



**Meeting of the Foundation Trust Council of Governors  
Thursday 13<sup>th</sup> July 2017, 12:30- 16:15 (approx.)  
Sycamore House, Lloyd Drive, Ellesmere Port. CH65 9HQ**

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2017/18/23	Welcome, apologies for absence and quoracy	Receive apologies and confirm quoracy.	Verbal	Chair	(1 min) 12:30
2017/18/24	Meeting guidelines	Receive meeting guidelines.	Written guidelines	Chair	(1 min) 12:31
2017/18/25	Declarations of interest	Identify and avoid conflicts of interest.	Verbal	Chair	(1 min) 12:32
2017/18/26	Minutes of the previous Council of Governors Meetings held <b>21st April 2017.</b>	Confirm as an accurate record the minutes of the previous meeting.	Written	Chair	(2 mins) 12:33
2017/18/27	Matters arising & action points	Request and provide updates in respect of ongoing items not elsewhere on the agenda, to ensure progress.	Written	Chair	(5 mins) 12:35
2017/18/28	Business Cycle 2017/18	To note the Council of Governors work plan for 2017/18	Written	Chair	(2 mins) 12:40
2017/18/29	Chair's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chair	(15 mins) 12:42
2017/18/30	Lead Governor's announcements	Lead Governor to update Governors on key issues.	Verbal	Lead Governor	(5 mins) 12:57



Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2017/18/31	Chief Executive's announcements	Announce items of significance not elsewhere on the agenda.	Verbal	Chief Executive	(15 mins) 13:02
2017/18/32	Annual Report, Accounts and Quality Account 2016/17 and Auditors Report to the Governors	To receive Annual Report, Accounts and Quality Account 2016/17	Written	Amanda Latham KPMG Director of Finance	(20 mins) 13:17
2017/18/33	Central and East Cheshire Redesign	To appraise the Governors of progress to date.	Presentation	TBC	(30 mins) 13:37
2017/18/34	Cyber-attack update	To update Governors on recent incident	Presentation and Q&A	Phil Spencer, Head of IT	(20 mins) 14.07
<b>Break (14:27 – 14:37)</b>					
2017/18/35	CWP Forward View update	To update Governors	Presentation	Director of Finance	(45 mins) 14:37
2017/18/36	Annual Council of Governors election update	To update on recent election developments	Written	Corporate Affairs Manager	(10 mins) 15:22
2017/18/37	NICE guidance compliance	To update Governors following previous Governor question	Written	Claire James, Associate Director: Effective Services	(10 mins) 15:32
2017/18/38	Governor updates on recent events (training, conferences etc)	To share information with fellow Governors	Verbal	Governors	(10 mins) 15:42
2017/18/39	Young people/ Young advisers update	<i>Standing Item: To update on Young People initiatives &amp; build stronger links with fellow Governors</i>	<i>No up-date this time – next update September 2017</i>	Katya Smirnova	<i>(0 mins) 15:52</i>

Item No	Title of item	Objectives/desired outcome	Process	Item presenter	Time allocated to item
2017/18/40	Council of Governors Sub-committee/Group minutes/notes  a. Membership and Development Sub Committee held 19 <sup>th</sup> April 2017– Last meeting cancelled – rescheduled for 27th July 2017 b. Scrutiny Sub Committee held 15th June 2017	To review and approve the final minutes of the previous sub group meetings.	Written Minutes/Notes	Governor Sub-Committee Chairs	(5 mins) 15:52
2017/18/41	Governor Question Time	Provide an opportunity for Governors to ask questions	Verbal	Chair / all	(15 mins) 15:57
2017/18/42	Motions or Agenda Items on Notice	To receive 'Motions on Notice.'	Verbal	Chair / all	(2 mins) 16:12
2017/18/43	Review of risk impact of items discussed	Consider any items of particular risk.	Verbal	Chair	(2 mins) 16:14
2017/18/44	Feedback from meeting - review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)	Review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time).	Verbal	Chair / all	(1 min) 16:16
2017/18/45	Date, time and place of next meeting: <b>19<sup>th</sup> September, Sycamore House, 10:00 – 14:00</b>	Confirm arrangements for next meeting.	Verbal	Chair	(END) 16:17



## Meeting Attendees' Guidance, January 2016

Under the direction and guidance of the Chair, all members are responsible for ensuring that the meeting achieves its duties and runs effectively and smoothly.

### Before the meeting

- Prepare for the meeting in good time by reviewing all reports (the amount of time allocated for each agenda item can be used to guide your preparation);
- Submit any reports scheduled for consideration at least 10 days before the meeting to the meeting administrator (using the standard report template);
- Ensure your apologies are sent if you are unable to attend and \*arrange for a suitable deputy to attend in your absence.

\*some members may send a nominated representative who is sufficiently senior and has the authority to make decisions. Refer to the terms of reference for the meeting to check whether or not this is allowable.

### At the meeting

- Arrive on time;
- Switch off mobile phone / blackberry;
- Focus on the meeting at hand and not the next activity or on your emails;
- Actively and constructively participate in the discussions;
- Think about what you want to say before you speak; explain your ideas clearly and concisely and summarise if necessary;
- Make sure your contributions are relevant and help move the meeting forward;
- Respect the contributions of other members of the group and do not speak across others;
- Ensure you understand the decisions, actions, ideas and issues agreed and to whom responsibility for them is allocated;
- Do not use the meeting to highlight issues that are not on the agenda;
- Re-group promptly after any breaks;
- Take account of the Chair's health, safety and fire announcements (fire exits, fire alarm testing, etc).

### Attendance

- Members are expected to attend all meetings and at least 50% of all meetings held each year.

### After the meeting

- Follow up on actions;
- Inform colleagues appropriately of the issues discussed.

### Standards

- All documentation will be prepared using the standard Trust templates. A named person will oversee the administrative arrangements for each meeting;
- Agenda and reports will be issued 7 days before the meeting;
- An action schedule will be prepared and circulated to all members 2 days after the meeting;
- The minutes will be available at the next meeting.

Also under the guidance of the Chair, members are also responsible for the meeting's compliance with relevant legislation and Trust policies, up-to-date versions of which are available on the Trust's website, via the governance team or the Company Secretary.



## Minutes of the Council of Governors Meeting Held on Friday 21<sup>st</sup> April 2017

Florence Nightingale, Sycamore House, Cheshire Oaks Business Park, Lloyd Drive,  
Ellesmere Port, Cheshire, CH65 9HQ

<b>Present</b>	<p>Mike Maier, Chairman (<b>Chair</b>)          Julia Cottier, Service Director – CWP Central &amp; East          Stanley Mayne, Public Governor – Wirral          Ken Edwards, Staff Governor – Nursing          Ann McGrath, Service User and Carer Governor          Gordon (Gus) Cairns, Service User and Carer Governor          Keerthy Raju, Staff Governor – Medical          Phil Gilchrist, Partnership Governor – Wirral Metropolitan Borough Council          Chris Lynch, Service User and Carer Governor          Fergie McQuarrie, Service User and Carer Governor          Anna Usherwood, Service User and Carer Governor/ Lead Governor          Rob Robertson, Public Governor - Cheshire West &amp; Chester/ Deputy Lead Governor          David Bull, Service User and Carer Governor          Brian Crouch, Service User and Carer Governor          Michael Brassington, Service User and Carer Governor          Deepak Agnihotri, Staff Governor – Therapies          Emma King, Service User and Carer Governor          Kathy Bullen, Staff Governor – Clinical Psychology          Keith Millar, Service User and Carer Governor          Richard Agar, Public Governor – Wirral          Pam Smith, Partnership Governor – Western Cheshire Clinical Commissioning          Carol Gahan, Partnership Governor – Cheshire West and Chester Council          Peter Wilkinson, Public Governor – Cheshire East          Philip Mook, Staff Governor – Non-Clinical</p>
<b>In attendance</b>	<p>Melysa Border, Corporate Governance Administrator (<b>Minutes</b>)          Sheena Cumiskey, Chief Executive          Louise Brereton, Head of Corporate Affairs          Suzanne Christopher, Corporate Affairs Manager          James O’Connor, Non – Executive Director          David Harris, Director of People and Organisational Development          Edward Jenner, Non – Executive Director          Tim Welch, Director of Finance / Deputy Chief Executive          Katya Smirnova, Participation Development Worker          Avril Devaney, Director of Nursing, Therapies &amp; Patient Partnership,</p>
<b>Apologies</b>	<p>Mike Robinson, Public Governor – Cheshire West and Chester          Robert Walker, Public Governor – Cheshire East/ Deputy Lead Governor          Gladys Archer, Service User and Carer Governor          Jill Doble, Staff Governor – Therapies          Janie Shaw, Staff Governor – Nursing          Graham Pollard, Partnership Governor – Universities          Charlotte Arrowsmith, Service User and Carer Governor          Sean Boyle, Partnership Governor – Staffside          Iain Stewart, Partnership Governor – Wirral Clinical Commissioning Group          Liz Durham, Partnership Governor – Cheshire East Council          Group          Andrea Campbell, Non – Executive Director          Rebecca Burke-Sharples, Non – Executive Director</p>



