

Minutes of the 33rd Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Tuesday 7th October 2014 in the Mayfield Suite Trust Headquarters, Fulwood House, Old Fulwood Road, Sheffield S10 3TG

Council of Governors
16 December 2014
Item 3

Present:

Name	Governor Constituency	Name	Governor Constituency
Professor Alan Walker CBE	Trust Chair	John Kay	Lead Governor/Service User
Afrah Alkheili	Public NE	John Buston	Public NW
Dorothy Cook	Public SE	Dan Creber	Staff (Social Work)
Joan Davies	Staff (Psychology)	Cllr Roger Davison	Appointed
Rosemary de Ville	Public SW	Ian Downing	Carer
Elaine Hall	Staff (AHP)	Sylvia Hartley	Public NW
Joan Healey	Appointed (SHU)	Diane Highfield	Staff (Clinical Support)
Gill Holt	Carer	Cllr Adam Hurst	Appointed
Dani Hydes	Staff (Central Support)	Jules Jones	Public SE
Doug McCallum	Service User	Dr Paul Miller	Staff (Medical & Clinical)
Dr Abdul Rob	Appointed (PMC)	Sue Roe	Carer
Tamsin Ryder	Public SW	Russell Shepherd	Service User
Kate Steele	Service User	Janet Sullivan	Appointed (Sheffield MENCAP)
Nev Wheeler OBE	Service User	Professor Peter Woodruff	Appointed (University of Sheffield)

Apologies:

Name	Governor Constituency	Name	Governor Constituency
Teresa Barker	Appointed	Dr Debjani Chatterjee	Service User
Tyrone Colley	Service User	Abbey George	YSU/Carer
Vin Lewin	Staff (Nursing)	Pat Molloy	Service User
Lorraine Ricketts	Public NE	Andrew South	Service User
Clive Clarke	Deputy Chief Executive	Susan Rogers MBE	Non Executive Director

In Attendance:

Name	Role	Name	Role
Anthony Clayton	Non Executive Director	Rosie McHugh	Board Secretary
Cllr Mick Rooney	Non Executive Director	Martin Rosling	Non Executive Director
Sam Stoddart	Deputy Board Secretary	Kevan Taylor	Chief Executive
Mervyn Thomas	Non Executive Director	Karen Jones	PA to Chair
Jason Rowlands	Director of Planning & Performance	Tim Turner	Senior Operational Manager

Members and the public:

Name	Role	Name	Role
Cheryl Watkinson	Membership Manager, RDASH		

Minute	Item	Action
COG 33/1	Apologies and Welcome The Chair welcomed everyone to the 33 rd meeting of the Council of Governors and apologies were noted. The Chair offered a warm welcome to Cheryl Watkinson the	

