



Minutes of the Council of Governors Meeting
Held on Tuesday 7th April 2015 at 1600 – Gaskell Room, Sycamore House, Lloyd Drive,
Cheshire Oaks Business Park, Ellesmere Port CH65 9HQ

Present	<p>David Eva, Chair Ann McGrath, Service User & Carer Governor Anna Usherwood, Service User & Carer Governor & Lead Governor Brian Crouch, Service User & Carer Governor Ferguson McQuarrie, Service User & Carer Governor Janie Shaw, Staff Governor John Wray, Partnership Governor (Cheshire East) Jill Doble, Staff Governor Ken Wilson, Partnership Governor (Universities) Rob Robertson, Public Governor, Cheshire West <i>(by telephone)</i> Mike Robinson, Public Governor (Cheshire West & Chester) Phil Jarrold, Service User & Carer Governor Philip Mook, Staff Governor Richard Agar, Public Governor (Wirral) Stanley Mayne, Public Governor (Wirral)</p>
In attendance	<p>Sheena Cumiskey, Chief Executive Fiona Clark, Non-Executive Director Dr Jim O'Connor, Non-Executive Director Lucy Crumplin, Non-Executive Director Mike Maier, Non-Executive Director & Deputy Chair Ron Howarth, Non-Executive Director Tim Welch, Director of Finance Louise Brereton, Head of Corporate Affairs Audrey Jones, Head of Clinical Governance Claire Evans, Participation & Engagement Lead (CAMHS East) and Young Advisers Nicola Jones, Communications and Engagement Officer Robert Griffiths, Corporate Affairs Administrator (minutes) Derek Bosomworth, Member of the public</p>
Apologies	<p>Brenda Dowding, Partnership Governor (Cheshire West & Chester) Brenda Jones, Service User & Carer Governor Chris Lynch, Service User & Carer Governor Helen Hall, Service User & Carer Governor Kathy Bullen, Staff Governor Maurice Lea O'Mahoney, Partnership Governor (Staffside) Pam Smith, Partnership Governor (West Cheshire CCG) Peter Wilkinson, Public Governor (Cheshire East) Phil Gilchrist, Partnership Governor (Wirral) Richard Harland, Service User & Carer Governor Steven Buckley, Staff Governor</p>

Ref	Minutes	Action
15/16/01	<p>Welcome, apologies for absence and quoracy</p> <p>David Eva welcomed everyone to the meeting. As the meeting was not quorate, it was decided to contact Rob Robertson by phone pending any decisions taken.</p>	
15/16/02	<p>Meeting Guidelines</p>	

15/16/03	<p>Declarations of Interest</p> <p>No declarations of interest were made</p>	
15/16/04	<p>Chair's Announcements – Council notices</p> <p>David Eva delivered the following announcements:</p> <ul style="list-style-type: none"> • CWP to deliver IAPT service in Sefton from 1 April <p>Access Sefton, a new service providing improved access to mental health services throughout Sefton and its surrounding areas will launch on 1 April 2015. It will be delivered in partnership by Cheshire and Wirral Partnership NHS Foundation Trust (CWP) and Insight Healthcare, and will provide Improved Access to Psychological Therapies (IAPT) to the people of Sefton, Southport and Formby - supporting both GP-referred patients and self-referrers. Access Sefton will replace current provider Inclusion Matters. For more information, please contact Neal Fenna, CWP clinical service manager on 0151 488 8275.</p> <ul style="list-style-type: none"> • Free fitness sessions to improve mental health and well-being <p>A pilot scheme in East Cheshire encouraging people with a mental health condition to get active has been hailed a success, with more than twenty people taking part in the first 8 weeks and hopes to extend the scheme.</p> <p>Staff from CWP are supporting the 12 week project of tailored sessions, delivered by CW1 CrossFit, after securing funding from Active Cheshire. The sessions sought to improve physical and mental well-being by offering individuals a personalised fitness plan. For more information please contact Donna Davies, CWP health facilitator on 07876 035 832.</p> <ul style="list-style-type: none"> • CWP support smokers to take the first steps to a smokefree life <p>CWP is supporting people who access their services, carers and staff with a nicotine dependency to give up smoking for good. Last year, CWP took the step to become a smoke free Trust with smoking in all premises and grounds no longer permitted. This No Smoking Day (11 March), CWP is informing people who use our services, their carers and families that tobacco products and lighters will no longer be allowed into inpatient areas and if any are found in clinical areas, they will be disposed of following removal. The Trust is the first health organisation in the UK to have introduced this measure and is sharing its experience of becoming a smoke free Trust with other hospitals and local authorities.</p> <ul style="list-style-type: none"> • Over £5million invested in local learning disability services <p>Cheshire and Wirral Partnership NHS Foundation Trust (CWP) has invested over £5 million to open a new inpatient unit for people with learning disabilities in East Cheshire. Using best practice guidance, a new low secure 15 bedded unit has been built on the Soss Moss</p>	

