

LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST

**Minutes of the Public Meeting of the Board of Directors
held on Thursday 30 March 2023 at 9:30 am
in Cheer Room, The Studio, Riverside West, Whitehall Road Leeds LS1 4AW**

Board Members

Apologies

Miss Merran McRae	Chair of the Trust
Mrs J Forster Adams	Chief Operating Officer
Miss H Grantham	Non-executive Director (Deputy Chair of the Trust)
Mrs D Hanwell	Chief Financial Officer and Deputy Chief Executive
Mr C Henry	Non-executive Director (Senior Independent Director)
Dr F Healey	Non-executive Director
Dr C Hosker	Medical Director
Mrs K Khan MBE	Non-executive Director
Dr S Munro	Chief Executive
Mr D Skinner	Director for People and Organisational Development
Mrs C Woffendin	Director of Nursing, Quality and Professions
Mr M Wright	Non-executive Director

All members of the Board have full voting rights

In attendance

Mrs C Hill	Associate Director for Corporate Governance / Trust Board Secretary
Miss R Cooper	Corporate Governance Officer
Mr K Betts	Governance Assistant
Ms K McKewan	Lead in the ICB for PICU redesign (for minute 23/019)
Harriet	Expert by experience (for minute 23/019)
Mrs R Pilling	Experience Co-ordinator (for minute 23/019)
Mr T Cooke	Chief Officer health Partnerships, Leeds City Council (minute 23/042)
Mr W Feroze	Strategy Partnership Development Manager, Leeds Health Partnerships Team (for minute 23/042)

Five members of the public observed the meeting

Action

23/019

Miss McRae opened the public meeting at 09.30 am and welcomed everyone.

Sharing Stories (agenda item 1)

Ms McKewan introduced the work being done across West Yorkshire in relation to the Psychiatric Intensive Care (PICU) transformation project, noting this looked to draw together how PICU services were provided across the region. She added the three main areas of focus were clinical, infrastructure and oversight to ensure there was consistency within the service. Ms McKewan also explained how the experiences of service users and carers were being included in the project.

Harriet advised that she was an expert by experience and explained how her positive experience of being treated on a PICU ward was being used to inform the provision of services in the future. Harriet also explained the benefits of

being treated on a PICU ward, rather than an acute mental health ward, and noted the importance of PICU wards in aiding recovery. She explained that on an acute ward the environment was not conducive to people with neurodiverse issues. She also explained how being placed out of area was not such a positive experience and explained that being close to family and normal support networks was important to service users. Harriett concluded with explaining that it was her positive experience of the care environment provided by PICU wards that had prompted her to get involved with the project to ensure the better provision of this service across West Yorkshire.

Miss McRae thanked Harriet and Ms McKewan for sharing their experiences of this valuable project. Mrs Forster Adams noted the comments about the environment on adult acute mental health wards not being suitable for people with autism and agreed to take these observations into both the autism training programme and the work to look at the physical environment across the Trust's estate.

Miss Grantham asked whether standardising practices and service provision across the region would benefit with the recruitment and retention of staff. Ms McKewan explained the project had generated some concern about the loss of autonomy over a particular bed base and decision making, but that part of the project was to ensure staff saw the benefits of providing the service within a system and having standard operating procedures. It was felt that not only would this aid with the retention of staff it would also help where staff were required to move around the system.

Dr Munro explained that one of the drivers for this piece of work was the lack of capacity in the system for PICU beds due to demand and the need to ensure people were not sent out of area. She also noted the importance of bringing together service provision across West Yorkshire to ensure the entirety of provision was best used to benefit service users.

Miss McRae **thanked** Ms McKewan and Harriett for talking about the PICU project and **acknowledged** the importance of this work. She also suggested that an update on this project would be something the Board would be interested in receiving at some point in the future.

23/020 **Apologies for absence** (agenda item 2)

No apologies for absence were received.

23/021 **Declaration of interests for directors and any declared conflicts of interest in respect of the agenda items** (agenda item 3)

The Board noted there were no changes to Board members' declarations of interest and no member had declared a conflict of interest in any agenda item.

23/022 **Minutes of the previous meeting held on 26 January 2023** (agenda item 4)

The minutes of the meeting held on 26 January 2023 were **received** and **agreed** as an accurate record.

