

**LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST**

**PUBLIC MEETING OF THE BOARD OF DIRECTORS**

**will be held at 9.30 am on Thursday 30 April 2020**

**this meeting will be held remotely – joining details are included in the diary invite**

**A G E N D A**

	<b>LEAD</b>
<b>1 Apologies for absence</b> (verbal)	<b>SP</b>
<b>2 Declaration of interests for directors and any declared conflicts of interest in respect of agenda items</b> (enclosure)	<b>SP</b>
<b>3 Minutes of the previous meeting held on 26 March 2020</b> (enclosure)	<b>SP</b>
<b>4 Matters arising</b>	
<b>5 Actions outstanding from the public meetings of the Board of Directors</b> (enclosure)	<b>SP</b>
<b>6 Chief Executive's report</b> (verbal)	<b>SM / Execs</b>
This report will focus on the main aspects of the management and response to the COVID-19 pandemic with contributions from the executive lead of each work stream	
<b>7 Report from the Chair of the Quality Committee for the meeting held 14 April 2020</b> (enclosure)	<b>JB</b>
<b>8 Report from the Chair of the Audit Committee for the meeting held 21 April 2020</b> (enclosure)	<b>MW</b>
<b>9 Report from the Chair of the Finance and Performance Committee</b> (verbal)	<b>SW</b>
<b>10 Report from the Chair of the Workforce Committee</b> (verbal)	<b>HG</b>
<b>11 Governance update</b> (verbal / enclosure)	<b>SM / All</b>
This item will be to advise of any temporary changes to governance arrangements (including national directives) which may affect Board or other Trust business. (A working document setting out the corporate processes / events which have been 'hibernated' is included in the pack for reference).	
This update will also include information on the internal arrangements for the management of the pandemic.	
<b>12 Board Assurance Framework</b> (verbal)	<b>SP</b>
<b>13 Any other business</b>	

**The next meeting of the Board will be held on Thursday 21 May 2020  
(meeting arrangements are to be confirmed)**

Blank Page

LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST

**Minutes of the Public Meeting of the Board of Directors  
held on Thursday 26 March 2020 at 9:30 am  
this meeting was held virtually by teleconference**

**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
Ms N Sanderson	Deputy Director of Nursing (deputising for Mrs Woffendin)
Mr C Henry	Incoming Non-executive Director

**Action**

Prof Proctor opened the public meeting at 9.30 am and welcomed everyone. She noted that in line with Government directions, which were included in the UK Coronavirus Act 2020, public meetings of more than two people were deemed unlawful which was why the meeting was being held by teleconference. She added that the Board welcomed questions from the public and that draft minutes would be available on the website within one working week of the public Board meeting. Prof Proctor added that these arrangements would be reviewed in three weeks in light of the development of the crisis and the Government's review of the current arrangements.

Prof Proctor also advised that a letter had been sent from herself and Peter Webster (Lead Governor) to all governors to explain these arrangements and that feedback from the governors had been positive

**Apologies for absence** (agenda item 1)

Apologies were received from Mrs Woffendin. It was noted that Ms Sanderson, Deputy Director of Nursing, was deputising for Mrs Woffendin at the meeting.

20/021

20/022	<p><b>Declaration of interests for directors and any declared conflicts of interest in respect of agenda items</b> (agenda item 2)</p> <p>The Board noted there were no changes to directors' declarations of interests. It was also noted that no director at the meeting had advised of any conflict of interest in relation to any agenda item.</p>	CHill
20/023	<p><b>Minutes of the previous meeting held on 30 January 2020</b> (agenda item 3)</p> <p>Mrs White noted that there was a small typographical error in minute 20/009, which Mrs Hill agreed to amend before they were uploaded to the website.</p>	
<p>The minutes of the meeting held on 30 January 2020 were <b>received</b> and <b>agreed</b> as an accurate record which the chair agreed to sign.</p>		
20/024	<p><b>Matters arising</b> (agenda item 4)</p> <p>The Board <b>noted</b> there were no matters arising that were not either on the agenda or on the action log.</p>	
20/025	<p><b>Actions outstanding from the public meetings of the Board of Directors</b> (agenda item 5)</p> <p>Prof Proctor 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.</p> <p>The Board <b>received</b> a log of the actions. It <b>noted</b> the details, the timescales and progress.</p>	
20/026	<p><b>Chief Executive's report</b> (agenda item 6)</p> <p>Dr Munro presented a verbal Chief Executive's Report. She advised the Board that she would firstly set out the national, regional and local context to the Coronavirus pandemic (COVID-19) and would then invite each of the executive directors to provide and update on their individual work streams, which had been set up to manage various aspects of the impact of the pandemic on the Trust.</p> <p>She advised that the NHS had declared a Level 4 Major Incident and that the Trust was operating under a command and control situation with the Government taking control of most areas of the NHS. She added that guidance was being issued from the centre daily and that the Trust was interpreting and responding to that guidance through its own internal governance arrangements that have been put in place to manage the effects of the pandemic on the Trust and its services.</p>	

She advised that the priorities the city was focussing on were: increasing capacity within Intensive Care Units around ventilation and respiratory care; looking at where further capacity might be established; reducing the number of people in hospital to increase bed capacity; and shielding those people who were extremely vulnerable.

Dr Munro explained the current position around the testing arrangements for COVID-19, noting that this was still being focused on those currently in hospital. With regard to Personal Protection Equipment (PPE) she noted that the NHS was being prioritised in regard to the supply of the equipment.

With regard to the changes to the Mental Health Act, Dr Munro noted that this expected to receive Royal Assent soon. However, she added that although these changes would be incorporated into the Act they could only come into effect by explicit instruction from the Chief Medical Officer.

Dr Munro then outlined the governance arrangements that had been put in place, in particular the national groups that the Trust is linked into. She added that in light of the national Level 4 Major Incident the Trust internal Business Continuity Plans had been enacted. She also outlined the work being undertaken in regard to the new electronic patient records system, CareDirector, noting that a decision had been taken to go live on Monday 30 March. She explained that whilst there was still some work to be done to support a small number of staff with the go-live arrangements, the system would significantly enhance staff's ability to manage the care of service users. Dr Munro then invited each executive lead to provide an update on the priorities for their work stream.

