

## AGENDA FOR THE MEETING OF THE COUNCIL OF GOVERNORS

**13 July 2016, 6.00pm**

(Governor registration and hospitality available between 5pm and 5.45pm)  
Middlesbrough Football Club

NOTE: Cllr Ann McCoy, Lead Governor will be available from 5.40pm to meet with Governors

Agenda:

No		What we will talk about	Why are we talking about this	Lead Person	Supporting Paper / Spoken report
<b>6.00 – 6.20 Standard Items</b>					
1.	 	Welcome and apologies for absence.	<p><b>For information</b> To make sure that we have enough Governors present to be quorate and introduce any new attendees.</p> <p>To advise of housekeeping arrangements.</p>	<p>Lesley Bessant, Chairman</p> 	Spoken
2.		Minutes of the meeting of the Council of Governors held 19 May 2016.	<p><b>To agree</b> To check and approve the minutes of this meeting.</p>	Lesley Bessant, Chairman	Attached
3.		Public Council of Governors' Action Log	<p><b>To discuss</b> To update on any action items.</p>	Lesley Bessant, Chairman	Attached
4.		Declarations of Interest.	<p><b>To agree</b> The opportunity for Governors to declare any interests with regard to any matter being discussed today.</p>	Lesley Bessant, Chairman	Spoken

No		What we will talk about	Why are we talking about this	Lead Person	Supporting Paper / Spoken report
5.	 	Chairman's activities	<p><b>For information</b> To hear from the Chairman on what she has been doing since the last meeting.</p> <p>There will be an opportunity to ask any questions.</p>	Lesley Bessant, Chairman	Spoken
6.		Questions from Governors	<p><b>To discuss</b></p> <p>To consider any questions raised by Governors which are not covered elsewhere on the agenda. <i>(Governors are asked to provide the Trust Secretary with at least 24 hours written notice if they wish to receive a formal answer to their questions at the meeting.)</i></p>	Lesley Bessant, Chairman	Spoken
6.20 – 6.25 Procedural					
7.		<p>Date and Time of next meeting:</p> <p>Annual General and Members Meeting 20 July at 6pm</p> <p>29 September at 6pm</p> <p>Both held at Middlesbrough Football Club, Riverside Stadium, Middlesbrough, TS3 6RS</p>			Spoken

No		What we will talk about	Why are we talking about this	Lead Person	Supporting Paper / Spoken report
8.		<p><b><u>Confidential Motion</u></b></p> <p><i>“That representatives of the press and other members of the public be excluded from the remainder of this meeting on the grounds that the nature of the business to be transacted may involve the likely disclosure of confidential information as defined in Annex 9 to the Constitution as explained below:</i></p> <p><i>Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under, the Trust.</i></p> <p><i>Any terms proposed or to be proposed by or to the Trust in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.</i></p>			

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**Lesley Bessant**  
**Chairman**

**Contact:** Phil Bellas, Trust Secretary Tel. 01325 55 2001/Email: [p.bellas@nhs.net](mailto:p.bellas@nhs.net)

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**MINUTES OF THE COUNCIL OF GOVERNORS MEETING HELD ON 19  
MAY 2016, 6.00 PM AT MIDDLESBROUGH FOOTBALL CLUB**

**PRESENT:**

Lesley Bessant (Chairman)  
Cliff Allison (Durham)  
Mary Booth (Middlesbrough)  
Janice Clark (Durham)  
Martin Coombs (York)  
Hilary Dixon (Harrogate and Wetherby)  
Jacqui Dyson (Staff, Durham and Darlington)  
Gary Emerson (Stockton on Tees)  
Paul Emerson-Wardle (Stockton on Tees)  
Betty Gibson (Durham)  
Chris Gibson (Harrogate and Wetherby)  
Andrea Goldie (Darlington)  
Glenda Goodwin (Staff, Forensic)  
Catherine Haigh (Middlesbrough)  
Dr Peter Harrison (York)  
Simon Hughes (Staff, Teesside)  
Prof Pali Hungin (Durham University)  
Dr Judith Hurst (Staff, Corporate)  
Keith Marsden (Scarborough and Ryedale)  
Gary Matfin (Staff, York and Selby)  
Cllr Ann McCoy (Stockton Borough Council)  
Debbie Newton (representative for North Yorkshire Clinical Commissioning Groups)  
Jean Rayment (Hartlepool)  
Gillian Restall (Stockton on Tees)  
Zoe Sherry (Hartlepool)  
Dr David Smart (CCG representative for Co Durham and Darlington)  
Sarah Talbot-Landon (Durham)  
Sandy Taylor (Harrogate and Wetherby)  
Vanessa Wildon (Redcar and Cleveland)

