

**RATIFIED MINUTES OF THE COUNCIL OF GOVERNORS MEETING
HELD ON WEDNESDAY 9 JANUARY 2019
2.00 – 4.30 PM
CONFERENCE ROOMS A & B, RESEARCH & DEVELOPMENT CENTRE,
KINGSWAY, DERBY, DE22 3LZ**

PRESENT	Margaret Gildea Shelley Comery Rosemary Farkas Angela Kerry Roger Kerry John Morrissey Al Munnien Shirish Patel Rob Poole Kevin Richards Carole Riley Martin Rose April Saunders Kelly Sims Marie Varney Roy Webb Christine Williamson	Non-Executive Director (Chair) Public Governor, Erewash Public Governor, Surrounding Areas Appointed Governor, Derbyshire Mental Health Forum Appointed Governor, Derbyshire Voluntary Action Public Governor, Amber Valley Staff Governor, Nursing Public Governor, Erewash Public Governor, Bolsover and NE Derbyshire Public Governor, South Derbyshire Public Governor, Derby City East Public Governor, Bolsover & NE Derbyshire Staff Governor, Allied Professions Staff Governor, Admin & Allied Support Staff Public Governor, High Peak & Derbyshire Dales Appointed Governor, Derby City Council Public Governor, Derby City West
IN ATTENDANCE	Denise Baxendale Carolyn Green Sam Harrison Geoff Lewins Suzanne Overton-Edwards Amanda Rawlings Leida Roome Anne Wright Richard Wright Andrew Beaumont Dave Waldron	Membership and Involvement Manager Director of Nursing and Patient Experience (standing in for Ifti Majid) Director of Corporate Affairs Non-Executive Director NExT Director scheme Director of People and Organisational Effectiveness Personal Assistant – note taker Non-Executive Director Non-Executive Director Trust Member Trust Member
APOLOGIES	Caroline Maley Jo Foster Ann Grange Gillian Hough Moirra Kerr Lynda Langley Tony Longbone Ifti Majid Jim Perkins Adrian Rimington Karen Smith Gemma Stacey Julia Tabreham Wendy Wesson	Trust Chair and Chair of Council of Governors Staff Governor, Nursing Public Governor, High Peak & Derbyshire Dales Public Governor, Derby City East Public Governor, Derby City West Public Governor, Chesterfield Staff Governor, Admin & Allied Support Staff Chief Executive Appointed Governor, Derbyshire County Council Public Governor, Chesterfield Public Governor, Amber Valley Appointed Governor, University of Nottingham Non-Executive Director Appointed Governor, University of Derby

ITEM	<u>ITEM</u>
DHCFT/GO V/2019/001	<p><u>WELCOME, INTRODUCTIONS, CHAIR'S OPENING REMARKS, APOLOGIES FOR ABSENCE & DECLARATION OF INTERESTS</u></p> <p>Margaret Gildea welcomed all to the meeting and outlined that she would be chairing this meeting on behalf of Caroline Maley.</p> <p>Suzanne Overton-Edwards, who has joined the Trust on placement under the NHS Improvement NExT Director development scheme, which aims to provide experience for individuals wishing to take on NHS Non-Executive Director roles, was introduced and warmly welcomed. Introductions were made.</p> <p>Apologies were noted as above. No declarations of interest were received.</p>
DHCFT/GO V/2019/002	<p><u>SUBMITTED QUESTIONS FROM MEMBERS OF THE PUBLIC</u></p> <p>No questions have been submitted by members of the public.</p>
DHCFT/GO V/2019/003	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The minutes of the previous meeting held on 6 November 2018 were accepted as a correct record.</p>
DHCFT/GO V/2019/004	<p><u>MATTERS ARISING & ACTION MATRIX</u></p> <p>The Council of Governors agreed to close all competed actions. Updates were provided and noted on the actions matrix. All completed 'green' actions were scrutinised to ensure that they were fully complete. There were no matters arising.</p>
DHCFT/GO V/2019/005	<p><u>REPORT FROM GOVERNORS NOMINATIONS & REMUNERATION COMMITTEE</u></p> <p>Sam Harrison presented the report on the Governors Nominations and Remuneration Committee meeting held on 1 November 2018. A verbal update of the meeting had already been given by the Trust Chair to the Council of Governors on 6 November 2018. Regarding the quorum for meetings, the Committee had proposed an amendment of the Terms of Reference to reflect that an equal number of public governors to other governors was satisfactory. This supports the principle that public governors should not be in the minority for any decision making required. The revised Terms of Reference were approved by the meeting.</p> <p>Roy Webb queried whether he would be able to serve as a governor for two separate trusts. Sam Harrison explained that the Trust's Constitution states that governors cannot serve as governors on another NHS foundation trust. Sam Harrison offered to raise this issue with NHS Providers in terms of precedent set by other NHS trusts. Roy Webb was thanked for choosing to support our Trust as a governor.</p> <p>RESOLVED: The Council of Governors</p> <ol style="list-style-type: none"> 1. Noted the content of the presented paper 2. Agreed the revised Terms of Reference. <p>Action: Sam Harrison will raise the issue of individuals being governors for more than one NHS Trust with NHS Providers.</p>
DHCFT/GO V/2019/006	<p><u>QUESTIONS ARISING FROM THE CHAIR AND CHIEF EXECUTIVE REPORTS – DECEMBER 2018</u></p> <p>The meeting received the reports from the Chair and Chief Executive, dated December 2018. Margaret Gildea invited governors to comment on these reports.</p> <p><i>Chair's report:</i> The Council of Governors had no comments to make on the Chair's report.</p>

