

## Council of Governors

Minutes of the 49<sup>th</sup> Meeting of Sheffield Health and Social Care NHS Foundation Trust's Council of Governors held on Friday 14<sup>th</sup> July 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 OBE	Chair	Jules Jones	Public/Lead Governor
Liz Donaghy	Public Governor	Mohammed K Ziuiddin	Public Governor
Sylvia Hartley	Public Governor	Adam Butcher	Service User Governor
Debjani Chatterjee	Service User Governor	Tyrone Colley	Service User Governor
Julian Payne	Service User Governor	Terry Proudfoot	Service User Governor
Tammy Raines	Service User Governor	Billie Critchlow	Carer Governor
Rivka Smith	Young Service User/ Carer Governor	Adam Rodgers	Staff Governor
Jonny Sibbring	Staff Governor	Antony Sharp	Staff Governor
Maggie Young	Staff Governor	Mark Gamsu	Appointed Governor CCG
Dr Abdul Rob	Appointed Governor PMC	Cllr Steve Ayris	Appointed Governor
Susan Wakefield	Appointed Governor SHU		

### In attendance:

Name	Designation	Name	Designation
Cllr Olivia Blake	Non-Executive Director	Clive Clarke	Deputy Chief Executive
Phil Easthope	Executive Director of Finance	Harriet Fisher	KPMG
Dr Mike Hunter	Executive Medical Director	Richard Mills	Non-Executive Director
Kokila Patel	Minute Taker	Jason Rowlands	Director of Strategy
Margaret Saunders	Director of Corporate Governance (Board Secretary)	Ann Stanley	Non-Executive Director
Sam Stoddart	Deputy Board Secretary	Kevan Taylor	Chief Executive

## Apologies:

Name	Designation	Name	Designation
Rosemary De Ville	Public Governor	David Houlston	Public Governor
Toby Morgan	Service User Governor	Joan Toy	Service User Governor
Angela Barney	Carer Governor	Sue Roe	Carer Governor
Janet Sullivan	Appointed Governor (Sheffield Mencap)	Cllr Adam Hurst	Appointed Governor
Cllr Josie Paszek	Appointed Governor	Mervyn Thomas	Non-Executive Director

Minute	Item	Action
CoG49/1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting and apologies were noted. New governors were welcomed: Johnny Sibbring, Rivka Smith, Steven Ayris, Mark Gamsu, Adam Rodgers, Anthony Sharpe, Maggie Young, Julian Payne, Tammy Raines and Liz Donaghy.</p> <p>Debra Gamsu has stepped down and Johnny Sibbring has taken Debra's place. Barbara Bell has also stepped down from the 30 June 2017.</p> <p>Debjanee Chatterjee's term of office was ending in August and she was thanked by everyone for her contribution.</p>	
CoG49/2	<p><b>Declarations of Interest</b></p> <p>No Declarations were made.</p>	
CoG49/3	<p><b>Minutes of the Council of Governors meeting held on 27<sup>th</sup> April 2017</b></p> <p><b>page 3</b> - Billie Critchlow queried page 3. Restricted practices should read restrictive practices.</p> <p><b>page 5-</b> Jules Jones sought clarification of the Trust moving to Segment 1. Kevan Taylor confirmed the Trust should be moving to Segment 1 shortly.</p> <p><b>page 10-</b> Jules Jones requested an amendment to page 10.</p> <p>The minutes were accepted as a correct record.</p>	
CoG49/5	<p><b>Governor Feedback</b></p> <p>Terry Proudfoot and Toby Morgan were thanked for their input.</p> <p>Terry gave a feedback in the report regarding the two-day Mental Health Course.</p> <p>Richard Mills requested further information, on behalf of Toby Morgan, in relation to the Sheffield CCG Integrated Personal Vision Workshop. Terry Proudfoot clarified that at the above</p>	



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	<p>explained that the constitution had been revised and the changes provided additional clarity. The Chair noted the reference to the court case involved an ex-governor and acknowledged the learning from the incident which can be discussed as a collective in the future.</p> <p>Chair stated the version of the Constitution presented is the full and correct version and was approved by the Governors.</p> <p>The Chair asked governors to vote to approve the amendments to the constitution.</p> <p>For: 19 Against: 1 Abstained: 0</p> <p>The amendments were duly agreed. In line with the requirements of the constitution, these amendments had been presented and to and approved by the Board of Directors at its meeting of 12<sup>th</sup> July 2017.</p>	<p>Agreed</p>
<p>CoG49/8</p>	<p><b>In accordance with paragraph 43 of the constitution, to</b></p> <p><b>a) Receive the Trusts Annual report including annual accounts for the period 1 April 2016 to 31 March 2017.</b></p> <p>The Chair explained the report format is designed to meet the requirements of a variety of people, agencies and regulators with significant detail statutorily required including the activities of the Trust over the last 12 months.</p> <p>Adam Butcher requested an Executive Summary and easier to read report. Kevan Taylor explained that significant elements of the report were a requirement however an Executives Summary would be beneficial.</p> <p>Jules Jones requested if an ease read version could be produced in the future including an executive summary.</p> <p>Sylvia Hartley requested a hard copy of the report would be useful as the electronic version can be problematic to read. Hard copies available by emailing <a href="mailto:governors@shsc.nhs.uk">governors@shsc.nhs.uk</a></p> <p><b>b) Receive the Trust's Annual Governance Report and the External Assurance Report on the Trusts Quality report 2015/2016 from the Trusts Auditors.</b></p> <p>Harriet Fisher from KPMG presented the External Auditor's report of the Trust's accounts.</p> <p>Cllr Ayers sought clarification regarding the process for</p>	<p>MS</p> <p>MS</p>

