

LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST

**Minutes of the Public Meeting of the Board of Directors  
held on Thursday 28 February 2019 at 9:30 am  
in Jimi's Community Room, The Old Fire Station, Gipton Approach,  
Gipton, Leeds, LS9 6NL**

**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**

Mrs C Hill Associate Director for Corporate Governance / Trust Board Secretary  
Four members of the public

**Action**

The Chair opened the public meeting at 9.30 am. She welcomed members of the Board and those observing the meeting. Prof Proctor welcomed Mr Marran to the Board noting that this was the first meeting following his appointment as a non-executive director.

**19/023**

**Sharing Stories** (agenda item 1)

Prof Proctor welcomed Mrs Natalka Webster who had used the services of the National Inpatient Centre for Psychological Medicine (NICPM) and had come to the meeting to talk about her positive experience of the service.

She talked about the help and support the service had provided and how this had significantly contributed to her recovery. The Board discussed Mrs Webster's experience of the service. Mrs Webster noted that on first entering the service she had experienced some anxiety as she had not known what to expect. She suggested that one way in which she could help support other service users when they enter the service would be to share her story. Mr Tipper agreed to contact Mrs Webster to look at how her story could be used and promoted.

**OT**

Mrs Webster also expressed a desire to do some voluntary work within the Trust. Mrs Woffendin agreed to speak to her about this. Mrs Woffendin also agreed to provide Mrs Webster with details of the forthcoming patient experience and engagement workshop that would be taking place in March, which would allow a further opportunity for her to share her experience.

CW

CW

Prof Baker asked about the support that is offered to carers who have to travel long distances in order to visit and support service users and what provision is made by the Trust for carers. It was noted that in relation to NICPM the service would contact the carer and discuss with them what support they need. The Board noted the importance of supporting carers, particularly where they need to travel long distances.

The Board **thanked** Mrs Webster for attending the Board and sharing her story. Directors **acknowledged** the points raised by Mrs Webster, noting that these were important in helping to inform the discussion at the Board meeting.

**19/024 Apologies for absence** (agenda item 2)

Apologies were received from Dr Kenwood, Medical Director.

**19/025 Declaration of interests for directors and any declared conflicts of interest in respect of agenda items** (agenda item 3)

The Board noted that Mr Marran had submitted his declaration of interest form to the Trust Board Secretary and that these had been added to the matrix. The Board noted that there were no other changes to directors' declarations of interests. It was also noted that no director at the meeting advised of any conflict of interest in relation to any agenda item.

**19/026 Minutes of the previous meeting held on 31 January 2019** (agenda item 4)

In relation to minute 19/011, it was agreed that there had been two duplicated words which would be removed from the last paragraph on page 7.

In regard to minute 19/015, Mrs Holmes noted that the Workforce Disability Metrics were expected in September and that as such the report to the Board would be received in October, not September as stated in the minutes.

Mrs Hill agreed to amend the minutes.

The minutes of the meeting held on 31 January 2019 were **received** and **agreed** as an accurate record subject to the amendments outlined above.



to the Staff Survey noting that the results were now in the public domain and that the Trust had received good results in relation to staff engagement and the safety culture within the organisation. She added that there was still more work to do in relation to equity of opportunities for BAME staff and also the health and wellbeing of staff. She noted that the survey helps to reinforce the priorities for the Trust, and that it was moving in the right direction in relation to many of the areas reported on in the survey.

With regard to the draft operational plan, Dr Munro reported that this had been submitted to NHS Improvement on the 12 February and that no specific feedback had been received at the present time. She added that the Trust had been participating in system assurance meetings led by NHS England and NHS Improvement to help ensure that all the plans in Leeds and in West Yorkshire & Harrogate align. With regard to contracts, she noted that negotiations were still ongoing in relation to specific details, but that it was expected these would be concluded shortly.

Dr Munro also advised that the Trust was on plan to meet its control total for 2018/19, noting that whilst there was some risk within individual budgets overall the control total would be achieved.

With regard to the next CQC inspection, Dr Munro reported that there had been no communication from the CQC as to when this might take place. She added that there would be a Board development session in April which would look at the work that had been undertaken since the last inspection and the preparations for the next inspection.

Mrs White asked about the Out of Area Placements and whether the improvements had been maintained. Mrs Forster Adams assured the Board that the improvements had been maintained and that there was work ongoing to look at what had contributed to this. She spoke about the work being carried out by the Out of Area Co-ordinator; the reduction in the length of stay out of area for service users; and the improvement in flow.

Prof Proctor asked if since the last Board meeting there had been any breaches or instances of non-compliance in safe staffing levels. Mrs Woffendin advised that there had not been any. The Board then discussed the way in which staff in preceptorship are supported.

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

19/030

**Report from the Chair of the Quality Committee for the meetings held on 12 February 2019** (agenda item 7)

Prof Baker presented a report on the work of the Quality Committee for the meetings held on 12 February 2019. In particular, he drew attention to:

- The breach of the European Union Directive on falsified medicines. Noting that the Directive came into force the 1 February 2019, and work was underway in conjunction with Leeds Teaching Hospital Trust to look at how it moves to becoming compliant. Prof Baker

noted that the Committee had received assurance that non-compliance was a current position faced by many other NHS, pharmaceutical, and manufacturing organisations, and that it had been assured that the other medicine management processes and systems in place within the Trust were robust

- The Annual Quality and Safety Report from the Learning Disability Service, noting that the Committee had commended the high-quality report which had given an insight into the complex and varied service that was provided. He added that the committee had been assured of the developmental work that was underway
- The 'out of hours' provision for the Learning Disability Service, noting that the committee had discussed the aspirations for the provision of this element of the service. Prof Baker noted that a business case had been submitted to the commissioners and that it had welcomed further work to understand what a revised service provision could be.

With regard to out of hours provision, Dr Munro advised that a proposal is being put together to support Transforming Care in Leeds, and that there had been discussions with the CCG in relation to the intensive support offer. She also noted that there would be a proposal to the West Yorkshire and Humber Strategic Group which would look to set up an integrated Board in relation to Learning Disabilities which would then report into the Mental Health Programme Board. She agreed to bring an update back to the March Board in the Chief Executive's report.

**SM**

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

**19/031**

**Use of the Trust's seal** (agenda item 8)

The Board noted that since the January Board meeting the seal had been used on two occasions. It noted that the documents sealed were:

- Log 115 – Lease for 2150 Thorpe Park 2019 – 2022
- Log 116 – Lease for Suite 4, 1st floor, Ramini House, Halifax.

The Board **noted** the occasions on which the seal had been used.

**19/032**

**Glossary** (agenda item 9)

The Board received the glossary.

19/033

**Resolution to move to a private meeting of the Board of Directors**  
(agenda item 10)

At the conclusion of business the Chair closed the public meeting of the Board of Directors at 10.35 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 .....