

Minutes of Council of Governors Meeting

At 10:30 on Monday 14th September 2020

Via video conferencing



Present	<p>Mike Maier, Chairman (Chair) Brian Crouch, Service User Carer Governor (Lead Governor) Ferguson McQuarrie, Service User Carer Governor Nigel Richardson, Public Governor Richard Agar, Public Governor David Bull, Service User Carer Governor Gordon Cairns, Service User Carer Governor Sean Boyle, Partnership Governor Anne Farrell, Public Governor Deepak Agnihotri, Staff Governor Helen Nellist, Public Governor Tim Seabrooke, Service User Carer Governor Iain Stewart Partnership Governor Martin Curran, Staff Governor Rob Robertson, Service User Carer Governor Gareth Gould, Appointed Governor Marilyn Houdson, Appointed Governors</p>
In attendance	<p>Suzanne Christopher, Corporate Affairs Manager Melysa Border, Corporate Governance Administrator (minute taker) Sheena Cumiskey, Chief Executive Andrea Campbell, Non-Executive Director David Harris, Director of People and OD Tim Welch, Director of Business and Value Peter Barber, Director and Engagement Lead, Grant Thornton Alison Lee, Managing Director of ICP James O’Conner, Non-Executive Director Edward Jenner, Non-Executive Director Gary Flockhart, Director of Nursing Rebeca, Burke-Sharples, Non-Executive Director</p>
Apologies	<p>Peter Ashley-Mudie, Service User Carer Governor Ken Edwards, Staff Governor Andy Corkhill, Appointed Governor Derek Bosomworth, Public Governor Jackie McGhee, Service User Carer Governor Laura Jeuda, Appointed Governor Elizabeth Bott, Public Governor Phil Jarrold, Service User Carer Governor Elaine Marsh, Service User Carer Governor Philip Mook, Staff Governor</p>

Ref	Title of item	Action
	Meeting governance	
20/21/26	<p>Welcome, apologies and quoracy The Chair welcomed all to the meeting. Apologies were noted as above. The meeting was confirmed to be quorate.</p> <p>The Chair reminded the Council that our constitution requires governors to attend a minimum of 50% of Council of Governors meetings.</p>	
20/21/27	<p>Declarations of interest. None.</p>	

Ref	Title of item	Action
20/21/28	Meeting Guidelines The meeting guidelines were noted .	
20/21/29	Minutes of the previous meeting The minutes of the meeting held on the 4 June 2020 were reviewed and agreed as an accurate record.	
20/21/30	Matters arising & action points The action points were reviewed. Action 19/20/75 – <i>Governors to contact the Corporate Affairs Team to express an interest in join the policies working group.</i> This action has been on hold due to Covid-19	
20/21/31	Business Cycle: 20/21 Business cycle The business cycle for 2020/21 was noted .	
Trust Updates		
20/21/32	<p>Chair's announcements</p> <p>The Chair made the following announcements:</p> <p>HSJ Value Award CWP has been awarded the winner of the HSJ (Health Service Journal) Value Award 2020 for the Mental Health Service Redesign initiative which involved working to improve specialist mental health services for local people in Cheshire East.</p> <p>COVID update We have seen a number of new spikes in COVID-19 cases locally and nationally. As lockdown measures have gradually reduced, people's attitudes towards the pandemic have relaxed. CWP continue to take the upmost care when following PPE, social distancing and hand hygiene guidance.</p> <p>Winter planning update The long-term nature of the pandemic brings an added importance to the annual campaign to support all CWP colleagues to receive the flu vaccine. Preparations for this and wider winter planning requirements are well underway.</p> <p>World Suicide Prevention Day World Suicide Prevention Day took place last week and colleagues across CWP have been sharing messages of support and best practice across their networks to highlight the importance of the campaign.</p> <p>Governors bulletin The governor bulletin has now moved to monthly and is sent out to the full council outlining any new Trust information or COVID related updates.</p> <p>The Council of Governors noted the update.</p>	
20/21/33	<p>Chief Executive Announcements</p> <p>S Cumiskey updated the Council on the following:</p> <p>COVID-19 Response Thank you to all CWP colleagues for efforts to provide and support the continued provision of care during these times. Thanks were extended to stakeholders and partners who are continuing to work well together to ensure we provide the best care CWP can.</p> <p>The Council were advised that the Trust had entered in to phase 3 of the pandemic. The focus now was to consider recovery and consider the</p>	

