

## Council of Governors

Notes of the 47<sup>th</sup> Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Thursday 23<sup>rd</sup> February 2017 from 2.45pm to 4.45pm in the Mayfield Suite of Fulwood House, Old Fulwood Road, Sheffield S10 3TH

### Present:

Name	Designation	Name	Designation
Jayne Brown	Chair	John Buston	Public Governor
Adam Butcher	Service User Governor	Debjani Chatterjee	Service User Governor
Tyrone Colley	Service User Governor	Billie Critchlow	Carer Governor
Elaine Hall	Staff Governor	Sylvia Hartley	Public Governor
Sue Highton	Staff Side Governor	David Houlston	Public Governor
Dani Hydes	Staff Governor	Celia Jackson-Chambers	Appointed Governor
Jules Jones	Public Governor/Lead	Pat Molloy	Service User Governor
Toby Morgan	Service User Governor	Cllr Josie Paszek	Appointed Governor
Terry Proudfoot	Service User Governor	Michael Thomas	Young SU/C Governor
Joan Toy	Service User Governor	Susan Wakefield	Appointed Governor

### In attendance:

Name	Designation	Name	Designation
Cllr Leigh Bramall	Non-Executive Director	Faye Mellors	Governor & Membership Officer
Richard Mills	Non-Executive Director	Sue Rogers	Non-Executive Director
Jason Rowlands	Director of Strategy & Planning	Margaret Saunders	Director of Corporate Governance (Board Secretary)
Ann Stanley	Non-Executive Director	Kevan Taylor	Chief Executive
Mervyn Thomas	Non-Executive Director		

### Apologies:

Name	Designation	Name	Designation
Angela Barney	Care Governor	Barbara Bell	Public Governor

Dan Creber	Staff Governor	Deborah Gamsu	Staff Governor
Rosemary de Ville	Public Governor	Mohammed Kwahja Ziauddin	Public Governor
Vin Lewin	Staff Governor	Dr Paul Miller	Staff Governor
CLlr Robert Pullin	Appointed Governor	Lorraine Ricketts	Public Governor
Dr Abdul Rob	Appointed Governor	Sue Roe	Carer Governor
Russell Shepherd	Service User Governor	Dr Leigh Sorsbie	Appointed Governor
Sam Stoddart	Deputy Board Secretary	Janet Sullivan	Appointed Governor

Minute	Item	Action
CoG47/1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone. Apologies were received from Sam Stoddart, Dan Creber, Deborah Gamsu, Paul Miller, Abdul Rob and Sue Roe.</p>	
CoG47/2	<p><b>Declarations of Interest</b></p> <p>No Declarations were made.</p>	
CoG47/3	<p><b>Minutes of the Council of Governors meeting held on 24<sup>th</sup> November 2016</b></p> <p>The minutes were accepted as a correct record.</p>	
CoG47/4	<p><b>Matters arising from the meeting held on 24<sup>th</sup> November 2016 – Action Log</b></p> <p>The Chair noted that the Action Log would be updated incorporating further actions. Under the Action Log, Item 4 Restricted Practices required a bring forward date.</p> <p>In relation to the Community Mental Health Reconfiguration, the Chair informed governors the Board will receive a report at meeting scheduled for 8 March 2017, a report to Council will follow.</p>	Chair/Director of Corporate Governance (Board Secretary)
CoG47/5	<p><b>Governor Feedback</b></p> <p><b>(a) Feedback from governor activities</b></p> <p>Governors were thanked for their reports.</p> <p>Several questions arose from the Mental Health Service Improvement Forum (MH:SIF) paper. It was confirmed attendance would be beneficial including the opportunity to meet a range of service users. Arrangements would be made for interested Governors to attend.</p> <p>The meeting considers the mechanisms utilised by Sheffield City Council (SCC) to commission services and enables an improved understanding of the process. Links with Learning Disabilities Service Improvement Forum (LD:SIF) are in existence with a joint MH and LD SIF planned for 17 March 2017.</p>	Lead Governor

	<p><b>(b) Feedback from Board questions</b> Responses have been provided to all outstanding questions with Governors.</p> <p><b>(c) Performance Overview Group</b> Several governors had attended the last Performance Overview Group (POG) within the feedback reports. The next meeting will be held on 24 May 2017 and all Governors are encouraged to attend and use the opportunity to consider further performance data.</p>	
CoG47/6	<p><b>Report from Nomination and Remuneration Committee (NRC) – Non Executive Director (NED) recruitment process</b></p> <p>The options for the NED recruitment process recommended by the NRC were presented. The preferred option detailed utilisation of the Human Resource (HR) Department of the Trust to support the process as an alternative to an external HR resource.</p> <p>All NEDs are required to work within prescribed parameters. The paper confirmed the Governors make the final decision on the appointment of NED. The report is provided for clarification of the structure of the recruitment process i.e. the administration of rather than the appointment process itself. A current NED confirmed that testing of an applicant to ensure independence is part of the procedure in conjunction with the Fit and Proper Persons process.</p> <p>All Governors have access to the Governwell booklet 'Informing non-executive appointments: a guide for governors' in the induction file.</p> <p>A copy of the booklet can also be found here: <a href="https://www.nhsproviders.org/media/1081/informing-non-executive-appointmentscomp.pdf">https://www.nhsproviders.org/media/1081/informing-non-executive-appointmentscomp.pdf</a></p> <p>The NRC's recommendations were accepted and approved by Council.</p>	
CoG47/7	<p><b>Performance and Strategy</b> Director of Strategy &amp; Planning attended and highlighted areas of interest within the performance report focused upon three areas reflective of national targets.</p> <p>Access waiting times for early intervention had improved throughout the year. This is consistent with the target level of 50% of referrals commencing treatment within two weeks.</p> <p>Delayed discharge was challenging early in the year however is now lower approximately 5% overall.</p>	

Bed pressures, particularly on working age acute wards remained with occupancy rates of approximately 100% and above. It is imperative pathways in place are working effectively, and rates on delays remain low by balancing with other provision and services. Jason referred governors to the Monthly Performance Report for period to end December 2016 for more in depth information.

