



Open Minutes of the Council of Governors Meeting

Held on Monday 25th July 2016 at 13:30

Florence Nightingale, Sycamore House, Cheshire Oaks Business Park, Lloyd Drive, Ellesmere Port, Cheshire, CH65 9HQ

Present	<p>Richard Agar, Public Governor – Wirral Deepak Agnihotri, Staff Governor – Therapies Kathy Bullen, Staff Governor – Clinical Psychology Gordon Cairns, Service User and Carer Governor Brian Crouch, Service User and Carer Governor Jill Doble, Staff Governor – Therapies Carol Gahan, Partnership Governor – Cheshire West and Chester Council Phil Gilchrist, Partnership Governor – Wirral Metropolitan Borough Council Phil Jarrold, Service User and Carer Governor Emma King, Service User and Carer Governor Maurice Lea O’Mahoney, Partnership Governor – Staff side Chris Lynch, Service User and Carer Governor Mike Maier, Chairman (Chair) Stanley Mayne, Public Governor – Wirral Ann McGrath, Service User and Carer Governor Fergie McQuarrie, Service User and Carer Governor Graham Pollard, Partnership Governor - Universities Dr Keerthy Raju, Staff Governor – Medical Rob Robertson, Public Governor – Cheshire West and Chester/ Deputy Lead Governor Mike Robinson, Public Governor – Cheshire West and Chester Janie Shaw, Staff Governor – Nursing Pam Smith, Partnership Governor – Western Cheshire Clinical Commissioning Group Anna Usherwood, Service User and Carer Governor/ Lead Governor Robert Walker, Public Governor – Cheshire East/ Deputy Lead Governor Peter Wilkinson, Public Governor – Cheshire East</p>
In attendance	<p>Jennie Atkins, Communications and Involvement Manager Louise Brereton, Head of Corporate Affairs Sheena Cumiskey, Chief Executive Elspeth Fergusson, Corporate Affairs Manager Dr James O’Connor, Non – Executive Director Andy Styring, Director of Operations Shelly Tate, Corporate Affairs Administrator (Minutes) Tim Welch, Director of Finance</p>
Apologies	<p>Dr Faouzi Alam, Medical Director Gladys Archer, Service User and Carer Governor Charlotte Arrowsmith, Service User and Carer Governor Rebecca Burke-Sharples, Non – Executive Director Fiona Clark, Non – Executive Director Lucy Crumplin, Non – Executive Director Avril Devaney, Director of Nursing, Therapies and Patient Partnership Liz Durham, Partnership Governor – Cheshire East Council Christina Evans, Staff Governor – Nursing Helen Hall, Service User and Carer Governor David Harris, Director of People and Organisational Development Sarah McKenna, Non – Executive Director Philip Mook, Staff Governor – Non-clinical Joan Roberts, Service User and Carer Governor Dr Anushta Sivananthan, Medical Director Iain Stewart, Partnership Governor – Wirral Clinical Commissioning Group</p>

Item No	Title of item	Action by
2016/17/31	<p>Welcome, apologies for absence and Quoracy</p> <p>Mike Maier, Chair welcomed all attendees to the meeting advising that this was his first meeting as Chair. All apologies were noted and the meeting was confirmed as quorate.</p>	
2016/17/32	<p>Meeting guidelines</p> <p>The meeting guidelines were noted.</p>	
2016/17/33	<p>Declarations of interest</p> <p>Dr Jim O'Connor declared an interest in the following items;</p> <p>2016/17/41 Appointment of Deputy Chair – agenda item is specific to Jim O'Connor's intended appointment as Deputy Chair.</p> <p>2016/17/42 Non Executive Director proposal for re-appointment – agenda item is referenced to one of Jim's NED colleagues, Lucy Crumplin, who is to be considered for re-appointment.</p> <p>Jim advised that he would leave the meeting for the two above noted agenda items.</p>	
2016/17/34	<p>Open Minutes of the previous Council of Governor Meetings held 12th April 2016</p> <p>The minutes of the previous meeting held were agreed as an accurate record.</p>	
2016/17/35	<p>Matters arising and action points</p> <p>2015/16/98 – Membership and Development Sub Committee to further consider the benefits, purpose and method of an informal meeting between governors (possibly prior to the Council of Governors) and report back to the Council of Governors.</p> <p>Update on action The Chair asked Anna Usherwood to update on the pre-meeting held before the meeting. It was noted that informal Chairs would send feedback and it was agreed to continue with pre-meetings prior to future meetings of the Council of Governors.</p> <p>16/17/26 – The Council of Governors to receive an update report on sending patient letters via email, once the pilot phase is complete.</p> <p>Update on action The pilot remains ongoing. An update will be provided to the Council once the pilot is complete; this is being actively followed up with Gill Monteith, Trust Records Manager.</p>	
2016/17/36	<p>Business Cycle 2016/17</p> <p>Louise Brereton advised that there were a few items noted on the</p>	

