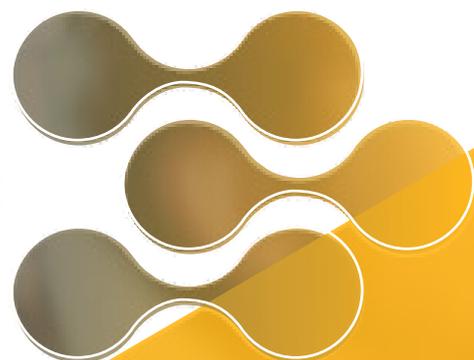


Council of Governors Meeting

Date: 20 June 2018

Time: 1600 (networking and refreshments from 1530)

Venue: Ironbridge Suite, Park Inn, Forgegate, Telford, TF3 4NA



Council of Governors Meeting

Wednesday 20 June 2018 – 1600-1800. *(Refreshments and networking from 1530, meeting commences at 1600)*

Park Inn, Forgegate, Telford, TF3 4NA

Members of the public are welcome to observe

A G E N D A

Timing		Enclosure	Lead
1600	1. Welcome and Introductions		Martin Gower
1605	2. Apologies for Absence		Martin Gower
1605	3. Minutes of the meeting held on 23 May 2018	1	Martin Gower
1610	4. Matters Arising		Martin Gower
1615	5. Governor Member Report on Activities, Events and Achievements	2	Simon Jones
1625	6. Chief Executive Briefing and Environmental Scan	3	Neil Carr
1640	7. An interview with Elizabeth Jarrett and Jane Gaddum, Non- Executive Directors		Martin Gower
1700	8. Patient Story		Diane Taylor
1720	9. An introduction from Kieron Murphy Managing Director, Children and Families Service		Kieron Murphy
1740	10. An introduction from Cathy Riley Managing Director, Shropshire Care Group		Cathy Riley
1800	11. Any Other Business (Please note: Any other business should be notified to the Chair at the commencement of the meeting. Acceptance of		Martin Gower

such items will be a the discretion of the Chair)

- 1800 12. **Summary of Decisions and Agenda Items for Next and Future Meetings**
- 1800 13. **Date of Next Meeting: 12th September 2018, The Learning Centre, St George's, Stafford (Annual Members Meeting)**



MINUTES OF THE EXTRAORDINARY COUNCIL OF GOVERNORS' MEETING OF SOUTH STAFFORDSHIRE AND SHROPSHIRE HEALTHCARE NHS FOUNDATION TRUST HELD ON WEDNESDAY 23RD MAY 2018 AT 1800HRS AT STAFFORDSHIRE COUNTY COUNCIL OFFICES, STAFFORD

01/18 PRESENT:

Martin Gower	Chairman
Ravi Bhakhri	Public/Service User/Carer Governor (South Staffordshire)
Cllr Arnold England	Partner, Telford and Wrekin Council
Mohammed Haroon	Governor Member
Steve Morris	Governor Member
Peter Jetson	Governor Member
Lilian Owens	Partner, Shropshire, Telford and Wrekin Voluntary Sector
Kathryn Taylor	Public/Service User/Carer Governor (South Staffordshire)
Fiona Doran	Public/Service User/Carer Governor (Shropshire/T&W)
Nicola Sherwood	Staff Governor
Ian McComiskie	Public/Service User/Carer Governor (South Staffordshire)
David Clements	Public/Service User/Carer Governor (Shropshire/T&W)
Peter Cross	Public/Service User/Carer Governor (South Staffordshire)
Paul Stanley	Governor Member
Cllr Simon Jones	Partner, Shropshire Council
Janet Smith	Public/Service User/Carer Governor (Regional/National)
Helen Allen	Staff Governor
Rubina Anjum	Staff Governor

02/18 IN ATTENDANCE:

Neil Carr	Chief Executive
Jane Landick	Company Secretary
Phoebe Wickens	Membership Administrator
Jenny Smit	Deputy Company Secretary/Membership Manager
David Mathews	Non-Executive Director
Jayne Deaville	Director of Finance and Performance
Katie Dale	Acting Head of Communications (SSOTP)
Megan Nurse	Non-Executive Director
Millie McMahon	Membership Administrator
Colin Anderson	Head of Strategy (SSOTP)
James Venables	Project Director
Richard Cotterell	Non-Executive Director
Paul Bunting	Non-Executive Director
Theresa Moyes	Director of Quality and Clinical Performance
Greg Moores	Director of Workforce and Development
Ian Wilson	Non-Executive Director
Steve Grange	Director of Strategy and Strategic Transformation