Item No	Title of item	Action by
2017/18/1	<p><b>Welcome, apologies for absence and quoracy</b></p> <p>The meeting was agreed as quorate. Apologies were noted as above.</p>	
2017/18/2	<p><b>Meeting guidelines</b></p> <p>The meeting guidelines were agreed.</p>	
2017/18/3	<p><b>Declarations of interest</b></p> <p>Mike Maier &amp; NED's James O'Connor &amp; Edward Jenner declared an interest in item 17/18/10.</p>	
2017/18/4	<p>Minutes of the previous Council of Governors Meetings held <b>19<sup>th</sup> January 2017.</b></p> <p>Minutes from the last meeting required two amendments</p> <ul style="list-style-type: none"> <li>• Page 2 Item 2016/17/93 – Change to the wording sub-committee</li> <li>• Page 4 Item 2016/17/111 – Change to the wording for responsible officer.</li> </ul>	
2017/18/5	<p><b>Matters arising &amp; action points</b></p> <p>The following items have been closed on the action log.</p> <p>Item 2016/17/26 - The Council of Governors to receive an update report on sending patient letters via email, once the pilot phase is complete.</p> <p>Item 2016/17/96b - Andy Styring to respond to Gus Cairns query regarding the contract and premises at Blacon Healthy Living Centre.</p>	
2017/18/6	<p><b>Business Cycle 2017/18</b></p> <p>Business Cycle was noted.</p>	
2017/18/7	<p><b>Chair's announcements</b></p> <p>Announcements given by Mike Maier were:</p> <ul style="list-style-type: none"> <li>• Involvement in formation of system transformation plans in East and West</li> <li>• Visiting our services</li> <li>• Well-Led review <ul style="list-style-type: none"> <li>○ NW Leadership Academy with Jim</li> <li>○ NHSI London</li> </ul> </li> <li>• Briefings STP and MH Network Forum conference – London</li> </ul> <p><b>A. Mental Health Network Conference</b></p> <ul style="list-style-type: none"> <li>• Secretary of state for health Jeremy Hunt stressed the Prime Minister is committed to working on supporting Mental Health.</li> <li>• Recognised progress – cited police Triage; IAPT</li> <li>• Global awakening of power of Mental Health provision versus 40 years ago, thought then as incurable.</li> </ul>	

Item No	Title of item	Action by
	<p><b>B. Funding</b></p> <ul style="list-style-type: none"> <li>• National: historically very low increases in overall funding 1.3% this year and 0.4% next year</li> <li>• Spending on Mental Health in 2015/16 lower than in 2010/11</li> <li>• Mental Health not seeing 13.1% of CCG budget as has been directed.</li> </ul> <p><b>C. Mental Health spend supported by health economics</b></p> <ul style="list-style-type: none"> <li>• Presentation at the Mental Health Network conference, outlined the compelling case for investment in Mental Health to <ul style="list-style-type: none"> <li>○ save overall spending in health and social care</li> <li>○ gain real benefits to physical health and overall well-being</li> <li>○ especially true in Early intervention; Liaison Psychiatry and helping those with severe MH conditions back into work</li> </ul> </li> </ul> <p>It was noted that 50% of all inpatients in acute hospitals have co-morbid problems of depression; dementia or delirium.</p> <p><b>NHS 5 Year Forward View</b></p> <ul style="list-style-type: none"> <li>• Published end March</li> <li>• CEO's blog discusses this update from original plan of Oct 2014</li> <li>• And what is still required</li> <li>• Priorities include strengthening access to GPs and Primary Care services, cancer and mental health</li> </ul> <p><b>Well-Led Review</b></p> <p>The CWP well-led governance review has recently concluded. Undertaken jointly by AQUA and Mersey Internal Audit Association (MIAA) following a tender process in September 2016, the review work was carried out principally between November 2016 and January 2017.</p> <p>The Board of Directors meeting in March 2017 formally received the conclusion to the review. It was also presented this to the Governor Scrutiny committee last week.</p> <p>The review report is structured in line with the four domains examined as part of the review – strategy and planning; process and structures; capabilities and culture; and measurement. Within each domain, both good practice and improvement themes are noted.</p> <p>It also referred to the CoG:</p> <p><i>"Secondary governance arrangements, in particular, the operation and effectiveness of CoG, is very strong and reflects the investment of time by the leadership team in training, support and relationship building".</i></p> <p><b>CWP launches Person Centred Framework</b></p> <p>This was presented by Rebecca Burke-Sharples at the last meeting, as</p>	

Item No	Title of item	Action by												
	<p>Rebecca sent apologies to this meeting Mike provided an update on her behalf.</p> <p>We have been introducing our new Person Centred Framework to colleagues across CWP.</p> <p><i>“Person-centredness: connecting with people as unique individuals with their own strengths, abilities, needs and goals.”</i></p> <p>Members of our executive and non-executive team - alongside staff from our Communications and Engagement and Patient and Carer Experience teams - have been visiting services throughout our footprint to share ideas around person centredness.</p> <p>Mike advised that he has recently visited Rosewood Ward, where he had met with staff and patients to discuss what person-centredness means to them. Mike reported that this was an illustration that, as the Health Secretary's stated; the most inspiring people are front line Mental Health staff.</p> <p><b>Key highlights for CWP since we last met:</b></p> <p><b>CWP No.1 for staff satisfaction</b> The Trust has now received the results of its most recent staff survey, and has been ranked top of the national league table for all mental health, learning disability and community NHS Trusts.</p> <p>Compared with last year, the trust has recorded improved scores in 63 areas and has made more than 20 'significant improvements'. Most importantly, more staff than ever would recommend the Trust as a place to work or receive care.</p> <p><b>Armed Forces Covenant Employer Recognition Scheme (ERS)</b> Finally, we have achieved the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme (ERS) on the back of our commitment to supporting Reservists and wider Armed Forces family. Well done to Julia Cottier (Service Director – East Cheshire) and all involved.</p>													
2017/18/8	<p><b>Lead Governor’s announcements</b></p> <p>Anna Usherwood provided a reminder to all governors of the dates for the Locality Forums.</p> <table border="1" data-bbox="352 1711 1283 1986"> <tbody> <tr> <td>Locality Forum - West</td> <td>28/04/2017</td> <td>10:00 - 12:00</td> <td>Board Room, Redesmere</td> </tr> <tr> <td>Locality Forum - Wirral</td> <td>10/05/2017</td> <td>13:00 - 15:00</td> <td>Meeting Room 1, Stein Centre, St Catherine's Hospital</td> </tr> <tr> <td>Locality Forum - East</td> <td>25/05/2017</td> <td>10:00 - 12:00</td> <td>Multi-function Room, Jocelyn Solly House, Macclesfield</td> </tr> </tbody> </table> <p>Anna also raised a plea to all governors to promote the Governor elections within their own constituency.</p>	Locality Forum - West	28/04/2017	10:00 - 12:00	Board Room, Redesmere	Locality Forum - Wirral	10/05/2017	13:00 - 15:00	Meeting Room 1, Stein Centre, St Catherine's Hospital	Locality Forum - East	25/05/2017	10:00 - 12:00	Multi-function Room, Jocelyn Solly House, Macclesfield	
Locality Forum - West	28/04/2017	10:00 - 12:00	Board Room, Redesmere											
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Locality Forum - East	25/05/2017	10:00 - 12:00	Multi-function Room, Jocelyn Solly House, Macclesfield											