Mrs Forster Adams, who leads the Operational work stream, reported that the Trust had stepped up the Emergency Preparedness Resilience and Response arrangements and that these were being operated within the framework of the national control and command arrangements. She added that the main areas of her focus were: ensuring that community care could be provided remotely with each service user being risk assessed so that care could be provided in a way that meets their needs whilst abiding by the national directives on social distancing where possible; prioritising essential services to ensure those who are most vulnerable can be cared for, with staff being redeployed into these areas where appropriate and estate being consolidated; ensuring that services were being provided from appropriate sites and ensuring that arrangements were in place which would allow inpatients who became ill with COVID-19 to be cared for in isolation; and continuing partnership working to ensure that where service users were moved out of a hospital setting, appropriate arrangements within the city were in place to support them.

Mrs Forster Adams agreed to circulate details of the service plans to all members of the Board.

Mrs Holmes, who leads the work stream on workforce, staff wellbeing and communications, outlined the main areas of focus. She noted that these were: mapping of the skills of the workforce with a view to creating a database to identify skills should redeployment into other areas be required;

**JFA**

and overseeing the arrangements for recruitment to key posts, managing volunteers, retired staff returning to the NHS and the retention of students; working with partners to look at how staff might be moved between Trusts where needed. With regard to staff welfare, Mrs Holmes reported that the main areas of focus were: expanding the occupational health and HR service hours available to staff; ensuring staff know how to access the national helpline which would be led by the Samaritans; and working to identify and support those staff who were within vulnerable groups to ensure they remain safe. Mrs Holmes then updated on the arrangements for communications with staff noting that there was a daily staff update email supplemented by a weekly broadcast call which staff could dial into. Mrs Holmes added that there was also to be a communication sent to service users which would provide them with information and assurances and the various arrangements.

Ms Sanderson then provided an update on how the Trust was supporting the physical health of service users and staff. She outlined the arrangements for training for the application of oxygen and training for palliative care; infection control training for Trust and PFI staff, adding that the Infection Control team was available 24 hours across 7 days. She also updated the Board on the distribution and use of PPE equipment, noting that arrangements were being made for this to be managed centrally in the Trust.

Mrs Hanwell indicated that her work stream was overseeing Information Technology, logistics and estates. She noted that in line with the national Level 4 Major Incident the Government had taken control of critical supplies and that the Category 2 Tower (for Hotel Supplies) which was operated by the North of England Commercial Procurement Collaborative was now working under these controls. With regard to local logistics she outlined the arrangements in place for ensuring staff receive the essential items they require including the central management through the Supplies Team of PPE equipment. With regard to estates she reported that work was ongoing to look at which estates could be rationalised and temporarily closed to relieve pressure on support services; and that the Trust was in daily contact with PFI partners to ensure sufficient arrangements were in place. Mrs Hanwell also outlined some of the arrangements in place for IT hardware and software required to support staff to work remotely, noting that work had been done to prioritise key staff.

Dr Kenwood advised the Board in regard to medical staff and outlined the discussions with Leeds Teaching Hospitals Trust to ensure there was sufficient cover across services. She added that the Trust's medical staff were working flexibly across services to ensure there was sufficient cover. Dr Kenwood noted that there was work ongoing to look at the supply of medication to service users and to ensure there was access to sufficient stocks of medication that might be needed in the coming months. With regard to the governance structure, Dr Kenwood noted that some meetings had been stepped back to allow staff to focus on Business Continuity, but assured the Board that there were arrangements in place to escalate any issues. With regard to the establishment of an Ethical Group, Dr Kenwood outlined the arrangements for this.

Prof Proctor thanked the executive directors for the update. The Board then

discussed the arrangements at length, with each of the Non-executive Directors being given the opportunity to ask questions or comment. Further details on various aspects of the planning and response to COVID-19 were also sought.

With regard to those things that the Trust was de-prioritising, Dr Munro assured the Board that each of the work streams had an 'issues and decisions' log that would identify those areas of work that were being 'hibernated' and that at some point in the future a decision will be taken as to when these could be stepped back up. With regard to clinical services, Mrs Forster Adams assured the Board that where services were being 'hibernated' (or paused) this was only a short-term arrangement and decisions would be reviewed on a regular basis to ensure this remained appropriate.

With regard to mental health support for staff, Mrs Holmes advised on the arrangements within the Trust to ensure that managers had the skills to support staff who may be anxious, ensuring that where appropriate staff feel safe to come to work. She also outlined the arrangements for the staff welfare helpline, noting that the hours this was available had been increased. Mrs Forster Adams spoke about the importance of ensuring staff take time off and that messages to support this were included in the daily briefings.

Mrs Hanwell updated the Board on the building of the new CAMHS unit on the St Mary's Hospital site. She noted that because the Government had not suspended essential construction, Interserve Construction was continuing work on the building. However, she noted that these arrangements continue to be reviewed should the situation change in terms of the supply of labour or materials.

Mrs Forster Adams reported that there had been no specific spike in demand for any service at this point. However, she noted that in the coming weeks this would likely change over time and that modelling work was being undertaken in order to identify any area likely to need additional capacity.

With regard to learning, the Board was assured of the arrangements in place through the COVID-19 governance structure to identify points of learning and ensure where appropriate arrangements in the Trust could be enhanced at the end of the emergency.

Dr Munro then outlined the way in which the Trust was working with the third sector to support service users who had been discharged into or who were already living within the community, noting that this was also helping to inform the way in which services could be provided in the city in the future.

