



**Minutes of the Meeting of the Council of Governors,  
held on 14th April 2014  
at Mercure Chester Abbots Well Hotel, Whitchurch Rd, Christleton, Chester, CH3 5QL,  
commencing at 10.30am**

<b>PRESENT</b>	<p>Mike Maier- Deputy Chair  Anna Usherwood, Lead Governor  Peter Wilkinson - Deputy Lead governor/ Public governor  Nick Ankers - Service user/carer Governor  Brian Crouch - Service User/ Carer Governor  Roz Davison - Service User/ Carer Governor  Jill Doble - Staff Governor (by telephone for item 14/15/07/10/16)  Brenda Dowding - Partnership Governor  Ferguson McQuarrie - Service user/carer Governor  Phil Gilchrist - Partnership Governor  Richard Harland - Service user/carer Governor  Phil Jarrold - Service user/carer Governor  Brenda Jones - Service User/ Carer Governor  Maurice Lea O'Mahoney - Partnership Governor  Stanley Mayne – Public Governor  Ann McGrath - Service user/carer Governor  Rob Robertson - Public Governor  Mike Robinson- Public Governor  Eddie Salisbury - Public Governor  John Wray - Public Governor</p>
<b>IN ATTENDANCE</b>	<p>Dr Faouzi Alam - Medical Director  Suzanne Christopher - Corporate Affairs Officer  Sheena Cumiskey - Chief Executive  Ron Howarth - Non Executive Director  Louise Hulme - Head of Corporate Affairs  Tim Welch - Director of Finance  Maria Nelligan - Deputy Director of Nursing (for item 14/15/15)  Anne Casey - Programme Manager (for item 14/15/15)  Audrey Jones - Head of Clinical Governance (for item 14/15/16)</p>
<b>APOLOGIES</b>	<p><b>Public Governors</b>  Derek Bosomworth</p> <p><b>Service User Carer Governors</b>  Deborah Bennett</p> <p><b>Partnership Governors</b>  Ken Wilson</p> <p><b>Staff Governors</b>  Dr Laurie VanNiekerk  Val Mcgee  Stephen Buckley</p>

REF	MINUTES	ACTION
14/15/01	<p><b>Welcome, Apologies for Absence and Quoracy</b></p> <p>The Deputy Chair opened the meeting and welcomed everyone.</p> <p>The meeting was confirmed to be quorate.</p>	
14/15/02	<p><b>Meeting Guidelines</b></p> <p>The meeting guidelines were agreed by all attendees. The Chair reminded governors that in order to keep to the agenda timings, it would be necessary to keep to the subject matter in hand. The Chair also reminded that he would get to everyone in turn.</p>	
14/15/03	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
14/15/04	<p><b>Chair's Announcements</b></p> <p>The Chair briefed the Council of Governors on the following items:</p> <p><b><u>Council of Governors Business</u></b></p> <p>The Deputy Chair announced the recent resignation of Derek Morgan-Seber (public governor, out of area constituency). This was due to family circumstances and the fact that Derek now lives a great distance from the Trust. Derek Morgan Seber wished to convey his thanks to his fellow governors. Anna Usherwood confirmed that she had written to Derek Morgan Seber to thank him for his service as a governor.</p> <p>The Deputy Chair announced that externally facilitated governor training will be held on the 30th June 2014 at Springview in Christleton. This will cover a range of modules including the statutory duties, how to gain assurances and how to be an effective governor. The session will be re-run in September 2014 for new governors following the summer elections.</p> <p>The Deputy Chair announced that following the first tea and talk session held on 13th March in Crewe where 20 governors, members and staff came together to informally discuss care in your area, the second tea and talk event will be held on 24th April 10.30am- 12.30, Room 1 at the Stein Centre in Wirral. More information available on the Trust website.</p> <p><b><u>Other Announcements</u></b></p> <p>The Deputy Chair announced that CWP's chief executive, Sheena Cumiskey has been recognised as an outstanding leader of NHS provider organisations by the Health Service Journal (HSJ) - one of only five chief executives named from across the North West.</p>	