23/023 Matters arising (agenda item 5)

Dr Munro noted that in relation to the Larger Labels Project, she had provided an outline of the work to the Leeds Health and Wellbeing Board and they had asked for a fuller update on this project. She also noted the team overseeing the project had been connected with the National Learning Disabilities Team who were interested in knowing more about the project. Finally, Dr Munro reported that the Chief Pharmacist for West Yorkshire was undertaking a procurement exercise for labelling equipment and was looking at how this work could feed into the exercise and what needed to change.

23/024 Actions outstanding from the public meetings of the Board of Directors (agenda item 6)

Miss McRae 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 **received** the cumulative action log and **noted** the content.

23/025 Report from the Chief Executive (agenda item 7)

Dr Munro presented her Chief Executive's report and drew attention to the key information it contained. In particular she highlighted the Synergi Leeds event that had showcased the journey of this project over the last four years. She added this was a partnership collaboration aimed at tackling systemic race inequality in mental health through grass roots investment, creative space events and securing senior leadership commitment.

Dr Munro then reminded the Board that Mrs Woffendin would be retiring early at the end of May 2023, and reported that following a competitive interview process, Nichola Sanderson, who was the current Deputy Director of Nursing had been appointed as the Director of Nursing Quality and Performance. Dr Munro added that Mrs Sanderson would be taking up this position on 1 June 2023.

On behalf of the Board, Miss McRae congratulated Mrs Sanderson on her appointment. She also advised the Board that Dr Munro had been named in the Health Service Journal's ranking of the top Chief Executives in 2023 and congratulated her on this award.

The Board noted the content of the report.

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

23/026

Report from the Chair of the Quality Committee for the meetings held on 16 February and 16 March 2023 (agenda item 8)

The Board received the Chair's report from the Quality Committee meetings that had taken place on 16 February and 16 March 2023. Dr Healey drew attention to the two reports presented and highlighted a number of areas that had been discussed, including:

- The Doctors Disciplinary Champion and the request this was moved to the Workforce Committee. The Board agreed this change.
- A report which provided an update on the progress made by services in regard to a clinical practice review against the NICE guidance: 'Self-harm: Assessment, Management and Preventing Recurrence'. Dr Healey noted the committee had been informed of a number of pieces of work that were being undertaken in relation to this. She also noted a report would be presented to the committee's April meeting to summarise the work that had been undertaken at a Trustwide level.

Mr Wright observed the Quality Committee had established some principles around the length and circulation of agenda papers and asked if this was something other committees should consider. Mrs Hill noted that in discussions with Miss McRae it had been suggested this would be discussed in more detail in a future Board workshop. Mr Henry suggested that this discussion could be supplemented by a consideration of what could be provided through technology; what level of information should be included in the paper and what could be accessed through a system of "self-serve".

Miss McRae sought further information on the work outlined in the 16 March Chair's report in relation to self-harm and a consideration of what further centralised support might be required. She asked if this was something the Board needed to discuss in more detail. Dr Healey confirmed the committee was still to receive further assurances on this work and it was something the Board needed to be mindful of at the present time, but it should note this was a large change to the NICE guidelines.

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

23/027

Ratification of the Terms of Reference for the Quality Committee (agenda item 8.1)

The Board **ratified** the Terms of Reference for the Quality Committee noting the Board had agreed a change in the committee responsible for the Doctors' Disciplinary Champion and this change would be reflected in the Terms of Reference.

23/028

Report from the Chair of the Mental Health Legislation Committee meeting held on 7 February 2023 (agenda item 9)

The Board received the Chair's report from the Mental Health Legislation Committee meeting that had taken place on 7 February 2023. In particular Mrs Khan drew attention to:

- The lack of data from the York Advocacy service. It was noted this matter had been ongoing for some considerable time and that the problem with obtaining the data was a lack of specificity in the contract. The Board suggested this committee close this action.
- The removal of the requirement to complete any Section 49 reports requested by the Court of Protection if the individual had not accessed the Trust's services. Dr Hosker supported this change as being something positive for Trusts and the burden this placed on clinicians.

Mrs Khan noted the Mental Health Legislation Committee had requested the Workforce Committee carry out an assessment on which service areas should be prioritised to receive cultural awareness training. It was suggested that rather than the Workforce Committee overseeing this, it should be something factored into the Health Inequalities work which was being led by Mrs Forster Adams.

