



LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST
**Minutes of the Public Meeting of the Council of Governors
held on Thursday 12 May 2016 in the Large Function Room, St
George’s Centre, Great George Street, Leeds, LS3 1BR**

PRESENT:	
Frank Griffiths – Chair of the Trust (Chair of the meeting)	
Public Governors	Staff Governors
Philip Jones	Dominik Klinikowski
Niccola Swan	Andrew Johnson
Steve Howarth	Ruth Grant
	Appointed Governors
Carer Governors	Cllr Helen Douglas
Andy Bottomley	Colin Clark
Alan Procter	Cllr Josie Jarosz
Julia Raven	
Service User Governors	
Claire Woodham (Lead Governor)	
IN ATTENDANCE:	
Margaret Sentamu, Non-Executive Director (Deputy Chair of the meeting)	
Professor Carl Thompson, Non-Executive Director	
Lynn Parkinson, Interim Chief Operating Officer	
Anthony Deery, Director of Nursing, Professions and Quality	
Andrew Howorth, Head of Patient Experience	
Cath Hill, Head of Corporate Governance	
Fran Limbert, Governance Assistant (meeting secretariat)	

16/023	<p>Welcome and introductions (agenda item 1)</p> <p>Mr Griffiths opened the meeting at 14.15 and welcomed everyone.</p>	
16/024	<p>Apologies (agenda item 2)</p> <p>Apologies were received from the following governors:</p> <ul style="list-style-type: none"> • Ant Hanlon • Maria Trainer • Jo Sharpe • Carol-Ann Reed • Ann Shuter • Libby Rowlands. 	
16/025	<p>Changes to any declaration of interests and declaration of any conflicts of interest in respect of agenda Items (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 in respect of any agenda item.</p>	
16/026	<p>Annual declarations for governors (agenda item 3.1)</p> <p>Miss Limbert presented the summary of governor’s annual declarations of interests that were completed as of 31 March 2016, reminding them that a new declaration should be made throughout the year should the need arise. She informed them that four governors were yet to submit their declarations and that the completed forms had been scrutinised by the Trust’s finance department and the external auditors (PriceWaterhouseCoopers) as part of the year-end annual audit. She outlined that declarations made do not necessarily constitute a conflict of interest, but reminded governors of the need to make known any conflicts of interest as they arise.</p>	

	The Council of Governors noted and received the annual declarations for governors.	
16/027	Opportunity to receive comments or questions from members of the public (agenda item 4)	
	There were no questions from members of the public.	
16/028	Minutes of the Public Meeting held on 16 February 2016 (agenda item 5.1) Mrs Swan informed Council of the Friends of High Royds Memorial Garden noting that this group was created to manage and service the chapel and grounds of the mass grave of 2,861 people who died between 1890 and 1969 and who had been patients of High Royds hospital. She confirmed that recently this group had raised funds to restore the chapel, and that they hold open days for members of the public to view the chapel which is normally closed. Mrs Swan advised the Council that the next open day takes place on Saturday 2 July 2016 at 11.00am until 1.00pm and 2.00pm until 4.00pm; the Council noting the invitation to governors to attend this event.	
	The minutes of the public Council of Governors' meeting held on 16 February 2016 were agreed as an accurate record.	
16/029	Matters arising: Change in the name of the Trust (15/101) (agenda item 6.1) Mrs Hill informed the Council that the Board of Directors had decided not to change the name of the Trust at the present time. She indicated that in making this decision the Board had taken into account: the view of stakeholders involved in this process; the upcoming Care Quality Commission (CQC) inspection; and the view of NHS Identity and had made a pragmatic decision that now is not the right time to proceed with this change. She informed the Council that the Board had offered gratitude to everyone involved, particularly governors and members who had participated in the consultation.	