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2017/18/9	<p><b>Chief Executive's announcements</b></p> <p>Announcements provided by Sheena Cumiskey were:</p> <ul style="list-style-type: none"> <li>• Accountable Care and what it means.</li> <li>• Transformation plan and what it means for CWP in each locality</li> <li>• Update on CQC &amp; CWP</li> <li>• CQC's announced visit to Westminster Surgery 25<sup>th</sup> April 2017</li> </ul>	
2017/18/10	<p><b>Non -Executive Directors:</b></p> <p><i>James O'Connor left the room for the next item due to a declaration of interest. Rebecca Burke-Sharples was not in attendance.</i></p> <ul style="list-style-type: none"> <li>• <b>Reappointments – this item was introduced by Anna Usherwood (Lead Governor)</b></li> </ul> <p>Non-Executive Directors (NEDs) Jim O'Connor and Rebecca Burke-Sharples will shortly be concluding their first terms of office with the Trust. Each will have served their first three year tenure and are therefore eligible for a second term of office. Both Non-Executive Directors have confirmed that they are seeking reappointment. The Nomination and Remuneration Committee had recently considered the above and recommended to the Council the re-appointment of both NEDs.</p> <p>It was agreed by the Council of Governors that both James O'Connor and Rebecca Burke Sharples will be reappointed as Non-Executive Directors for a further 3 years.</p> <p><i>The Chair and other Non-Executives left the room for the next item due to their declaration of interest.</i></p> <ul style="list-style-type: none"> <li>• <b>Remuneration - this item was introduced by Anna Usherwood (Lead Governor)</b></li> </ul> <p>Following review, the Nominations and Remuneration Committee wish to propose to the Council of Governors that the Chairman and the Non-Executive Directors are awarded a pay increase of 1% in line with the staff pay award for this year (wef 1<sup>st</sup> April 2017). The Committee also propose that remuneration for the Chairman and the Non-Executive Directors is reviewed on an annual basis via the Nominations and Remuneration Committee.</p> <p>It was agreed by the Council of Governors that all Non-Executive Directors will receive a 1% increase in pay which is line with the staff pay increase.</p>	
2017/18/11	<p><b>Approval of Locally Selected Indicator for 2016/17 Quality Account audit</b></p> <p>Report was noted.</p>	

Item No	Title of item	Action by
2017/18/12	<p><b>Five Year Forward View update and CWP response</b></p> <p>Tim Welch and Sheena Cumiskey gave a joint presentation on CWP forward view planning for the next 5 years. The following topics were covered in the presentation:</p> <ul style="list-style-type: none"> <li>• The national Context</li> <li>• Developing CWPs strategy</li> <li>• Financial planning update</li> </ul>  <p>171812 COG CWP Forward View slide pa</p>	
2017/18/13	<p><b>Update on Nicotine Management policy</b></p> <p>Glenda Bryan and David Appleton gave a join presentation on Nicotine Management Policy and implementing it within CWP.</p>  <p>171813 - CWP Smoke free</p>	
<b>Lunch Break (1302 – 1330)</b>		
2017/18/14	<p><b>Central and East Cheshire Redesign</b></p> <p>Julia Cottier provided an update on Central and East Cheshire Redesign and asked the Council of Governors to note the report. The report updated governors on progress around the proposed redesign of mental health services in South and East Cheshire.</p> <p>The report was noted.</p>	
2017/18/15	<p><b>Young Advisors – Update following Take Over Day</b></p> <p>Katya Smirnova provided an update on the Young Advisors Takeover Challenge. The day included market stalls, person-centred gingerbread decorating and a person centred art project.</p> <p>It was noted that an issue at the main event this year was that a large part of the question time to the panel was dominated by adults. As part of the feedback, it was noted that:</p> <ul style="list-style-type: none"> <li>• Adults attended who had not been formally invited to the event</li> <li>• Although there were good points made by the adults, the question time was intended for young people. This meant that some young people’s questions were left unanswered.</li> <li>• This may have been intimidating for the young people who may then have been hesitant to speak up.</li> </ul> <p>These problems were raised by young people in the Listen Up groups, using the feedback tree and at the following CYP IAPT Participation, Engagement and Digital Access Sub-Group.</p>	

Item No	Title of item	Action by
	<p>Despite the above the overall feedback was positive and the takeover days have grown from strength to strength. This event will be repeated again next year.</p>	
2017/18/16	<p><b>Governor Elections</b></p> <ul style="list-style-type: none"> <li>• <b>Preparation for 2017 election</b></li> <li>• <b>Planning for Lead Governor role</b></li> </ul> <p>Suzanne Christopher asked for all Governors to promote the Governor elections within their own constituency. It is proposed that the election commences in early May 2017 and is called at the end of July 2017. This will ensure the election process is complete before the high holiday season and in plenty of time prior to our scheduled Annual Members Meeting (5<sup>th</sup> October 2017). However, it was also noted that given the news of the General Election now being called, the team were taking advise in respect of the timing of the Governor Election. Governors would be up-dated accordingly.</p> <p>There are currently 11 seats:</p> <ul style="list-style-type: none"> <li>• x6 – Public Seats</li> <li>• x3 - Service User / Carer Seats</li> <li>• x2 - Staff Governor Seats</li> </ul>	
2017/18/17	<p><b>Council of Governors Sub-committee/Group minutes/notes</b></p> <ol style="list-style-type: none"> <li>a. <b>Membership and Development Sub Committee held 13<sup>th</sup> February 2017 (draft)</b></li> <li>b. <b>Scrutiny Sub Committee held 9<sup>th</sup> February 2017 (approved)</b></li> <li>c. <b>Nominations Committee – held 9<sup>th</sup> March 2017 (draft)</b></li> </ol> <p>Minutes to the above meetings were noted.</p>	
2017/18/18	<p><b>Governor Question Time</b></p> <p>Gordon Cairns (Service User / Carer Governor) asked the following:</p> <p><b>Is there any post diagnosis help provided by CWP for adult and older people diagnosed with Asperger’s Syndrome / ASD? If so, what is available and how easy is it to access these services (i.e. is this clear on our website etc?)</b></p> <p>During the meeting, it was confirmed that the current position remains that there is no service commissioned from Cheshire and Wirral Partnership NHS Foundation Trust for Autistic adults without learning disability post-diagnosis unless they have another disorder reaching threshold criteria for another service. Therefore, they only get the service for the comorbid condition (but should be with reasonable adjustments for their Autism). In a very small number of cases there have been bespoke arrangements commissioned on a person by person basis from CWP by commissioners but these are very rare.</p> <p>There are therefore no services on the website for post diagnostic services as none currently exists.</p>	

