

**Minutes of the Public Meeting of the Council of Governors
held at 1pm on Thursday 7 November 2019
at The Mind Room, The Studio Leeds, Whitehall Road, Leeds, LS1 4AW**

PRESENT:

Professor Sue Proctor – Chair of the Trust (Chair of the meeting)

Public Governors

Kirsty Lee
Ivan Nip
Niccola Swan
Peter Webster

Staff Governors

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

Appointed Governors

Helen Kemp

Executive Directors

Joanna Forster Adams
Sara Munro
Caroline Bamford (Deputising for Claire Holmes)

Non-Executive Directors

Prof John Baker
Sue White
Margaret Sentamu
Martin Wright
Helen Grantham
Andrew Marran

IN ATTENDANCE:

Cath Hill – Associate Director for Corporate Governance / Trust Board Secretary
Kerry McMann – Corporate Governance Team Leader
Emily Whitfield – Corporate Governance Assistant

19/052 Welcome and introductions (agenda item 1)

Professor Sue Proctor opened the meeting at 1.00pm and welcomed everyone.

It was noted that item 13 (the paper on outcomes) had been removed from the agenda as this still had to go through its internal governance pathway before being brought to the Council for assurance. Dr Munro also noted that agenda item 14 had been removed from the agenda and that information on the CQC inspection had been included in her Chief Executive's report.

Prof Proctor advised the Council that Claire Holmes (Director of OD and Workforce) was not able to attend the meeting and that Caroline Bamford would be deputising for her.

19/053 Apologies (agenda item 2)

Apologies were received from the following governors: Ann Shuter (Leeds Service User Governor), Anna Perrett (York City Council appointed governor), Les France (Leeds Public Governor), Steve Howarth (Leeds Public Governor), and Mussarat Khan (Leeds Public Governor).

Sue Proctor informed the Council that: Claire Holmes, Director for Organisational Development and Workforce; Claire Kenwood, Medical Director; Dawn Hanwell, Chief Financial Officer; Cathy Woffendin, Director of Nursing; Professions and Quality; and Andrew Marran, Non-executive Director had given their apologies for the meeting.

19/054 Rainbow Alliance Presentation (agenda 11)

Katie Ward, Ben Green, Rhys Davis and Melanie Hardwick gave a presentation to the Council which introduced the Rainbow Alliance and detailed the work they carry out. They talked about the current projects including the training they provide to staff and how they maintain visibility of the team.

It was agreed that the possibility of attending a Gender ID involvement group would be looked into, in order to raise awareness of future elections and the role of a governor.

KM

The Council noted of the work of the Rainbow Alliance and the continued efforts to acknowledge and address the inequalities which LGBT+ people face in society and the workplace.

19/054 Changes to any declaration of interests and declaration of any conflicts of interest in respect of agenda items (agenda item 3)

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

19/055 Minutes of the public Council of Governors meeting held on the 16 July 2019 and the Annual Members' Meeting held 30 July 2019 (agenda item 4.1 and 4.2)

The minutes of the public Council of Governors meeting that was held on the 16 July were **approved** as a true record. The minutes of the Annual Members' Meeting held on 30 July were received and noted.

19/056 Matters arising (agenda item 5)

There were **no** matters arising.

19/057 Cumulative action log – actions outstanding from previous public meetings
(agenda item 6)

Sue Proctor presented the cumulative action log. The Council noted and agreed the actions reported as completed.

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

19/058 Chair's Report (agenda item 7)

Sue Proctor presented the Chair's report.

In particular governors asked about the process in respect of service visits. Cath Hill outlined who completes the summary reports on the visits and where these are reported in the Trust. It was noted that the report made to the Council does not include detailed observations from the visits. It was requested by governors that outcome reports from the service visits are circulated to all governors outside of the Council meeting so they can be kept informed of the things observed during the visits.

RC

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

19/059 Chief Executive Report (agenda item 8)

The Council received the Chief Executive's report. Caroline Bamford provided an update on the workshop that took place in October in conjunction with public health and the Synergi Collaborative, she noted that Sharron Prince (Strategic Lead for Psychology and Psychotherapy), along with the public health team was looking at the outputs from the event and that these would inform the wider mental health strategy for Leeds.

Peter Webster reported that in the pre-meeting governors it had been noted that governors were not aware of the findings relating to the Healthwatch report into Crisis Services in Leeds.

