

MEETING OF THE COUNCIL OF GOVERNORS
(Meeting held in Public)

12.30pm - 3.05pm on Wednesday 23rd January 2019
Networking Lunch – 12 noon to 12:30pm

Education Centre, Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ

| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item (approx.) |
|-------------------|--|---|---------|----------------|----------------------------------|
| 2018/19/78 | Welcome, apologies for absence and quoracy | Receive apologies and confirm quoracy | Verbal | Deputy Chair | 12.30pm (5 mins) |
| 2018/19/79 | Meeting guidelines | Note meeting guidelines | Written | Deputy Chair | |
| 2018/19/80 | Declarations of interest | Identify and avoid conflicts of interest | Verbal | Deputy Chair | |
| 2018/19/81 | Minutes of the previous meeting <ul style="list-style-type: none"> 29 November 2018 | Confirm as an accurate record the minutes of the previous meeting | Written | Deputy Chair | |
| 2018/19/82 | Matters arising & action points | Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress | Written | Deputy Chair | |
| 2018/19/83 | Business Cycle | Note Business Cycle | Written | Deputy Chair | |

| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item (approx.) |
|---|--|---|---------|--|----------------------------------|
| Trust Updates | | | | | |
| 2018/19/84 | Chair's Announcements | To update the Council of Governors on any issues or developments affecting the Trust | Verbal | Deputy Chair | 12.35pm (10 mins) |
| 2018/19/85 | Chief Executive's Announcements | To update the Council of Governors on any issues or developments affecting the Trust | Verbal | Chief Executive | 12.45pm (15 mins) |
| Reports from Council of Governors Sub-committees and feedback on governor activity | | | | | |
| 2018/19/86 | Lead Governor's update | Lead Governor to update Governors on key issues (including any feedback from locality forums) | Verbal | Lead Governor | 1:00pm (10 mins) |
| 2018/19/87 | Membership and Development Sub-committee – 11 December 2018 • Including Membership Plan | To review the work of the committee | Written | David Bull Committee Chair | 1.10pm (10 min) |
| 2018/19/88 | Scrutiny Sub-committee Minutes – 12 December 2018 | To review the work of the committee | Written | Brian Crouch/ Graham Pollard Joint Committee Chairs | 1.20pm (10 mins) |

| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item (approx.) |
|--|--|---|---------|--|----------------------------------|
| Items for Discussion and Approval | | | | | |
| 2018/19/89 | Adult and Older People's Specialist mental Health Redesign: East / South Cheshire / Vale Royal | To update the Governors on the Current position. | Written | Justin Pidcock, Associate Director of Infrastructure and Estates | 1.30pm (10 mins) |
| 2018/19/90 | NED update | To update Governors on recent NED activities | Verbal | Non-Executive Director | 1.40pm (10 mins) |
| 2018/19/91 | Governor seats / elections | To update Governors on vacant seats and future election planning | Written | Corporate Affairs Manager | 1.50pm (5 mins) |
| Closing Business | | | | | |
| 2018/19/92 | Governor Question time | Opportunity for Governors to feedback to the full Council and to present questions or make comment. | Verbal | All | 1.55pm (15 mins) |
| 2018/19/93 | Any Other Business | To address any other relevant issues not included on the agenda. | Verbal | All | 2.10pm (3 mins) |

| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item (approx.) |
|------------|---|---|---------|----------------|----------------------------------|
| 2018/19/94 | Date, time and place of next meeting: Thursday 18 th April 2019 – Sycamore House – 10:30am to 2pm | To confirm arrangements for next meeting. | Verbal | Chair | 2.13pm (2 mins) |

Break – 2.15 (10 mins)

| Governor Chosen Topic | | | | | |
|-----------------------|--|--|--------------|---|----------------------------------|
| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item (approx.) |
| 2018/19/95 | Governor Chosen Topic : NHS Long Term Plan | Opportunity for Governors to focus on a particular area of interest. | Presentation | Chief Executive/ Non- Executive Directors | 2.25 (40 mins) |

Long Term Plan

- Presentation – Headlines of the Long Term Plan, Operational Planning and Health Sector Context – Sheena Cumiskey, Chief Executive
- Discussion Groups – Governors to be split into small discussion tables. Each table to be accompanied by a Non-Executive Director and Executive Director Colleague.
- Group Feedback and Conclude

END – 3:05pm

Meeting Attendees' Guidance, January 2016

Under the direction and guidance of the Chair, all members are responsible for ensuring that the meeting achieves its duties and runs effectively and smoothly.

Before the meeting

- Prepare for the meeting in good time by reviewing all reports (the amount of time allocated for each agenda item can be used to guide your preparation);
- Submit any reports scheduled for consideration at least 10 days before the meeting to the meeting administrator (using the standard report template);
- Ensure your apologies are sent if you are unable to attend and *arrange for a suitable deputy to attend in your absence.

*some members may send a nominated representative who is sufficiently senior and has the authority to make decisions. Refer to the terms of reference for the meeting to check whether or not this is allowable.

At the meeting

- Arrive on time;
- Switch off mobile phone / blackberry;
- Focus on the meeting at hand and not the next activity or on your emails;
- Actively and constructively participate in the discussions;
- Think about what you want to say before you speak; explain your ideas clearly and concisely and summarise if necessary;
- Make sure your contributions are relevant and help move the meeting forward;
- Respect the contributions of other members of the group and do not speak across others;
- Ensure you understand the decisions, actions, ideas and issues agreed and to whom responsibility for them is allocated;
- Do not use the meeting to highlight issues that are not on the agenda;
- Re-group promptly after any breaks;
- Take account of the Chair's health, safety and fire announcements (fire exits, fire alarm testing, etc).

Attendance

- Members are expected to attend all meetings and at least 50% of all meetings held each year.

After the meeting

- Follow up on actions;
- Inform colleagues appropriately of the issues discussed.

Standards

- All documentation will be prepared using the standard Trust templates. A named person will oversee the administrative arrangements for each meeting;
- Agenda and reports will be issued 7 days before the meeting;
- An action schedule will be prepared and circulated to all members 2 days after the meeting;
- The minutes will be available at the next meeting.

Also under the guidance of the Chair, members are also responsible for the meeting's compliance with relevant legislation and Trust policies, up-to-date versions of which are available on the Trust's website, via the governance team or the Company Secretary.

DRAFT Minutes of the Council of Governors Meeting
Thursday, 29th November 2018
Sycamore House, Ellesmere Port

| | |
|-----------------------------|---|
| <p>Present</p> | <p>Mike Maier, Chairman (Chair) Brian Crouch, Service User Carer Governor (Lead Governor) Anne Farrell, Public Governor Elizabeth Bott, Public Governor Richard Agar, Public Governor Nigel Richardson, Public Governor Ferguson McQuarrie, Service User Carer Governor Gordon Cairns, Service User Carer Governor Keith Millar, Service User Carer Governor Phil Jarrold, Service User Carer Governor Peter Ashley-Mudie, Service User Carer Governor Deepak Agnihotri, Staff Governor Graham Pollard, Partnership Governor Ken Edwards, Staff Governor Philip Mook, Staff Governor Phil Gilchrist, Partnership Governor Carol Gahan, Partnership Governor Liz Wardlaw, Partnership Governor Pam Smith, Appointed Governor</p> |
| <p>In attendance</p> | <p>Sheena Cumiskey, Chief Executive Andy Styring, Director of Operations Edward Jenner, Non-Executive Director Ann Pennell, Non-Executive Director Rebecca Burke-Sharples, Non-Executive Director Andrea Campbell, Non-Executive Director Gemma Caprio, Head of Corporate Affairs Melysa Border, Corporate Governance Administrator (Minutes)</p> |
| <p>Apologies</p> | <p>Rob Walker, Public Governor Derek Bosomworth, Public Governor Helen Nellist, Public Governor Iain Steward, Partnership Governor Pam Smith, Partnership Governor Sean Boyle, Partnership Governor David Bull, Service User Carer Governor Phil Billington, Service User Carer Governor Jackie McGhee, Service User Carer Governor Arlo King, Service User Carer Governor Jill Doble, Staff Governor</p> |

