

Minutes of Council of Governors Meeting

At 18th April 2019, 10:30

At Sycamore House,



Present	<p>Dr James O'Connor, Non-Executive Director (Chair)</p> <p>Anne Farrell, Public Governor</p> <p>Brian Crouch, Service User Carer Governor (Lead Governor)</p> <p>Carol Gahan, Partnership Governor</p> <p>David Bull, Service User Carer Governor</p> <p>Ferguson McQuarrie, Service User Carer Governor</p> <p>Gordon Cairns, Service User Carer Governor</p> <p>Graham Pollard, Partnership Governor</p> <p>Helen Nellist, Public Governor</p> <p>Keith Millar, Service User Carer Governor</p> <p>Ken Edwards, Staff Governor</p> <p>Liz Wardlaw, Partnership Governor</p> <p>Nigel Richardson, Public Governor</p> <p>Peter Ashley-Mudie, Service User Carer Governor</p> <p>Phil Billington, Service User Carer Governor</p> <p>Phil Gilchrist, Partnership Governor</p> <p>Phil Jarrold, Service User Carer Governor</p> <p>Philip Mook, Staff Governor</p> <p>Richard Agar, Public Governor</p> <p>Sean Boyle, Partnership Governor</p>
In attendance	<p>Andy Styring, Director of Operations</p> <p>Louise Brereton, Head of Corporate Affairs</p> <p>Rebecca Burke-Sharples, Non-Executive Director</p> <p>Andrea Campbell, Non-Executive Director</p> <p>Tim Welch, Director of Finance</p> <p>Melysa Border, Corporate Governance Administrator (minute taker)</p>
Apologies	<p>Anushta Sivananthan, Joint Medical Director</p> <p>Arlo King, Service User Carer Governor</p> <p>Avril Devaney, Director of Nursing Therapies & Patient Partnership</p> <p>David Harris, Director of People and OD</p> <p>Deepak Agnihotri, Staff Governor</p> <p>Derek Bosomworth, Public Governor</p> <p>Edward Jenner, Non-Executive Director</p> <p>Elizabeth Bott, Public Governor</p> <p>Faouzi Alam, Joint Medical Director</p> <p>Iain Steward, Partnership Governor</p> <p>Jackie McGhee, Service User Carer Governor</p> <p>Jill Doble, Staff Governor</p> <p>Lucy Crumplin, Non-Executive Director</p> <p>Mike Maier, Chairman</p> <p>Pam Smith, Appointed Governor</p> <p>Rob Walker, Public Governor</p> <p>Sheena Cumiskey, Chief Executive</p> <p>Suzanne Christopher, Corporate Affairs Manager</p>

Ref	Title of item	Action
	Meeting governance	
19/20/1	Welcome, apologies and quoracy	

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	<p>The Chair offered a warm welcome to all in attendance and advised that the meeting was quorate. Apologies were noted as above. Dr O'Connor acted as meeting chair in his capacity of Deputy Chair in the absence of M Maier.</p> <p>The Chair welcomed Stephen Crouch, Public Member and Mike Heale, Chair of East Cheshire Mental Health Forum as an observer of the meeting.</p>	
19/20/2	<p>Declarations of interest None.</p>	
19/20/3	<p>Meeting Guidelines The meeting guidelines were noted.</p>	
19/20/4	<p>Minutes of the previous meeting The minutes of the meeting held on the 23 January 2019 required the inclusion of apologies from Andrea Campbell, with standing this the minutes were agreed as an accurate record.</p>	
19/20/5	<p>Matters arising & action points Ref: 18/19/48 – IT Training for Governors – The Corporate Affairs Team are working with Education CWP to put a package together for Governors.</p>	
19/20/6	<p>Business Cycle: 19/20 Business cycle The business cycle was agreed and noted by the Council.</p>	
Trust Updates		
19/20/7	<p>Chairs Announcements</p> <p>Dr O'Connor provided the following announcements to the Council.</p> <p>Nursing Associates Eight Nursing Associates were amongst the first-ever cohort to graduate from the University of Chester and were one of the first 11 pilot sites across the country.</p> <p>NHS Staff Survey CWP were featured at the top of the HSJ North West mental health table relating to staff survey results for staff recommending CWP as a place to work or receive care for the past three years.</p> <p>Sheena in HSJ top 50 Sheena Cumiskey has been recognised in the Health Service Journal's (HSJ) 2019 Top 50 Chief Executives. Sheena is one of just eleven leaders who have recorded five or more appearances in the annual list of top NHS leaders who "are engaging their people and providing inspiring, forward looking voices."</p> <p>Big Book of Best Practice shortlisted for HSJ Value Award The Big Book of Best Practice has been shortlisted in the Communications Initiative category of this year's HSJ Value Awards. The overall winner will be announced at a ceremony in May.</p>	
19/20/8	<p>Chief Executive Announcements</p> <p>T Welch was acting as Deputy Chief Executive in the absence of S Cumiskey and provided the following announcements.</p> <p>Director of Nursing The Board of Directors had approved the recommendation of the Remuneration and Nominations Committee of the Board to appoint</p>	

