

Minutes of the Council of Governors Meeting held at 4.30pm on Thursday 14 December 2017 in the Old Library, Merley House, Merley, Wimborne BH21 3AA.

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

310/17 Welcome and apologies

The Chair welcomed Governors and Board Directors to the meeting and reported the apologies received.

311/17 Minutes

The Council approved, as an accurate record, the minutes of the meetings held on 2 October 2017 and 20 November 2017.

312/17 Matters Arising

The Trust Secretary submitted the matters arising report.

The report was noted.

313/17 Appointment of External Auditors

The Associate Director of Finance presented the report on the procurement process for External Audit Services.

The Council noted that the Trust's existing contract for external audit services was finishing on 31 March 2018 and the Trust had taken the opportunity to work collaboratively with the acute hospitals in Dorset in a joint tender process.

Each organisation was autonomous and responsible for its decision and it was recognised that the appointment of the external auditor was the responsibility of each Trust's Council of Governors.

The Trust had been represented in the tender process by:

- Chris Balfe (Lead Governor);
- John McBride (Audit Committee Chair);
- Peter Rawlinson (Non-Executive Director) – shortlist stage; and
- Matthew Metcalfe (Director of Finance and Strategic Development).

The Panel had considered which of the shortlisted Auditors would best support, advice, stretch and challenge each organisation and the Dorset system over the next three to five years. The evaluation and scores allocated were based on the price and expertise and after questioning and hearing from the suppliers, the Panel recommended KPMG LLP as the Trust's External Auditors for 2018/19, 2019/20 and 2020/21.

At its meeting on 25 October 2017, the Audit Committee had recommended that the Council of Governors approve the appointment of KPMG LLP as the Trust's External Auditors for 2018/19, 2019/20 and 2020/21.

The Council noted that the joint procurement process had realised a net pan-Dorset saving of £44k in the first year and more than £220k over the five year life of the contract.

It was considered that the approach to the joint tender exercise would form the basis for future working together as a system.

The Council:

- a) noted the report;**

b) Approved the appointment of KPMG LLP as the Trust's External Auditors for 2018/19, 2019/20 and 2020/21.

314/17 Service Profile: Children, Young People and Families Services

Kate Harvey, Service Director Children and Young People gave a presentation on the children, young people and family services.

The presentation gave an overview of the services provided by the Trust to children and young people including:

- Health visiting
- School nursing
- School based immunisations
- Paediatric speech and language therapy (SALT)
- Looked after children's nursing (LAC)
- Sexual health

Governors sought clarification as to whether there were robust ways of managing the transition from childhood to adulthood. It was noted that in comparison with national standards, Dorset had better living standards which meant children in the area were able to access better education and good transition into adulthood.

In response to some negative experiences encountered within Asperger's services, it was noted that the system was working to ensure effective integrated support was available to families on diagnosis of Asperger's syndrome.

Governors raised concerns regarding safeguarding issues in the health visiting services and it was noted that all safeguarding issues raised were noted and documented and there was a criteria for escalating issues within the safeguarding team.

Clarification was sought regarding the priorities for identification of support required for homelessness and it was noted that the health visiting teams worked with the local authorities to identify children with the greatest need and requiring support.

Governors asked how the text services worked and it was noted that this was routinely used by young people to find out information on how to access services and in cases where safeguarding issues were identified, these were actively followed up.

The Council noted the presentation and thanked the Service Director, Children and Young People.

315/17 Council of Governors Regulatory Dashboard

The Chair presented the regulatory dashboard for the Council, which had been reviewed by the Board on 29 November 2017.

It was noted that the dashboard summarised performance in respect of the indicators that the Trust was required to report against in the NHS Improvement Single Oversight Framework. It also set out performance in respect of key financial indicators. An assessment had also been made of forecast performance in the next quarter.

The Council noted that the Trust was within the threshold for all the indicators in the dashboard. The Trust was also on target in respect of all the strategic financial indicators with the exception of the capital and cost improvement programmes.

The Council noted the dashboard.

316/17 Report from Trust Chair

The Chair reported that the Trust had been inspected by the CQC and that he and a number of Governors had taken part in the assessment of the well led domain.

The Council noted the report from the Chair.

317/17 Chief Executive's Report

The Chief Executive gave a verbal update and the following matters were highlighted:

- The initial feedback from the CQC inspection had been very positive and staff and everyone involved had been willing to showcase the good work in their areas. The draft report on the inspection was expected in March 2018.
- The Trust would be interviewing for the Director of Nursing and Quality post on 20 December 2017. Three candidates had been shortlisted and the Trust was confident that an offer would be made.
- The interviews for the Medical Director post were on 30 January 2017.
- Work on the Accountable Care System was progressing well and it had been noted that all the recommendations of the Clinical Services Review in respect of integrated community services had not been challenged.
- Discussions were ongoing regarding the system control total. Currently all the Trusts in Dorset were expecting to achieve their individual control totals. Discussions were continuing on the action to take, in the event of one Trust failing to meet its control total.

The Council noted the CEO report.