	<p>The Deputy Chair announced the appointment of three new locality clinical directors.</p> <ul style="list-style-type: none"> <li>• Rashmi Parhee, Wirral</li> <li>• Mahesh Odiyoor, West</li> <li>• Matthew Howard, East</li> </ul> <p>The Deputy Chair announced that the Minister of State for Care and Support, MP Norman Lamb visited the integrated care team at Princeway in Frodsham recently. The Minister spent time meeting the team, followed by a round table discussion about integrated care in Cheshire.</p>	
<b>14/15/05</b>	<p><b>Lead Governor’s Announcements</b></p> <p>There were no further announcements from the Lead Governor.</p>	
<b>14/15/06</b>	<p><b>Chief Executive’s Announcements</b></p> <p>Sheena Cumiskey Chief Executive announced the following:</p> <p>The final report for the recent CQC inspection of Greenways has been received indicating full compliance across all the standards.</p> <p>CWP staff roadshows have been held in the three localities in last few weeks. These will be further developed and will be extended to governors in future. The CEO report in future will reflect on the messages from this.</p>	
<b>14/15/07</b>	<p><b>Minutes of the Council of Governors Meeting held on 23rd January 2014</b></p> <p>The minutes of the meeting of the 23rd January 2014 required the following amendment:</p> <p>13/14/121 pioneer reference is a reference to all areas of Cheshire.</p> <p>Subject to the amendment, the minutes of the meeting of the 23rd January were <b>approved</b> as a correct record.</p> <p>The minutes of the extraordinary meeting held on the 28th February 2014 were <b>approved</b> as a correct record.</p>	
<b>14/15/08</b>	<p><b>Action Sheet and Matters Arising</b></p> <p>There were no actions due for updating at this meeting.</p>	

14/15/09	<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>	
14/15/10	<p><b>Non-Executive Director Appointments</b></p> <p>(Ron Howarth left the meeting)</p> <p>Anna Usherwood introduced the item and reminded governors that an external agency had been used to support the search for a Non-Executive Director. Following this process, the Nominations Committee had shortlisted 5 candidates. 4 candidates had been interviewed as the 5th candidate was unable to attend for interview.</p> <p>Following the interview day held on the 31st March 2014, the Nominations Committee had concluded that they recommend the appointment of Dr James O'Connor to the vacant Non-Executive Director post.</p> <p>Anna Usherwood also informed that the candidate in second position had also scored very highly and it had been a very close decision. In light of this and due to the strength of the second candidate, Rebecca Burke Sharples, the Nominations Committee wished to recommend that should any Non-Executive Director vacancies arise within the next six months, that Rebecca Burke Sharples be considered for the position in light of her performance during this interview process.</p> <p>Roz Davison commented that as a member of the Nominations Committee, she was present on the formal interview panel and advised she had not been agreement with the Nominations Committee on the preferred candidate as in her opinion there had been some conflicting views on patient experience and patient safety.</p> <p>Phil Gilchrist commented as he too was a member of the formal panel, and as part of the process, all candidates' strengths had been considered and on conclusion, the Nominations Committee were satisfied that all the issues were considered.</p> <p>Peter Wilkinson commented that he had led the observational panel element of the interview day and the group involved in this had preferred James o Connor as a majority.</p> <p>The Council of Governors were asked to indicate their approval of the appointment of Dr James O'Connor as Non-Executive Director for a three year term of office starting on 1st May 2104.</p> <p>The Council of Governors <b>resolved</b> to <b>approve</b> the recommendations of the appointment of the Non-Executive Director.</p> <p>4 Governors voted against the motion. All other governors indicated in favour of the motion.</p> <p>Eddie Salisbury commented that he felt unable to support the appointment as he had not met the candidates personally. Governors were reminded that the Nominations Committee is delegated the</p>	

	<p>responsibility for the appointment of Non-Executive Directors by the Council of Governors.</p> <p>It was commented that it is unusual to have such a split panel on decisions such as this and that there was need to learn from this experience to inform future processes.</p> <p>A discussion ensued regarding the clinical advice to the Nominations Committee. Sheena Cumiskey commented that a clinical adviser had been present to support the formal panel with assessing the clinical experience of candidates given that this was a key requirement of the post.</p> <p>(Ros Davison and Brenda Jones left the meeting. Ron Howarth re-joined the meeting)</p>	
<b>14/15/11</b>	<p><b>Chair's appraisal 2013/14</b></p> <p>Due to the Senior Independent Director providing apologies to the meeting, the item was deferred to the next meeting.</p>	
<b>14/15/12</b>	<p><b>CWP response to the Closing the Gap publication</b></p> <p>Sheena Cumiskey introduced the item which had been scheduled at governor request.</p> <p>Sheena Cumiskey reminded governors that the Closing the Gap publication provides clear guidelines around priorities for action needed to close the gap around parity of esteem and ensuring that mental health is of equal priority to physical health services.</p> <p>There are 25 priority areas set out for transformation of health care. These are mandates in NHS operational plan for next 2/3 years and are a mixture of issues for both CCGs and providers.</p> <p><b>Action:</b> to circulate the 25 areas and the response information. Governors to feedback on any particular area of interest for further exploration.</p> <p>Sheena Cumiskey highlighted some key implications of the strategy for CWP. These included ensuring that services commissioned to meet local needs, the role that governors can play in supporting CCGs, Health and Well-being Boards to understand how CCGs commission high quality mental health services and how resources are deployed.</p> <p>Sheena Cumiskey advised that the deflator efficiency requirements for trusts has been differentially applied resulting in a 1.8% for mental health trusts and 1.5% for acute trusts; however some CCGs have not applied a different deflator. Governors need to be asking questions to positively enquire about CCGs strategies to meet the closing the gaps priorities and how these are taken forward</p> <p>Tim Welch advised that he has been undertaken some national work on payment systems for mental health services.</p>	