Prof Proctor then spoke about the way in which the Board and sub-committees need to operate during the period of the emergency. With regard to the future arrangements for Board sub-committee meetings she asked for each of the Non-executive Directors (NEDs) who chair a sub-committee, along with the relevant executive lead to consider what the priorities were for their meetings over the next three to four months and for the NEDs to advise her of these arrangements. She added that these

**NEDs**

arrangements would then be reviewed in four months and if needed six months' time. It was also agreed that the April Board Strategic Discussion Session would be used as a formal meeting in order to keep the Board sighted on current matters.

With regard to the governors, Prof Proctor advised that the May Council of Governors' meeting was to be cancelled and that the July meeting would be kept under review. She also noted that the arrangements for the Annual Members' Meeting were being reviewed and would be confirmed once guidance from the centre was received about the timing of the presentation of the Annual Report and Accounts to the Council of Governors.

The Board **received** and **noted** the report from the Chief Executive and the Executive Directors in relation to the arrangements for the management of impact of COVID-19 on the Trust.

**20/027** **Report from the Chair of the Quality Committee for the meetings held 11 February and 10 March 2020** (agenda item 7)

The Board took the report from the Chair of the Quality Committee as read and there were no questions.

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

**20/028** **Report from the Chair of the Finance and Performance Committee for the meeting held on 24 March 2020** (agenda item 8)

Mrs White presented a report from the Finance and Performance Committee held on 24 March 2020 noting in particular that the committee had considered the Operational Plan and the direction from the centre that this was not now required. It was agreed that this would be discussed in more detail in the private meeting. She added that the committee had reviewed the Business Continuity and financial governance arrangements, noting that assurance had been received in respect of the arrangements in place to ensure the payment of salaries and wages.

The Board **received** the report from the Chair of the Quality Committee and **noted** the content.

20/029

**Report from the Chair of the Mental Health Legislation Committee for the meeting held on 4 February 2020** (agenda item 9)

Mrs White provided a verbal report on behalf of the Chair of the Mental Health Legislation Committee for the meeting held on 4 February 2020. She advised of the discussions that had taken place in respect of:

- A suggestion that there was an update to the Board on changes to the Mental Health Act, Liberty Protection Safeguards and the use of force
- The contract extensions and recruitment of current and new Mental Health Act Managers
- Use of the Section 136 Suite, noting that the 12 hour deadline for providing an inpatient bed could not always be met. She reported that assurance had been received on the actions in place to address this
- The use of teleconference facilities for holding Mental Health Act hearings
- Assurances on the arrangements for the Trust to provide Mental Health Act administration processes for Leeds Community Healthcare, which was being provided under a Service Level Agreement.

The Board **received** the report on behalf of the Chair of the Mental Health Legislation Committee and **noted** the matters reported on.

20/030

**Report from the Chair of the Workforce Committee for the meeting held on 20 February 2020** (agenda item 10)

The Board took the report from the Chair of the Workforce Committee as read and there were no questions.

The Board **received** the report from the Chair of the Workforce Committee and **noted** the matters reported on.

20/031

**Combined Quality and Performance Report (CQPR)** (agenda item 11)

Mrs Forster Adams introduced the CQPR and outlined the main points of focus as detailed in the report. She drew attention to the improvement in the CRISS activity, noting that the Quality Committee had received a detailed update on the new ways they were working.

With regard to the Out of Area Placements she noted that there had been a spike in activity over the past months. She noted that that whilst there was a slight reduction in bed capacity within the Trust a decision had been taken not to transfer the 13 service users who were currently out of area into the Trust services but to continue to support them out of area through the Out of Area Coordinator. She added that this was considered to be the best course

of action under the present circumstances.

Miss Grantham asked if it would be possible to understand where targets may have to change. Mrs Forster Adams noted that there would be changes to reporting over the coming weeks and information about this was being released by the regulators. She added that a dialogue would continue with commissioners to look at these changes in requirements and ensure they were satisfied with any temporary arrangements.

Mr Wright noted that there was a misstatement of the date range on a number of charts in the report. Mrs Forster Adams agreed to ensure these were corrected.

JFA

The Board **received** the CQPR. It **noted** the progress made and the areas currently under review.

20/032

### **Report from the Director of Nursing (agenda item 12)**

Ms Sanderson presented the Director of Nursing report drawing specific attention to the number of student nurses due to qualify in June, noting that there would be a discussion with each of them to look at their preferences and ensure the Trust did all it could to retain as many newly qualified nurses as possible.

With regard to safeguarding, Mrs White asked about a potential for an increase in domestic violence during a period of 'lock-down'. Ms Sanderson assured the Board that the safeguarding team had the capacity to provide a telephone service 7 days a week to deal with referrals and advice. She also noted that there was video training available for staff to help to manage any situations which may occur.

Prof Baker noted that the Trust had taken a decision to go smoke-free for safety reasons and asked if this had created any problems within inpatient settings. Ms Sanderson noted that the decision had been taken due to the impact COVID-19 can have on people's physical health. She added that there had been discussion with PFI partners and the West Yorkshire Fire and Rescue Service about the use of e-cigarettes within premises, noting that permission had been granted for these to be used in doors. Ms Sanderson noted that there was support from staff for this change as it would assist with supporting service users to stop smoking.

The Board **received** the safe staffing report and **noted** the content.

20/033

### **Safe Staffing Report (agenda item 13)**

The Board took the report as read and there were no questions.

The Board **received** the safe staffing report and **noted** the contents.

**20/034 Report from the Medical Director – Pharmacy Services** (agenda item 14)

Dr Kenwood presented the Medical Directors' Report noting that this focused on Pharmacy Services. Prof Baker asked about capacity for blood monitoring for service users being prescribed Clozapine. Dr Kenwood advised of the arrangements including re-deploying staff with phlebotomy skills. In regard to the delivery of supplies of Clozapine to service users, she noted that again plans were in place to utilise re-deployed staff who would be able to deliver this medication to individuals.

Miss Grantham asked if there were any implications in the closure of community pharmacies. Dr Kenwood noted that the pharmacy team were drawing on the plans previously made to address the potential for a 'no deal' EU Exit and that the Chief Pharmacist was linked into various networks which were looking at the arrangements needed to mitigate any risk to the supply of medication to service users.

