

## DRAFT Minutes of Council of Governors Meeting

At 10:30 on Monday 13 December 2021

Via Video Conferencing

<b>Present</b>	<p>Mike Maier, Chairman          Brian Crouch, Service User Carer Governor (Lead Governor)          Richard Agar, Wirral Public Governor          Phil Jarrold, Service User/ Carer Governor          Jennette Wilne, Staff Governor          David Bull, Service User/ Carer Governor          Rob Robertson, Service User/ Carer Governor          Joe Gavin, Service User / Carer Governor          Ken Edwards, Staff Governor          Lisa Hulmes, Staff Governor          Chris French, Appointed Governor          Suzanne Edwards, Director of Operations          Gill Thompson, Staff Governor          Ferguson McQuarrie, Service User/ Carer Governor          Sean Boyle, Appointed Governor          Rob Walker, East Cheshire Public Governor</p>
<b>In attendance</b>	<p>Rebecca Burke-Sharples, Non-Executive Director          Elizabeth Harrison, Non-Executive Director          Andrea Campbell, Non-Executive Director          Edward Jenner, Non-Executive Director          Farhad Ahmed, Non-Executive Director          Tim Welch, Director of Business and Value          Isla Wilson, Incoming Chairperson          David Harris, Director of People and OD          Suzanne Edwards, Director of Operations          Jenny Scott, Programme Manager          Suzanne Christopher, Head of Corporate Affairs</p>
<b>Apologies</b>	<p>Gareth Gould, Cheshire West &amp; Cheshire Council Appointed Governor          Elaine Marsh, Service User/ Carer Governor          Peter Ashley-Mudie, Service User Carer Governor          Helen Nellist, Public Governor          Kevin Bradburne, Cheshire West &amp; Chester Public Governor          Tim Seabrooke, Service User/ Carer Governor          Iain Stewart, Partnership Governors          Deepak Agnihotri, Staff Governor          Beverley Greenwood, Service User/ Carer Governor</p>

Ref	Title of item	Action
	<b>Meeting governance</b>	
21/22/62	<b>Welcome, Apologies, and Quoracy</b> Apologies were noted as above. The meeting was confirmed as quorate.	
21/22/63	<b>Declarations of interest.</b> None.	
21/22/64	<b>Meeting Guidelines</b> The meeting guidelines were <b>noted</b> .	

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21/22/65	<p><b>Minutes of Previous Meeting</b> The minutes of the meeting held on the <b>21<sup>st</sup> September 2021</b> were reviewed and <b>agreed</b> as a true and accurate record.</p>	
21/22/66	<p><b>Matters Arising and Action Points</b> All action points were reviewed.</p>	
21/22/67	<p><b>Business Cycle: 2021/22</b> The business cycle for 2021/22 was <b>noted</b>.</p>	
<b>Trust Updates</b>		
21/22/68	<p><b>Chair's Announcements</b> The Chair provided the following announcements;</p> <p><b>Sheena Cumiskey returns to CWP</b> After a three-month secondment as Interim Chief Officer at Cheshire and Merseyside Health and Care Partnership, Sheena has returned to her role at CWP.</p> <p><b>Vaccination Programme – One Year Anniversary</b> The date 8 December 21 marked the one-year anniversary of the COVID-19 Vaccination Programme. During that time, CWP delivered more than 192,000 COVID-19 vaccinations. The Trust thanked everyone who had been involved in the programme and also thanked those who had come forward for the vaccine.</p> <p><b>Vaccination Boost Day</b> To mark this occasion, the Trust held a special Vaccination Boost Day drive on 8 December; there was a concerted effort to get as many staff as possible vaccinated, in 24 hours. Dedicated drop-in clinics were held at sites across the Trust footprint and vaccinations were also delivered to 200 people across CWP and the Countess of Chester Hospital.</p> <p>A huge thank you was given to all those who worked behind the scenes to ensure the day was a success, and a commitment to continue striving to make vaccination readily available to all at Team CWP.</p> <p><b>COVID-19 Restrictions Update</b> A recent government announcement had informed of changes to COVID-19 restrictions within the community. Whilst staff will follow the new guidance outside of the workplace, guidance has been enhanced within the workplace, to help ensure a safe working environment for both staff and service users.</p> <p><b>SystemOne Goes Live</b> The Trust has launched a new Electronic Patient Record system called SystemOne. The new system is designed to ensure safety and efficiency in the storage of patient data.</p> <p>The Council of Governors <b>noted</b> the updates.</p>	
21/22/69	<p><b>Chief Executive Announcements</b></p> <p>Tim Welch introduced the item. He expressed the privilege he had experienced in taking on the role of interim Chief Executive Officer and welcomed Sheena from her secondment.</p> <p>Tim provided the following announcements:</p>	

