



Meeting of the Foundation Trust Council of Governors
Thursday 18th January 2018, 10:30- 13:00
Sycamore House, Lloyd Drive, Ellesmere Port. CH65 9HQ

| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item |
|------------|--|--|--------------------|----------------|------------------------|
| 2017/18/91 | Welcome, apologies for absence and quoracy | Receive apologies and confirm quoracy. | Verbal | Chair | (1 min) 10:30 |
| 2017/18/92 | Meeting guidelines | Receive meeting guidelines. | Written guidelines | Chair | (1 min) 10:31 |
| 2017/18/93 | Declarations of interest | Identify and avoid conflicts of interest. | Verbal | Chair | (1 min) 10:32 |
| 2017/18/94 | Minutes of the previous Council of Governors Meetings held 19th December 2017. | Confirm as an accurate record the minutes of the previous meeting. | Written | Chair | (2 mins) 10:33 |
| 2017/18/95 | 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) 10:35 |
| 2017/18/96 | Business Cycle 2017/18 and Draft Business Cycle 2018/19 | To note the Council of Governors work plan for 2017/18 | Written | Chair | (2 mins) 10:40 |
| 2017/18/97 | Chair's announcements | Announce items of significance not elsewhere on the agenda. | Verbal | Chair | (15 mins) 10:42 |
| 2017/18/98 | Lead Governor's update | Lead Governor to update Governors on key issues. | Verbal | Lead Governor | (10 mins) 10:57 |



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|-------------|--|---|-----------------------------------|-------------------------------|------------------------|
| 2017/18/99 | Chief Executive's announcements | Announce items of significance not elsewhere on the agenda. | Verbal | Chief Executive | (10 mins) 11:07 |
| 2017/18/100 | Governor Question Time | Provide an opportunity for Governors to ask submitted questions | Verbal | Chair / All | (20 mins) 11:17 |
| 2017/18/101 | CWP Forward View update | To update on progress with CWP Forward View | Presentation | Sheena Cumiskey | (20 mins) 11:37 |
| 2017/18/102 | CWP Constitution: <ul style="list-style-type: none"> Governor proposed change 2018 Constitution Review | To propose constitution change and discuss further constitution review | Written | Head of Corporate Affairs | (15 mins) 11:57 |
| 2017/18/103 | Up-date from Non-Executive Director (NED) | To update on recent NED activities | Verbal | Non-Executive Director | (10 mins) 12:12 |
| 2017/18/104 | Governor updates on recent events <ul style="list-style-type: none"> Training Conferences | To share information with fellow Governors | Verbal | Governors | (10 mins) 12:22 |
| 2017/18/105 | Feedback from Membership and Development Sub Committee Chair / Deputy and minutes of meeting held 12 th December 2017 | To review the work of the committee and approve the final minutes of the previous sub group meetings. | Verbal / Written Minutes/Notes | Governor Sub-Committee Chairs | (10 mins) 12:32 |
| 2017/18/106 | Feedback from Scrutiny Sub Committee Chair / Deputy and minutes of the meeting held 13 th December 2017 | To review the work of the committee and approve the final minutes of the previous sub group | Verbal / Written Minutes/Notes | Governor Sub-Committee Chairs | (10 mins) 12:42 |
| 2017/18/107 | Motions or Agenda Items on Notice | To receive 'Motions on | Verbal | Chair / All | (2 mins) |



| Item No | Title of item | Objectives/desired outcome | Process | Item presenter | Time allocated to item |
|-------------|---|--|---------|----------------|------------------------|
| | | Notice.' | | | 12:52 |
| 2017/18/108 | Review of risk impact of items discussed | Consider any items of particular risk. | Verbal | Chair / All | (2 mins) 12:54 |
| 2017/18/109 | 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) 12:56 |
| 2017/18/110 | Date, time and place of next meeting: | Confirm arrangements for next meeting. | Verbal | Chair | (END) 12:57 |

Lunch – 13:00 and Governor networking



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 Tuesday 19th December 2018

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

| | |
|----------------------|--|
| Present | <p>Mike Maier, Chairman, (Chair) Brian Crouch, Service User and Carer Governor (Lead Governor) Arlo King, Service User and Carer Governor Carol Gahan, Partnership Governor – Cheshire West and Chester Council David Bull, Service User and Carer Governor Deepak Agnihotri, Staff Governor – Therapies Fergie McQuarrie, Service User and Carer Governor Gordon (Gus) Cairns, Service User and Carer Governor Graham Pollard, Partnership Governor – Universities Janie Shaw, Staff Governor – Nursing Ken Edwards, Staff Governor – Nursing Michael Brassington, Service User and Carer Governor Pam Smith, Partnership Governor – Western Cheshire Clinical Commissioning Phil Gilchrist, Partnership Governor – Wirral Metropolitan Borough Council Richard Agar, Public Governor – Wirral Robert Walker, Public Governor – Cheshire East/ Deputy Lead Governor Sean Boyle, Partnership Governor – Staffside Stanley Mayne, Public Governor – Wirral</p> |
| In attendance | <p>Louise Brereton, Head of Corporate Affairs Suzanne Christopher, Corporate Affairs Manager Melysa Border, Corporate Governance Administrator (Minutes) Sheena Cumiskey, Chief Executive Tim Welch, Director of Finance / Deputy Chief Executive Dr Faouzi Alam, Medical Director; Effectiveness, Medical Education and Medical Workforce David Harris, Director of People and Organisational Development James O’Connor, Non – Executive Director / Deputy Chairman Edward Jenner, Non – Executive Director Rebecca Burke-Sharples, Non – Executive Director Katherine Wright – Associate Director Communications, Marketing, Communications and Engagement Sadia Ahmed – Consultant Psychiatrist for Older Adults</p> |
| Apologies | <p>Charlotte Arrowsmith, Service User and Carer Governor Gladys Archer, Service User and Carer Governor Philip Mook, Staff Governor – Non-Clinical Keith Millar, Service User and Carer Governor Jill Doble, Staff Governor – Therapies Andrea Campbell, Non – Executive Director Lucy Crumplin, Non-Executive Director Dr Anushta Sivananthan, Medical Director, Compliance, Quality and Assurance Liz Wardlaw, Partnership Governor – Cheshire East Council Group Iain Stewart, Partnership Governor – Wirral Clinical Commissioning Group</p> |