Item No	Title of item	Action by
	<p>Autistic people should be able to access any service as for neurotypicals if they meet the access criteria for that service.</p> <p>The various Autism strategy groups (which are commissioner led) and commissioners themselves are aware of these issues and gaps and it does come up on agendas at such meetings but as a provider CWP can only offer services which are commissioned.</p> <p>Since 1<sup>st</sup> April 2017 CWP CRAC ASD service is now the providers of adult Autism Diagnostic assessments for all 5 CCGs in CWP footprint. Each CCG has commissioned a fixed number of assessments per year which CWP will deliver. The service is led by Clair Jones, Strategic Lead for Complex care and the lead Consultant Psychiatrist is Dr Ian Davidson.</p> <p>Keith Millar had an extensive question around the Nicotine Policy, it was agreed that Avril Devaney Director of Nursing, Therapies &amp; Patient Partnership and Keith would pick this up outside of the meeting.</p>	
2017/18/19	<p><b>Motions or Agenda Items on Notice</b></p> <p>The deputy Chair is required to chair one Council meeting per annum and therefore, James O'Connor will chair the next meeting in July.</p>	
2017/18/20	<p><b>Review of risk impact of items discussed</b></p> <p>There were no items noted as a risk.</p>	
2017/18/21	<p><b>Feedback from meeting - review the effectiveness of the meeting (achievement of objectives/desired outcomes and management of time)</b></p> <p>None</p>	
2017/18/22	<p><b>Date, time and place of the next meeting:</b>  <i>13<sup>th</sup> July 2017, Sycamore House, 12 noon – 4pm</i></p>	

### Council of Governors Action Log

Meeting date	Ref	Action	By whom?	By when?	Progress Update/ Evidence/ Assurance	Status
19/01/2017	2016/17/114	MIAA Governor Effectiveness review and recommendations - Questionnaire to be re-issued to the Council.	Corporate Affairs Team	April 2017	Cirulated to Governors	Closed

No:	Agenda Item	Executive Lead	21/04/2017	13/07/2017	19/09/2017	19/12/2017	18/01/2018
<b>Matters of Governance</b>							
1	Announcements: Chief Executive Governor	Chair Lead Chief Executive Lead Governor	✓	✓	✓	✓	✓
2	2017/18 Business Cycle	Chair	✓	✓	✓	✓	✓
3	Action schedule	Chair	✓	✓	✓	✓	✓
4	Receive CoG Annual Report 2016/17 (Work of council, review of business cycle use and effectiveness of meetings (survey) and Governors attendance at Council meetings)	Head of Corporate Affairs		✓			
5	Receive minutes of the Scrutiny subcommittee	Chair of subcommittee	✓	✓	✓	✓	✓
6	Receive minutes of the Membership subcommittee	Chair of subcommittee	✓	✓	✓	✓	✓
7	Receive minutes of the Nominations and Remuneration Committee	Chair	✓	✓	✓	✓	✓
8	Board of Director to Council of Governor meeting	Chair				✓	
9	Governor Q&A sessions	Chair	✓	✓	✓	✓	✓
<b>Strategy and Planning</b>							

10	Operational Plan 2017- 2018 submission	Director of Finance	✓				
11	CWP forward view planning	Director of Finance		✓		✓	
<b>Constitutional and Compliance</b>							
12	Receive the Trust's Annual Accounts and Auditor reports on them and the Annual Report 16/17	Director of Finance		✓			
13	To Note the Draft Quality Accounts 16/17 for Year and Agree Locally Selected Indicator	Medical Director	✓ Indicator	✓ Quality Accounts			
14	Review and approval of Council policies as per review cycle	Head of Corporate Affairs	✓	✓	✓	✓	✓
<b>Working with Non Executive Directors</b>							
15	Annual Senior Independent Director Led meeting and plans for Chair's appraisal	Senior Independent Director			✓		
17	Appointment of Non Executive Director	Chair				✓	
<b>Working with Members</b>							
18	Annual Election planning	Head of Corporate Affairs		✓			
19	Annual review of the Membership (Involvement) Strategy	Head of Communications and Engagement			✓		



**REPORT DETAILS**

<b>Report subject:</b>	Annual Report and Accounts 2016/17
<b>Agenda ref. no:</b>	17/18/32
<b>Report to (meeting):</b>	Council of Governors
<b>Action required:</b>	Discussion and Approval
<b>Date of meeting:</b>	13/07/2017
<b>Presented by:</b>	Director of Finance

<b>Which strategic objectives this report provides information about:</b>	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	Yes
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	Yes
Improve quality of information to improve service delivery, evaluation and planning	Yes
Sustain financial viability and deliver value for money	Yes
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	Yes
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	Yes
35T	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy. CWP policies – policy code FR1	No
35T	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
In line with the Trust constitution, the Annual Report, Accounts and the report of the Auditor on them must be submitted to the Council of Governors. This report outlines and the approval process for the document and highlights some of the main points of it. It complements the presentation to the Council of Governors by KPMG.

<b>Background – contextual and background information pertinent to the situation/ purpose of the report</b>
The process of writing and approving the Annual Report and Accounts is summarised below;
<b>May 2017</b> – Audit Committee and Board approval of Annual Report, Accounts and Quality Account
<b>May 2017</b> - Documents submitted to NHS Improvement
<b>June 2017</b> – Document submitted to Parliament and laid before Parliament (laid 29 <sup>th</sup> June 2017)
<b>July 2017</b> - Document shared with Council of Governors
<b>October 2017</b> - Annual Report, Accounts and Quality Account 2016/17 will be formally received at Annual Members Meeting.



## Assessment – analysis and considerations of options and risks

The Trust's external auditor (KPMG LLP) issued the following opinions to the Trust following the 2016/17 external audit:

- For the Financial statements and Use of Resources audit, clean, unqualified opinions have been issued.
- For the Quality Account, clean opinions have been issued for the audit of content and indicators.

The Independent auditors' report to the Council of Governor can be found on page 82 of the Annual Report, Accounts and Quality Account.

Some of the key highlights of the document are as follows:

### Financial and Operational Performance

- Rated as a 2 for Use of Resources (on a scale of 1-5 where 1 is lowest risk and 5 is highest risk)
- Rated as a Segment 1 Trust (on a scale of 1-5 where 1 is lowest risk and 5 is highest risk)
- Achievement of Trust control total for 2016/17
- A closing year end cash balance of £9.5m
- Increased income by 0.6% however offset by national inflator of 1.1% applied to contract income

### Membership and involvement

- At the end of March 2017 the Trust had 14,466 members.
- In the last year, 13 new people have signed up to involvement. There has also been a greater interest in people seeking to become governors.
- CWP is the first NHS Trust to have a group of Young Advisors; young people who are involved in local decision making and improving services.

### Some other key achievements

- Further improvements recognised by the CQC during their re-inspection of the Trust in October 2016.
- Ancora House Opened providing a state of the art centre for young people.
- CWP was ranked at the top of a league table for all mental health, learning disability and community Trusts based on feedback from staff who took part in the 2016
- New nursing associate pilot programme, with eight placements at CWP.
- Launch of person centred framework with a range of tools and approaches to practically apply person-centredness in all we do.

An infographic summary of the Annual Report, Accounts and Quality Account 2016/17 is currently in development and will be available at the Annual Members Meeting on 5<sup>th</sup> October 2017 and on [www.cwp.nhs.uk](http://www.cwp.nhs.uk) thereafter.

## Recommendation – what action/ recommendation is needed, what needs to happen and by when?

The Council of Governors are asked to **note** the Annual Report, Accounts and Quality Report 2016/17.

<b>Who/ which group has approved this report for receipt at the above meeting?</b>	Louise Brereton, Head of Corporate Affairs	
<b>Contributing authors:</b>	Suzanne Christopher, Corporate Affairs Manager	
<b>Distribution to other people/ groups/ meetings:</b>		
Version	Name/ group/ meeting	Date issued
1	Council of Governors	35T
<b>Appendices provided for reference and to give supporting/ contextual information:</b> <i>Provide only necessary detail, do not embed appendices, provide as separate reports</i>		
Appendix no.	Appendix title	
1	Annual Report, Accounts and Quality Account 2016/17	



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Governor Elections – Summer 2017
<b>Agenda ref. no:</b>	17/18/36
<b>Report to (meeting):</b>	Council of Governors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	13/07/2017
<b>Presented by:</b>	Suzanne Christopher – Corporate Affairs Manager

<b>Which strategic objectives this report provides information about:</b>	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	Yes
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	Yes
Improve quality of information to improve service delivery, evaluation and planning	No
Sustain financial viability and deliver value for money	No
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people’s needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	Yes
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
35T	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy. CWP policies – policy code FR1	No
35T	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
The purpose of this report is to provide an up-date on the current Annual Governor Election to the Council of Governors.