03/18 APOLOGIES:

Ken Jackson	Public/Service User/Carer Governor (South Staffordshire)
Dave Gill	Public/Service User/Carer Governor (Shropshire/T&W)
Karl Bailey	Public/Service User/Carer Governor (Shropshire/T&W)
Fran Virden	Staff Governor
Gill Burnett	Partner Governor, Staffordshire County Council
Mac Cock	Partner Governor, South Staffordshire Carers' Association
Gareth Eccleston	Public/Service User/Carer Governor (South Staffordshire)

04/18 WELCOME

Martin Gower welcomed all present to the meeting at an historic moment for the Trust and what was likely to be the last meeting of the Council of Governors of South Staffordshire and Shropshire Healthcare NHS Foundation Trust. He also thanked governors for respecting Ramadan and restricting the consumption of food to outside of the meeting room.

05/18 MINUTES

The minutes of the Council of Governors' meeting held on 21st March 2018 were formally approved, subject to an amendment to correct the venue at which the meeting was held to the Staffordshire County Council Offices, Stafford.

06/18 MATTERS ARISING

There were no matters arising.

07/18 VISION AND VALUES: MIDLANDS PARTNERSHIP NHS FOUNDATION TRUST

Colin Anderson gave a presentation on the vision, values and identity for the new organisation. Fiona Doran referred to the importance of ensuring that Shropshire and Telford and Wrekin were kept in the loop and received assurance that wider and focused communication and engagement with all areas of the Trust would be working on, ensuring a locality focus. Janet Smith highlighted the opportunities particularly over the summer for marketing and communicating the new brand and identity at the various county shows and events that the Trust would be attending and it was agreed that Jenny Smit would liaise with Colin Anderson and colleagues regarding dates and arrangements. Peter Cross advised that at the Staffordshire Show next week, opportunities would be taken to take contact details for potential new members to be sent membership and marketing material for the new organisation. Steve Grange commented on the huge stakeholder engagement, activity and consultation that had produced the new Trust identity and brand and thanked Colin Anderson and the team for their hard work in reaching this point.

07/18 STAFFORDSHIRE AND STOKE ON TRENT PARTNERSHIP NHS TRUST: SIGNIFICANT TRANSACTION

Martin Gower introduced the agenda item and invited Simon Jones to give an overview of the governor involvement in the transaction process. Simon Jones summarised his role from the outset as Chair of the Strategic Direction Engagement Group which had received regular briefings and the opportunity to influence and comment throughout. Subsequently he was included as a full member of the Significant Transactions Committee and confirmed that he had attended all but one meeting. He advised that he had been listened to and was assured that the governor contribution was valued and was not tokenistic. It was noted that both Simon Jones and the Strategic Direction Engagement Group had been impressed with the depth of the due diligence work and that there were no 'bugs under stones'.

Neil Carr gave a presentation and reminded governors of their statutory duties with respect to the significant transaction as being to consider the extent to which the Board has been thorough and comprehensive in reaching its proposal in relation to the acquisition; and has considered the interests of Trust members and the public as part of the decision-making process. He reviewed the rationale for the transaction and summarised the quick wins and longer term benefits of integration. The transaction

journey including the external due diligence and assurances in the form of letters of comfort from the reporting accountants KPMG were noted, culminating in receipt of a letter from NHS Improvement on 22nd May 2018 confirming a risk rating of amber. Neil Carr advised that this represented authorisation to proceed with the transaction and summarised the specific detail of the risk ratings in each of the domains of strategic rationale, transaction execution, quality and finance. The four areas against which NHS Improvement would continue to monitor the success of the transaction were outlined and noted.

In response to a question from Arnold England about the changes and implications for the Council of Governors itself, Martin Gower referred to the revisions to the Constitution for Midlands Partnership Trust which proposed a combined constituency for Staffordshire and Stoke on Trent to mirror the Shropshire/Telford & Wrekin constituency and the inclusion of a partner governor for Stoke on Trent City Council and for VAST, representing voluntary sector organisations in Staffordshire, again replicating the partner arrangements for Shropshire/Telford & Wrekin. He advised that it would be important to continue to promote membership in North Staffordshire and Stoke on Trent and to encourage members to stand for election as governors in these areas but that the important cultural shift would be to ensure a focus on being a 'wellbeing' trust and not primarily a mental health trust, going forward. Arnold England thanked the Chairman for his response and noted that a lot of thought had clearly gone into the revised arrangements.