The Board **received** the Medical Director's report and **noted** the content.

**20/035 Guardian of Safe-working Quarterly Report** (agenda item 15)

The Board took the report as read. Dr Kenwood noted that the Guardian of Safe-working was linked into the COVID-19 response arrangements. Miss Grantham asked whether there were any issues with the pay queries for higher trainees. Dr Kenwood noted that this was being picked up through the workforce work stream and that further updates would be provided.

The Board **received** the report from the Guardian of Safe-working and **noted** the content.

**20/036 Reciprocal mentoring programme** (agenda item 16)

Mrs Holmes noted that since the paper had been written there had been a change in the timescales that the mentoring programme would take place and that they were still looking for Board members to take part. Prof Proctor asked those NEDs interested in taking part to contact Mrs Holmes.

**NEDs**

The Board **received** the paper and **noted** the content.

**20/037 Health Education England – Provider Placement Self-Assessment Return** (agenda item 17)

Mrs Holmes presented the paper which the Board noted and it supported the submission to Health Education England.

The Board **approved** the submission to Health Education England.

**20/038 Report from the Chief Financial Officer** (agenda item 18)

Mrs Hanwell noted that there had been an adaptation of the year-end timetable and the submission of the annual accounts. With regard to the year-end forecast she noted that income had been received from the Clinical Commissioning Groups which would enhance the year-end outturn position.

The Board **received** the report and **noted** the content.

**20/039 West Yorkshire Mental Health, Learning Disability and Autism report from the Committees in Common** (agenda item 19)

The Board **received** the report and **noted** the content.

**20/040 Board Assurance Framework** (agenda item 20)

Dr Munro presented the Board Assurance Framework noting that the risk scores had been amended to take account of the potential impact of COVID-19 on the risks to the achievement of the strategic objectives. Mrs Hill also noted that at the recent Finance and Performance Committee there had been a discussion around the target dates for the actions and an acknowledgement that these need to be revised to ensure they are realistic in light of the focus on managing the effects of the pandemic.

Mrs White suggested that there may need to be a new strategic risk around COVID-19. This was acknowledged by the Board.

The Board **received** and **noted** the content of the Board Assurance Framework.

**20/041 Use of seal** (agenda item 21)

Prof Proctor noted that the seal had been used on one occasion since the last Board meeting:

- Log number 121 – Lease of the sub-station at St Mary’s Hospital.

The Board **noted** the occasion on which the Seal had been applied.

**20/042 Any other business** (agenda item 22)

Prof Proctor reported that this was Mrs Sentamu’s last Board meeting due her stepping down as a Non-executive Director after 6 years in post. She thanked Mrs Sentamu for all her hard work and dedication to the work of the Trust, the Board and the sub-committees she had served on. She added that in carrying out her role Mrs Sentamu had brought compassion and empathy for the service users and has been a champion for equality and diversity. Prof Proctor thanked Mrs Sentamu and wished her all the very best for the future.

Mrs Sentamu responded and outlined some of the highlights of being on the Board and the work it had overseen, in particular the way in which the Board has developed over the last three years. She thanked everyone for the support she had received in her role and wished the Trust every success in the future.

**20/043 Glossary** (agenda item 23)

The Board received the glossary.

The Chair of the Trust closed the meeting at 11.55 and thanked everyone for attending.

Signed (Chair of the Trust) .....

Date .....

Blank Page

**Cumulative Action Report for the Public Board of Directors' Meeting**

**OPEN ACTIONS**

ACTION (INCLUDING THE TITLE OF THE PAPER THAT GENERATED THE ACTION)	PERSON LEADING	BOARD MEETING TO BE BROUGHT BACK TO / DATE TO BE COMPLETED BY	COMMENTS
<p><b>NEW - Chief Executive's report</b> (minute 20/026 – March 2020 - agenda item 6)</p> <p>Mrs Forster Adams agreed to circulate details of the service plans to all members of the Board.</p>	<p><b>Joanna Forster Adams</b></p>	<p>Management Action</p>	<p><b>COMPLETED</b></p>
<p><b>NEW - Chief Executive's report</b> (minute 20/026 – March 2020 - agenda item 6)</p> <p>With regard to the future arrangements for Board sub-committee meetings each of the Non-executive Directors (NEDs) who chair a sub-committee, along with the relevant executive lead is to consider what the priorities are for their meetings over the next three to four months and for the NEDs to advise her of these arrangements.</p>	<p><b>John Baker / Sue White / Andrew Marran / Helen Grantham</b></p>	<p>Management Action</p>	<p><b>ONGOING</b></p> <p>NEDs are considering their meetings and discussing arrangements with the Chair of the Trust. Arrangements have been made for April meetings and verbal updates will be provided at the Board meetings.</p>

ACTION (INCLUDING THE TITLE OF THE PAPER THAT GENERATED THE ACTION)	PERSON LEADING	BOARD MEETING TO BE BROUGHT BACK TO / DATE TO BE COMPLETED BY	COMMENTS
<p><b>NEW - Combined Quality and Performance Report (CQPR)</b> (minute 20/031 – March 2020 - agenda item 11)</p> <p>Mrs Forster Adams agreed to ensure the misstatements of the date range on a number of charts in the CQPR were corrected.</p>	<p><b>Joanna Forster Adams</b></p>	<p>Management Action</p>	<p><b>ONGOING</b></p> <p>Nikki Cooper, Head of Performance, has been advised of these misstatements</p>
<p><b>NEW - Reciprocal mentoring programme</b> (minute 20/036 – March 2020 - agenda item 16)</p> <p>Prof Proctor asked those NEDs interested in taking part in the Reciprocal Mentoring Programme to contact Mrs Holmes.</p>	<p><b>NEDs</b></p>	<p>Management Action</p>	
<p><b>Safe Staffing Report</b> (minute 19/144 – September 2019 - agenda item 12)</p> <p>Mrs Hanwell stated that there would need to be work done to look at the resources required and the resulting budgets and that this work would be taking place over the next six months. Prof Proctor asked for the Board to be kept informed of the outcome of this work and for a report to come back to the May 2020 Board meeting.</p>	<p><b>Dawn Hanwell</b></p>	<p>May 2020 Board of Directors' meeting</p>	
<p><b>Update on the implementation of the smoke-free policy</b> (agenda item 13)</p> <p>The Board received and considered the update on the smoke-free pilot and asked that a further update would be brought back to the July Board meeting.</p>	<p><b>Cathy Woffendin</b></p>	<p>Board of Directors July 2020</p>	