| Item No | Title of item | Action by |
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| 2017/18/67 | <p>Welcome, apologies for absence and quoracy</p> <p>The Chair offered a warm welcome to all in attendance and confirmed that the meeting was quorate.</p> <p>The Chair extended his welcome to Brian Crouch as new Lead Governor and to all new Governors.</p> <p>Apologies were noted as above.</p> | |
| 2017/18/68 | <p>Meeting Guidelines</p> <p>The meeting guidelines were noted.</p> | |
| 2017/18/69 | <p>Declarations of interest</p> <p>No declarations were made.</p> | |
| 2017/18/70 | <p>Minutes of the previous Council of Governors Meeting held 19th September 2017.</p> <p>The minutes of the meeting were agreed as an accurate record of the previous meeting.</p> | |
| 2017/18/71 | <p>Matters Arising and action points</p> <p>Action 2017/18/55 to remain open and the progress to be checked with feedback to the next meeting.</p> | |
| 2017/18/72 | <p>Business Cycle 2017/18</p> <p>The business cycle was noted.</p> | |
| 2017/18/73 | <p>Chair's announcements</p> <p>The Chairman provided a number of up-dates to the Council in respect of the CWP Recognition Award, Willaston Surgery and Starting Well service in West Cheshire.</p> <p>The Chairman also reported that since the last Council of Governors meeting he had attended a series of meetings in regards to the NHS Improvement agenda; chaired a number of hospital manager's panels under the Mental Health Act, awarded a number of Going the Extra Mile awards and attended the Trust's Recognition Awards evening.</p> <p>Recently the Chairman had an opportunity to visit a number of services; he gave thanks to all staff governors for their involvement. The Chairman commented that he found these visits very educational and found it a good way to see the fantastic work CWP achieve on a daily basis.</p> | |
| 2017/18/74 | <p>Lead Governor's Up-Date</p> <p>Brian advised that he would like to focus on having better flows of communication between Governors and in between Council of Governor Meetings. Brian would like to make the best use of video and teleconferencing facilities within the Trust and also like to introduce a Governor website where information can be stored for Governors to access. The Corporate Affairs Team are working on this and will liaise with Brian once a site has been designed.</p> <p>Brian would like to work more closely with the Non-Executive Directors</p> | |

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| | <p>and has arranged a meeting with the NEDs to consider how to enhance communication channels.</p> <p>Recently Brian attended training in Sycamore house which was facilitated by Claire Lea, he found this training excellent and has requested this to be done yearly as a refresh for Governors.</p> <p>Finally Brian reminded Governors of the up-coming Locality Forums and provided the dates as follows:-</p> <table border="1" data-bbox="347 568 1281 976"> <tr> <td data-bbox="347 568 539 734">Locality Forum - Wirral</td> <td data-bbox="545 568 753 734">10/01/2018</td> <td data-bbox="759 568 983 734">13:00 – 15:00</td> <td data-bbox="989 568 1281 734">Conference Room, First floor, Springview, Clatterbridge Health Park</td> </tr> <tr> <td data-bbox="347 743 539 837">Locality Forum - West</td> <td data-bbox="545 743 753 837">11/01/2018</td> <td data-bbox="759 743 983 837">10:00 – 12:00</td> <td data-bbox="989 743 1281 837">Board Room, Redesmere</td> </tr> <tr> <td data-bbox="347 846 539 976">Locality Forum - East</td> <td data-bbox="545 846 753 976">25/01/2018</td> <td data-bbox="759 846 983 976">10:00 – 12:00</td> <td data-bbox="989 846 1281 976">Large Meeting Room, Beech House, Rosemount Site</td> </tr> </table> <p>Brian reminded the group that the locality forums are a great opportunity to not only meet with Service Directors or General Managers but also explore local issues with the Non-Executive Directors.</p> | Locality Forum - Wirral | 10/01/2018 | 13:00 – 15:00 | Conference Room, First floor, Springview, Clatterbridge Health Park | Locality Forum - West | 11/01/2018 | 10:00 – 12:00 | Board Room, Redesmere | Locality Forum - East | 25/01/2018 | 10:00 – 12:00 | Large Meeting Room, Beech House, Rosemount Site | |
| Locality Forum - Wirral | 10/01/2018 | 13:00 – 15:00 | Conference Room, First floor, Springview, Clatterbridge Health Park | | | | | | | | | | | |
| Locality Forum - West | 11/01/2018 | 10:00 – 12:00 | Board Room, Redesmere | | | | | | | | | | | |
| Locality Forum - East | 25/01/2018 | 10:00 – 12:00 | Large Meeting Room, Beech House, Rosemount Site | | | | | | | | | | | |
| 2017/18/75 | <p>Chief Executive Announcements</p> <p>Thorn Heyes and LD Transforming Care</p> <p>Sheena updated the Council around key elements of the vision for local service has been to move away from purely health-based respite currently provided by CWP in two of our three localities, to a consistent integrated short break offer across the CWP footprint.</p> <p>The new service is one that could be led by social care, with specialist health support from CWP. It could offer a number of scenario's including opportunities for planned regular short breaks for clients, to support their family carers in their caring responsibilities; emergency support in times of carer illness or if there is a safeguarding issue; and a step-up for people who become unwell and need additional support to stay in the community, but who do not need to be admitted to hospital, to name a few.</p> <p>Sheena advised the development of the model is at different stages in each locality, but all progressing well.</p> <p>Breakfast with Sheena has been very popular and recently she has attended Crook Lane and East way, Sheena extended the invite to the Council to attend if they would like to.</p> | | | | | | | | | | | | | |
| 2017/18/76 | <p>Governor Question Time</p> | | | | | | | | | | | | | |