**IN ATTENDANCE:**

Phil Bellas (Trust Secretary)  
Dr Hugh Griffiths (Non Executive Director)  
Marcus Hawthorn (Non Executive Director)  
David Jennings (Non Executive Director)  
Drew Kendall (Acting Director of Finance)  
Beverley Lynch (Secretary)  
Colin Martin (Chief Executive)  
Barbara Matthews (Non Executive Director)  
Kathryn Ord (Deputy Trust Secretary)  
Donna Oliver (Deputy Trust Secretary)  
Sharon Pickering (Director of Planning and Performance)  
Stephen Scorer (Deputy Director of Nursing and Governance)  
Tina Shann (Membership Administrator)  
Richard Simpson (Non Executive Director)  
Jim Tucker (Deputy Chairman)

## **OBSERVERS**

Student Nurses – Luke Milne, Nadine MPanie, Michelle Purll, Laura Robson, Megan Sargent, Rachel Scorer, Christyleigh Stephens, Kim Searle, Beth Thompson, Jessica Vallely, Aimee Walkenshaw, Julie Ann Kitching. Asefah Akram

## **16/20 APOLOGIES**

Cllr Stephen Akers-Belcher (Hartlepool Borough Council)  
Dr Mina Bobdey (Rest of England)  
Richenda Broad (Middlesbrough Council)  
Dr Nathaniel Drake (York)  
Dr John Drury (CCG representative for Hartlepool, Stockton on Tees and South Tees)  
Claire Farrell (Redcar and Cleveland)  
Marion Grieves (Teesside University)  
Dennis Haithwaite (Darlington)  
Lesley Jeavons (Durham County Council)  
Kevin Kelly (Darlington Borough Council)  
Brent Kilmurray (Chief Operating Officer)  
Dr Nick Land (Medical Director)  
David Levy (Director of Human Resources and Organisational Development)  
Elizabeth Moody (Director of Nursing and Governance)  
Wendy Pedley (Staff, North Yorkshire)  
Angela Stirk (Hambleton and Richmondshire)  
Richard Thompson (Scarborough and Ryedale)  
Prof Ian Watt (University of York)  
Judith Webster (Scarborough & Ryedale)  
Mark Williams (Durham)  
Colin Wilkie (Hambleton & Richmondshire)

## **16/21 WELCOME**

The Chairman opened the meeting and noted apologies. Martin Coombs and Peter Harrison, Public Governors representing York were welcomed to their first meeting.

Stephen Akers Belcher, Appointed Governor representing Hartlepool Borough Council had provided notice of resignation.

Drew Kendall, Acting Director of Finance and Information and Stephen Scorer, Deputy Director of Nursing and Governance were introduced to the Council.

## **16/22 MINUTES OF PREVIOUS MEETING**

The Council of Governors considered the minutes from the public meetings held on 25 February and 16 March 2016.

### **Agreed –**

- 1. That the minutes of the meeting held on 25 February 2016 be approved and signed by the Chairman subject to an amendment of minute 16/07 Question 3 to include:***

***‘Concerns were raised around the quality of occupational health checks undertaken on volunteers and how the results of those checks were taken into account when volunteer placements were undertaken. A personal experience resulted in a significant delay with assessment results not taken into consideration. It was questioned whether this was value for money when the outcome was not considered by staff.’***

- 2. That the minutes of the meeting held on 16 March 2016 be approved and signed by the Chairman.**

### **16/23 PUBLIC ACTION LOG**

Consideration was given to the public action log noting the relevant updates provided at the meeting including:

- 1) Minute 16/07 - Café/Restaurant facilities

Mr Martin advised that the Trust would review the facilities in line with the previous review that had been conducted, this would include consideration of types of food and refreshments available and would incorporate the views of users of the facilities.

- 2) Minute 16/07 – Staff Mobile numbers

Mr Martin confirmed that a previous SBard communication had been issued in response to a homicide. The current position of staff not releasing details of their work mobile phone numbers to patients had been reviewed and reversed.

