

Minutes of the Council of Governors Meeting held at 4.30pm on Wednesday 9 May 2018 in the Old Library, Merley House, Merley, Wimborne BH21 3AA.

Present:	Andy Willis	Chair and Non-Executive Director
	Jan Owens	Lead Governor Public Governor (Dorset RoEW)
	Paul Boseley	Public Governor (Dorset RoEW)
	Scottie Gregory	Public Governor (Dorset RoEW)
	Joy Ford	Public Governor (Dorset RoEW)
	Sue Howshall	Public Governor (Dorset RoEW)
	Alison Fisher	Public Governor (Dorset RoEW)
	Jack Welch	Public Governor (Dorset RoEW)
	Scott Porter	Public Governor (Poole)
	Anna Webb	Public Governor (Poole)
	Terry Purnell	Public Governor (Bournemouth)
	Andy Mayers	Public Governor (Bournemouth)
	Becky Aldridge	Partner Governor, Service User Group
	Karen Parker	Partner Governor, Bournemouth University
	Vishal Gupta	Local Government, Poole Borough Council
	Bill Batty-Smith	Local Government, District Councils
	Steve Cole	Partner Governor, League of Friends
	Stephen Churchill	Staff Governor
Phil Redford	Staff Governor	
Pat Cooper	Staff Governor	
Peter Kelsall	Staff Governor	
In Attendance:	Heather Baily	Non-Executive Director
	David Brook	Non-Executive Director
	John McBride	Non-Executive Director
	Nick Yeo	Non-Executive Director
	Engine Yafele	Chief Operating Officer/ Acting Chief Executive
	Keith Eales	Trust Secretary
	Nicola Plumb	Director of Organisational Development and Participation
	Tapiwa Songore	Deputy Trust Secretary (Minutes)
Jacqueline Stratford	PA to the Chair	
Apologies:	Bobbie Dove	Local Government, Bournemouth Council
	Ray Bryan	Partner Governor, Dorset County Council
	Kenneth Lavery	Public Governor (Dorset RoEW)
	Judith Adda	Public Governor (Bournemouth)
	Celia Millar	Public Governor (Poole)
	Karen Loftus	Staff Governor

18/18 Welcome and apologies

The Chair welcomed everyone to the meeting and reported the apologies received.

19/18 Minutes

The Council approved the minutes of the meeting held on 7 February 2018 and 18 April 2018 as an accurate record.

20/18 Matters Arising

The Trust Secretary presented the Matters Arising report. It was noted that the one matter arising had been completed.

The report was noted.

21/18 Election of a Deputy Lead Governor

The Chair congratulated Alison Fisher on being elected Deputy Lead Governor.

Clarification was sought as to whether a Governor could stand for Deputy Lead Governor for three consecutive terms and if still a Governor, then three consecutive terms as Lead Governor. The Trust Secretary confirmed that this was the case.

22/18 Lead Governor Report

The Lead Governor presented her report which covered the following;

- Congratulated the Board on the recent Care Quality Commission (CQC) results which saw the Trust rating being moved from 'Requires Improvement' to 'Good';
- The Trust being rated one of the best in the country for positive feedback received from mental health patients according to the annual CQC Community Mental Health Survey 2017;
- The staff survey results which the Trust had improved response rates;
- Concerns from members of the public regarding the lack of information on progress with the implementation of the Clinical Services Review (CSR) and the importance of making sure Governors and members of the public were involved in the development of the hubs;
- The recent meeting with the Lead Governors from Royal Bournemouth and Poole Hospitals at which common membership between all organisations in Dorset had been discussed but no agreement was reached.
- A request for Governors support in the forthcoming engagement event in Blandford.

The Council noted the report.

23/18 Reflections from Governor visits

Phil Redford gave feedback from his recent visit to Melcombe Day Hospital in Weymouth and highlighted the wonderful team spirit of the team despite working under pressure.

Alison Fisher gave reflections on her visit to Weymouth Community Hospital where she witnessed impressive inter-agency working. She considered that the issues around sustainable staffing in Linden Unit to be concerning due to the uncertainty about the future of the ward.

Joy Ford informed the Council about her experiences at the Bereavement Café in Sherborne and hoped that such an important voluntary service could be funded as a commissioned service by the Clinical Commissioning Group in future.

The Council noted the feedback.

24/18 Governors Attendance at Training Courses

Terry Purnell gave feedback on the Member and Public Engagement training course he attended on 28 February 2018.

The Council noted the feedback.

25/18 Strategy for Mental Health Services

The Chief Operating Officer delivered a presentation on Strategy for Mental Health Services.

The presentation gave an overview of the;

- Expected changes from the Five Year Forward View;
- The proposed service reconfigurations;
- Mental Health Major Capital Developments;
- The major risks facing the Trust in transforming services;
- The emerging strategic priorities.