	The Council of Governors supported the decision of not proceeding to change the name of the Trust at the present time.	
16/030	Matters arising: Progress on complaints in relation to staff attitude (16/012) (agenda item 6.2) Mr Deery informed the Council that analytical work had been undertaken to identify any 'hot spots' across the services where this had featured; he confirmed that none had been discovered. He informed the Council that the complaints training had been updated to feature staff attitude and that there was an undertaking for all clinical staff to have had this training by September 2016.	
	The Council of Governors supported the progress made noting the importance this holds within patient experience.	
16/031	Cumulative actions outstanding from previous Council of Governors' meetings (agenda item 7)	
	The Council of Governors agreed that the two outstanding actions be closed.	
16/032	Chair's Report (agenda item 8)	
	The Council of Governors received the Chair's Report and noted the contents discussed.	
16/033	Trust's Strategy (agenda item 9) Mrs Parkinson informed the Council of the Trust's approach to refreshing its five year strategy and the drivers supporting this; the Five Year Forward View; the creation of a one-year Operational Plan; and the emerging Leeds-based Sustainability and Transformation Plan. She informed the Council that the Trust had held ten staff listening events as part of the <i>Your Voice Counts</i> programme which was	

	<p>aimed at improving staff engagement. The listening events were well attended and the feedback from staff was that the three priorities are the right ones t and that staff support these. Mrs Parkinson noted that these are:</p> <ol style="list-style-type: none"> 1) Support and engage staff to improve people’s health and lives 2) Meet CQC fundamental standards and improve quality through learning 3) Work with partners to develop a clear plan for the Trust’s future direction. <p>Ms Woodham informed the Council that the tool used by the Trust to refresh its strategy is Crowdsourcing; and that it is being used to assist with the design and consultation of this project. Ms Woodham indicated that engagement had been undertaken with all stakeholders and staff to involve them in the strategy refresh to ensure that the Trust collects the key issues from these individuals as they are a great source of information. The Council agreed the importance of engagement with this project and the importance of governors being involved in order to have a representation of their constituents and members of the public.</p>	
	<p>The Council of Governors supported the Trust’s plans for development of its strategy and the timescales surrounding this, and the use of crowdsourcing.</p>	
<p>16/034</p>	<p>Governor Elections (agenda item 10)</p> <p>Mrs Hill presented a paper which outlined the indicative timetable for the forthcoming elections and the seats that would be included in this. She noted that it would be necessary to hold elections during the summer of 2016. She also noted that there was currently a tender exercise underway to procure the services of a returning officer.</p>	
	<p>The Council of Governors noted the update regarding the next elections, the seats that will be included in this round and the progress made with the tender exercise for the procurement of a returning officer, and agreed to hold an election during June, July and August.</p>	

16/035

Non-Executive Director presentation about performance (agenda item 11)

Prof Thompson informed the Council that he is the non-executive director who leads on quality and is the chair of the Quality Committee. He outlined that the Quality Committee scrutinises executive directors on performance and quality by reflecting of the three questions:

- 1) Are we safe
- 2) Are we clinically effective
- 3) Do people experience our services in a good way?

The Council discussed the importance of staff managing the business of delivering care and Prof Thompson confirmed that around 35-40 new members of staff had been recruited at each of the two recruitment days.

The Council noted the importance of reviewing outcomes for our service users and outlined to the Council the right way to review and use outcomes as a reporting measure. He noted that auditing was one part of reviewing the effectiveness of outcomes and that the Quality Committee has recently looked at the programme of auditing. However, he noted that work is underway in the Trust to look at creating a process in which outcomes are used as a tool to measure the Trust's performance and improve effectiveness.

Prof Thompson informed the Council of an Extraordinary Quality Committee meeting that is taking place 24 May 2016 that will review the Trust's current position on milestones achieved in preparation for the CQC inspection in July 2016. The Council noted the importance of being open and honest and how reviewing realistic transparent milestones will make the Trust better in the work it provides.

Mr Griffiths informed the Council that at the July meeting he will present a report on the outcome of his meetings with governors.