**Background – contextual and background information pertinent to the situation/ purpose of the report**

The election process commenced on the 12<sup>th</sup> June 2017, and the deadline for nominations was the 27<sup>th</sup> June 2017. For this year’s campaign we had 13 available seats as follows:-

- x6 – Public Seats
- x4 - Service User / Carer Seats
- x3 - Staff Governor Seats

In collaboration with our Communications Team and our Patient and Carer Experience Team the election was promoted via CWPeople, CWP Essential, Postcards that were posted directly to Members, Postcards that were emailed directly to Members, several communications sent via the Membership data base to inform and remind, communications sent to various staff groups and external colleagues requesting that they promote within their teams and services, tweets via the Trust web site, information posted on the Trust Website, and requests to our current Governors to promote within their own constituencies.

On the whole the election campaign has proved to be a success. Nominations are now confirmed and published on our website. For the available Public Cheshire East Seats and the Service User Carer Seats we have uncontested elections. For the available Public Cheshire West and Chester Seats, the Public Wirral Seat and the Public Out of Area Seat, we have contested elections. The notice of poll will be issued on the 14<sup>th</sup> July 2017 and voting packs will be dispatched on the 17<sup>th</sup> July 2017. The election will close on the 4<sup>th</sup> August 2017 and results will be issued on the 7<sup>th</sup> August 2017.

Unfortunately, we will be left with two vacancies within the Staff Constituency (Clinical Psychology and Medical). It is, therefore, likely that a by-election will commence within three months of the conclusion of this current election in an attempt to fill these seats.

**Assessment – analysis and considerations of options and risks**

As part of the above work, consideration also needs to be given to the roles of Lead and Deputy Governors. Lead Governor, Anna Usherwood, is due to complete her current term of office this year. As this is Anna’s third term of office, she is unable to re-stand as Governor, or indeed Lead Governor. Our Deputy Lead Governors also form part of the current election process.

Once the results of the summer election are known, we will start a process to appoint to the positions of Lead and Deputy Governors. It is proposed that this will involve expressions of interest from the full Council against a clear criteria / job description along with an informal discussion with the Chairman. We plan to commence this process in August 2017, ahead of the Annual Members Meeting scheduled for the 5<sup>th</sup> October 2017.

**Recommendation – what action/ recommendation is needed, what needs to happen and by when?**

The Council are asked to note the above report and provide suggestions / comments as appropriate.

<b>Who/ which group has approved this report for receipt at the above meeting?</b>	35T	
<b>Contributing authors:</b>	Suzanne Christopher	
<b>Distribution to other people/ groups/ meetings:</b>		
Version	Name/ group/ meeting	Date issued
1	Council of Governors	35T

**Appendices provided for reference and to give supporting/ contextual information:**

*Provide only necessary detail, do not embed appendices, provide as separate reports*

Appendix no.	Appendix title
35T	35T



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Monitoring of NICE Guidance Update
<b>Agenda ref. no:</b>	17/18/37
<b>Report to (meeting):</b>	Council of Governors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	13/07/2017
<b>Presented by:</b>	Claire James

<b>Which strategic objectives this report provides information about:</b>	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	Yes
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	Yes
Improve quality of information to improve service delivery, evaluation and planning	Yes
Sustain financial viability and deliver value for money	Yes
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	Yes
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
36T	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy. CWP policies – policy code FR1	No
36T	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
<p>Robust dissemination processes for NICE guidance have been in place for many years and compliance has been measured on an ongoing basis at team level. However, it has proved more difficult to collate and report compliance, and agree action plans, at a corporate trust-wide level and work has recently been undertaken to strengthen these processes.</p> <p>This report provides an overview of NICE guidance published so far this financial year and provides an update on the collation and monitoring of NICE compliance at CWP.</p>

**Background – contextual and background information pertinent to the situation/ purpose of the report**

In October 2016 it was agreed that the NICE compliance monitoring process within the Trust was to be strengthened. This was to ensure a robust compliance reporting process including identifying action owners and the production of action plans where necessary.

Since October last year much work has been carried out to understand the barriers and challenges to delivering this and to establish a new electronic recording system to ensure an accessible method of recording compliance, and non-compliance, and any reviews that might be necessary.

There is a clear work plan proposed to progress this work.

**Assessment – analysis and considerations of options and risks**

The Service Improvement Team review and disseminate NICE Guidance on a monthly basis. Teams are asked to assess compliance with guidelines, identify gaps and report the action that needs to be taken to address these. Appendix A details NICE guidance published since April 2017.

Work has been continuing on the production of an internal SharePoint NICE Guidance portal. This will help to facilitate easy access to NICE Guidance for all staff and will enable an accessible and automated route for clinicians to self-assess and report compliance so that an aggregate trust-wide view is possible.

It is intended, going forward, that the Trust will review the major NICE guidance impacting on CWP, to identify and report levels of compliance via the new SharePoint tool. Parallel to this, work will begin with guidance covering Schizophrenia, Self-Harm and Depression. Further work will be carried out in the next 6 months to link with the Trust's current approach to developing clinical practice policies by creating care bundles and ensuring that these are clinically developed and evidence based.

The ongoing improvement to our approach to NICE guidance will include the development of Standard Operating Procedures and a systems process map (This will ensure consistency of responses) and ensuring that the workforce across the Trust has a general understanding of NICE through supervision and appraisals.

**Recommendation – what action/ recommendation is needed, what needs to happen and by when?**

That COG is asked to

- Note the guidance issued since April 2017 and progress made in developing new systems

<b>Who/ which group has approved this report for receipt at the above meeting?</b>	36T
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<b>Contributing authors:</b>	Safieh Fraser / Tracey Collins
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<b>Distribution to other people/ groups/ meetings:</b>		
Version	Name/ group/ meeting	Date issued
1	Claire James	23/06/17

**Appendices provided for reference and to give supporting/ contextual information:**

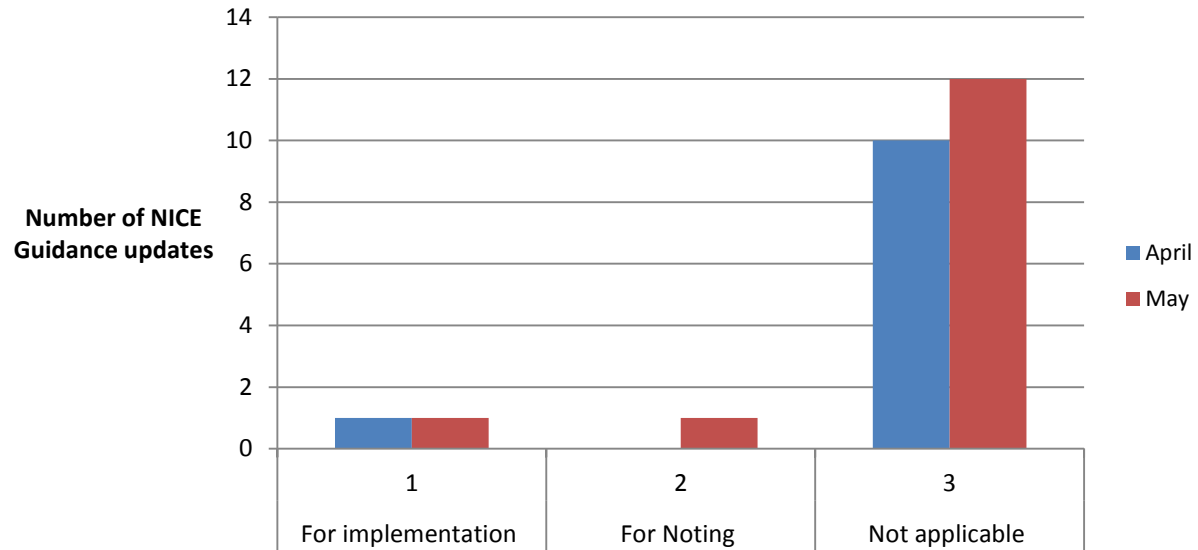
*Provide only necessary detail, do not embed appendices, provide as separate reports*