Item No	Title of item	Action by
	<p>business cycle that would be considered at a later date; providing an update as below;</p> <p>Operational Plan 2016 – 2017 submission and monitoring of milestones. Louise noted that information relating to the plans had been reported to the Scrutiny Sub Committee; however work was still progressing and advised that the plans would now be received at the September meeting.</p> <p>Receive the Trust’s Annual Accounts and Auditor reports on them and the Annual Report 15/16 Louise advised that the reports had been received by the parliamentary clerk, however noted that there had been a delay in laying the Annual Report and Accounts before parliament. She advised that confirmation of the reports being laid before parliament had only been received following submission of the meeting agenda; therefore confirmed that the reports will now be received at the next meeting in September 2016.</p> <p>Jim O’Connor left the meeting for the upcoming NED items.</p>	
2016/17/37	<p>Chair’s Announcements</p> <p>Mike updated attendees on the Chair’s announcements as noted below;</p> <p>Mike advised that following the Governor by-election held in June 2016 the following Governors had been elected to the Council of Governors, and were in attendance at their first meeting today; and extended a welcome to all on behalf of the Council;</p> <ul style="list-style-type: none"> • Emma King, elected as Service User and Carer Governor – term until AMM 2016 • Gus Cairns, elected as Service User and Carer Governor – term until AMM 2017 • Deepak Agnihotri, elected uncontested to Staff Governor Therapies – term until AMM 2016 • Graham Pollard, appointed Partnership Governor for Universities by the University of Liverpool for a 3 year term. <p>Other announcements Mike advised that during June and July so far, we have achieved 114 pieces of coverage in newspapers, online and in local newsletters.</p> <p>CWP has been regularly featured on local radio. BBC Radio Merseyside did an interview regarding our services with Access Sefton in June, and Dee 106.3 did a pre-recorded interview about a volunteer who is on a pre-employment placement with CWP through Skills for Health.</p> <p>Recent news stories included:</p> <ul style="list-style-type: none"> • Alex Haydock, clinical nursing specialist at CWP, attended the Queen’s Nursing Institutes Spring Awards Ceremony to 	

