

15/001	<p>Welcome and Introductions (agenda item 1)</p> <p>The Chair opened the public session of the meeting at 15:15 and welcomed everyone.</p>	
15/002	<p>Apologies (agenda item 2)</p> <p>Apologies were received from Andrew Marran, Niccola Swan, Jackie Ainsley-Stringer and Libby Rowlands.</p>	
15/003	<p>Changes to any declaration of interests and declaration of any conflicts of interest in respect of agenda Items (agenda item 3)</p> <p>Dr Willis declared an interest, noting that he had accepted a job with the Northumberland Tyne and Wear NHS Foundation Trust. Mr Griffiths also informed Council that this will be Dr Willis' last meeting as a member of the Council of Governors.</p>	
15/004	<p>Opportunity to Receive Comments or Questions from Members of the Public (agenda item 4)</p> <p>There were no questions from members of the public.</p>	
15/005	<p>Minutes of the Public Meeting held on 4 November 2014 (agenda item 5.1)</p>	
	<p>The minutes of the public Council of Governors' meeting held on 4 November 2014 were agreed as an accurate record.</p>	
15/006	<p>Combined report of the Integrated Quality and Performance Report and quarter 3 monitoring return, safe staffing levels, complaints summary report, Trust Incident Review Group (TIRG) Report (lessons learnt) (agenda item 9)</p> <p>Dr Taylor gave an update to the Council in respect of the Trust's performance from the perspective of the non-executive directors. Dr Taylor indicated a mixed picture, noting that whilst there were some areas of good performance there are areas for further improvement. Dr Taylor noted that financially the Trust is in a really strong position with a Continuity Risk Rating of 4. She also explained the current surplus being reported and the factors that had contributed to this.</p>	

Dr Taylor noted that on the downside the objective of making the savings of 4% each year is 40% behind plan mainly due to the delays in changes within the Leeds Care Services Directorate. However, Dr Taylor assured the Council that the Finance and Business Committee had examined the reasons for this in detail. With regard to the capital programme, Dr Taylor reported that there is some slippage in respect of this but that it was expected that there would be an increase in spending on the capital project within the next quarter of the year.

Dr Taylor set out the areas the non-executive directors (NEDs) had concerns about, in particular compulsory training, appraisals and the complaints procedure. Members of Council were advised that the NEDs had drawn these concerns to the attention of the executive directors in various committee meetings and also at Board meetings and Dr Taylor outlined some of the challenge provided in respect of these.

Dr Taylor asked the Council to receive the information in the report regarding Safer Staffing with some caution noting that there were some discrepancies between the electronic data and the report. Dr Taylor noted that an audit had been carried out and briefly explained the findings and the actions being carried out in respect of the data to address these, noting that the matter is being picked up through the Audit Committee, who will receive further reports and assurances.

Mr Griffiths invited governors to ask questions. Dr Willis observed that the performance report appears to have been drafted in such a way whereby it would be difficult to demonstrate that compassionate care, not 'tick box targets' were the Trust's main focus. Dr Willis therefore asked whether there is sufficient qualitative data regarding measuring patient experience. Mr Howarth suggested that the Trust appears to focus on safer staffing levels rather than therapeutic staffing levels.

With regard to these comments, Dr Taylor advised the Council that the Trust is required to report safer staffing levels in a particular way to NHS England and has an obligation to satisfy this requirement.

Dr Taylor also explained that work is ongoing with regard to developing the performance report and suggested that if

governors have any ideas with regard to improving the report that these would be taken into consideration.

Mr Griffiths added that reporting through metrics may be necessary but not a sufficient way of understanding what is happening, but that there is often an external requirement to reporting in a particular way. However, internally Mr Griffiths noted that for example the serious incident report has changed significantly over the years, and now focuses in-depth and qualitatively on the nature of the incident and seeks to look at what can be learnt.

Mr Procter asked a question relating to the use of agency and contract staff as detailed in the financial section of the report. Mr Butler agreed to provide a written response to members of the Council.

Mr Dossey commented that the report is missing good quality stories from staff on what they are doing on a day-to-day basis particularly where they have had good outcomes and on areas of good practice.

