



**Minutes of the Meeting of the Council of Governors,  
held on Thursday 22nd January 2015  
at Mercure Chester Abbots Well Hotel, Whitchurch Rd, Christleton, Chester, CH3 5QL,  
commencing at 11.00**

<b>PRESENT</b>	<p>David Eva, Chair  Richard Agar, Public Governor, Wirral  Steven Buckley, Staff Governor  Kathy Bullen, Staff Governor  Brian Crouch, Service User/ Carer Governor  Brenda Dowding, Partnership Governor  Jill Doble, Staff Governor  Phil Gilchrist, Partnership Governor  Richard Harland, Service User/ Carer Governor  Phil Jarrold, Service User/ Carer Governor  Brenda Jones, Service User/ Carer Governor  Chris Lynch, Service User/ Carer Governor  Stanley Mayne, Public Governor  Ann McGrath, Service User/ Carer Governor  Phillip Mook, Staff Governor  Fergusson McQuarrie, Service User/ Carer Governor  Janie Shaw, Staff Governor  Pam Smith, Partnership Governor  Iain Stewart, Partnership Governor  Rob Robertson, Public Governor, West Cheshire  Anna Usherwood, Service User/ Carer Governor  John Wray, Partnership Governor</p>
<b>IN ATTENDANCE</b>	<p>Louise Brereton, Head of Corporate Affairs  Suzanne Christopher, Corporate Affairs Officer  Fiona Clark, Non-Executive Director  Dr Jim O'Connor, Non-Executive Director  Julie Critchley, Acting Director of Operations  Lucy Crumplin, Non-Executive Director  Sheena Cumiskey, Chief Executive  Avril Devaney, Director of Nursing, Therapies and Patient Partnership  Neil Griffiths, Acting Head of Performance and Information (for item 14/15/104)  David Harris, Director of HR and OD  Rebecca Burke Sharples - Non Executive Director  Mike Maier, Non-Executive Director  Stephen Price, CWP Podiatry Team Leader (for item 14/15/101)  Debbie Smith, West Cheshire CCG (for item 14/15/101)  Derek Bosomworth, Member of the Public  Katherine Wright, Head of Communications and Engagement</p>
<b>APOLOGIES</b>	<p>Deborah Bennett, Service User/Carer Governor  Maurice Lea O'Mahoney, Partnership Governor  Mike Robinson, Public Governor, West Cheshire  Peter Wilkinson, Public Governor, East Cheshire</p>

REF	MINUTES	ACTION
14/15/91	<p><b>Welcome, Apologies for Absence and Quoracy</b></p> <p>The Chair opened the meeting and welcomed everyone.</p> <p>The meeting was confirmed to be quorate. Apologies were noted.</p>	
14/15/92	<p><b>Meeting Guidelines</b></p> <p>The meeting guidelines were noted.</p>	
14/15/93	<p><b>Declarations of Interest</b></p> <p>There were no interests declared.</p>	
14/15/94	<p><b>Chair's Announcements</b></p> <p><b>IAPT Sefton</b>  CWP are pleased to have been awarded the contract to provide Improving Access to Psychological Therapies (IAPT) Services in Sefton, Southport and Formby from 1st April 2015. From now until April, CWP will be working with NHS South Sefton CCG and NHS Southport &amp; Formby CCG to map out an implementation plan to ensure seamless care for the existing caseload whilst improving access to therapies for common mental health problems such as anxiety, stress, feeling low in mood or depression.</p> <p><b>Friends and Family test</b>  Patients accessing CWP's services are now able to give their feedback on their experiences of care and treatment via the friends and family test (FFT). People who use our services will be able to use the FFT to provide anonymous feedback by answering a single question that asks them to rate the service and then add free-text comments to explain their views or make suggestions. The test is intended to capture positive comments as well as to identify areas for improvement. All service users will be offered the opportunity to complete a questionnaire on review of care, transfer or discharge. The FFT is currently available in paper format only but will be available electronically (via ipads) on inpatient wards from early spring.</p> <p><b>Cabinet office Mental Health Summit</b>  David Eva reported that he had recently attended a cabinet office summit on mental health where there had been recommitment by Norman Clegg and Norman Lamb to continue to seek parity of esteem between physical and mental health. The Trust has since written to the local CCGs to remind of them of this national commitment.</p> <p>David Eva highlighted the recent government announcement on NHS organisations working towards target of zero suicides. It was noted that not all people who commit suicide are known to health services which makes this difficult. The Government's vision is that everyone in all services should be suicide aware. CWP demonstrates our full commitment to this via the zero harm strategy. There is a role for governors in this in supporting the awareness raising and commitment to this.</p>	