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	<p>Gary Flockhart as the new Director of Nursing. Gary will take up post following Avril Devaney's retirement in September 2019.</p> <p>Operational planning and place based working The Board of Directors were updated on the developments of 'place based' working across the Trust's footprint. It was reported that the trust is on target to achieve its control total for this year and Board Members had approved the Operational Plan for 2019/20 which is due to be submitted on the 4 April 2019.</p> <p>West Cheshire Integrated Care Partnership The draft integration agreement, which is not a legally-binding document but a way the ICP partners should work together, was discussed and approved for signature.</p> <p>The Council of Governors held a lengthy discussion around West Cheshire Integrated Care Partnership and A Styring assured the Council the Partnership will be evolving over the next 2 years. It was noted that following the formal business at the July COG, time will be spent on discussing ICP development across the Trust footprint to aid governor understanding on progress.</p>	
Reports from Council of Governors Sub-committees and feedback on governor activity		
19/20/9	<p>Lead Governor Update</p> <p>B Crouch, Lead Governor provided an updated on the following:</p> <ul style="list-style-type: none"> • Reminder of Governor Forums dates, the importance to attend. • The Finance Session which was held on 14 March facilitated by T Welch was excellent and had good attendance from Governors. • The Equality and Diversity Training session recently took place which was facilitated by Philip Makin, whilst the session was excellent, feedback received was the session needed to be longer which we will take in to consideration next time. • A survey will be sent round in the coming weeks to the Council of Governors for feedback on the Governor website. <p>G Cairns, expressed a concern that only a handful of governors were commenting on the forum and felt that if Governors were not using the site it might be removed.</p> <p>K Edwards, advised the Council of an opportunity for Governors to work with the all age disabilities service which is a team that transitioned from CWP last year. Governors were advised to contact K Edwards if this is an opportunity they would like to take forward.</p> <p>P Ashley-Mudie advised he doesn't have much contact with any groups in Wirral and would like to have more connections. L Brereton advised that the team would look in to this and share any information received with P Ashley-Mudie and the full Council.</p> <p>Action: Corporate affairs team/ PACE team to inform Governors of any groups to help governors connect with members.</p>	
19/20/10	Membership and Development Sub-Committee – 19 February 2019	

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	<p>D Bull, Chair of the Membership & Development Committee provided a summary of the last meeting:</p> <ul style="list-style-type: none"> • External website needs work as it is difficult to use and information is out of date. This is to be discussed further at the next Membership and Development Meeting. • How governors can engage better with members and what opportunities is there for governors to meet new members. • Utilising existing networks which governors attend and share the information with the full Council. • Amendments were made to the Sub Committee's Terms of Reference which will be reviewed again in 12 months. <p>K Millar enquired as to whether the Sub Committee would be looking at reviewing the constitution. D Bull advised this would be being reviewed and a task and finish group was being established to work on local changes required within the document.</p> <p>The Council of Governors noted the minutes.</p>	
19/20/11	<p>Scrutiny Sub-Committee – 13 February 2019</p> <p>G Pollard, Chair of Scrutiny Sub Committee provided a summary of the last meeting.</p> <p>Jane Woods attended the Sub Committee to provide an update on the staff survey results. The response rate of the survey was 48% which was higher compared to other Trusts however, the Sub Committee held a discussion around how they can raise the figures and encourage staff to complete the survey. A concern was raised around BAME staff and the percentage of those staff experiencing bullying or harassment in the work place. The Sub Committee were given assurance that the Board of Directors shared the concerns and are conducting a deep dive to explore this issue further.</p> <p>N Richardson advised that whilst the staff survey was very positive, the figures around engagement caused some concern. R Burke-Sharples provided the Council with clarification concerning the wording of the questions within the survey which left room for varied interpretation. The Board are conducting a deep dive to find out further information on the results.</p> <p>James Partington also attended the Sub Committee to provide an update on the Quality Assurance Dashboard, J Partington explained the process and how concerns are escalated to Quality Committee.</p> <p>The Council of Governors noted the minutes.</p>	
19/20/12	<p>Remuneration and Nominations Committee Meeting Minutes – 21 February 2019</p> <p>L Brereton asked the council to note the minutes of the last Remuneration and Nominations committee and advised there are a number of vacancies within the membership for the committee. L Brereton advised the Council that Ann Farrell will be joining the committee to understand more about how it works and requested for other governors who would like to join the committee to email the corporate affairs team to express an interest.</p> <p>The Council of Governors noted the minutes.</p>	