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	<p>NHS's response to an anticipated surge in demand. CWP are seeking to understand available resources to support our local population and the wider system.</p> <p>CQC Report S Cumiskey expressed great delight in the CQC report and assured the Council that whilst the results were excellent, CWP are not complacent and will carry on working to continually improve.</p> <p>CWP Updates The Council were provided with an update on the executive team. Further to S Edwards being appointed as Director of Operations, her previous role was now vacant. Combining localities with care groups the following appointments were made:</p> <ul style="list-style-type: none"> • Learning Disabilities (including ABI) – Maddy Lowry, Associate Director – East • Children and Young People – Sarah Quinn, Associate Director of Operations – West Cheshire • Specialist Mental Health – Jo Watts, Associate Director of Operations - Wirral <p>The Council of Governors noted the update.</p>	
20/21/34	<p>Lead Governor Update</p> <p>B Crouch provided an update on the following</p> <ul style="list-style-type: none"> • Lead Governors meeting is taking place on 21st September. The Council were invited to contact the Lead Governor if anyone has any concerns or would like anything raised at the meeting. • Governor elections are underway and will end on 17th September. • Governor bulletin is now issued monthly (as stated above by the Chairman). B Crouch commented how helpful the bulletin had been during this difficult time. . <p>The Council of Governors noted the updates.</p>	
20/21/35	<p>COVID-19 Update</p> <p>G Flockhart advised that there has been an overwhelming amount of information regarding COVID and with the guidance changing all the time it is important to ensure guidance is communicated to staff.</p> <p>G Flockhart provided the Council with a timeline of events from January to September 2020 and advised that the national level has now been reduced to a level 3 incident. As above, the NHS is now in phase 3, which involves restoring services.</p> <p>Risk assessments have been submitted to make all CWP buildings COVID secure, allowing staff to be in the working environment but still allowing social distancing. Additional support will be given to the areas that are in local lockdown and services will continue.</p> <p>G Flockhart gave thanks to all the staff for the additional hard work and dedication they have given over the past few months.</p> <p>The Council of Governors noted the update.</p>	
Reports from Council of Governors Sub-committees and feedback on governor activity		
20/21/36	Membership and Development Sub-Committee - 2nd July 2020 and 28th July 2020	

Ref	Title of item	Action
	<p>D Bull, Chair of the Membership and Development Committee, provided a summary of the last meeting and advised that work is gradually restarting.</p> <p>It was noted that the virtual platform has helped with meeting quoracy and also improved their effectiveness. It was discussed a blended approach of virtual and face to face meetings is the way forward for the sub committee.</p> <p>The Council of Governors noted the update.</p>	
20/21/37	<p>Scrutiny Sub-Committee – 28th July 2020</p> <p>In the absence of B Crouch, R Agar chaired the last meeting. The minutes were noted.</p> <p>The Council of Governors noted the update.</p>	
20/21/38	<p>Remuneration and Nominations Committee Meeting Minutes – 10th July, 23rd July & 27th July 2020</p> <p>The item was deferred to be discussed as part of item 20.21.40.</p> <p>The Council of Governors noted the minutes.</p>	
20/21/39	<p>Governor Shared Learning</p> <p>G Cairns advised the Committee that he has completed courses run by Health Education England which he urged governors to join as they are very informative.</p>	
Items for Discussion and Approval		
20/21/40	<p>Non-Executive Director Recruitment</p> <p>The Chairman introduced the item and provided the Council with a recap of the recruitment process, confirming that the recent process set about to appoint two Non-Executive Directors. This was in light of Dr J O'Connor nearing the end of his final term of office and A Boyd who had recently stepped down due to personal circumstances.</p> <p>The Chairman reflected on the process, reminding Governors that this was the first time the process had been undertaken in-house rather than through an agency. The amount of work this resulted in for Governors, HR colleagues and Corporate Affairs was acknowledged and all were thanked for their time and efforts.</p> <p>It was also noted that the process allowed for a wider reach in terms of the advertising campaign, created a great deal of interest (115 applications received in total) and attached a greater diversity of candidate.</p> <p>Further to the formal interview process, the Remuneration and Nominations Committee now recommend to the Council of Governors the appointments of Elizabeth Harrison and Farhad Armed for approval, both for a three year term of office. M Maier provided a summary of each of the candidates to the Council.</p> <p>The Council of Governors noted the update and approved the appointment of Elizabeth Harrison and Farhad Armed as Non-Executive Directors, each for an initial three year term of office.</p>	
20/21/41	<p>Annual report and accounts 19/20</p> <p>T Welch advised the Council that due to a change in the reporting</p>	

