

Minutes of Council of Governors Meeting

At 1:00pm on Thursday 21 November 2019

At Sycamore House, Ellesmere Port



Present	<p>Mike Maier, Chairman (Chair) Brian Crouch, Service User Carer Governor (Lead Governor) Elizabeth Bott, Public Governor Nigel Richardson, Public Governor Richard Agar, Public Governor Peter Ashley-Mudie, Service User Carer Governor David Bull, Service User Carer Governor Ferguson McQuarrie, Service User Carer Governor Phil Jarrold, Service User Carer Governor Ken Edwards, Staff Governor Elaine Marsh, Service User Carer Governor Rob Robertson, Service User Carer Governor Tim Seabrooke, Service User Carer Governor Gill Watson, Appointed Governor Andy Corkhill, Appointed Governor</p>
In attendance	<p>Sheena Cumiskey, Chief Executive Louise Brereton, Head of Corporate Affairs Rebecca Burke-Sharples, Non-Executive Director Andrea Campbell, Non-Executive Director David Harris, Director of People and OD Andy Styring, Strategic Director Helen Bett, Shadow Associate (Insight Development Programme) Melysa Border, Corporate Governance Administrator (minute taker)</p>
Apologies	<p>Gordon Cairns, Service User Carer Governor Phil Billington, Service User Carer Governor Sean Boyle, Partnership Governor Derek Bosomworth, Public Governor Helen Nellist, Public Governor Anne Farrell, Public Governor Jackie McGhee, Service User Carer Governor Deepak Agnihotri, Staff Governor Philip Mook, Staff Governor Iain Steward, Partnership Governor Pam Smith, Appointed Governor Maria Bishop, Service User Carer Governor Martin Curran, Staff Governor Laura Jeuda, Appointed Governor</p>

Ref	Title of item	Action
	Meeting governance	
19/20/70	<p>Welcome, apologies and quoracy The Chair welcomed all to the meeting. Apologies were noted as above. A warm welcome was extended to the new governors. The meeting was confirmed to be quorate.</p>	
19/20/71	<p>Declarations of interest Chairman M Maier declared an interest in item 19/20/85 (Chair's appraisal) and would withdraw from the meeting at this time.</p>	

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19/20/72	Meeting Guidelines The meeting guidelines were noted .	
19/20/73	Minutes of the previous meeting The minutes of the meeting held on the 12th July 2019 were reviewed and agreed as an accurate record.	
19/20/74	Matters arising & action points The action points were reviewed.	
19/20/75	Business Cycle: 19/20 Business cycle L Brereton advised as per the business cycle, the policy review is due in the new year. It was suggested a working group to be created and bring the updated policies back to the Council of Governors for approval. Action: set up a working group to review policies. The business cycle for 2019/20 was reviewed and noted .	Corporate Affairs Team
Trust Updates		
19/20/76	Chairs announcements The Chair made the following announcements. New Non-Executive Directors A formal welcome was offered from the Board of Directors to Anne Boyd and Paul Bowen as newly appointed Non-Executive Directors. HSJ Awards The HSJ recently shortlisted CWP for Mental Health provider of the year. Although CWP didn't win, it was a great achievement to have been shortlisted and a great testament to the hard work of everyone at team CWP. Ward names CWP are pleased to reveal the names for the two new wards being developed in Macclesfield. One will be Mulberry Ward, for adults and older people. The dementia unit will be called Silk Ward . New mental health resource centre In the New Year a new wellbeing resource centre is set to open in St Anne Street in Chester and will be called Number 71. It will provide early intervention support and treatment for people experiencing a mental health crisis and will be open seven days a week, 365 days a year. MyMind The CAMHS website has been relaunched with a new design and gives a focus to key topics identified as most important to young people and their families. The site is called MyMind and can be found at www.mymind.org.uk MPs honour local stars of the NHS MPs David Rutley (Macclesfield) and Frank Field (Birkenhead) attended ceremonies to present NHS Parliamentary Award nominees from CWP with special certificates. Congratulations to all of those nominated. CWP is a Veteran Aware NHS Organisation CWP have been accredited as a Veteran Aware NHS Organisation by	