- 3) Minute 16/10 – OfSted Registration

Mr Scorer updated the Council in that the Trust was progressing with its registration which was due to conclude at the end of May. An inspection was expected in October 2016.

- 4) Minute 16/12 – Crisis Service

Mrs Pickering advised that a revised report was being progressed to update the figures including a more localised breakdown. She confirmed that if the figures for Middlesbrough remained low in terms of face to face contacts, this would be investigated.

- 5) Minute 16/12 – Autism Services

Mr Martin advised that an event for staff had been held in relation to autism services, the outcome was that:

- A Trustwide lead clinician role would be created.
- The development of cross specialty networks would be established to enable clinicians across the Trust to get together.

- A range of training would be developed for clinicians working within community teams to ensure that they were more “autism aware” with the ability to offer a range of suitable interventions.
- A number of “experts by experience” would be identified and trained to co-deliver training.
- Initial assessments and screening tools would be developed for access services to use along with a Trustwide diagnostic pathway.
- Work was to be undertaken to forecast demands and consider how capacity could be developed to support the demand.
- Commissioners would be made aware of the Trust’s plans and a case put forward for resources.
- A report would be submitted to the Executive Management Team in September.

A summary of the update provided was requested to be circulated with a further update to the Council of Governors at a future Governor Development Day.

**Action Item – Mr Martin / Mrs Ord**

A further request was made by the Council for an update on the provision of ADHD services.

**Action Item – Mr Kilmurray**

***Agreed - The Council of Governors received and noted the updates to the action log.***

## **16/24 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **16/25 CHAIRMAN’S REPORT**

The Chairman reported on her activities since February 2016. She had:

- 1) Made a number of visits to services and teams including:
  - a. Holme House prison mental health team.
  - b. Birch Ward where staff had worked to turn around their team performance for which they should be commended.
  - c. Dover House where the teams supporting children and young people had received a Living the Values award following a citation from a service user.
  - d. Housekeeping staff on Elm Ward where again staff had demonstrated extremely high levels of commitment to keeping the environment clean.
  - e. Newbury and Westwood wards where discussions were held with staff around their roles.
- 2) Presented a Living the Values Award to staff within Information where a significant amount of support and work had gone into ensuring that TEWV networks were available for staff within the York and Selby area. Staff within the locality had reported high levels of satisfaction and had been particularly impressed at the amount and quality of ‘hands on’ support and guidance that had been available during the transition.
- 3) Attended a service user and carer event at Scarborough.

- 4) Been working with members of the Council’s Nomination and Remuneration Committee on the recruitment of two Non Executive Directors.

**16/26 GOVERNOR QUESTIONS**

1. Catherine Haigh, Public Governor Middlesbrough

*‘What were the guidelines for service user and carer involvement in RPIWs and other lean methodology service improvement events?’*

*How was involvement in service improvement events monitored to ensure it takes place and that it is appropriate? Can this information be made available to Governors?’*

Mr Martin advised that responsibility for involving service users and carers in quality improvement was a responsibility of the ‘Sponsor’ of the event. Consideration as to who should be involved in terms of staff, external representation and service users and carers should be discussed in the early planning of any improvement event. A number of events have included service users and carers but there was no system in place to centrally record and monitor this.

Ms Haigh added that from her experience and knowledge there was no clear criteria and guidelines in place. Mr Marsden also added that it had been noted within the Scarborough and Ryedale locality that service users and carers had reported a lack of involvement in improvement events and interview panels.

Mr Martin agreed to review the comments made.

**Action Item – Mr Martin**

2. Sarah Talbot-Landon, Public Governor Durham

Mrs Talbot-Landon updated the Council on discussions that she had held with the Director of Operations for Durham and Darlington in relation to patients feeling safe on wards and child visiting. She reported that:

- Her concerns had been taken seriously by Mr Patrick Scott and Ms Jo Dawson.
- A commitment had been provided to review the accommodation at West Park Hospital to see if it would be possible to create a dedicated space for child visiting as a pilot area.
- The Locality Management Governance Board for Durham and Darlington would be considering the safe ward programme.

She reported that she would continue to work with staff to address these issues and provide further updates as and when available.