**CLOSED ACTIONS**  
**(3 MONTHS PREVIOUS)**

ACTION (INCLUDING THE TITLE OF THE PAPER THAT GENERATED THE ACTION)	PERSON LEADING	BOARD MEETING TO BE BROUGHT BACK TO / DATE TO BE COMPLETED BY	COMMENTS
<p><b>Sharing Stories</b> (minute 20/001 – January 2020 - agenda item 1)</p> <p>It was suggested that Lisa Cromack’s presentation would be uploaded to the Trust’s website. Mrs Hill agreed to send this to Mr Tipper.</p>	<p><b>Cath Hill</b></p>	<p>Management action</p>	<p style="text-align: center;"><b>COMPLETED</b></p> <p>The presentation was forwarded to Oliver Tipper and has been used as part of the Chair’s Blog and shared through the Trust’s social media channels</p>
<p><b>Declaration of interests for directors and any declared conflicts of interest in respect of agenda items</b> (minute 20/003 – January 2020 - agenda item 3)</p> <p>Both Miss Grantham and Mrs Sentamu noted that had been a change to their declarations of interests. Mrs Hill agreed to ensure that the matrix was amended.</p>	<p><b>Cath Hill</b></p>	<p>Management action</p>	<p style="text-align: center;"><b>COMPLETED</b></p> <p>The declarations of interest have been updated</p>
<p><b>Chief Executive’s report</b> (minute 20/007 – January 2020 - agenda item 7)</p> <p>It was suggested whether alongside the Secretary of State for Health and Social Care being invited to visit the Gambling Addiction Service in Manchester, Claire Murdoch (NHS England’s National Mental Health Director) could also be invited to the event. It was agreed that Mr Tipper would look at whether this was possible.</p>	<p><b>Oliver Tipper</b></p>	<p>Management action</p>	<p style="text-align: center;"><b>REQUEST TO CLOSE THIS AS AN ACTION</b></p> <p>Matt Hancock was due to visit the service on 5 March but this was cancelled due to coronavirus. An invitation was made to both to participate in a stakeholder launch event on 24 March but this has also been cancelled.</p>

ACTION (INCLUDING THE TITLE OF THE PAPER THAT GENERATED THE ACTION)	PERSON LEADING	BOARD MEETING TO BE BROUGHT BACK TO / DATE TO BE COMPLETED BY	COMMENTS
<p><b>Report from the Chair of the Quality Committee for the meetings held on 10 December 2019 and 14 January 2020</b> (minute 20/009 – January 2020 - agenda item 9)</p> <p>It was suggested that the paper that had been presented to the Quality Committee on the effectiveness and sustainability of serious incident reviews be circulated to all Board members. Mrs Hill agreed to do this.</p>	<p><b>Cath Hill</b></p>	<p>Management action</p>	<p><b>COMPLETED</b></p> <p>This paper that was presented to the Quality Committee in January 2020 has been circulated to those Board members who do not attend the meeting</p>
<p><b>Report from the Chair of the Quality Committee for the meetings held on 10 December 2019 and 14 January 2020</b> (minute 20/009 – January 2020 - agenda item 9)</p> <p>The Board noted that the Infection Control Team had achieved a vaccination rate of 83.3%. Prof Proctor asked that a letter of thanks be sent to the team congratulating them on this achievement.</p>	<p><b>Cath Hill</b></p>	<p>Management action</p>	<p><b>COMPLETED</b></p> <p>A letter of thanks was sent to the Head of Infection Control</p>
<p><b>Update on the implementation of the smoke-free policy</b> (agenda item 13)</p> <p>The Board discussed the impact of the use of e-cigarettes on staff's working environment and asked for staff's views to be captured and factored into the evaluation of the pilot.</p>	<p><b>Cathy Woffendin</b></p>	<p>Management Action</p>	<p><b>COMPLETED</b></p> <p>Staffs views will be incorporated into the evaluation and an update provided in July's paper</p>

ACTION (INCLUDING THE TITLE OF THE PAPER THAT GENERATED THE ACTION)	PERSON LEADING	BOARD MEETING TO BE BROUGHT BACK TO / DATE TO BE COMPLETED BY	COMMENTS
<p><b>First annual review of the Partnership Memorandum of Understanding for the WY&amp;H Health and Care Partnership</b> (agenda item 15)</p> <p>Mr Wright noted that he was attending an external event run by NHS Audit Yorkshire for Audit Chairs in March which will look at the governance arrangements for the ICS. He agreed to provide an update at the March Board meeting.</p>	<p><b>Martin Wright</b></p>	<p>Board of Directors March 2020</p>	<p><b>COMPLETED</b></p> <p>Mr Wright sent a note to all Board members advising them of the main points to come from the event</p>
<p><b>Workforce Race and Disability Equality Progress Report</b> (minute 19/147 – September 2019 - agenda item 15)</p> <p>A reciprocal mentoring programme would be developed and brought back to the Board for consideration and approval.</p>	<p><b>Claire Holmes</b></p>	<p>March 2020 Board of Directors' meeting</p>	<p><b>COMPLETED</b></p> <p>This has been included on the March agenda</p>

