



LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST  
**Minutes of the Public Meeting of the Council of Governors  
held on Tuesday 14 February 2017 in the Large Function Room, St  
George's Centre, Great George Street, Leeds, LS1 3BR**

<b><u>PRESENT:</u></b>	
Frank Griffiths – Chair of the Trust (Chair of the meeting)	
<b>Public Governors</b>	<b>Staff Governors</b>
Niccola Swan (present for items 1 - 8)	Ruth Grant
Steve Howarth	Andrew Johnson
Jo Sharpe	
	<b>Appointed Governors</b>
<b>Carer Governors</b>	Colin Clark
Julia Raven	Neil Dawson
Andy Bottomley	
	<b>Service User Governors</b>
	Ann Shuter
	Claire Woodham
<b><u>IN ATTENDANCE:</u></b>	
Sara Munro, Chief Executive	
Anthony Deery, Director of Nursing, Professions and Quality	
Lynn Parkinson, Interim Chief Operating Officer	
Sue White, Non-executive Director	
John Baker, Non-executive Director	
Margaret Sentamu, Non-executive Director	
Cath Hill, Head of Corporate Governance (meeting secretariat)	
Rose Cooper, Governance Assistant (minutes)	
1 member of the public	

<p><b>17/001</b></p>	<p><b>Welcome and introductions</b> (agenda item 1)</p> <p>Mr Griffiths opened the meeting at 15.04 and welcomed everyone.</p> <p>Mr Griffiths noted that it was Mr Colin Clarke and Mr Andy Bottomley’s last meeting as governors of the Trust and thanked them for their hard work and contribution to the council. Mr Griffith’s also noted that Mr Dominik Klinikowski had recently resigned as a staff governor having found a new position elsewhere and wished him all the best in his new role.</p>	
<p><b>17/002</b></p>	<p><b>Apologies</b> (agenda item 2)</p> <p>Apologies were received from the following governors:</p> <ul style="list-style-type: none"> <li>• Peter Webster, Public: Leeds governor</li> <li>• Les France, Public: Leeds governor</li> <li>• Carol-Ann Reed, Appointed governor</li> <li>• Andrew Bright, Carer: Leeds governor</li> <li>• Brian Caldwell-White: Public: Leeds governor</li> <li>• Evrett Buckle, Public: Leeds governor</li> <li>• Anita Garvey, Public: Leeds governor.</li> </ul>	
<p><b>17/003</b></p>	<p><b>Changes to any declaration of interests and declaration of any conflicts of interest in respect of agenda items</b> (agenda item 3)</p>	
	<p>No governor present at the meeting indicated a change to their declared interests; nor did any governor raise a conflict of interest in respect of any agenda item.</p>	
<p><b>17/004</b></p>	<p><b>Opportunity to receive comments or questions from members of the public</b> (agenda item 4)</p>	
	<p>There were no questions from members of the public.</p>	

17/005	<p><b>Minutes of the public meeting held on 16 November 2016</b> (agenda item 5.1)</p>	
	<p>The minutes of the public Council of Governors' meeting held on 16 November 2016 were <b>agreed</b> as an accurate record.</p>	
17/006	<p><b>Matters arising: Reduction of beds at Parkside Lodge (P)16/036</b> (agenda item 6)</p> <p>In reference to a discussion that took place at the private council meeting in November, Ms Woodham queried the proposal to reduce bed numbers at Parkside Lodge on the basis that the current capacity was surplus to requirements. She asked if this would take bed occupancy to near 100% or if a safety net was being left to allow for unexpected increases in bed occupancy. She also noted that this question could equally apply to other areas where bed reductions were planned.</p> <p>Mrs Parkinson explained that the beds were intended for the medium-care assessment and treatment of service users with learning disabilities and that the commissioners require the Trust to close two beds each year for the next three years in line with the national Transforming Care agenda. She noted that the intention was that the saved resource would then be transferred to improving community provision thereby helping to reduce out of area admissions. Mrs Parkinson indicated that this staggered reduction was intended to help services manage occupancy (ideally maintaining levels of around 85%) and Mrs Parkinson felt confident that that this was a reasonable readjustment.</p> <p>In terms of bed reductions more broadly, Mrs Parkinson indicated that a reduction in out of area placements for acute beds was a current priority and a target of achieving bed occupancy rates closer to 85% was also in place. Mrs Parkinson noted that conversations were taking place regarding managing occupancy across the West Yorkshire footprint as part of the Sustainability and Transformation Plan (STP).</p>	
	<p>The Council of Governors received a response to Ms Woodham's concerns about bed reduction.</p>	