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	<ul style="list-style-type: none"> <li>the trust continues to work through guidance to support the response to the pandemic.</li> <li>Two lead provider collaboratives had now gone live.</li> </ul> <p>Tim advised that due to staffing levels Trust priorities had been reviewed to support the continued delivery of safe and effective care. Support from partners had been requested.</p> <p>The Council of Governors <b>noted</b> the update.</p>	
21/22/70	<p><b>Lead Governor Update</b> Brian Crouch, Lead Governor introduced the item.</p> <p><b>Governor Bulletin</b> The latest Governor Bulletin was circulated and it was anticipated that governors would continue to find its content, helpful.</p> <p><b>Governor Questions</b> Governors were reminded to send any questions to the Governor email address – <a href="mailto:gov@cwp.nhs.uk">gov@cwp.nhs.uk</a>; these would then be collated and addressed, accordingly.</p> <p>Brian gave thanks to governors for all their support throughout the year and gave all best wishes for the New Year.</p> <p>The Council of Governors <b>noted</b> the updates.</p>	
<b>Reports from Council of Governors Sub-committees and feedback on governor activity</b>		
21/22/71	<p><b>Minutes of Membership and Development Sub Committee – 20 October 2021</b> David Bull provided an overview of the Sub-Committee and welcomed council members to join the meeting.</p> <p><b>Minutes of Scrutiny Sub Committee – 6 October 2021</b> Brian Crouch provided an overview of the Sub-Committee and welcomed council members to join.</p> <p><b>Minutes of Council of Governors Nominations &amp; Remuneration Committee – 4 November 2021</b> The Non-Executive Director recruitment process had commenced, and the next meeting was scheduled to take place on 16 December. This meeting would also be Mike Maier’s last Nominations and Remuneration Committee. Isla Wilson (incoming Chair) would chair the meeting from January onwards.</p> <p>The Council of Governors <b>noted</b> the updates.</p>	
21/22/72	<p><b>External Auditors Contract</b> Edward Jenner presented the item and provided an overview to the council around the current situation of the Trust’s external auditors. Grant Thornton have been the Trust external auditors for three years and were appointed by the Council in 2018 with the option to extend for a further two years, and to be reviewed after three years.</p> <p>Edward advised NHS England recommend that each trust should undertake a market testing exercise for their appointment of an auditor every five years. The Audit Committee recently reviewed the current state of the audit market and it was noted that there was a lack of auditors</p>	

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	<p>within the North West who were accepting NHS work. Availability of audit staff has also been affected by the Audit Commission who are no longer offering training for students. Larger firms are more risk averse which reduces their appetite to take on more work and audit fees have seen a significant increase across the country, reflecting the additional requirements of NHS Audit. It is also anticipated that undertaking a tendering process at this time is likely to be unsuccessful.</p> <p>Grant Thornton have undertaken the last two audits and established effective working relationships with the Trust. Based on the above factors, the Audit Committee would like to recommend to the Council of Governors that the current contract be extended for two years, until 31 March 2024 (in accordance with the Councils original recommendation in 2018).</p> <p>A discussion was held around additional cost for the extension in the contract. Assurance was given that the original bid was for five years and whilst there is a slight cost increase, this was expected and within budget.</p> <p>The Council reviewed the report and agreed with the contract extension with Grant Thornton.</p> <p>The Council of Governors <b>noted</b> the update and <b>approved</b> the recommendation.</p>	
21/22/73	<p><b>NED Activity Report</b> Mike Maier presented the Non-Executive Six-month Activity report to the Council of Governors (up to June 2021).</p> <p>Mike advised that whilst Covid restrictions had continued to impact the ability to meet in person, NEDs had remained active.</p> <p>An extensive update was provided to the Council on the work and projects undertaken by all NEDs. Weekly meetings with NEDs and Mike have taken place since the start of the pandemic and have been effective.</p> <p>NEDs are particularly keen to visit wards and speak to staff, but restrictions have prevented this. As soon as appropriate, face to face visits will take place and further support can be offered to staff.</p> <p>The Council of Governors <b>noted</b> the update.</p>	
21/22/74	<p><b>NED update – Farhad Ahmed</b></p> <p>Farhad Ahmed presented an update to the Council of Governors regarding the projects he has been working on.</p> <p>Farhad advised he had been a NED for 14 months and met his colleagues once in that time, the pandemic having been quite challenging.</p> <p>Despite the above, Farhad has been involved in a number of projects across the Trust and provided an overview of the activities, meetings and projects he had been undertaking.</p> <p>The Council of Governors <b>noted</b> the update.</p>	