In response to a question from Peter Cross surrounding the membership and GDPR compliance, Jane Landick advised that the Trust had taken the necessary steps to ensure compliance in this respect.

The revisions to the constitution were noted as per the tabular list in the report. Jane Landick advised that a further proposed amendment was the removal of paragraph 15.3 referring to the Audit Commission, which was no longer in existence. This amendment and those listed in the report were formally agreed and the Constitution for Midlands Partnership NHS Foundation Trust was approved.

The Chairman then referred to the resolution of the Council of Governors to be included as an addendum to the minutes. The Council of Governors formally and unanimously agreed the resolution for signature by the Chairman and Lead Governor, approving both the proposed constitution and the making of the joint application with respect to the acquisition of Staffordshire and Stoke on Trent Partnership NHS Trust in accordance with section 56A of the NHS Act 2006 (as amended by the Health and Social Care Act 2012).

12/19 ANY OTHER BUSINESS

There was no other business notified.

13/18 DATE OF NEXT MEETING

Wednesday 20th June 2018 at 1600hrs in the Ironbridge Suite, Park Inn, Forgegate, Telford TF3 4NA.

All those other than governor members and the Company Secretary then left the meeting for the confidential section of the meeting.

14/18 REMUNERATION AND NOMINATIONS COMMITTEE (RANC)

Simon Jones referred to the paper presented to the Council of Governors relating to the appointment of a non-executive director to replace Sue Nixon on the Board of Directors.

Simon Jones advised that as part of the due diligence processes, KPMG as the reporting accountants for the proposed merger of SSOTP and SSSFT, had identified the benefits of ensuring the retention of corporate memory from SSOTP through the additional time limited appointment of an associate non-executive director.

The Council of Governors formally received the minutes of the Remuneration and Nomination Committee meetings held on 12 March 2018, 18 April 2018 (Shortlisting) and 23 April 2018 (Interviews) and approved the recommendation of the Remuneration and Nomination Committee with respect to the appointment of Elizabeth Jarrett as Non-Executive Director for a three year term of office from 1 June 2018 and Jane Gaddum as Associate Non-Executive Director for a 6 month term of office from 1 June 2018.

DRAFT

Addendum to the minutes of the Council of Governors' meeting held on 23rd May 2018

**South Staffordshire and Shropshire Healthcare NHS Foundation Trust
Resolution of the Council of Governors
23 May 2018**

1. BUSINESS OF THE MEETING

- 1.1 In accordance with the provisions of section 56A of the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) (the "**Act**"), South Staffordshire and Shropshire Healthcare NHS Foundation Trust ("**SSSFT**") is proposing to acquire Staffordshire And Stoke-On-Trent Partnership NHS Trust ("**SSOTP**") (the "**Proposed Acquisition**").
- 1.2 The acquisition of SSOTP is subject to the approval of a majority of the Council of Governors of the Trust.
- 1.3 The Chairman reported that the purpose of the meeting was:
- (a) Approve the proposed constitution, amended on the assumption that it acquires the Acquired Trust.
 - (b) (if deemed fit) to approve the making of the Joint Application.

2. DOCUMENTS PRODUCED TO THE MEETING

- 2.1 The following documents were produced to the meeting:
- (a) a copy of the final form joint application by the Trust and SSOTP for the acquisition of SSOTP by the Trust, which includes the revised constitution to be submitted in support of the application, requesting that NHS Improvement grants the application in accordance with section 56A of the Act (the "**Joint Application**").

3. KEY CONSIDERATIONS FOR THE COUNCIL

- 3.1 In considering the Joint Application the Council of Governors considered the summary report and:
- (a) its responsibilities under the Act, including its responsibilities in paragraph 10(A) of schedule 7 which provides that the general duties of the Council of Governors are:
 - (1) to hold the non-executive directors individually and collectively to account for the performance of the board of directors; and
 - (2) to represent the interests of the members of the corporation as a whole and the interests of the public.
 - (b) NHS Improvement's guidance (published by Monitor) "Your statutory duties: A reference guide for NHS foundation trust governors" published in October 2009 and updated in August 2013; and
 - (c) the thorough and comprehensive consideration of the Proposed Acquisition undertaken by the board of directors of the Trust (supported by relevant legal and financial professional advisers) including by:

(1) completion of the legal and financial due diligence processes;

(2) taking account of:

1. NHS Improvement's assessment of the risks of the Proposed Acquisition: and
2. the interests of the members and the public.

