

**Minutes of the Annual Members' Meeting held on Tuesday 26 July at 11.00am until 1.00pm via Zoom**

**Board Members**

Professor John Baker	Non-executive Director
Mrs Dawn Hanwell	Chief Financial Officer and Deputy Chief Executive
Mr Cleveland Henry	Non-executive Director and Senior Independent Director
Dr Chris Hosker	Medical Director
Dr Sara Munro	Chief Executive
Dr Sue Proctor	Chair of the Trust (Chair)
Mr Darren Skinner	Director of People and Organisational Development
Mrs Sue White	Non-executive Director
Mr Martin Wright	Non-executive Director

**Governors**

Mr Ian Andrews	Staff: Non-Clinical
Mr Oliver Beckett	Public: Leeds
Ms Caroline Bentham	Carer: Leeds
Ms Alex Cowman	Staff: Non-Clinical
Cllr Claire Douglas	Appointed: City of York Council
Mr Les France	Public: Leeds (Lead Governor)
Ms Gail Harrison	Staff: Clinical
Mr Andrew Johnson	Staff: Clinical
Mrs Helen Kemp	Appointed: Volition – Leeds (mental health representative)
Mr John Manson	Service User: York and North Yorkshire
Ms Rebecca Mitchell	Public: Leeds
Dr Ivan Nip	Public: Leeds
Ms Sally Rawcliffe-Foo	Staff: Clinical
Mr Joseph Riach	Service User: Leeds
Cllr Fiona Venner	Appointed: Leeds City Council

**In attendance**

Mrs Cath Hill	Associate Director for Corporate Governance / Trust Board Secretary
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27 Members of the Trust and members of the general public

**22/001 Welcome** (agenda item 1)

Dr Proctor opened the meeting at 11.00am and welcomed members of: the Board of Directors; the Council of Governors; the Trust; and the wider public. She noted in particular that this meeting was the first meeting for a number of new governors, including Mr Beckett, Ms Mitchell, Mr Manson, and Ms Cowman.

**22/002 Apologies for Absence** (agenda item 2)

**Action**

Apologies were received from: Mrs Joanna Forster Adams, Chief Operating Officer; Miss Helen Grantham, Non-executive Director and Deputy Chair; Ms Merran McRae, Non-executive Director; and Mrs Cathy Woffendin, Director of Nursing, Professions and Quality; who are members of the Board of Directors.

Apologies were also received from the following governors: Mr Mark Clayton, Carer: Leeds; Ms Rachel Gibala, Service User: Leeds; Mr Oliver Hanson, Staff: Clinical; Mr Peter Holmes, Service User: Leeds; Ms Kirsty Lee, Public: Leeds; Ms Sayma Mizra, Appointed: Director for Children and Families Programme, West Yorkshire and Harrogate ICS; Mr David O'Brien, Public: York and North Yorkshire; Mr Bryan Ronoh, Carer: Leeds; and Ms Tina Turnbull, Appointed: Volition – Leeds (learning disabilities representative).

The meeting was quorate.

**22/003 Declaration of any conflicts of interest in respect of agenda items (agenda item 3)**

No one present at the meeting declared any conflict of interest in respect of any agenda items to be discussed.

**22/004 Minutes of the Annual Members' Meeting held 28 July 2021 (agenda item 4)**

Dr Proctor presented the minutes of the Annual Members' Meeting held on 28 July 2021. They were accepted as a true record.

**22/005 Matters arising (agenda item 5)**

It was noted that there were no matters arising from the previous meeting.

**22/006 Presentation from Les France, Lead Governor (agenda item 6)**

Dr Proctor welcomed Mr France, Lead Governor, to present the report from the Council of Governors.

Mr France presented the Membership Report. He outlined to attendees that there were 14,515 members at the end of March 2021, explaining that this consisted of: 10,500 public members; 994 service user and carer members; and 3,021 staff members.

Mr France outlined the role of a governor as representing the views of service users, carers and wider public to the Trust. He informed the attendees that the Council of Governors met publicly four times per year to discuss the work and performance of the Trust. Mr France went on to add that the Council of Governors was responsible for the appointment of the Trust's Non-executive Directors (NEDs) and external auditors and also received reports including the Annual Accounts, Annual Report, and the Quality Report.