<p><b>17/008</b></p>	<p><b>Matters arising: Update on the CQC action plan</b> (agenda item 6.2)</p> <p>Mr Deery introduced the progress update report and Ms Sharpe asked if there were any areas where the Trust may be unable to sustain current improvements and where this could be a cause for concern. Mr Deery explained that stabilising the Trust’s workforce is a constant pressure, but he wanted to ensure recent improvements to compulsory training and appraisal figures were not affected by on-going pressures.</p> <p>Expanding on this, Dr Munro discussed plans for a review of governance processes in the Trust, the intention being to create a line of sight from ward level to Board that would enable the Trust to mitigate and manage issues as they arise and provide assurance that standards are sustainable. Dr Munro explained that the CQC inspection framework is currently under revision and it was her intention to signal the opportunity for a re-inspection before July of this year to ensure the Trust is marked against the old and therefore same criteria as the last inspection.</p> <p>Ms Woodham then asked if there had been progress made on establishing an estates solution for the Yorkshire Centre for Psychological Medicine (YCPM). Dr Munro explained that she and the Chief Executive at Leeds Teaching Hospitals Trust had discussed this and there were early conversations being had regarding the feasibility of another potential site. She also informed the Council that the YCPM had been identified as an example of good practice in the latest joint commissioning guidance on medically unexplained symptoms.</p>	
	<p>The Council of Governors was <b>assured</b> there is a robust process in place to ensure the completion of relevant actions.</p>	

<p><b>17/009</b></p>	<p><b>Matters arising: Update on Clifton House</b> (agenda item 6.1)</p> <p>Mrs Parkinson discussed the closure of Westerdale Ward at Clifton House, noting that this had been carried out without the need to transfer any patients out of area and that existing staff had been redeployed to other wards. She explained that they are working towards a phased re-opening of the ward in April 2017, but that this was dependent on whether vacancies could be filled. She described the recruitment campaign, and the decision to extend the remit outside of York and Leeds, with benefits such as relocation expenses being offered to encourage take-up. She also noted that Mr Deery and Dr Neil had commissioned an independent review of the recruitment and retention of staff to this unit to identify further possible learning.</p>	
	<p>The Council of Governors <b>received</b> the update on Clifton House.</p>	
<p><b>17/010</b></p>	<p><b>Cumulative actions outstanding from previous Council of Governors' meetings</b> (agenda item 7)</p> <p>Mrs Hill referred to action 101 and explained that she had been working with the Training and Development team to draft a rolling induction programme for all governors. She indicated that this would be shared with a small group of governors for comment outside of the meeting. Ms Woodham and Mrs Swan expressed an interest in being involved in this.</p> <p>Regarding log number 103, Mrs Hill noted that a meeting was scheduled for 23 March 2017 involving paper authors from all of the performance reports and a small number of governors. Mrs Hill extended an invitation to all other governors.</p>	
	<p>The Council of Governors received the update and was <b>assured</b> of progress.</p>	
<p><b>17/011</b></p>	<p><b>Chair's Report</b> (agenda item 8)</p> <p>Mr Griffiths introduced the report and, upon request from Mrs Swan, Dr Munro provided an update regarding progress with the STP. She explained there had been a short pause in developments to allow for</p>	