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	<p>requirements for this year, trusts were not required to submit a Quality Account to be formally audited. However, the Trust will proceed with its Quality Account, in line with the revised timescales from NHSI and published towards the end of the year.</p> <p>The challenges of producing the Annual Report and Accounts for 19/20 during the pandemic were acknowledged. T Welch offered his thanks to the finance team for working hard to meet the revised deadlines for submission, as well as the support from other teams to co-ordinate the Annual Report and Accounts document in line with appropriate guidance.</p> <p>P Barber, Director and Engagement Lead, from auditors Grant Thornton agreed that 2019/20 had proved to be a challenging time despite the extended deadline. Formal thanks were given for continued support from CWP.</p> <p>Confirmation was given to the Council that the Annual Report and Accounts was formally signed off on the 9th July 2020. The Council were informed that Grant Thornton had awarded an unqualified opinion on the Trust's financial statements and they were satisfied that the Trust had put in place proper arrangements to ensure economy, efficiency and effectiveness in its use of resources.</p> <p>A discussion followed around proposals going forward regarding value for money. In the past auditors would provide a value for money conclusion for all public sectors, however, a new code of practice will be in place for 2021. The new code outlines new responsibilities for auditors when reviewing the statements, which will significantly impact on the work, required to be undertaken by the external auditors. Further details will be shared by Grant Thornton once the full documentation is available.</p> <p>The Council of Governors noted the update and received the Annual Report and Account 19.20.</p>	
20/21/42	<p>Operational Planning update – 20/21</p> <p>Director of Business and Value, T Welch introduced the item. Council Members were advised that the financial regime had changed from March this year working to a block payment model due to COVID. An outline of this process was provided by way of a summary. It was expected that this arrangements will remain in place until October 2020. Future updates will be provided to the Council of Governors.</p> <p>The Council of Governors noted the update.</p>	
20/21/43	<p>Imagining the future</p> <p>D Harris introduced the item and provided a presentation on Imagining the Future. The presentation outlined CWP's approach which focussed on health inequalities, ensuring the Trust is creative, offering support to the people who need it and continue to ensure learning is captured to provide the best possible service to our local population.</p> <p>D Harris informed the Council that learning from governance to help make quick decisions must be worked into the strategy and will be looked at as part of this work.</p> <p>The Council were asked to reflect back on the presentation and to provide comments to D Harris or A Styring.</p>	

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	The Council of Governors thanked D Harris and noted the presentation.	
20/21/44	Governors Question Time None.	
Closing Business		
20/21/45	<p>Any other business</p> <p>West Cheshire ICP Update</p> <p>West Cheshire ICP Managing Director, A Lee advised that Cheshire West Integrated Care Partnership (ICP) is a collaboration of six organisations which include NHS providers, GP's and local authorities. A Lee would like CWP's involvement in care in the community and are invited to join a steering group to help with discussions around what the population need. A Lee has been formally invited to attend the Council of Governors on a regular basis to update on the ICP work.</p> <p>Action: invite A Lee to all Council of Governors meetings and add as a standard item on the agenda.</p> <p>Non-Executive Directors</p> <p>Chairman M Maier advised the Council that Non-Executive Director, Dr James O'Connor's term of office had been extended until mid-October to allow for support to the new Non-Executive Directors joining the Board.</p> <p>B Crouch provided a personal thank you and extended it on behalf of the Council for all Dr J O'Connor's support and gave best wishes for the future.</p> <p>M Maier also joined in the thanks for Dr J O'Connor for his loyalty, support and integrity through his time at CWP.</p>	Corporate Affairs Team
20/21/46	Review risk impact of items discussed None	
20/21/47	Evaluation of meeting effectiveness The meeting was considered effective.	
CLOSE		
Date, time and venue of the next meeting:		
17 December 2020 – Via Teams		