Item No	Title of item	Action by
	<p>celebrate with 125 other newly named Queen’s Nurses.</p> <ul style="list-style-type: none"> • Lesley Dougan, children and young people’s practitioner and online mental health worker for CWP child CAMHS presented at the Digital Innovation in CAMHS and Delivering Online Psychological Therapies Conferences in July. • The work of CWP Locality Quality Surveillance Team has been recognised at a national awards ceremony for displaying excellent ‘innovation’. The team’s work in introducing Locality Data Packs was shortlisted in the ‘Best Emerging Product/Innovation’ category at this year’s Patient Safety Awards. <p>Mike noted that any national recognition was wonderful news for the Trust.</p> <p>Chair Update Mike reflected on his first weeks as new Chair as the Trust and updated attendees that over the previous weeks he had met on a one to one basis with senior staff, attended a strategy day and met with other Chairs within the North West. Mike advised that he had spent 30-40% of his time having meetings external to the Trust.</p> <p>Mike expanded on the areas noted above as follows;</p> <p>One to ones – Mike expressed that he was impressed with the Trust teams that he had met over the last few weeks, and advised that during these meeting staff had made unsolicited comments about their positive experience of working for CWP. Mike commented that staff were inspired by the positive reputation of the Trust and advised that staff “bought in” to the Trust’s culture. Mike expressed that this was hugely pleasing that staff felt positive in relation to being employed by the Trust.</p> <p>Strategy Day – Mike advised that he had recently attended a Strategy day for the Trust to discuss the sustainability and transformation plans being led by NHS England, and advised that the focus was to look recognising the funding gaps; and the changes in the way that the NHS delivers its services. Mike advised that CWP were part of Cheshire and Mersey and highlighted the smaller localities within this area, and also advised on the foot print and the changes to be put in place by 2021Mike further commented on the underfunding in mental health as opposed to acute hospitals, the Five Year Forward view and decline in funding. Mike advised on the shaping the future for the Trust, communicating the Strategy; and highlighted the Trust’s 6C’s and great culture, and the need to help individuals to be the best that they can be.</p> <p>Mike advised on the Operational Plan. He also mentioned generating income in other areas of the Trust, the potential to reach other geographical areas, and questioned whether there are things that the Trust should stop doing, and vice versa. Mike considered that broader discussions would need to be had regarding this, and –noted that there will be a Board to Council meeting due in September> There will also be updates - provided at the Lead Governor meetings.</p>	

Item No	Title of item	Action by
	<p>External meetings with North West Chairs</p> <p>Mike advised that he had met with other Trust Chairs and shared views. Discussions included the impact on the NHS after Brexit and the unchartered waters, the changes over the next 5 years and transformation of services required by 2021. Mike highlighted the opposing forces of long term change against short term finance and the conflict this potentially creates.</p>	
2016/17/38	<p>Lead Governor's Announcements</p> <p>Anna asked all attendees to introduce themselves for the benefit of the new Governors present at the meeting.</p> <p>Anna reminded governors of the Annual Members' meeting on Thursday 22nd September 2016 at Floral Pavilion, New Brighton, Wirral confirming that all Governors were invited to attend.</p> <p>Anna also reiterated on the invitation to the Ancora House Open Day to be held on Wednesday 31st August 2016 from 12-3pm.</p> <p>Anna noted that - changes in the NHS and the Trust are likely to happen more quickly than meetings of the Council of Governors are held. Anna therefore suggested that a Governor bulletin be developed, to be received between meetings, to ensure that governors remain informed.</p> <p>Rob Robertson suggested that the Board Resolution should be included in the bulletin for information. Sheena confirmed that this was also noted in the Board minutes.</p> <p>Action: Monthly Governor Bulletin to be developed to ensure that governors remain up to date with decisions and developments which occur between Council of Governor meetings.</p>	Corporate Affairs Team
2016/17/39	<p>Chief Executive's Announcements</p> <p>Sheena provided an update on internal and external activities within the Trust;</p> <p>External Updates</p> <p>Sustainability and Transformation Plans</p> <p>Sheena advised on the Sustainability and Transformation plans (STPs), and looking at what the Trust need to do differently to meet the needs of the people using a place-based approach. Sheena highlighted the levels in STP's and explained how these would work.</p> <p>Level 1 – Footprint size across Clinical Commissioning Groups (CCGs), 4 programmes – Healthy Wirral/ West Cheshire Way/ Connecting Care/ Caring Together which are to be put in place to look at how we look at services provided in the localities to larger proportions of the population (e.g. primary care IAPT services).</p> <p>Level 2 – Critical mass of population covering several CCGs across</p>	