	<p>Hospital site, near Nether Alderley, to replace existing facilities on site for people with mild to moderate learning disabilities. For more information, please contact Dave Jones, CWP Clinical Services Manager, on 01625 862513.</p> <ul style="list-style-type: none"> • Monitor Guidance on Representing the interests of Members and the Public <p>Monitor has recently issued guidance on the ways that governors can represent the interests of Members and the Public. The Membership and Development subcommittee are looking at this guidance to inform ideas for future engagement.</p>	
<p>15/16/05</p>	<p>Lead Governor’s Announcements</p> <p>Anna Usherwood delivered the following announcements:</p> <ul style="list-style-type: none"> • NHS Providers Governor Focus conference <p>Rob Robertson and Phillip Mook will be representing the CWP Council of Governors at the inaugural NHS Providers Governors conference on 8th April.</p> <ul style="list-style-type: none"> • NHS Providers Governor Policy Board elections <p>Rob Robertson has been nominated as the CWP representative for the NHS providers Governor Policy Board. Elections to the Board are currently ongoing and will conclude on 7th April 2015.</p> <ul style="list-style-type: none"> • Governor Resignation <p>Public Governor East, Dion Cross has informed us of his resignation from his governor post due to competing priorities. We thank Dion for this time with the Council. The seat will be advertised in the forthcoming by-election.</p> <ul style="list-style-type: none"> • Governor Declarations of Interest <p>Please can any governors who have not submitted a declaration of interest form and a fit and proper persons declaration please see Robert to complete this to ensure that all records are up to date. It is a statutory requirement to have these declarations in place.</p> <ul style="list-style-type: none"> • Governor skills audit <p>In order to inform the 15/16 training calendar, a skills audit form will be circulated by Robert shortly. This will ask Governors to identify their range of skills and any areas they would like to have training on. This information will ensure that the Governor training calendar is tailored to meet the needs of all governors.</p> <ul style="list-style-type: none"> • Council of Governors 14/15 effectiveness review <p>The team will be circulating a questionnaire asking governors for their views of the effectiveness of the COG over the last year. Please can all governors provide their views on this.</p>	

	<p>Anna also reminded governors to continue to check their diaries for upcoming events. Notification is usually given six weeks in advance unless dates change at short notice.</p>	
<p>15/16/06</p>	<p>Chief Executive's Announcements</p> <p>Sheena Cumiskey delivered the following announcements:</p> <ul style="list-style-type: none"> • Mutuals in Health <p>Sheena gave a brief update on the mutualisation process undertaken by CWP. She stated that the period of support, running from January to March given by the Cabinet Office, had ended. She praised the support given to the Trust by BDO LLP and Pinsent Mason Law.</p> <p>Sheena added that CWP would be taking mutualisation forward for substance misuse services, mentioning that the interest was around the principles of mutualisation, such as enabling service users and staff within a service to make meaningful decisions about that service. CWP would continue to explore this further.</p> <ul style="list-style-type: none"> • Vanguard Models of Care <p>Sheena informed the meeting that CWP was part of two vanguards for models of care, meeting the needs of PACS service users in Wirral and multi-speciality service users in West Cheshire.</p> <ul style="list-style-type: none"> • CAMHS Unit Building Works <p>Sheena advised the meeting that the building works for the new Tier 4 CAMHS unit had begun outside Redesmere. The work is scheduled for completion in Spring 2016. Sheena added that Young Advisers from West Locality had been consulted during the planning process.</p> <ul style="list-style-type: none"> • Springview Upgrade <p>Sheena informed the meeting that the upgrade programme for Springview would be fully completed by Autumn 2015. She added that CWP had also purchased the site from Wirral University Teaching Hospital Foundation Trust.</p> <ul style="list-style-type: none"> • Election purdah <p>The meeting was reminded that the election purdah had come into force. All were requested in their official capacity to refrain from engaging in political activities likely to compromise the neutrality of CWP. The meeting was advised to refer any requests for quotes to the Communications and Engagement Team.</p> <p>Anna Usherwood reinforced that if governors are asked for quotes regardless of an upcoming election to instead refer such requests to Communications and Engagement.</p> <p>David Eva added that there had been recent news coverage of increased funding for mental health services. He stated that the</p>	