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| | <p>Question 1 from Keith Millar - Within the demographic of Cheshire and Wirral, 4 of the 5 clinical commissioning groups have either made provision or are going to public consultation to enhance community based support e.g. safe house or crisis cafes which are reported to reduce hospital admissions to 30% is the trust. Are the Non-Executive Directors assured that there is sufficient community based support in West Cheshire to support people from reaching a crisis and requiring hospital admission?</p> <p>Rebecca Burke Sharples advised community mental health provision is included in the scope of the West Cheshire Integrated Care Partnership (formally know, as the Accountable Care Partnership). Non-Executive Directors are assured about the current levels of provision through the Trust's compliance with contractual targets for the provision of community services and through Board assurance and risk register escalation processes. Any emerging risks in this area would be escalated to the Board via usual routes.</p> <p>Question 2 from Keith Millar – Regarding Mental Health Community Teams Activity Report July 2017 to September 2017 Data for West Cheshire (NHS digital). The proportion of admissions to acute wards that were gate kept by the CRHT teams indicates the whilst the England average was 98.6%, West Cheshire was only 88.9% the lowest in England, Can the Trust and the Non-Executive Directors give assurance when we will be back in line with national trend?</p> <p>Rebecca Burke Sharples advised the CRHT indicator is an NSI target and the Trust consistently achieves at least the 95% compliance rate. In Q2, there was a dip in performance for this indicator in West Cheshire, however cumulatively; the Trust continued to achieve the 95% compliance. Q3 performance on this indicator improved in West Cheshire and the achieved 100% compliance for October and November 2017. December is expected to perform similarly therefore the Q3 performance reported to NHS Digital will show significantly improved performance for West Cheshire when published.</p> <p>Ken Edwards advised that it is his opinion that this is largely due to a lot of staff working above and beyond undertaking additional unpaid hours and feel that this needs to be acknowledged.</p> | |
| 2017/18/77 | <p>Central and Eastern Cheshire Redesign</p> <p>Dr Sadia Ahmed reported that users and carers state there is limited choice and access to care for patients who are experiencing crisis, with only A&E department's offering consistent 24/7 support. The proposed new model of care will cater for different levels of need and provide improved access to services, including access to an enhanced multi professional community mental health service, timely response to crisis support and improved inpatient/bed-based experience.</p> <p>Proposals presented are underpinned by a needs analysis against which capacity has been modelled and workforce plans built. All the options were considered based on safety, affordability and sustainability, cost, quality and strategic plans.</p> <p>Three proposals will be brought forward to public consultation for the public to consider. The public consultation will be a three month period</p> | |

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| | <p>with a comprehensive publicity, hard copy and online documentation in plain language and accessible formats.</p> <p>Cheshire East Council Health Scrutiny Committee has given their endorsement for the proposals to proceed to public consultation in February 2018. Cheshire West and Chester Council's People Overview and Scrutiny Committee are currently reviewing the documentation to determine whether they require a presentation. NHS England assurance is also required before the consultation commences.</p> <p>The results of the consultation will be independently analysed and reported back to governance bodies and scrutiny committees at the end of the consultation period before any decisions are made.</p> | |
| 2017/18/78 | <p>Quality Improvement Strategy</p> <p>Associate Director of Safe Services, David Wood and Head of Compliance, Hayley Cavanagh joined the meeting to update the Council on the Quality Improvement strategy.</p> <p>A copy of the strategy was provided to the Council as part of the agenda pack and a presentation was provided by David Wood to outline the intentions of the strategy and pleas going forward.</p> <p>David concluded in summary the Trust is starting from a position of strength and want to create the environment for Quality Improvement to flourish and be sustainable. Quality Improvement is a continuous process and as a long-term, overarching commitment that requires a change in culture.</p> <p>It is planned that phase 1 will commence in April 2018, following which a progress on strategy delivery and implementation plan (July, November and March 2019) will go to Quality Committee and the annual report and updated 2019/20 delivery and implementation plan will go to March 2019 Quality Committee, Board and Governor Scrutiny Committee thereafter.</p> <p>There will be opportunities for Governors within this strategy to canvass and feedback the views of the members and the public helping with areas for improvement. Accessibility to training and involvement in Quality Improvement in the form of governance – help to translate the strategy in to practice. Governors bring a valuable perspectives and contributions to the activities of CWP and the Trusts accountability for the services provided.</p> <p>Presentation was noted.</p> | |
| 2017/18/79 | <p>Young People / Young Advisors Up-date</p> <p>Participation Worker and Young Advisors Co-ordinator, Katya Smirnova, attended to update on the work of the Listen Up groups and Young Advisors. There had been some changes in the team recently and the Participation Team had merged with the Recovery College. Their line manager had also left the Trust recently, but despite this Katya is hoping to continue running the Listen Up groups with the support of CAMHS clinicians and carry on the work of the Young</p> | |

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| | <p>Advisors.</p> <p>The young people had been working on a young person's journal, filled with ideas of self-help techniques that had benefitted young people attending the groups, the aim was to provide support to young people between appointments or waiting to access services. One talented young person had added to this, creating some artwork. Young people had been involved in the Takeover Challenge again this year, with the event going back to localities across the Trust. It was discussed that Takeover Challenge needs more promotion and support from everyone to continue being successful, as involvement benefits everyone.</p> <p>Katya advised it was the 6th day in November, no additional pledges were taken as most of the pledges from previous take over days were outstanding.</p> | |
| 2017/18/80 | <p>Chairs Appraisal: process and 2018 objectives</p> <p><i>Chairman Mike Maier left the room for this item.</i></p> <p>The Chair's appraisal process is led by the Senior Independent Director Rebecca Burke-Sharples who reported that during November 2017 preparation began for the Chair's appraisal process, this included meeting with the Non-Executive Directors to review the 2017 objectives, an assessment of continued independence was also tested and confirmed alongside a review of compliance with the Fit and Proper Persons Regulations which was also confirmed. A meeting was arranged with the new Lead Governor to offer reflections of performance against objectives and to discuss new objectives concerning Governors, and finally a meeting was held with the Chair to discuss all feedback received, including the self-assessment of progress against objectives. A discussion was also held on new objectives for 2018.</p> <p>The Council noted the report and approved the Chairs objectives for 2018.</p> <p>Chairman Mike was welcomed back to the meeting.</p> | |
| 2017/18/81 | <p>Up-Date from Non-Executive Director</p> <p>Dr James O'Connor gave the Council an overview of the work he is involved in day to day and throughout the year, which includes:</p> <ul style="list-style-type: none"> • Oversight of Board performance and attendance and contribution to Board meetings. • Chair of Quality Committee • Deputy Chairman for the last 12 months - As part of this role Jim meets with the chairman on a monthly (if not more frequently) basis • MHA panels • Human Resource hearings • Nominated NED to lead on learning from deaths <p>Jim advised he is keen on demonstrating quality / service improvement</p> | |

