

Minutes of Council of Governors Meeting

At 1:00pm on Thursday 12th September 2019

At Sycamore House, Ellesmere Port



Present	<p>Mike Maier, Chairman (Chair) Elizabeth Bott, Public Governor Nigel Richardson, Public Governor Richard Agar, Public Governor Rob Walker, Public Governor Peter Ashley-Mudie, Service User Carer Governor Arlo King, Service User Carer Governor Brian Crouch, Service User Carer Governor (Lead Governor) David Bull, Service User Carer Governor Ferguson McQuarrie, Service User Carer Governor Gordon Cairns, Service User Carer Governor Keith Millar, Service User Carer Governor Phil Billington, Service User Carer Governor Phil Jarrold, Service User Carer Governor Jill Doble, Staff Governor – Telephone for item 19/20/61 and 62 Phil Gilchrist, Partnership Governor Sean Boyle, Partnership Governor</p>
In attendance	<p>Sheena Cumiskey, Chief Executive Suzanne Edwards, Acting Director of Operations Louise Brereton, Head of Corporate Affairs Rebecca Burke-Sharples, Non-Executive Director Andrea Campbell, Non-Executive Director Dr James O'Connor, Non-Executive Director Melysa Border, Corporate Governance Administrator (minute taker) Dan Allmark, Head of Estates, (for item 19/20/69)</p>
Apologies	<p>Derek Bosomworth, Public Governor Helen Nellist, Public Governor Anne Farrell, Public Governor Jackie McGhee, Service User Carer Governor Michael Brassington, Service User Carer Governor Deepak Agnihotri, Staff Governor Ken Edwards, Staff Governor Philip Mook, Staff Governor Carol Gahan, Partnership Governor Graham Pollard, Partnership Governor Iain Steward, Partnership Governor Pam Smith, Appointed Governor Liz Wardlaw, Partnership Governor</p>

Ref	Title of item	Action
	Meeting governance	
19/20/48	<p>Welcome, apologies and quoracy The Chair welcomed all to the meeting and advised that J Doble will join the meeting by phone to ensure quoracy. Apologies were noted as above.</p> <p>A warm welcome was extended to H Bett who is working with the Trust on a non-remunerated, coaching and mentoring opportunity as part of a 12 month programme of development for aspiring Board</p>	

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	members, hosted by Gatenby Sanderson.	
19/20/49	<p>Declarations of interest Non-Executive Directors A Campbell, R Burke-Sharple & J O'Connor declared an interest in item 19/20/61 and would leave the meeting for this item.</p> <p>M Maier, Chairman declared an interest in item 19/20/61 and would leave the meeting for this item</p>	
19/20/50	<p>Meeting Guidelines The meeting guidelines were noted.</p>	
19/20/51	<p>Minutes of the previous meeting The minutes of the meeting held on the 15th July 2019 were reviewed and agreed as an accurate record.</p>	
19/20/52	<p>Matters arising & action points The action points were reviewed.</p> <p>Action 18/19/48: IT Training for Governors – action closed.</p>	
19/20/53	<p>Business Cycle: 19/20 Business cycle The business cycle for 2019/20 was noted.</p>	
Trust Updates		
19/20/62	<p><i>Item 19/20/62 & 19/20/61 were taken as the first two items. Further to these items, J Doble would leave the meeting.</i></p> <p>Non-Executive Directors A Campbell, R Burke-Sharple & J O'Connor stepped out of the meeting for this item.</p> <p>NED Remuneration</p> <p>A short paper was presented to the Council of Governors around Non-Executive Director remuneration. In 2017/18 a 1% uplift was awarded to all Non-Executive Directors, but no uplift has been awarded since. The uplift proposed is in line with the pay awards for the staff on Agenda for Change (AfC) payscales. From April 2019 the Government agreed a 3 year pay award for AfC staff, this equates to an average of 2.17% per year for 3 years for senior staff.</p> <p>It was recommended by the Nominations and Remuneration Committee that the Council of Governors approve the pay uplift from 1st April 2019 to 31st March 2021 for all NEDs.</p> <p>The Council of Governors agreed and approved the recommendations.</p>	
19/20/61	<p>Chair Remuneration</p> <p>(Chairman M Maier stepped out of the meeting for this item)</p> <p>A paper was presented to the Council of Governors regarding the remuneration of the Chair.</p> <p>A range of options for the Chair's remuneration were considered by the Nominations and Remuneration Committee in recognition of the gap in remuneration levels and the increasing scale of the Chair's role</p>	