3. Sandy Taylor, Public Governor Harrogate and Wetherby

*‘Notwithstanding the Judicial Review of Bootham Park Hospital in York which was ongoing, were there aspects of the transfer of the services to TEWV,*

*particularly in the light of John Ransford, Independent Inspector's Report, that the Trust would have managed differently?*

Mr Martin responded in that:

- It would have been beneficial for the Trust to have had the planned time prior to transfer to prepare and manage the transfer. What transpired was that this time was utilised to deal with the outcome of the decision to close the inpatient facilities and the well documented impact this had.
- The Independent Inspector's report was a personal opinion in that the Trust did not undertake sufficient due diligence. The Trust's position was that all that could have been undertaken was done on the basis of the information that was made available.
- The Trust believed that its involvement in the subsequent actions following the closure of services was managed exceptionally well and the lead up to the transfer of services was managed appropriately, taking the unique circumstances into account.
- Learning from previous transfers of service was considered and implemented where appropriate.
- The decision to close a service five days prior to the transfer of services did affect the planned implementation.

4. Sandy Taylor, Public Governor Harrogate and Wetherby

*'Following the transfer of services within York and Selby, TEWV identified eleven cases where they felt the Mental Health Act procedures had not been followed fully with detentions and community ordered classified as unsafe. What checks and balances have been put in place within TEWV to prevent such unsafe detentions occurring?'*

Mr Scorer advised that:

- Issues had been identified following the routine checks that the Trust undertook.
- As a result of those checks against policy and legislation, the focus was on improving the practice in the area.
- The number and level of checks and balances the Trust had in place should be sufficient to ensure safe and appropriate detentions.

Cllr McCoy added that as an Associate Hospital Manager, reviews were regularly undertaken and that credit should be given to the Mental Health Act Team who ensured that the Mental Health Act was followed and that appropriate detentions were made.

5. Sandy Taylor, Public Governor Harrogate and Wetherby

*'The report of the Quality Assurance Committee which was considered by the Board of Directors on 26 April 2016 identified a forecast deficit of £2m for the Durham and Darlington locality. Would this deficit impact on service provision in other localities?'*

Mr Martin advised that:

- 1) The end of year position was less than a £2m deficit.
- 2) There had been a number of factors for the deficit in that:
  - a. Medical agency costs had been high.
  - b. There was an increased use of flexible staffing.
  - c. Identified savings and efficiencies had materialised later than expected.
- 3) The financial position of the Trust was managed collectively and no decisions had been made around deferring or stopping services.

6. Hilary Dixon, Public Governor Harrogate and Wetherby

*'In terms of the new build for inpatient services in Harrogate, it had been brought to her attention that the plans included mixed sex communal area. Service users and carers had expressed concern. It was asked if formal processes exist to ensure involvement at the earliest possible stage in the planning of new service developments and particularly capital developments?'*

Mr Martin responded in that:

- 1) The Trust was undergoing a process of designing the new inpatient facility for Harrogate.
- 2) That within the design there was clear definition of male and female rooms.
- 3) A number of service user and carer consultation events had been held, but consideration needed to be given as to whether these had been advertised appropriately to inform the Trust's future approach.
- 4) The planned designs were on display at a number of Trust premises.

Mr Marsden added that the explanation provided at the service user and carer meeting he had attended had been detailed and well received.

## **16/27 BOARD OF DIRECTORS FEEDBACK**

Mr Bellas presented the report containing the Board roundup summaries from February 2016 to March 2016 for information and to allow questions and clarification of any matters.

***Agreed – The Council of Governors received and noted the content of the Board round up from February 2016 to March 2016 inclusive.***

## **16/28 RISK ASSESSMENT FRAMEWORK**

The Council of Governors received a report on the Trust's position against the requirements of NHS Improvement's Risk Assessment Framework.

It was noted that:

- 1) The Board of Directors had agreed (on 26 April 2016) the Quarter 4 2015/16 submission to NHS Improvement of:
  - a) A Financial Sustainability Risk Rating (replacing the Continuity of Service Risk Rating) of '4' in line with plan with a declaration that the Trust would maintain a rating of at least '3' for the next 12 months.