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| | and will help drive this as much as possible. | |
| 2017/18/82 | <p>Non-Executive Director Appointment recommendation to the Council of Governors</p> <p>Chairman Mike Maier updated the Council on the process to appoint to the vacant Non-Executive Director position arising from the departure of Sarah McKenna in summer 2017. The Council of Governors are requested to consider and approve the appointment of a new Non-Executive Director to the Board.</p> <p>Gatenby Sanderson appointed by Nominations and Remuneration Committee as search advisor to the process. The Committee reviewed applications and then to shortlist following the candidate preliminary interviews.</p> <p>Four candidates were shortlisted and attended interviews. The interview process consisted of candidates individually participating in a stakeholder group discussion session on each candidates 'one page profile'. Following this, candidates each attended a formal interview panel involving Governors from the Nominations and Remuneration Committee, the Chairman and an Independent Chair from another Trust. The interviews were observed by the Chief Executive and the search advisor.</p> <p>The successful candidate was agreed to be Ann Pennell, subject to approval by the Council of Governors. Ann is currently a Non-Executive Director at another Foundation Trust (but will be stepping down from this role in December 2017).</p> <p>The Council of Governors approved Ann Pennell as Non-Executive Director to the CWP Board of Directors.</p> | |
| 2017/18/83 | <p>Deputy Lead Governor appointment process</p> <p>Corporate Affairs Manager Suzanne Christopher confirmed to the Council of Governors that Brian Crouch is the new Lead Governor. The Council are now asked to consider the process to appoint a Deputy Lead Governor.</p> <p>Further to the recent summer Governor elections, we have one vacancy and one Deputy Lead governor remains in post. Rob Walker (Public Governor – Cheshire East) is our current Deputy Lead Governor. Rob's term of office in this position will cease on the 1st October 2018. This leaves one position to appoint to at this current time.</p> <p>The role of the Deputy Lead Governor is to support the Lead Governor in deploying their full range of duties, as well as providing support to the full Council, the Governor Sub-Committees and individual Governor colleagues as necessary.</p> <p>The Council approved the job description and process outlined in the accompanying report for the appointment of a second Deputy Lead Governor.</p> | |

| Item No | Title of item | Action by |
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| | Action: Process appointment to commence in January 2018 | Corporate Affairs Team |
| 2017/18/84 | <p>Council of Governors Effectiveness review – results/outcome</p> <p>Suzanne reported that in line with Code of Governance requirements, the Council of Governors should undertake an annual review of effectiveness. The results of this review help to inform how the Council may undertake its duties differently in the following year. The results also help to inform the training and development programme for Governors for the following year. Suggestions are also made in respect of how improvement against these areas may be achieved.</p> <p>This year, the Council were asked to take part in an online questionnaire to review the Council of Governors effectiveness. The points were summarised in the accompanying report. Suggestions were also included in the report to consider how further amendments may be made going forward.</p> <p>The survey was sent via email to 29 current Governors. 5 of these Governors had only recently been appointed and so may not have experienced the full workings of the Council and, therefore, may not have felt able to fully answer each of the questions. The survey was also sent to 6 of our recently departing Governors.</p> <p>Action: Governors to consider the results and consider how further improvements may be achieved. Governors to feedback to Lead Governor / Corporate Affairs Team.</p> <p>The summary along with recommendations were noted.</p> | Governors |
| 2017/18/85 | <p>Governor updates on recent events</p> <ul style="list-style-type: none"> • Training Governors felt the training provided by Claire Lea was excellent and would welcome another opportunity to meet with her again. • Conferences Staff Governor Ken Edwards recently attended a NHS provider Finance and Business Skills Course and felt it was very educational. Ken's feedback was provided as part of the agenda for this meeting. | |
| 2017/18/86 | <p>Council of Governors Sub-Committee / group minutes / notes</p> <p>a. Membership and Development Sub Committee – 6th November 2017 – minutes were noted and membership approved. Chair has not yet been agreed.</p> <p>b. Scrutiny Sub-Committee – 12th October 2017 – minutes were noted and approval given for Brian Crouch as Chair and Graham Pollard as Vice Chair.</p> <p>c. Nominations and Remuneration Committee – 26th October 2017 – minutes were noted and approval of Richard Agar joining the group was given.</p> | |
| 2017/18/87 | <p>Motions or Agenda Items on Notice.</p> <p>None.</p> | |