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	<p>valuation of Trust buildings and whether valuations are completed in conjunction with other bodies.</p> <p>Phil Easthope responded that valuation is an independent process, working with the current estate needs of the Trust to maximise utilisation and looking at cost improvements and benefits.</p> <p>Terry Proudfoot explained on page 21 of the report the amber indicator suggestions near completeness and sought further explanation of this metric. Harriet Fisher responded by explaining that testing is undertaken in February/March before year end. It was clear that the Trust was categorising patients incorrectly. All should have been in the Care Programme Approach (CPA) category. There was also an anomaly in relation to seven day follow up. Mike Hunter responded stating the accurate picture reflects the Trust over performing to ensure service users receive a quality, timely service.</p> <p>Ann Stanley as Audit Committee Chair reflected the amount of work required to support the audit process by the Trust Finance team who work to a stringent timetable and onerous deadlines. The report by KPMG should give the governors significant reassurance.</p> <p>Jules Jones thanked the governors for the input received regarding restrictive practices.</p> <p>Kevan Taylor informed the governors that the Trust has performed well across the indicators. The Trust no longer implements face down restraint and has worked with an Afro Caribbean Mental Health Project and the Respect Programme to reach and maintain this position.</p> <p>Billie Critchlow requested assurance from Kevan Taylor that the Trust will desist from face down practices in the future. Kevan Taylor responded Trust staff no longer use face down practices with staff trained differently. Mike Hunter added that there had been only one case of a face down incident and this was the preference of the service user, with no other face down cases in the last 18 months.</p> <p>The Chair mentioned that after the Board meeting a number of slides were received from NHS Benchmarking showing a number of indicators from Yorkshire and Humber and nationally relating to patient care and the Trust was performing well.</p> <p>Kevan Taylor informed the governors a draft NHS Benchmarking report is anticipated in October 2017. The</p>	

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	Chair mentioned this would be shared with governors.	KT
CoG49/9	<p><b>To receive the Annual Corporate Governance Statement providing assurance to Governors that the Trust continues to fulfil its Provider Licence conditions.</b></p> <p>Margaret Saunders confirmed the conditions of the Provider Licence have been met. Jules Jones noted for information an email had been circulated requesting feedback regarding Governor training. This contributed to evidencing compliance with the licence conditions.</p>	
CoG49/10	<p><b>Performance Report: to provide assurance to the council of the Trusts financial, operational and compliance performance.</b></p> <p>Phil Easthope, Executive Director of Finance presented the Performance Report.</p> <p>Mike Hunter provided an overview regarding bed occupancy. The governors were informed that within recent months' bed occupancy levels had been demanding. However, this was resolving and the Trust continued to maintain the position of the last three years of no Sheffield resident being accommodated outside Sheffield due to bed occupancy issues.</p> <p>Kevan Taylor added that the data from the benchmarking information confirmed Sheffield has more intensive wards and with highly trained staff and only admit people where necessary to provide the intensive support required.</p> <p>Questions raised:</p> <p>Adam Butcher asked how many other Trusts outside Sheffield are sending service users to Sheffield.</p> <p>Mike Hunter responded that the first priority is to ensure empty bed spaces are available for the people of Sheffield; however the Trust does accommodate and support other Trusts where possible.</p> <p>Terry Proudfoot asked about fluctuations in occupancy and how the confidence of the Trust that when three wards move to 18 beds people will not be sent out of Sheffield. Mike Hunter responded that the Trust has had 49 beds in Sheffield over the last 12 months and is confident this can continue to be managed going forward.</p> <p>Philip Easthope stated bed occupancy is reported as an exception; however, bed occupancy continues to be monitored.</p>	