Appendix no.	Appendix title
A	NICE guidance publications – May 2017



NICE Guidance Title	Code	Action	Progress to date										
<b>Updates released in May 2017</b>													
<a href="#">Eating disorders: recognition and treatment</a>	NG69	1	Shared with relevant Clinician awaiting response		<table border="1"> <thead> <tr> <th colspan="2"><u>Key</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>For Implementation</td> </tr> <tr> <td>2</td> <td>For Noting</td> </tr> <tr> <td>3</td> <td>Not applicable</td> </tr> </tbody> </table>	<u>Key</u>		1	For Implementation	2	For Noting	3	Not applicable
<u>Key</u>													
1	For Implementation												
2	For Noting												
3	Not applicable												
<a href="#">Type 2 diabetes in adults: management</a>	NG28	2	Shared with relevant Clinician awaiting response										
<a href="#">Endoscopic full thickness removal of non-lifting colonic polyps</a>	IPG580	3	N/A										
<a href="#">Afatinib for treating advanced squamous non-small-cell lung cancer after platinum-based chemotherapy (terminated appraisal)</a>	TA444	3	N/A										
<a href="#">Certolizumab pegol and secukinumab for treating active psoriatic arthritis after inadequate response to DMARDs</a>	TA445	3	N/A										
<a href="#">Idiopathic pulmonary fibrosis in adults: diagnosis and management</a>	CG163	3	N/A										
<a href="#">Permacol for treating anal fistulae</a>	MIB105	3	N/A										
<a href="#">Hip fracture in adults</a>	QS16	3	N/A										
<a href="#">NaviCam for diagnosing gastrointestinal tract conditions</a>	MIB104	3	N/A										
<a href="#">Hip fracture: management</a>	CG124	3	N/A										
<a href="#">Virtual chromoendoscopy to assess colorectal polyps during colonoscopy</a>	DG28	3	N/A										
<a href="#">Intravenous fluid therapy in adults in hospital</a>	CG174	3	N/A										
<a href="#">Irreversible electroporation for treating pancreatic cancer</a>	IPG579	3	N/A										
<a href="#">Hemosep for cell salvage</a>	MIB103	3	N/A										

### A Graph to show the number of NICE guidance updates released in April and May 2017 and their relevance to CWP





## Governor Shared Learning / Event Feedback Form

*This form is intended to assist shared learning between Governors.*

*The information below outlines a recent event, course or conference attended by a representative of the Council of Governors. Please link with your Governor Colleague (named below) should require further detail regarding this event.*

**Title of Event:** Governor Focus 2017

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**Event Hosts:** NHS Providers

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**Date & Location of Event:** 4<sup>th</sup> May 2017, Congress Centre, London

---

**Attended By:** Ann McGrath, Service User / Carer Governor

---

**Brief Outline of the Event / Course / Conference:**

'Governor Focus' brought together governors from across the sector to explain how they can be best equipped to support their trusts in delivering quality healthcare.

---

The conference allowed governors to increase their understanding of key national issues and to meet with other governors to discuss their different experiences.

---

**Points of Interest / Key Learning to Share with the Council of Governors:**

Current state of play in the NHS – a national policy update

---

Sustainability and Transformation plans (STP's)

---

Different perspectives

---

Is practical

---

Sharing experiences

---

Freedom to speak up initiatives

---

**Suggested Actions for the Council of Governors:**

Regular updates from CEO on progress with STP's

---

Some trusts have a governor in attendance at the meeting

---

Explore possibility

---

Any interest?

---





**Governor Shared Learning / Event Feedback Form**

*This form is intended to assist shared learning between Governors.*

*The information below outlines a recent event, course or conference attended by a representative of the Council of Governors. Please link with your Governor Colleague (named below) should require further detail regarding this event.*

**Title of Event:** NHS Business and finance skills

---

**Event Hosts:** NHS providers

---

**Date & Location of Event:** Thursday 25<sup>th</sup> May 2017, Hotel La Tour, Birmingham

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**Attended By:** Deepak Agnihotri

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**Brief Outline of the Event / Course / Conference:**

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In the morning information was given about the NHS finances nationally and current financial status along with Income and funding flows & expenditure of NHS trust.

After lunch we discussed about the financial statements and the role of Governors in financial assurance and involvement of Governors in significant transactions on any NHS trust.

**Points of Interest / Key Learning to Share with the Council of Governors:**

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- Improved understanding about financial terms and annual plans.
  - Information about CIP`s, how risks are being managed, cash flow and control total.
  - Improved knowledge and understanding about role of governors in seeking assurances from NED`s.
  - Importance of asking questions and its impact in the holding NED`s to account.
  - Ask questions about the financial health of the organisation and commissioner.
  - Do we have early warning systems in place and if yes is it effective?
- 

**Suggested Actions for the Council of Governors:**

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We all should improve our understanding about the strengths and skills of the fellow governors and work as team to hold NED`s to account regarding our control total, CIP`s and financial health of organisation.

---

All the governors should understand about the financial risks and its management strategy. There was a clear message that even though we have finance directors and NED`s but governors could spot any irregularities and it should be our responsibility to raise our concerns appropriately.

---

I would recommend governors to attend the training provided by NHS providers and CWP.

---



## Governor Shared Learning / Event Feedback Form

*This form is intended to assist shared learning between Governors.*

*The information below outlines a recent event, course or conference attended by a representative of the Council of Governors. Please link with your Governor Colleague (named below) should require further detail regarding this event.*

**Title of Event:** NHS Business and finance skills

---

**Event Hosts:** NHS providers

---

**Date & Location of Event:** Thursday 25<sup>th</sup> May 2017

---

**Attended By:** Emma King

---

**Brief Outline of the Event / Course / Conference:**

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Explained current financial climate of NHS, looked at income and funding flows in the morning session.

---

In the afternoon then looked at financial regulation and financial statements and what the role is of governor's in seeking financial assurance from the neds and looking and significant transactions within trusts and looking at different case studies.

---

**Points of Interest / Key Learning to Share with the Council of Governors:**

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PowerPoint slides (available from NHS providers website) to circulate to all governors as has details of how funding flows through organisations to reach trusts. This is interesting information on how finance is distributed and comes into to the trust.

---

Helped explain the main financial concepts and documents that the trust should publish each year that as governors we should expect to see and what financial questions we should be asking the neds..

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For example, simply asking "did we meet last year's budget?" And if the trust is not on target to meet the budget are the neds assured that it will make it up by the end of the year?

---

The importance of financial monitoring and how to seek assurance from the neds to enable financial health within the trust; this is done through the risk registers and looking at the long term forward views to ensure that the financial risks are managed.

---

**Suggested Actions for the Council of Governors:**

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Knowing which key questions as a governor to ask the neds is fundamental - I've also attached from the NHS providers PowerPoint a really useful page on what questions governors should be asking neds and what governors should be questioning themselves. I think it would be beneficial for all governors to have this information for understanding the financial risks and making sure that the appropriate questions are being asked by governors to neds.

---

It's important to remember that no question is a stupid question; if you feel something needs questioning then do so. If you spot any irregularities it is crucial to the trusts financial position that this is spotted as quickly as possible.


