

**Minutes of the Public Meeting of the Council of Governors
held at 1pm on Tuesday 4 February 2020
at The Conservatory Room, St. George's Centre, Great George Street, Leeds,
LS1 3DL**

PRESENT:

Sue White – Non-Executive Director (deputising for Prof Sue Proctor)

Public Governors

Les France
Steve Howarth
Mussarat Khan
Kirsty Lee
Ivan Nip
Niccola Swan

Staff Governors

Andrew Johnson
Gill Galea
Sarah Layton
Sally Rawcliffe-Foo
Ruth Grant

Appointed Governors

Helen Kemp

Service User Governors

Ann Shuter

IN ATTENDANCE:

John Baker – Non-Executive Director
Andrew Marran – Non-Executive Director
Margaret Sentamu – Non-Executive Director
Martin Wright – Non-Executive Director
Helen Grantham – Non-Executive Director
Dawn Hanwell – Chief Financial Officer and Deputy Chief Executive
Claire Kenwood – Medical Director
Cathy Woffendin – Director of Nursing, Professions and Quality
Maureen Cushley – Head of Operations Acute Services (for agenda item 12)
Angela Earnshaw – Head of Organisational Development (for agenda item 15)
Cath Hill – Associate Director for Corporate Governance
Kerry McMann – Corporate Governance Team Leader
Chris Marston – Corporate Governance Assistant
Emily Whitfield – Corporate Governance Assistant

20/001 Welcome and introductions (agenda item 1)

Sue White opened the meeting at 1.00pm and welcomed everyone. She noted that she was chairing the meeting as Deputy Chair in the absence of Sue Proctor.

The Council was informed that Councillor Rebecca Charlwood had been appointed as the new governor for Leeds City Council. Sue welcomed her as a governor but noted she had sent her apologies for the meeting.

It was also noted that Andrew Johnson would be standing for re-election in the forthcoming round of elections.

Sue White then reported that Margaret Sentamu would be leaving the Board when she came to the end of her term of appointment on 31 March 2020. Sue thanked Margaret for her hard work during her time as non-executive director and wished her all the best in her future endeavours.

Sue White then reported that Cleveland Henry would be joining the Board as a non-executive director with effect from 1 April 2020 and that as part of his role he would be a member of the Finance and Performance Committee and the Audit Committee. The Council was also informed that as part of the changes Andrew Marran would be taking over as Chair of the Mental Health Legislation Committee which had previously been chaired by Margaret Sentamu.

20/002 Apologies (agenda item 2)

Apologies were received from the following governors: Peter Webster (Leeds Public Governor) and Rebecca Charlwood (Appointed Governor for Leeds City Council).

Sue went on to inform the Council that: Sue Proctor, Chair; Claire Holmes, Director of Organisational Development and Workforce; Joanna Forster Adams, Chief Operating Officer; and Sara Munro, Chief Executive, had given their apologies for the meeting.

20/003 Changes to any declaration of interests and declaration of any conflicts of interest in respect of agenda items (agenda item 3)

Both Niccola Swan and Helen Kemp declared that they had a family member working for KPMG, but not in the capacity as auditors. It was agreed that they would remain in the room for the item on the appointment of the auditors which would be taken in the private meeting.

No other governor indicated a change to their declared interests or declared any conflicts of interest in respect of agenda items.

20/004 Minutes of the public Council of Governors' meeting held on the 7 November 2019 (agenda item 4.1)

It was noted that Mussarat Khan's surname had been misspelt in the previous minutes.

The Council **agreed** the minutes of the meeting held on the 7 November 2019 as an accurate record, subject to one amendment.

20/005 Matters Arising (agenda item 5)

Sue White suggested that it might be helpful to have an update on the Trust's outcomes work and explained that there was a matter arising which had not been captured on the action log in respect of the outcomes work and noted that there was no agenda item scheduled at the meeting neither had it been possible to have a paper to the November meeting and she suggested that it might be helpful to have an update on this at this point.

Claire Kenwood informed the Council that an update had not yet been provided to the Council due to the work not yet being sufficiently progressed through the Trust's governance system. She added that in light of this there were further considerations being undertaken by the executives as to how this matter might be progressed. However, Claire assured the Council that the Quality Committee receives reports from every service area in the Trust and that these reports provide updates on the outcomes work within each of those areas.

She also noted that there had been a workshop for governors on outcomes which had been held in 2019 noting that this had given governors an understanding of the work and its complexity and that it had been demonstrated that measuring outcomes was done more easily in some services than others.

Claire then explained the Trustwide work which was being undertaken noting that this work was equally complex and that whilst this had made some progress it was not making progress as quickly as first anticipated. In light of this Claire explained some of the measures that were being introduced which would help to support the outcomes work.