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21/22/75	<p data-bbox="316 107 1270 143"><b>Item for Discussion and Approval</b></p> <p data-bbox="316 143 1270 179"><b>System working arrangements</b></p> <p data-bbox="316 215 1270 344">Tim Welch presented the item and advised the Council of Governors that currently Cheshire and Merseyside system had not yet appointed a substantive chairperson. The recruitment process was due to commence shortly.</p> <p data-bbox="316 380 1270 416">The Council for Governors <b>noted</b> the update.</p>	
21/22/76	<p data-bbox="316 443 1270 479"><b>Financial Regime / Operational Planning – 21/22 - Update</b></p> <p data-bbox="316 479 1270 551">Tim Welch introduced the item and provided the following overview to the Council regarding financial regime / operational planning.</p> <ul data-bbox="363 551 1270 1240" style="list-style-type: none"> <li>• Arrangements broadly consistent with H1 framework</li> <li>• Increased efficiency requirement – ask will continue to increase into 2022/23</li> <li>• System funding envelopes – adjusted CCG allocations, system top-up and Covid adjusted for pay award and increased efficiency</li> <li>• Block payments to continue</li> <li>• Providers will be required to submit organisational plans and these plans must be in line with their system plan</li> <li>• Systems will continue to receive a fixed system allocation for COVID-19 services.</li> <li>• An additional efficiency has been applied in H2 to the COVID-19 allocation. C&amp;M fixed allocation has additionally been reduced by £8.2m</li> <li>• Looking ahead to 2022/23 and further tapering of the COVID-19 allocation, systems should ensure that they understand the additional costs they are incurring due to COVID-19 and begin establishing plans to release these costs.</li> <li>• Personal protective equipment will continue to be procured nationally, funded and overseen by the Department of Health and Social Care (DHSC) until at least the end of March 2022.</li> </ul> <p data-bbox="316 1272 1270 1308">The Council of Governors <b>noted</b> the update.</p> <p data-bbox="986 1339 1270 1375"><i>Tim left the meeting.</i></p>	
21/22/77	<p data-bbox="316 1406 1270 1442"><b>Imagining the Future – Update</b></p> <p data-bbox="316 1473 1270 1545">David Harris introduced the item and provided an update to the Council of Governors.</p> <p data-bbox="316 1576 1270 1706">It was advised that Board members had attended around 75 CWP Cares events, some of which had taken place online. Now the visits were complete the information collected would be sent to John Moores University for analysis.</p> <p data-bbox="316 1738 1270 1845">Conversations with Board members would continue and the report would feed in to the CWP strategy. The strategy would continue to be reviewed and will evolve over time.</p> <p data-bbox="316 1877 1270 1912">The Council of Governors <b>noted</b> the update.</p>	
21/22/78	<p data-bbox="316 1944 1270 1980"><b>COVID-19 Update</b></p> <p data-bbox="316 1980 1270 2051">Suzanne Edwards introduced the item and provided the Council of Governors with an update around Covid-19.</p> <ul data-bbox="363 2051 1270 2112" style="list-style-type: none"> <li>• National notification has been received in relation to a Covid-19 variant of concern, Omicron. Precautionary measures have been</li> </ul>	