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Items for Discussion and Approval		
19/20/13	<p data-bbox="323 141 1200 174">Reappointment of Trust Chair</p> <p data-bbox="323 215 1200 342">R Burke-Sharples, Senior Independent Director introduced the item and reminded the group that M Maier will be completing a three year term of office by the end of June 2019 and the Chairman has advised he is seeking a second and last term of office.</p> <p data-bbox="323 383 1200 880">R Burke–Sharples advised the Council that an appraisal was undertaken in October 2018 which was conducted by the Senior Independent Director, the outcome was reported to the Council of Governors at the November 2018 meeting. A meeting was held which was supported by the Senior Independent Director and the Remuneration and Nominations Committee of the Governors to consider a second term of office for the Chairman, reviewing key information as part of this process. Consideration was given to the stability of the board of directors in light of the NED recruitment activity which is due to start in 2019 and with further recruitment required in 2020. Governors concluded that a one year extension would not be sufficient given the expected turnover in NEDs over the next one to two years. Governors then considered the potential of an extension for two full years, with a third and final year of office to focus on transitioning to a new Chairperson.</p> <p data-bbox="323 920 1200 1048">Therefore, the Council of Governors were recommended to approve a second term of office for Chairman, Mike Maier for three years, noting that the third and final year will see the recruitment and transition to the new Chairperson during this time.</p> <p data-bbox="323 1088 1200 1115">The full Council of Governors agreed to the recommendation.</p>	
19/20/14	<p data-bbox="323 1115 1200 1149">Non-Executive Director Recruitment</p> <p data-bbox="323 1189 1200 1485">L Brereton advised the council of Governors that recruitment for two Non-Executive Directors has begun. These positions are for the currently vacant post to commence with immediate effect and to replace Lucy Crumplin who will conclude her term of office at the end of July 2019. Several Remuneration and Nominations Committee meetings have been arranged to discuss long list and to shortlist with the intention of the formal panel interviewing the candidates on 7th June 2019. The outcome will be reported to the Council of Governors for approval in July 2019.</p> <p data-bbox="323 1525 1200 1787">L Brereton explained to the Council that there would be a five week window from the interviewing stage until the Council could formally approve the chosen candidates at the next Council of Governor meeting. Therefore it was proposed to the Council that a discreet induction process would take place which would include meeting key staff members with the caveat that there appointment is provisional until 15th July when the Council of Governors will formally consider the appointments.</p> <p data-bbox="323 1827 1200 1890">The full Council agreed a discreet induction process can start subject to formal approval by the COG in July 2019.</p>	
19/20/15	<p data-bbox="323 1890 1200 1924">Final Operational Plan 19/20</p> <p data-bbox="323 1964 1200 2027">T Welch updated the Council of Governors and highlighted the following key points:</p> <ul data-bbox="371 2027 1200 2101" style="list-style-type: none"> <li data-bbox="371 2027 1200 2101">• The final Operational Plan 2019/20 was submitted to NHS Improvement on 4th April 2019. An easy read summary of 	