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

23/029

Report from the Chair of the Workforce Committee for the meeting held on 9 February 2023 (agenda item 10)

The Board received the Chair's report from the Workforce Committee meeting that had taken place on 9 February 2023. Attention was drawn in particular to a report on feedback and experiences from placement students which provided information on the quality and standards across the Trust's various learning environments. Miss Grantham noted the Committee had been assured on the mechanisms in place to support learners but had noted there were also a few challenges, including the Health Education England merger with NHS England and the potential funding implications of this; and secondly, the shortage of classroom space for face-to-face training.

With regard to classroom space this was noted as something that was currently under review.

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

23/030

Ratification of the Terms of Reference for the Workforce Committee (agenda item 10.1)

The Board **ratified** the Terms of Reference for the Workforce Committee.

23/031

Report from the Chair of the Finance and Performance Committee for the meeting held on 28 March 2023 (agenda item 11)

The Board received the Chair's report from the Finance and Performance Committee meeting that had taken place on 28 March 2023. Attention was drawn to:

- The Chief Operating Officer's Report, noting some escalations from a service delivery perspective including the continued need to cap admissions to Red Kite View at 76% of the operational capacity, rather than the target of 85% due to ongoing medical staffing issues.
- An update on performance against the recording of cardiometabolic physical health checks within inpatient wards. The committee was assured that good progress was being made, and agreed that future reporting on performance would be done via the Chief Operating Officer's Report
- The final operational plan submission which considered the proposed organisational priorities for 2023/24 and noted that further work would be undertaken to set out the actions and timescales for delivery. Mr Henry reported the committee had been assured of the approach being taken to govern the delivery of the organisational priorities and productivity and efficiency programme; and noted the internal governance timetable for developing and submitting the Trust's Operational Plan.
- An update on progress being made against the main IT projects including a mandate from NHS England that all trusts must implement multifactor authentication by July 2023 (for those working remotely) and the arrangements being made to prepare for this.
- A cyber security update and assurances the Trust continued to maintain a robust position in relation to its cyber defences.

Mrs Khan asked about digital accessibility for all parts of the community, taking account of not only affordability at a time when there was a cost of living crisis but also issues around avoidance of digital solutions and a lack of knowledge of how to use and access these new solutions. Mr Henry noted the assurances the committee had received on the work ongoing in the city to address these issues and reach communities, noting the Trust was linked into this collaborative work through the Thrive by Design Team.

Mr Henry noted the committee had discussed there being a sub-committee which specifically looked at the PFI project. It was noted this would be an operational group rather than a Board sub-committee.

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

Report from the Chief Operating Officer (agenda item 12)

Mrs Forster Adams presented her Chief Operating Officer's report, noting this had been scrutinised by the Finance and Performance Committee. She then drew attention to the key points in the report. In particular she noted there would be a strike carried out by the Junior Doctors following the Easter weekend. She added there were robust arrangements in place to manage any impact this period of strike action might create.

With regard to service delivery, she noted that whilst there were a number of areas highlighted, there were 'green shoots' of stabilisation and improvement which could be seen, although in some services there were cultural and practice issues which continued to receive some focus.

Mrs Forster Adams then detailed the work in the Community Mental Health Teams to support the stabilisation of the service including the deployment of some staff into the team. As part of phase two of the work, she noted there would be work to look at supporting the community transformation project with executive oversight of the service through various routes. With regard to the Older Adult Inpatient Service, she reported this had now moved out of Business Continuity, and that to assist with achieving this the bed base had been reduced, adding this was in line with the agreed recovery and stabilisation plan.

With regard to the Leeds based Forensic services she reported this continued to face significant nursing workforce challenges, with a registered nurse vacancy rate of 35%, and a total unavailability rate of 37% over the last four weeks. She noted the case to improve the substantive establishment adding this had been positively received as part of the West Yorkshire Provider Collaborative and recruitment to these additional posts had commenced. She added that six health support worker posts had been appointed to, with an expectation to recruit to another six posts in line with plans for the service.