Blank Page

## Chair's Report

<b>Name of the meeting being reported on:</b>	Quality Committee
<b>Date your meeting took place:</b>	14 April 2020
<b>Name of meeting reporting to:</b>	Board of Directors – 30 April 2020
<b>Key discussion points and matters to be escalated:</b>	
<p><b>At the Quality Committee meeting that took place on the 14 April 2020:</b></p> <ul style="list-style-type: none"> <li>The Committee agreed what its meeting arrangements would look like during the Covid-19 national emergency. It agreed that it would continue to meet monthly but that the duration of meetings would be reduced to one hour. It agreed that it would receive verbal updates from the Covid-19 Co-ordination Group, the Trustwide Clinical Governance Group, the Trustwide Safeguarding Committee, the Infection Prevention and Control and Medical Devices Group and the Patient Experience and Involvement Strategic Steering Group.</li> <li>The Committee received an update from Dr Kenwood on the development of the Trust's Ethics Group. It agreed that an update from this Group would be shared at each Committee meeting.</li> <li>The Committee was pleased to hear of the virtual launch of the Trust's Patient and Carer Experience and Involvement Strategy that took place on the 9 April 2020.</li> </ul>	
<b>Report completed by:</b>	Professor John Baker 21 April 2020

Blank Page

## Chair's Report

<b>Name of the meeting being reported on:</b>	Audit Committee
<b>Date your meeting took place:</b>	21 April 2020
<b>Name of meeting reporting to:</b>	Board of Directors – 30 April 2020

### Key discussion points and matters to be escalated:

The Audit Committee met on 21 April 2020 and agreed the items below were to be reported to the Board for information and assurance.

- **Hibernation of committee actions** – the committee agreed to hibernate the majority of the actions on the Cumulative Action Log relating to the work of the committee, noting that those staff who would lead on the actions were involved in the management of the impact of COVID19.

The committee also discussed the term 'hibernation'. It recognised that whilst this was an accepted term in relation to the work that was being paused due to staff being redeployed to manage COVID19, it also recognised that there was a balance between what needed to be hibernated and what could (or must) be done by staff to avoid an unnecessary backlog in the future.

- **Audit Yorkshire External Quality Assessment** – the committee was advised that there had been an external assessment of the Audit Yorkshire Service and that whilst the final report was still awaited it noted that the service had been assessed as fully conforming to the requirements of the Public Sector Internal Audit Standards.
- **Internal audit progress report** – the committee noted that all the reports that had been finalised and reported in quarter 4 had received 'significant assurance'. It also noted there were five reports still awaiting finalisation due to staff being re-deployed into the management of COVID19. However, it was agreed that the Chief Financial Officer would ensure that the reports on the Management of the Capital Programme and on the Health and Safety Action Plan would be finalised so these could be fully reflected in the Head of Internal Audit Opinion. The committee also agreed that the other reports would be hibernated and wait to be finalised when staff were available to look at these.
- **Internal audit actions** – the committee noted that it was not possible to turn off the email reminders on the MKI central system for just one organisation and that it was not acceptable to determine a single nominal deferral date for all actions. It was

therefore agreed that there should be further work to look at how current action owners could be contacted to allow them the opportunity to agree a new target date beyond COVID19; or where possible and applicable, allow action owners the opportunity to address and complete the actions.

- **Draft Head of Internal Audit Opinion** – the committee was pleased to note that the Draft Head of Internal Audit Opinion had indicated that the year-end opinion would be ‘significant assurance’. It was noted that before the opinion was finalised work would be undertaken to finalise the Management of the Capital Programme audit report which was listed as draft in the opinion.
- **Draft Strategic Internal Audit Plan 2020/21-2022/23 and Internal Annual Audit Plan 2020/21** – the committee noted that the plan had been reviewed and had taken account of the views of the executive and non-executive directors / relevant Board sub-committees. On the basis that this had been prepared prior to the impact of the COVID19 pandemic the committee accepted the plan. However, it was noted that due to delays in completing some audits and starting others that were on the 2019/20, and recognising that there would likely be delays in starting some of the work listed on the 2020/21 plan, the committee acknowledged that the plan would need to be revisited at some point in the future to look at what was urgent or a priority, or whether there was anything new that needed to be added which might come out of learning from COVID19.
- **External audit of the annual accounts** – the committee noted and supported the revised timetable for the audit and submission of the accounts. It noted that for this year, whilst the main audit of the accounts could be carried out within normal timescales there was some uncertainty around guidance on matters such as the valuation of property, plant and equipment due to the impact of COVID19 and as such the national timetable for final submission had been extended. The committee noted that to allow auditors time to make a full consideration of all elements of the audit there would need to be Audit Committee and Board of Directors meetings in June rather than May to meet this new timeframe.
- **HFMA Guidance on Managing Public Money** – the committee was pleased to receive assurance that the finance team was doing all it could to manage public money under the exceptional circumstances caused by COVID19 and in accordance with the recommendations in the HFMA guidance.
- **Board Assurance Framework** – the committee recognised that there was still work to be done to determine the revised timescales for the ‘gaps and actions’ and that at the present time it was not possible to identify these new dates due the uncertainty as to when the COVID19 work would reduce.
- **Audit Committee Annual Report** – the committee considered and agreed the report (subject to two minor changes) and agreed that this would be presented to the Board with the other year-end papers in June.