Mr France next summarised some of the work conducted by the Council of Governors in 2021/22. He stated to the attendees that a new Associate Non-executive Director role had been created to help ease the introductory period of newly appointed NEDs to the Trust. With this in mind, he informed attendees that during 2021/2022 the Council had appointed Ms Khan and Dr Healey as Associate

Non-executive Directors, as well as Ms McRae as a Non-executive Director. He notified the attendees that planning had begun on the recruitment of a new Chair of the Trust. He went on to inform members that the Council of Governors and the Board of Directors had met in September 2021 to discuss three areas of strategic focus which were the Clinical Services Strategic Plan, the Workforce Strategic Plan, and Estates Strategic Plan.

Mr France proceeded to present an update on the outcome of the governor elections that had taken place in Spring 2021. He noted that on 6 May 2021, eight of the nine vacant seats had been filled. He thanked former governors who had stepped down for their service, highlighting in particular Mr Peter Webster, Ms Niccola Swan and Mr Steve Howarth who had served on the Council of Governors for multiple terms. He encouraged attendees who were considering standing to become a governor to contact him or the Corporate Governance Team. He noted that the next Council of Governors elections would begin in early 2023 and conclude by March 2023, with further elections scheduled for Autumn 2023.

Finally, Mr France thanked the Board of Directors and their support staff for their work and dedication over the past year, enabling work to continue through the pandemic. In particular he highlighted the efforts of Dr Proctor to assist the Board of Directors and Council of Governors to work collaboratively. He concluded by thanking everyone for attending. Dr Proctor thanked Mr France for his presentation.

**22/007 Presentation from Dawn Hanwell, Chief Financial Officer, and Deputy Chief Executive (agenda item 7)**

Dr Proctor welcomed Mrs Hanwell, Chief Financial Officer and Deputy Chief Executive, to present the report on the Trust's finances.

Mrs Hanwell presented the key elements of the financial report. She outlined to attendees that the Trust was in a strong financial position and had achieved an income and expenditure surplus of £5.37million (m). She reported that the Trust had spent £10.7m on capital expenditure. Mrs Hanwell outlined that the cash position of the Trust was £120.75m. She went on to outline that the Trust's surplus has increased due to the fact that income had increased (£225.735m in 2021/22, an 11% increase compared to 2020/21 financial year) by a greater amount than expenditure (£220.364m in 2021/22, an 9% increase compared to 2020/21 financial year).

Mrs Hanwell informed the attendees that income was generated by fixed block revenue allocations based on historic spending, as the usual avenue for income through the Clinical Commissioning Groups had been suspended due to the COVID-19 pandemic. In addition to this, income was also generated as the Trust took over financial responsibility for the provision of Children and Young Peoples' Mental Health Service (CYPMHS). Finally, it was reported that additional commercial activities had generated an extra £0.8m.

Mrs Hanwell next addressed the Trust's expenditures over the 2021/22 financial year. She notified the attendees that costs relating to the COVID-19 pandemic had been a continued focus and that the Trust's assumption of financial responsibility for the CYPMHS had impacted its expenditure over the year. She also noted that expenditure was down as the Trust had a number of unfilled vacancies.

Mrs Hanwell highlighted the key investments made throughout the year which included: the completion of the Red Kite View new build, various improvements to the Trust's estates, and IT support. She stated that in 2021/22 there had been a continued focus on the sustainability agenda, informing attendees that the Trust's Green Plan had been published and a Sustainability Team had been recruited

Mrs Hanwell next reported on the future financial plans of the Trust. She stated to attendees that the new financial structures introduced by Integrated Care Boards (ICBs) becoming statutory bodies as of 1 July 2022 had been fully implemented. This would mean revenue resource allocations and capital resource allocations would now be negotiated at the ICB level. She reported that the Trust would focus on its medium-term financial strategy which would involve replacing its previous Private Finance Initiative (PFI) by 2028, reintroducing efficiency requirements and continuing to develop Lead Provider and Provider Collaborative arrangements.

Mrs Hanwell thanked everyone for attending her presentation and welcomed questions to be answered at the end of the presentations.

**22/008 Presentation by Dr Sara Munro, Chief Executive (agenda item 8)**

Dr Munro thanked everyone for attending the event and reflected on the Trusts achievements in the year since the last Annual Members Meeting. Firstly, she highlighted the Trust's response to the COVID-19 pandemic, in particular the disruption caused by Omicron over the winter period. She reported that the Trust was able to maintain business critical safe services due in part to a redeployment programme. She thanked the Infection Prevention and Control Team for its work in proactively minimising the impact of outbreaks. Next, she stated that the Trust had played a role in the COVID-19 vaccination programme, which included a team going out to low-vaccine uptake areas in Leeds to deliver nearly 3,500 jabs over an 8-month period.