Clarification of the preferred bed occupancy rate was provided with national evidence suggesting occupancy levels of 85-90%. The Trust could operate effectively at 90% and this is the level the service is intending to reach and maintain. Benchmarking with similar organisations indicated a national average of 98-100% with a number regularly work at 105% and a range maintaining 85-90%. Governors were reminded no service users had been cared for outwith the city within the preceding two and half years due to bed shortages.

Figures for the number of people waiting for a bed or had experienced a cancelled admission were unavailable within the report. People waiting for beds within the crisis house or psychiatric wards are managed within the crisis response and home treatment services. Reporting of this element of service provision will commence shortly as a requirement of the national access standards.

All standards are of concern and reassurances were provided the Board of Directors (BoD) considers all highlighted issues often commissioning reports in to areas of concern. The report reflects the current position as opposed to long standing challenges and it was acknowledged a number of indicators may remain red due to the design.

An area of most concern would be early access to psychotherapy as providing people with the right support at the first episode of psychosis can potentially improve peoples' lives indefinitely, and Governors were encouraged to pursue this with Board.

It was confirmed 95% of delayed discharges are outwith the control of the Trust; impediments are linked to the availability social care assessments or commissioners delaying funding of particularly care packages. Delays may also occur due to either the non existence or limited availability of specialist aftercare support packages.

The Trust had ensured no service users had been cared for outwith the city within the preceding two and half years however approximately 40 - 50 people Sheffield people were currently provided with long term locked rehabilitation out of Sheffield. It



	<p>interest for Governors. It was agreed advice would be sought from the Trust auditors to ascertain the suitability of seclusion incidents or restraint incidents for audit as part of the Quality Report, and the outcome from this would be confirmed to Governors.</p> <p><b>Post meeting note:</b> Following the above report to Governors the advice and view of the auditors has been received and it has been recommended that the audit should focus on restraint incidents. This has been reviewed and confirmed with the Lead Governor, and the Governor selected indicator will be restraint incidents.</p> <p>The Chair thanked the Director of Strategy &amp; Planning for the report.</p>	
CoG47/8	<p><b>Chief Executive's Update</b></p> <p>It was confirmed Sheffield Clinical Commissioning Group (SCCG) had requested the Trust endorse additional levels of savings in addition to the on-going cost improvement programme. This was a reduction in spend on mental health services up to the value of £4million.</p> <p>The Trust had authorised the contract within the normal range of cost improvements. Discussion continue with SCCG and SCC to identify and reduce commissioner spend in mental health. The majority of the savings will be made by reducing out of Sheffield spend. SCCG currently spends approx. £30million plus on direct funding of out of town placements for people with high level continuing health care needs.</p> <p>There is confidence that with SCCG's agreement a number of residents could be returned to Sheffield by providing enhanced support within a reduced cost envelope. By providing these services Sheffield residents would be enabled to return closer to home and continue to receive a quality service. The Trust would benefit by contributing to savings, share the benefits and provide expanded service provision.</p> <p>Governors were informed of a new requirement introduced this year following pressure from mental health providers which means the Trust must agree a statement with the CCG regarding mental health spend and its commitment to five year forward view in mental health. This agreement must be jointly signed and is due imminently. (Post meeting note: Statement jointly signed 24 February 2017) Early indications look positive which provides an additional level of assurance and commitment. Additional information will be provided in due course.</p> <p>It was reported Liaison Psychiatry had received additional monies.</p>	<p><b>Chief Executive</b></p>

	<p>Following the recent Care Quality Commission (CQC) full inspection Governors were advised an initial feedback report had been received and the final version is expected in March 2017. From the initial report many of the areas highlighted, especially relating to the environment, have been addressed.</p>	
CoG47/9	<p><b>Any Other Business</b> The Chair informed the governors of the following;</p> <p>Gill Holt, Carer Governor, has stood down with immediate effect.</p> <p>The official notice of election for the governor elections will be circulated on 1<sup>st</sup> March 2017 with a closing date of 5<sup>th</sup> April 2017. Two information workshops for potential governors are taking place on the 10<sup>th</sup> and 15<sup>th</sup> March 2017. Participation by Governors is encouraged and would be appreciated. Contact Faye Mellors for further details.</p> <p>Assurances were provided that an element of the CMHT reconfiguration would be to improve communication with primary care providers. This may include enabling primary care to consult with mental health professionals to seek referral advice.</p> <p>Governors were informed a presentation regarding the CMHT reconfiguration would be provided at the meeting scheduled for 27 April 2017.</p>	
CoG47/10	<p><b>Chair's announcement to exclude members of the public and press from the remainder of the meeting.</b> In accordance with Section 7.2 of Annex 6 of the Trust's Constitution, members of the public or press to be excluded from the remainder of the meeting on the grounds that publicity would be prejudicial to the public interest or the interests of the Trust by reason of the confidential nature.</p>	
	<p><b>Date and Time of Next Meeting</b> Thursday 27<sup>th</sup> April 2017 in the 7<sup>th</sup> Floor Conference Suite. Lunch: 1pm-1.30pm Governor and NED meeting: 1.30pm-2.00pm Governor pre-meeting: 2.00pm-3.30pm Break: 2.30pm-2.45pm Meeting: 2.45pm-4.45pm</p>	