She explained that CareDirector, the new patient record system, would go live at the beginning of March and that this had the capability to measure outcomes, noting that whilst at first it would not provide all the information required it had the ability to do that in the coming months. Additionally, she reported that services were working with the Institute for Healthcare Improvement (IHI) to develop an evidence-based methodology to embed outcomes more fully. She informed the Council that once finalised a proposal which would go first to Trustwide clinical Governance Group and would then to to the Quality Committee before coming back to the Council of Governors.

Nicola Swan expressed her frustration about the outcomes work not being on the agenda for a number of months. She added that she had attended a Trust Outcomes Measures open meeting in November 2019 and that staff there had which echoed these frustrations. She stated that she and other governors looked forward to hearing more on the subject in the future.

Claire reminded the Council of the workshop session that took place in July 2019, where a number of clinicians spoke specifically about the outcomes work that was being done within their service. She noted that that the feedback had been received from governors was positive, but there was a concern about the time clinicians were taking out of front line duties to speak at the workshop and that if such a workshop was to be planned again it would be helpful to have a steer from governors as to how they would like such a session to be run.

It was agreed that Claire would give further verbal feedback to governors at the next Council of Governors meeting on 7 May 2020.

CK

There were no other matters arising.

20/006 Cumulative Action Log – actions outstanding from the previous public meetings (agenda item 6)

Sue White drew attention to log number 19/061, regarding governors participating in a one-off group to look at the content of the performance report and asked if there was any further interest in this. The interested governors were noted and it was agreed that Cath Hill would set-up a meeting with Nikki Cooper, Head of Performance Management and Informatics and those governors who wanted to participate.

CHill

The Council **received** the update on the cumulative action log and were **assured** of progress made.

20/007 Update on the Leeds Health and Care Academy (agenda item 15)

Angela Earnshaw provided the Council with an update on the progress of the Leeds Health and Care Academy and how it linked to the Leeds strategic workforce priorities. She clarified the reasons for the Leeds Health and Care Academy's development and assured the Council of the good progress that had been made since its launch in April 2019. It was noted that the vacancy for a Director at the Academy remained outstanding, with recruitment still ongoing but that further progress had been made to recruit to the Academy's core team.

Angela presented the Work Programme Update to the Council of Governors and gave an update on some of the Academy's Strategic Workforce Priorities.

Steve Howarth pointed out that Leeds Teaching Hospitals NHS Trust was absent

from the list of members, but were mentioned as being involved in the work. Angela agreed to amend this. He also suggested having a third sector organisation as part of the core group, which Angela discussed with the Council and explained that they were represented as part of the delivery structure.

AE

Ivan Nip asked about the Academy's business model and the Trust's involvement with it. Angela explained that the Trust contributes financially towards the core team and contributed resources to the running of the Academy. She also noted that the Academy's products are accessible and open to staff that work in health and social care across Leeds.

Cathy Woffendin asked for information on some of the Academy's largest outputs and Angela provided the Council with an update on some of the Academy's work streams.

It was agreed that there would be a further update on the Leeds Health and Care Academy at the Council of Governors meeting on 5 November 2020.

CH/AE

The Council **noted** the work of the Leeds Health and Care Academy and **discussed** the updates.

Angela Earnshaw left the room.

20/008 Chair's Report (agenda item 7)

The Council **received** the Chair's report and **noted** its contents.

20/009 Service Visits Forward Plan for January - June 2020 (agenda item 7.1)

Sue White presented the Service Visits Forward Plan paper, which showed the Council which visits were planned for the first half of 2020. Governors were reminded that they can book onto service visits they are interested in by contacting Rose Cooper in the Corporate Governance Team.

Les France asked whether Service Visits should be created into an agenda item at each meeting. He also asked for a reminder of the processes for circulating outcome reports. Cath Hill explained that it had been requested by the governors in the previous Council of Governors meeting that outcome reports from service visits be circulated to all governors so they can be kept informed of the things observed during the visits. She explained that these documents had been written for internal purposes rather than for the public domain. Cath agreed to provide a better description of the governance process for service visits so governors could be assured on what happened to reports. Niccola Swan suggested that the summary agenda item on visits could be used for any governor who wanted to highlight anything from their visit.

Sue White appealed for more governors to attend service visits.

The Council **received** and **noted** the forward plan for service visits.

20/010 Transforming Care and Learning Disabilities (agenda item 11)

Lyndsey Charles, Clinical Lead for Learning Disability Services, Lisa Cromack, Involvement Coordinator Co-worker, Peter Johnstone, Head of Operations for Learning Disability Services and Gill Galea, Head of Operations for Specialised Supported Living Services attended the meeting to talk about Learning Disability Services.

Lisa Cromack delivered a presentation about her journey to employment as an Involvement Co-ordinator Co-worker with the Trust. The Council discussed the roles and recruitment processes for this. It also heard about the work that had gone into the Transforming Care agenda and the difference this had made to our service users.