Dr Munro went on to highlight to attendees a number of clinical service developments over the course of the year. These included: the opening of Red Kite View; the Trust being awarded Veteran Aware accreditation; the rebranding of the EMERGE service; the initialisation of the Community Mental Health Transformation Project; the work undertaken under the Acute Care Excellence Programme; and the continuation of the work by the Community Rehabilitation Enhanced Support Team.

Dr Munro reported to attendees on how the Trust, in collaboration with partners, sought to address three key health inequalities faced by service users. These included: targeted interventions to improve physical health outcomes of those on the Serious Mental Illness register; improving access to care; and improving equity of care. She also outlined that the Trust had signed up to the Equally Well UK Charter which aimed to tackle the physical health inequalities faced by those with a mental health condition. She highlighted that the Trust's Quality Report 2021/22 had been published on the Trust's website, explaining that it went into greater detail about the work of the Trust over this year. Dr Munro thanked those involved in producing this report.

Dr Munro next briefed the attendees on the work the Trust had undertaken to involve service users and carers. She noted that this work could be seen in the 'Together', the Trust's Experience and Involvement Strategy. She thanked both the

Patient Experience Team and the service users and carers for their time and work to improve the services the Trust provides.

Dr Munro continued to detail the work undertaken throughout 2021/22 to make the Trust a supportive and inclusive place to work. Central to this was the approval and launch of the Trust's People Plan in March 2022, which detailed how the Trust planned to engage, retain, and recruit colleagues. Attendees were informed that the plan was dynamic and would be updated, with reports to the Workforce Committee to provide assurance on the progress of its implementation.

Dr Munro next presented a summary of the results from the 2021/22 Staff Survey. She reported that the questions had been changed to align with the NHS People Promise, and the results showed that the Trust was performing higher than the national average in three of the seven areas. She noted that the year was particularly tough given the continued effects to respond to the COVID-19 pandemic, and that the Board was committed to working to improve these results.

Finally, Dr Munro thanked Dr Proctor for her work as the Chair of the Trust over the six years she had spent with the Trust, noting that it would be Dr Proctor's last Annual Member's Meeting as the Chair. She stated that the Trust had benefited from her guidance and support throughout her term of office.

Dr Proctor thanked Dr Munro for her presentation.

#### **22/009 Changes to the Constitution (agenda item 9)**

Mrs Hill outlined two amendments that had been made to the Trust's Constitution in 2021/22. She explained that these amendments had been agreed by the Board of Directors on the 19 May 2022 and the Council of Governors on the 5 July 2022, with one amendment requiring final approval at the Annual Members Meeting.

Mrs Hill outlined the first change to the Trust's Constitution as the proposal to reduce the age where people could become members of the Trust to 13 or older, from the current age requirement of being 16 or over. She clarified that there was no change to the age at which members could stand for election to become a governor, which would remain at 16. Attendees considered and approved this change. Dr Proctor added that the Trust would look at models of best practise to support young people so that they can become effective members.

Mrs Hill continued to notify the attendees about the second change to the Trust's Constitution. This was a change of address of the Trust's Headquarters. Attendees were asked to note this change.

The attendees of the Annual Members' Meeting considered, noted and, where relevant, approved the changes to the Constitution and its annexes.

#### **22/010 Opportunity to Receive Questions from Members and the Public (agenda item 10)**

Dr Proctor informed the attendees that one question had been submitted in advance of the meeting. This question related to how the Trust could collaborate better with third-sector partners external to the NHS for better health outcomes for service users. Dr Munro reiterated that her presentation detailed how the Trust

collaborated with voluntary and community services. She stated that the Trust was selective about choosing the best partners to collaborate with based on their level of expertise. She stressed the need for these collaborations to be integrated seamlessly from the patient experience side, explaining that fragmented patient feedback may lead to negative health outcomes.

Questions were then opened up for those in attendance of the meeting. A service user enquired as to why the Trust's expenditure had dropped this year. Mrs Hanwell answered that the Trust's expenditure had not dropped but had increased by £18m. She clarified that the gap between the Trust's income and expenditure had increased in the 2021/22 financial year so that overall, the Trust was able to save more income. A staff member questioned why the Trust borrowed £15.289m. Mrs Hanwell stated that the borrowing was for future liabilities for the PFI estate that the Trust would have to pay out in the future.