	<p>the signing of new contracts and the submission of operational plans. She noted that there had been two meetings of the STP group since the new year and the focus has been on how commissioners should come together as a 'committee in common' to discuss West Yorkshire level commissioning. Conversations were also being had with Bradford District Care Trust and South West Yorkshire Foundation Trust to look at collaborating for the purpose of efficiency and greater economies of scale. Dr Munro noted that a whole-system meeting was taking place in March to discuss how best to deliver services that make a positive difference to communities across the region.</p>	
	<p>The Council of Governors <b>received</b> the Chair's Report and <b>noted</b> the contents as discussed.</p>	
<b>17/012</b>	<p><b>Trust Strategy</b> (agenda item 9)</p> <p>Dr Munro talked through the strategy document and requested the views of the Council, explaining that it would be presented to the Board of Directors in March for ratification.</p>	
	<p>The Council of Governors <b>considered</b> the outputs from the strategy development process and <b>supported</b> the content of this draft before it was presented to the Board for ratification.</p>	
	<p><b>Non-Executive Director presentation about performance</b> (agenda item 10)</p>	
<b>17/013</b>	<p><b>Integrated Quality and Performance Report Quarter 3 for 2016/17</b> (agenda item 10.1)</p> <p>Prof Baker gave a summary of the Integrated Quality and Performance Report for Q3, noting that the data had been to the Quality Committee for scrutiny.</p> <p>Prof Baker felt that in order to provide a good quality service the Trust should aim beyond achieving the bare minimum requirements, drawing on the latest evidence base to underpin the Trust's direction of travel and aligning this with the developing quality strategy. He explained that to do this the Trust needed to work on how it defines</p>	

	<p>and reports on quality, using narrative as well as statistics, and with a greater emphasis on outcomes data.</p> <p>Prof Baker discussed the Recovering Quality of Life (ReQoL) trial currently running in the Trust which is a quality of life measure developed with service users. He explained that this kind of data can be used to better hold executives to account, demonstrate how the Trust is actively improving lives and be used to measure quality. Dr Munro agreed that the challenge is how to provide the Council with a set of information that displays the qualitative impact made by staff.</p> <p>Prof Baker apologised that the graphs in the document were not consistent throughout and was therefore confusing. The Council then agreed it would be helpful if the distinction between mandatory and internally established targets was more explicit in the report.</p> <p>Finally, Mr Dawson informed the Council of his position as Chair of the Leeds Autism Board and welcomed that the Trust having exceeded the 80% target for the Autism Awareness training.</p>	
<p><b>17/014</b></p>	<p><b>Safe staffing levels report</b> (agenda item 10.2)</p> <p>Prof Baker introduced the report, and expressed concern that not all wards in the Trust were included in the report and that there was no reference to community wards. Prof Baker also noted that he sits on the NHS Improvement panel which looks at safe staffing across England, and assured the Council that he felt confident that the Trust could be ahead of game in terms of future reporting on this matter.</p> <p>The Council addressed the different balance of responsibility between it and the Board and the fact the reports that it receives should complement this. For the benefit of the Council it was suggested that significant or concerning data from across the four sections of the performance report be triangulated to enable thematic discussion with less emphasis on detail.</p>	
<p><b>17/015</b></p>	<p><b>Complaints report</b> (agenda item 10.3)</p> <p>Prof Baker introduced the report that covered both the complaints and the compliments received by the Trust.</p>	

<p><b>17/016</b></p>	<p><b>Trust Incident Review Group (TIRG) lessons learnt report</b> (agenda item 10.4)</p> <p>Mr Deery discussed the findings of the report and emphasised the importance of cascading learning at TIRG level down to discussions at team level and embedding this in a timely way.</p> <p>Mr Deery then spoke of his and Mrs Parkinson’s recent visit to services where they had been reassured by seeing practice at ward level improving as a result of learning from these reports being applied. However, he noted that it was his intention that going forward there will be clearer triangulation between the incidents that occur and the staffing levels on the ward.</p> <p>Mr Johnson asked if the reference on page 10 to a patient’s history of ‘mental health’ to indicate a history of mental health problems could be revised as it presented a negative picture.</p>	
	<p>The Council of Governors <b>received</b> the non-executive director presentation about performance in the areas of the IQP, Safe Staffing, Complaints Management and Serious Incidents.</p>	
<p><b>17/017</b></p>	<p><b>Support for the appointment of the next Senior Independent Director</b> (agenda item 11)</p>	
	<p>The Council of Governors <b>supported</b> the appointment of Steven-Wrigley-Howe as the Senior Independent Director with immediate effect for a period of 2 years.</p>	
<p><b>17/018</b></p>	<p><b>Agreement of the dates for the next round of governor elections</b> (agenda item 12.1)</p>	
	<p>The Council of Governors <b>agreed</b> the timetable for the forthcoming elections to the Council of Governors which will conclude on the 28 April 2017.</p>	