**Report completed by:**

Martin Wright – 21 April 2020

**Hibernation plan**

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
<b>BOARD OF DIRECTORS</b>						
Board meetings	Normal cycle of business and action log (meetings are taking place but with a more streamlined agenda)	'Reducing the burden . . . '*	Board members, governors, public, paper authors	June 2020	Sue Proctor	Meetings are focused on COVID and any urgent matter (no public observers)
Strategic Discussion Sessions (changed to Board meetings)	Review of strategic plans and the Board's programme of learning	Internal decision	Board members	June 2020	Sue Proctor	Being used for Board meetings focused on COVID
Board Development Sessions	Programme of development	Internal decision	Board members	September 2020	Sue Proctor	
Quality Committee	Normal cycle of business and action log	'Reducing the burden . . . '*	Board members, governor observers	TBC	John Baker	Quality committees are recommended to continue
Audit Committee	Normal cycle of business and action log	'Reducing the burden . . . '*		TBC	Martin Wright	
F& P Committee	Normal cycle of business, action log and cycle of formal meetings	'Reducing the burden . . . '*	Board members, governor observers	TBC	Sue White	Teleconference discussions between members and DH and JFA
Workforce Committee	Normal cycle of business, action log and cycle of formal meetings	'Reducing the burden . . . '*	Board members, governor observers	TBC	Helen Grantham	Teleconference discussions between HG and CH
MHL Committee	Normal cycle of business and action logs	'Reducing the burden . . . '*	Board members, governor observers	TBC	Andrew Marran	
Trustees Meetings	Normal cycle of business, action log and cycle of formal meetings	'Reducing the burden . . . '*	Trustees	TBC	Sue Proctor	
Remuneration Committee	Normal cycle of business, action log and cycle of formal meetings	'Reducing the burden . . . '*	Committee members	TBC	Sue Proctor	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
<b>COUNCIL OF GOVERNORS</b>						
Council meetings	Normal cycle of business and action log	'Reducing the burden . . . '*	Governors, NEDs, EDs, paper authors	July 2020	Sue Proctor	Currently paused plans for a virtual Q&A session in May
Board to Board meeting	No decision taken yet as to whether this needs to be postponed	TBC	Governors, Board members	TBC	Sue Proctor / Sara Munro	
Elections for governors	Still considering whether these need to be deferred	'Reducing the burden . . . '*	Governors, members, returning officer	TBC	Sue Proctor	Decision to carry out elections will be dependant on length of lock-down
Annual Members Meeting	Presentation of the Annual Report and Accounts to governors	'Reducing the burden . . . '*	Governors, Board members, members	COMPLETED (event cancelled)	Sue Proctor	
Big Conversation	Linked to the Annual Members' Meeting	Internal decision	Members, service users, patient experience team	TBC	Cathy Woffendin	Considerations as to whether this is linked to the hard launch of the Patient's experience Strategy later in the year
Governor induction	Session to ensure governors have all the skills to commence their roles and have completed all the necessary paperwork	Internal decision	New governors, lead governor, Chair	September 2020	Sue Proctor	Dependent on arrangements for social distancing will depend when these can take place
Refresh and review of governor handbook	Refreshed handbook to support the induction of governors	Internal decision – Corporate Governance Staff re-deployed	Corporate Governance Team	September 2020	Cath Hill/ Corporate Governance Team	
Setting up governor's email accounts	A request from the Council of Governors for governors who wished to have their own NHS email account	Internal decision	Governors	September 2020	Cath Hill/ Corporate Governance Team	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
Governor observers at sub-committee meetings	Governors attending committee (and Board) meetings to observe NEDs and the work of the committee (this will be linked to when sub-committee start to meet under their normal cycle of business again)	Internal decision based on 'Reducing the burden . . . '*	Governors, NEDs	TBC	Chairs of sub-committees	This is linked to starting the sub-committee meetings fully and social distancing rules
Training programme for governors	Wider programme of training to allow governors to have the necessary skills to carry out their role	Internal decision	OD team, partner Trusts, governors	September 2020	OD / Cath Hill	
Presentation of the Annual Accounts and Report to the Council of Governors	This has been removed from the Annual Members' Meeting in July and another date is being sourced	Annual Reporting Manual Timetable	Governors, Board members, public	TBC – possibly November 2020	Chair / Cath Hill	
<b>ANNUAL RETURNS / DECLARATIONS</b>						
Licence Self-declarations (G6 and FT4)	Awaiting further guidance from NHSI as to whether these have been deferred or when they are required	'Reducing the burden . . . '*	EDs, Board, Senior management lead for each standard	TBC	Cath Hill	
Self-declaration for compliance with the NHS Constitution	Awaiting further guidance from NHSI as to whether these have been deferred or when they are required	'Reducing the burden . . . '*	EDs, Board, Senior management lead for each standard	TBC	Cath Hill	
Annual Report and Accounts	The final deadline for the submission of the AR&A has been deferred to 25 June 2020	'Reducing the burden . . . '* - Annual reporting Manual and National timetable	Auditors, Audit Committee, Board of Directors, Council of Governors, regulators	June 2020 / Autumn for submission to Parliament	Dawn Hanwell / Cath Hill	Arrangements are being for convene an Audit Committee meeting and Board meeting in mid-June
Declarations of interest for staff (key decision makers)	Email reminders to complete annual declaration of interests for publication on the website in accordance with Department of Health guidelines	Internal decision	Strategic Decision makers, public, auditors	September 2020	Corporate Governance Team	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
Declarations of interest for Board members	Annual declarations of interest forms to be completed and filed and published on the Trust website	Internal decision	Board members, public, auditors	September 2020	Corporate Governance Team	
Declarations of independence for non-executive directors	Annual declaration made by non-executive directors to declare their independence in terms of character and judgement	Internal decision	Board members	September 2020	Corporate Governance Team	
Declarations of interest for governors	Annual declarations of interest forms to be completed and filed and published on the Trust website	Internal decision	Board members, public, auditors	September 2020	Corporate Governance Team	
Fit and proper person annual declarations	Annual self-declarations made by Board members	Internal decision	Board members, regulators	September 2020	Corporate Governance Team	
<b>BOARD MEMBERS</b>						
Appraisals (EDs and NEDs)	Annual appraisals for Board members carried out by line manager (in the case of chair SID and Lead Governor)	Internal decision	Board members, SID, Lead Governor	TBC	Sue Proctor / Sara Munro	
Fit and Proper Person appraisal declarations	F&PP declarations completed as part of the annual appraisal process (linked to above)	Internal decision	Board members, regulators	TBC	Sue Proctor / Sara Munro	
NED / governor service visits	Programme of visits undertaken by NEDs accompanied by governors to visit services	Coronavirus Act 2020 (social distancing)	NEDs, governors, staff on wards where a visit has already been arranged	TBC	Sara Munro	
Annual cost of living uplifts for EDs and NEDs	Meetings of the Remuneration Committee and the Appointments and Remuneration Committee to agree the annual uplift for EDs and NEDs (for period commencing 1 April 2020)	'Reducing the burden . . . '* in terms of pausing committee meetings	NEDs and EDs	TBC	Claire Holmes	
Agreement of salary for new MD appointment	Meeting of the Remuneration Committee to agree the salary offer to the newly appointed MD	'Reducing the burden . . . '* in terms of pausing committee meetings	Newly appointed MD	TBC	Sara Munro	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
Start date for the new Med	The start date for the newly appointed MD has been postponed in light of the need to maintain management arrangements for COVID19	Internal decision	CEO, current MD, newly appointed MD, other Board members	TBC	Sara Munro	
<b>TRAINING</b>						
Meetings training (internally facilitated)	Training for members of staff within the Trust	Internal decision and Coronavirus Act 2020 (social distancing)	Staff booked on the courses	September 2020	Corporate Governance Team	
Review of meetings handbooks	Ensuring the training manuals are current and reflect the course material	Internal decision – Corporate Governance staff redeployed	Corporate governance team	September 2020	Corporate Governance Team	
<b>EXEC-LED GROUPS</b>						
ERMG	Normal cycle of business, action log and cycle of formal meetings	Internal decision informed by ‘Reducing the burden....’	Members of the meeting, paper authors, audit committee, auditors	TBC	Sara Munro	Risks are being picked up through the COVID governance structure
Trustwide Clinical Governance Group	Normal cycle of business, action log and cycle of formal meetings – however the meetings have been increased to one hour weekly in order to pick up urgent issues in terms of patient safety, clinical effectiveness and clinical learning. Recognised the need for a space for this work with the danger that the COVID response could mask other issues.	Proposal taken through quality committee	Care group and trust wide clinical governance membership, taken to Quality Committee for assurance	Monthly at Quality Committee	Claire Kenwood	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
Trustwide Safeguarding Committee	Normal cycle of business, action log and cycle of formal meetings – however the meetings undertaken virtually in order to pick up urgent issues with issues taken through Trustwide Clinical Governance Group and Quality Committee	Proposal taken through quality committee	Members of the meeting, EDs, senior management, Quality Committee	July 2020	Cathy Woffendin	
Patient Experience and Involvement Strategic Steering Group	Normal cycle of business, action log and cycle of formal meetings – however there is a monthly virtual call with our members of Sun and Sunrays and any issues from this are escalated to Director of Nursing, Professions and Quality	Internal	Members of the meeting, service users	July 2020	Cathy Woffendin	There was a virtual call with everyone on the 7th April prior to our patient experience and involvement strategy being launched on our website on the 9th April
Information Steering Group	Normal cycle of business, action log and cycle of formal meetings	Internal decision.	EDs, Senior management	July 2020	Dawn Hanwell	Focus on Care Director and Programme Board arrangements still in place. Key issues escalated and managed through COVID work stream.
Financial Planning Group	Normal cycle of business, action log and cycle of formal meetings	Internal decision.	EDs, Senior management	July 2020	Dawn Hanwell	Interim national financial governance in place which supersedes normal financial planning arrangements. Key issues escalated and managed through