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|----------------------|---|----------------------|----------------|---------------|----------------|----------------------|------------|---------------|----------------|----------------------|------------|---------------|----------------|----------------------|------------|---------------|----------------|----------------------|------------|---------------|----------------|--|
| 2017/18/88 | Review of risk impact of items discussed. No risks identified. | | | | | | | | | | | | | | | | | | | | | |
| 2017/18/89 | Feedback from meeting – review of effectiveness of the meeting Noted as effective. | | | | | | | | | | | | | | | | | | | | | |
| 2017/18/90 | Date and time of meetings <table border="1" data-bbox="346 504 1289 909"> <tbody> <tr> <td data-bbox="352 512 619 582">Council of Governors</td> <td data-bbox="625 512 810 582">12/04/2018</td> <td data-bbox="817 512 1018 582">10:00 - 14:00</td> <td data-bbox="1024 512 1283 582">Sycamore House</td> </tr> <tr> <td data-bbox="352 591 619 660">Council of Governors</td> <td data-bbox="625 591 810 660">12/07/2018</td> <td data-bbox="817 591 1018 660">11:00 - 15:00</td> <td data-bbox="1024 591 1283 660">Sycamore House</td> </tr> <tr> <td data-bbox="352 669 619 739">Council of Governors</td> <td data-bbox="625 669 810 739">20/09/2018</td> <td data-bbox="817 669 1018 739">11:00 - 15:00</td> <td data-bbox="1024 669 1283 739">Sycamore House</td> </tr> <tr> <td data-bbox="352 748 619 817">Council of Governors</td> <td data-bbox="625 748 810 817">13/12/2018</td> <td data-bbox="817 748 1018 817">11:00 - 15:00</td> <td data-bbox="1024 748 1283 817">Sycamore House</td> </tr> <tr> <td data-bbox="352 826 619 896">Council of Governors</td> <td data-bbox="625 826 810 896">24/01/2018</td> <td data-bbox="817 826 1018 896">10:30 – 14:00</td> <td data-bbox="1024 826 1283 896">Sycamore House</td> </tr> </tbody> </table> | Council of Governors | 12/04/2018 | 10:00 - 14:00 | Sycamore House | Council of Governors | 12/07/2018 | 11:00 - 15:00 | Sycamore House | Council of Governors | 20/09/2018 | 11:00 - 15:00 | Sycamore House | Council of Governors | 13/12/2018 | 11:00 - 15:00 | Sycamore House | Council of Governors | 24/01/2018 | 10:30 – 14:00 | Sycamore House | |
| Council of Governors | 12/04/2018 | 10:00 - 14:00 | Sycamore House | | | | | | | | | | | | | | | | | | | |
| Council of Governors | 12/07/2018 | 11:00 - 15:00 | Sycamore House | | | | | | | | | | | | | | | | | | | |
| Council of Governors | 20/09/2018 | 11:00 - 15:00 | Sycamore House | | | | | | | | | | | | | | | | | | | |
| Council of Governors | 13/12/2018 | 11:00 - 15:00 | Sycamore House | | | | | | | | | | | | | | | | | | | |
| Council of Governors | 24/01/2018 | 10:30 – 14:00 | Sycamore House | | | | | | | | | | | | | | | | | | | |

Council of Governors Action Log

| Meeting date | Ref | Action | By whom? | By when? | Progress Update/ Evidence/ Assurance | Status |
|--------------|------------|---|------------------------|-------------------|---|--------|
| 19/12/2017 | 2017/18/78 | Follow up session re: Quality Improvement Strategy and potential governor training on QI. | Corporate Affairs Team | by end March 2018 | Training for Governors in QI to be provided by March 2018. Update on implementation of QI strategy to be planned into 2018/19 COG business cycle. | Closed |
| 19/12/2017 | 2017/18/84 | Governors to consider the results and consider how further improvements may be achieved. Governors to feedback to Lead Governor / Corporate Affairs Team. | Governors | 18/01/2017 | Awaiting Governor feedback | Open |

| No: | Agenda Item | Executive Lead | 21/04/2017 | 13/07/2017 | 19/09/2017 | 19/12/2017 | 18/01/2018 |
|------------------------------|---|---|------------|------------|------------|------------|------------|
| Matters of Governance | | | | | | | |
| 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 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategy and Planning | | | | | | | |

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|---|---|---------------------------------------|-------------|--------------------|---|---|---|
| 10 | Operational Plan 2017- 2018 submission | Director of Finance | ✓ | | | | |
| 11 | CWP forward view planning | Director of Finance | | ✓ | | ✓ | |
| Constitutional and Compliance | | | | | | | |
| 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 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Working with Non Executive Directors | | | | | | | |
| 15 | Annual Senior Independent Director Led meeting and plans for Chair's appraisal | Senior Independent Director | | | ✓ | | |
| 17 | Appointment of Non Executive Director | Chair | | | | ✓ | |
| Working with Members | | | | | | | |
| 18 | Annual Election planning | Head of Corporate Affairs | | ✓ | | | |
| 19 | Annual review of the Membership (Involvement) Strategy | Head of Communications and Engagement | | | ✓ | | |

| No: | Agenda Item | Executive Lead | 12/04/2018 | 12/07/2018 | 20/09/2018 | 13/12/2018 | 24/01/2019 |
|------------------------------|--|--|------------|------------|------------|------------|------------|
| Matters of Governance | | | | | | | |
| 1 | Announcements: Chief Executive Governor | Chair Lead Chief Executive Lead Governor | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | 2018/19 Business Cycle | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | Action schedule | Chair | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 | Receive CoG Annual Report 2018 (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 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Strategy and Planning | | | | | | | |

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|---|---|--|-------------|--------------------|---|---|---|
| 10 | Operational Plan 2018- 2019 submission | Director of Finance | ✓ | | | | |
| 11 | CWP forward view planning | Director of Finance | ✓ | ✓ | ✓ | ✓ | ✓ |
| Constitutional and Compliance | | | | | | | |
| 12 | Receive the Trust's Annual Accounts and Auditor reports on them and the Annual Report 17/18 | Director of Finance | | ✓ | | | |
| 13 | Draft Quality Accounts 17/18 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 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Working with Non Executive Directors | | | | | | | |
| 15 | Annual Senior Independent Director Led meeting and plans for Chair's appraisal | Senior Independent Director | | | ✓ | | |
| 17 | Appointment of Non Executive Director (none planned 2018/19) | Chair | | | | | |
| Working with Members | | | | | | | |
| 18 | Annual Election planning | Head of Corporate Affairs | ✓ | ✓ | | | |
| 19 | Annual review of the Membership (Involvement) Strategy | Associate Director: Patient Experience | | | ✓ | | |