Andrew Johnson highlighted the lack of 'carer' governors. Cath Hill explained that efforts had been made to elect carer governors and the work to promote the role in the recent round of elections and that information had been sent to carer groups within the Trust to encourage people to stand for election.

The Council **received** an update from the Learning Disabilities Team and **noted** the information it had received.

20/011 Update on progress with the action plan (and impact of actions implemented) following the Healthwatch Report into Crisis Services in Leeds (agenda item 12)

Maureen Cushley updated the Council on the local action plan developed following the Healthwatch Report into Crisis Services in Leeds. She informed the Council of the progress against each of the agreed actions, noting that eight actions had been completed and three remained outstanding. She pointed out that two of the outstanding actions related to the recruitment of a new small team of Peer Support Workers and explained that additional funding had been received to offer a Peer Support service.

Maureen informed the Council of the city-wide Crisis Summit that took place on the 28 January 2020. She explained that a new information sheet had been developed to inform people on how to access services and that feedback had been received from people who want to be able to contact the Mental Health Helpline and get support directly, instead of through a Single Point of Access. She noted that another six month extension had been given for the use of the helpline and that a taskforce is to be setup in order to think about how a better crisis service can be implemented across Leeds.

Nicola Swan asked whether Healthwatch Leeds approach had been helpful and for information on what outcome measures were being used. Maureen praised the service that Healthwatch Leeds had provided and explained that they had asked the Peer Support Coordinator to meet with partners and Service Users in order to develop more efficient outcome measures.

Sue White reminded governors of their request to have more information on what Healthwatch is and how it operates. She informed the Council that the Chief Executive of Healthwatch was scheduled to attend the Council of Governors meeting on 7 July 2020 and will provide this information.

The Council **noted** the progress with the action plan following the Healthwatch Report into Crisis Services in Leeds.

20/012 Chief Executive Report (agenda item 8)

The Council received a paper outlining some of the activities and information from the Chief Executive to support the delivery of the Trust's strategic objectives and other important matters. It was noted that Dawn Hanwell was deputising for Sara Munro in her absence.

Sue White gave governors the opportunity to discuss the paper amongst their tables and invited them to present any questions to Dawn at the end of the discussion. Various members of the Council queried Dawn about the contents of the Chief Executive Report and she picked up the points that were raised.

Ivan Nip expressed an interest in the long term capital plan of the Trust and Sue White invited him to attend a Finance and Performance Committee meeting in February where a discussion would take place on the strategic estates plan.

Sue White reminded the Council of Claire Kenwood's impending retirement and the need to recruit a new Medical Director. She asked for volunteers to contact Cath Hill if they were interested in being involved with the recruitment process.

The Council **received** the Chief Executive report and **noted** its contents.

20/013 CQC update and next steps (agenda item 9)

Sue White praised all the work undertaken by staff that had led to the Trust achieving an overall rating of 'good' for the latest CQC inspection.

Cathy explained to the Council that the 19 must do and 30 should do actions had been compiled into an action plan and sent to Board on 30 January 2020, before being sent to CQC on 31 January. She informed the Council of how these actions were monitored and progressed. Cathy drew the Council's attention to

the 'requires improvement' rating received for inpatient Learning Disabilities Services. She explained that this rating had been robustly challenged by the Trust but that it had not been possible to change the rating because there was not a standard that was appropriate to Learning Disabilities Inpatient wards and these wards could not be appropriately assessed.

The Council received the CQC updates and **noted** the progress.

20/014 Lead Governor Report (agenda item 10)

Les France (Deputy Lead Governor) gave a verbal update to the Council on the matters that governors had discussed in their private meeting. In particular he asked about the arrangements for governors receiving information, including meeting papers.

Cath Hill explained that the Corporate Governance team was able to provide governors with an NHS email account in order to receive public and private papers and information and that they would follow this up with governors outside of the meeting.

The Council **acknowledged** the verbal Lead Governor Report.

20/015 Quarterly Performance and Quality Update Report (agenda item 13)

The Council received the Quarterly Performance and Quality Update Report.

Ruth Grant raised an issue regarding the percentage of workforce completing their mandatory training and noted that she was aware of, for example, the staff that had not completed their infection control training. Cathy Woffendin asked for this information and agreed to contact the appropriate members of staff's management to ensure the training was completed.

CW/RG

The Council **received** the Quarterly Performance and Quality Update Report and **noted** its contents

20/016 Update on the progress with the new Workforce Committee (agenda item 14)

Helen Grantham provided the Council with an update on the progress with the new Workforce Committee. She explained that the Committee had held two meetings at present and summarised what had taken place and what the duties of the Committee were. The Council was reminded that there would be a full report for the Workforce Committee in November.

The Council **received** a verbal update regarding the Workforce Committee and **noted** its progress.

The Chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust 4.00pm. She thanked governors and members of the public for their attendance.

Signed (Chair of the Trust)

Date