| Item No | Title of item | Action by |
|----------|---|-----------|
| 18/19/59 | <p>Welcome, apologies for absence and quoracy</p> <p>The Chair offered a warm welcome to all in attendance and advised that the meeting was quorate. Apologies were noted as above.</p> | |
| 18/19/60 | <p>Meeting Guidelines</p> <p>The meeting guidelines were noted.</p> | |
| 18/19/61 | <p>Declarations of interest</p> <p>Mike Maier, Chairman, item 18/19/73 – Chair's Appraisal. Mike will excuse himself for this item.</p> <p>Liz Wardlaw, Public Governor of Cheshire East Council, item 18/19/71 – holder for the portfolio in East Cheshire. No action required.</p> | |
| 18/19/62 | <p>Minutes of the previous Council of Governors Meeting held 14th September 2018</p> <p>The minutes of the meeting held on the 14th September 2018 were agreed as an accurate record.</p> | |
| 18/19/63 | <p>Matters Arising and Action Points</p> <p>Item 48, IT training for Governors was agreed to be carried forward to the next meeting.</p> <p>Item 53 was agreed to be closed, as it is on the agenda.</p> | |
| 18/19/64 | <p>Business Cycle 2018/2019</p> <p>The business cycle was noted.</p> | |
| 18/19/65 | <p>Chair's announcements</p> <p>Mike Maier, Chair, advised he has recently attended several national and regional meetings which discussed the 10 year NHS plan. This is expected to include setting broad goals over the next 10 years with the emphasis on moving further towards integrated care with providers and commissioners through a population-based, person-centred approach.</p> | |
| | <p>Big Book of Best Practice 2018</p> <p>The annual Best Practice event was held at Ellesmere Port's Civic Hall on 4 October. Over 200 people were presented with the very best innovations CWP used in the provision of services. The event also marked the launch of the 'Big Book'.</p> <p>World Mental Health Day 2018</p> <p>In early October, CWP supported this year's World Mental Health Day. The actual awareness day was October, but teams across the Trust ran initiatives and events throughout that week. This</p> | |

| Item No | Title of item | Action by |
|----------|--|-----------|
| | <p>year's theme was "Young people and mental health in a changing world" and a number of our teams supported the "Hello Yellow" campaign of young people's mental health charity, Young Minds.</p> <p>Winsford CAMHS sing "This is Me" for World Mental Health Day</p> <p>The song is an anthem celebrating people's unique differences (see CWP's website or CWPTV channel on YouTube).</p> <p>Avril Devaney goes to Number 10</p> <p>Avril Devaney, Director of Nursing attended a special reception at the Number 10 Downing Street on 10 October. The event formed part of the government's programme surrounding the inaugural Global Summit on Mental Health, which was also held on World Mental Health Day. The reception was attended by people with an interest in mental health care both; from across the UK and around the world.</p> | |
| 18/19/66 | <p>Chief Executive Announcements</p> <p>Sheena Cumiskey, Chief Executive, advised the Council that the Well Led CQC inspection report is being published next week (w/w 3rd December 2018). Sheena gave assurance to the Governors that they will receive a copy of the briefing at the same time as CWP staff.</p> <p>Sheena explained that whilst there is an increasing demand on services, this is due to an increasing population which is putting pressure on our services.</p> <p>Andy Styring, Director of Operations, added that due to the pressures mentioned above by Sheena, a Crisis Incidents Team has been created. The pressure on services has been reviewed and is driven by the amount of patients with mental health issues rather than low staff levels. CWP are working with partners to provide additional services whilst ensuring the Trust sustains clinical safety.</p> <p>The Trust will stay in Crisis Incidents Mode until January 2019, where it will be reviewed and continued if required.</p> <p>Andy advised that staff have been working very hard and have responded well adapting to the changes.</p> <p>Gordon Cairns, Service User/ Carer Governor, asked if this had any impact on the financial forecast for year-end. Sheena gave assurance that this will not be affected as the increased demand</p> | |

| Item No | Title of item | Action by |
|----------|---|-----------|
| | <p>on services was anticipated.</p> <p>Deepak Agnihotri, Staff Governor, asked what failed for the Crisis Incidents Mode to be put in place.</p> <p>Andy Styring advised that nothing has failed and in fact that the system worked. It allowed staff to recognise the pressures and reacted appropriately for the benefit of patients. Staff escalated challenges and support provided via the Bed hub along with the Crisis Incidents Team.</p> | |
| 18/19/67 | <p>Lead Governor's Up-Date</p> <p>Brian Crouch, Lead Governor, gave a warm welcome to the newly-appointed governors as this was their first Council of Governors Meeting.</p> <p>Brian invited the Governors to attend Governor Forums, once dates have arranged by Care Group administrators and these dates will be published on the website.</p> <p>Finally, Brian reminded Governors of the CQC training which is scheduled to take place in January 2019.</p> | |
| 18/19/68 | <p>Governor Intranet</p> <p>Brian Crouch gave a short presentation to the Council on the newly-created Governor Website. Brian advised all Governors will have received a username and password via email and if they have any problems to contact Melysa Border in the Corporate Affairs Team.</p> <p>Peter Ashley-Mudie asked a question around not having Wi-Fi in the Trust locations. Sheena advised that from January 2019 the Trust will provide public Wi-Fi connection.</p> | |
| 18/19/69 | <p>Membership and Development Sub Committee - 16th October 2018 - Membership Plan</p> <p>It was agreed to defer this item to the next meeting.</p> | |
| 18/19/70 | <p>Scrutiny Sub Committee – 11th October 2018</p> <p>Graham Pollard, Deputy Chair of Scrutiny Sub Committee, provided a summary of the last meeting. There had been a useful discussion about restraint and the Sub-Committee received strong assurances on the drive to reduce the use of restraint.</p> <p>The Committee noted the minutes.</p> | |

| Item No | Title of item | Action by |
|----------|--|-----------|
| 18/19/71 | <p>Adult & Older People’s Specialist Mental Health Redesign: East/South Cheshire/Vale Royal</p> <p>Justin Pidcock, Associate Director of Operations gave a presentation around the proposed redesign of Adult and Older People specialist Mental Health Services in Eastern Cheshire, South Cheshire and Vale Royal.</p> <p>The Council of Governors noted the presentation.</p> | |
| 18/19/72 | <p>Appointment of External Auditors</p> <p>Edward Jenner, Non-Executive Director, provided an overview of the process of the external audit tender, including the bid process, evaluation of bids and the final presentation stage. Edward provided details of the presentations from Grant Thornton and KPMG, including how their corporate values aligned with the CWP’s.</p> <p>On behalf of the Audit Committee, Edward recommended the Council of Governors appoint Grant Thornton as external auditors for three years, with an option to extend for a further two years.</p> <p>The Council queried how the effectiveness of the external auditors is reviewed. Edward responded that this is constantly monitored by the Audit Committee.</p> <p>Phil Jarrold queried if there are lessons for Governors to learn through the lifecycle of the contract. Rebecca Burke-Sharples noted the requirement to have a more transformational approach going forward. Graham Pollard added Grant Thornton made efforts to ensure they align with the CWP values and not just focus on auditing, but the surrounding factors.</p> <p>The Council approved the recommendation of the Audit Committee and agreed to appoint Grant Thornton as CWP’s External Auditors.</p> | |
| 18/19/73 | <p>Chairman’s Appraisal</p> <p>Rebecca Burke-Sharples, Senior Independent Director & Non-Executive Director, gave a presentation on the Chairman’s Appraisal. Rebecca advised that constitutionally an annual appraisal is required but there is no set process for how the appraisal is to be conducted.</p> <p>Rebecca gave an overview of the process explaining each step undertaken and the feedback provided. Overall, it was a positive appraisal and there have been improvements during the last year.</p> | |