Mr Johnson drew attention to page 37 of the report and the details of a response posted on the Patient Opinion website noting the use of the phrase 'speedy recovery'. Mr Johnson indicated that this was probably not an appropriate response to someone with a mental health issue and more generally raised a concern about the quality of written responses sent to service users. Mr Johnson also noted that the performance report overall could benefit from more narrative in respect of some of the data.

Mr Howarth made an observation that although it is said that the NHS budget is protected, the Trust is still required to make a 4% savings reduction and noted that it was difficult to see how this could be perceived as protecting the NHS.

Mr Matfin suggested that the Council of Governors could look at some of the information being reported in more detail and for example, look in detail at some of the complaints or serious incidents that have occurred and the lessons learnt report; noting that this would link the Council more closely to the work of the Trust.

Ms Oxley spoke about her experience as a servicer user with

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	<p>regard to reporting complaints and suggested that there needs to be a clear pathway communicated. Mr Griffiths acknowledged Ms Oxley’s comments and noted that these had already been picked up by the Board.</p> <p>In response to the comments it was noted that there was still more work to be done to develop a report which is informative to the Council of Governors. Dr Taylor said she was pleased by the comments that had been made as they are important in ensuring the Trust is addressing the issues correctly.</p> <p>Mr Griffiths asked for a small group to be convened to look at developing the performance report which would be attended by a few governors, Miss Woodham as Lead Governor; himself; Mr Deery, Prof Thompson (chair of the Quality Committee) and Mrs Hill to look at how the quality of the report could be improved.</p> <p>With regard to a question in respect of the timescale for responding to complaints Dr Taylor said that the target of 30 days to respond to complaints may need to be reviewed especially if the target is not being met; and where it has not been met that the service user should be provided with an explanation. Dr Taylor also agreed with the Council’s views on improving on the quality of the responses to complaints.</p> <p>Mr Dossey sought clarification on the complaints process and gave an example of how complaints can be managed. Mr Griffiths said this could be fed into the quality discussion on how complaints are managed.</p> <p>Mr Griffiths commended members of the Council for taking the time to scrutinise and providing feedback on the report.</p>	FG/CH/CW
	<p>The Council of Governors was assured that the Trust is compliant with all its regulatory requirements, contractual and local targets, and agreed that the report will be reviewed to ensure it meets the needs of the Council.</p>	
<p>15/007</p>	<p>CQC final reports and next steps (agenda item 10)</p> <p>Mr Deery presented a report which set out the process for responding to the findings from the CQC inspection. Mr Deery noted that the Trust had five compliance actions which related to</p>	

	<p>non-compliance with regulations, and that these had generated 23 specific actions.</p> <p>Mr Deery noted that the action plan had been submitted on the 13 February and that the CQC will be considering the actions and proposed timeframes and will respond back to the Trust if they have any concerns about any of these. Mr Deery also explained how the action plan will be monitored internally.</p> <p>With respect to the action plan Mrs Morris asked whether there was any slippage in respect of the actions. Mr Deery explained that the paper to the Council is the version presented to the Board in January and that all the actions were now rated 'green'.</p>	
	<p>The Council of Governors received and noted the system in place to manage action plans.</p>	
15/008	<p>Cumulative actions – actions outstanding from previous Council of Governors’ meetings (agenda item 7)</p> <p>Mrs Hill presented the action log which showed those actions agreed by the Council at previous meetings; those that had been recently completed; and those that were still outstanding.</p>	
	<p>The Council of Governors noted the actions outstanding from previous meetings and was assured of progress.</p>	
15/009	<p>Chair’s Report (agenda item 8)</p> <p>Mr Griffiths presented to the Council the Chair’s Report. Mr Bottomley asked about the Living Wage and expressed surprise that the Trust was not already required to pay this. Mr Butler explained the distinction between the minimum wage, which is a statutory requirement and which the Trust has always paid, and the Living Wage, noting that a decision to pay the Living Wage is a choice made by the Trust and is in line with the Trust’s values. Members of Council were pleased by this development.</p> <p>On another matter Miss Woodham advised the Council that in the next few months there was to be a project to develop therapeutic gardens in Becklin Centre and at other sites and explained the benefit such gardens provided for service users. The Council noted this with interest.</p>	