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	<p>Membership Manager from RDASH who was present to observe. The Chair began by reading out a message of thanks to Council members from Stephanie Pursehouse, former support work staff governor. The message read: "Could you please pass on my thanks to the other Governors and tell them I felt privileged to be part of such a caring, supportive and hardworking group of people. I am so sorry that I could not continue as a Governor but hope that my health may allow it at some point in the future".</p> <p>The Chair informed the members that the Council of Governors appraisal feedback will be on December's agenda. The Chair ran through the governor changes since the last meeting. He was pleased to welcome two new public governors, John Buston (NW) and Rosemary de Ville (SW). We say goodbye to two governors who have resigned, Leon Ballin and Jean-Michel Bellas, both positions will be subject to a by-election. Cllr Mary Lea's replacement will be decided in November and the LA will inform us of its decision. On membership matters the Chair thanked Dorothy, Elaine, Afrah, Tyrone, Debjani, Ian and Sylvia for their help at the All about Depression and Anxiety talk, which saw a huge turnout and was a great success. The Chair reminded everyone of the World Mental Health Day event at the Winter Gardens on Friday and encouraged governor's attendance. The Chair informed the Governors that a letter would be sent out in November asking for two public governor nominations for the Nomination and Remunerations Committee. If more than two governors apply then a vote would take place.</p>	
COG33/2	<p>Declaration of Interest No declarations were made.</p>	
COG33/3	<p>To receive and approve the minutes of the Council of Governors' meeting held on 8th July 2014 The minutes of the meeting held on the 8th July 2014 were agreed as correct.</p> <p>Post meeting amendment: Professor Woodruff was not present for this item and made a request to the Chair post-meeting that the following corrections be made as the minutes were too general and omitted information. The Chair agreed that Professor Woodruff's true statement should be reflected in the minutes and by Chair's action amended suitably.</p> <p>Professor Woodruff felt that his points were not communicated by the phrase "Peter Woodruff questioned the effectiveness of community services" and actually said he was concerned that a reduction in bed numbers had had the effect of raising the threshold for people to be admitted from the community, such that they tended to be extremely unwell before they could be admitted (usually compulsorily on a Section of the Mental Health Act). This had the effect of a) reducing the therapeutic effect of the inpatient environment (as wards are now very disturbed places) and b) increasing the tendency therefore for unwell and needy patients for whom a therapeutic inpatient stay would be appropriate to remain in the community and c) increasing the threshold for people to be sectioned (increasing their risk to themselves and others). This latter point he believes is crucial, and has impacted upon recent tragedies, he suggested. This comment was strongly opposed by directors and non-executive directors at the meeting. Also, Professor Woodruff felt the wording: "Mervyn Thomas voiced his disappointment and 'This is not the case'- is worded as a statement of fact – whereas (in fact) it is Mr Thomas's opinion that countered his own. Professor Woodruff would also like to add that the minutes omitted the contribution from a member of the meeting who agreed with his</p>	

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	concerns.	
COG33/4	<p>Matters Arising from the Meeting Held on 8th Jul 2014</p> <p>(a) Amendment to the Trust's constitution in relation to public membership The Chair confirmed that a vote took place at the Annual Members Meeting and the motion was carried to amend the Trust's constitution to increase the number of governors by one to extend out of Sheffield. Professor Peter Woodruff joined the meeting at this point.</p>	All to note
COG33/5	<p>Sheffield Autism and Neurodevelopmental Service</p> <p>The Chair introduced Tim Turner, Senior Operational Manager, who had been invited along to the meeting to provide an overview of the Sheffield Adult Autism and Neurodevelopmental Service (SAANS). Before he began the Chair paid tribute to John Kay and his contributions to the origins of the service. Tim started with an overview of the service and its background. The Sheffield Adult Autism and Neurodevelopmental Service was the former Sheffield Aspergers Service. The changes came about after the 2009 Autism Act. In 2010 a strategy was developed around this act which was updated in 2014. This strategy aims to raise awareness, join up services and improve project funding. SAANS helps diagnose, support and treat people with suspected Autism Spectrum Disorder (ASD) including Asperger Syndrome and other neuro-developmental conditions including Attention Deficit Hyperactivity Disorder (ADHAD), Dyspraxia and associated speech and language difficulties. Around 1 in 100 people in the UK have an ASD. SAANS can assist clients with obtaining a diagnosis; offering support and advice; help with counselling; referrals and medication to enable people to lead fulfilling lives. SAANS is based at the newly designed facility at the Michael Carlisle Centre. Staffing changes have been implemented to improve the services skill mix and model. The service now has a Manager and Lead Clinician.</p> <p>The service operates locally and nationally, with block contracts in Sheffield and cost per case nationally. Both nationally and locally the current referral rate is 200% against contract. In Sheffield the contract is fixed at 200 referrals for 2014/15 but by September referrals had already reached 184. The current waiting list is 6 months+ for an appointment. Recruitment to the national service is currently underway. The Sheffield contract will be reviewed for the year end. As the service is still new a review of outcome measures at year end will provide a better picture. Tim expressed how this is an exciting time for the service and really positive for its future. He then opened up for questions from the floor.</p> <p>Jules Jones asked how the service would facilitate a client's move from children's to adult's services. Tim agreed to investigate this and get back.</p> <p>Post meeting note: 1: Transition from children's to adult's service: We are establishing links with paediatric services e.g. CAMHS teams and the neuro-disability team at Ryegate. They contact us if they feel someone needs continued involvement from our team and will make a referral if appropriate. We can go to planning meetings for complex clients to ensure smooth transitions. Not everyone who is seen by those services will need to be seen by us though, only those who need further Psychology, Speech and Language Therapy or Occupational Therapy input.</p>	Tim Turner