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	<p>It was proposed that the chair's remuneration is uplifted to the peer average for 2017/18 from 1st April 2019 to 31st March 2019 then a 2.17% per annum uplift is awarded from 01/04/2019 to 31/03/2021, in line with that proposed for the Non-Executive Directors. This equates to a remuneration level of £44,914.</p> <p>A discussion followed regarding the comparison information used. It was noted that information on the average remuneration for Chairs in medium sized, non-acute, Foundation trusts in the North West had been largely used as the comparison information.</p> <p>The Council agreed and approved the paper.</p> <p><i>The Non-Executive Directors and Chairman re-joined the meeting.</i></p> <p><i>J Doble left the meeting.</i></p>	
19/20/54	<p>Chairs Announcements</p> <p>The Chairman announced the following:</p> <ul style="list-style-type: none"> • CWP have been nominated as a finalist for mental health provider of the year. • CWP was awarded the contract for Old Hall Surgery in Ellesmere Port from September 2019. • Best Practice event and Annual Members meeting is taking place on Thursday 3 October in the Floral Pavilion, New Brighton. • S Cumiskey raised the flag on 26 July to show support for Chester Pride. • Person centred event at Sycamore house, presentation to show all the good person centred work with CWP, the afternoon was dedicated to a farewell to A Devaney. <p>A discussion was held around governor concerns that patient medication will be at risk because of the potential of a no-deal Brexit. J O'Connor gave assurance that a presentation given at the recent Quality Committee meeting from the pharmacy team that there are no unmitigated risks to supply of medicines. S Cumiskey advised the Emergency Planning Team have created a business continuity plan which considers a number of possible scenarios and risks linked with Brexit to ensure the Trust remains prepared.</p>	
19/20/55	<p>Chief Executive Announcements</p> <p>S Cumiskey updated on the following:</p> <ul style="list-style-type: none"> • Both operational performance targets and progress towards the control total are on track • Cheshire East redesign is on plan and the implementation is up to date, however will be entering a crucial phase of the project shortly. • The Long term Plan for health and care is around how we look as a population and how they can be as healthy as they can be. Work around to respond to the priorities in the Long Term Plan are ongoing within the Trust and in the systems in 	

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	which we operate.	
	Reports from Council of Governors Sub-committees and feedback on governor activity	
19/20/56	<p>Lead Governor Update</p> <p>B Crouch, Lead Governor provided an updated on the following:</p> <p>Attendance to the Governor Forums has been low and a plea was extended to all governors to attend the forums as they are an excellent opportunity to meet with Care group leads and find out / ask questions about the services. An outline programme will be sent prior to the meeting to help structure the sessions, with an opportunity for governors to ask questions to the care group leads ahead of the forum. It was suggested that attendees of the forum can feed back to the rest of the council the information shared at the session either at the Sub Committee's, next Council of Governors or the Governor discussion tab on the portal.</p> <p>B Crouch reminded the council the date of the Annual Members Meeting and governors were encouraged to attend.</p> <p>B Crouch advised an IT Training session will take place on 24th October for any governors interested.</p>	
19/20/57	<p>Membership and Development Sub-Committee</p> <p>No meeting has been held since the last Council of Governors meeting.</p>	
19/20/58	<p>Scrutiny Sub-Committee – 12 June 2019</p> <p>No meeting has been held since the last Council of Governors meeting.</p> <p>A discussion was held around a report on restrictive interventions and how the trends have changed positively.</p> <p>Dr J O'Connor advised a presentation had been given at Quality Committee around challenging behaviour which he feels will be of interest at the Scrutiny Sub Committee.</p> <p>Action – Challenging Behaviour presentation to be added to the Scrutiny Sub Committee agenda.</p>	Corporate Affairs Team
19/20/59	<p>Remuneration and Nominations Committee Meeting Minutes – 14 May 2019</p> <p>L Brereton asked the council to note the minutes of the last Remuneration and Nominations committee. It was noted that the two new Non Executive Directors will be taking up post shortly - A Boyd will start at the end of September 2019 and P Bowen will start in November.</p> <p>The Council of Governors noted the minutes.</p>	
19/20/60	<p>Governor Shared Learning</p> <p>None.</p>	