	The Council received the Chair's Report and noted the content.	
15/010	<p>Engagement with people who are not fully represented (agenda item 11)</p> <p>Miss Woodham presented the report to the Council of Governors noting that the Membership and Development Committee had recommended that a task and finish group be set up to discuss the different ways in which the Council might ensure it is representing fully the views of wider constituencies, especially those people whose voices are not always heard. Miss Woodham reminded the Council that this approach had been agreed at its previous meeting.</p> <p>Miss Woodham reported that the group had met twice so far and had focussed on three particular groups of people namely: people with learning disabilities; people with dementia; and young people and children. Miss Woodham drew the Council's attention to the matters discussed by the group and the recommendations that had been made in the report. Members of the Council considered the report and it was noted that there are already existing societies and forum groups that the Trust could work with to reach these groups.</p> <p>The Council of Governors accepted the recommendations in the report and noted that it is still work in progress. Mr Griffiths added that the report would eventually be referred to the Board of Directors so it can be sighted on this work and a report would also come back to the Council to report on progress.</p>	AH
	The Council of Governors received the report, noted the content and approved the recommendations in the report.	
15/011	<p>Draft minutes from the Membership and Development Committee meeting 11 November 2014 (agenda item 12)</p> <p>Mrs Morris presented the draft minutes of the Membership and Development Committee and updated the Council on the matters discussed at the meeting including the arrangements for the forthcoming Annual Members' Day; the membership campaign; the governor's development programme; and the next round of elections.</p>	

	The Council noted the draft minutes of the Membership and Development Committee held on 11 November 2014.	
15/012	<p>Agreement of the dates for the next round of governor elections (agenda item 13)</p> <p>Mrs Hill presented a report which provided an update in respect of the next round of governor election. Mrs Hill noted that the Membership and Development Committee meeting due to have taken place in January was not quorate and so the paper had been brought to the Council for a decision. Mrs Hill asked members of the Council to consider and agree the dates for the next round of governor elections.</p>	
	The Council of Governors approved the timetable for the forthcoming elections to the Council of Governors which will start on 3 March and conclude on the 30 April 2015.	
15/013	<p>Draft minutes from the Appointments and Remuneration Committee meeting held 27 January 2015 (agenda item 14)</p> <p>Mrs Morris presented the draft minutes from the Appointments and Remuneration Committee meeting held on 27 January 2015, in particular the new procedure for the appointment of non-executive directors, noting that this was being presented to the Council later in the agenda and that the committee had approved this at the meeting.</p> <p>Mrs Morris also noted that the committee had received a full and detailed report on the performance of the non-executive directors following the completion of the annual appraisal process which had been carried out by the Chair of the Trust. Mrs Morris noted that the committee had been assured of the NEDs individual and collective performance.</p>	
	The Council of Governors received the draft minutes from the Appointments and Remuneration Committee meeting held 27 January 2015, noted the contents and was assured of the work of the committee as set out in its Terms of Reference.	

15/014	<p>Approval of the Procedure for the Appointment of Non-executive Directors (agenda item 14.1)</p> <p>Mrs Hill presented the procedure for the Appointment of Non-executive Directors to the Council of Governors and advised it that the procedure is presented for their consideration and ratification. Mrs Hill noted that this procedure brought together in one document the process that had been used for past appointments; but that it now included the process for the new Fit and Proper Person's Test. Mrs Hill also noted that the Appointments and Remuneration Committee approved the procedure at its last meeting in January.</p>	
	<p>The Council of Governors ratified the procedure for the appointment of non-executive directors.</p>	
15/015	<p>Assurance on the outcome of the appraisals for non-executive directors (agenda item 14.2)</p> <p>Mr Griffiths noted that the Appointments and Remuneration Committee had received a detailed report on the performance of the non-executive directors following the completion of their annual appraisals. Mr Griffiths then gave a summary of that report to the Council and stated that the contribution made by the six NEDs is of a very highest order. Mr Griffiths advised the Council that it can be assured that the NEDs are highly diverse, highly competent and demonstrate their appreciation for the Trust's values.</p>	
	<p>The Council of Governors received assurance on the performance of the non-executive directors both individually and collectively.</p>	
15/016	<p>Draft Minutes of the Strategy Committee held on the 25 November 2014, and the 22 January 2015 (agenda item 15)</p> <p>Mr Howarth presented the minutes of the Strategy Committee for the meetings held in November and January, and gave a brief outline of the business discussed at those meetings.</p>	

