



Minutes of the Council of Governors Meeting

Held on Friday 4th September 2015 at 10:00 – Gaskell Room, Sycamore House, Lloyd Drive, Cheshire Oaks Business Park, Ellesmere Port CH65 9HQ

Present	David Eva, Chair Stanley Mayne, Public Governor – Wirral Richard Agar, Public Governor – Wirral Peter Wilkinson, Public Governor – Cheshire East Robert Walker, Public Governor – Cheshire East Rob Robertson, Public Governor – Cheshire West Mike Robinson, Public Governor – Cheshire West Phil Jarrold, Service User and Carer Governor Joan Roberts, Service User and Carer Governor Ann McGrath, Service User and Carer Governor Chris Lynch, Service User and Carer Governor Anna Usherwood, Service User and Carer Governor Ferguson McQuarrie, Service User and Carer Governor Helen Hall, Service User and Carer Governor Janie Shaw, Staff Governor – Nursing Kathy Bullen, Staff Governor – Clinical Psychology Jill Doble, Staff Governor – Therapies Philip Mook, Staff Governor – Non-clinical Carol Gahan, Partnership Governor – Cheshire West and Chester Council John Wray, Partnership Governor – Cheshire East Council Phil Gilchrist, Partnership Governor – Wirral Metropolitan Borough Council Pam Smith, Partnership Governor – Western Cheshire CCG
In attendance	Dr Faouzi Alam, Medical Director Lucy Crumplin, Non-executive Director David Harris, Director of People and Organisational Development Mike Maier, Non-executive Director Jim O'Connor, Non-executive Director Tim Welch, Director of Finance (Deputy Chief Executive) Shelly Tate, Compliance Assistant (minutes) Louise Brereton, Head of Corporate Affairs Jo Watts, Head of Compliance Rebecca Burke-Sharples, Non-executive Director Diane Charnock, retained consultant for Non Executive Director search
Apologies	Christina Evans, Staff Governor – Nursing Deborah Bennett, Service User and Carer Governor Brian Crouch, Service User and Carer Governor Maurice Lea O'Mahoney, Partnership Governor – Staff-side Ken Wilson, Partnership Governor – Universities Iain Stewart, Partnership Governor – Wirral CCG Fiona Clark, Non-executive Director Sheena Cumiskey, Chief Executive Avril Devaney, Director of Nursing, Therapies and Patient Partnership Ron Howarth, Non-executive Director Dr Anushta Sivananthan, Medical Director Andy Styring, Director of Operations Suzanne Christopher, Corporate Affairs Manager (on maternity leave) Jennie Atkins, Communications and Engagement Manager Katherine Wright, Head of Communications and Engagement

Ref	Minutes	Action
2015/16/42	<p>Welcome, apologies for absence and quoracy</p> <p>David Eva welcomed everyone to the meeting. The meeting was agreed as quorate. Apologies were noted as above.</p>	
2015/16/43	<p>Meeting Guidelines</p> <p>The meeting guidelines were agreed.</p>	
2015/16/44	<p>Declarations of Interest</p> <p>There were no declarations of interest declared.</p>	
2015/16/45	<p>Chair's Announcements</p> <p>David Eva delivered the following announcements;</p> <p>Vanguard David advised on the current ongoing project work with Vanguard on how the Trust will commission and provide services going forward. David highlighted the organisations involved and expansion in the localities.</p> <p><i>It was agreed that the Scrutiny sub-committee would look at Vanguard progress in localities as this develops. It will also be discussed at forthcoming governor planning seminars.</i></p> <p>August 2015</p> <ul style="list-style-type: none"> • Non-Executive Director recruitment The process to appoint to the Non-Executive Director is underway. The Nominations and Remuneration Committee will be considering the shortlist at their meeting today. Interviews will be held on 21st September 2015. The Council of Governors will be asked to formally approve the appointment on 2nd December although some induction work will be undertaken with the candidate in November 2015. • Croft Ward opened its doors to friends and families of people living with dementia earlier in August, when they officially re-opened the newly £340k refurbished facilities. CWP used nationally recognised guidance alongside input from patients and carers to design the 15 bed ward to support people with dementia across East Cheshire. The ward now has an open plan activity area, private bedrooms as well as a spacious dining room with doors opening onto a patio and garden area. The décor is themed 'Memory Lane' to provide a reminiscent environment in line with current thinking around improving outcomes for people with memory issues. 	<p>Scrutiny/ Governor Seminars</p>