After the presentation Governors discussed in groups what they considered to be the main priorities for the Trust and how they would be funded. The following suggestions were made;

Table 1

- CAMHS Service – Funded
- Eating Disorders – Funded
- Perinatal Services – Borrow
- 35 bed at St Ann's – Borrow

Table 2

- Focus on prevention eg Boost community services and infrastructure
- Children's Unit
- Facilitate transition into adulthood
- Rehab services

Table 3

- Alumhurst – Funded
- Eating Disorders – Borrow
- Perinatal service - Borrow
- Learning Disabilities – Borrow

Table 4

- 10 Bed PICU
- Perinatal at St Ann's
- Adult acute services accessible to the west of the County
- 15 bed at Alderney

Table 5

- More adult in-patient beds- Borrow
- Forensic services
- CAMHS and Eating disorders

Table 6

- PICU/ CAMHS
- Forston
- Rehab (not inpatient)
- Alderney

The Chief Operating Officer advised the Council that the table discussions would be used to inform the development of the business case for mental health services. This included the priority investment list and the schemes that would be developed to full business case in 2018/19. This would be discussed by the Board on 23 May 2018.

The Council noted the presentation.

26/18 Draft Quality Account and Report 2017/18

The Council received the proposed response to the Quality Account Report.

The Council noted that the draft Quality Report was sent out to all Governors on 3 April 2018 and at the meeting on 18 April 2018 the Council held table discussions to identify areas of significant comment.

The Council had agreed to set up a sub-group to develop a detailed response and the draft was circulated to all Governors on 27 April 2018. The comments received have been incorporated in the final draft for approval by the Council.

The Council approved the response to the Quality Account.

27/18 Annual Members Meeting

The Council received a report on progress with the Annual Members' Meeting in September 2018.

The Council noted that the Membership Committee had agreed to hold the event at the Lighthouse in Poole. It had also been agreed that the NHS's 70th birthday was a suitable theme for the event and possible speakers for the event were still being sought.

A number of activities were planned and Governors' were urged to feed their ideas to the Lead Governor or the Director of Organisational Development and Participation.

The Council noted the report.

28/18 Members Engagement Event

The Council received a report on the preparations for the event in Blandford on 20 June 2018.

Volunteers were sought to carry out various roles at the event and the following Governors volunteered;

- Stephen Churchill
- Steve Cole
- Karen Loftus
- Terry Purnell
- Sue Howshall
- Pete Kelsall
- Alison Fisher
- Jack Welch

The Council noted the report.

29/18 Council of Governors Regulatory Dashboard

The Chair presented the regulatory dashboard for the Council.

The Council noted that the Trust agency expenditure was within the NHSI ceiling despite the winter pressures experienced.

The Council also noted that staff had shown resilience over the period; however uncertainty still persisted in many services facing closure or loss of beds. This was causing concern among staff and the Council asked for information to be communicated to staff. The Council was advised that the details on the implementation of the CSR, including the workforce plan were still being finalised and would be presented to the Board and then the Council

The Council noted the report.

30/18 Self-certification statements

The Council received a report on self-certification with compliance statements issued by NHS Improvements.

The Council noted that NHS Foundation Trusts were required to self-certify, having had regard to the views of Governors, whether or not they complied with the requirements of the provider licence and various aspects of NHS related legislation. The Trust was required to self-certify that;

- All precautions necessary have been taken to comply with the Trust Licence, NHS Acts and the NHS Constitution (condition G6(3));
- The required governance arrangements have been complied with (Condition FT4 (8));
- The Trust had a reasonable expectation that required resources would be available to deliver commissioner requested services (Condition CoS7 (3)).

An assessment had been made of the arrangements and processes in place in the Trust in respect of each of the three statements. The Audit Committee had considered this information and recommended to the Board that, subject to the

views of Governors, the Trust could self-certify compliance with these statements.

The recommendation of the Audit Committee and the views of the Council would be reported to the Board on 23 May 2018.

With regards to training of Governors, it was noted that Governors would have a further opportunity to discuss this at the development day on 21 June.

The Council;

a) Noted the report;

b) Agreed that the Board should certify compliance with the statements.

31/18 Report from Trust Chair

The Chair reported that the Board had made a decision to convene a Private Meeting on 2 May 2018 to discuss the progression of the Integrated Urgent Care Service tender. The nature of the discussion, which was commercial in confidence, and the turnaround time required for the tender submission, necessitated this decision. The Lead Governor had been advised and Governor attendance at Part 2 meetings would be discussed at the Development Day on 21 June 2018.

The Council noted the report.

32/18 Chief Executive's Report

The Acting Chief Executive (ACEO) gave a verbal update and the following issues were highlighted;

- The results of the recent CQC inspection in which the Trust's rating had been moved from 'Requires Improvement' to 'Good'. The Trust had been rated Requires improvement in the Safety Domain, however not all services had been inspected. The challenge was for the Trust to demonstrate that all services were fully compliant with the requirements of the safe domain;
- The Trust had been moved to Band 1 of the NHSI Oversight Framework. The banding was a rating derived by averaging Trust scores across all Finance metrics in the Single Oversight Framework and meant the Trust was considered to be in the lowest risk segment;
- Work was progressing with the Integrated Care System, however all partners were still to agree on the financial settlement;
- The Retreat Service had opened on 23 April and on the first night three people attended the service. As of week five the service had had a peak at 24 attendees. Work on the development of the hubs was continuing and the Council would be kept informed of developments.