318/17 Discussion with Chair of the Mental Health Legislation Assurance Committee

The Chair of the Mental Health Legislation Assurance Committee discussed, with Governors, the role of the Committee and how it supported the Council.

The Mental Health Legislation Assurance Committee was a Committee of the Board responsible for ensuring that the provisions of mental health legislation were applied appropriately to each individual patient and that practice was compliant with legislation.

The Committee was also responsible for overseeing the work of the Mental Health Panel members, including their appointment and appraisal.

Panel members had the responsibility of reading reports on a patient's mental state and social circumstances, including care plans and arrangements for aftercare, interviewing and questioning the patient, doctor, social worker/care co-ordinator, nursing staff and sometimes, nearest relative of the patient. They were

paid a sessional fee.

The Chair of the Mental Health Legislation Assurance Committee reported that the Committee had made progress in ensuring compliance with the Codes of Practice and the recent interview with the CQC had been very positive.

The Council noted the report and thanked the Chair of the Committee.

319/17 Review of the Board Meeting Summary

The Chair presented the Board summary from the meeting held on 29 November 2017.

The Council noted the Board summary.

320/17 Reports from the Council of Governors Membership Committee

The Chair of the Membership Committee submitted a report outlining matters discussed at the meetings held on 11 October 2017 and 15 November 2017.

The Chair of the Membership Committee reported that the Trust now had a membership newsletter. A hard copy of the first edition had been sent out to members in October 2017, however due to the costs involved, the Trust would now be sending electronic copies only.

The Committee had set a target of recruiting 1000 members this year and the transfer of staff who left the Trust from staff constituency to public membership would contribute significantly to the target.

A recruitment event had been held at Bournemouth University, targeting students on clinically related courses. However recruitment on Trust sites had not been very successful. The Committee was exploring other methods including using Partner Governor links.

An engagement event would be held in Blandford in early 2018 and a clinician would be invited to talk about managing chronic pain.

The Council noted the report.

321/17 Reports from the Council of Governors Nominations and Remuneration Committee

The Chair gave verbal report on the issues discussed at the Nominations and Remuneration Committee.

The Council noted that the Committee had met to approve the objectives of the Trust Chair and to agree the outcome of the appraisal of the NEDS.

The Chair advised that the Committee had recommended a policy and the principles for NED remuneration and had agreed the appraisal process and timescales for next year. The policy and principles would be submitted to the next meeting of the Council for approval.

In response to a question on the composition of the Committee, the Chair advised that it comprised the Trust Chair, the Lead Governor, two publicly elected Governors; one Staff Governor and one Partner Governor. He reported that the term of office of members of the Committee was coming to an end and the process

for electing a new Committee would be circulated to Governors.

The Council

a) **noted the report;**

b) **Noted that the process for elections to the Nominations and Remuneration Committee would be circulated to Governors.**

322/17 Context for Public and Governor Voices Item at the Council

The Lead Governor drew the Council's attention to the item on the context for the Public and Governor voices and reported that this was to facilitate sharing collective intelligence on what was happening in various constituencies.

323/17 Lead Governor Report

The Lead Governor reported on her recent areas of work.

The Lead Governor drew particular attention to:

- The work of the pan Dorset Governors network which had been initiated by the former Lead Governor;
- The Lead Governor had attended the meeting of the CCG Public Engagement Group;
- Attended the CQC Focus Group on the Well led domain;
- Meeting of the Staff Governors.

The Council noted the report.

324/17 Feedback from Development Day on 16 November 2017

The Lead Governor reported the Feedback from Development Day on 16 November 2017.

The Lead Governor reported that the Development day had been well attended and Governors had found it to be very useful especially the session involving holding Non-Executive Directors to account.

325/17 Reflections from Governor visits

Governors Jack Welch and Vishal Gupta gave reflections on their visits to the Asperger Service at Delphwood and the Pain Clinic in Poole respectively.

326/17 Governors attendance

The Council noted that Governors had recently attended the following events:

- NHS Providers Conference - 7-8 November 2017.
- Effective Questioning and Challenge course 28 November 2017.
- South West Governors' Exchange Network (SWGEM) 28 November 2017, meeting.
- NHS Dorset Clinical Commissioning Group Public Engagement Group.

327/17 Governors NHS email and access to the Trust intranet

The Chair advised Governors who wanted to have NHS email and access to the intranet to give their names to the PA to the Chair by the 12 January 2018.

328/17 General Data Protection Regulation (GDPR) Preparation

The Council noted the new GDPR regime was coming into effect in April 2018 and it was important that the Council be aware of the requirements and preparations in place. It was noted that this would be discussed at the Board meeting in January 2018.

329/17 Patient Inquest

The Council noted that Pebble Lodge had been in the local news regarding a patient inquest. The Chair advised that the details would be made available to the Council when the inquest had been concluded and the Board had discussed the issue.

330/17 Date of Next Meeting

The Council noted that the next meeting of the Council of Governors would be held on 7 February 2018 at Merley House, Wimborne.

Signed

Date

Andy Willis, Chair