	situation locally is that the Trust is not currently feeling any impact of these increases. The Trust is using the contract negotiations to try to ensure that the Trust benefits from the national funding increases to ensure services are sustainable.	
15/16/07	Minutes of the Council of Governors Meeting 22nd January 2015 The minutes of the meeting held 22nd January 2015 were accepted as a true and accurate record	
15/16/08	Matters Arising and Action Points All matters arising and action points were already closed or on the meeting agenda.	
15/16/09	Council of Governors Draft Annual Business Cycle 2015/16 The draft annual business cycle was accepted.	
Ref	Matters for discussion/approval	Action
15/16/10	<p>Young Advisers Working with Governors</p> <p>The Young Advisers from CAMHS East gave a presentation on the development of their team since formation in 2012, followed by questions from governors and non-executive directors.</p> <p>Ferguson McQuarrie asked about the involvement the team had during the recruitment process for new professionals.</p> <p>The response came that young people chose the person they felt most comfortable around.</p> <p>Mike Robinson praised the young advisers' work and mentioned the efforts being made by the Membership & Development Sub-Committee to further involve young people in the life of the Trust.</p> <p>Claire Evans responded that the Young Advisers use a national model, which was developed by CAMHS users. She stated that the group is now self-funding with a much broader work base than CWP alone. She added that the team had been commissioned by 27 services since November 2014, with a pot of money for either further training or recruitment.</p> <p>David Eva mentioned involving young people more through membership and representation, with the possibility of them joining the Council of Governors.</p> <p>Mike Robinson agreed and highlighted the importance of engaging young people.</p> <p>Claire Evans stated that there are two new CAMHS groups in operation, bringing the total to five across CWP.</p> <p>Richard Agar asked why there needed to be a 12-month restriction on Trust membership before members could stand as governors.</p>	

	<p>David replied that the rule was in place in order to prevent governors being elected who only wished to pursue a single issue. He added that the Membership and Development Committee was reviewing Council of Governors membership.</p> <p>Anna Usherwood suggested including an appointed governor for young people rather than electing one as a possibility to look into.</p> <p>Phil Jarrold praised the involvement of the young adviser team and gave his support to pursuing the involvement of young people with the Council of Governors.</p> <p>Claire stated that the work done in schools was focused on emotionally healthy schools. Five high schools in East Cheshire had had lived experience advisers work with them on the programme.</p> <p>Mike Robinson informed the meeting that there would be a presentation of the Membership and Development Committee's proposals at the September Council of Governors meeting.</p>	
<p>15/16/11</p>	<p>Update on the CWP Operational Plan and Clinical Strategies</p> <p>Tim Welch gave a presentation to the meeting on the operational plan and clinical strategies. He asked the meeting to note that work had commenced on this as early as August 2014, beginning with consultations of locality teams and going to the Board of Directors in December.</p> <p>He drew attention to the Year 1 Plan, which had been tailored to each locality. These had been given cross-cutting themes, including CCG's, enhanced partnership working and continuous improvement in care.</p> <p>Tim also highlighted financial risks, notably the gap left due to the loss of the drug and alcohol service contracts in Wirral and West Cheshire, the cost of new drugs, significant ongoing investment requirement for IT strategy, a need for the appropriate funding of services and achieving new waiting time targets from April 2015.</p> <p>Ann McGrath asked if the operational plan was still being finalised and who would receive the final version.</p> <p>Tim answered that it was still in draft form ready to be approved by the Board of Directors which would then send it to Monitor.</p> <p>Stanley Mayne observed that patients from Wirral's 56 GP surgeries were coming together to form a group to provide commissioning input.</p> <p>The Council resolved to approve the Operational Plan 2015/16 ahead of submission to Monitor.</p>	

	<p>Governor Selected Indicator and Draft Quality Account 14/15</p> <p>Governor Selected Indicator</p> <p>Phil Jarrold stated that the Trust had a target of 2% or less for delayed transfers of care, which it had consistently met. He added that at the last Scrutiny Sub-Committee advice on selecting the new indicator had been given by Neil Griffiths, Acting Head of Performance and Information, David Wood, Associate Director of Safe Services and Rob Jones of KPMG.</p> <p>Phil informed the meeting that the Scrutiny Sub-Committee had considered IAPT and early intervention in psychosis (EIP) as the possible indicators for audit. The IAPT indicator was recommended as the Trust would be required to meet a 75% target for 6 week and 95% in 12 weeks from April (although this requirement has been deferred until Q3 by the regulator).</p> <p>Lucy Crumplin asked how treatment would be defined.</p> <p>Tim Welch commented that IAPT was better defined as cases coming from referral to treatment.</p> <p>Ferguson McQuarrie asked if there would be a review every six months.</p> <p>David Eva replied that the report would be done over the year with regular updates from the sub-committee.</p> <p>The meeting resolved to approve IAPT as the selected indicator.</p> <p>Draft Quality Account 14/15</p> <p>Audrey Jones presented the Draft Quality Account for 2014/15. She drew the meeting's attention to the increase in quality of data since the previous year, stating that there would be a better draft produced later in April 2015.</p> <p>Stanley Mayne asked on what date the final version would be ready for Healthwatch.</p> <p>Audrey responded that the proposed date would be the second week of April. There were reported gaps for Quarter 4 regarding national benchmarking; however Audrey stated that the overall completeness of the report ought to provide a comprehensive picture.</p>	
<p>15/16/12</p>	<p>Updated Council of Governor Policies for Approval</p> <ul style="list-style-type: none"> • Raising concerns • Code of conduct/process for removal of a Governor <p>Louise Brereton introduced this, stating that Richard Agar and Steven Buckley had done some work on it earlier in the year.</p> <p>The policies were approved and Richard and Steven were thanked</p>	