| Item No | Title of item | Action by |
|----------|--|-----------|
| | <p>The Council of Governors where asked to receive the Chair's appraisal and note the levels of performance and objectives set for 2018/19.</p> <p>The appraisal was received and noted.</p> | |
| 18/19/74 | <p>Governor Chosen Topic: Learning from Deaths</p> <p>Lisa Parker, Complaints and Incidents Manager, provided a presentation to the Council.</p> <p>The Council gave thanks to Lisa. The Council considered this was a helpful insight to the work CWP are doing around Learning from Deaths and gave assurance that the required work is being undertaken.</p> | |
| 18/19/75 | <p>Governor Question time</p> <p>Gordon Cairns, Service User/ Carer Governor asked how many people from Wirral, Cheshire West and Chester and Cheshire East areas with a learning disability, autism or both a learning disability and autism are current inpatients with CWP who are ready for discharge but are delayed for a reason attributable to housing issues.</p> <p>Tom Egerton-Parry, Transformation Projects Manager provided advised there are 2.</p> <p>1 person from Wirral is delayed by 144 days 1 person from West Cheshire is delayed by 183 days.</p> | |
| 18/19/76 | <p>Any Other Business None.</p> | |
| 18/19/77 | <p>Date and time of meetings 23 January 19 – Education Centre, Countess of Chester Hospital Site.</p> | |

Council of Governors Action Log

| Meeting date | Minute Ref. | Action | By whom? | By when? | Progress Update/ Evidence/ Assurance | Status |
|--------------|-------------|--|-------------------|------------|--|--------|
| 14/09/2018 | 18/19/48 | IT training for Governors Brian Crouch asked if this is something that could be made available to Governors. Corporate Affairs team to make enquiries. | Corporate Affairs | 29/11/2018 | IT Courses are available - obtaining more information from Education. Advised a IT Clueless course is available, requested a program for this from Education | Open |

| No: | Agenda Item | Executive Lead | 23/04/2018 | 23/07/2018 | 20/09/2018 | 29/11/2018 | 23/01/2019 |
|------------------------------|--|--|------------|------------|------------|------------|------------|
| Matters of Governance | | | | | | | |
| 1 | Announcements: Chief Executive Governor | Chair Lead Chief Executive Lead Governor | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | 2018/19 Business Cycle | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | Action schedule | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 | Receive CoG Annual Report 2018 (Work of council, review of business cycle use and effectiveness of meetings (survey) and Governors attendance at Council meetings) | Head of Corporate Affairs | | | | ✓ | |
| 5 | Receive minutes of the Scrutiny subcommittee | Chair of subcommittee | ✓ | ✓ | ✓ | ✓ | ✓ |
| 6 | Receive minutes of the Membership subcommittee | Chair of subcommittee | ✓ | ✓ | ✓ | ✓ | ✓ |
| 7 | Receive minutes of the Nominations and Remuneration Committee | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | Board of Director to Council of Governor meeting | Chair | ✓ | | | ✓ | |
| 9 | Governor Q&A sessions | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategy and Planning | | | | | | | |

| | | | | | | | |
|---|---|-----------------------------|-------------|--------------------|---|---|---|
| 10 | Operational Plan 2018- 2019 submission | Director of Finance | | ✓ | | | |
| 11 | CWP forward view planning | Director of Finance | ✓ | ✓ | ✓ | ✓ | ✓ |
| Constitutional and Compliance | | | | | | | |
| 12 | Receive the Trust's Annual Accounts and Auditor reports on them and the Annual Report 17/18 | Director of Finance | | ✓ | | | |
| 13 | Draft Quality Accounts 17/18 for Year and Agree Locally Selected Indicator | Medical Director | ✓ Indicator | ✓ Quality Accounts | | | |
| | Review and approval of Council policies as per review cycle | Head of Corporate Affairs | ✓ | ✓ | ✓ | ✓ | ✓ |
| | Review of Foundation Trust Constitution | Head of Corporate Affairs | | ✓ | ✓ | | |
| 14 | Review of Register of Conflicts of Interest for Governors | Head of Corporate Affairs | | ✓ | | | |
| Working with Non Executive Directors | | | | | | | |
| 15 | Annual Senior Independent Director Led meeting and plans for Chair's appraisal | Senior Independent Director | | | | ✓ | |

| | | | | | | | |
|-----------------------------|---|--|---|---|---|--|--|
| 17 | Appointment of Non Executive Director (none planned 2018/19) | Chair | | | | | |
| Working with Members | | | | | | | |
| 18 | Annual Election planning | Head of Corporate Affairs | ✓ | ✓ | | | |
| 19 | Annual review of the Membership (Involvement) Strategy | Associate Director: Patient Experience | | ✓ | ✓ | | |

Minutes of the Membership & Development Sub-Committee
Tuesday 11th December 2018, 14:00 – 15:10
Board Room, Trust Headquarters, Redesmere

| | |
|----------------------|---|
| Present | David Bull, Service User and Carer Governor (Chair) Ferguson McQuarrie, Service User and Carer Governor Gordon Cairns, Service User and Carer Governor Elizabeth Bott, Public Governor Nigel Richardson, Public Governor Peter Ashley-Mudie, Service User and Carer Governor (Observer) |
| In attendance | Melysa Border, Corporate Governance Administrator (Minute taker) Cathy Walsh, Associate Director of Patient & Carer Experience Suzanne Christopher, Corporate Affairs Manager |
| Apologies | Jackie McGhee, Service User and Carer Governor Helen Nellist, Public Governor Phillip Billington, Service User and Carer Governor |

| Ref | Title of item | Action |
|----------|--|--------|
| 18/19/47 | Welcome, apologies and quoracy The Chair welcomed all members to the meeting, apologies were noted as above, and the meeting was quorate. | |
| 18/19/48 | Meeting guidelines The meeting guidelines were noted . | |
| 18/19/49 | Declarations of interest No declarations of interest were declared. | |
| 18/19/50 | Minutes of the last meeting & Action Points The minutes of the meeting held on 13th September 2018 were agreed as an accurate record of the meeting. <u>Action log</u> Ref: 17.18.77 – Completed and closed. | |
| 18/19/51 | Membership and Development Sub Committee Business Cycle 18/19 The business cycle was noted . | |
| 18/19/52 | Constitution Review - Update A constitution task and finish group has been set up and have met on several occasions. Work is progressing well and will be picked up by Louise Brereton in January 2019. | |

| | | |
|----------|--|---|
| 18/19/53 | <p>Membership & Engagement Plan</p> <p>Cathy Walsh, Associate Director of Patient & Carer Experience introduced the item and gave a summary of the objectives within the Membership and Development Plan. Cathy explained objective 1 is concentrating on involvement but for the Trust to also be aware of membership numbers.</p> <p>Action – Cathy Walsh to find out if there is a target associated to the amount of members the Trust needs to have.</p> <p>Action – Chair to draft for consideration a letter from the Trust Chair encouraging service users/carers and young people in particular to become Trust members.</p> <p>A discussion was held with the Sub-committee around the importance of engaging with members (objective 2).</p> <p>A suggestion was made by the Sub-Committee to link with Trust events to promote membership and the role of the Governors.</p> <p>Action – Corporate Affairs Team to link with the Communications Team to determine Trust events and feedback dates to the Sub Committee.</p> <p>It was suggested that a representative from the Communications team may wish to attend this meeting as appropriate as a way of pushing objective 3 forward.</p> <p>Action – Corporate Affairs Team to consider going forward.</p> <p>Suzanne Christopher advised that the team had been approached and asked if Governors would like to have a stand at the Trust Induction as a part of the market place. The Sub-Committee felt this would be a good idea and agreed for this to be considered on the discussion forum of the Governor Website.</p> <p>Action – Chair to raise in the discussion forum</p> <p>It was agreed that a clear link in the chain of work on increasing engagement is the lived experience networks (objective 3). The Chair and Cathy Walsh will meet in order to work on ways of including discussion on these points at the next Lived Experience Day in January 2019.</p> <p>Action – Chair and Cathy Walsh to arrange to meet.</p> | <p>Cathy Walsh</p> <p>Chair</p> <p>Corporate Affairs Team</p> <p>Corporate Affairs Team</p> <p>Chair</p> <p>Chair/Cathy Walsh</p> |
| 18/19/54 | <p>CWP Website</p> <p>Governor pages & Governor Website</p> <p>Melysa Border advised the Sub-Committee that the external web pages have been updated. Also a reminder was given that the governor website has been</p> | |

