![Cheshire and Wirral Partnership NHS Foundation Trust logo]

Minutes of the Council of Governors Meeting
Held on Tuesday 19th January 2016 at 13:30 – Florence Nightingale Room, Sycamore House, Lloyd Drive, Cheshire Oaks Business Park, Ellesmere Port CH65 9HQ

Present	Richard Agar, Public Governor – Wirral
	Gladys Archer, Service User and Carer Governor
	Charlotte Arrowsmith, Service User and Carer Governor
	Kathy Bullen, Staff Governor – Clinical Psychology
	Brian Crouch, Service User and Carer Governor
	David Eva, Chair
	Jill Doble, Staff Governor – Therapies
	Carol Gahan, Partnership Governor – Cheshire West and Chester Council
	Phil Gilchrist, Partnership Governor – Wirral Metropolitan Borough Council
	Phil Jarrold, Service User and Carer Governor
	Chris Lynch, Service User and Carer Governor
	Stanley Mayne, Public Governor – Wirral
	Ann McGrath, Service User and Carer Governor
	Ferguson McQuarrie, Service User and Carer Governor
	Philip Mook, Staff Governor – Non-clinical
	Maurice Lea O'Mahoney, Partnership Governor – Staff-side
	Dr Keerthy Raju, Staff Governor – Medical
	Joan Roberts, Service User and Carer Governor
	Rob Robertson, Public Governor – Cheshire West
	Pam Smith, Partnership Governor – Western Cheshire CCG
	Anna Usherwood, Service User and Carer Governor (Lead Governor)
	Robert Walker, Public Governor – Cheshire East (from 2.50pm)
In attendance	Dr Faouzi Alam, Medical Director (attended for Board of Directors to Council of Governors portion)
	Jennie Atkins, Communications and Engagement Manager
	Louise Brereton, Head of Corporate Affairs
	Rebecca Burke-Sharples, Non-executive Director
	Fiona Clark, Non-executive Director
	Lucy Crumplin, Non-executive Director
	Sheena Cumiskey, Chief Executive
	Elspeth Fergusson, Corporate Affairs Manager (minutes)
	Mike Maier, Non-executive Director
	Jim O'Connor, Non-executive Director
	Andy Styring, Director of Operations (attended for Board of Directors to Council of Governors portion)
	Shelly Tate, Corporate Affairs Administrator
	Tim Welch, Director of Finance (Deputy Chief Executive) (attended for Board of Directors to Council of Governors portion)
Apologies	Liz Durham, Partnership Governor – Cheshire East Council
	Christina Evans, Staff Governor – Nursing
	Helen Hall, Service User and Carer Governor
	David Harris, Director of People and Organisational Development
	Charlotte Peters-Rock, Service User and Carer Governor
	Sarah Reiter, Non-executive Director
	Mike Robinson, Public Governor – Cheshire West
	Stephen Scorer, Interim Director of Nursing, Therapies and Patient Partnership
	Janie Shaw, Staff Governor – Nursing
	Dr Anushta Sivananthan, Medical Director
	Iain Stewart, Partnership Governor – Wirral CCG
	Peter Wilkinson, Public Governor – Cheshire East
	Ken Wilson, Partnership Governor – Universities

Ref	Minutes	Action
2015/16/86	**Welcome, apologies for absence and quoracy** David Eva welcomed everyone to the meeting. The meeting was agreed as quorate. Apologies were noted as above.	
2015/16/87	**Meeting Guidelines** The meeting guidelines were agreed.	
2015/16/88	**Declarations of Interest** There were no declarations of interest declared.	
2015/16/89	**Chair's Announcements** There were no chair's announcements due to the strategic nature of the Board of Directors to Council of Governors portion of the meeting and any updates would be picked up during this section.	
2015/16/90	**Lead Governor Announcements** Anna Usherwood delivered the following announcements; ■■■■■ • Anna updated the council in relation to the upcoming by-election; she advised that the original timetable dates are in the process of being revised due to ongoing discussions with Idox regarding the implementation of electronic voting in the by-election.	
2015/16/91	**Chief Executive Announcements** There were no chief executive announcements due to the strategic nature of the Board of Directors to Council of Governors portion of the meeting and any updates would be picked up during this section.	
2015/16/92	**Governor Updates** Ann McGrath advised that she and Fergie McQuarrie had attended PLACE visit refresher training earlier in the day and PLACE visits for the year were due to commence in due course.	
2015/16/93	**Minutes of the previous Council of Governors meetings held 2nd December 2015** The minutes of the meeting held on 2nd December 2015 were accepted as a true and accurate record subject to the following amendments;	