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	<p>Terry Proudfoot asked about the dip in numbers of people receiving a timely CPA review and whether this was linked to the current reconfiguration process. Phil Easthope explained that getting the process embedded in teams is an issue. The timeframe for the CPA reviews will be two months and the Directorate will provide a progress report to Board to inform.</p> <p>Jules Jones added the dashboard highlights a number of issues across a range subsections in terms of DNA rates, which is also an issue for the directorates. She asked whether there are any plans to improve the figures. Philip Easthope will provide an update following the meeting.</p>	PE
CoG49/11	<p><b>To receive the Trust's Strategy and Strategic Planning Framework 2017-2020 and the Trust's Annual Plan.</b></p> <p>Jason Rowland presented the Trust's Strategy. The Chair explained the strategy is a dynamic document and reflects thinking to June 2017. The Strategy will continue to evolve and governor input was valued in this process with a Board/Governor session planning for October 2017 to progress this.</p> <p>Billie Critchlow requested the pie chart could be adjusted to include the heading in the centre as Service user/carer, not just service user.</p> <p>Sylvia Hartley requested the heading be amended to Family/ Friend or Parent.</p> <p>Jason Rowland responded by emphasising the importance of co- production and collaboration and ensuring support provided to all individuals is captured.</p> <p>Terry Proudfoot referred to page four in the table detailing the delivery of interventions embedded within other services assuming that means IAPT. However, are there other examples?</p> <p>Jason Rowlands provided the example of psychological practices in employment, e.g. employment coaches, and positioning IAPT within the Diabetes services ensures individual needs are met, promoted an integrated approach to services provision.</p> <p>The Chair commented upon the critical work of the IAPT service and it should be a model for all services.</p> <p>Julian Payne provided an example regarding access to COPD nurses and is therefore aware of services such as IAPT and the opportunity access to counsellors.</p>	<p>JR</p> <p>JR</p>

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	<p>Terry Proudfoot referred to page 11 and sought further information regarding measures to improve physical and mental health needs including monitoring in CMHTs.</p> <p>Mike Hunter responded by confirming it is a national requirement to improve performance which is being monitored on a quarterly basis, with a number of electronic measures to check and monitor.</p> <p>Historically physical and mental health needs have been negated and the major drive to integrate them is welcomed. There is a major drive to enhance IAPT services and Sheffield having been awarded 2.2 million to progress this. This will align mental health needs and physical needs across ten medical health conditions.</p> <p>Terry Proudfoot raised the issue of a strategy for transition from CAMHS (Children and Adolescent and Mental Health Teams) to Adult mental Services.</p> <p>Mike Hunter responded there are national performance indicators and the Trust continues to seek improvements to the experiences of young people in the transition between CAMHS to adult mental health services. A project is currently being conducted which involves interviewing young people regarding their experiences to ascertain where improvements can be made. The Trust can and does enable services to be available to under 18's where it doesn't exist elsewhere.</p> <p>Jason Rowlands also confirmed the historic gap between children's and adults services is being addressed in a different ways.</p> <p>At the end of July 2017 a designated place of safety will be available at the Becton Site, where young people can be taken if found by the police in a distressed manner. Kevan Taylor suggested a number of governors meet to consider the issue of transition into different services and to consider meeting with governors at Sheffield Children's Hospital.</p> <p>Maggie Young confirmed the eating disorders service is setting up a transition clinic which is working to achieve a CQUiNN of assessing and treating young people from the age of 16 within 28 days.</p> <p>Jules Jones commended the Trust in utilising resources effectively in challenging financial times.</p> <p>Julian Payne commented that during 18 months in rehabilitation it was evident the transition period becomes difficult as young people who were often using drugs prior to 14/15 years of age.</p>	<p>Council of Governors</p>

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	<p>Young people using rehabilitation services can experience difficulties during.</p> <p>Jason Rowlands confirmed time had been spent with the 911 project which supports people with complex issues, with work commencing to enhance joint working and ensure integrated support is available.</p> <p>Richard Mills referred to page 8 of the Strategy regarding delivery objectives and reassured Governors that NEDS will continue to support executives to ensure the objectives are delivered.</p> <p>The Chair confirmed that progress against objectives will be shared and scrutinised at Board Committees and governors will be kept informed of progress.</p>	
CoG49/12	<p><b>Chief Executive's Update.</b></p> <p>Kevan Taylor announced that the combined authorities of Sheffield City Region have won a bid for £8 million to support the employment – helping people to find and stay in work. This is one of two national pilot sites and the importance of IAPT in this initiative is recognised. It will be subject to a tender process over the coming months and it is anticipated further information will be available later in the year.</p> <p>Jules Jones sought clarification that the Trust would tender for the £8 million.</p> <p>Kevan Taylor confirmed details of the procurement process were awaited.</p> <p>Terry Proudfoot queried if the Service will be available for everybody.</p> <p>Kevan Taylor responded that the Individual Placement Scheme (IPS) is available to everybody with the identified need with referrals from GP's, IAPT etc.</p> <p>The Chair informed the meeting of the Wellbeing Festival on the Thursday 20 July at Fargate in the city centre; Sam Stoddart confirmed the value of this for promoting good mental health and for governors to talk to the public. The Chair thanked everyone involved in this.</p> <p>The Chair reminded the governors to complete a declaration of interest forms and if they had not already.</p>	

Minute	Item	Action
CoG49/13	<p><b>Any Other Business</b></p> <p>SHSC AGM – Tuesday 26 September 2017 at Sheffield United Football Ground Bramall Lane.</p>	All to note
CoG49/14	<p><b>Minutes of the Confidential Meeting held on 27<sup>th</sup> April 2017.</b></p> <p>These were received and approved.</p> <p>The Chair asked if there were any issues to be raised from the Chief Executives Report. There were none.</p> <p>The meeting was closed</p>	Approved