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**Minutes of the Membership & Development Sub-Committee  
Wednesday 19<sup>th</sup> April 2017 at 14:00 – 15:30  
Board Room, Trust Headquarters, Redesmere**

<b>Present</b>	Ferguson McQuarrie, Service User & Carer Governor (Co- Chair) <b>Chairing</b> Chris Lynch, Service User & Carer Governor (Co-chair) Emma King, Service User and Carer Governor Gordon Cairns, Service User and Carer Governor Mike Robinson, Public Governor, Cheshire West Rob Robertson, Public Governor, Cheshire West (Deputy Lead Governor)
<b>In attendance</b>	Melysa Border, Corporate Governance Administrator (Minutes) Alison Jones, Communications and Engagement Manager Darren Dykes, Voluntary and Involvement Administrator Liz Matthews, Associate Director of Patient & Carer Experience Suzanne Christopher, Corporate Affairs Manager
<b>Apologies</b>	Gladys Archer, Service User & Carer Governor Philip Mook, Staff Governor (Non-Clinical)

Ref	Title of item	Action
17/18/01	<b>Welcome, apologies and quoracy</b>  The Chair welcomed all members to the meeting, all attendees introduced themselves, apologies were <b>noted</b> and the meeting was <b>confirmed</b> as quorate.	
17/18/02	<b>Meeting guidelines</b>  The meeting guidelines were <b>noted</b> .	
17/18/03	<b>Declarations of interest</b>  No declarations of interest were <b>declared</b> .	
17/18/04	<b>Minutes of the last meeting &amp; Action Points</b>  The minutes of the meeting held on 13 <sup>th</sup> February 2017 were agreed as an accurate record of the meeting.  16/17/80 & 16/17/96a – items closed	
17/18/05	<b>Membership and Development Sub Committee Work plan 16/17</b>  The work plan for 2016/17 is to be issued to the group  <b>Action: Suzanne Christopher to issue business cycle / work plan 16/17 to Membership &amp; Development Sub Committee</b>	<b>Suzanne Christopher</b>
17/18/06	<b>Governor Blog / Membership Engagement</b>  A discussion was held at the last meeting for a Governor Blog to be created and the first entry would be from Chris Lynch. Chris advised he has completed the blog which is centred around a “week in a life of...” himself. Fergie McQuarrie and Emma King have both agreed to	

	<p>complete a blog with support from Chris Lynch. Fergie will write about a “week in a life” and Emma will write about a course she is attending in Birmingham. Once complete the blog will be sent to the communications &amp; engagement team for publication.</p> <p><b>Action: Alison Jones to send Fergie McQuarrie a copy blog.</b></p> <p>It has been agreed the blog will be completed by all governors over the coming months with at least 4 blog’s a year being published. However, the aim is for more to be published and it to become a regular publication.</p> <p>Alison Jones advised CWP Life magazine would be a good place for Governor Blogs and Governor Elections information / updates to be published.</p> <p><b>Action: Alison Jones will ask the Communications &amp; Engagement team if the Governors can have a regular feature in the magazine.</b></p>	<p><b>Alison Jones</b></p> <p><b>Alison Jones</b></p>
<p><b>17/18/07</b></p>	<p><b>Development of the Membership Strategy</b></p> <p>Liz Matthews advised she is very pleased to be taking on the responsibility of Membership and Involvement and looks forward to the future.</p> <p>Liz went on to discuss the paper provided in the meeting, the paper handed out was noted.</p> <p> Membership - Liz Matthews.doc</p> <p>Liz asked the Sub Committee if she could bring to the meeting a quarterly report of the latest membership figures. The Sub Committee agreed this would give excellent insight and would a be helpful report to read.</p> <p><b>Action: Liz Matthews to issue above report to each Membership and Development meeting</b></p> <p>Membership engagement was discussed and the Sub Committee agreed the membership survey was a good form of communication however; the questions would need to be more user friendly, especially as young members (aged 11 upwards) will be completing the survey. Liz agreed work would be done to update the survey and complete the membership strategy once other strategies have been circulated to help with suggested questions. The suggested questions will come to the next Membership and Development Meeting.</p> <p>The Sub Committee agreed to create a sub group to help support Liz Matthews and Darren Dykes complete the membership strategy.</p> <p><b>Action: Liz Matthews will bring questions for survey back to the membership and development meeting on 8<sup>th</sup> June and will finalise and send to Council of Governors meeting on 13<sup>th</sup> July.</b></p>	<p><b>Liz Matthews</b></p> <p><b>Liz Matthews</b></p>

17/18/08	<p><b>Update on Involvement and Patient Carer Experience</b></p> <p><b>Friends and Family Test</b></p> <p>Liz Matthews provided an update on the proposal that will be put forward to May Operational Board; the report will be circulated once it has been agreed by the board. The report outlines a new system requiring comments regarding care received, this has already been introduced by the Countess of Chester Hospital and appears to be very successful.</p> <p><b>Action: Liz to circulate Friends and Family Test report once approved by Operational Board</b></p>	Liz Matthews
17/18/09	<p><b>Governors Elections – Summer 2017</b></p> <p>Suzanne Christopher provided an update to the Sub Committee around the Governor Elections. It was advised that there are 11 seats (6 public, 3 Service User Carer, 2 staff). The election will commence in early May 2017 and be called in July 2017. Due to the current general election taking place, CWP are seeking advice from the providers as to whether this will have an impact on the Governor Election. Suzanne asked if the governor elections could be promoted in CWP life, Alison Jones will check and advise Suzanne if this is ok. Governors were also encouraged to promote the election within their own constituencies.</p>	
17/18/10	<p><b>Annual Members Meeting</b></p> <p>It was advised the Annual Members meeting will take place on 5<sup>th</sup> October 2017, Ethan in the Communications &amp; Engagement team is looking for a venue, however, it will be located in the Macclesfield area. Transport can be arranged for Governors who are unable to get there. Alison Jones will provide more information at the next meeting.</p>	
17/18/11	<p><b>Items to refer to the Council of Governors Meeting</b></p> <p>Chris Lynch has advised he will give a brief up date to the Council of Governors around Strategies, Annual Members Meeting and the Governors blog.</p>	
17/18/12	<p><b>Review of risk impact of items discussed</b></p> <p>No risks were noted.</p>	
17/18/13	<p><b>Any other business</b></p> <p>None</p>	
17/18/14	<p><b>Review of effectiveness of meeting</b></p> <p>Effective meeting.</p>	
17/18/15	<p><b>Date, time and place of the next meeting:</b> Thursday 8<sup>th</sup> June 2017, 2pm,</p>	

	Board Room, Redesmere	
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Version No	1	Date issued	
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**Minutes of Scrutiny Sub Committee**  
**Thursday 15<sup>th</sup> June 2017, 10.30 – 13.00**  
**Boardroom, Redesmere,**  
**Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ**

<b>Present</b>	Brian Crouch, Service User & Carer Governor - Co - Chair ( <b>Chairing</b> ) Ann McGrath, Service User & Carer Governor - Co - Chair Emma King, Service User & Carer Governor Richard Agar, Public Governor Wirral Robert Walker, Public Governor East Cheshire Michael Brassington, Service User & Carer Governor Stanley Mayne, Public Governor Wirral James O'Connor, Non-Executive Director Rebecca Burke-Sharples, Non-Executive Director
<b>In attendance</b>	Melysa Border, Corporate Governance Administrator (Minutes) Louise Brereton, Head of Corporate Affairs Suzanne Christopher, Corporate Affairs Manager Tim Welch, Director of Finance/ Deputy Chief Executive
<b>Apologies</b>	Deepak Agnihotri, Staff Governor Therapies Jill Doble, Staff Governor Therapies

Ref.	Programme	Action by
17/18/15	<b>Welcome, Introductions, Apologies and Quoracy</b>  The Chair welcomed all members to the meeting, introductions and apologies were noted as above and the meeting was confirmed as quorate.	
17/18/16	<b>Meeting Guidelines</b>  The meeting guidelines were noted.	
17/18/17	<b>Declarations of Interest</b>  There were <b>no declarations</b> of interest declared.	
17/18/18	<b>Minutes of the last meeting</b> – 11 <sup>th</sup> April 2017 and Matters Arising / Action Points/ Business Cycle  The minutes were reviewed and approved as an accurate record.  <b>Matters arising and action points</b>  All actions on the log have been closed.	
17/18/19	<b>Review and Scrutiny of Audit Matters</b>  Rebecca Burke-Sharples presented the current Audit Committee chairs report dated 2 <sup>nd</sup> May 2017.	