	<p>A discussion ensued regarding the numbers of Trust patient suicides and how risks are managed. It was also noted that the Detroit model is not directly comparable with mental health services in the UK. It was noted that this should be an agenda item in future.</p> <p><b>Action:</b> To schedule an item on Trust response to national zero suicide strategy</p>	<b>LB</b>
<b>14/15/95</b>	<p><b>Lead Governor's Announcements</b></p> <p>The Lead Governors announced that the governor training calendar had been updated and circulated. Any governors wishing to partake in any training sessions, to book onto them via Robert Griffiths.</p> <p>Anna Usherwood announced the forthcoming dates for the locality forums and the tea and talk sessions. It was noted that there have been some accessibility issues with venues. Governors were asked to provide the team with ideas for venues.</p>	
<b>14/15/96</b>	<p><b>Chief Executive's Announcements</b></p> <p>Sheena Cumiskey announced the following:</p> <p><b>Mutualisation</b></p> <p>CWP has been selected as a pathfinder organisation to look at mutualisation. This is about working in partnership with staff and services users in the community to ensure that services are developed with people, enabling patients to take control of their care involving both staff and communities. The emphasis is on people being equals in the relationship.</p> <p>The Cabinet Office has been providing some consultancy support with this. The services which are currently being looked at as potentially suitable for mutualism are east Cheshire drug and alcohol services and CAMHS services. This work is also involving third sector partners.</p> <p>The anticipated outcome is the development of a toolkit to enable the potential development of mutualisation elsewhere in the Trust.</p> <p>Workshops will be being held to explore the models further and will be open to any governors who wish to become involved in the mutualisation work.</p> <p>Mutualisation will be a future Council of Governors agenda item.</p>	
<b>14/15/97</b>	<p><b>Minutes of the Council of Governors Meeting held on 5th December 2014</b></p> <p>It was noted that Avril Devaney to be recorded as in attendance.</p> <p>Subject to this amendment, the minutes of the meeting held on the <b>5th December 2014</b> were approved as a correct record.</p>	

14/15/98	<p><b>Action Sheet and Matters Arising</b></p> <p>There were no outstanding actions to report.</p> <p>As a matter arising, David Eva informed Governors that a leaving event had been held recently for staff of the outgoing Wirral drug and alcohol services. This had been a good opportunity to thank the staff involved for their service to CWP and to wish them well with the new organisation.</p>	
14/15/99	<p><b>Council of Governors 14/15 Business Cycle</b></p> <p>The meeting <b>noted</b> the Annual Business Cycle for 2014/15.</p>	
14/15/100	<p><b>Care Quality Commission (CQC Inspection)</b></p> <p>Sheena Cumiskey informed the Council that the Trust has recently been notified that CQC will be visiting the Trust for a week long inspection starting on the 22nd June 2015. This was an expected visit as part of the CQC commitment to inspect all mental health trusts by December 2015.</p> <p>The inspection will be undertaken in line with the new CQC framework which is centred on 5 domains. Organisations are now rated as outstanding, good, requires improvement or inadequate.</p> <p>Sheena Cumiskey reminded Governors that the Trust already enjoys an open relationship with CQC already. The visit is an opportunity for Trust to show what we do well and to help us to look at where we can improve further.</p> <p>Governors will be involved during the inspection week and there will be further updates closer to the time.</p> <p>It was queried whether the costs of the inspection are charged to the Trust. It was noted that there is no inspection cost but the Trust pays an annual registration fee to the CQC.</p> <p>A CQC briefing session will be arranged for Governors to understand the inspection process. Details will be circulated in due course.</p> <p><b>Action:</b> Governors CQC briefing session to be arranged and details circulated.</p>	LB
14/15/101	<p><b>Podiatry Consultation</b></p> <p>Katherine Wright introduced Debbie Smith from West Cheshire CCG and Stephen Price, CWP Podiatry Team Leader who were in attendance to brief the Council of Governors on the current consultation on changes to Podiatry services in West Cheshire.</p> <p>The Council were informed that the current population in West Cheshire is 250,000. The population is changing, particularly around long term conditions which are becoming more prevalent. The demand</p>	