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	<p>the Veterans Covenant Healthcare Alliance. The formal accreditation as a Veteran Aware trust recognises work in identifying and sharing best practice across the NHS as an exemplar of the best standards of care for the Armed Forces community.</p> <p>The Council of Governors noted the update.</p>	
19/20/77	<p>Chief Executive Announcements</p> <p>S Cumiskey welcomed the new governors to the Council and provided an overview of CWP developments including services within Wirral, Cheshire East and Cheshire West. The Council were advised that all localities are looking at the long-term plan and are focusing on providing care alongside care communities.</p> <p>S Cumiskey provided the following summary:</p> <ul style="list-style-type: none"> • The Trust is developing provider collaboratives which will potentially involve services for children and young people, and adult eating disorder services which will mean improved access to services. • The Central and East Cheshire redesign programme is on-track with the new wards opening shortly and enhanced community provision now in place. • Welcome back to A Styring who is returning back to work after sickness. S Edwards will continue in the Acting Director of Operations role until the New Year. • The CQC have notified the Trust of their intention to undertake their annual inspection / well-led review. The initial information request has been responded to and returned to CQC for analysing. The expectation is the core services will be inspected in the New Year with the well-led review to follow afterwards. <p>Louise Brereton informed governors of new guidance from the CQC regarding involving governors in their inspection processes. The guidance will be circulated for information.</p> <p>A discussion was held around HSJ mental health provider of the year award and the learning CWP can gain from the winning trust. S Cumiskey advised that CWP will be speaking to Humber Teaching NHS Foundation Trust as an opportunity to learn for the future.</p> <p>The Council of Governors noted the update.</p>	
	<p>Reports from Council of Governors Sub-committees and feedback on governor activity</p>	
19/20/78	<p>Lead Governor Update</p> <p>B Crouch, Lead Governor provided an updated on the following:</p> <ul style="list-style-type: none"> • Reminder of governor forum dates and the importance of attendance. 2020 dates will be circulated soon. • Travel expenses need to be submitted on a monthly basis, any late expenses claims older than 3 months will not be paid. • Due to personal circumstances, Governor P Billington has decided to step down from the role. B Crouch thanked Phil for all his contributions as a governor and wished him well. 	

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	The Council of Governors noted the update.	
19/20/79	<p>Membership and Development Sub-Committee - 24th September 2019</p> <p>D Bull, Chair of the Membership and Development Committee provided a summary of the last meeting and advised the Council that due to P Billington stepping down as a governor, there is a vacancy within the Sub- Committee. Expressions of interest to join the committee to be sent to either D Bull or the Corporate Affairs Team.</p> <p>D Bull also encouraged governors to use the discussion forum facility on the governor portal to help engage in discussions on 'hot topics'.</p> <p>The Council of Governors noted the minutes.</p>	
19/20/80	<p>Scrutiny Sub-Committee – 9th October 2019</p> <p>B Crouch, Chair of the Scrutiny Sub-Committee provided a summary of the last meeting:</p> <ul style="list-style-type: none"> • PLACE visits were discussed and new recommendations to be discussed at the next Scrutiny Sub Committee. • Dashboard presented by J Partington took on the feedback from the meeting and changes have been made. <p>A discussion was held around PLACE visits and the importance of involvement from service users, whilst recognising the need for governor participation. A further discussion will take place at the next Scrutiny Sub-Committee.</p> <p>S Cumiskey added that the Sub-Committee, in addition to the CoG, is an excellent opportunity for governors to be updated on Trust business and to hold Non-Executives to account as part of their statutory duties.</p> <p>The Council of Governors noted the minutes</p>	
19/20/81	<p>Remuneration and Nominations Committee Meeting Minutes – 15th July 2019</p> <p>M Maier, provided a summary of the last meeting:</p> <ul style="list-style-type: none"> • Activity logs from Non-Executive directors are completed every 6 months which highlight the level of engagement given to the trust by the NEDs. • Review of the recent NED recruitment and areas for improvement. <p>The Council of Governors noted the minutes.</p>	
19/20/82	<p>Governor Shared Learning</p> <p>N Richardson updated the Council on a recent governor forum he attended in Cheshire West which was useful but could be more effective. A suggestion was made to look at having a governor volunteer to be chair of the forum, whilst still being able to keep the meeting informal. It was agreed that the Corporate Affairs team, working with governors, will</p>	