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19/20/63	<p data-bbox="311 107 798 145">Annual Governor Election - Outcome</p> <p data-bbox="311 212 1209 280">L Brereton provided an update to the Council of Governors on the current election process for 2019.</p> <p data-bbox="311 313 1085 414">The following seats form part of the 2019 election process:- - x7 Service User/Carer Seats - x6 Staff Governor Seats</p> <p data-bbox="311 448 1209 716">Nominations opened on Friday 21st June and ran until Friday 19th July 2019. The conclusion of the elections were 7 candidates applied for the seats, therefore it was uncontested and all 7 candidates take up a seat without need for a ballot. There are three staff vacancies, 1 therapies, 1 medical and 1 clinical psychology. Due to a number of staff posts remaining vacant the number of staff seats will be looked at as part of the constitution review, and a bi election is likely to take place in the new year..</p> <p data-bbox="311 750 877 784">The Council of Governors noted the report.</p>	
19/20/64	<p data-bbox="311 779 678 817">Governors Question Time</p> <p data-bbox="311 851 861 884">Question 1 from Governor, Rob Walker</p> <p data-bbox="311 918 845 952"><u>RE:- CWP NHS Legal Services Contract</u></p> <p data-bbox="311 952 1209 1176">a. What is its term and when does the contract go to tender? b. How much does the contract cost and what does it cover? c. How many cases have they been involved in and what type of cases are they? d. Have you ever had reason to raise any concerns about negligent legal practice?</p> <p data-bbox="311 1220 438 1254">Answers</p> <p data-bbox="335 1288 1209 1467"><i>a. The current contract has recently been extended for one further year During this time we will review the Trust requirements and ascertain any benefit to working collaboratively with partners and to review the best route to market for value and service requirements.</i></p> <p data-bbox="335 1478 790 1512"><i>b. The contract costs were set out.</i></p> <p data-bbox="335 1523 1209 1668"><i>c. Cases are categorised in 4 areas – healthcare, property, commercial and employment. Between October 2018 and June 2019, 48 cases were opened – these maybe ongoing cases or ‘one off’ queries.</i></p> <p data-bbox="335 1680 1209 1780"><i>d. No, however part of the requirements to be a legal partner is that they have an established complaints process in place should this be required.</i></p> <p data-bbox="311 1825 861 1859">Question 2 from Governor, Rob Walker</p> <p data-bbox="311 1892 1209 1982"><i>Are CWP aware that Cygnet Healthcare intends on opening a 30 bay unit for women in Crewe and does this cause a concern for CWP?</i></p> <p data-bbox="311 2027 422 2060">Answer</p>	

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	<p>No CWP were not aware of this facilitate being developed.This is a non NHS provision and will be accessed by a range of individuals from around the country. The population of Cheshire will continue to access CWP acute care services.</p> <p>Question 3 from Governor, Keith Millar</p> <p><i>An article in the independent on Saturday 31st September 2019 (More than 120,000 NHS patients kept on hidden waiting lists for mental health appointments) The report identifies East Cheshire CCG as the worst performing of the 191 CCGs with patients waiting more than 15 weeks for a follow up IAPT appointment, Has this exasperated people’s wellbeing resulting in more people reaching a crisis</i></p> <p>Answer</p> <p>Hidden waits in IAPT are classified as the gap between the first intervention and the second. The national IAPT model is that all patients should be treated initially at the lowest levels, so the majority of patients accessing an IAPT service will receive their initial treatment at step 2. However patients who need more complex interventions are then treated at step 3.</p> <p>The way the IAPT targets are set and monitored by NHSE has influenced the commissioning of services,which allocates higher numbers at the front end of IAPT services. To address hidden waits IAPT services need to have the correct resource to facilitate access and ongoing treatment and this is an issue which requires addressing by commissioners</p> <p>Question 4 from Governor, Gus Cairns</p> <p>In the Week of World Suicide Prevention Day and with the Office For National Statistics coming out with the 2018 Suicide Figures which show a quite big increase over 2017 . The biggest increase by age Group of 32% was in over 75's. Could CWP Research please do some research into why this is so and do we do anything to check baby boomers Mental Health as well as physical health?</p> <p>Answer</p> <p>CWP take part in the National Confidential Enquiry into Suicide and Homicide and have done so since 2012 returning 100% of all the data requested. We are not taking part in any other study at this time. CWP also review all suicides that occur with any patients, to ensure our processes are continually reviewed and improved upon.</p> <p>Those who require community nursing care with ongoing care requirements will be offered an Assessment of Needs. The assessment of need includes; social involvement and mood. Other mental health issues are not routinely screened for. However, screening for anxiety and depression will be offered as clinically appropriate.</p>	
19/20/69	Governor Chosen Topic : QI Strategy / Implementation Update	

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	<p>(D Allmark joined the meeting)</p> <p>D Allmark introduced the item. A presentation was provided to the Council of Governors to demonstrate building sustainability, quality improvement, and capability at CWP.</p> <p>D Allmark provided an overview of the Trust' approach to Quality Improvement, including training a significant cohort of staff as QI experts. Dan also advised onabout what QI is, lean management and the key principles. Removal of waste is key to QI and observations play a large part. D Allmark discussed each principle in detail and explained how this can be incorporated into everyday life.</p> <p>The Council of Governors expressed their interest in QI and thanked D All Mark for attending the meeting.</p> <p>D Allmark left the meeting.</p>	
Closing Business		
19/20/61	<p>Any other business</p> <p>Keith Millar informed the Council it was his last meeting before his tenure ended as a governor. He made a personal thank you to the Board of Directors, support from Avril Devaney, Director of Nursing, Therapies and Patient Partnerhsip and all the Non-Executive Directors and the full council for making his time as a governor enjoyable.</p>	
19/20/62	<p>Review risk impact of items discussed None</p>	
19/20/63	<p>Evaluation of meeting effectiveness All felt the meeting was effective. A smart survey will be introduced to follow all Council of Governors meetings to report back individually on effectiveness and to enable us to continually improve.</p>	
CLOSE		
<p>Date, time and venue of the next meeting: 21st November 2019 - Sycamore house, 1pm</p>		