- **David Rutley, MP for Macclesfield**, visited Croft Ward last week (2 September) to see how the changes will improve dementia care for people in East Cheshire. He will also be visiting further facilities at Elm House later this month (24 September)
- **CWP also welcomed Chester MP Chris Matheson** to help celebrate the launch of the new £14m child and adolescent mental health unit in Chester. He joined young people in creating a colourful piece of artwork to celebrate the launch of building work on “Ancora House”. Graffiti artist Kieron showed young people spray paint techniques and together they created a mural on the hoardings surrounding the building site. The design depicts the name chosen by young people: “Ancora”, a Latin noun meaning hope, refuge and support - which describes the aims and objectives of the unit.
- **CWP and Philips Healthcare** launched a project last month, designed to provide Cheshire locals with a customised tele health programme. Working in partnership with NHS West Cheshire Clinical Commissioning Group the Supported Self Care Champion project is designed to provide over 900 patients, initially from the Lache cluster of four GP practices, with tailored packages of technology, education and clinician support. The Supported Self Care Champion Project is designed to encourage greater independence for people living with multiple long-term health conditions and complex needs. The project hopes to improve patient experiences and simultaneously relieve pressures on the local health system.
- **CWP link up with mental health provision in Uganda.** Dr Maureen Wilkinson and Dr Andy Cotgrove visited Kisiizi hospital in south western Uganda in July to help the development of mental health services within the only mental health inpatient facility serving the large rural area. The service currently treats 4000 people a year. Joining Dr Wilkinson on her trip was her husband Ewan, who completed a charity bike. Together with two Ugandan friends, the team travelled 415 miles and have so far raised £3000. Later this year CWP will continue to share their specialist skills with Kisiizi with another trip planned for October.
- **CWP success recognised:**
The Trust has received several nominations for various awards including Sheena Cumiskey being shortlisted for CEO of the Year. The awards take place in November in London.

<p>2015/16/46</p>	<p>Lead Governor Announcements</p> <p>Anna Usherwood delivered the following announcements;</p> <ul style="list-style-type: none"> • Chair’s Appointment process Diane Charnock will be providing a briefing session for any interested governors to provide an overview of the process and the timeline. This will be after lunch. It is not obligatory to stay and is offered for those interested. • Governor ID badges Anyone needing an ID badge can have these done while at Sycamore House today. Please speak to Shelly. • AMM reminder Anna reminded the Governors of the Annual Members’ meeting to be held on 1st October at Crowne Plaza and asked Governors to confirm their attendance. Anna highlighted that there is low attendance to this meeting and advised that it is essential that this meeting is quorate to comply with the constitution. • Deputy Lead Governor Ballot The ballot was deferred to later in the agenda to allow for a 2 minute speech from all nominees. One nominee was arriving to the meeting late, so it was considered to be a fair process if the item was deferred to a later time slot in the meeting. It was advised that the result would be announced at the end of the meeting. • Annual Election Update Anna advised on the election results and discussed the democracy of voting. Anna informed the meeting that Richard Harland, current Service User and Carer Governor had been unsuccessful in the vote to re-stand. Anna advised that Louise Brereton would be meeting with Richard to discuss further involvement opportunities with Richard in the future. 	
<p>2015/16/47</p>	<p>Chief Executive Announcements</p> <p>Tim Welch delivered the following announcements on behalf of Sheena Cumiskey who had sent her apologies to the meeting.</p> <p>Vanguard Tim Welch advised on the devolution process with the Vanguards and advised that the governance associated with this would take time. Tim highlighted that the Trust are still learning as the organisations work together. Tim advised that there are no financial resources available for this work and that an update would be provided later in the agenda..</p> <p>Avril Devaney – Adoption leave Tim advised that Avril Devaney, Director of Nursing, Therapies and Patient Partnership is due to start adoption leave for 6 months, and sent his best wishes on behalf of the Trust to Avril and her family. Tim confirmed that Stephen Scorer has been appointed in to the role for the interim period.</p>	