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	<p>taken nationally such as the return of the legal requirement of face mask use within public settings such as shops and whilst on public transport.</p> <ul style="list-style-type: none"> <li>• Between November to December 2021, the Trust has managed two Covid-19 outbreaks</li> <li>• CWP continues to monitor all absences relating to covid-19</li> <li>• The Covid-19 booster vaccination and flu programme for CWP staff continues with clinics running at Churton House and roving clinics being held locally for both covid and flu across the footprint. As a part of the precautionary measures due to the variant, a recent government announcement confirming an immediate addition to the programme to include booster vaccinations for anyone 18 years and over and second dose vaccinations for 12-15 year olds to be administered nationally by the end of January 2022. The vaccination team have begun plans to scale up to meet requirements for boosters and second doses as requested nationally.</li> <li>• Available data as of Monday 29th November 2021 indicates a staff first and second vaccination rates of over 90% and current booster rate of over 70%. The current figure for flu uptake is just below 50%, however this figure does not fully capture those that may have had their booster or flu vaccination outside of CWP due to a delay with the national vaccination reporting system and work is being done to resolve this issue.</li> <li>• SystmOne has been successfully rolled out trust wide.</li> <li>• Following the announcement of the requirement for front line staff to be fully vaccinated by April 2022, TCG are exploring how we can further support those that remain hesitant, and ensure that they have a trusted point of contact to discuss and raise any questions.</li> </ul> <p>The Council of Governors <b>noted</b> the update.</p>	
21/22/79	<p><b>Lead Provider Collaborative Update</b></p> <p>Jenny Scott presented the item and provided a presentation to the Council of Governors around the Collaborative programme.</p> <p>Jenny advised the NHS England Programme aimed at transferring the commissioning responsibility for specialised mental health and learning disability / autism services to collaboratives led by Provider NHS Trusts. The focus on commissioning and providing care closer to people's homes, ideally outside of hospital with greater integration across pathways of care. People with lived experience will be fully involved in all aspects of the Provider Collaboratives work.</p> <p>Jenny advised all phases of the programme have been completed and went live in October 2021.</p> <p>The Council of Governors thanked Jenny and <b>noted</b> the presentation.</p>	
<b>Governor Questions and feedback</b>		
21/22/80	<p><b>Governors Question Time</b></p> <p>Governor questions prior to the meeting were as follows;</p> <ul style="list-style-type: none"> <li>• <i>The positive activities provided by Café 71 in Chester, coupled with the establishment of Compañeros in Birkenhead, are steps forward in providing crisis services. East Cheshire would shortly follow.</i></li> </ul>	

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	<p>Suzanne Edwards confirmed there were discussions with partners in both East and Central Cheshire to explore opportunities to use existing services to be developed as crisis cafes. There hasn't been the same level of capital investment through the Beyond Places of Safety funds for these areas, which has therefore impacted on our ability to launch this offer in those areas as quickly. Further updates will be provided once proposals from partner organisations have been received.</p> <ul style="list-style-type: none"> <li><i>Discussions with various groups, including the West Cheshire Mental Health Forum, have confirmed this positive view. The Council of Governors may recall that members of the Forum and other community representatives were very much involved in helping to prepare the beyond places of safety bid for funding for the crisis café approach as well as in the preparation for the launch of Café 71.</i></li> </ul> <p>Suzanne Edwards advised the initial launch of Café 71 was impacted due to the COVID pandemic however we have worked successfully in collaboration with Spider project to utilise this time as an opportunity to induct their staff, some of whom spent some time working directly alongside our crisis line team in their earlier stages of launch. Since the service has been able to re-open in line with COVID guidelines they have been successful in engaging a number of people across Cheshire who have either accessed directly or been referred through CWP or partner organisations. There is still further work to do across all agencies to truly realise the benefits of this alternative crisis model but we are satisfied with the service and its approach.</p> <ul style="list-style-type: none"> <li><i>Statistics showing the impact of Café 71, which they have used in forming their opinion. For example the beyond places of safety bid was aimed at providing an alternative to, for example, presentation at Accident and Emergency. Is data available on how many such presentations the project in Chester has prevented, say over the past six months?</i></li> </ul> <p>Suzanne Edwards explained the reporting data shows that there were 24 people accessing the service in April 2021 which has been steadily increasing monthly to October performance at 51. September saw the highest level of attendees at 57. Most attendees are either self-referred or from GP's. None of the attendees during the months April to October have been referred onwards to A&amp;E, in total the 6 months performance accounts for 272 attendees who may have otherwise attended A&amp;E.</p> <p>The Council of Governors <b>noted</b> the questions and answers.</p>	
21/22/81	<p><b>Governor Shared Learning, Training / Governor Forums</b> None.</p>	
	<p><b>Closing Business</b></p>	
21/22/82	<p><b>Any other business</b> Lead Governor Brian Crouch gave thanks to Mike Maier for all his support as today was his last Council meeting before leaving the trust.</p> <p>Mike Maier gave thanks to the Council for their continued support and hard work throughout his time at the Trust. He thanked the Board and Non Executive Director colleagues and wished them well for the future.</p>	
21/22/83	<p><b>Review risk impact of items discussed</b> None.</p>	

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21/22/84	<b>Evaluation of meeting effectiveness</b> The meeting was considered effective.	
21/22/85	<b>Review the effectiveness of today's meeting</b> <a href="https://www.smartsurvey.co.uk/s/meetingeffectivenesssurvey/">https://www.smartsurvey.co.uk/s/meetingeffectivenesssurvey/</a>	
<b>CLOSE</b>		
<b>Date, time and venue of the next meeting:</b> <b>– venue TBC</b>		