	<p><b>Action:</b> TW to report back to CoG or a future seminar to update on this.</p> <p>Sheena Cumiskey commented on the new approaches to support mental health patients to move into employment. CWP are progressing this through the Richmond Fellowship individual placement scheme model. To date, CWP have funded this and want to continue to support the scheme, however it falls outside of our commissioning requirements but the Trust is continuing to fund this. Wirral CCG and the local authority will also continue to fund this for 2014/15 but there is a need to continue to look at this going forward. There is also some joint work to progress in future with West Cheshire on this issue.</p> <p>Ann McGrath commented that she was pleased to see progress against the priorities in certain areas.</p> <p>Phil Jarrold commented that Scrutiny subcommittee continue to be interested in the restraint issue.</p> <p>It was commented that governors are particularly interested in the development of services for children and young people This is work in progress and updates should come to CoG in future.</p> <p>The Council of Governors <b>resolved</b> to <b>note</b> the report.</p>	TW
14/15/13	<p><b>Trust Operational Plan 2014/16 and progress with 5 year Strategic Plan</b></p> <p>Tim Welch introduced the item and thanked governors for their input into the plan via the programme of seminars which have run during the 2014/16 planning and from the Scrutiny sub- committee and the wider CoG to produce the plan.</p> <p>Tim Welch reminded governors of the changes made to the planning process this year by Monitor which has meant CCGs and providers working to the same planning timetable to ensure that commissioner expectations and provider plans are joined up and are working together in the wider health economy.</p> <p>The challenge for the Board is that we are used to making Board declarations on quality and finance, however this year we need to look at sustainability and how do we see ourselves as a sustainable organisation going forward over the next 5 years. Board have to be assured on this and sign a declaration to indicate compliance.</p> <p>Tim Welch advised that the next seminar on the strategic plan will be on 9th June 2014 and this will be explored further.</p> <p>Brenda Dowding commented on the impact of the deprivation of liberty standards and the need to share expertise and advice to other organisations of how to support with this.</p> <p>Brenda Dowding also commented on the need for a fuller reference to the Health and Well-being Strategies in the plans. Tim Welch</p>	

	<p>commented that there is more scope for this detail in the strategic plan than the operational plan which the Trust has kept fairly broad due to the wide footprint in which it is operating.</p> <p>A discussion ensued regarding measuring the outcomes to be achieved and how we are demonstrating this. Tim Welch reported on the improvement currently in had on the performance reporting process across the Trust. Governors can feed into this via the Scrutiny subcommittee.</p> <p>The Council of Governors <b>resolved to note</b> the report and the Operational Plan 2014/15.</p> <p>(Roz Davison and Brenda Jones re-joined the meeting)</p>	
<p><b>14/15/14</b></p>	<p><b>Nicotine Policy Implementation</b></p> <p>Dr Faouzi Alam reminded governors that the nicotine implementation policy launched on 3rd Feb 2014.</p> <p>Initial feedback suggests that implementation of the policy is going well; overall and positive feedback has been received.</p> <p>Some incidents have been reported such as patients going on leave and coming back with cigarettes and a small number of incidents of smoking in bedrooms. A steering group is in place to monitor incidents, to monitor feedback and to provide any further support with the policy implementation.</p> <p>Dr Faouzi Alam reminded governors that the new NICE guidelines also to support the policy.</p> <p>Roz Davison commented that it her view, it did not feel that the policy was successful as she has knowledge it is not succeeding and there is evidence around the Trust that it is not working.</p> <p>Dr Faouzi Alam advised that this is being monitored but there is a need to continue to progress the policy due to the national evidence of improved health due to ceasing smoking.</p> <p>Brenda Jones commented that she has photographic evidence that the policy is not successful.</p> <p>Mike Maier commented that there are strong views on the policy but that the report states that there is progress still to be made.</p> <p>Brenda Dowding commented that the Closing the Gap strategy talks about disparity of life expectancy for mental health patients. The policy is around helping to close this gap is to support service users to stop smoking to enable them to have as good a life expectancy as others.</p> <p>Roz Davison commented that patients should be able to make their own choices.</p>	