	<p><i>Chief Executive's report:</i></p> <ul style="list-style-type: none"> - <i>Item 5</i> - Rosemary Farkas asked what measures had been taken by the Trust in preparation for Brexit. Sam Harrison advised that Mark Powell, Chief Operating Officer, is the designated Senior Responsible Officer for the Trust and is overseeing business continuity planning. The Trust's Chief Pharmacist, Steve Jones, has looked in detail at the supply of medicines and is monitoring this in line with national guidance. A staff message outlining the Trust's current position is to be prepared for the week beginning 14 January and this will be circulated to governors for information. <p>Carole Riley asked what measures are in place to ensure that the impact on patients in the Community is mitigated. Carolyn Green advised that both the Commissioners and the GP surgeries are looking into this. There is a Local Resilience Plan, which will be activated if the need arises.</p> <ul style="list-style-type: none"> - <i>New NHS Plan</i> - John Morrissey asked how the new NHS Plan, published on Monday 7 January 2019, will affect the Trust. Carolyn Green advised that once the Trust has finished analysing the plan, a briefing will be published. Several issues mentioned in the plan were already known to the Trust but the timescales for the investment mentioned are disappointing. <p>RESOLVED: The Council of Governors</p> <p>1. Noted and accepted the information provided by the Chair and the Chief Executive in their reports, dated December 2018.</p>
<p>DHCFT/GO V/2019/007</p>	<p><u>NON-EXECUTIVE DIRECTOR DEEP DIVE</u></p> <p>Margaret Gildea provided an overview of the last People and Culture Meeting. The following items had been discussed :</p> <ul style="list-style-type: none"> - <i>Participation in team briefs and team meetings</i> <p>It had been noted that although feedback is positive, this is a two way process and is not fully embedded as yet. Not all staff participate in team briefs/team meetings and the People Services Team will be providing support to managers to encourage this.</p> <ul style="list-style-type: none"> - <i>Inspiring Staff Story</i> <p>The staff story centred around a hugely successful event organised by Claire Fennemore, for service users at Cubley Ward male. Claire organised a sea side holiday event and attracted sponsorship, delivery of sand and donkeys.</p> <ul style="list-style-type: none"> - <i>Board Assurance Framework</i> <p>Discussion had focused on the Board Assurance Framework risk relating to engagement, with debate about risk level. The Committee agreed that this risk should be subject to further focus following the publication of the 2018 staff survey results in March/April.</p> <ul style="list-style-type: none"> - <i>Deep Dive presentation</i> <p>A presentation was given on the Clinical Workforce Strategy – it is intended to re-model the strategy. Work on clinical pathways will be incorporated into this.</p> <p><i>Training compliance</i></p> <p>The ESR e learning programme is not popular with staff, who find it difficult to access. It was therefore suggested to explore taking training to staff and delivering in an integrated way. Mandatory training will be incorporated as much as possible into the induction day.</p>

Marie Varney suggested that the issues relating to training and team meeting/team briefs could be addressed together.

- Sickness absence

Limited assurance was noted by the Committee for the report received on sickness absence. The appraisal documentation has been revised and a report will be presented at the next People and Culture meeting.

Roy Webb noted related work undertaken by Derby City Council and that the rate for return to work interviews had improved from 30% to 80%. It is important that managers should effectively manage their team, which will support a reduction in absence figures.