Mrs Forster Adams then reported on Red Kite View, noting an issue around temporary medical staffing absences which had resulted in the continued need to cap admissions to 76% of operational capacity against a target of 85%. She added this was under active review due to the extended period of reduced capacity in the general ward. Mrs Forster Adams also reported there had been a temporary pause of admissions to the Lapwing ward following concerns regarding the clinical case mix and specific needs of the service users who were currently in the service. She added the Trust had looked to provider collaborative colleagues for support to expedite the discharge of patients to enable a period of review, recovery, and service restoration.

The Board noted the position as reported in the Chief Operating Officer's report and the ways in which the areas of focus were being addressed. The Board discussed the solutions that were being put in place.

Mrs Khan asked about the ADHD service and the need to ensure there was sufficient capacity in the system to address the increasing waiting lists. Mrs Forster Adams advised that the Trust was working with the West Yorkshire ICB colleagues to lobby for prioritised investment to enable capacity to be

significantly increased. She also noted that solutions were being explored with partners across Leeds to look at a local solution to address access into ADHD and also autism services, although she noted the financial constraints this might encounter. In addition, Mrs Forster Adams noted that internally there was work to look at how the Trust might invest in the service and tackle some of the waiting times.

Miss McRae asked what the optimum case load was for Community and Intensive Home Treatment teams. Mrs Forster Adams advised this had been explored at the Finance and Performance committee and that it was different for different services. Miss McRae also noted that not only were all the region's mental health inpatient sites not on the priority supply list for power, they were not on the schedule as category A users for gas supplies. Mrs Forster Adams assured the Board this was being picked up through the Estates Strategy Group.

The Board **received** and **noted** the detail in the Chief Operating Officer's report.

23/033

Chief Financial Officer's Report (agenda item 13)

Mrs Hanwell presented her Chief Financial Officer's Report, noting the Trust was achieving both capital and revenue plans as at month 11 in 2022/23 and there was a high degree of confidence in the forecast outturn delivery against these plans overall.

The Board **received** the Chief Financial Officer's report and **noted** the content.

23/034

2023/24 Operational Plan – final (agenda item 14)

Mrs Hanwell presented the final draft of the 2023/24 Operational Plan. She noted this was part of a larger system plan which collated the information from all the individual plans in West Yorkshire.

Mrs Hanwell explained that the Finance and Performance Committee had looked at this in some detail and the committee had commented on the large number of priorities that had been outlined in the plan. She added there was further work to distil the key operational priorities and this was ongoing with senior managers. Miss Grantham asked how the priorities set out in the Operational Plan linked to the Quality Priorities previously discussed by the Board. Dr Munro noted the list contained a number of operational and contractual priorities and that work was ongoing to distil the strategic priorities. she added that a paper would be brought to the May Board meeting which would set out those strategic priorities for onward reporting to the Board in terms of progress.

The Board **received** and **endorsed** the Operational Plan for 2023/24 and **noted** the operational and contractual priorities as set out in the paper.

23/035

Approval of the Standing Financial Instructions (SFIs) (agenda item 15)

Mrs Hanwell noted the SFIs had been prepared in a standard template and the review had only resulted in minor changes. She added that in view of the new financial landscape in which the Trust now operated there would be a more wide-reaching review of financial procedures at a later date and this would likely result in further changes to the SFIs.

However, Mrs Hanwell assured the Board these were fit for purpose and asked the Board to approve the SFIs as presented. Miss Grantham asked what mechanism was in place to ensure the workforce was aware of their obligations under documents such as the SFIs. It was agreed the Workforce Committee should look at how this could be facilitated.

HG / DS

The Board **received** and **approved** the Standing Financial Instructions.

23/036

Director of Nursing, Quality and Professions Report (agenda item 16)

Mrs Woffendin provided an update in relation to progress across the Nursing, Professions and Quality directorate. She firstly reported that since the Panorama documentary relating to findings at the Edenfield Centre in Prestwich there had been several work streams within the Trust to monitor and evaluate the safety of our inpatient areas using the CQC fundamental standards framework as a basis for the evaluation to facilitate engagement with staff and patients. Mrs Woffendin reported there were lots of areas of good practice, adding there were some areas for further development that had been identified and these were being addressed.

Mrs Woffendin also provided assurance on the ongoing oversight of infection management, noting that since January 2023 there had been seven outbreaks of COVID-19, one flu outbreak and two gastroenteritis outbreaks across inpatient services. She added that all outbreaks were supported by frequent meetings between the IPC team and ward staff. In addition, she noted that she had daily oversight of all outbreaks and positive cases across the organisation.