	for their efforts.	
15/16/14	<p>Governor Feedback</p> <p>Stanley Mayne reported that on a recent compliance visit to Bowmere Hospital he had found everything to be excellent and praised the ongoing remedial work.</p>	
Ref	Matters for Noting	
15/16/15	<p>Council of Governors Sub-Committee/Group Minutes/Notes</p> <p>a) Membership & Development Sub-Committee</p> <p>Mike Robinson informed the meeting that the Membership and Development Committee was making progress. He stated that the committee has new members and that he felt it was fulfilling its obligations. Robert Griffiths was tasked with circulating the committee's work programme. Louise Brereton also praised the committee's membership and requested that anyone wishing to serve on the committee to make themselves known.</p> <p>b) Scrutiny Sub-Committee</p> <p>N/A</p> <p>c) Involvement Task Force</p> <p>N/A</p> <p>d) Nominations Committee</p> <p>Anna Usherwood advised the meeting that a meeting had been held with Diane Charnock Consulting. It was suggested to have a meeting before the July Council of Governors meeting.</p>	
15/16/16	<p>Governor Question Time</p> <p>Ferguson McQuarrie had tabled a question before the meeting:</p> <p><i>I have been made aware that the gym at Springview is due to close and the gym instructors will, therefore, also be transferred to different job roles. I believe that having access to the gym is extremely beneficial to service users. How will this now be addressed?</i></p> <p>Sheena Cumiskey responded that the Wirral team are looking at staffing options and there is no intention to keep the gym closed. Ferguson was advised to speak to Glenda Bryan, Brooklands Ward Manager or Sarah Quinn, General Manager Wirral Management Team.</p> <p>Action: Letter to be sent to Fergie McQuarrie as a response to the governor question</p> <p>Mike Robinson drew the meeting's notice to a <i>Sunday Times</i> article on Young Minds, stating that CWP are ahead in providing services mentioned in the article.</p>	SC

	<p>Phil Jarrold asked why when on being asked to renew their Trust membership, members are asked to fill in the original form if done online.</p> <p>Nicola Jones responded that the purpose is to reinforce data quality and update electoral information. She added that all information is retained unless it is requested to be deleted. She also stated that there is a greater emphasis on tailoring communications dependent upon initial member interest, e.g. in drug and alcohol or mental health services.</p> <p>Ann McGrath mentioned hearing at an Age UK meeting that Vale Royal and South Cheshire CCG's are to merge.</p> <p>Sheena Cumiskey replied that CCGs can take their own decisions on structuring. She added that the issue for CWP is that both CCGs fall into two different local authorities and that there would be inherent costs if CWP were to set up a fourth locality to cover them.</p>	
15/16/17	<p>Motions or Agenda Items on Notice</p> <p>Louise Brereton gave notice that a by-election will be held to fill four vacant seats. She informed the meeting that nominations were to be submitted by no later than Friday 24th April.</p>	
15/16/18	<p>Review of Risk Impact on Items Discussed</p> <p>Risk impacts were identified throughout the meeting.</p>	
15/16/19	<p>Feedback from Meeting – Review of the Effectiveness of the Meeting</p> <p>David Eva praised the timeliness of the meeting.</p> <p>Louise Brereton reminded the meeting that the pre-meeting for the July Council of Governors would be at 11:00 a.m.</p> <p>Sheena Cumiskey reminded the meeting that a CQC briefing for all governors would be provided on 20th May and that places were still available.</p> <p>Derek Bosomworth praised CWP for its implementation of a full Trustwide ban on smoking across all its sites.</p>	
15/16/20	<p>Date, time and place of next meeting</p> <p>The date, time and place of the next meeting was given as Friday 24th July 2015 at 13:30 at Sycamore House, Ellesmere Port</p>	