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	<p>the plan is currently being developed and will be circulated once complete.</p> <ul style="list-style-type: none"> • Thanks to the governors for attending the development session on 14th March 2019. • Contracts for 2019/20 have not yet been signed due to the level of investment being proposed. <p>Governors commented on the session facilitated by T Welch on the operational plan and the wider context and agreed that holding further sessions over the year would be of use to governors to understand the implementation of the plan. It was agreed that further sessions would be scheduled.</p> <p>The Council of Governors noted the plan.</p>	
19/20/16	<p>2018/19 Quality Account: Locally Selected Indicator</p> <p>L Brereton provided a briefing to the Council of Governors regarding the Quality Account external assurance audit to help governors in their selection of the local indicator for review. The Scrutiny Sub Committee undertook a detailed discussion on possible indicators for audit with KPMG at the meeting in February 2019. An overview of this was provided to the Council.</p> <p>The Scrutiny Sub Committee recommend that the Council of Governors approve the child eating disorder waiting times as the locally selected indicator.</p> <p>The Council of Governors agreed the above.</p>	
19/20/17	<p>Annual Election Planning</p> <p>L Brereton provided an update to the Council of Governors of the current vacancies within the Council and the plans for the 2019 annual summer election. A reminder to the Council of available seats was given and a request for governors to note who will be up for election in the summer and contribute to the election process if appropriate. Nominations open on 21 June.</p> <p>The Council of Governors noted the report.</p>	
19/20/18	<p>Governors Question Time</p> <p>Two questions were received for governor question time:</p> <p>1. Question from Keith Millar: Following on from the redesign of services what is the Long Term Plan for Rehabilitation Services in East Cheshire taking into account the recommendations of the following 2 reports, CQC Rehabilitation Briefing and JCPMH rehab guidance, how does the Equality Impact Assessment undertaken align with the recommendations ?</p> <p><i>Response from Amrith Shetty:</i> We have used the East redesign as an opportunity to work towards developing centre of excellence for inpatient rehabilitation as part of this we have / are:-</p> <ul style="list-style-type: none"> • Upgraded the East Rehabilitation service to the specification of a high dependency (high intensity) rehabilitation service. East Cheshire patients now have access to a wider range of in-patient rehabilitation resources and this has reduced 	

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	<p>variation in service provision across the Cheshire and Wirral patch.</p> <ul style="list-style-type: none"> • The referral process has been streamlined with a Trust wide single point of access for all in-patient rehabilitation referrals allowing better whole system collaboration and ensuring better and timely access to local rehabilitation resources. (Addition - from David Appleton - as part of developing a single point of access for referrals there is a reduction in unwarranted variation across the footprint. In addition to this links with third sector providers have been strengthened ensuring that the overall rehab pathway has been improved thereby ensuring timely access to appropriate rehab services which is person centred and responsive to population need. Dave) • Collaborating with commissioners and other stakeholders to review patients in out of area placements to identify more local support with the aim to eliminate unwarranted long term out of area placements. • Developing a model for community outreach for rehabilitation <p>2. Question from Gus Cairns Is there any sign from any of the CCG's who commission Adult Diagnosis any moves towards commissioning an Adult Autism support Service post diagnosis?</p> <p><i>Response from Norma Currie – Senior Commissioning Manager for Learning Disabilities – via Iain Stewart CCG Wirral:-</i></p> <ul style="list-style-type: none"> • A bid to NHSE for an Autism service that will deliver across the Cheshire & Wirral footprint. <ul style="list-style-type: none"> ○ This will deliver under four main areas, more detail can be provided if required; <ul style="list-style-type: none"> ▪ Autism Hubs ▪ Diagnostic service plus additional follow up as recommended ▪ Specialist advice and consultation service ▪ Enhanced support autism team ▪ <p>This bid will be submitted w/c 15th April and will be scrutinised by the TCP strategic board on 15th May, where a decision will be made to approve or decline. We are ensuring that we identify recurrent funding to enable the future sustainability for this service should the bid be successful (NHSE TCP funding will be for 12 months non recurrent).</p>	
	Closing Business	
19/20/19	Any other business None	
19/20/20	Review risk impact of items discussed None	
19/20/21	Evaluation of meeting effectiveness Effective	
CLOSE		
Date, time and venue of the next meeting:		
Monday 15th July 2019 – Sycamore house, 1pm		