	<p>for podiatry services far exceeds the availability of the services and there is no additional national funding to fund the service. CCG have looked closely about what could be done effectively utilise the funding available. Three options have been proposed as part of the consultation - to continue with the existing service arrangements, to improve the service for those people with high needs and discharge those with low levels of need and signpost them to alternatives or thirdly, to improve the service for those with a high level of need and continue to offer current patients with services.</p> <p>Stephen Price highlighted care studies which demonstrated the impact of the three options. It was noted that the likely outcome of option 2 would be that those with a low level of need would have to pay for services from private practitioners who are state registered.</p> <p>A discussion ensued regarding the impact of the service change on vulnerable people such as the elderly and how they will be able to afford to pay for a private service. It was noted that GPs will be able to re-refer people to the service should they develop a higher level of need.</p> <p>It was noted that the consultation finishes on 1st March 2015. Governors were encouraged to attend the forthcoming public consultation meetings.</p> <p>The Council of Governors resolved to <b>note</b> the report.</p>	
<p><b>14/15/102</b></p>	<p><b>Council of Governors elections update</b></p> <p>Suzanne Christopher updated the Council of Governors on the recently held by-election. The Council have welcomed Helen Hall as Service User / Carer Governor and Christina Evans as Staff Governor (Nursing) who will both hold their seats until the Annual Members Meeting in 2016. A total of 4 seats remain vacant, one public seat for out of area, two service user carer seats and one medical staff seat.</p> <p>A further by-election will need to be held in the Spring to recruit to these vacancies. Governors were encouraged to highlight these vacancies to members they meet in the course of their governor duties.</p> <p>The Council of Governors resolved to <b>note</b> the report.</p>	
<p><b>14/15/103</b></p>	<p><b>Strategic and Annual Planning</b></p> <ul style="list-style-type: none"> <li>• <b>5 Year Forward View</b></li> <li>• <b>Trust approach for 2015/16</b></li> </ul> <p>Sheena Cumiskey provided the Council of Governors with an overview of the recently issued 5 Year Forward View which sets out the national drive to change the relationships with patients who are in our communities. The focus is on delivering more preventative services as close to home as possible in a person centred way, thereby reducing the reliance on acute care.</p>	

	<p>Sheena Cumiskey advised that the 5 Year Forward View clearly aligns to the Trust strategy and vision and as part of the annual refresh, we will continue to focus on any further areas of alignment needed.</p> <p>A discussion ensued on meeting the new targets around Improving Access to Psychological Therapies (IAPT) and Early Intervention (EI). Systems are already in place to report on this data. The targets will be reported on from April 2015 as part of the Monitor Risk Assessment Framework.</p> <p>Governors were reminded that a second planning seminar is planned to further look at CWP plans. This is planned for 2nd March 2015. Governors were encouraged to attend to enable them to influence plans and feed through members' information.</p> <p>The Council of Governors resolved to <b>note</b> the report.</p>	
<p><b>14/15/104</b></p>	<p><b>Indicators for Quality Account audit</b></p> <p>Neil Griffiths introduced the report and provided Governors with an overview of the range of indicators available to Governors to enable them to select the governor indicator as part of the quality account process. The aim of this report was to enable Governors to begin their thinking on this matter at an earlier stage so they are better informed to decide on this issue once the 15/16 guidance is issued.</p> <p>It was suggested that the Scrutiny sub-committee spend some further time discussing the range of indicators and outline their recommendation to the April COG meeting.</p> <p><b>Action:</b> Scrutiny subcommittee to consider the range on indicators at the February 2015 meeting.</p>	<p><b>LB</b></p>
<p><b>14/15/105</b></p>	<p><b>Updated Council of Governor policies for consultation</b></p> <ul style="list-style-type: none"> <li>• <b>Raising Concerns</b></li> <li>• <b>Code of Conduct/ Etiquette policy/ process for removal of a Governor</b></li> </ul> <p>Louise Brereton introduced the two policies which had been recently reviewed. The existing code of conduct had been extended to cover the requirement to have a specific policy in place to set out the process for the removal of a governor.</p> <p>A discussion ensued to the changes to the policies. It was noted that a further review of the policies was required to finalise these. It was suggested that a small working group meet to look at reviewing the policies in-depth. It was agreed that this would be concluded in time to agree these policies at the April Council of Governors meeting.</p> <p><b>Action:</b> Governors interested in participating in the policy working group to inform LB.</p> <p>The Council of Governors resolved to <b>note</b> the report.</p>	<p><b>LB</b></p>