| | | |
|----------|--|--|
| | set up and asked if people cannot log on to contact Melysa directly to help support with this. | |
| 18/19/55 | Update on Involvement & Patient/ Carer Experience Cathy Walsh shared a paper with the Sub-Committee on Volunteering and Work Experience which was noted by the Sub-Committee. | |
| 18/19/56 | Items to refer to the Council of Governors Meeting None | |
| 18/19/57 | Review of risk impact of items discussed No new risks identified. | |
| 18/19/58 | Any other business Melysa Border, Corporate Governance Administrator advised that governor blogs are required for the website and asked for governors to email blogs to the Corporate Affairs Team. | |
| 18/19/59 | Review of effectiveness of meeting The meeting was noted as effective. | |
| 18/19/60 | Date, time and place of the next meeting: <ul style="list-style-type: none"> • 19th February 2019 • 23rd April 2019 • 25th June 2019 • 24th September 2019 • 22nd October 2019 • 17th December 2019 <p>All meetings will be 2pm to 4pm and held in the Board Room, Redesmere.</p> | |

| | | | |
|------------|---|-------------|------------|
| Version No | 1 | Date issued | 15.01.2019 |
|------------|---|-------------|------------|

Draft

Membership Development Plan

July 2018-2019

draft



Content

| | | |
|---|------------------------|---|
| 1 | Introduction | 2 |
| 2 | Background | 2 |
| 3 | Objectives | 2 |
| 4 | Delivering the Plan | 3 |
| 5 | Evaluating the Plan | 5 |
| 6 | Comments and Questions | 5 |

This document should be read in conjunction with the CWP Involvement & Volunteering in CWP.



1. Introduction

Cheshire and Wirral NHS Foundation Trust (the Trust) Cheshire and Wirral Partnership NHS Foundation Trust (CWP) provides a range of both mental health and physical health services.

Our services include:

- Community based physical health care services in West Cheshire
- Inpatient and community mental health services for adults and children in Cheshire and Wirral
- Learning disability and drug and alcohol services in Cheshire and Wirral
- Some GP surgeries in Cheshire
- A range of specialist services in Liverpool, Bolton, Warrington, Halton, Sefton and Trafford.

We operate across a large area which means that we have to work alongside a wide range of partners and Clinical Commissioning Groups. Each Clinical Commissioning Group has its own priorities so we have to deliver care and support in lots of different ways. We employ approximately 3,400 staff and have 15,000 Foundation Trust members. We are very **proud of what the Trust has achieved** over many years, and much of this is due to the hard work, commitment and skill of our staff.

As a Foundation Trust we recognise that the Governing Body directly represents the patients, staff and local communities it serves and that building and encouraging membership involvement provides a real opportunity for people to influence the work of the Trust and wider healthcare landscape.

This membership development plan 2018 sets out a series of objectives for the Trust to continue to maintain, grow and engage its membership, including the actions that it will take to meet these objectives. It also describes how the Trust will evaluate the delivery of the plan. It should be noted that whilst this plan is aimed at patients and public, the action plan will include staff engagement and volunteers and involvement.

The plan will be delivered within the wider framework of Trust strategies which address the issues of equality and diversity, public and patient involvement, user engagement, and communications.

2. Background

The membership development subcommittee comprises of a small number of governors and the Associate director of Patient and Carer Experience team is an invited member of the group and leads on involvement, volunteering and engagement and is responsible for the continued development of the Trusts' membership. The membership and development



subcommittee have agreed to use 2018 to review its work on membership and consider further how;

- Communication with members can be improved
- The benefits of CWP membership can be communicated to the public and patients more widely including informing people about the role of governors and the Governing Body
- To understand fully what would constitute as a representative membership, and increase numbers in the relevant categories where necessary
- To increase engagement
- The Governing Body can contribute to developing the membership and engagement plan
- Best to develop the role of the member and encourage involvement

The group agreed that the Trust would need to keep all members up-to-date with what was happening at CWP and show how being involved could make a difference. It also agreed that representing the interests of members and stakeholders and engaging with members was a key responsibility of Governors.

3. Plan objectives

This initial plan sets out objectives that will be achieved to develop an engaged membership. There are three strands to the plan these are;

- Understand the current membership and what membership initiatives have been successful in the past and use this information to build and maintain membership numbers to meet /exceed planned targets ensuring the membership is representative of the population the Trust serves.
- Communicate effectively with members,
- Engage with members and encourage involvement.

4. Delivering the Plan

The membership development subcommittee has responsibility for ensuring the objectives and actions of this plan are carried out. The Membership Development subcommittee will ensure that any specific Governor led projects, which focus on issues of recruitment or membership engagement, are incorporated in the action plan.

The membership and development subcommittee will be the group that oversee the implementation of the Plan.



Objective 1

Understand the current membership and use this information to build and maintain membership numbers to meet / exceed planned targets ensuring the membership is representative of the population the Trust serves.

The Trust's aim is to fully understand its current membership, how members prefer to be communicated with and how to gain an understanding of what has worked in the past. The Trust's aim remains to steadily recruit and increase representative membership.

Key objectives include:

- i. by understanding the characteristics of our current membership and what has worked in the past, we will set annual targets for the next 3 years.
- ii. To maintain an accurate membership database which meets regulatory requirements and can aid membership development
- iii. To encourage membership across the public and patient constituencies
- iv. To take steps to ensure the membership reflects the diversity of the population the Trust serves
- v. To review, revise where necessary a simple and accessible process for becoming a member.

Actions to achieve this include:

- Targeted and regular recruitment drives in the Trust's departments and at the annual open event
- Understand what methods people prefer to be communicated with and how they wish to be involved.
- Use of membership recruitment material e.g. perhaps develop a letter from the Chairman that could be sent to all new patients across our sites.
- Review recruitment material to ensure it remains relevant and design site specific posters and banners for new areas and services joining the Trust.
- Consider the development of initiatives such as for example the use of membership champions and governors to recruit members at key locations and consider membership champions to assist in recruiting at various public events
- Identify initiatives to raise the profile of membership in the local community e.g. advertising in local borough publications or attending local community events
- Develop strategies to identify and address under-representation, working with the equality and diversity leads in various organisations.
- Continue visits to community groups to attract new members (this is also an opportunity for engagement)
- Develop strategies to encourage youth members to join the membership;



- Increase membership in the public constituency to ensure more even representation across Trust footprint
- Develop further the members/governor's webpage perhaps making it more visual;
- Organise a series of visits to our GP surgeries and new areas to recruit new members (also an opportunity for engagement)

Objective 2

Communicate effectively with members

The Trust is committed to maintaining a two-way dialogue with its membership. Through this it will encourage members to help influence developments within the Trust.