	<p>Peter Wilkinson asked whether it was possible to inform Governors of any future MP visits and to invite Governors along where possible. David Eva agreed this would be actioned.</p>	DE/LB
2015/16/48	<p>Minutes of the previous Council of Governors meetings held 24th July 2015</p> <p>The minutes of the meeting held on 24th July were accepted as a true and accurate record subject to the following amendments;</p> <ul style="list-style-type: none"> • Page 7, 15/16/34, noted last sentence regarding the qualification period and governors appropriate experience of the Trust... it was requested to amend to note to include that the qualified period also referred to people not joining as a member, and then immediately being able to stand in the governor elections. • Ann McGrath and Stanley Mayne to be added to the attendance list. 	LB
2015/16/49	<p>Matters arising and action points</p> <p>A discussion ensued regarding the constitution changes approved at the July 2015 meeting of the Council..</p> <p>Louise Brereton informed that the Board of Directors had approved the constitution changes recommended and approved by the COG at the Board meeting in July 2015.</p> <p>It was noted that the changes would be presented at the Annual Members' meeting and it was felt that further discussions on the topic were not required by the Council given this had been undertaken in the July meeting and had been agreed.</p> <p>Louise Brereton advised that the membership subcommittee keep constitution issues under review as part of the business cycle.</p> <p>All other action points were on track or completed.</p>	
2015/16/50	<p>Council of Governors 2015/16 Business Cycle</p> <p>The business cycle was noted.</p>	
2015/16/51	<p>CWP CQC Inspection</p> <p>David Eva welcomed Jo Watts to the meeting.</p> <p>Jo provided an update to the Council of Governors on the recent Trust CQC Inspection, Jo advised that she was the Trust-wide lead for the CQC, and confirmed that the initial feedback from the CQC was that the inspection went well and feedback was positive. Jo informed the Governors that the Trust are still awaiting the draft report from CQC, so unfortunately was not able to provide a full update to the meeting today; however advised that the report</p>	

	<p>would be expected within the next 2 weeks. The Trust would then have 10 days to review the report and request amendments to be made. CQC will then report back to Trust.</p> <p>Jo advised that a Quality Summit date has been proposed for when the report is completed to discuss recommendations in the report. Internally a staff experience report had been developed and reported to Quality Committee last week. Jo highlighted that some actions have been put in place from feedback already received from CQC, and confirmed that the Trust are looking to develop a robust plan when the full report is received. An operational plan within the localities will be developed including all staff at all levels. Jo also sought expressions of interest for Governor representatives who may wish to input into the plan and provide some feedback on the process.</p> <p>Action: Governors to send expressions of interest to Louise Brereton.</p> <p>Fergie McQuarrie asked what would be involved in supporting the planning process. Jo highlighted the areas that would be addressed in the action plan, and explained that there would be an over-arching or number of locality Governors involved in the process; dependant on interest received.</p> <p>David Eva asked for an email to be circulated to the governors.</p>	<p>All</p> <p>LB</p>
<p>2015/16/52</p>	<p>CWP Mutual in Health Update</p> <p>David Harris was welcomed to the meeting and advised that the Trust had been exploring the concept of mutual as part of its commitment to maintain involvement from staff.</p> <p>David advised that some of the benefits of developing mutual as part of the Trust means that there is more scope to allow autonomy to innovate against risks, and that the Trust is keen to understand and identify ways to become financially independent. It was advised that the Trust is looking at the CAMHS service in East as a possible service to further explore the idea of mutual and this forms the phase 2 work.</p> <p>David Eva discussed whether the coalition government has had an impact on mutualisation and questioned whether the mutualisation agenda has declined.</p> <p>David Harris re-iterated the key principals of becoming a mutual. Tim Welch highlighted how mutual enable co-production and advised that the ultimate decision to becoming a mutual is about providing care and how patients receive this.</p> <p>Janie Shaw queried whether mutualisation was the middle ground between privatisation and the NHS. David Harris advised that this was not the case but more an opportunity for staff engagement and ownership of services.</p> <p>David Eva highlighted that the principals of the mutual are the</p>	