A service user enquired about the funding of Red Kite View in relation to the Trust's expenditure. Mrs Hanwell informed the attendees that it was funded mainly through a successful bid for central funding for £13m by the West Yorkshire Mental Health Collaborative. She explained that, in addition to this, the Trust contributed an additional £5m from its own cash reserves to fund an expansion and the inclusion of a Section 136 Facility at the site. Cllr Douglas, appointed governor, asked what commercial activities the Trust had participated in to generate £0.8m. Mrs Hanwell answered that the Trust operated commercial ventures, including a procurement collaborative and lease car scheme, and that profit from running these services was fed back into Trust.

Mr Beckett, a public governor, questioned how the efficiency improvements alluded to in the finance report would be applied to save money in the next financial year. Mrs Hanwell clarified that efficiency measures ensured value for money rather than cutting costs. Dr Nip, a public governor, enquired what financial commitments the Trust was planning to allocate to support the People Plan. Mrs Hanwell reiterated to attendees that the Trust recognised the need to invest in the plan and did so by funding training. Mr Skinner told attendees that as part of the NHS Pay Award, the Trust had made a commitment to reduce agency staff spending by 10-30%. He also reported to the attendees that a workforce plan was in place for all nine of the Trust's service lines. Dr Proctor added that the Trust worked with local universities to support students in placements and recruit graduates

Next a service user asked what training was provided to staff who participated in interview panels, in particular unconscious bias training. Mr Manson, a service user governor, enquired what remuneration the Trust offered governors involved in recruitment. Mr Skinner addressed these questions, reporting that the Trust had established training for staff involved in recruitment and retention, and that this could be expanded to all Trust members involved in recruitment. Mrs Hill informed the attendees that the Trust's Policy for Payment and Reimbursement of Service Users, Patients, Carers and Members of the Public established a framework for ensuring an involvement fee is paid based on hours worked, and that it was designed to be below the threshold to impact benefit payments. This was in addition to reimbursing out of pocket expenses. It was also noted that the Trust was unable to pay governors, however, it was able to cover all expenses relating to their services for the Trust. She went on to state that unconscious bias training was a renewed priority for the Human Resources department, after work on its implementation was previously stalled due to the pressures of the COVID-19

pandemic.

A service user questioned whether there could be posts created for development work for service users who currently volunteered in this capacity, or whether this work would remain voluntary. Dr Munro responded that there were existing pathways open for all for this to occur, for example, through training provided by the Recovery College. She added that fixed employment was not suitable for all needs, and that some work would therefore remain on a voluntary basis.

Questions were then submitted regarding the conditions staff faced in working on Trust premises in regard to the ongoing COVID-19 pandemic. A service user questioned whether staff were allowed to work on Trust premises and whether vaccination against COVID-19 was a condition of deployment. Mr Skinner outlined that the Agile and Hybrid working model employed by the Trust meant that non-patient facing staff were able to choose where they worked from after discussions with their manager, based on their ability to fulfil their duties. He continued that the Trust Headquarters at St. Mary's House was currently being refurbished, which impacted the number of office-based staff able to work on Trust premises. As a result, a number of staff continued to work remotely whereas others were office based, depending on their circumstances. Mr Skinner continued by informing members that the legislation for vaccination as a condition of deployment was rescinded by Parliament in 2021, but that many of the staff had received COVID-19 vaccinations and that the Trust continued to encourage this.

Finally, a service user questioned whether smoking was permitted on hospital grounds. Dr Munro confirmed that Trust premises continued to be smokefree due to the health and fire risk. She added that the Trust had dedicated leads to support the smokefree policy and had recently implemented access to e-cigarettes in addition to previously existing nicotine replacement therapies for service users to support them while they remained on Trust premises.

Dr Proctor thanked all attendees for listening and participating in the discussion that had taken place, and to Mr Richard Jackson for providing British Sign Language interpretation throughout the meeting. She also thanked all staff, partners, service users, carers and governors for their hard work undertaken throughout the year, especially in light of the pressures created by the COVID-19 pandemic.

At the conclusion of formal business, Dr Proctor closed the Annual Members' Meeting of the Leeds and York Partnership NHS Foundation Trust at 1.00pm and thanked everyone for attending.