	<p>Fergie McQuarrie commended this policy and his support to the continued implementation.</p> <p>The Council of Governors <b>resolved to note</b> the report.</p>	
<p><b>14/15/15</b></p>	<p><b>Ward Staffing review</b></p> <p>The Deputy Chair welcomed Maria Nelligan and Anne Casey to the meeting.</p> <p>Maria Nelligan informed the governors that a review has been recently undertaken to look at ward practice and staffing establishments, the recommendations of this review have recently been approved by Operational Board and the Board of Directors in January 2014.</p> <p>There is a mandate from the National Quality Board who expect that Trust's must publish staffing levels on a daily basis including the planned for level and the actual level. A monthly report will be provided to the Board on staffing levels. Systems are currently being piloted to ensure that everything is in place by June 214.</p> <p>The report shows how many additional staff needed and the recruitment process which is now in progress. A Programme Board has been established to oversee progress. This is meeting on a six weekly basis reporting into the Operational Board. Governors will be kept appraised via update reports to the Council of Governors and via the locality forums.</p> <p>Stanley Maybe queried whether staffing levels would reduce. Maria Nelligan advised that requirements have been assessed in relation to patient and carer needs on a shift by shift basis taking into account the multi-disciplinary teams on wards. The focus is on care rather than number of beds.</p> <p>Sheena Cumiskey advised that a review of bed numbers is currently looking at bed requirements going forward taking into account needs of population and working with CCGs to ensure is appropriate availability.</p> <p>Phil Jarrold queried the costs associated with the projected increase in staffing establishment particularly in light of the recent investments in the zero harm strategy and having undertaken the community services improvement programme.</p> <p>Tim Welch commented that the programme board has been tasked to look at the full costs involved in both the ward staffing review and the bed review. With respect to the ward staffing review, a significant proportion of the costs for increasing staffing establishments will be funded from monies currently spent on bank staffing.</p> <p>It was noted that the report contained too many acronyms and this should be borne in mind for future reports.</p> <p>The Council of Governors <b>resolved to note</b> the report.</p>	



14/15/16	<p><b>Quality Account 13/14 and the Locally Selected Indicator</b></p> <p>Audrey Jones, Head of Clinical Governance presented the headlines from the 2013/14 Quality Account and reminded governors that this document is produced each year with the primary purpose being to assess quality across health care services and to demonstrate commitment to evidence based quality improvement. The content is mandated and is externally audited as part of the Annual Report and Accounts audit process</p> <p>Audrey Jones advised that the priorities referred to in the quality account will stay in place for the next few years in order to fully embed the priorities. Governors were reminded that the priorities are within the domains of clinical effectiveness, patient experience and patient safety.</p> <p>Audrey Jones advised governors that the quality account is still being drafted however will be available to share in draft in May.</p> <p><b>Action:</b> draft Quality Account to be shared with governors.</p> <p>Audrey Jones advised that the Quality Account is published on 30th June 2014 on the CWP website and NHS choices website. It also forms part of the Annual Report and Accounts so is published in this form additionally and available in hard copy on request.</p> <p>Mandy Skelding Jones informed governors that they are required to provide a view on data quality processes. Each year the trust is given three indicators to choose for auditing. The auditors choose two of the indicators. The third is a governor selected indicator.</p> <p>Mandy Skelding Jones advised on the range of indicators that could be chosen. Brenda Dowding commented that it would be useful to audit the DEToC indicator due to the impact it has on patient care.</p> <p>Phil Jarrold commented that this issue should have been brought for a fuller debate at the Scrutiny sub-committee. Ben Cruse commented that the Monitor guidance was issued very late in terms of what the mandated indicators are and what the issue with the third indicator is. There was no governor choice last year.</p> <p>Rob Robertson commented on the data accuracy/ completeness indicated and whether is this externally audited. Sheena Cumiskey confirmed that this has been audited over last two years, once in shadow form and last year as part of full audit process.</p> <p>Nick Ankers expressed interest in the patient admitted within 28 days of discharge indicator.</p> <p>Ben Cruse reminded the governors of the scope of the audit work on indicators, if CWP reporting 95% auditors check if the reporting is correct and whether figures reported are reliable and area validated.</p> <p>Mike Maier proposed that the DEToC indicator was chosen as the</p>	AJ/LH

