



LEEDS AND YORK PARTNERSHIP NHS FOUNDATION TRUST  
**Minutes of the Public Meeting of the Council of Governors  
 held on Tuesday 16 November 2016 in the Wedgewood Room,  
 Royal York Hotel, Station Road, York YO24 1AA**

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| <b><u>PRESENT:</u></b>  |                               |
| Frank Griffiths – Chair of the Trust (Chair of the meeting)   |                               |
| <b>Public Governors</b>                                       | <b>Staff Governors</b>        |
| Les France  | Dominik Klinikowski           |
| Niccola Swan  | Andrew Johnson                |
| Brian White   |                               |
| Jo Sharpe   | <b>Appointed Governors</b>    |
| Peter Webster   | Colin Clark                   |
| Anita Garvey  | Carol-Ann Reed                |
| Steve Howarth   |                               |
|   | <b>Service User Governors</b> |
| <b>Carer Governors</b>  | Ann Shuter                    |
| Andrew Bright   | Claire Woodham                |
| Julia Raven   |                               |
| Andy Bottomley  |                               |
|   |                               |
| <b><u>IN ATTENDANCE:</u></b>                                  |                               |
| Sara Munro, Chief Executive                                   |                               |
| Susan Tyler, Director of Workforce Development                |                               |
| Anthony Deery, Director of Nursing, Professions and Quality   |                               |
| Lynn Parkinson, Interim Chief Operating Officer               |                               |
| Sue White, Non-executive Director                             |                               |
| Margaret Sentamu, Non-executive Director                      |                               |
|   |                               |
| Cath Hill, Head of Corporate Governance (meeting secretariat) |                               |
| Rose Cooper, Governance Assistant (minutes)                   |                               |
| Fran Limbert, Governance Assistant                            |                               |
| 1 member of the public  |                               |

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| 16/100 | <p><b>Welcome and introductions</b> (agenda item 1)</p> <p>Mr Griffiths opened the meeting at 15.18 and welcomed everyone.</p>  |  |
| 16/101 | <p><b>Apologies</b> (agenda item 2)</p> <p>Apologies were received from the following governors:</p> <ul style="list-style-type: none"> <li>• Ruth Grant, Staff: Non-clinical governor</li> <li>• Evrett Buckle, Public: Leeds governor.</li> </ul> |  |
| 16/102 | <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>  |  |
| 16/103 | <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>  |  |
| 16/104 | <p><b>Minutes of the Public Meeting held on 6 September 2016</b> (agenda item 5.1)</p>  |  |
|        | <p>The minutes of the public Council of Governors' meeting held on 6 September 2016 were <b>agreed</b> as an accurate record.</p>   |  |
| 16/105 | <p><b>Matters arising</b> (agenda item 6)</p>   |  |
|        | <p>There were no matters arising.</p>   |  |

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| 16/106 | <b>Cumulative actions outstanding from previous Council of Governors' meetings</b> (agenda item 7)   |  |
|        | The Council of Governors <b>agreed</b> that the two outstanding actions be closed.   |  |
| 16/107 | <b>Chair's Report</b> (agenda item 8)  |  |
|        | The Council of Governors <b>received</b> the Chair's Report and <b>noted</b> the contents as discussed.  |  |
| 16/108 | <p><b>Update on the West Yorkshire and Harrogate Sustainability and Transformation Plan</b> (agenda item 9)</p> <p>Mrs Parkinson introduced the West Yorkshire and Harrogate Sustainability and Transformation Plan (STP) developed by Healthy Futures. She noted that this remains a West Yorkshire and Harrogate plan and includes local STPs in each of the six boroughs; that there are nine West Yorkshire and Harrogate work streams that support these plans; and there are six enabling work streams to accelerate delivery on issues like workforce and innovation. Mrs Parkinson noted that there is still much to be developed and understood in relation to the implications of these plans for the Trust and that detailed implementation plans have yet to be agreed.</p> <p>Mr Howarth felt that mental health had been treated as an afterthought in the STP, pointing out that there was little mention of learning disabilities or health promotion for young people and families. Mrs Swan noted the marginal reference to social care and was also concerned at a target of 75% reduction in suicides over the next four years being used as a measure.</p> <p>Mr White asked about the future of the foundation trust status and the bearing this may have on the role governors will play in being consulted on the plan. Mr Griffiths assured the Council that foundation trusts still do have more autonomy than non-foundation trusts and that to try to revoke this would be a lengthy and difficult legislative process. However, Mr Griffiths pointed out that closer working with other trusts could have benefits without compromising the Trust's autonomous status particularly in areas such as CAMHS</p> |  |