Governors acknowledged the work that Professor Thompson had undertaken in his role as non-executive director over the last three years. In response Prof Thompson thanked governors for their contribution and encouraged them to continue the good work around their role in monitoring quality.

FG

	The Council of Governors received the non-executive director presentation about performance.	
16/036	Quarter 4 performance report (agenda item 11.1)	
	The Council of Governors received the Quarter 4 performance report and noted its contents.	
16/037	Complaints report (agenda item 11.2)	
	The Council of Governors received the Complaints report and noted its contents.	
16/038	Trust Incident Review Group (TIRG), Lessons Learnt Report (agenda item 11.3) The Council discussed the report, Mr Deery informed the Council that a serious untoward incident is rated on the degree of harm that, occurred and that, a service user would feature on the report if they were in current contact with the Trust or had been in touch with services in the last six months. The Council discussed the National Confidential Inquiry into Suicide and Homicide (NCISH) by people with mental illness. Mr Deery informed the Council that the Trust had appointed a Serious Incident Investigator to assist with capacity issues of processing cases.	
	The Council of Governors received the Trust Incident Review Group, Lessons Learnt Report and felt assured that the actions in respect of lessons learnt are being progressed appropriately within the Trust.	

<p>16/039</p>	<p>In my Shoes (agenda item 12)</p> <p>Mr Howorth informed governors that it was agreed to trial a series of engagement events which would assist the governors in understanding more about the services that the Trust provides and that these events would be held on a quarterly basis. He noted that the first of these is on Thursday 2 June 2016 at 9.30am until 12.30pm at Parkside Lodge. Mr Howorth encouraged all governors to attend the events outlining the important opportunity that they provide to allow governors to learn more about a service from the clinical staff and ask questions of service users of that service.</p>	
	<p>The Council of Governors supported the creation of the ‘In My Shoes’ events.</p>	
<p>16/040</p>	<p>Membership strategy (agenda item 13)</p> <p>Mr Howorth informed the Council that following the Membership and Development Committee being disbanded the Council of Governors is responsible for the oversight of the Trust’s membership strategy. He outlined that an annual membership and engagement campaign is agreed upon each year and that this year’s campaign is ‘This is Me’ and that it will work closely with the Leeds-wide ‘Get Me’ campaign.</p> <p>Mr Howorth also encouraged governors to fulfil their important role in recruiting members for the Trust.</p>	
	<p>The Council of Governors supported the membership strategy and the This is Me campaign.</p>	
<p>16/041</p>	<p>Patient experience report (agenda item 14)</p>	
	<p>The Council of Governors received the Report and felt assured on feedback that the Trust receives in relation to patient experience.</p>	

<p>16/042</p>	<p>Preparation for the CQC inspection July 2016 (agenda item 15)</p> <p>Mr Deery informed the Council of the two-weekly meetings that take place within the Trust to manage the preparations for the CQC inspection which will take place in July 2016. He indicated that these meetings focus on the findings from the 2014 CQC inspection and the action plan that was derived. He confirmed that the Trust had identified issues following the 2014 CQC inspection and that workstreams had been created to look at the implementing outstanding actions, although he noted that not all of them would be completed before the next CQC inspection but the workstreams would be able to provide assurance to the CQC on the progress made.</p> <p>Mr Deery informed the Council of areas within the Trust that he believed the CQC would focus on for the next inspection and that these were; the environment being safe for its service users; mandatory training and appraisals; vacancy levels and safer staffing; and the administration process surrounding the use of the Mental Health Act. He confirmed that a peer review of the Trust will be taking place by another mental health trust in June 2016 in regard to the administration of the Mental Health Act.</p>	
	<p>The Council of Governors was assured of progress made in preparation for the CQC inspection in July 2016.</p>	
<p>16/043</p>	<p>Governors' non-attendance at meetings (agenda item 16)</p> <p>Mrs Hill informed the Council that following the Membership and Development Committee being disbanded the governors are responsible for the oversight of the governors' non-attendance at meetings. She noted that governors contribute to the work of the Trust and carry out their role in other ways and there was reasons where non-attendance was received from governors.</p>	
	<p>The Council of Governors supported the recommendation of Mrs Hill and Mr Griffiths contacting Ms Rowlands and noted the valid reasons why other governors had not attended Council meetings.</p>	

