran	Non-executive Director	
Dr S Munro	Chief Executive	
Mrs M Sentamu	Non-executive Director	
Mrs S White	Non-executive Director (Deputy Chair of the Trust)	
Mrs C Woffendin	Director of Nursing, Quality and Professions	
Mr M Wright	Non-executive Director (Senior Independent Director)	

All members of the Board have full voting rights

In attendance

Ms F Limbert Corporate Governance Team Leader / Deputy Trust Board Secretary
Three members of the public (two of whom were members of the Council of Governors)

Action

Mrs White opened the public meeting at 9.30 am. She noted that she was chairing the meeting as part of her on-going development and that Prof Proctor would be participating as a member of the Board.

19/062

Sharing Stories (agenda item 1)

Mrs White welcomed Lyla Asif noting that she was attending the Board to share her story as a carer for her mother. Ms Asif told the Board about a past experience of her mother visiting the Accident and Emergency Department (A&E) at St James's Hospital in relation to her experiencing a period of acute mental illness. Ms Asif noted that it had been her experience that there had been a lack of understanding of the needs of person with severe mental ill-health and suggested that it might be helpful for the staff in A&E to have training in how to care for people who are mentally unwell. Ms Asif then explained the experience of her mother being transferred from A&E to the Becklin Centre and the delays there had been.

The Board thanked Ms Asif for her story and noted that there was a meeting with the Board of Leeds Teaching Hospitals NHS Trust (LTHT) later in the day and that there may be an opportunity to raise some of the issues highlighted by Ms Asif. Mrs Forster Adams then explained the service

provided by the Liaison Psychiatry Team which has responsibility to work with the staff in A&E to provide care for people presenting experiencing mental illness.

Ms Asif also noted that there were a number of organisations in the city that provided support to carers, but noted that for those carers who work it was not always possible to attend these sessions. She then suggested that something on-line that was responsive to the needs of carers would be helpful. Mrs Woffendin reminded the Board that the first meeting of the Patient Experience and Involvement Steering Group would be held on 30 April and that a sub-group of this would be looking at what support is needed for carers. Mrs Woffendin invited Ms Asif to participate in that work.

Dr Kenwood then outlined the work that was taking place in relation to service improvement and the need to ensure that not only processes and training was addressed, but also that there was a cultural and behavioural change in the way services are provided.

The Board then discussed further the opportunities there were for the service user groups in both the Trust and LTHT to meet and share their experiences and noted that this might be something for the Patient Experience and Involvement Steering Group to look at.

The Board **thanked** Ms Asif for attending the Board and sharing her story. Directors **acknowledged** that services need to be looked at holistically, particularly where care is provided across organisations. The Board also noted that the sharing stories session were important in informing the design and improvement of the Trust's services and that they helped to inform the discussion at the Board meeting.

19/063 **Apologies for absence** (agenda item 2)

Apologies were received from Prof Baker, Non-executive Director.

19/064 **Declaration of interests for directors and any declared conflicts of interest in respect of agenda items** (agenda item 3)

The Board noted that there were no changes to directors' declarations of interests as set out in the Board papers. It was also noted that no director at the meeting advised of any conflict of interest in relation to any agenda item.

19/065 **Minutes of the previous meeting held on 28 March 2019** (agenda item 4)

The minutes of the meeting held on 28 March 2019 were **received** and **agreed** as an accurate record and were signed by the Chair.

19/066 **Matters arising** (agenda item 5)

The Board noted that there were no matters arising.

19/067

Actions outstanding from the public meetings of the Board of Directors
(agenda item 6)

Mrs White presented the action log which showed those actions previously agreed by the Board in relation to the public meetings, those that had been completed and those that were still outstanding.

The Board discussed the action log. With regard to the development of the five-year strategy for the West Yorkshire and Harrogate ICS, Dr Munro advised that there had been a meeting of the Programme Board of the West Yorkshire and Harrogate Mental Health and Autism Collaborative where it had been agreed that a case for investment would be developed resulting in a bid for ICS transformation money. She noted that an update would be brought to the June Board meeting.

SM

The Board **received** a log of the actions and **noted** the details, the timescales and progress.

19/068

Chief Executive's report (agenda item 7)

Dr Munro presented her Chief Executive's report and drew attention to some of the main highlights. The Board discussed the main items in the report. Miss Grantham noted that nationally there was an increase in demand for mental health services and noted that the profile of mental health was being raised within the media and that this had likely contributed to the increase in demand for services. Dr Munro noted that this was a complex area and spoke about the demand and capacity work which was looking to understand the peaks and flows and how these can be addressed.