<p>2014/15/106</p>	<p><b>Governor feedback:</b></p> <ul style="list-style-type: none"> <li>• <b>Compliance visit follow ups</b> It was noted that a number of governors continue to be involved in compliance follow up visits which are a good opportunity for Governors to spend time in clinical services.</li> <li>• <b>Training events</b> It was noted that the updated training calendar had been circulated. Feedback was given on the December planning seminar in that this had been described as training, whereas the session was not training, but more of an overview of the Trust plans. It was highlighted that the purpose of the sessions is to give Governors the opportunity to inform and influence Trust plans as part of their duties, however training could be arranged on this is required.</li> </ul> <p>Rob Robertson and Fergie McQuarrie had attended the recent membership and communication training which had been useful.</p> <ul style="list-style-type: none"> <li>• <b>Locality forums/ tea and talks</b> These had been discussed earlier in the meeting.</li> <li>• <b>Attendance at governance committees</b> It was noted that Governors are attending Audit Committee and Quality Committee in an observation capacity. This had initially involved Governors who attend the Scrutiny sub-committee; however any Governor wishing to do so is able to. Governors to inform LB if they wish to attend to observe.</li> </ul>	
<p>14/15/107</p>	<p><b>Council of Governors sub-committee/Group minutes/notes</b></p> <p><b>a. Membership and Development sub-committee - draft minutes of the meeting of 1st October 2014</b></p> <p>The minutes were received and approved. It was noted that members of the subcommittee had been meeting outside of the meeting to take forward pieces of work.</p> <p>The Council were asked to approved Dion Cross and Fergie McQuarrie as members of the Membership and Development subcommittee. This was <b>approved</b>.</p> <p><b>b. Scrutiny sub- committee - draft minutes of the meeting of 17th October 2014</b></p> <p>These minutes were received and approved.</p> <p><b>c. Involvement Taskforce - December meeting cancelled.</b> It was noted that there had been a meeting of the Taskforce in January 2015. Rob Robertson is the Council of Governors representative on this group.</p> <p><b>c. Nominations Committee meeting of the meeting of the 4th November 2014</b> The minutes were received and approved.</p>	

14/15/108	<p><b>Governor Question Time.</b></p> <p>In response to the Governor question on the cost of the CQC inspection, this had been covered earlier in the meeting.</p> <p>Kathy Bullen asked '<i>A member of staff was asking why we don't have a hot drinks machine at Jocelyn Solly Resource Centre Macclesfield.</i></p> <p><i>This could be used by service users and/or their carers particularly if distressed. She also noted that the vending machine we do have only sells unhealthy snacks such as chocolate and crisps. I am not sure how what facilities are present in other out-patient units.</i></p> <p>Sheena Cumiskey advised that this question had been raised with the Facilities Department who had agreed to install a vending machine in the unit for patients to access hot drinks.</p> <p>Sheena Cumiskey advised that the vending machines are provided by an outside company who sells what the top selling items. These items can be changed but this would need raised with Facilities again who manage the contracts for the machines. This would be taken forward.</p> <p>Brenda Jones asked about the introduction of multi- agency staffing in West Cheshire working with the police and queried what the service is for. It was confirmed that the Police are paying for the service and the services are being provided in East and West Cheshire. CWP staff are working with the Police but this is a small operation initially with 2 .5 posts in place.</p>	
14/15/109	<p><b>Motions or Agenda Items on Notice</b></p> <p>There were no items raised.</p>	
14/15/110	<p><b>Review of risk impact of items discussed</b></p> <p>No additional risk items were identified.</p>	
14/15/111	<p><b>Feedback from meeting - review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time) No additions to the Risk Register were identified.</b></p> <p>No further risks were identified.</p>	
14/15/112	<p><b>Date, time and place of next meeting;</b></p> <p>Tuesday 7th April 4pm at Sycamore House, Ellesmere Port.</p>	
	<p><b>Part 2 (Governors and Officers in attendance)</b></p>	
14/15/113	<p><b>Saddlebridge Incident update</b></p> <p>Avril Devaney circulated an update report on the Saddlbridge incident.</p> <p>Avril Devaney reminded Governors reminded of incident which occurred at the Saddlebridge low secure unit on 5th July 2015. The Police investigation continues to be ongoing but the internal investigation has been completed. This was chaired by Jim O'Connor.</p>	



	<p>Board received full investigation report in November 2014 and will receive a further update in January 2015.</p> <p>Avril Devaney drew attention to the report recommendations. Many have been completed by this point. Several recommendations are to support staff to improve joint working. Other recommendations focus on gaps in training which have now been addressed. Other areas of focus are around commencing assessment processes prior to people entering the unit so care planning starts well in advance of admission. Practice issues including blanket rules have also been addressed. The implementation of the recommendations are being monitored by the Trust Operational Board</p> <p>A discussion ensued regarding the conclusion of the investigation and learning about what had caused the incident. It was noted it appeared to be a number of factors that had contributed towards the incident and that external experts had been commissioned to assess the unit.</p> <p>A discussion ensued regarding risk assessment processes and how risk assessments take account of changes.</p> <p>Staff governors raised the issue of staff sickness and locum staff and queried the gap from the full complement of staff. It was noted that recruitment processes are underway. Time will continue to be spent to support the team to grow together and staff from the Alderly Unit staff have also been very supportive towards the Saddlebridge staff.</p> <p>Staff governors raised the issue of some of the findings feeling quite basic, such as computer passwords, however commented that there will be some positive changes arising from implementing the recommendations.</p> <p>The Council of Governors resolved to <b>note</b> the report.</p>	
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