16/044	Support the extension of the appointment of non-executive director Professor Carl Thompson (agenda item 17)	
	The Council of Governors ratified the extension of Professor Thompson's term of office to be extended to the 31 July 2016.	
16/045	<p>Change to the Constitution (agenda item 18.1)</p> <p>Mrs Hill informed the Council that the reason of the proposed change is to ensure the Council is representative of the services the Trust provides and the geographical area that it provides them in. The Council acknowledged the contribution of York governors, supported the proposal to realign Council seats in proportion and outlined the importance of a representative from York voluntary sector being an appointed governor. Mrs Hill, Cllr Douglas and Mr Griffith agreed to meet to discuss the potential representation from York voluntary sector with the Council of Governors.</p>	CH
	The Council of Governors supported the proposed amendments except the removal of the York Council for Voluntary Services seat.	
16/046	Review of: Code of Conduct and Standards of Behaviour for Governors Procedure (OP-006); Review Local working instructions for Council of Governors' meeting etiquette (OP-0023) (agenda item 18.2)	
	The Council of Governors ratified the Code of Conduct and Standards of Behaviour for Governors (OP-006); Review Local working instructions for Council of Governors' meeting etiquette (OP-0023) and set a review date of May 2019.	
16/047	Ratification of the Terms of Reference for the Appointments and Remuneration Committee (agenda item 18.3)	

	The Council of Governors ratified the changes to the Terms of Reference for the Appointments and Remuneration Committee.	
16/048	Percentage (inflation) uplift for non-executive directors (agenda item 19) Mrs Hill informed the Council that a 1% uplift was applied to all NHS staff on Agenda for Change and that it was set nationally by government policy. She noted that the Appointments and Remuneration Committee had discussed this matter and agreed to recommend to the Council that all non-executive directors receive a 1% uplift, although she noted that the Chair of the Trust had indicated that he did not wish to receive the uplift.	
	The Council of Governors supported the 1% uplift for non-executive directors with effect from 1 April 2016, excluding the Chair of the Trust.	
16/049	Minutes of the meeting of the Board of Directors held 28 January and 31 March 2016 (agenda item 20)	
	The Council of Governors received the minutes of the meeting of the board of Directors held 28 January and 31 March 2016.	
16/050	Minutes of the Strategy Committee for the meeting held 4 February 2016 (agenda item 21)	
	The Council of Governors received the minutes of the Strategy Committee held 4 February 2016.	
16/051	Membership report (agenda item 22)	
	The Council of Governors received the membership report and supported the membership actions.	

16/052	Our response to the report into the closure of Bootham Park Hospital (agenda item 23.1)	
	The Council of Governors received the report on the Trust's response to the closure of Bootham Park Hospital.	
16/053	Question / comments from Members of the Public (agenda item 18) There were no questions from the public.	
The chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust at 16.06 and thanked Governors and members of the public for their attendance.		

**COUNCIL OF GOVERNORS' ACTION SUMMARY
(PUBLIC MEETING)
Meeting held 16 February 2016**

MINUTE	ACTION SUMMARY (PUBLIC MEETING)	LEAD
16/035	<p>Non-Executive Director presentation about performance (agenda item 11)</p> <p>Mr Griffiths informed the Council that at the July meeting he will present a report on the outcome of his meetings with governors.</p>	FG
16/045	<p>Change to the Constitution (agenda item 18.1)</p> <p>Mrs Hill, Cllr Douglas and Mr Griffith agreed to meet to discuss the potential representation from York voluntary sector with the Council of Governors.</p>	CH