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
						COVID work stream.
Estates Steering Group	Normal cycle of business, action log and cycle of formal meetings	Internal decision.	EDs, Senior management	July 2020	Dawn Hanwell	Focus on supporting COVID response, no strategic capital schemes are proceeding with the exception of CAMHS T4. Key issues escalated and managed through COVID work stream.
Operational Delivery Group	Normal cycle of business, action log and cycle of formal meetings	Internal decision	EDs, Senior management	July 2020	Joanna Forster Adams	
Service Development Group	Normal cycle of business, action log and cycle of formal meetings	Internal decision	EDs, Senior management	July 2020	Joanna Forster Adams	
<b>POLICIES AND PROCEDURES</b>						
Review and tracking of policies and procedures	Reminders to policy authors to update those procedures which are out of date or which will shortly become out of date	Internal decision	Document authors, corporate governance staff re-deployed	July 2020	Cath Hill	
Meetings of the Policies and Procedures group	Main cycle of ratifying completed and refreshed policies and procedures (any urgent policies and procedures linked to the management of COVID19 will be ratified virtually)	Internal decision informed by 'Reducing the burden....'	Members of the group, document authors	July 2020	Cath Hill	

Item / event	What is being paused / changed	Guidance / source of decision to hibernate this item / event	Stakeholders	Date to be reviewed	Lead	Comments
<b>OTHER GROUPS AND MEETINGS</b>						
Involvement sub-group	Meetings of the Involvement sub-group	Internal decision and Coronavirus Act 2020 (social distancing)	Members of the group	July 2020	Cath Hill	
Patient experience sub-group	Meetings of the Involvement sub-group	Internal decision and Coronavirus Act 2020 (social distancing)	Members of the group	July 2020	Nichola Sanderson	
Carers subgroup	Meetings of the Involvement sub-group	Internal decision and Coronavirus Act 2020 (social distancing)	Members of the group	July 2020	Linda Rose	
<b>INTERNAL AUDIT</b>						
Internal audit reports	Completion of internal audit reports currently issued in draft	Audit Committee	Internal auditors, report leads	July 2020	Sharron Blackburn / EDs	
Internal audit plan	Carrying out any new audit which hasn't already been started and pausing any audit which hasn't yet been completed	Audit committee	Internal auditors, report leads	July 2020	Sharron Blackburn / Dawn Hanwell	
Internal audit action tracker	Action owners are to be reminded that the actions are outstanding and will be given the option to either complete them if they are able or to change the target completion date	Audit Committee	Action owners, internal auditors	April 2020	Sharron Blackburn / Cath Hill	
<b>OTHER WORK</b>						
Deloitte's review of governance	Follow up review of the governance arrangements in the Trust and benchmark against the new Well-led standards	Internal decision	Deloitte's, CEO, Board members, EDs	July 2020	Sara Munro	