In relation to service user and carer engagement, Mrs Woffendin noted the important work carried out in this area and thanked service users and carers for the time they give to supporting this work. Mrs Woffendin also paid tribute to the Safeguarding Team noting they had achieved the West Yorkshire Domestic Violence and Abuse Quality Mark, adding this was recognition of the Trust's commitment to supporting service users and their families affected by domestic violence and abuse. The Board acknowledged all the work done by the Safeguarding Team in ensuring the safety of service users.

Miss McRae noted the report referred to work to ensure there were clear parameters from ward to board and to agree seclusion timescales. Mrs Woffendin explained this was a review of the policy to ensure it was fit for purpose and that staff were clear as to when to escalate individual episodes. It was noted that episodes of seclusion were reported to the Quality Committee.

The Board **received** the report from the Director of Nursing Quality and Professions and **noted** the content.

23/037

Safer Staffing Report (agenda item 17)

Mrs Woffendin presented the safer staffing report noting this drew on the requirements of the National Quality Board's Safer Staffing expectations. She noted it contained a high-level overview of data and analysis providing information on the position of all ward staffing against safer staffing levels for the retrospective periods from the 1 November 2022 to the 31 January 2023. Mrs Woffendin reported that in the period there had been two registered nurse breaches and that neither of these had resulted in any patient safety issues. Mrs Woffendin also referred to one breach of the working time directive again noting that this had been managed safely.

With regard to the tables at the end of the report, Mrs Woffendin assured the Board that whilst the colour coding had been reversed, the figures in the tables were correct.

The Board **received** the Safe Staffing Report and **noted** the content.

23/038

Medical Director's Report (agenda item 18)

Dr Hosker presented his Medical Director's report drawing attention to the planning that had already taken place to address the potential impact of the forthcoming Junior Doctors' strike.

He then spoke about the proactive approach to engagement with the higher trainees approaching consultant appointments, ensuring links were maintained through their training in order to discuss their career aims, and ensure these were connected with future consultant vacancies and opportunities.

Dr Hosker then noted there was an event to mark the passing of Professor Andrew Sims which would provide an opportunity to celebrate his life and contributions to psychiatry. The Board noted the death of Prof Sims and asked for its condolences to be recorded.

With regard to Pharmacy services, Dr Hosker noted the service had been operating in business continuity since July 2022 due to staffing levels. He noted the reasons for this were due to the service carrying numerous vacancies as well as having high levels of sickness. He explained some of

the work to address the vacancies and the expectation that the service would return to business as usual in May or June 2023.

Miss McRae asked about the timescale for NICE guidance on self-harm, noting it had taken nine months to complete the baseline assessment and asked if this was normal. The Board was advised that timescales were dependent on the level of change the guidelines brought. Dr Hosker assured the Board this was an in-depth piece of work but that some elements had been brought forward at the suggestion of the Quality Committee.

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

23/039

Guardian of Safe Working Hours quarterly report (agenda item 19)

Dr Hosker presented the report noting this was provided to give assurance that doctors in training were safely rostered and their working hours were compliant with the Junior Doctors' contract 2016 and in accordance with Junior Doctors' Terms and Conditions of service.

He reported that in the period October to December 2022 there had been three exception reports but that none of these had resulted in patient safety issues.

The Board **received** the Guardian of Safe Working Hours report and **noted** the content.

23/040

Director of People and Organisational Development Report (agenda item 20)

Mr Skinner gave a detailed presentation of the Director of People and Organisational Development Report including compliance with mandatory training, noting there was a recovery plan in place, adding that compliance with targets had been impacted by staffing pressures across the Trust. He also reported on the work undertaken by the recruitment team to work with teams experiencing difficulty in recruiting to vacancies and to look at how to address the gaps in the workforce. He spoke about the work of the Resourcing Team, the development of the different roles in the Trust and the release of the 360 manager training package. He also outlined the work of the People Engagement Team to support the wellbeing of staff.

Mr Skinner noted the importance of not only recruiting staff to vacancies, but the retention of staff and outlined in detail the work being undertaken in these areas.

Miss McRae thanked Mr Skinner for his report and noted there would be a more in-depth discussion on strategic workforce issues at the April Board discussion session where some of the issues outlined in the report would be looked at in more detail.