3.2 The Council of Governors noted that the Trust's acquisition of SSOTP is subject to NHS Improvement's approval and its grant of the Joint Application.

4. RESOLUTION

4.1 Having carefully considered the Joint Application including the matters set out in paragraph 3 above,

IT WAS RESOLVED by a majority in number of the Council of Governors as a whole to approve the making of the Joint Application.

Signed on behalf of the Council:

Position: Lead Governor

Date:

Position: Chairman

Date:

To: Council of Governors

Date: Wednesday 20 June 2018

From: Simon Jones, Lead Governor

Subject: Governor Member Report on Activities, Events and Achievements

Governor Development Plan and Training

Governor Development Day

A Governor development day was held on 30 April 2018 and was well attended by Governors. Governors received training on:

Quality accounts

Quality Standards Assurance Visits

Constitution, Assurance, Accountability and Board Governance

Serious Incident Reporting – 10 May 2018

In response to some governor queries, a development session was delivered to inform governors of the serious incident reporting procedure, which also gave Governors the opportunity to ask any questions. The session was delivered by Liz Lockett.



Engagement between the Trust and the Council of Governors

Quality Assurance Visits

Governor members are part of Quality Assurance visits, which are carried out on a monthly basis. The aim of Quality Assurance visits is to provide a simple and transparent “no surprises” process, in keeping with our current performance development “culture”. This leaves detailed performance monitoring and management where it should be, with the local managers and other planned inspection routines, but also enables us to give clear feedback on key themes likely to impact on the quality of care we provide. Governors take time to speak with Service Users, Carers and Staff on these reviews.

Further details of these visits are presented to the Performance and Assurance group on a quarterly basis.

Location	Governor Member	Date
Brockington	Gareth Ecclestone	23 March 2018
Sexual Health Services	Helen Allen	22 May 2018
Community Mental Health Team, Cannock	Lilian Owens	24 May 2018
Community Mental Health, Shropshire West	Lilian Owens	14 June 2018

PLACE Visits – week commencing 23 April 2018

Several governors took part in the PLACE visits being held across the Trust



Governors engaging with their constituents and recruiting members

Sikh Nagar Kirtan Community event 13 May 2018 - Stoke on Trent, reported by Lilian Owens, Partner Governor

On Sunday 13 May I attended the Sikh Nagar Kirtan community event taking place in Stoke on Trent.

Balwinder Kaur who is the Equality and Inclusion Manager had asked whether any of the governors would like to attend to get the word out about SSSFT membership and to hopefully recruit some new members in the Stoke area.

The procession started at Wheildon Road Temple in Fenton at 10 am where the Sikh community walked through the streets of Fenton, Shelton and back to Stoke, stopping at approximately 2pm at the Stoke Town Library next to Sainsburys.

It was really active. Members of the Sikh community were interested in finding out about the healthcare service provision in the area.

The procession stopped in the centre of Stoke for a couple of hours with speeches, music and entertainment all of which was appreciated by this present.

It was a colourful and extremely friendly event with the elders from the Sikh community making it very clear that they were very pleased see people from various communities. I was made most welcome.

Branches in the Park – 6 May 2018, reported by Fiona Doran, Public Governor

This event was organised by Kelly Middleton of TACT, it was TOTALLY without a budget and to say it was a success, is perhaps an understatement.

it was themed around mental health and awareness. It was a gloriously sunny day and foot fall for the event was better than expected, between 4 and 5 thousand. This event was organised by Kelly Middleton, of Branches here in Telford. Kelly had no budget for this event, but managed create a fabulous day out for all the family, there was, live music, face painting, various stand and other entertainment. The event was opened by the Mayor of Telford and his good lady, both were easily accessible to the public.

Mental Health Awareness Week – 14 May 2018

Every year we show our support for Mental Health Awareness Week which will be taking place next week (14th-20th May for 2018). This is always a great opportunity to encourage everyone to have a chat about their own mental health and wellbeing, as well as share information on the Trust and the services we provide.