Prof Proctor asked about the understanding in the Leeds system of the demand for mental health services. Dr Munro spoke about the work in the city to look at this and noted that this issue was recognised by the System Resilience and Assurance Board and was covered in the meetings in order for discussions to be undertaken with partners.

The Board **received** and **noted** the report from the Chief Executive.

19/069

Report from the Chair of the Quality Committee for the meeting held on 9 April 2019 (agenda item 8)

On behalf of the chair of the chair of the Quality Committee, Miss Grantham presented a report on the work of the committee for the meeting held on 9 April 2019. She drew attention to:

- The annual quality and safety report for the Personality Disorder

Service noting that the areas highlighted had been: the challenges faced by the service in relation to the diversity of service users, and ensuring that it has a diverse workforce; and examples of how the service's niche expertise is called upon at a national level to share learning.

The Board noted the items discussed by the committee.

The Board **received** the report from Miss Grantham on behalf of the chair of the Quality Committee and **noted** the matters raised.

19/070

Report from the Chair of the Audit Committee for the meeting held on 16 April 2019 (agenda item 9)

Mr Wright presented the chair's report from the meeting of the Audit Committee held on 16 April 2019. He drew attention to the following items:

- The assurance provided by the external auditors that they were happy with the calculation of the gain generated by the Trust from the PFI refinancing, noting that they would be auditing the disclosure of the gain within the accounts as part of their year-end work.
- The draft Head of Internal Audit Opinion, noting that at present there were no issues that had been identified which would give rise to a negative opinion, and that subject to the completion of the remaining internal audit work for 2018/19, it was expected that the positive assurance outlined in the draft opinion would be retained in the final version.
- The internal audit progress report, noting the positive nature of the assurances given, with most reports attracting "significant assurance". Mr Wright added that in the single instance where there was a limited assurance report, appropriate assurances had been provided by the executive director that there was a robust action plan in place to address the recommendations and that assurance had been provided in relation to progress against those actions.

Mr Wright then drew attention to the action that had been delegated to the committee by the Board which was for it to consider what assurance there was in relation to the effectiveness of the Standard Operating Procedure between LYPFT and LTHT and whether a further piece of assurance work should be commissioned. Mr Wright noted that this action was related to a specific incident involving a service user who had been cared for in the acute services, but asked the Board to consider whether this piece of work should also incorporate perceptions of those who receive the service given the comments from the Sharing Stories session earlier in the meeting.

Dr Munro suggested that the committee retains the original remit for this piece of work. With regard to the experience of service users in relation to how organisations work together Dr Munro noted that Healthwatch had just undertaken a review of Patient Experience relating to crisis care and that

once the outcome of that work was known there would be a discussion between Mrs Woffendin and the Director of Nursing at Leeds Teaching Hospitals NHS Trust as to any additional ways of exploring the experience of those whose pathway of care was covered both Trusts. Dr Munro also noted that this might be something which was picked up by the Patient Experience and Involvement Steering Group.

Miss Grantham also drew attention to the assurances the committee had received in relation to the work around health and safety noting the sufficiency of those assurances.

The Board **received** the report from the chair of the Audit Committee and **noted** the matters raised.

19/071

Report from the Chair of the Finance and Performance Committee for the meetings held 23 April 2019 (agenda item 10)

Mrs White presented a report on the work of the Finance and Performance Committee for the meeting held on 23 April 2019. In particular, she drew attention to:

- The financial out-turn, noting that this was expected to show £33m surplus due mainly to one-off items of income, although she noted that the underlying position is one of deficit which was supported by non-core services generating surpluses. Mrs White noted that the committee had suggested there be further work to look at the risks and opportunities presented by these non-core services, with a report being brought back to the committee
- Risks to core services noting that these were in respect of out of area placements, agency costs for medical locums, and overspending departments
- The Strategic Estates Plan and the timescales for the capital project on the St James's Hospital site
- Update on the health informatics project including the risks around the implementation of CareDirector
- The review of the CAMHS service development on the St Mary's Hospital site.

The Board **received** the update report from the Chair of the Finance Performance Committee for the meeting that took place on 23 April 2019.

19/072

Glossary (agenda item 11)

The Board received the glossary.

19/073

Resolution to move to a private meeting of the Board of Directors (agenda item 12)

At the conclusion of business the Chair closed the public meeting of the

Board of Directors at 10.45 and thanked members of the Board and members of the public for attending.

The Chair then resolved that members of the public be excluded from the meeting having regard to the confidential nature of the business transacted, publicity on which would be prejudicial to the public interest.

Signed (Chair of the Trust)

Date