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|               | and bed planning.   |           |
|               | The Council of Governors <b>received</b> the update report in regard to the STP.  |           |
| <b>16/109</b> | <b>Non-Executive Director presentation about performance</b><br>(agenda item 10)  |           |
| <b>16/110</b> | <p><b>Integrated Quality and Performance Report Quarter 2 for 2016/17</b> (agenda item 10.1)</p> <p>Mrs Sentamu gave a summary of the Integrated Quality and Performance Report for Q2, noting that the Trust had met all its regulatory and contractual targets for the quarter.</p> <p>Mr Klinikowski felt that the data in some of the graphs was not presenting a clear picture as by setting it out in the current format there was a perceived difference between the target and achieved figure as these often looked visually more significant than the actual marginal percentage difference. Mr Griffiths asked that this be fed back to the team who produce the report. Ms Sharpe also felt that it would be useful for the report to indicate where the Trust is improving or deteriorating in areas where the target is not being met. Mrs Swan felt the report did not reflect the amount of work being done by the Trust, particularly regarding recovery measures, and Mr Bright added that he would like to receive more clarity against the data in the report.</p> <p>Mr Griffiths acknowledged the concerns raised by governors and also recognised the difficulty of constructing a report which provides them each with the appropriate level of detail. Mr Griffiths noted the discussions that had taken place prior to the meeting about the format of agenda papers and suggested that a group of managers and governors meet again to look at revising the format of the IQP.</p> | <b>CH</b> |
| <b>16/111</b> | <p><b>Safe staffing levels report</b> (agenda item 10.2)</p> <p>The Council of Governors received the safe staffing report. Mr Deery noted that the CQC had provided some helpful feedback as to how the information in the report could be better presented. Mr Deery assured the Council that despite there being some low levels</p>   |           |

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|                      | <p>of staff which had triggered inclusion in the report all ward had been safe.</p> <p>In regard to Clifton House Mr Deery explained that registered nurse vacancies had been extremely high at the unit and there had been growing concerns that this could have had a significant effect on the safety and quality of care provision. Mr Deery advised the Council that as a result of these concerns it had been agreed to temporarily close the Westerdale Ward. He reported that this had been a difficult decision but had been done in the interests of the safety of the service users. Dr Munro explained that this was a unit-wide issue and that Westerdale had been chosen because the ward had been operating with a reduced number of inpatients due to fluctuations in demand and that management had been working with staff and the existing service users in order to relocate them with minimal disruption. Mrs Parkinson added that there is an on-going impact on potential new admissions during this period of closure and that this is being managed with commissioners.</p> <p>Dr Munro assured the Council of Governors that the ward will only be re-opened if there are the sufficient numbers of staff to ensure safety on the ward, and that the number of beds available will correspond accordingly. She explained they are considering relooking at the workforce modelling to increase the ratio of Allied Health Professionals, noting that this could also speed up recruitment and will link to the developing recruitment strategy. Mr Griffiths asked for an update to be provided at the next Council meeting.</p> <p>Mr White asked if there was a support system available to staff which could help to reduce staff stress-related absence. Mrs Tyler described the existing direct-access Employee Assistance Programme which provides support to staff for non-work related issues.</p> | <p>LP</p> |
| <p><b>16/112</b></p> | <p><b>Complaints report</b> (agenda item 10.3)</p> <p>Mrs Sentamu presented the complaints report; in particular she noted that the complaints management training had been in place since May 2015, with a total of 14 sessions having been delivered to date. She noted that feedback from the training had highlighted the need for additional customer service training for front-line support staff and that as a result a customer services training package had been developed. Mrs Sentamu also noted that the Board had felt</p>  |           |