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	<p>2: Support for people already with a diagnosis: If people in the community have an individual budget they might buy in support from any agency. If they don't have a budget then I am only aware of voluntary agencies/support groups.</p> <p>Dorothy Cook asked if the service supports the Sheffield student population. Jules wished to expand on Dorothy's question and wanted to know where students would access controlled medication and if the service has shared protocols with GPs. Tim explained that the service is a diagnostic service and would not support a student with a diagnosis already. Students will receive support through their University or College and GP or CMHT. SAANS is a diagnostic service only and not intended for long term support, nor has it the means to do so. A six month wait would be problematic for a student so it would be best if they were referred back to a GP or recommended service.</p> <p>John Kay asked if there are plans to bring down waiting times. Tim said this would be taken to back and discussed with the new commissioners during the regular meetings (every 3 weeks).</p> <p>Tamsin Ryder wanted to know if the trend for demand would drop. Tim said that he expected the referral figure to drop but not yet as rates, both local and nationally, are rising.</p> <p>Mick Rooney raised concerns that the spotlight on the waiting list could make commissioners say it's unaffordable. How will we focus commissioners on the waiting times being unacceptable and that the figures are just due to the initial rush. Tim explained that this year's limitations meant the waiting list grew. However, lots of work is going on around this and the follow ups/diagnostic figures were not realistic and would be looked at when the contract is re-visited. Work is ongoing to check efficiency; explore opportunities to expand, and any risks involved. The Chair added that the Executive Director Group have already been asked to look at this and report back to Board. The Chair thanked Tim for his presentation.</p>	
COG33/06	<p>Appointment of Trust's External Auditor The Chair handed over to Martin Rosling. Martin informed the meeting that the Trust's external auditor's contract will expire on 31 March 2015. This contract will go out to open tender with the Council of Governors having the final decision on the auditors for the next 3-4 years. In order to select appropriate auditors a group will be formed involving two governors, three Non Executive Directors, the Financial Director and Deputy, and Contract Manager. The purpose of this group will be to manage the tender process and make recommendations. Help, information and facts will be provided in order to help the group make an informed decision. The group will meet as often as needed but possible as least three times. Martin asked the governors present for any nominations. Ian Downing and Jules Jones put themselves forward. As there was no other governor interest, Council was asked to accept Ian and Jules as their representatives on this group. Council agreed.</p> <p>The Chair thanked Martin and took the opportunity to wish him farewell and thank him for his eight years of service as a Non-Executive and Chair of Audit and Assurance. Martin left the Trust on the 31st October.</p>	<p>J Jones I Downing Agreed</p> <p>All to note</p>
COG33/07	<p>Performance Report Jason Rowlands presented the monthly Performance Report for period to end of</p>	