Key objectives include:

- To promote the work of the Trust and its Governors
- To identify opportunities for two-way communication between members and Governors
- To ensure communications encourage the engagement with members

Actions to achieve this include:

- Promote the work of the Trust and its Governors on the Trust's website, through CWP Life, Big book of Best Practice and the Annual Review
- Identify opportunities for members to meet Governors e.g. at Trust events
- Provide all new members with relevant information about the Trust, the benefits of membership and the role of members
- Provide opportunities for members to give their views on a range of issues e.g. membership issues, CWP Life and patient care
- Make CWP Life and other membership publicity material available in other languages and formats as required through the Trust's membership engagement work
- Consider all avenues of communication form face to face, written, social media.

The Trust will consider the needs of its diverse membership when assessing its methods of communication and aim to provide material in appropriate and accessible formats.

Objective 3

Engage with members and encourage involvement



The Trust's aim is to ensure that the membership has an opportunity to get involved with the Trust and through this engagement help shape the services it provides.

Key objectives include:

- To ensure the views of members are understood
- To identify opportunities for members and Governors to get involved in the Trust
- To encourage more members to stand for election to the Governing Body.

Actions to achieve this include:

- Increase opportunities for members to engage in Trust work e.g. ward observation work, recruit more membership champions, patient environment action teams (PEAT) inspections, volunteering.
- Link with the Trust's existing strategies, for example Person Centred Framework, Involvement and Volunteering in CWP, Value Based Recruitment, Coproduction opportunities.
- Identify initiatives where members can be used as a source of feedback on patient and quality issues
- Continue to encourage a high number of members to stand for election in future years.
- Link with Local Councils to encourage stronger engagement.
- Invite members to engage in place-based Lived Experience Networks, Lived Experience Days and Lived Experience, Volunteering and Engagement Networks (LEVEN) in the Trust.
- Develop the 'membership governor roles' to extend this to include governor champions for patient and public recruitment and staff engagement.

These actions are represented in a driver diagram at appendix 1, which provides a visual aid in addition to the action plan that requires allocation of persons and timeframes.

5. Evaluating the plan

The membership and development subcommittee will ensure the plan is delivered and will monitor delivery of the objectives and will ensure that it remains meaningful and relevant.

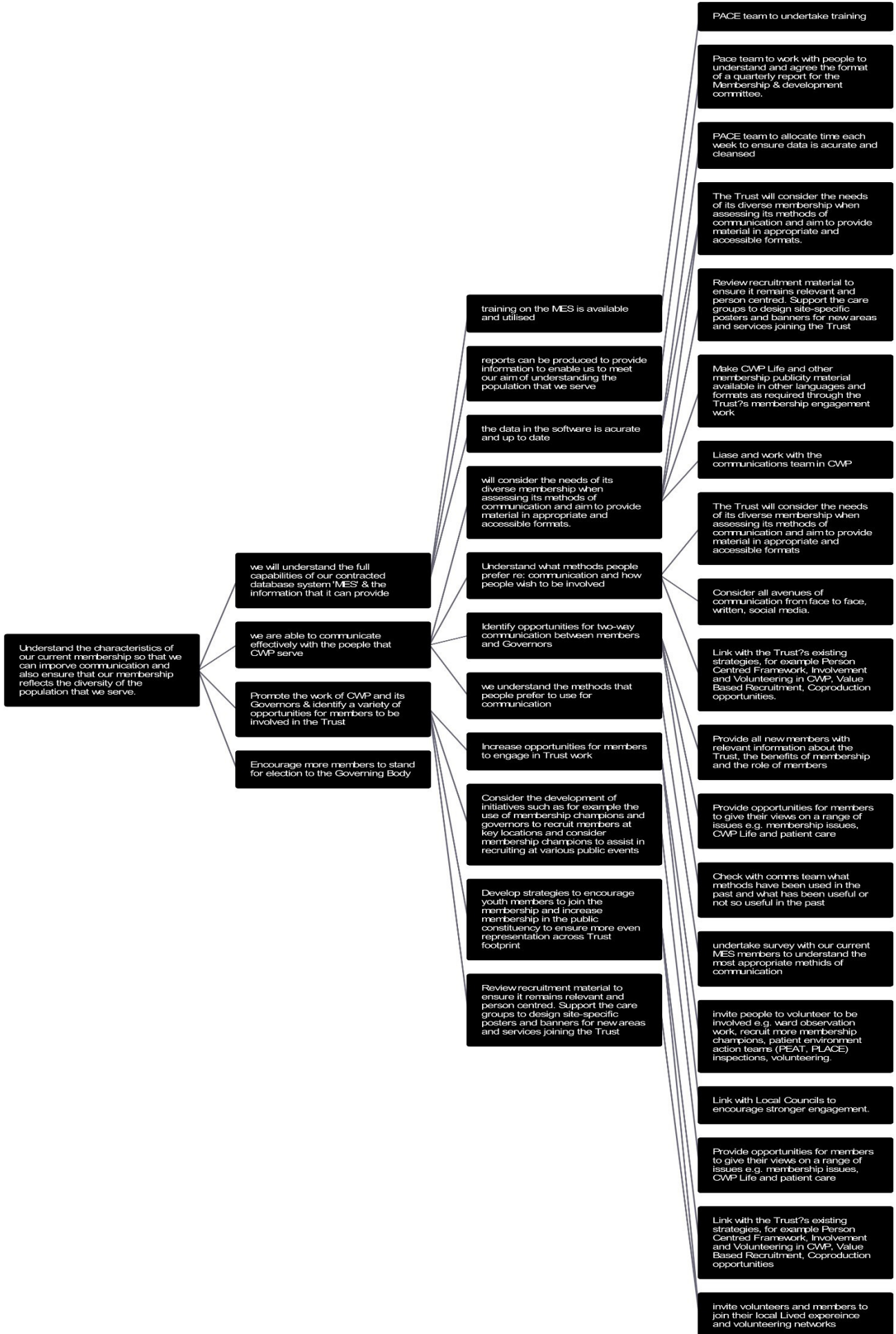
A progress report was submitted to the CoG by the Membership and

Development subcommittee and will continue to be presented at least 6 monthly intervals.

6. Comments and Questions

The first point for contact with the Trust regarding membership information is the Associate Director of Patient and Carer Experience (PACE) 01244 397411 or via email at cwp.info@nhs.net





| Objective | Key Objectives | Action | Who | By |
|---|--|---|---|--------------------------------|
| <p>Understand the current membership and use this information to build and maintain membership numbers to meet / exceed planned targets ensuring the membership is representative of the population the Trust serves</p> | <p>Understand the characteristics of our current membership and what has worked in the past, we will set annual targets for the next 3 years.</p> | <p>Targeted and regular recruitment drives in the Trust's departments and at the annual open event.</p> | <p>PACE & COMs teams</p> | <p>Annual AGMM October</p> |
| | <p>Maintain an accurate membership database which meets regulatory requirements and can aid membership development</p> | <p>Understand what methods people prefer re: communication and how people wish to be involved.</p> | <p>PACE coordinator speak with coms about past activities</p> | <p>End Oct</p> |
| | <p>Encourage membership across the public and patient constituencies</p> | <p>Develop membership recruitment material e.g. Perhaps develop a letter from the Chairman that could be sent to all new patients across our sites.</p> | <p>Cathy Walsh speak with Chair</p> | <p>End of Oct 18</p> |
| | <p>Take steps to ensure the membership reflects the diversity of the population the Trust serves Review, revise where necessary a simple and accessible process for becoming a member.</p> | <p>Review recruitment material to ensure it remains relevant and person centred. Support the care groups to design site-specific posters and banners for new areas and services joining the Trust.</p> | <p>Task and finish group chaired by PACE team manager</p> | <p>Dec 2018</p> |
| | | <p>Consider the development of initiatives such as for example the use of membership champions and governors to recruit members at key locations and consider membership champions to assist in recruiting at various public events</p> | <p>David Bull Chair of M&D SC with Suzanne Christopher's team</p> | <p>Nov 2018</p> |
| | | <p>Identify initiatives to raise the profile of membership in the local community e.g. advertising in local borough publications or attending local community events.</p> | <p>All members of PACE, COMs and M&DSC</p> | <p>Ongoing</p> |