Rosemary Farkas queried the sickness rate for nurses, which in proportion to other figures, is high. Amanda Rawlings explained that the Peoples Services Team will be looking at all the issues, a review of the whole system will also be undertaken to ensure that the right support is in place. Hotspot areas have already been identified and supported. The cause of sickness, i.e. as to why people are absent, is also known and is reported to the People and Culture Committee. On a positive note, Amanda confirmed that the Trust's recruitment figures are higher in comparison to other mental health trusts.

The Trust has signed its commitment to the Dying to Work Charter and positive support is given to staff.

April Saunders asked whether Health Coaching is used within the Trust. Amanda Rawlings is aware of this, as this has been raised by the STP Committee which the Trust attends.

Andrew Beaumont, Trust Member, asked whether the Trust has the minimum number of doctors, nurses etc. Carolyn Green explained that there are minimum staffing standards for which the Trust is closely monitored. Whilst there are sometimes closures on wards for short periods of time, these are mainly due to Health and Safety issues and not related to staffing.

- Workforce supply

Margaret Gildea was happy to report that the Trust has had a net increase of 100 staff. Work is ongoing to look at difficult to fill posts and monitoring of the situation will continue.

A programme for Leadership and Management Development will be rolled out shortly.

With regards staff recruitment, Christine Williamson asked whether governors, when engaging with Trust members and the public, can signpost possible job applicants to the Trust. Sam Harrison suggested Trust members and the public are referred to the Trust's website where vacancies are advertised. It was noted that Amanda Rawlings is reviewing the Trust's attendance at events in order to promote vacancies and to ensure that relevant information is available and staff are on hand to answer questions.

Kelly Sims queried whether feedback from recruitment events is collated and impact evaluated. Amanda Rawlings confirmed that this is the case and that social media currently seems to be the best platform to encourage recruitment.

Shelley Comery remarked that her term as a Governor will be coming to an end in March this year. However she has enjoyed being a governor and feels that this has stood her in good stead; it provided a structure for her life and has prepared her to start applying for a paid position.

Angela Kerry noted that the appraisals for medical staff are showing at a higher

	<p>rate than other departments and asked whether there is a particular reason for this. Amanda Rawlings responded that medical staff have a formal revalidation process and that appraisal meetings are part of this. As part of the review on the Trust's appraisal process, it is proposed that staff can only progress through the Agenda for Change salary gateway when appraisals have taken place and this is expected to improve appraisal rates across the Trust.</p> <p>No other questions were raised and Margaret Gildea was thanked for her presentation.</p> <p>RESOLVED: The Council of Governors 1. Noted the information given by Margaret Gildea on the Deep Dive.</p> <p><i>Kevin Richards and April Saunders left the meeting at 15.00 hours.</i></p>
<p>DHCFT/GOV/2019/008</p>	<p><u>INTEGRATED PERFORMANCE REPORT – DECEMBER 2018</u></p> <p>The Integrated Performance Report (IPR) provides the Council of Governors with an integrated overview on performance at the end of October 2018. The focus of the report is on workforce, finance, operational delivery and quality performance.</p> <p>It was noted that the Trust continues to perform well against many of its key indicators, with maintenance or improvements continuing across many of the Trust's services, as indicated in the report, which is from the perspective of the NED's Committees.</p> <p>Margaret Gildea invited the NED Committee Chairs to illustrate the use of the information in the IPR in to NED duties.</p> <p>Some items of the report have already been discussed as part of the Deep Dive. Report by Margaret Gildea (reference DHCFT/GOV/2019/017).</p> <p>Richard Wright noted that the report provides information until the end of October 2018. Richard referred to the Trust's Financial Performance and confirmed that the control total is still planned to be met. He was pleased to report that the number of out-of-area placements has now returned to a more normal level, i.e. eight beds.</p> <p>Richard explained that the Cost Improvement Plan has not been fully met and there are ongoing negotiations regarding the contract with commissioners for 2019/20. More money for Mental Health has been promised in the new NHS plan but the Trust needs to monitor that monies flow through to the Trust.</p> <p>Roy Webb asked the following questions:</p> <p>1) <i>Out of area placement</i> – is this because the Trust does not provide the type of accommodation required?</p> <p>In response Carolyn Green advised that psychiatric intensive care unit (PICU) out-of-area placement beds are bought by Commissioners on a case by case basis and are not part of the contract with the Trust. However out-of-area beds are also required when the Trust does not have capacity for contracted adult acute care. The Trust has already contacted Commissioners in order to raise the issue of wanting to increase acute mental health beds to meet the increasing demands from the local population and thus reduce the need for out of area beds. The Trust is also undertaking work to develop revised clinical pathways which aim to mitigate increased demand and improve quality of patient care. Shelley Comery asked for it to be noted that due to the reduced input from Social Services and reduced community support, some cases can escalate and then result in admission. If support was available, this might not become the case.</p> <p>Action: Roy Webb offered to take up the Social Services point made above with Carolyn Green outside of the meeting.</p>