STANDARDISED REPORT COMMUNICATION

REPORT DETAILS

| | |
|-----------------------------|--|
| Report subject: | CWP Constitution review |
| Agenda ref. no: | 1718102 |
| Report to (meeting): | Council of Governors |
| Action required: | Discussion and Approval |
| Date of meeting: | 18/01/2018 |
| Presented by: | Louise Brereton, Head of Corporate Affairs |

| | |
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| Which strategic objectives this report provides information about: | |
| 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 |
| Which CQC quality of service domains this report reflects: | |
| Safe services | Yes |
| Effective services | Yes |
| Caring services | Yes |
| Well-led services | Yes |
| Services that are responsive to people's needs | Yes |
| Which Monitor quality governance framework/ well-led domains this report reflects: | |
| Strategy | Yes |
| Capability and culture | Yes |
| Process and structures | Yes |
| Measurement | Yes |
| Does this report provide any information to update any current strategic risks? If so, which? | |
| See current risk register in the agenda of the public meeting of the Board of Directors at http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings | Yes |
| 35T | |
| Does this report indicate any new strategic risks? If so, describe and indicate risk score: | |
| See current integrated governance strategy. CWP policies – policy code FR1 | No |
| 35T | |

REPORT BRIEFING

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| Situation – a concise statement of the purpose of this report |
| The Trust Constitution sets out the terms of the Trust's operation as a public benefit corporation. It is subject to periodic review and required amendments. The Council of Governors are asked to consider the removal of para. 15A in line with recent NHS Improvement changes. |

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| Background – contextual and background information pertinent to the situation/ purpose of the report |
| Paragraph 15A sets out the instructions for Governors wishing to refer a question to the independent NHS Improvement Panel in times of Trust failure. |

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| Assessment – analysis and considerations of options and risks |
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Notification was received from NHS Improvement in 2017 that in three years of the operation of the Independent Panel, no referrals or questions had been received by any Governors of any trusts. NHS Improvement subsequently has taken the decision to disband the panel. The following is a link to the briefing provided at the time - <https://improvement.nhs.uk/news-alerts/independent-panel-for-advising-governors-disbanded/>

It is proposed that now this panel is no longer in operation, that paragraph 15 should be removed from the Trust Constitution.

It is good practice to periodically review Trust Constitutions and receipt of the proposal for this change has instigated discussions on the potential to undertake a review of the Constitution. We are therefore seeking Governor volunteers to participate in this work as a short task group of the Membership and Development subcommittee.

Following this work, any identified amendments required will be collated and reported back to the Council of Governors for approval. It is anticipated that this work would conclude by July 2018.

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

The Council of Governors are recommended to **note** the Constitution amendment proposed and agree to undertake a fuller review of the Constitution to identify any further amendments required for approval at the July 2018 meeting.

| Who/ which group has approved this report for receipt at the above meeting? | | Louise Brereton |
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| Contributing authors: | | 35T |
| Distribution to other people/ groups/ meetings: | | |
| Version | Name/ group/ meeting | Date issued |
| 35T | 35T | 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 |
|--------------|--|
| 1 | Trust Constitution - http://www.cwp.nhs.uk/resources/reports/cwp-constitution/ |



**Minutes of the Membership & Development Sub-Committee
Tuesday 12th December 2017, 13:30 – 15:15
Board Room, Trust Headquarters, Redesmere**

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| Present | Ferguson McQuarrie, Service User & Carer Governor (Co- Chair) Chairing David Bull, Service User and Carer Governor Elizabeth Bott, Public Governor Jackie McGhee, Service User and Carer Governor Nigel Richardson, Out of Area Governor Philip Billington, Service User and Carer Governor |
| In attendance | Melysa Border, Corporate Governance Administrator (Minutes) Cathy Walsh, Associate Director of Patient & Carer Experience (interim) Suzanne Christopher, Corporate Affairs Manager |
| Apologies | David Keight, Service User and Carer Governor Gladys Archer, Service User & Carer Governor Gordon Cairns, Service User and Carer Governor Helen Nellist, Public Governor Philip Mook, Staff Governor (Non-Clinical) |

| Ref | Title of item | Action |
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| 17/18/50 | Welcome, apologies and quoracy The Chair welcomed all members to the meeting, all attendees introduced themselves, apologies were noted as above, and the meeting was quorate. | |
| 17/18/51 | Meeting guidelines The meeting guidelines were noted . | |
| 17/18/52 | Declarations of interest No declarations of interest were declared . | |
| 17/18/53 | Minutes of the last meeting & Action Points The minutes of the meeting held on 6th November 2017 were agreed as an accurate record of the meeting. Actions completed and closed: 17/18/40 - Draft involvement report has been shared. 17/18/42 – Feedback for AMM added as agenda item 59. 17/18/47 – PLACE visit information shared with the group On-going actions: 17/18/39 – Cathy Walsh is working on this and will bring an update to the January meeting. | |
| 17/18/54 | Membership and Development Sub Committee Business Cycle 17/18 The business cycle was noted . | |
| 17/18/55 | Membership Strategy Update Cathy Walsh advised the sub-committee as of 30 th November the Trust has 14,380 members, which is up by 30 in comparison from the figures | |