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	look to exploring more options to ensure we maximise the use of the forums.	
Items for Discussion and Approval		
19/20/83	<p>People and Organisational Development Strategy</p> <p>D Harris introduced the item. A presentation was provided to the Council of Governors on the Trust's new People Strategy 2019 – 2022</p> <p>D Harris provided an overview of the strategy and how it has been linked with wider national plans, including the Long Term Plan and the Interim People Plan. The presentation focused on 4 key strategic priorities and their areas of focus, ensuring CWP look at the whole person and not just what is delivered.</p> <p>Governors were advised that they can play a part in the ongoing strategy development by contributing to ongoing development of the strategy delivery plan, and there is potential to undertake this further through the staff governor's forum.</p> <p>The Council of Governors expressed their satisfaction with the strategy and thanked D Harris and his team for their work to date. The Council of Governors will receive an update on the strategy implementation in six months.</p> <p>The Council of Governors noted the presentation and the People and OD strategy 2019/22</p>	
19/20/84	<p>Operational Plan – Q2 2019/20 Financial performance</p> <p><i>A Harland joined the meeting</i></p> <p>A Harland gave a quarterly update on the Operational plan/ Q2 financial performance to the Council of Governors.</p> <p>A Harland advised CWP's overall financial performance for quarter 2 is ahead of the agreed NHSI control total. However, managing the inpatient service overspends and efficiency delivery in the next few months will be a key challenge for the Trust. Cash balances are ahead of plan and performance on agency costs remains within the limits set by NHSI.</p> <p>The Council of Governors noted the report.</p> <p><i>(A Harland left the meeting. M Maier left the meeting for item 19/20/85)</i></p>	
19/20/85	<p>Chairs Appraisal: proposal for 2019/20 appraisal process</p> <p>R Burke-Sharpley introduced the item. A presentation was provided to the Council of Governors on the proposed Chairman's appraisal process 2019/20.</p> <p>R Burke-Sharpley updated the Council on the proposed appraisal process and advised the Council of the guidance on Chair's appraisal recently issued by NHS I which has been taken in to account as part of this year's process. The appraisal process will include:</p> <ul style="list-style-type: none"> • Self-evaluation by the Chair • Feedback from a range of internal stakeholders including Board members, the Chief Executive, Lead Governor team, Chairs of Governor sub-committees and the Company Secretary. 	

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	<ul style="list-style-type: none"> Feedback from an external stakeholder. <p>Following collation of the feedback from stakeholders, a 1-2 session will be held between the SID and the Chair to develop objectives for the coming 12 months.</p> <p>The Council of Governors noted the process.</p> <p><i>(M Maier re-joined the meeting)</i></p>	
19/20/86	<p>Lead Governor Team</p> <p>M Maier introduced the item and advised that governors had been invited via email to submit expressions for the role of Deputy Lead Governor. One expression was received from Anne Farrell.</p> <p>The Council of Governors noted Anne Farrell's nomination for the position and approved that she become Deputy Lead Governor.</p> <p>The Council of Governors noted that Brian Crouch had been re-elected in the governor elections and approved that he continue as Lead Governor for the remainder of his term (one year).</p>	
19/20/87	<p>Governors Question Time</p> <p>Question 1 from Governor, David Bull</p> <p>Extremely valuable peer support is provided by voluntary groups in our area. Is there a role for CWP to play in information-sharing and coordination for these groups?</p> <p>Answers</p> <p>Catherine DeZwaan advised that the Trust has identified that there are other organisations that do valuable peer support in the area, and visits have already been made to some of these organisations by senior CWP managers. This approach is currently being looked at by T Williamson as the lead for the Recovery Colleges and the Expert Patient Programme – linking in with the Patient and Carer Experience Team. A proposal regarding the future of peer support opportunities is under development and the Council of Governors will be kept apprised of this.</p>	
19/20/69	<p>Governor Chosen Topic : Membership engagement</p> <p>D Bull and C DeZwaan introduced the item. A presentation was provided to the Council of Governors around engaging with members and how governors could do this in an even better way in future.</p> <p>A discussion session followed in groups where governors considered new ideas for engaging with members, potentially recruiting new member and better reaching the population we serve as a whole. The feedback was documented and will be sent to D Bull which will help feed in to the new membership strategy under development by the Patient and Carer Experience team.</p> <p>The Council of Governors thanked D Bull for the presentation at the meeting.</p>	
Closing Business		

Ref	Title of item	Action
19/20/88	Any other business None	
19/20/89	Review risk impact of items discussed None	
19/20/90	Evaluation of meeting effectiveness All felt the meeting was effective.	
CLOSE		
Date, time and venue of the next meeting: 21 st November 2019 - Sycamore house, 1pm		