Sara Munro noted that Healthwatch had attended a facilitated meeting with the Trust's crisis team and had shared the findings. She added that Judith Barnes (Clinical Operational Manager) was leading on the work to look at the Trust's response to the findings and that she, alongside other partners and stakeholders, had developed an action plan based on the recommendations from the report. Governors requested that a progress report be present to the February Council of

JFA / JB

Governors meeting which provided an update on progress along with any impact of the actions.

In relation to the Healthwatch programme of work more generally, it was suggested that the corporate governance team circulate a link to the Healthwatch website so governors could be linked into the reports which are published.

KM

The Council discussed sharing of the Healthwatch reports that relate to services more widely through the Trust. Sara Munro noted that there was a representative from Healthwatch on the Patient Experience and Involvement Steering Group which provides a direct link to the work of the Trust. The Council suggested that it considers how best to strengthen its links with Healthwatch and how this might be facilitated.

SP / SM

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

19/060 Lead Governor Report (agenda item 9)

Peter Webster provided the Lead Governor report to the Council of Governors. He reported on the feedback that had been received relating to the Annual Members' Meeting that had taken place in July 2019; the joint Non-executive Director / Governor event that had been organised by the West Yorkshire Mental Health and Autism Collaborative; and some of the issues to come out of the service visits that governors had carried out.

The Council **received** the verbal update.

19/061 Quarterly Performance and Quality Update Report (agenda item 10)

Joanna Forster Adams presented the Quarterly Performance and Quality Update Report and summarised the main points in the report. She noted that the Trust had made considerable improvement in relation to the targets for accessing services and also clinical supervision. Joanna then drew attention to the risks and issues outlined in the report noting that the Board was focused on these matters.

With regard to the discussions that had taken place at the Board meeting, Joanna drew attention to the discussions on workforce planning focused on the Mental Health Optimal Staffing Tool (MHOST) where early indications were that staffing establishments on the acute adult and older people's wards could be increased. She added that this information was being used to inform discussions with the Clinical Commissioning Group around any additional funding that may be required.

Governors discussed the format of the report. They noted the improvements that had been made over time. Joanna noted that there had been a recent Board

development session to look at the construction of performance reports, noting that work was ongoing to develop the way metrics were reported to the Council of Governors. It was agreed that governors would be invited to participate in a small, one-off group, which will look at the content of the performance report. Governors agreed to contact Cath Hill if they would like to attend.

Sue Proctor drew the open discussion to a close. She reminded governors that they were encouraged to observe meetings of the Board of Directors or its sub-committees where further assurance could be received of the matters that the Board are focused on and on the way Non-executive Directors are carrying out their role.

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

19/062 Annual Report from the Chair of the Mental Health Legislation Committee (agenda item 12)

Margaret Sentamu (Chair of the Mental Health Legislation Committee) presented the Annual Report from the Committee, noting the details in the report, including the role of the committee, the improvements in practice that it had been assured of and any concerns that it had discussed at its meetings.

She noted that since the report to the Council last year, overall there had been an improvement in the uptake of Mental Health Act training although she added that there had been a slight reduction within the Community Services. However, she noted that this was being addressed. She also highlighted some concerns the committee had in relation to the collection of 'Advocacy' data noting that these concerns had been raised with the Head of Adult Social Care.

Margaret then raised an issue in relation to detentions under 'Section 136' in particular relating to the length of stay for children and adolescents brought into the S136 suites. She assured the Council that there was a small working group looking at potential actions and solutions.

She also noted that whilst restrictive interventions had increased in quarter 4 there had been an overall downward trajectory in 2018/19 and that staff were focused on continuing to reduce these.

Margaret then observed that there were ongoing concerns relating to the over representation of BAME groups detained under the Mental Health Act. She noted that this was something that was being looked at through the Synergi Collaborative and that the committee was looking forward to receiving an outcome report.

On the subject of Mental Health Act CQC visits, it was noted that there had been a positive visit to ward 4 at the Newsam Centre, but that there had been an issue raised during the visit to Mill Lodge relating to blanket restrictions and seclusion.

She added that the Mental Health Legislation team was focusing on this and planned to deliver training related to this.