<p><b>17/019</b></p>	<p><b>Confirmation of the election of Lead Governor</b> (agenda item 12.2)</p> <p>Mr Griffiths noted that earlier in the afternoon the Council had held an election to choose the next Lead Governor and that Mr Howarth had been elected. Mr Griffiths paid tribute to Ms Woodham who was stepping down as Lead Governor for the work she has done over the past two years. Ms Woodham confirmed that she would continue to do in her role as a governor of the Trust.</p>	
	<p>The Council of Governors <b>formally confirmed</b> Mr Steve Howarth to be the new Lead Governor with immediate effect.</p>	
<p><b>17/020</b></p>	<p><b>Governor non-attendance</b> (agenda item 13)</p> <p>Mrs Hill presented the governor non-attendance report and noted that Mr Evrett Buckle had missed the previous three council meetings. Mrs Hill suggested that she make contact with him in the hope of getting commitment that he will attend the meeting in May and all future meetings.</p>	<p><b>CH</b></p>
	<p>The Council of Governors <b>agreed</b> to Mrs Hill taking this action.</p>	
<p><b>17/021</b></p>	<p><b>Minutes from the Board of Directors meeting held 27 October</b> (agenda item 14)</p>	
	<p>The Council of Governors <b>received</b> the minutes of the meeting of the Board of Directors held 27 October 2016.</p>	
<p><b>17/022</b></p>	<p><b>Membership and Events report</b> (agenda item 15)</p>	
	<p>The Council of Governors <b>received</b> the Membership and events report.</p>	
<p><b>17/023</b></p>	<p><b>Love Arts Evaluation</b> (agenda item 16)</p>	

	The Council of Governors <b>received</b> the report and <b>supported</b> the work of the Arts and Minds Network.	
<b>17/024</b>	<b>Any other business</b> (agenda item 17)  There were no items of any other business raised.	
<b>17/025</b>	<b>Question / comments from Members of the Public</b> (agenda item 18)  There were no questions from the public.	
<b>17/026</b>	<b>Vote of thanks</b> (agenda item 19)  Ms Woodham spoke on behalf of the Council noting that this was Mrs Griffith's last Council meeting. She thanked him for all he has done over the past 7 years, especially thanking him for agreeing to stay one extra year over and above his two terms of office, and wished him all the best for the future.  Mr Griffiths thanked Ms Woodham for her kind words and also thanked the governors for the commitment they have shown, for the enjoyment they have brought to meetings and the challenge they have presented, to himself and to the Board, in the interests of carrying out their role and improving the health and lives of service users.	
The chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust at 16.14 and thanked Governors and members of the public for their attendance.		

**COUNCIL OF GOVERNORS' ACTION SUMMARY  
(PUBLIC MEETING)  
Meeting held 14 February 2017**

<b>MINUTE</b>	<b>ACTION SUMMARY (PUBLIC MEETING)</b>	<b>LEAD</b>
<b>17/020</b>	<b>Governor non-attendance</b> (agenda item 13)  Mrs Hill presented the governor non-attendance report and noted that Mr Evrett Buckle had missed the previous three council meetings. Mrs Hill suggested that she make contact with him in the hope of getting commitment that he will attend the meeting in May and all future meetings.	<b>CH</b>