	<p>2) <i>Patient safety alerts</i> – some are not being completed in a timely manner.</p> <p>Carolyn Green noted that the implementation of Patient Safety alerts continue to be monitored.</p> <p>3) <i>Under-reporting of incidents</i> – is there a monitoring process via the Health and Safety Committee in the Trust?</p> <p>As for the under reporting of incidents, Carolyn Green advised that for the last three years the Trust has met its’ targets’ and is coded as “green” on the national NHS database of incident reporting. Staff continue to be encouraged to not only record the incident on the patient record but also via the Datix risk recording system. The Health and Safety Committee monitors this.</p> <p>Angela Kerry raised that there is now a Waiting Well Strategy through the STP Committee. The revised clinical pathways should be designed in collaboration with the wider community, which is seen as vital; Margaret Gildea confirmed that there is indeed collaboration with other stakeholders in the Trust’s development of clinical pathways.</p> <p>Carole Riley asked if the out of area figures included those for young people. Carolyn Green confirmed that these were not included in the reported figures for regulators, but that these were tracked by the Trust.</p> <p>RESOLVED: The Council of Governors</p> <ol style="list-style-type: none"> 1. Considered the content of the paper, as presented from the perspective of the Non-Executive Directors 2. Agreed that through their role the Non-Executive Directors have held the Executive Directors to account.
<p>DHCFT/GO V/2019/009</p>	<p><u>ESCALATION ITEMS TO THE COUNCIL OF GOVERNORS</u></p> <p>No escalation items were raised.</p>
<p>DHCFT/GO V/2019/010</p>	<p><u>GOVERNANCE COMMITTEE REPORT</u></p> <p>Carole Riley presented an update to governors on the meeting of the Governance Committee held on 11 December 2018.</p> <p>Carole confirmed that the Governance Committee has agreed to establish a Task and Finish Group to discuss arrangements for this year’s Annual Members’ Meeting (AMM). Rosemary Farkas, Roger Kerry, Rob Poole and Christine Williamson have agreed to be members of this group – Anna Shaw, Deputy Director of Communications and Involvement and Denise Baxendale, Membership and Involvement Manager will also be involved. Roger Kerry had agreed to lead the group and confirmed that a meeting will be convened and asked Denise Baxendale to organise a suitable date and venue. Denise asked if there were other governors who would like to join this group. It will also be advertised via Governor Connect.</p> <p>In response to a question from Kelly Sims whether the chair for the Governance Committee was still a vacant position, Carole Riley confirmed that it is, along with the deputy chair role, and asked for volunteers. Both Kelly Sims and Christine Williamson expressed an interest in these roles and further discussion will take place outside of the meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Denise Baxendale will publicise the AMM Task and Finish Group in Governor Connect

	<ul style="list-style-type: none"> • Denise Baxendale will arrange a meeting with the AMM Task and Finish Group • Carole Riley, Denise Baxendale, Kelly Sims and Christine Williamson to meet regarding the roles of chair and deputy chair of the Governance Committee. <p>RESOLVED: The Council of Governance</p> <p>1. Noted the report made at the Governance Committee meeting, 11 December 2018.</p>
<p>DHCFT/GO V/2019/011</p>	<p><u>UPDATE ON THE CURRENT STAFF AND PUBLIC GOVERNOR ELECTIONS</u></p> <p>Denise Baxendale presented an update to the Council of Governors on preparations for the current staff governor and public governor elections and to provide assurance on the process being taken.</p> <p>There is currently one staff governor vacancy in the following constituency:</p> <ul style="list-style-type: none"> • Medical. <p>There are currently five public governor vacancies in the following constituencies:</p> <ul style="list-style-type: none"> • Chesterfield – one vacancy • Derby City East – two vacancies • Erewash – one vacancy • Surrounding Areas – one vacancy. <p>Governors are asked to note: the timeline for the elections, the range of actions underway to promote the vacancies and support the activities underway. Posters have been circulated and external parties have been contacted.</p> <p>RESOLVED: The Council of Governors</p> <p>1. Noted the timeline for the elections</p> <p>2. Noted the actions undertaken</p> <p>3. Agreed to promote and support the elections in their own areas.</p>
<p>DHCFT/GO V/2019/012</p>	<p><u>CARE PLANNING UPDATE</u></p> <p>Carolyn Green presented a report on the current information surrounding care planning and the work of the Trust to improve this core requirement.</p> <p>Care Planning is a feature of the new Mental Health Act and of the new NHS Plan. The Trust has 43,000 contacts and it is important that the Care Plan is attached in one place only in the patient’s electronic record. There is ongoing work on this.</p> <p>John Morrissey queried whether there is one system which can cover all stakeholders, i.e. GPs, the Trust etc. in order for records to be shared.</p> <p>Carolyn Green confirmed that we have access to SystemOne, which already allows the Trust to share information with GPs. However, most of the partnership organisations have a different system. The long term plan is to share records on all systems.</p> <p>Roy Webb remarked on the KLOE C2 and specifically the word “involve”. He felt that this should be changed as people should be at the centre of all the Trust does. Carolyn Green agreed with his comment but pointed out that the Trust did not set the wording for these KLOEs.</p> <p>Angela Kerry referred to the mention of Experts by Experience (page 56 overall) and asked what actions had been taken regarding the disinvestments in these. Carolyn Green agreed that she did not support the disinvestment. Contact has been made with the Commissioning Groups and it is understood that they will be re-instating the visits but through Health Watch.</p>