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	<p>the Trust footprint, to include CMHT's.</p> <p>Level 3 – To look at more specialised services, only required by a small proportion of the population; e.g. inpatient services, eating disorder services and CAMHS.</p> <p>Sheena advised on the reporting checkpoints across the year advising that updates were provided in April, May and June and confirmed that final submission of plans will be at the end of October 2016.</p> <p>Five Year Forward View Sheena advised on the implementation of the Five Year Forward vision, the Mental Health taskforce and the changes to improve outcomes highlighting the access to personalised care. It was advised that a brief update had already been sent out to all governors around this. Sheena highlighted the Board resolution and also advised on the commissioners plans for the next 2 years.</p> <p>Sheena updated briefly on the Operational Plan and confirmed that there were reports on South and Vale Royal Community Services Partnership, West Cheshire Financial Recovery plan and East Cheshire Service Provision that would be discussed in the closed session. It was advised that there was no update on 0-19 service. Sheena also advised that the IAPT target is now being achieved, and confirmed that the Scrutiny Sub Committee has looked at the data in more detail.</p> <p>Andy Styring confirmed that the Learning Disabilities re-design sits within the STP's and that the Trust are working with the Cheshire and Wirral footprint to reduce the number of inpatient beds, and also highlighted the joint venture with Villicare.</p> <p>Internal Updates</p> <p>CQC Inspection Update Sheena confirmed the outcome of the CQC inspection advising that the Trust had received Good overall and Outstanding for care, and advised that the Trust are awaiting re-inspection any day to follow up on areas where improvement was required. Sheena advised that Governors would be advised when the re-inspection takes place.</p> <p>ECT Services Sheena updated on the review and proposals for changes to the Trust ECT service, advising that 9 people per month are being treated in the service; and highlighted that the treatment can be lifesaving for individuals. Sheena confirmed that, as a temporary measure, the ECT service will be provided centrally from Bowmere Hospital. Sheena advised on the changes and increases in the cost of anaesthetic -, confirming no further funding was available but the service is required. Peter Wilkinson expressed concerns with bringing patients from far localities in to a central hospital for treatment; Robert Walker seconded Peter's concerns for the patients within the East locality. Sheena advised that this would be considered during the consultation process.</p> <p>Well Led Governance Review Sheena updated on the Well Led Governance review, advising that an</p>	

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	<p>independent review of the Trust's governance processes would be completed by end of April 2017. Governors were advised that there would be a focus group held following the Council of Governors meeting to be held in September 2016.</p>	
2016/17/40	<p>Governor Updates</p> <p>NHS Providers – Governor Focus Conference Chris Lynch updated on the NHS providers “Governor Focus Conference” attended by himself and Fergie McQuarrie. Chris advised that 200+ Governors were in attendance and advised the event was opened by Dame Gill Morgan. Chris also noted attendance from Steven Hay, Executive Director of regulation at NHS Improvement. Professor Ted Baker, Deputy chief inspector of hospitals for the CQC, talked about governors and their role in quality. Fergie reflected on his experience of the event highlighting the CQC update. Fergie expressed that positive feedback was given from the CQC Advisor and advised that he made an announcement about the Trust's work with Young Advisors to the conference which in turn prompted questions about how the Trust have implemented work with young people.</p> <p>Churton House Open Day – Education CWP Rob Robertson advised on his recent visit to the Education CWP Churton House Open Day and expressed that Governors should go along to visit the facilities. Fergie added that he had also attended and after speaking with Ken Edwards, CWP Clinical Education, Security and Safety Lead, CPR training had been offered to all Governors and advised Governors to contact if they were interested in participating in the training.</p> <p>Crisis Care Concordat Rob also mentioned the Crisis Care Concordat and group set up. There was a brief update about the gap in Mental Health services and expressions of interest were requested.</p> <p>NHS Providers – Accountability Course There was a further update from Deepak Agnihotri on his attendance to the NHS Providers Accountability course. Deepak advised that although a new Governor, the course had changed his perception of the role of the Governors. Deepak provided an update on holding the NEDs to account and how questioning can be adapted.</p> <p>Mike thanked Governors for their updates.</p>	
2016/17/41	<p>Appointment of the Deputy Chair</p> <p>Mike provided an update on the appointment of the Deputy Chair which was created following the new Chair's move from his Non Executive post.</p> <p>Mike advised that the role of the Deputy Chair is to support the Chair and, in the event that the Chairman is unable to discharge his office, the Deputy Chair shall be acting Chairman of the Trust.</p> <p>Mike advised that it was proposed the Dr James O'Connor is</p>	