	<p>The annual extraordinary Audit Committee meeting took place and the Annual Report was reviewed &amp; approved. Assurance was given to the group around risks and incidents, no risks or incidents needed to be escalated.</p> <p>Rebecca provided an overview of the discussions at the Audit Committee and advised the Scrutiny Sub Committee members that the external auditors, KPMG had issued the following:</p> <ul style="list-style-type: none"> <li>• For the Financial statements and Use of Resources audit, clean, unqualified opinions have been issued.</li> <li>• For the Quality Account, clean opinions have been issued for the audit of content and indicators.</li> </ul> <p>Thanks were given to Tim Welch and his team for their work on the accounts, thanks was also extended to KPMG for the work on the audit.</p> <p>An explanation was given around the action required within the technical update section of the KPMG report. The action required is aimed at other trusts within Acute and Mental Health sectors not just CWP.</p> <p>The report was noted.</p> <p>Rebecca advised Non-Executive Director Edward Jenner will be chairing the next Audit Committee meeting and will be attending the next Scrutiny Subcommittee Meeting.</p> <p>The Committee also reviewed the KPMG technical update and discussed the CWP response to recent sector updates.</p>	
<p><b>17/18/20</b></p>	<p><b>Review and Scrutiny of Quality Matters</b></p> <p>James O'Connor presented the current Audit Committee chairs report dated 3<sup>rd</sup> May 2017.</p> <p>The subcommittee were informed two risks from the strategic risk register have been archived on the basis that continuous quality improvement approaches are in place and are demonstrably sustaining mitigation of these risks at a tolerable level. These are the risk of avoidable falls resulting in harm for specific vulnerable patients and the risk of harm to vulnerable patients in the event of failure to identify deteriorating physical health. Both are being monitored and will be escalated back to the register if required.</p> <p>Terms of reference have been updated for the Quality committee following an in-depth review of its effectiveness.</p> <p>The Quality Committee revisited the current controls and assurances around the risk of severe harm associated with misplaced Nasogastric (NG) tube. Assurance was given to the Quality Committee from the Board that sufficient support and clinical governance arrangements are in place to comply with this NPSA</p>	



	<p>alert.</p> <p>The report was noted.</p> <p><b>Risk Register</b></p> <p>The Board Assurance framework and Risk Register was discussed by the subcommittee, and it was highlighted the recent ransomware cyber-attack has been added. Early interventions were put in place by CWP which meant the Trust was in a better position than other NHS providers. ICT staff worked over 48 hours to rebuild 6 of the 150 servers affected. Assurance was given that the cyber-attack was for money and no clinical/patient data was compromised. The board felt all the emergency measures put in place were excellent and the work by ICT services was exceptional. Moving forward, CWP are following the advice given by MIAA which is to update firewalls regularly and install patches week by week as required.</p> <p>James O'Connor advised the subcommittee if an attack on IT systems was to happen again the trust could respond well with excellent business continuity plans in place. He added, the board are more than impressed how CWP staff dealt with the cyber-attack and the approach to recovery following the attack.</p> <p>Rebecca Burke-Sharples left the meeting.</p> <p><b>Learning from Experience report</b></p> <p>The report was noted.</p> <p><b>PLACE visits – Feedback from Governors</b></p> <p>Ann McGrath advised she has attended 2 PLACE visits since the last meeting, 1 at Limewalk and 1 at Millbrook. Rob Walker asked who arranged the visits as he has not been asked to attend. The subcommittee were informed Elaine Newall arranges the visits and also conducts PLACE training for Governors who would like to attend.</p> <p>Richard Agar also advised he attended a PLACE visit at Ancora House in April, he felt everything was in order and nothing found to be of concern.</p> <p><b>Action</b> Corporate Affairs Team to circulate dates for both Quality and Audit Committee to the subcommittee.</p> <p>(Tim Welch joined the meeting)</p>	<p><b>Melysa Border</b></p>
<p>17/18/21</p>	<p><b>Operational Plan dashboard</b></p> <p>Tim Welch presented the Operational Plan and performance dashboard for month 1. The Operational Plan 2017/18 sets out the Trust's approach to activity, quality, workforce planning and financial planning.</p>	

	<p>The dashboard reflects the key performance indicators (KPIs) defined to enable the Board to monitor the delivery of the Operational Plan and the Trust's strategic objectives and any risks to achievement. This report relates to April 2017 Performance</p> <p><b>Action</b> Corporate Affairs Team to provide the dashboard in A3 size for the next meeting.</p> <p>The dashboard was noted.</p> <p>Tim Welch, Director of Finance gave a presentation on CWP's Forward View Update.</p> <p>The Trust is looking at how it can better meet the needs of people who use our services and this piece of work is called 'the CWP Forward View'. It will be the Trust's Strategy for the next three years and will help to set the foundation for the next 20 years, in terms of population need.</p> <p>The Forward View is being clinically led in partnership with people who access our services and communities, supported by service directors. It will help to get the Trust ready to deliver the aspirations set out in the national 'Five Year Forward View Next Steps' and other related policy documents.</p> <p>The proposed changes are at an early stage of development and include the idea of creating 'care groups' to enable clinicians to develop new models of care for larger populations and link more effectively with other local services and resources</p> <p>Tim advised there would be some key challenges; however, the Board are positive these can be overcome.</p> <p>An update will be provided at the Council of Governors meeting in July. The Governors will also be offered a session with Tim to discuss the forward view in more detail.</p> <p>The report was noted.</p>	<p><b>Melysa Border</b></p>
<p><b>17/18/23</b></p>	<p><b>Governor / Subcommittee Matters</b></p> <p>Louise Brereton advised the subcommittee Sean Boyle attended the last Board Meeting. A reminder was made that all governors are welcome to attend the Board meeting on 26<sup>th</sup> July in Macclesfield, Romero Centre at 1:30.</p>	
<p><b>17/18/24</b></p>	<p><b>Annual Appraisal of subcommittee outcomes</b></p> <p>Each year the sub-committee reviews its own effectiveness against its terms of reference. The review informs any amendments to the terms of reference for the sub-committee.</p> <p>The sub-committee undertake work on behalf of the wider Council of Governors and regularly report their activity to the Council of</p>	

	<p>Governor meetings. A survey containing 6 questions was circulated to all members of the subcommittee in April 2017.</p> <p>The subcommittee noted the results and consideration will be taken to incorporate these in to the terms of reference going forward.</p>	
<b>17/18/25</b>	<p><b>Review Terms of Reference</b></p> <p>The terms of reference will be reviewed at the next meeting.</p>	
<b>17/18/26</b>	<p><b>Any Other Business</b></p> <p>Louise Brereton informed the subcommittee the Annual Members Meeting (AMM) will take place on 5<sup>th</sup> October in Macclesfield Town Hall. The Big Book of Best Practice will take place in the morning followed by the AMM, all governors are welcome.</p> <p>Louise also advised the group that CWP have volunteered to take part in CQC's pilot of their new well led element of the new framework. CQC will be present in Redesmere on 28<sup>th</sup> and 29<sup>th</sup> June 2017.</p> <p>Ann McGrath advised she will be chairing the next Scrutiny Subcommittee meeting as this will be her last one before the conclusion of her final term of office.</p>	
<b>17/18/27</b>	<p><b>Review risk of impact on items discussed</b></p> <ul style="list-style-type: none"> <li>Any items to feed back to CoG</li> </ul> <p>None</p>	
<b>17/18/28</b>	<p><b>Date, time and place of the next meeting:</b>  Friday 8<sup>th</sup> September 2017  10.30am – 1.30pm  Boardroom, Redesmere</p>	

<b>Version No</b>	<b>1</b>	<b>Date issued</b>	
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