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| | <p>for the end of the financial year 16/17.</p> <p>Total membership figures are:</p> <ul style="list-style-type: none"> • Wirral: 4001 – Same as 16/17 • West: 5352 - up by 16 • East: 3362 - up by 4 • Out of area 1665 - up by 10 <p>Membership is broken down into the following constituencies and classes:</p> <p>Service user and carers: 1774 – Up by 8 Public members: 9137 - Up by 25</p> <ul style="list-style-type: none"> • Wirral 2719 - Down by 2 • Cheshire West 2914 – Up by 13 • Cheshire East 2084 – Up by 6 • Out of area 1420 – Up by 8 • <p>Staff: 3469 – same as 16/17</p> <ul style="list-style-type: none"> • 1720 nursing (registered and non-registered) - [No Change] • 930 non-clinical (including volunteers) – [No Change] • 478 therapies - [No Change] • 228 clinical psychology – [No Change] • 113 medical - [No Change] <p>A discussion was held around linking membership with the Friends and Family test (FFT). Cathy Walsh advised this is something that could be done once we receive the results from the FFT and will look in to this further.</p> <p>A new Friends and Family Test system was put to the Patient and Carer Experience Group with the aim that the new method will increase uptake by providing FFT in a variety of formats. This is taking a little longer than planned due to names of wards/teams varying slightly depending on the system they are on. Cathy Walsh is meeting with the Information Technology team on 20th December to discuss this further.</p> <p>Action – FFT feedback to be shared with Governors</p> | Cathy Walsh |
| 17/18/56 | <p>Update on Involvement and Volunteering</p> <p>Cathy Walsh gave an overview on the following:</p> <p>Involvement Review</p> <p>In September 2017, Quality Committee and Operational Board approved the reward and recognition for involvement guidance and agreed that the implementation should be coproduced with the plan for implementation of the new system in January 2018.</p> <p>The implementation group have recommended that service user and</p> | |

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| | <p>carer volunteers, in certain specified activities will be subject to a three year 'term', for example in areas such as service redesign, a member of a committee or sub-committee. This does not mean that after three years participants will no longer be able to volunteer, but the specific activity is only open to people who are service users or carers. We will work with people to find other solutions to meet their needs in terms of volunteering.</p> | |
| <p>17/18/57</p> | <p>Membership Engagement</p> <p>Governor blogs Jackie McGhee and David Bull volunteered to draft blogs. Once complete they will submit those to the Corporate Affairs Team. Fergie McQuarrie has completed a blog which is currently being formatted and published once completed.</p> <p>Action – add blog button to governors page</p> <p>Email Communication to Members Cathy advised she will contact MES and aim to meet with them to receive training to help the team gain better understanding around the functionality of the system which will allow the Trust to use the database in a more efficient way. Ideally Cathy would like to do this before the next meeting and update the group.</p> <p>Action – Cathy Walsh to meet with MES and further her knowledge on the use of the database and look at communication via email from database.</p> <p>Other suggestions / idea's</p> <p>A number of ideas and suggestions were discussed by the group. These included:</p> <ul style="list-style-type: none"> • Use of Twitter to engage with members • Meet your governor sessions • Emails via the MES database • Publish actions in engage magazine • Links with Recovery Collages <p>It was suggested by the sub-committee a meet and greet of new members would be a way to engage with members; Suzanne Christopher advised tea & talk events used to be held monthly at trust premises however, attendance from members was poor.</p> <p>Action – Corporate affairs team to look at events with in the trust to also include a meet your governor section</p> <p>Governors at the meeting seemed keen to still trial this and promote via social media.</p> <p>Governors are the voice and ears of their local community and not just members of CWP therefore they encouraged to engaged with the public and members directly to raise the profile of themselves as Governors and of CWP.</p> | <p>Corporate Affairs Team</p> <p>Cathy Walsh</p> <p>Corporate Affairs Team</p> |

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| 17/18/58 | Autism Deferred to next meeting. | |
| 17/18/59 | Annual Members Meeting Suzanne Christopher provided the sub-committee with feedback from the Annual Members Meeting which took place in October 2017. 80% attendee's felt the favourite part was the person-centred framework video and 90% described the experience as professional. Suggested improvements for next year's event were to have more discussions during Q&A and an easier location to get to/park. Action – Speak to People and Occupational Development team for ideas of enhancements for AMM based on ideas from awards event | Corporate Affairs Team |
| 17/18/60 | Review of chair / membership of group Due to some members of the sub-committee coming to the end of their current term of office the sub-committee were looking for new members and a co-chair. New members have joined the group which brings the membership to 11 in total. Fergie McQuarrie has been chair for some time and was tanked for taking on this position. The position of Chair is reviewed annually, as other members were invited to express an interest in the position. 4 people expressed an interest in the roles, of chair / deputy. Action – Corporate Affairs Team to email membership and follow up with voting process for Chair and Co-Chair positions. | Corporate Affairs Team |
| 17/18/61 | Items to refer to the Council of Governors Meeting The membership of this group will be confirmed at the Council of Governors. | |
| 17/18/62 | Review of risk impact of items discussed None | |
| 17/18/63 | Any other business Action – Nigel Richardson would like to be PLACE trained, Corporate Affairs Team to arrange. | Corporate Affairs Team |
| 17/18/64 | Review of effectiveness of meeting Effective meeting. | |

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| 17/18/65 | Date, time and place of the next meeting: 21 st February 2018, 14:00 – 16:00 Redesemere Board Room | |

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Minutes of Scrutiny Sub Committee
Wednesday 13th December 2017, 10:30 – 13:30
Boardroom, Redesmere,
Countess of Chester Health Park, Liverpool Road, Chester, CH2 1BQ

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| Present | Brian Crouch, Service User & Carer Governor - Chair Deepak Agnihotri, Staff Governor Therapies Graham Pollard, Universities - Partnership Governor Richard Agar, Public Governor Wirral Elizabeth Bott, Public Governor West |
| In attendance | Melysa Border, Corporate Governance Administrator (Minutes) Tim Welch, Director of Finance James O'Connor, Non-Executive Director Rebecca Burke-Sharples, Non-Executive Director Suzanne Christopher, Corporate Affairs Manager |
| Apologies | Arlo King, Service User & Carer Governor Edward Jenner, Non-Executive Director Jill Doble, Staff Governor Therapies Ken Edwards, Staff Governor Louise Brereton, Head of Corporate Affairs Michael Brassington, Service User & Carer Governor Robert Walker, Public Governor East Cheshire Keith Millar, Service User & Carer Governor Stanley Mayne, Public Governor Wirral |

| Ref. | Programme | Action by |
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| 17/18/53 | Welcome, Introductions, Apologies and Quoracy The Chair welcomed all members to the meeting, introductions and apologies were noted as above and the meeting was confirmed as quorate. | |
| 17/18/54 | Meeting Guidelines The meeting guidelines were noted. | |
| 17/18/55 | Declarations of Interest There were no declarations of interest declared. | |
| 17/18/56 | Minutes of the last meeting – 12 October 2017 and Matters Arising / Action Points The minutes were approved as an accurate record. Matters arising and action points Action 45 was re-opened and more assurance required. | |
| 17/18/57 | Review and Scrutiny of Audit Matters Audit Chairs Report | |