Sarah Layton then provided an update on the future proposed changes to the Mental Health Act and the Liberty Safeguarding legislation which were noted by the Council. She then explained some of the requirements of a tribunal and the work of the Mental Health Act Managers.

It was agreed that there needed to be a discussion at the West Yorkshire Mental Health, Learning Disability and Autism Collaborative meeting about the changes in the legislative landscape to ensure there is a consistent approach across the patch.

SP/SM

The Council **welcomed** the report from the Chair of the Mental Health Legislation Committee and **noted** the invitation to observe a Committee meeting as part of undertaking the governor role.

19/063 Bullying and Harassment Progress Update (agenda item 15)

Caroline Bamford presented the Bullying and Harassment Progress Update report, highlighting the complexity of addressing behaviours and that the issues highlighted in the report were faced not only in the Trust but across the NHS.

She noted that two staff networks had been established in the Trust: the Workforce Race Equality Network; and the Staff Disability and Wellbeing Network, and that these would be the main conduits to learn and work together.

With regard to the action plan she noted that this would connect with the Trust's Cultural Collaborative work to ensure there was wide engagement in developing the culture within the organisation.

Ruth Grant asked a question about how the staff survey responses were used. She noted that staff believed that not all responses were used in the final outcome and statistics. Dr Munro assured the Council that this was not the case and that all responses were taken account of, however not all teams could generate a "heat map" due to their small numbers as the confidentiality of responses could be compromised. It was suggested that there should be a communication to staff about how the responses from the staff survey are used to assure staff that whilst heat maps may not be generated for very small teams in order to protect anonymity, all responses are counted and used in the overall outcome of the survey.

CB

Andrew Johnson sought clarity on the Workplace Wellbeing Advisors and their role, which Caroline was able to confirm. She noted that they provide a signposting service to staff and that advisors are encouraged from all levels of staff. It was noted that the uptake of the role had been low and Caroline outlined some of the reasons for this and the work being done to attract more staff in becoming advisors.

Sue Proctor suggested that the Leadership Forum could receive training relating to Lesbian, Gay and Bisexual Awareness Training (including unconscious bias) to raise awareness amongst managers so the training can be promoted more widely within the workforce.

CB/AE

The Council also discussed Bank Staff and some of the issues they experience. It was noted that much work had been done with this group of staff to understand and address the issues, including ensuring they were able to contribute to the staff survey through a bespoke process in order to have their voice heard.

The Council **noted** the Bullying and Harassment Progress Update.

19/066 Report from Annual Members' Meeting 2019 (agenda item 16)

Sue Proctor presented the report and feedback for the Annual Members' Meeting which took place in July 2019. It was noted that the meetings improve year-on-year, and thanks were given to Kirsty Lee and Peter Webster who joined the planning group and worked with the Corporate Governance and Communications Teams to plan the event. Thanks were also given to all Governors who attended the event and carried out various duties on the day and made it such a success.

It was noted that some participants on the day had found the things talked about, and sharing their experience difficult and it was agreed that there should be more visible support at the Annual Members' Meeting for people, particularly service users, who may need this on the day. Cath Hill agreed to feed this into the AMM planning meetings.

CHill

The Council **noted** the report from the Annual Members' Meeting.

19/067 The Trust's Key Strategic Risks (agenda item 17)

Cath Hill presented the Trust's Key Strategic Risks and set out where these were received and monitored by the Board and its sub-committees.

The Council **noted** the information on the Trust's Key Strategic Risks.

19/068 Annual Cycle of Business for 2020 (agenda item 18.1)

Cath Hill presented the Annual Cycle of Business for the Council of Governors’ formal meetings, the Annual Members’ meeting and the Board to Board meeting. She noted that the paper highlighted the standing items; statutory and non-statutory duties; work involving non-executive directors; and administrative business for the Council of Governors.

Peter Webster asked for the Lead Governor report to be added to the planning cycle for the Annual Members’ Meeting.

CHill

The Council **noted** and **approved** the Annual Cycle of Business.

19/069 2020 and 2021 Meeting Dates for the Council of Governors (agenda item 18.2)

The Council **received** and **noted** the dates for future meetings.

The Chair of the meeting closed the public meeting of the Council of Governors of Leeds and York Partnership NHS Foundation Trust 3.21pm. She thanked governors and members of the public for their attendance.

Signed (Chair of the Trust)

Date