	<p>same as the Trust values. It was agreed that further update will be brought to future Council meetings as this develops.</p> <p>The Council of Governors resolved to note the report.</p>	
<p>2015/16/53</p>	<p>Zero Harm Strategy: Year 1 outcomes</p> <p>Jo Watts updated on the Zero Harm strategy discussing the detailed report and year 1 indicators on improving care that have been agreed, informing on the corporate/strategic levels of how we would do this in practice. Jo referred to the SBAR appendix in the report.</p> <p>Jo advised that positive progress had been made in year 1, however further improvements had been identified around staff involvement which would be looked at in year 2 via an implementation plan.</p> <p>Jo highlighted the Quality and Performance information and Locality Data Packs (LDPs) which have been developed to bring information together aligned to the 5 CQC key lines of enquiry. It was advised that Z cards have been implemented and starting to build on culture to drive forward continuous improvements.</p> <p>National drivers were discussed and the culture of safe environments. Examples were detailed in the report. Next steps are to work with staff, service users and carers and lived experience advisors on what does Zero harm mean for them.</p> <p>Jo requested for Governors who wish to be involved in the process to send their expressions of interest to Louise Brereton.</p> <p>Rob Walker highlighted outcomes for service users and carers of the strategy. Jo discussed the LDPs and advised on a recent discussion at the Quality Committee meeting around requirements for bench-marking across teams. It was advised that there are conversations with the CCGs about the LDPs, and how these help to demonstrate outcomes. Jo advised that the Board had invested in to the LDPs and this has seen an increase in triangulating data and improving experience.</p> <p>A discussion followed regarding investment in street triage services. David Eva advised that investments for this project were funded externally, but noted that this had led to less people being detained in custody suites.</p> <p>Lucy Crumplin confirmed that a discussion regarding street triage was held at Quality Committee meeting and informed Governors that verbal reports had been received from different chief constables providing different views on the success of the projects across the localities.</p> <p>Phil Jarrold highlighted page 9 of the report and noted some concerns around some of the figures. Views from the meeting were that street triage is a good example for a strong case and it was queried why this was not being pushed by the Trust. David Eva</p>	<p>All governors</p>

	<p>advised that this is a funding issue as street triage is funded externally but that the Trust were actively seeking assurance about the future of the services.</p> <p>Ann McGrath asked about the timeframes for delivery of the zero harm strategy. Jo advised that there is a separate document that notes that challenges and actions against the timeframes, and confirmed that this would be looked at over the next few months to make the operational plan clearer.</p> <p>Rob Robertson asked whether there is assurance on deliverables of the strategy. Jo advised that the inspection report will give a view on deliverables (well led) strategic priorities and will show how well we are delivering towards this.</p> <p>Jim O'Connor highlighted how outcomes are measured. Jo advised on addressing concerns around HONUS (Health of Nation Outcome Score) measurement system with mental health. It was noted that concerns had been addressed as to whether this was the right measurement tool. Jo advised that other tools were also in use.</p> <p>The Council of Governors resolved to note the report.</p>	
<p>2015/16/54</p>	<p>Financial Plan Update</p> <p>Tim Welch provided a presentation to the Council of Governors on the Trust financial position. Tim advised on the external financial context - more than 50% of foundation trusts are in deficit with financial pressures linked to increasing demands. Although national announcements set out increases to budgets, locally, the impact of this has been minimal. Tim also advised that Monitor have recently written to all foundation trusts to ask that they review their financial plans to identify further savings.</p> <p>Reporting on the CWP position, Tim highlighted the following:</p> <ul style="list-style-type: none"> • Q1 15/16 performance was weaker than planned with two key areas of risk being underperformance of income generating beds and higher than planned spend on ward staffing. • A recovery plan has been produced which is reporting monthly to the Board. Actions have included development of the new on line recruitment system, restructure of staffing teams, review of agency expenditure and review on income generating beds. • Further longer term actions include implementation of the procurement strategy and the Trust efficiency programme. <p>Reporting on the current position, month 4 had seen an improvement on the plan indicating that the recovery plan was targeting the right actions for improvement.</p> <p>Tim Welch advised that further updates on the position will be provided to the Council of Governors meeting and Scrutiny subcommittee meetings. Tim also advised that there is further</p>	