Item No	Title of item	Action by
	<p>appointed to the role of Deputy Chair. As Chair of Quality Committee and being a member of the Audit Committee, Jim O'Connor is well briefed on the key issues concerning quality, financial and strategic risks and governance. It was advised that the position had been discussed with individual NEDs and was supported by the Board of Directors at their last meeting on 28th June 2016.</p> <p>It was recommended to the Council of Governors to approve the recommendation that Dr Jim O'Connor is appointed to the role of Deputy Chair with immediate effect, in line with his existing tenure as a Non-Executive Director.</p> <p>The Council of Governors unanimously approved the appointment, and Mike concluded that Dr James O'Connor is elected to the position of Deputy Chair.</p>	
2016/17/42	<p>Non Executive Director – proposal for re-appointment</p> <p>Mike updated on the re-appointment of Non – Executive Director Lucy Crumplin who was appointed in August 2013 for a three year term ending in August 2016. Mike advised that in line with the code of governance Lucy is eligible for a second term of office of three years and is seeking re-appointment.</p> <p>Mike advised that the Council of Governors via the Nominations and Remuneration Committee must ensure that there is a robust approach in place to succession planning for Non – Executive Directors to ensure that there is a strong mix of experience, expertise and skills. The Nominations and Remuneration Committee considered this position and recommendation for a second term of office.</p> <p>It was advised the Trust currently holds one vacant NED position and a further NED position will become vacant from January 2017, upon the end of Fiona Clark's final term of office. Processes to appoint to both of these positions are underway.</p> <p>The Nominations and Remuneration Committee received a full overview of the appraisal report for Lucy Crumplin at the committee held on 14th June 2016.</p> <p>The Committee unanimously agreed to recommend the extension of Lucy's tenure for a further 3 years to the Council of Governors.</p> <p>The Council of Governors unanimously agreed to accept the re-appointment of Lucy Crumplin for a second term of office for 3 years.</p>	
2016/17/43	<p>Update on Trust Governor election</p> <p>Louise updated on the recent by-election results and advised on the process for the Annual Election noting the short space of time between both elections due to timeframes.</p> <p>Louise advised that we welcome 3 new Governors to the Council of Governors following the results of the by-election;</p>	

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	<ul style="list-style-type: none"> • Emma King, elected as Service User and Carer Governor – term until AMM 2016 • Gus Cairns, elected as Service User and Carer Governor – term until AMM 2017 • Deepak Agnihotri, elected uncontested to Staff Governor Therapies – term until AMM 2016 <p>The details of the Annual Election were confirmed as below;</p> <p>Nominations close – 25th July 2016, 5pm</p> <p>Vacancies;</p> <ul style="list-style-type: none"> • Service User and Carer x 6 • Staff Nursing x 1 • Staff Therapies x 2 • Public - Out of area x 1 <p>Louise confirmed that the election will close on 2nd September and terms will conclude/ start at the Annual Members' meeting to be held in September.</p> <p>Louise advised that the Trust have appointed a new independent election provider, Electoral Reform Services (ERS) who offer e-voting and an improved service. Louise advised that the reason for the change in provider is due to service improvements that were required.</p> <p>The Council of Governors noted the report.</p>	
2016/17/44	<p>Person Centred Framework</p> <p>Mike Maier introduced Liz Matthews to the meeting and Liz introduced herself to attendees; she advised on her role as Associate Director of Patient and Carer Experience, her experience and how she is looking to take forward her role.</p> <p>Liz provided an update on the Person Centred Framework and tabled an update regarding the over-arching principles.</p> <p>Liz highlighted the reasoning behind the framework; she advised that current recovery strategy finishes in September 2016 and the involvement strategy also ends at approximately the same time, so there is the need to replace them. She advised that the recovery strategy had been a useful tool, but there were drawbacks to it in that “recovery” may not apply to certain groups (for example someone at the end of their life). The idea is that the framework will be dynamic and changing based on continual learning and evolving best practice. Liz advised that an event had been held on 21st June to think through the first stages of the framework; it had been attended by about 80 people with a varied range of experience, from staff to lived experience advisors, service users and carers.</p> <p>Liz highlighted the question “what does person centred mean to CWP?”, and the groups for the over-arching principles and vision in line with the Trust 6C’s values, and making it person centred for everyone.</p> <p>Rob Robertson left the meeting.</p>	