| | | | | |
|--|---|--|---|---|
| | | <p>Develop strategies to identify and address under-representation, working with the equality and diversity leads in various organisations.</p> <p>Continue visits to community groups to attract new members (this is also an opportunity for engagement)</p> <p>Develop strategies to encourage youth members to join the membership and increase membership in the public constituency to ensure more even representation across Trust footprint</p> <p>Develop further the members/governor's webpage perhaps making it more visual;</p> <p>Organise a series of visits to our GP surgeries and new areas to recruit new members (also an opportunity for engagement)</p> | <p>E&D Lead</p> <p>All – inc E&D champions</p> <p>Mark Bunnell CYP participation lead</p> <p>Suzanne Christopher</p> <p>PACE team manager</p> | <p>Dec 2018</p> <p>Ongoing</p> <p>Dec 2018</p> <p>Dec 2018</p> <p>Dec 2018</p> |
| <p>Communicate effectively with members</p> | <p>Promote the work of the Trust and its Governors</p> <p>Identify opportunities for two-way communication between members and Governors</p> <p>Ensure communications encourage the engagement with members</p> | <p>Promote the work of the Trust and its Governors on the Trust's website, through CWP Life, Big book of Best Practice and the Annual Review</p> <p>Identify opportunities for members to meet Governors e.g. at Trust events</p> <p>Provide all new members with relevant information about the Trust, the benefits of membership and the role of members</p> <p>Provide opportunities for members to give their views on a range of issues e.g. membership issues, CWP Life and patient care</p> <p>The Trust will consider the needs of its diverse membership when assessing its methods of communication and aim to provide material in appropriate and accessible formats. Make CWP Life and other membership publicity material available in other languages and formats as required through the Trust's membership engagement work</p> | <p>Suzanne Christopher, Cathy Walsh and David Bull</p> <p>PACE & COMs team & Suzanne's team</p> <p>PACE & COMs team & Suzanne's team</p> <p>PACE & COMs team & Suzanne's team</p> | <p>Ongoing</p> <p>Nov 2018 identify all corporate meetings 7 EVENTS scheduled in calender</p> |



| | | | | |
|--|--|---|-----------------------------------|----------|
| | | Consider all avenues of communication from face to face, written, social media. | | |
| Engage with members and encourage involvement | Ensure the views of members are understood | Increase opportunities for members to engage in Trust work e.g. ward observation work, recruit more membership champions, patient environment action teams (PEAT, PLACE) inspections, volunteering. | PACE team and LEVEN networks | Dec 2018 |
| | Identify a variety of opportunities for members and Governors to get involved in the Trust | Link with the Trust's existing strategies, for example Person Centred Framework, Involvement and Volunteering in CWP, Value Based Recruitment, Coproduction opportunities. | PACE & COMs team & Suzanne's team | Dec 2018 |
| | Encourage more members to stand for election to the Governing Body | Identify initiatives where members can be used as a source of feedback on patient and quality issues | PACE and LEVEN | Dec 2018 |
| | | Continue to encourage a high number of members to stand for election in future years. | PACE & COMs team & Suzanne's team | Dec 2018 |
| | | Link with Local Councils to encourage stronger engagement. | | |
| | | Invite members to engage in place-based Lived Experience Networks, Lived Experience Days and Lived Experience, Volunteering and Engagement Networks (LEVEN) in the Trust. | PACE & COMs team & Suzanne's team | Dec 2018 |
| | | Develop 'membership governor champion' role to extend this to include governor champions for patient and public recruitment and staff engagement. | PACE & COMs team & Suzanne's team | Dec 2018 |



Minutes of Scrutiny Sub Committee
Wednesday 12th December 2018 – 10:30 – 12:10
Boardroom, Redesmere,
Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ

| | |
|----------------------|---|
| Present | Brian Crouch, Service User & Carer Governor – Chair Edward Jenner, Non-Executive Director Dr James O'Connor, Non-Executive Director Richard Agar, Public Governor Wirral Elizabeth Bott, Public Governor West Keith Millar, Service User & Carer Governor Ken Edwards, Staff Governors |
| In attendance | Melysa Border, Corporate Governance Administrator, Minutes Suzanne Christopher, Corporate Affairs Manager Mandy Skelding-Jones, Associate Director – Performance and Redesign (Item 18/19/31) |
| Apologies | Graham Pollard, Universities - Partnership Governor Rebecca Burke-Sharples, Non-Executive Director (SID) Arlo King, Service User & Carer Governor Deepak Agnihotri, Staff Governor Therapies Robert Walker, Public Governor East Cheshire Michael Brassington, Service User & Carer Governor |

| Ref. | Programme | Action by |
|----------|---|-----------|
| 18/19/27 | Welcome, Introductions, Apologies and Quoracy The Chair welcomed all members to the meeting. Introductions and apologies were noted as above and the meeting was confirmed not quorate. | |
| 18/19/28 | Meeting Guidelines / Business cycle The meeting guidelines and business cycle were noted. | |
| 18/19/29 | Declarations of Interest None | |
| 18/19/30 | Minutes of the last meeting – 11th October 2018 and Matters Arising / Action Log The minutes were approved as an accurate record. Action log: Ref: 18.19.19. – Closed Ref: 18.19.21. – Closed Ref: 18.19.23. – Closed | |

| | | |
|-----------------|---|--|
| <p>18/19/31</p> | <p>Review and Scrutiny of Performance and Planning Operational Plan dashboard – August Data</p> <p><i>Mandy Skelding-Jones joined the meeting</i></p> <p>Mandy Skelding-Jones presented this item on behalf of Tim Welch Director of Finance.</p> <p>Mandy gave an overview of the August 2018 Dashboard and highlighted that the percentage of staff vacancies is higher than expected. The escalation threshold for vacancies is currently being considered by the Trust as this may not be fully reflective of the Trusts situation.</p> <p>The Trust has not achieved 100% compliance in respect of waiting times for three consecutive months. This is due to the recording requirements for Cheshire and Merseyside Adolescent Eating Disorder Service (CHEDS). A full briefing has been provided to Operational Committee and work is in progress to rectify this.</p> <p>Richard Agar, Public Governor expressed concern around Brexit, if this is discouraging people applying for vacancies, and what CWP are doing to address this. Edward Jenner, Non-Executive Director assured the group that whilst Brexit is affecting the NHS in general, CWP does not appear to be affected.</p> <p>Brian Crouch, Lead Governor queried the appraisal process and the repercussions of appraisals if staff do not adhere to the policy. Staff have an incentive to comply with the policy and complete their appraisal as this affects their annual pay increment. The regulations are different for doctors. However, non-compliance can affect their GMC rating.</p> <p>The appraisals and supervision have taken place are input on to Electronic Staff Record (ESR) which all staff have access to and exception reports are sent out monthly to all managers. It was noted that's a lot of work has gone into improving compliance with appraisals, and is an agenda that has been pushed by NEDs over the last year. Compliance has improved and work continued to ensure all staff take part in an appraisal each year.</p> <p>A discussion was held around staff not getting along with their manager who is conducting the appraisal and the use of other HR policies would be put in to affect.</p> <p>Ken Edwards, Staff Governor fed back that some don't view the appraisal as a beneficial process. A discussion was held around how appraisals need to be made more meaningful and to be aimed at personal development.</p> | |
|-----------------|---|--|