	<p>governor selected indicator for audit.</p> <p>The Council of Governors <b>resolved to agree</b> that:</p> <ul style="list-style-type: none"> <li>• The Delayed Transfers of Care indicator is selected as the governor mandated indicator for audit as part of the Quality Account process.</li> </ul>	
<b>14/15/17</b>	<p><b>Feedback from local and national forums</b></p> <ul style="list-style-type: none"> <li>• <b>North West Governor forum</b></li> </ul> <p>Rob Robertson informed governors that he, Deborah Bennett and Fergie McQuarrie had recently attended a North West Governor Forum meeting. The meeting had updated on the new duty of candour and complaints, the new code of governance and an electronic voting pilot for governor elections which is being undertaken by Lancashire Care.</p> <ul style="list-style-type: none"> <li>• <b>FTGA forum</b></li> </ul> <p>Fergie McQuarrie updated on the FTGA forum he had recently attended in London. This had covered a wider range of issues and was a positive experience for him as a service user/ carer governor.</p> <p>The Council of Governors <b>resolved to note</b> the reports.</p>	
<b>14/15/18</b>	<p><b>Council of Governors 13/14 appraisal</b></p> <p>Louise Hulme informed that an appraisal of the Council of Governors for 2013/14 would need to be undertaken shortly. Governors will be asked to respond to a survey to look at outcomes and areas for improvement to inform a development plan for the Council.</p>	
<b>14/15/19</b>	<p><b>Annual Elections to Council of Governors</b></p> <p>Louise Hulme advised the Council of Governors that no nominations had been received for the by-election seats which were advertised in March. This was very disappointing as there had been a number of potential candidates who had expressed an interest and had requested a nominations pack. While disappointing, this does suggest that the promotional campaign had had some impact.</p> <p>These seats will now be advertised as part of the summer election process.</p> <p>Louise Hulme emphasised the need for governors to ensure that they are advising their constituents of the governor opportunities available and to offer their support to those interest in exploring these opportunities.</p> <p>Roz Davison announced that both she and Brenda Jones wished to resign from the Council of Governors with immediate effect.</p> <p>Anna Usherwood expressed disappointment on this decision and commented that both Roz Davison and Brenda Jones are making significant contribution towards Council of Governors.</p>	

	<p>It was agreed that Roz Davison and Brenda Jones would meet with Sheena Cumiskey to discuss the issues around their decision outside the meeting.</p> <p>(Roz Davison and Brenda Jones left the meeting).</p> <p>The Council of Governors <b>resolved</b> to <b>note</b> the report.</p>	
<b>14/15/20</b>	<p><b>Council of Governors sub-committee/Group minutes/notes</b></p> <p><b>a. Membership and Development sub-committee meeting of 5th February 2014.</b></p> <p>The minutes were noted.</p> <p><b>b. Scrutiny sub- committee - meeting of 20th November 2014.</b></p> <p>The minutes were noted</p> <p><b>c. Involvement Taskforce Minutes - meeting of 22nd January 2014.</b></p> <p>The minutes were noted</p> <p><b>d. Nominations Committee Minutes - meeting of the 10th February 2014.</b></p> <p>The minutes were noted</p>	
<b>14/15/21</b>	<p><b>Governor Question Time.</b></p> <p>Mike Robinson commented on the recent tea and talk event and advised governors that it had been a successful and useful event. During the event, he had received an information request from a member which he had passed on to the Trust; however the requestor had not yet received a response. Mike Robinson urged the need for speed when responding to member information requests.</p>	
<b>14/15/22</b>	<p><b>Motions or Agenda Items on Notice</b></p> <p>Brenda Dowding advised of the forthcoming CWaC health and wellbeing strategy consultation out for public consultation next week and requested that the Scrutiny sub-committee make a response.</p>	
<b>14/15/23</b>	<p><b>Review of risk impact of items discussed</b></p> <p>No additional risk items were identified.</p>	
<b>14/15/24</b>	<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>The meeting had been effective, however it was noted that the agenda was lengthy.</p>	

<b>14/15/25</b>	<b>Date, time and place of next meeting;</b> <b>Monday 7th July 2014, Mercure Chester Abbots Well Hotel,</b> Whitchurch Rd, Christleton, Chester, CH3 5QL	