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|                | assured by all the work that had been undertaken to strengthen the complaints management process.   |           |
| <b>16/113</b>  | <p><b>Trust Incident Review Group (TIRG) lessons learnt report</b> (agenda item 10.4)</p> <p>The Council of Governors received the TIRG report. Mr Deery noted that he was now chairing the Serious Incident Review Group and outlined some of the work undertaken by the group noting in particular that it was working hard to reduce the backlog of investigations and felt that good progress was being made, although there was still some way to go.</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.   |           |
| <b>16/114</b>  | <p><b>Increasing employment opportunities for people with learning disabilities</b> (agenda item 11)</p> <p>Mrs Tyler noted that this item had been brought to the Council at the request of governors. She reported that a time-limited task and finish group had been established in October 2016 to support the development of an employment pathway model backed up by an implementation plan. She noted that the final implementation plan will be developed by the end of January 2017 and that there would be more work to implement this. Mrs Tyler noted that a report would be brought back to a future meeting as progress is made in relation to the action plan.</p> | <b>ST</b> |
|                | The Council of Governors noted the update report and the progress being made to date in relation to increasing opportunities for people with LD.  |           |
| <b>16/0115</b> | <p><b>Update on the action taken in regard to the Mazar's report including an update on the Trust's Mortality Review Group</b> (agenda item 12)</p> <p>Mr Deery presented this report and noted that this was a good opportunity to share the Trust's learning and standardise its</p>  |           |

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|               | <p>approach with eight other Trust's in the Northern Alliance. He noted that work is progressing on this within the Trust assisted by the newly established Mortality Review Group. Mr Deery also noted that the process adopted by the Trust was praised by the CQC around improving the Trust's engagement with families and the quality of that communication.</p> <p>Mr France welcomed the additional set of questions, particularly regarding up-to-date care plans which had been added to the incident reporting system DATIX form.</p> <p>The Council noted the progress to date and Mr Deery agreed to bring a further report in 6 months' time following the publication of the Care Quality Commissions Deaths Review.</p> | <b>AD</b> |
|               | The Council of Governors <b>received</b> the report and <b>noted</b> its contents.   |           |
| <b>16/116</b> | <p><b>Patient experience report</b> (agenda item 13)</p> <p>Mr Deery presented the patient experience report noting that it summaries the information in relation to patient experience. He noted that the report contained a lot of positive comments. Mr Deery noted that the CQC had been complementary about the Trust being caring and responsive. The Council agreed that more should be done to celebrate the positive feedback in particular that received from the CQC.</p> <p>Mrs Swan would like to see the Friends and Family Test data triangulated with that of the Patient Reported Experience Measures to provide a fuller picture of patient experience. Mr Deery agreed to look at this.</p>                         | <b>AD</b> |
|               | The Council of Governors was <b>assured</b> in relation to the feedback received from service users.   |           |
| <b>16/117</b> | <p><b>Minutes from the Appointments and Remuneration Committee meeting held 8 November 2016</b> (agenda item 14)</p> <p>The Council received the minutes from the Appointments and Remuneration Committee for the meeting held on 8 November and</p>   |           |

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|               | noted that the items included in the minutes would be dealt with in the next agenda item.   |  |
|               | The Council of Governors <b>received</b> the minutes of the meeting of the Appointments and Remuneration Committee meeting held 8 November 2016.  |  |
| <b>16/118</b> | <b>Appointment of the Deputy Chair of the Trust</b> (agenda item 15)<br><br>Mrs Hill presented a paper proposing that Julie Tankard should be appointed as the next Deputy chair of the Trust. Mrs Hill noted that this position did not carry any extra remuneration. Mr Griffiths noted that the matter had been discussed with all non-executive directors and that he was recommending this appointment to the Council. |  |
|               | The Council of Governors <b>agreed</b> to appoint Julie Tankard for a period of one year with effect from 6 February 2017.  |  |
| <b>16/119</b> | <b>Minutes from the Strategy Committee meeting held 2 November 2016</b> (agenda item 16)  |  |
|               | The Council of Governors <b>received</b> the minutes of the Strategy Committee meeting held 2 November 2016.  |  |
| <b>16/120</b> | <b>Governor non-attendance</b> (agenda item 17)<br><br>Mrs Hill presented the governor non-attendance report noting that only two governors had missed two meeting in the last financial year. She noted that the two governors listed had legitimate reasons for the absences and that they had supported the work of the Council in other ways.   |  |
|               | The Council of Governors <b>agreed</b> that no further action be taken in respect of governor non-attendance.   |  |