	<p>RESOLVED: The Council of Governors</p> <ol style="list-style-type: none"> 1. Received the information in the paper provided 2. Noted the details of the Care Planning report.
DHCFT/GO V/2019/013	<p><u>CO-PRODUCTION AND SERVICE USER INVOLVEMENT/EXPERTS BY EXPERIENCE</u></p> <p>Carolyn Green provided an update on a project relating to co-production and service user involvement /experts by experience on which she is preparing a proposal paper. Carolyn confirmed that she will be the lead executive and Roger Kerry has agreed to take on the role as independent chair for the project. Carolyn also confirmed that Gareth Harry will be involved in order to connect with STP developments. The project will run as a six month pilot scheme and the first meeting will take place on the 14 January 2019, which will be given over to planning.</p> <p>In response to a query from Kelly Sims as to how this initiative had been received, Carolyn Green confirmed that positive responses had been received from all parties.</p> <p>Carole Riley conveyed her thanks to Carolyn Green for progressing this important initiative. Carole requested an update on the project at a future meeting.</p> <p>Action: Further updates will be provided to the Council of Governors at the next meeting.</p> <p>RESOLVED: The Council of Governors</p> <ol style="list-style-type: none"> 1. Noted the information provided and supported the plan going forward.
DHCFT/GO V/2019/014	<p><u>ANY OTHER BUSINESS</u></p> <p><i>Deep Dive/Margaret Gildea:</i></p> <p>Sam Harrison offered her thanks to Margaret Gildea for her involvement in the Freedom to Speak Up Guardian work as Lead NED for this important initiative.</p> <p><i>Engagement:</i></p> <p>John Morrissey commented that engagement is a difficult part of a governor's role. He explained that the JUCD had set up an Engagement Group in order to engage with the people of Derbyshire, but this has now been wound up. However, a new group has been established and John will be attending their first meeting next month.</p>
DHCFT/GOV/2019/015	<p><u>REVIEW OF MEETING EFFECTIVENESS</u></p> <p>The following was noted:</p> <ul style="list-style-type: none"> • The meeting went very well and was well chaired • Carolyn Green was thanked for attending • The right topics were included in the agenda and discussed • The meeting was well attended. <p>Margaret Gildea thanked all for their comments.</p> <p><i>Roy Webb left the meeting at 16.00 hours and Amanda Rawlings at 16.05 hours.</i></p>
DHCFT/GO V/2019/016	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Date: Tuesday 5 March 2019 Time: 2.00 – 4.30 pm Venue: Conference Rooms A & B, first floor, Centre for Research and Development. Kingsway Hospital Site, Kingsway, Derby DE22 3LZ</p>

<p>DHCFT/GO V/2019/017</p>	<p><u>FOR INFORMATION</u></p> <p>The following documentation was presented to governors for information:</p> <ul style="list-style-type: none"> • Ratified minutes of the Public Board meeting held on 6 November 2018 • Chair’s updated Report as present to the Public Trust Board on 4 December 2018 • Chief Executive’s Report as presented to the Public Trust Board on 4 December 2018 • Governor Meeting Timetable • Glossary of NHS Terms.
<p>DHCFT/GO V/2019/018</p>	<p><u>CLOSE OF MEETING</u></p> <p>Margaret Gildea thanked all those present for their input and attendance and closed the meeting at 16.10 hours.</p>