- b) Confirmation that capital expenditure for the remainder of the financial year would not materially differ from plan.
- c) Confirmation that no subsidiaries were included within the financial results.
- d) Confirmation of the two governance statements.
- e) A reported governance rating of 'green'.
- f) Exception reports in relation to:
  - The outcome of the Care Quality Commission's (CQC) inspection of the Forensic Learning Disability wards at Roseberry Park Hospital.
  - Progress against the CQC Trustwide action plan with all actions having been completed or being on track to be completed as planned.
  - The development plan to address the compliance actions following the transfer of services within York and Selby. This would be amalgamated with the Trust's overarching action plan following the Trustwide inspection by the CQC.
  - Notification received from the Judge in the High Court of Justice Queen's Bench Division Administrative Court in which the Judge had refused to progress the claimants' to application for Judicial Review against the Trust.
  - Progress made against the Quality Governance Memorandum and Plan (January 2016) with all actions, to date, being completed in accordance with plan.
  - The consideration of the Health and Adult Social Care Policy and Scrutiny Committee of the City of York Council of report on the closure of Bootham Park Hospital.

***Agreed – The Council of Governors received and noted the content of the Monitor Risk Assessment Framework for Quarter 4, 1 January 2016 – 31 March 2016.***

**16/29 COMPLIANCE ACTIVITY RELATING TO THE CARE QUALITY COMMISSION (CQC)**

Arising from the report Mr Scorer advised that:

- 1) A rating of 'Good' in all five domains had been received from the CQC following an unannounced inspection of 367 Thornaby Road.
- 2) Outpatient appointments had re-commenced at Bootham Park in York.
- 3) The approval to re-open the ECT Suite at Bootham Park was awaited.
- 4) The CQC had published its intelligence monitoring report on the Trust on their website with an overall risk rating of 3 out of 144. Three risks had been identified in the report:
  - a) Number of deaths of patients detained under the Mental Health Act.
  - b) Assessment of bed occupancy.
  - c) Investigations into complaints
- 5) Twelve Mental Health Act inspections had been undertaken by CQC.
- 6) Ten Provider Action Statements for monitoring were outstanding since the last report to Council.
- 7) The internal mock inspection programme was progressing with a planned three week Trustwide inspection programme which would include all disciplines of staff, service users and carers as part of the inspection teams.

- 8) The Compliance Team had undertaken a mock inspection programme for Northumberland Tyne and Wear NHSFT and produced a report of their findings.

In response to questions it was noted that:

- 1) Commissioners did receive copies of Mental Health Act inspection reports in terms of the issues identified as restrictive practices by the CQC. Mr Scorer agreed to check whether discussions had been held with Commissioners in relation to where there were contradictions in the requirements of the contract in terms of the delivery of the service eg counting of knives and forks by staff which had been identified as restrictive practice by the CQC.

**Action Item – Mr Scorer**

***Agreed – The Council of Governors received and noted the report submitted to the Quality and Assurance Committee in relation to the Care Quality Commission.***

### **16/30 UPDATE ON SERVICE CHANGES**

Consideration was given to the service update report.

In response to questions the following was noted:

- 1) The availability of nursing home places for older people was a cause for concern. The Trust was aware that the Commissioners were placing organic patients from Teesside outside of their locality as a result of the availability of beds in nursing homes. The Trust was also aware that nursing homes within Hartlepool and Stockton had received tariffs for payments to improve the commercial stability of homes. It was recognised that Hartlepool was a particular cause of concern due to the number of homes that had closed.

The Chairman advised of a partnership agreement that Northumberland and Tyne and Wear (NTW) NHSFT had entered into with a nursing home provider. The Trust would be discussing this with NTW in terms of the implications and benefits.

It was agreed that the CCG's would be contacted in Teesside to request any statistics on the number of patients affected by the lack of nursing home beds and for details of Better Care Funds be looked into.

**Action Item – Mr Martin**

***Agreed – The Council of Governors received and noted the service development update report.***

### **16/31 DRAFT QUALITY ACCOUNT/REPORT 2015/16**

Mrs Pickering presented the draft quality account/report for the Trust reflecting the period 2015/16. She reminded the Council that Governors had been invited to attend two stakeholder groups during that time and that a task group of Governors had assisted in the drafting of the report.

***Agreed – The Council of Governors received and noted the draft Quality Account / Report for 2015/16.***

**16/32 PERFORMANCE DASHBOARD**

Mrs Pickering presented the key issues as contained within the report and advised that a detailed information pack had been made available to Governors to support the performance summary.