	<p>opportunity to discuss strategic and financial planning at the Governor planning seminar coming up on 27th November 2015.</p> <p>The Council of Governors resolved to note the report.</p>	
2015/16/55	<p>Annual Election Update</p> <p>Louise Brereton advised the Governors on the results on the most recent annual election and confirmed that there had been a good response to nominations.</p> <p>The results were announced as follows;</p> <p>2 public seats – Stanley Mayne was re-elected to the Wirral seat; however there were no nominations for the Out of Area seat.</p> <p>3 new Service User and Carer governors have been elected – Charlotte Arrowsmith, Charlotte Peters Rock and Dr Gladys Archer.</p> <p>Janie Shaw has been re-elected into the Nursing governor seat.</p> <p>Dr Keerthy Raju has been elected as a Medical Governor.</p> <p>There were no nominations to the vacant Therapies seat and the Out of Area seat therefore these seats will be advertised in a future bi-election.</p> <p>Louise informed that the Trust are also still awaiting appointment to the Partnership Governor seat for Cheshire East CCG.</p> <p>Deputy Lead Governor vote</p> <p>A vote for the Deputy Lead Governor role had been held during the meeting and votes were counted at the break. Anna Usherwood informed Governors that by a majority vote, Rob Robertson and Robert Walker had been voted as the new Deputy Lead Governors. Anna advised that their roles would commence with effect from the Annual Members' meeting to be held on 1st October 2015. Anna offered her commiserations to Stanley Mayne who had been unsuccessful in the vote on this occasion.</p> <p>The Council of Governors resolved to:</p> <ul style="list-style-type: none"> • Note the elections report • Approve the election of the two deputy lead governors. 	
2015/16/56	<p>Council of Governors Sub-committees/ Group minutes/notes</p> <p>a. Membership and Development sub-committee (meeting of 2nd July 2015)</p> <p>Rob Robertson discussed with Governors that the Membership and Development Sub-committee were looking at the possibility of looking to recruit a young person to become a Governor. The current age of the Governor is 16 and it was noted young persons would potentially become co-opted or observers on the Council. The minutes were agreed as an accurate record of the meeting.</p>	

	<p>b. Scrutiny sub-committee (draft minutes of meeting 11th August 2015)</p> <p>The street triage issue was discussed as part of the draft minutes, and Phil updated Governors that new members would need be addressed at the October meeting due to some current members leaving the council at the Annual Members' meeting in October.</p> <p>The minutes were noted.</p>	
2015/16/57	<p>Governor Question Time</p> <p>A follow up question was asked by Phil Gilchrist following a question asked by Fergie McQuarrie at the July 2015 meeting regarding Gym Instructors. Louise advised on the response from Sarah Quinn, General Manager for Wirral locality. The question was <i>"In the action points from COG minute number 15/16/15 reference is made to Fergie McQuarrie's question re the 'gym' at Springview. What is the current situation regarding availability of this facility and range of activities for service users?"</i></p> <p>Louise Brereton advised that Sarah Quinn, General Manager for Wirral had provided the following response:</p> <p><i>10 members of ward staff (clinical support workers) are currently undergoing training in September and into early October, so they can qualify as gym instructors through a diploma course to staff the gym.</i></p> <p><i>Once they are qualified, we will start introducing gym sessions, likely mid to late October and build it up from there.</i></p> <p><i>There have also been discussions about matching our qualified instructors with volunteers and we will need to progress this shortly as we know that there are a number of people interested in supporting with the project.</i></p> <p>Louise Brereton advised that Phil would receive a follow up letter detailing the response to the question following the meeting. Rob Walker asked whether it was possible to expand on gym membership to service users out of area.</p>	
2015/16/58	<p>Motions or Agenda items on Notice</p> <p>E-cigarettes were raised for discussion on a future agenda as part of an update on the Trust smoking policy implementation.</p> <p>No motions or further agenda items were raised.</p>	LB
2015/16/59	<p>Review of risk impact of items discussed</p> <p>There was a discussion on risks discussed during the course of the meeting including the financial risks to the Trust and risks posed by continuing discussions on the constitution changes.</p>	

2015/16/60	<p>Feedback from meeting – review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)</p> <p>The Chair advised that the meeting had run over but overall Governors did not note any further recommendations regarding the effectiveness of the meeting.</p>	
2015/16/61	<p>Date, time and place of the next meeting: 2nd December 2015 at Sycamore House, Ellesmere Port.</p> <p>The Chair advised on the date of the next meeting.</p>	