	On page 8, there were some missing words in relation to IAPT waiting times which should read;… part of the work already done around waiting lists was to contact all people on the list to advise them of the wait and ensure that *they still wished to proceed with treatment.*	
2015/16/94	**Matters arising and action points** It was confirmed that the below actions remained open and responses from governors were still awaited; **2015/16/53** **2015/16/66** **2015/16/77** **2015/16/84** The below updates were noted; **2015/16/68** AS to speak to FMcQ to ascertain the details of the issue and ensure a remedy is sought. – *Update to be requested from Andy Styring.* **2015/16/77** All governors interested in participating in work to influence stakeholders to contact EF or LB to advise. – *Louise Brereton advised that the Communications Team were in the process of identifying possible meetings for governors to attend and these would be circulated to interested governors. Any interested governors were invited to contact the Corporate Affairs Team.* All other action points were noted as completed.	
2015/16/95	**Council of Governors 2015/16 Business Cycle** The business cycle was noted.	
2015/16/96	**Chair's Appointment process** David Eva left the meeting for this item. Anna Usherwood updated the Council of the procedure and processes in place for the appointment of a new chair. She advised that recruitment was underway and meeting dates had been arranged for the Nominations Committee. The final interview date had been arranged for 21st March 2016. The April 2016 Council of Governors will receive the recommendation of the Nominations Committee for the preferred candidate and will be asked to approve the appointment. The Council of Governors resolved to **note** the report	
2015/16/97	**Update on changes to the Council of Governors and elections** Anna had previously covered this aspect within the Lead Governors announcements.	
2015/16/98	**Council of Governors Sub-committees/ Group minutes/notes** a. Nominations and Remuneration Committee (minutes of meeting of 2nd December 2015)	

	The minutes were **noted**.	
	b. Membership and Development sub-committee (meeting of 9th December 2015) Fergie McQuarrie provided the Council with an update on the primary actions from the December meeting of the Sub Committee. There was some discussion around the publication of Governors personal email addresses to enable; it was advised that CWP would never distribute personal email addresses to protect their privacy, but if governors would like to provide their contact details directly to members, that would be their own decision. The Trust website has been updated to make the generic governor@cwp.nhs.uk email address more prominent to facilitate member engagement. Discussion also took place regarding a pre-meeting of governors prior to Council meetings. Informal networking during the lunch period was discussed as an opportunity to discuss issues. It was discussed that an informal pre-meeting this would assist new governors in understanding their role and the way in which the Council of Governors works.	
	Action: Membership and Development Sub Committee to further consider the benefits, purpose and method of an informal meeting between governors (possibly prior to Council of Governors) and report back to the Council of Governors.	**Membership and Development Sub Committee**
	The minutes were **noted**.	
	c. Scrutiny sub-committee (draft minutes of meeting 10th December 2015) Brian Crouch advised the Council of the main discussion points of the Scrutiny meeting, including the formal recording of compliments, business continuity issues relating to cyber risk and IAPT targets were noted to improve in the East. Stanley Mayne raised the issue of public knowledge and perception of the Vanguard projects and expressed a view that it was an unworkable model. David Eva advised that this would be an area discussed during the Board of Directors to Council of Governors session. Sheena Cumiskey advised that a lot of work was to be done about remodelling care rather than shifting finances, and work needed to be done to gather public views and ensure that the public were well informed and engaged. Gladys Archer advised that the Alzheimer's Society has recently released a report entitled "Fix Dementia Care – Hospitals" on and suggested that this would be helpful for governors to read.	
	Action: Corporate Affairs Team to circulate the Fix Dementia Care – Hospitals report to all governors.	**Elspeth Fergusson**
	The minutes were **noted**.	
2015/16/99	**Governor Question Time**	

	No questions were raised by Governors.	
2015/16/100	**Motions or Agenda items on Notice** The Council of Governors noted their congratulations that Avril Devaney, Director of Nursing, Therapies and Patient Partnership had received an MBE in the New Year's Honours List. **Action;** Anna Usherwood and David Eva to send a letter to Avril, on behalf of CoG, to extend their congratulations on her MBE. No motions or further agenda items were raised.	**Corporate Affairs Team**
2015/16/102	**Review of risk impact of items discussed** There was discussion on risks discussed during the course of the meeting.	
2015/16/103	**Feedback from meeting – review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)** The Council did not note any recommendations regarding the effectiveness of the meeting.	
2015/16/104	**Date, time and place of the next meeting: Tuesday 12th April 2016 at 1.00pm, Ellesmere Port Civic Hall** The Chair advised of the date of the next meeting.	