The Board **received** the Director of People and Organisational Development report and **noted** the content.

23/041

Accessible information standards update (agenda item 21)

The Board **supported** the work being carried out in respect of the Accessible Information Standards and **noted** the areas for improvement.

23/042

Leeds Health and Wellbeing Strategy refresh and engagement and endorsement (agenda item 24)

Dr Munro introduced the Leeds Health and Wellbeing strategy, noting this was in the process of being refreshed and that Mr Cooke and Mr Feroze had been invited to hear the comments from members of the Board so these could be fed into the refresh work.

The Board considered the content of the report. It made specific reference to the context section noting this was valuable in understanding what the aim of the strategy was.

There was a discussion about how the Trust's senior leaders would be made aware of the content of the strategy and how the priorities in the document linked to the Trust's priorities. It was noted the Trust's responsibility in the delivery of the priorities in the Health and Wellbeing Strategy was to support their delivery as a partner in the city that provided mental health and learning disability services to the citizens of Leeds. It was also noted that the priorities in this Strategy would link into a number of other strategies and initiatives in Leeds.

In terms of links to the Trust's own priorities, Dr Munro noted there was a piece of work to refine these priorities, which would be linked to a wider horizon scan with the senior leadership team to ensure the Trust was sighted on wider priorities and the right connections were made. Dr Munro also noted there was work to refresh the Trust's self-assessment for the Anchors programme which would be brought back through the Executive Management Team and then to the Board for consideration in a strategic discussion session.

Mrs Khan asked about the priority around "making Leeds a city where children and young people's lives are filled with positive things to do", and how this would be achieved in the context of a cost of living crisis and cuts in funding. She also asked about the priority focused on "making Leeds a city where fears about crime and antisocial behaviour are no barrier to enjoying everything the community has to offer", given the challenges with crime in some communities.

Dr Munro noted these priorities were likely to be linked, with resources being focused on the areas of greatest need and that whilst achieving these would be hard in some areas of the community it was important to try to make some

progress and inroads. Mr Cooke echoed Dr Munro's comments and outlined some of the work currently being undertaken to support these priorities.

Miss McRae welcomed mental health being included in the strategy but observed that services for older people didn't seem to feature as much as it might. Mr Cooke noted this observation. He then outlined some of the work that was ongoing to achieve the priorities. He also noted the important links to housing and homelessness and how these played an important part in the health and wellbeing of citizens.

The Board **received** and **endorsed** the Leeds Health and Wellbeing Strategy.

23/043 Board Assurance Framework (agenda item 22)

Dr Munro presented the Board Assurance Framework noting this had been refreshed by the executive team and senior leads for the risks. She also noted this had been scrutinised in more detail by the various Board sub-committees

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

23/044 Cyber security update report (agenda item 23)

Mrs Hanwell presented the report and noted this had been looked at in detail at the Finance and Performance Committee. It was noted that robust arrangements were in place and assurances had been received at the committee meeting from the Chief Information Officer.

The Board **received** and **noted** the content of the cyber security update report.

23/045 Chair's report from the West Yorkshire Mental Health Learning Disability and Autism Collaborative Committees in Common (agenda item 25)

The Board **received** and **noted** the report from the Committees in Common.

23/046 Annual Declarations for members of the Board (agenda item 26)

The Board **received** a report on the annual declarations for members of the Board and **noted** the content.

23/047 Use of the Trust's seal (agenda item 27)

The Board noted the seal had been used once since the last meeting in respect of:

- Log 128 - Renewal of lease Unit A and A1, 34-36 Springwell Road, Leeds LS12 1AW between LYPFT and Holbeck Assets – signed 9 February 2023.

However, The Board noted that although this lease had been signed and sealed it had not been executed as the landlord sold the property without the prior knowledge of the Trust. Mrs Hanwell noted there was now a Tenancy at Will in place with the new landlord. She added there was work ongoing to look at a longer-term solution for premises for the NSCAP service.

The Board **noted** the use of the seal since the last meeting.

23/048 Any other business (agenda item 28)

There were no items of other business.

23/049 Resolution to move to a private meeting of the Board of Directors

At the conclusion of business, the Chair closed the public meeting of the Board of Directors at 13:10 and thanked members of the Board and members of the public for attending.

The Chair then resolved that members of the public would 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.