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	<p>August 2014. Jason made this brief to enable him to expand on the upcoming CQC visit. The performance report numbers remained as previous and Jason was confident looking to the future. Jason said he was comfortable with the actions and arrangements in place to address the 7 day follow up issues. Jason used the remainder of his time to inform governors of the impending CQC visit and how SHSC was preparing. The CQC will be conducting routine inspections to ensure that the Trust is safe, well led, effective, caring and responsive to peoples' needs. The inspections will be undertaken in three visits: hospital and community will be inspected at the end of October; social care at the end of October/beginning of November and primary care in January, February or March. 40-50 Inspectors will undertake the inspections. The inspectors are experts by either experience or profession. The inspectors will split into smaller teams and can make inspections on any day or time including weekends and evenings. As well as the domiciliary visits, they will ask for data, hold focus groups and engage with service users. Comment cards will be available for feedback. After the inspection, the CQC may request any additional information before producing the draft report. A Quality Summit will then be held before the final report is published.</p> <p>Sam Stoddart asked if there would be anything to report by the next Council of Governors in December. Jason said that no report would be available by then but we would have a better understanding of the outcome. Jules Jones said she had experience of Ofsted inspections and wondered if this would follow a similar path with weighted judgements. Jason said the CQC do not have formal categorising and will look at individual services to make their judgements, which will include any improvements deemed necessary. Nev Wheeler asked if we received details of what the CQC will be looking at. Jason said that staff have been provided with advice and asked to familiarise themselves with systems. Peter Woodruff asked if the CQC had provided a menu of data collected; tick list of performance, etc. Jason said the CQC had already requested various documents including copies of reports, policies, minutes etc. These will be used against NHS/national indicators. No doubt whilst visiting the inspectors will ask for more information. John Kay asked if the final report could be used to our advantage during commissioning processes. Jason said that commissioners will be invited to the Quality Summit and any issues shared and used to set the agenda. John asked if the report will breakdown any failings in multi-working teams. Jason explained that the inspectors would only inspect our services and that joint working is good.</p> <p>The Chair asked if anyone had any further questions of the performance report before Jason finished. Adam Hurst made a request for larger type. Jason reassured everyone that thanks to new technology the report layout will improve. The Chair thanked Jason.</p>	
COG33/08	<p>The Chair proposed a motion to hold the next two items in private. The motion was seconded and members, the public and directors left the room.</p> <p>Overseas Contract</p>	
COG33/09	<p>NED Recruitment Process – The Chair presented his confidential report on the selection and appointment process of the Non-Executive Director. He explained that this post is to replace Martin Rosling and needed to be financially qualified. Of the applicants three were appointable. The Chair asked the members to ratify the panel's recommendation to appoint (Patricia) Ann Stanley to the post. Council agreed.</p>	Agreed

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COG33/10	<p>The remainder of the meeting was held in public.</p> <p>Chief Executive's Update – Kevan Taylor informed Council of the Trust winning the Substance Misuse Tender for Opiate and Non-Opiate Drug Services. 111 staff joined the Trust from Sheffield Teaching Hospitals and Turning Point with many commenting on the warm welcome they received. Kevan took the opportunity to thank all the staff involved. He recommended a presentation be delivered on this to a future Council meeting.</p> <p>Kevan reported that the Consultant Psychiatrist (autism/gender) post had been successfully filled.</p> <p>Unofficially Kevan shared the good feedback that had been received following the CQC re-inspection of Cottam Road (Learning Disability Services).</p> <p>Kevan said following the Trust's commitment to becoming a smoke free organisation an implementation plan is being developed. Kevan opened the floor to any questions.</p> <p>Dorothy Cook asked for more information about the pilot triage with community and police. Kevan said some mental health staff are going out with police and that the pilot would be dependent on funding. More information will be provided when available. No more questions were asked. The Chair thanked Kevan for his report.</p>	
COG33/11	<p>Feedback from Governors (Papers 11a, 11b and 11c)</p> <p>Answers to any questions received from governors will be fed back to the next meeting. On 11b Governor questions – Mick Rooney raised concern that Russell Shepherd's question had not been fully answered. Russell agreed that the answer was vague and didn't address his original query and would like to know 'are people being trained that need to be trained?' The Chair recommended that this question be returned for a full answer and suggested that Mick take this forward on Russell's behalf. Jules Jones thanked Clive Clarke for his response to her question re Troubled Families programme. 11c – John Kay feedback from the last Performance Overview Group and reminded governors of the next meeting on 9th December. He encouraged governors to attend or contact him or Sam Stoddart if they wished to raise anything around the Trust's performance.</p> <p>Gill Holt left the meeting.</p>	
COG33/12	<p>Council of Governors Engagement Policy – The Chair asked the Council to receive the paper 'Defining the Relationship with the Board of Directors'. Council received.</p>	Received
COG33/13	<p>Any Other Business</p> <p>No further business was raised so the Chair drew the meeting to a close and thanked everyone for their attendance.</p>	