In receiving the report the following was noted from discussions:

- 1) From 1 April 2016, an integrated performance report would be available including those performance indicators for York and Selby.
- 2) That the Board of Directors at its meeting in November 2015 had requested that detailed analysis of:
  - a) The percentage of patients readmitted to assessment and treatment wards within 30 days.
  - b) Number of instances where a patient had three or more admissions in a year to assessment and treatment beds.
  - c) The median number of days from discharge to the next admission of a patient.

Consideration of this analysis by the Adult Speciality Group (SDG) and the Quality Assurance Committee had not highlighted any clinical concerns.

- 3) Due to the quality of printing of the report it was requested that this be recirculated to the Council.
- Action Item – Mrs Ord**
- 4) The Trust was in discussion with the Universities around nurse training and the impact of bursary removal for students. It was recognised that this would also impact those Allied Health Professional students.

***Agreed – That the Council of Governors received and noted the Performance Dashboard report as at end of March 2016.***

**16/33 FINANCE REPORT**

Consideration was given to the finance report for the period up to 31 March 2016 in that:

- 1) The comprehensive income outturn showed a deficit of £297k, representing 0.1% of the Trust's turnover and behind plan.
- 2) Excluding impairments the Trust was ahead of plan by £5,897 which was in the main due to a non recurrent surplus within projects and higher than planned contract income.
- 3) Identified Cash Releasing Efficiency Savings (CRES) as at 31 March 2016 was in line with plan.
- 4) The Trust had maintained its Financial Sustainability Risk Rating of 4.

***Agreed - The Council of Governors received and noted the Finance report as at end March 2016.***

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## 16/34 PAYMENT BY RESULTS

Mr Kendall updated the Council on the currently position of Payment by Results (PbR).

- 1) The national consultation on PbR had now concluded.
- 2) NHS Improvement had now produced national guidance for Foundation Trusts.
- 3) The introduction of PbR would result in a move away from block contracts.
- 4) 2016/17 would be a shadow year for the Trust with full implementation from 2017/18.
- 5) PbR would be linked to patient need and outcomes.
- 6) The challenge for the Trust was around the accuracy of data and the use of clusters.
- 7) The Trust's current position in terms of reference cost indicators was that it was better than the national average.

It was agreed that a further more detailed discussion on PbR (Mental Health Currency and Payment Mechanism) in terms of understanding the potential impact on the Trust and Commissioners to be provided at a future meeting.

**Action Item – Mrs Ord**

## 16/35 DEVELOPMENT PLAN

In presenting the report Mr. Bellas stated that its purpose was to sign off the end of year position on the Development Plan for 2015/16 and for the Council to approve its Development Plan for 2016/17.

In receiving the report the Council of Governors noted that:

- 1) All actions contained within the Development Plan for 2015/16 had been attained.
- 2) A workshop with Governors had been held on 19 April 2016 to consider the findings of the self-assessment and consider the key priority areas for development during 2016/17.

**Agreed – That the Council of Governors:**

1. **Received and noted the report on the Governors' Development Plan.**
2. **Approved the sign off of its Development Plan for 2015/2016.**
3. **Approved the proposed Development Plan for 2016/17.**

## 16/36 COMMITTEE UPDATE

The Chairman invited Mr Taylor to update the Council of Governors on the work of the Involvement and Engagement Committee.

It was noted that the Committee:

- 1) Had reviewed the current position of the Trust membership, a net increase of 1,244 public members against a target of 250 was the position as at 31 March 2016. This included the recruitment of members within York and Selby and North Yorkshire. Overall membership of the Trust was at a satisfactory level.
- 2) Considered the attainment of targets contained within the Involvement and Engagement Framework Scorecard for 2015/16 and set the targets for 2016/17.

- 3) Contributed to membership recruitment plans for 2016/17.
- 4) Discussed the plans for the Annual General and Members' Meeting due to be held on 20 July 2106 at Middlesbrough Football Club.
- 5) Discussed its future reporting requirements for assurance purposes in support of the Involvement and Engagement Framework.

***Agreed – The Council of Governors received and noted the update from its Involvement and Engagement Committee.***

### **16/37 TASK AND FINISH GROUP UPDATE**

Mr Taylor advised that two meetings of the Task and Finish Group reviewing Member and Stakeholder Engagement and Representation had been held. The group would be considering the following recommendations:

- Clarity around the role of Governors in representing and engaging with members and stakeholders.
- Succession planning for Governors.
- Assisting Governors to link with key service user/carer groups.
- Identifying how best to engage with the non-white British community.