| | | |
|------------------------|---|--|
| | <p>The dashboard was noted by the Sub Committee</p> <p><i>Mandy Skelding-Jones left the meeting</i></p> | |
| <p>18/19/32</p> | <p>Review and Scrutiny of Quality Matters</p> <p>Dr James O'Connor gave an overview of the Quality Committee Chairs report from November 2018.</p> <p>At the last quality committee two presentations were received from the Family Nurse Supervisor; the first to update on impacts post acquisition of the Starting Well (0-19) Service; the second to update on how the Family Nurse Partnership had benefited from its patient safety improvement review – PSiR.</p> <p>The Quality Committee received assurance on progress against the mitigating actions identified against the Trust's Strategic risks and the controls and assurances in place that act as mitigations against each current strategic risk. Three of the previous four risks in scope have been modelled, the outstanding risk associated with supervision compliance rates showing varying levels of compliance across clinical and non-clinical staff groups will be modelled with the benefit of considering feedback from the CQC (as part of the Trustwide annual inspection) on this issue.</p> <p>A presentation was received on progress with the development of a Quality Improvement Hub. The presentation was delivered by Safe Services and included the work contributed to by other teams (clinical and non-clinical) in making this an effective resource. The hub is a centralised resource for all staff to access QI resources and support as well as a useful tool to learn from others' QI projects.</p> <p>The National CMHT Survey 2018 was generated at random on the agreed national protocol from all people on CPA and non-CPA seen between 1 September and 30 November 2017. CWP is in the top 20% of trusts surveyed for many of the questions, scoring the highest of all trusts for three questions. the remaining scores are in the intermediate range (there are no scores are in the lowest 20%). 27% of people ranked their experience of CWP services as 9 or 10 out of 10, compared with 18% nationally; however year-on-year, the number of lower rate responses scoring 0 – 5 has been increasing, which will inform QI work.</p> | |

| | | |
|----------|--|--|
| | <p>A discussion was held around the risk register including bed capacity, IT and agency spend.</p> <p>The Chairs report was noted by the Sub Committee.</p> | |
| 18/19/32 | <p>Review and Scrutiny of Audit Matters</p> <p>Edward Jenner introduced the item and advised that he Audit Committee received a presentation from the Quality Surveillance Team about the Quality Assurance Dashboard. The Committee was impressed with the Dashboard and the further potential it could offer the organisation and, in particular, Board reporting.</p> <p>Action – To consider the same presentation provided to be provided to the Scrutiny Sub Committee.</p> <p>The Audit Committee received the Quality Spot Checks – ward cleanliness report which provided moderate assurance and three ‘medium’ level recommendations. Spot checks have been performed on 21 inpatient areas. Substantial improvement has been made, however the Committee remains concerned that there are still areas for improvement and an update will be reviewed at the next meeting in January 2019</p> <p>Cyber Essentials Certification: Gap Analysis Review Report 2018/19 and IT Service Continuity Review 2018/19 The Committee received two reports, both of which provided moderate assurance. The Trust demonstrated good practice and sound internal controls in a range of areas. An options report is being prepared which will inform the IT plan for next year.</p> <p>The Audit committee has discussed the Trust workforce planning. The committee wanted to further understand how the Trust plans and administers workforce planning matters. Further work will be taken forward by People Services.</p> <p>The Chairs report was noted by the Sub Committee.</p> <p>Dr James O’Connor and Edward Jenner thanked all committee members for attending and hard work they have put in over the year.</p> <p><i>Dr James O’Connor and Edward Jenner left the meeting.</i></p> | <p>Corporate Affairs Team</p> |

| | | |
|----------|---|-------------------------------|
| 18/19/33 | <p>PLACE Training</p> <p>No PLACE visits have been attend by Governors since the last meeting. Governors would like more opportunities to attend PLACE visits and to get feedback from the Services first hand.</p> <p>Action – Provide figures of Governors attendance on PLACE training in the last 12 months.</p> | Corporate Affairs Team |
| 18/19/34 | <p>Governor / Sub-Committee Matters</p> <p>None to report.</p> | |
| 18/19/35 | <p>Any Other Business</p> <p>Melysa Border, Corporate Governance Administrator update the group on the new Governor website and asked if anyone had problems logging in to contact Melysa direct.</p> <p>Melysa also advised that the team had been approached and asked if Governors would like to have a stand at the Trust Induction as a part of the market place. The Sub-Committee felt this would be a good idea and agreed for this to be considered on the discussion forum of the Governor Website.</p> <p>Governor Blogs – Governors to volunteer to provide a blog for publishing.</p> | |
| 18/19/36 | <p>Review risk of impact on items discussed</p> <p>Any items to refer to COG</p> <p>There were no items to refer to COG.</p> | |
| 18/19/37 | <p>Date, time and place of the next meeting:</p> <p>Wednesday 13th February 2019 Wednesday 10th April 2019 Wednesday 12th June 2019 Wednesday 11th September 2019 Wednesday 9th October 2019 Wednesday 11th December 2019</p> | |

STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

| | |
|-----------------------------|---|
| Report subject: | Redesign of Adult and Older People's Specialist Mental Health Services – Update |
| Agenda ref. no: | 18-19-89 |
| Report to (meeting): | Council of Governors |
| Action required: | Information and noting |
| Date of meeting: | 23/01/2019 |
| Presented by: | Justin Pidcock |

| | |
|--|-----|
| Which strategic objectives this report provides information about: | |
| Deliver high quality, integrated and innovative services that improve outcomes | Yes |
| Ensure meaningful involvement of service users, carers, staff and the wider community | Yes |
| Be a model employer and have a caring, competent and motivated workforce | Yes |
| Maintain and develop robust partnerships with existing and potential new stakeholders | Yes |
| Improve quality of information to improve service delivery, evaluation and planning | Yes |
| Sustain financial viability and deliver value for money | Yes |
| Be recognised as an open, progressive organisation that is about care, well-being and partnership | Yes |
| Which CQC quality of service domains this report reflects: | |
| Safe services | No |
| Effective services | Yes |
| Caring services | Yes |
| Well-led services | Yes |
| Services that are responsive to people's needs | Yes |
| Which Monitor quality governance framework/ well-led domains this report reflects: | |
| Strategy | Yes |
| Capability and culture | Yes |
| Process and structures | Yes |
| Measurement | Yes |
| Does this report provide any information to update any current strategic risks? If so, which? | |
| See current risk register in the agenda of the public meeting of the Board of Directors at http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings | Yes |
| 37T | |
| Does this report indicate any new strategic risks? If so, describe and indicate risk score: | |
| See current integrated governance strategy. CWP policies – policy code FR1 | No |
| 37T | |

REPORT BRIEFING

| |
|---|
| Situation – a concise statement of the purpose of this report |
| The purpose of this report is to update the Council of Governors on the redesign of adult and older people's specialist mental health services in East and South Cheshire and Vale Royal; this includes the conclusion of the additional consultation on specific elements of Option 2 Plus and the decision from the Clinical Commissioning Groups (CCGs) to progress with the implementation. |

Background – contextual and background information pertinent to the situation/ purpose of the report

A decision-making business case was presented at the CCGs' joint Committees in Common meeting on 22 November 2018. On the same day the Cheshire East Council's Health and Adult Social Care and Communities Overview and Scrutiny Committee (CE Scrutiny Committee) met to determine the level of engagement required with regards to the preferred option (Option 2 Plus).

The CE Scrutiny Committee requested a further consultation took place until 21 December 2018 on the additional elements of Option 2 Plus that were not covered as part of the original 12-week consultation process. The CCGs agreed to implement Option 2 Plus, subject to the outcome of this further engagement.