Item No	Title of item	Action by
	<p>Liz asked for any feedback on the over-arching principles to be shared by email, and confirmed the next workshop on 18th October to discuss the tools and approaches to underpin and deliver on the principles. The aim is to launch the framework by January 2017. Liz confirmed that following the launch the framework will remain live and will be updated.</p> <p>Rob Walker queried point 8 – around working with everyone’s strengths and abilities and whether the principles will include individuals attending stakeholder events. Liz advised that this would not be considered as part of the principles. Liz highlighted the validity, and Rob commented on ‘transparent involvement’.</p> <p>Pam Smith advised that these are a good set of principles however noted the typo in point 3 “and fairly consistently” which should read “fair and consistently”.</p> <p>Gordon Cairns advised that he had attended the workshop, advising that it was an excellent opportunity to be involved in.</p> <p>It was advised that the consultation process would remain inclusive and Liz re-iterated to put any concerns forward outside of the meeting.</p> <p>Chris Lynch advised that the Membership and Development Sub Committee had discussed this at their meeting in June and confirmed that the sub committee would be looking into this in further detail.</p>	
2016/17/45	<p>Young Advisors Update</p> <p>Elsbeth Fergusson updated the Council in relation to the report from the Young Advisors. She advised that the Membership and Development Sub Committee had been looking at ways of improving the representation of young people within the Council of Governors for the past 18 months. This piece of work had been led by Mike Robinson and Rob Robertson, and the outcome of it was that a quarterly report will be provided to the Council on work that Young Advisors have been involved in. It is hoped that, with improved links governors will be better able to represent the views of young people. The Young Advisors will be attending the Council of Governors meeting on 14th September to provide a further update in person.</p> <p>Mike Robinson commented that this was an example of where governors can really affect change. He said he was thrilled that there would be greater links between the Young Advisors and the Council and he extended his thanks to Fergie for raising the issue and highlighting the good work done at CWP at the Governor Focus Conference.</p> <p>The Council resolved to note the report.</p>	
2016/17/46	<p>Council of Governors Sub-committee/Group minutes/notes</p> <p>The minutes of the following meetings were approved as an accurate record of the meetings;</p>	

Item No	Title of item	Action by
	<ul style="list-style-type: none"> • Membership and Development Sub Committee held 2nd June 2016 • Scrutiny Sub Committee held 8th June 2016 <p>Chris Lynch advised on the appointment of the co-chairs for the Membership and Development Sub Committee confirming that Chris and Fergie McQuarrie had taken up the role of co-chairs for the meetings held on an alternative basis.</p> <p>Ann McGrath provided an update on the annual appraisal of the Scrutiny Sub Committee meeting, confirming that 11 replies had been received. Ann noted that the majority of the feedback was positive, however there was one response relating to Governor attendance at the sub committee meetings that would need to be addressed.</p> <p>The Chair's report of the Nominations Committee held 14th June 2016 was noted.</p>	
2016/17/47	<p>Governor Question Time</p> <p>No questions to note.</p>	
2016/17/48	<p>Motions or Agenda Items on Notice</p> <p>There were no motions or agenda items on notice.</p>	
	<p>Date, time and place of the next meeting:</p> <p>Wednesday 14th September 2016, 10am, Romero Centre, Macclesfield</p>	