### **16/38 CONFIRMATION OF FUTURE MEETING DATES**

The Chairman confirmed the next meeting as 13 July 2016, 6pm at Middlesbrough Football Club.

A special thank you was given to those Governors whose tenures would be coming to an end and who had not sought re-election, Mr Sandy Taylor, Mr Keith Marsden and Mr Mark Williams.

### **16/39 CONFIDENTIAL RESOLUTION**

***Agreed– that representatives of the press and other members of the public be excluded from the remainder of this meeting on the grounds that the nature of the business to be transacted may involve the likely disclosure of confidential information as defined in Annex 9 to the Constitution as explained below:***

*Information relating to the financial or business affairs of any particular person (other than the Trust).*

*Any terms proposed or to be proposed by or to the Trust in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.*

*Information which, if published would, or be likely to, inhibit -*

- (a) *the free and frank provision of advice, or*
- (b) *the free and frank exchange of views for the purposes of deliberation, or*
- (c) *would otherwise prejudice, or would be likely otherwise to prejudice, the effective conduct of public affairs.*

The Chairman closed the public session of the meeting at 7.15pm.

## Council of Governors Action Log

## Item 3

### RAG Ratings:

	Action completed/Approval of documentation
	Action due/Matter due for consideration at the meeting.
	Action outstanding but no timescale set by the Council.
	Action outstanding and the timescale set by the Council having passed.
	Action superseded
	Date for completion of action not yet reached

Date	Minute No.	Action	Owner(s)	Timescale	Status
19/05/2015	15/32	Introduction of Governor appraisals.	Phil Bellas	Feb-16 <del>March-16</del> July 16 link to the work of the task and finish group	
17/11/2015	15/74	To arrange the delivery of a training event including role play exercise for Associate Hospital Managers at a future Governor Development Day.	Kathryn Ord	<del>01/07/2016</del> November 16	
25/02/2016	16/07	To review the provision of directly provided café/restaurant facilities.	Brent Kilmurray		
25/02/2016	16/07	To seek clarity on the issuing of staff mobile numbers to patients in relation to a recent SBard communication.	Brent Kilmurray	May-16	Completed
25/02/2016	16/10	To update on reporting requirements as a result of OfSted registration	Elizabeth Moody	May-16	Completed
25/02/2016	16/12	To break down the data within the Crisis Service update report for Durham and Darlington and circulate	Sharon Pickering / Brent Kilmurray	May-16	
25/02/2016	16/12	To investigate and report on the low number of face to face contacts for crisis service within Middlesbrough	Brent Kilmurray	May-16	Completed
25/02/2016	16/12	To provide an update following the event to look at the provision of autism services within the Trust.	Brent Kilmurray	May-16	Completed
25/02/2016	16/15	To provide a comprehensive report to the Council on unexpected deaths.	Elizabeth Moody	Jul-16	
19/05/2016	16/23	To circulate the update on the outcome of the workshop on the development of autism services.	Colin Martin / Kathryn Ord	Jun-16	Completed

Date	Minute No.	Action	Owner(s)	Timescale	Status
19/05/2016	16/23	To receive an update on the provision of autism services at a Governor Development Day	Kathryn Ord	Nov-16	
19/05/2016	16/23	To receive an update of the provision of ADHD services (NOTE - Propose future Governor Development Day)	Brent Kilmurray	Nov-16	
19/05/2016	16/26	To review the concerns of Governors over the involvement of service users and carers within improvement events	Colin Martin	Sep-16	
19/05/2016	16/29	To review whether discussions had been held with Commissioners in relation to the restrictive practices identified by the CQC eg counting of knives and forks by staff.	Stephen Scorer	Jul-16	
19/05/2016	16/30	To request information from the CCGs on the number of patients affected and placed out of locality in nursing homes as a result of the lack of bed provision within Teesside.	Colin Martin	Sep-16	
19/05/2016	16/30	To request information on the Better Care Funds that affect service users within TEWV.	Colin Martin	Sep-16	
19/05/2016	16/32	To recirculate the performance dashboard report to the Council	Kathryn Ord	May-16	Completed
19/05/2016	16/34	To receive an update on the impact of PbR (Mental Health Currency and Payment Mechanisms) at a future meeting	Drew Kendall	Nov-16	