Further engagement with service users, carers, mental health forums and staff subsequently took place and a consultation summary report was considered by a CCG panel at a meeting on 28th December 2018. The summary report can be viewed at: <https://www.easterncheshireccg.nhs.uk/Your-Views/redesign-of-specialist-mental-health-services-final-consultation.htm>

The panel included a CCG accountable officer, other representatives of the executive team, lay members and clinical leads from the Governing Bodies. This panel reviewed the findings of the additional consultation and concluded that there had not been any material or substantial feedback received that would require reconsideration of the decision made on the 22nd November 2018 by the three Governing Bodies. Therefore the decision by the Governing Bodies was to progress implementing Option 2 Plus.

The report was also presented to the CE Scrutiny Committee on 17th January 2019. The Scrutiny committee confirmed due process had been followed throughout this consultation and the previous three month consultation – and welcomed the new model of care.

Assessment – analysis and considerations of options and risks

CWP has now commenced the staff consultation with briefing sessions and 1:1 opportunities taking place throughout January 2019.

A focused discharge planning meeting for current Lime Walk House service users took place on 7th January 2019 to ensure that there are no delays and all arrangements for discharge (where discharge is an option) are in place prior to transfer to Bowmere.

A programme structure for the implementation and mobilisation of the service transformation has been developed; leads have been identified and the resources necessary to support this programme of work are being identified. Formal reporting will be via the CWP Programme Management Office.

A service user and carer engagement event to develop the service specification for the Crisis Beds has been planned for 23rd January 2019 which will be followed by a market engagement event on 30th January 2019. This will be led by the CCG.

Implementation of the plans are scheduled to be concluded by September 2019, although recognising that the organisational development and cultural shift will be longer term.

Recommendation – what action/ recommendation is needed, what needs to happen and by when?

The Council of Governors are invited to **note** the following:

- The agreement from the CCGs to approve Option 2 Plus and proceed with implementation;
- The additional engagement and consultation completed regarding the amendments to the provision of Rehabilitation Services at Lime Walk House;
- The positive support from Cheshire East Scrutiny Committee at meetings of 22nd November 18 and 17th January 19
- The positive support of Mental Health forums in Vale Royal, South Cheshire and East Cheshire.
- The next steps and timeframes for implementation.

| | |
|--|---|
| Who/ which group has approved this report for receipt at the above meeting? | . |
|--|---|

| | |
|------------------------------|--|
| Contributing authors: | |
|------------------------------|--|

| | |
|--|--|
| Distribution to other people/ groups/ meetings: | |
|--|--|

| Version | Name/ group/ meeting | Date issued |
|---------|----------------------|-------------|
|---------|----------------------|-------------|

| | | |
|-----|-----|-----|
| N/A | N/A | N/A |
|-----|-----|-----|

Appendices provided for reference and to give supporting/ contextual information:

Provide only necessary detail, do not embed appendices, provide as separate reports

| Appendix no. | Appendix title |
|--------------|----------------|
|--------------|----------------|

| | |
|---|--|
| . | |
|---|--|

STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

| | |
|-----------------------------|---|
| Report subject: | Governor Elections – By-Election & Summer Election 2019 |
| Agenda ref. no: | 18.19.91 |
| Report to (meeting): | Council of Governors |
| Action required: | Information and noting |
| Date of meeting: | 23/01/2019 |
| Presented by: | Suzanne Christopher, Corporate Affairs Manager |

| | |
|--|-----|
| Which strategic objectives this report provides information about: | |
| Deliver high quality, integrated and innovative services that improve outcomes | Yes |
| Ensure meaningful involvement of service users, carers, staff and the wider community | Yes |
| Be a model employer and have a caring, competent and motivated workforce | Yes |
| Maintain and develop robust partnerships with existing and potential new stakeholders | Yes |
| Improve quality of information to improve service delivery, evaluation and planning | Yes |
| Sustain financial viability and deliver value for money | Yes |
| Be recognised as an open, progressive organisation that is about care, well-being and partnership | Yes |
| Which CQC quality of service domains this report reflects: | |
| Safe services | Yes |
| Effective services | Yes |
| Caring services | Yes |
| Services that are responsive to people's needs | Yes |
| Well-led services | Yes |
| Which Monitor quality governance framework/ well-led domains this report reflects: | |
| Strategy | Yes |
| Capability and culture | Yes |
| Process and structures | Yes |
| Measurement | Yes |
| Does this report provide any information to update any current strategic risks? If so, which? | |
| See current risk register in the agenda of the public meeting of the Board of Directors at http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings | No |
| N/A | |
| Does this report indicate any new strategic risks? If so, describe and indicate risk score: | |
| See current integrated governance strategy. CWP policies – policy code FR1 | No |
| N/A | |

REPORT BRIEFING

| |
|---|
| Situation – a concise statement of the purpose of this report |
| The purpose of the report is to provide an up-date to the Council of Governors of the current vacancies within the Council and the plans for elections going forward. |

Background – contextual and background information pertinent to the situation/ purpose of the report

Governor elections are held annually to ensure a full complement of Governors for our Council. Further to our recent summer election, we welcomed the following Governors:-

- Anne-Marie Farrell – Public Governor – Wirral
- Peter Ashley-Mudie – Service User Carer Governor
- Phil Jarrold – Service User Carer Governor

This left the following vacancies within the Council:-

- x1 Service User Carer Seat (that runs to 2020)
- x3 Staff Governor Seats (x1 Medical – runs to 2020, x1 Clinical Psychology – runs to 2020, x1 Nursing – runs to 2021).

The Trust is currently taking advice from the election provider to consider the appropriateness of holding a by-election at this stage. The Council will be kept informed accordingly.

The Trust also plans to undertake a tender process prior to the next summer election. This will aim to secure a 3 year contract arrangement with the successful provider.

The 2019 summer election will be an important one and could see the largest change to the Service User Carer and Staff Governor Constituencies for some years. The Membership and Development Sub-Committee will consider the election process and plans as part of their duties. The full Council are also asked to support the campaign and promote the positions available.

The following seats will form part of the 2019 summer election process:-

- x6 service user carer seats (one of which is currently vacant)
- x6 staff governor seats (three of which are currently vacant)

It is worth highlighting that the following current Governors will be part of the 2019 summer election process:-

Service User Carer Governors

- Michael Brassington
- David Bull
- Brian Crouch (Lead)
- Arlo King
- Ferguson McQuarrie
- Keith Millar (Deputy Lead)

Staff Governors

- Deepak Agnihotri
- Jill Doble
- Ken Edwards

The Corporate Affairs Team are available to offer advice and support to any Governors wishing to re-stand for election.

A number of our Partnership Governors also come to the end of their current terms of office this year. Consideration will, therefore, have to be given to their renewal.

Assessment – analysis and considerations of options and risks

The Council are invited to comment on the viability of holding a by-election early in the year as well as a summer election later this year.

A by-election at this stage can consider the three staff vacancies and one service user carer vacancy. Holding a by-election at this stage may result in the Trust filling some of the four available seats ahead of the summer election, but will incur an additional cost.

Holding all vacancies until the summer will mean a larger number of seats available during one process. There is a risk that not all seats may be filled during this process, in which case a by-election will then have to follow. However, holding one process may mean a more concerted and targeted approach can be taken and there will be one cost for the year (assuming no by-election follows).

Recommendation – what action/ recommendation is needed, what needs to happen and by when?

The Council are asked to discuss and consider the viability of holding a by-election early in the year. The Council are asked to note the paper.

| | |
|--|---------------------------|
| Who/ which group has approved this report for receipt at the above meeting? | Head of Corporate Affairs |
|--|---------------------------|

| | |
|------------------------------|---------------------|
| Contributing authors: | Suzanne Christopher |
|------------------------------|---------------------|

| | | |
|--|----------------------|-------------|
| Distribution to other people/ groups/ meetings: | | |
| Version | Name/ group/ meeting | Date issued |
| . | . | . |

Appendices provided for reference and to give supporting/ contextual information:

| | |
|--------------|----------------|
| Appendix no. | Appendix title |
| | |