The Council noted the report.

33/18 Annual Report on Non-Executive Directors Visits

The Council received a report on the Non-Executive Director service visits and wider activities. The Council noted that the purpose of the visits was to increase Board to ward assurances and connectivity between the Board and staff.

The Council noted the report.

34/18 Discussion with Chair of the Audit Committee and Reports from the Board Committees

The Chair of the Audit Committee discussed with Governors the role of the Committee and how it supported the work of the Council.

The Committee noted the Chair's reports from the following Board Committees:

- (i) Quality Governance Committee, 14 March 2018
- (ii) Charitable Funds Committee, 14 March 2018
- (iii) Audit Committee, 16 April 2018
- (iv) Mental Health Legislation Assurance Committee, 2 May 2018

The Committee noted the reports.

35/18 Review of the Board Meeting Summary

The Chair presented the Board meeting Summary from the meeting held on 28 March 2018.

The Council noted the Board Meeting Summary.

36/18 Reports from the Council of Governors Membership Committee on 16 April 2018

The Council received a report from the Chair of the Membership Committee highlighting the key issues from the most recent Membership Committee meeting held on 16 April 2018.

The Committee had reviewed the membership profile and noted an increase in public membership. The Committee also reviewed the preparations for the Membership Engagement event in Blandford, the Annual Members Meeting and the content for the next edition of the Members Newsletter.

The Chair encouraged Governors to attend the meetings of the Committee as recent meetings had not been quorate.

The Council noted the report.

37/18 Reports from the Council of Governors Nominations and Remuneration Committee on 18 April 2018

The Council received a report from the Chair of the Nominations and Remuneration Committee highlighting the key issues discussed at the most recent meeting on 18 April 2018.

The Council noted that the Committee had discussed the themes emerging from the Council's 360 feedback of the Chair and the Non-Executive Directors. The feedback would be used in the annual appraisals.

The Council also received a recommendation to approve the appointment of John McBride as Deputy Chair.

The Council;

- a) **Noted the report;**
- b) **Approved the appointment of John McBride as Deputy Chair.**

38/18 Staff Survey Results

The Council received a presentation setting out the results of the Staff Survey for the Trust for 2017. The presentation identified areas where the Trust had performed well, areas for improvement and benchmarking information in respect of similar Trusts. This would be discussed further at the Development day on 21 June 2018.

The Council noted the presentation.

39/18 Election for a Lead Governor and Deputy Lead Governor 2018/19

The Council received the proposed timetables for the election of the Lead Governor and the Deputy. It was noted that the election to the two positions would be after the Council elections in July. The proposed timetable were as follows

Timetable for Election of Lead Governor

3 August	Trust Secretary invites nominations
10 August	Nominations to the Trust Secretary by 12 noon with a 250 word supporting statement by the candidate
10 August	Distribution of ballot paper to all Governors
17 August	Deadline for the receipt of ballot papers (by 12 noon)
17 August	Confirmation of the result to candidates and all Governors
12 September	Reporting of the election outcome at the AMM

Timetable for the Election of a Deputy Lead Governor

24 August	Trust Secretary invites nominations
31 August	Nominations to the Trust Secretary by 12 noon with a 250 word supporting statement by the candidate
31 August	Distribution of ballot paper to all Governors
7 September	Deadline for the receipt of ballot papers (by 12 noon)
7 September	Confirmation of the result to candidates and all Governors
12 September	Reporting of the election outcome at the AMM

The Council approved the timetables.

40/18 Staff Governor Constituencies

The Trust Secretary presented a report proposing that a Task and Finish Group be established to explore the composition of the Staff Governor constituency. It was noted that in the present Council all five Staff Governors were from the admin and

management staff group and there was no representation for clinical staff.

At a recent meeting with the Staff Governors, it had been suggested that there may be merit in reviewing the current organisation of the Staff Constituency to identify whether alternative approaches might lead to Governors being elected from a broader range of staff groups.

The Council

- a) **Noted the report;**
- b) **Agreed to set up a Governor Task and Finish Group to consider the position and to report to the Council in July.**

41/18 Council of Governors Standing Orders

The Trust Secretary presented the Standing Orders which had been reviewed.

The Council approved the Standing Orders.

42/18 Council Development Day

The Chair reported that 21 June 2018 would be a development day for the Council and invited suggestions from the Governors on topics they would find useful.

43/18 Date of Next Meeting

The Council noted that the next meeting of the Council of Governors would be held on 11 July 2018 at the Crown Hotel in Blandford.

Signed

Date

Andy Willis, Chair