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| | <p>Edward Jenner sent apologies to the meeting; Rebecca Burke Sharples attended as deputy chair of Audit Committee and provided an overview of the Audit Committee Chairs report.</p> <p>Rebecca updated the sub-committee on the internal Audit progress. Two audits have recently been completed and reviewed by the Audit Committee. These were:</p> <ul style="list-style-type: none"> • Patient cash & Valuables review which attained limited assurance - • Recruitment review which attained Significant Assurance. <p>Rebecca advised that the Audit Committee had discussed actions arising from the patient cash and valuables review and noted the timescales for completion of the actions which were due by December 2017.</p> <p>A meeting has taken place between the Audit Committee Members and the external auditors following the Committee meeting to discuss the preparation of the 2017/18 audit plan.</p> <p>The Audit Committee noted the minutes and/ or chair's reports from the Quality Committee and the Operational Board. There were no matters for escalation from the Quality Committee; however, the risk of shortage of CAMHS consultants was noted from the Operational Board minutes (July and September minutes). An action was noted to ensure that this is reflected on the strategic risk register and to form part of this item at the November 2017 Board meeting.</p> <p>The Scrutiny Sub Committee noted the above report.</p> | |
| 17/18/58 | <p>Review and Scrutiny Performance and Planning</p> <p>Tim Welch updated the subcommittee on the Operational Plan 2018/19 which sets out the Trust approach to activity, quality, workforce planning and financial planning. The dashboard reflects the key performance indicators defined to enable the Board to monitor the delivery of the Operational Plan and the Trust objectives and any risks to achievement. The dashboard will be updated.</p> <p>The dashboard reflects that for month 7 there are no indicators off track, however it is important to note the following</p> <ul style="list-style-type: none"> • Priority been reviewed and now reflect the 8 trust priority projects. <i>Please note: following Executive review, it was agreed that there would not be a PSO status report for November, that instead some time should be taken to reflect how the overall Programme of activity is reported, scrutinised and monitored and ensure arrangements are robust enough going forward.</i> • KPI SO3.3.2 Both metrics are amber rated at the latest reportable position • KPI SO3: 3.1 The trust reported last month that the CPA 12 month review target had not been met. I am pleased to report that all 14 | |

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| | <p>NHSI targets were met this month, with CPA 12 month review achieving 95.07% compliance, against a target of 95%.</p> <p>The Scrutiny Sub Committee noted the dashboard.</p> <p>Graham Pollard will attend the next Audit Committee meeting.</p> | | | | | |
| 17/18/59 | <p>Review and Scrutiny of Quality Matters</p> <p>Quality Committee Chairs report</p> <p>Dr James O’Conner gave an overview of the Quality Committee Chairs report.</p> <p>Dr O’Connor advised the Quality Committee discussed the current status of the risk register.</p> <p>The Quality Committee agreed to the scoping of two potential new risks relating to CQUINS and Care Groups. These will be closely considered and risk treatment plans drawn up as appropriate.</p> <p>Dr O’Connor advised that the Quality Committee received a presentation from the Community Podiatry Service. The team outlined their plans for service improvement.</p> <p>The Scrutiny Sub Committee noted the report.</p> <p>Brian Crouch will attend the next Quality Committee</p> | | | | | |
| 17/18/60 | <p>Governor / Subcommittee Matters</p> <p>No Governors from the sub-committee attended the last board meeting. and there is no feedback from Governors or Members</p> <p>It was confirmed to the sub-committee that Graham Pollard has been appointed as vice chair of the group.</p> | | | | | |
| 17/18/61 | <p>Review Terms of Reference</p> <p>Action: The terms of reference to be circulated to the group with the minutes along with future meeting dates.</p> | Corporate Affairs Team | | | | |
| 17/18/62 | <p>Any Other Business</p> <p>Action: Outstanding questions from Keith Millar to be answered before the next Scrutiny sub committee</p> | Corporate Affairs Team | | | | |
| 17/18/63 | <p>Review risk of impact on items discussed</p> <p>None</p> | | | | | |
| 17/18/64 | <p>Date, time and place of the next meeting:</p> <table border="1" data-bbox="272 1960 1211 2040"> <tr> <td>Scrutiny Sub Committee</td> <td>14/02/2018</td> <td>10:30 - 13:00</td> <td>Board Room, Redesmere</td> </tr> </table> | Scrutiny Sub Committee | 14/02/2018 | 10:30 - 13:00 | Board Room, Redesmere | |
| Scrutiny Sub Committee | 14/02/2018 | 10:30 - 13:00 | Board Room, Redesmere | | | |

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| | Scrutiny Sub Committee | 18/04/2018 | 10:30 - 13:00 | Board Room, Redesmere |
| | Scrutiny Sub Committee | 14/06/2018 | 10:30 - 13:00 | Board Room, Redesmere |
| | Scrutiny Sub Committee | 12/09/2018 | 10:30 - 13:00 | Board Room, Redesmere |
| | Scrutiny Sub Committee | 11/10/2018 | 10:30 - 13:00 | Board Room, Redesmere |
| | Scrutiny Sub Committee | 12/12/2018 | 10:30 - 13:00 | Board Room, Redesmere |
| | Scrutiny Sub Committee | 13/02/2019 | 10:30 - 13:00 | Board Room, Redesmere |

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