	The Council of Governors noted the draft Minutes of the Strategy Committee held on the 25 November 2014, and the 22 January 2015.	
15/017	<p>Confirmation of the election of Lead Governor (agenda item 16)</p> <p>Mr Griffiths informed Council that Miss Claire Woodham had been elected Lead Governor through a process which had taken place earlier in the day.</p>	
	The Council noted the appointment of Claire Woodham as the Lead Governor of the Council of Governors.	
15/018	Minutes of the meetings of the Board of Directors held 18 September, 30 October and 2 December 2014 (agenda item 17)	
	The Council received and noted the minutes of the Board of Directors for information.	
15/019	<p>Any other business (agenda item 18)</p> <p>Mrs Raven asked about the possibility of having fencing put up outside the Section 136 Unit at Bootham Park Hospital. Mr Griffiths responded that this has been noted and an update will be provided at the next Council meeting.</p> <p>Mrs Hill drew attention to a report which discussed the nomination for a governor to stand for election to the new Governor Policy Board (GPB); noting that Andrew Marran had put himself forward to stand in this election and had provided a 250 words statement which is required and which was before the Council. Mrs Hill explained the process for standing in this election. Mrs Hill asked the Council of Governors to confirm Andrew Marran be put forward to the Governor Policy Board.</p> <p>By a majority vote, the Council agreed that Andrew Marran be put forward to stand for election to the new Governor Policy Board. Mr Procter indicated that he was unwilling to support this proposal as Mr Marren had not been at the Council meeting. This was noted.</p>	JC

<p>15/020</p>	<p>Question / comments from Members of the Public (agenda item 20)</p> <p>A member of the public who works with Leeds Citizens said he has been working in collaboration with the Trust and had attended the meeting to learn more about the Council. He indicated that he had found the discussion in respect of better engagement with people who are not fully represented to be of interest and offered his support to this work.</p> <p>The Council noted that it was Mrs Morris' and Dr Willis' last meeting as governors and thanked them for their contribution to the work of the Council during their time as governors. Mr Griffiths also noted that Pamela was not eligible to stand for election again as she had served three terms of office.</p>	
<p>The chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust at 16:30 and thanked governors and members of the public for their attendance.</p>		

**COUNCIL OF GOVERNORS' ACTION SUMMARY
(PUBLIC MEETING)
Meeting held 18 February 2015**

MINUTE	ACTION SUMMARY (PUBLIC MEETING)	LEAD
15/006	<p>Combined report of the Integrated Quality and Performance Report and Quarter 3 Monitoring Return, Safe Staffing Levels, Complaints summary report, Trust Incident Review Group (TIRG) Report, Lessons Learnt (agenda item 9)</p> <p>Mr Procter asked a question relating to the use of agency and contract staff as detailed in the financial section of the report. Mr Butler agreed to provide a written response to members of Council.</p> <p>Mr Griffiths asked for a small group to be convened to look at developing the performance report which would be attended by a few governors, Miss Woodham as Lead Governor; himself; Mr Deery, Prof Thompson (chair of the Quality Committee) and Mrs Hill to look at how the quality of the report could be improved.</p>	<p style="text-align: center;">CB</p> <p style="text-align: center;">FG/CH /CW</p>
15/010	<p>Engagement with people who are not fully represented (agenda item 11)</p> <p>The Council of Governors accepted the recommendations in the report and noted that it is still work in progress. Mr Griffiths added that the report would eventually be referred to the Board of Directors so it can be sited on this work.</p>	<p style="text-align: center;">AH</p>
15/019	<p>Any Other Business (agenda item 18)</p> <p>Mrs Raven asked about the possibility of having fencing put up outside the Section 136 Unit at Bootham Park Hospital. Mr Griffiths responded that this has been noted and an update will be provided at the next Council meeting.</p>	<p style="text-align: center;">JC</p>