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| 16/121   | <b>Minutes of the public meeting of the Board of Directors held 28 July and 15 September 2016</b> (agenda item 18)   |  |
|  | The Council of Governors <b>received</b> the minutes of the public meeting of the Board of Directors held 28 July and 15 September 2016.   |  |
| 16/122   | <b>Membership and events report</b> (agenda item 19)   |  |
|  | The Council of Governors <b>received</b> the Membership and events report.   |  |
| 16/123   | <b>Declarations of interest for members of the Board of Directors</b> (agenda item 20)   |  |
|  | The Council of Governors <b>received</b> a note of the declarations of interest made by each of the directors, in particular the non-executive directors. It <b>noted</b> that each of the non-executive directors had declared that they are fit and proper in accordance with the criteria laid down in legislation and guidance, and that each of the non-executive directors had been found to be independent by the Board of Directors. |  |
| 16/124   | <b>Any other business</b> (agenda item 21)<br><br>There were no items of any other business raised.  |  |
| 16/125   | <b>Question / comments from Members of the Public</b> (agenda item 22)<br><br>A member of the public complemented the Council on the insightful and informed discussions, particularly regarding the STP item.   |  |
| The chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust at 16.36 and thanked Governors and members of the public for their attendance. |  |  |

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

| <b>MINUTE</b> | <b>ACTION SUMMARY (PUBLIC MEETING)</b>  | <b>LEAD</b> |
|---------------|---|-------------|
| 16/110        | <p><b>Integrated Quality and Performance Report Quarter 2 for 2016/17</b> (agenda item 10.1)</p> <p>Mr Klinikowski felt that the data in some of the graphs was not presenting a clear picture as by setting it out in the current format there was a perceived difference between the target and achieved figure as these often looked visually more significant than the actual marginal percentage difference. Mr Griffiths asked that this be fed back to the team who produce the report. Ms Sharpe also felt that it would be useful for the report to indicate where the Trust is improving or deteriorating in areas where the target is not being met. Mrs Swan felt the report did not reflect the amount of work being done by the Trust, particularly regarding recovery measures, and Mr Bright added that he would like to receive more clarity against the data in the report. Mr Griffiths acknowledged the concerns raised by governors and also recognised the difficulty of constructing a report which provides them each with the appropriate level of detail. Mr Griffiths noted the discussions that had taken place prior to the meeting about the format of agenda papers and suggested that a group of managers and governors meet again to look at revising the format of the IQP.</p> | <b>CH</b>   |
| 16/111        | <p><b>Safe staffing levels report</b> (agenda item 10.2)</p> <p>Dr Munro assured the Council of Governors that the ward will only be re-opened if there are the sufficient numbers of staff to ensure safety on the ward, and that the number of beds available will correspond accordingly. She explained they are considering relooking at the workforce modelling to increase the ratio of Allied Health Professionals, noting that this could also speed up recruitment and will link to the developing recruitment strategy. Mr Griffiths asked for an update to be provided at the next Council meeting.</p>  | <b>LP</b>   |

| MINUTE  | ACTION SUMMARY (PUBLIC MEETING)   | LEAD |
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| 16/114  | <p><b>Increasing employment opportunities for people with learning disabilities</b> (agenda item 11)</p> <p>Mrs Tyler noted that this item had been brought to the Council at the request of governors. She reported that a time-limited task and finish group had been established in October 2016 to support the development of an employment pathway model backed up by an implementation plan. She noted that the final implementation plan will be developed by the end of January 2017 and that there would be more work to implement this. Mrs Tyler noted that a report would be brought back to a future meeting as progress is made in relation to the action plan.</p> | ST   |
| 16/0115 | <p><b>Update on the action taken in regard to the Mazar's report including an update on the Trust's Mortality Review Group</b> (agenda item 12)</p> <p>The Council noted the progress to date and Mr Deery agreed to bring a further report in 6 months' time following the publication of the Care Quality Commissions Deaths Review.</p>  | AD   |
| 16/116  | <p><b>Patient experience report</b> (agenda item 13)</p> <p>Mrs Swan would like to see the Friends and Family Test data triangulated with that of the Patient Reported Experience Measures to provide a fuller picture of patient experience. Mr Deery agreed to look at this.</p>  | AD   |