The Mental Health Foundation are campaigning for ‘Good mental health for all’ and in support of this we’d like to focus on trying to combat mental health stigma and have created a quiz to share with service users, carers, partners, members and staff that breaks down some common misconceptions and myths about mental health.

We hoped that by completing the quiz people will;

- Raise awareness of common misconceptions.
- Learn some interesting facts about mental health which will provide conversation starters to get people talking.
- Feel more open to discussing mental health and wellbeing with family, friends, colleagues and professionals.
- Feel that they are not the only ones living with mental health issues.

Feedback from the quiz:

- We had excellent participation from our staff, service users and carers, with 455 people taking part in the quiz – the biggest response we have ever had to any of our surveys
- Positive news is that as a society we are slowly tackling the issue of stigma as there is definitely a growing understanding of mental health illness and the complexities around this
- Saddening to realise that statistics show that 90% of people with mental health problems still experience stigma – we are working hard to reduce this by promoting the importance of conversations about Mental Health, breaking down the barriers and promoting a better understanding of mental health illness
- It is reassuring to see that 72% of us understood that a common symptom of schizophrenia is not split personality or violent behaviour but we are keen to spread this message further. The common symptom for schizophrenia is hallucinations and delusions.
- It is a big concern that the majority of those experiencing a mental health problem wait over a year before telling their closes family and friends – we want to work to reduce this period of time to ensure that people are supported at a much earlier stage of their illness, to help with earlier diagnosis and care

Update from Fiona Doran, Public Governor

In April, I was invited to be part of the interview panels for two post the Carers Contact Centre were looking to fill, along with the Chair of the Carers Partnership Board. There were a number of interviews which took place on 18th, 19th and 21st April. The preferred candidates are I believe, now in post.

Branches in the Park 6th May – it was themed around mental health and awareness. It was a gloriously sunny day and foot fall for the event was better than expected, between 4 and 5 thousand. This event was organised by Kelly Middleton, of Branches here in Telford. Kelly had no budget for this event, but managed create a fabulous day out for all the family, there was, live music, face painting, various stand and other entertainment. The event was opened by the Mayor of Telford and his good lady, both were easily accessible to the public.

26th April – I attended the Patients experience session at the Redwoods Centre, run by the Involvement Team.

8th May – I attended the Carers Partnership Board meeting, as did Fiona Moore. Barry Parnaby the Chair and Jill Tiernan, the Carers Commissioner for Telford & Wrekin Council are keen to have a member of the Trust on the Board. After discussions, it was agreed that I would represent the Trust, if for any reason I am unable to attend, Fiona has agreed to attend or nominate someone from the Trust in her place.

I have kept in touch with the CEO of the Jigsaw Group, Lisa Roberts and understand that the Clinical Lead for the 0-25 service has had a successful meeting with her. The Chair of the PAG, has kindly agreed that this should remain an agenda item for future meetings.

During Mental Health week, I attended a couple of events in Telford and supported my young colleague, Carl Bailey, from Challenging Perceptions, we make a very good tag team. I also attended an event at the Lantern in Shrewsbury and supported Kevin Mansell.

I attend the monthly Involvement meeting in Shrewsbury on a regular basis. I do try and attend the same meeting here in Telford, but, sometimes find I am double booked. If that is the case I do try and forward an update along with my apologies.

We have established a cares awareness group, which has representatives from Shropshire, Telford & Wrekin. Kevin Mansell, regularly attends. This feeds back to the CPB for both. We need to try and get some input from Staffordshire and Stoke on Trent side, but that is work in progress.

25th May – I attended the Sutton Hill Hub for a networking event. I came into contact with someone from an organisation who may be able to work with the Jigsaw Family Group, so with his permission, I have forwarded his details to Lisa.

I am an active member of the Telford Mental Health Forum, indeed, I have agreed to become a Trustee and may well be the future joint chair, when Dave Gill, departs for pastures new. Dave, will I am sure be greatly missed, but, I do have his email address and mobile number!

I have include the link for the Autism video I mentioned at the last steering group meeting perhaps this is something that could be the subject of future CEG.

<https://www.youtube.com/watch?v=psmhUpbilmk>

The Jim Hawkins Show, for BBC Radio Shropshire, were promoting Carers Awareness week on Monday 11th June. Jill Tiernan (Carers Commissioner for T&W) was in the studio. I was sitting with Laura Thorogood in her office at the Glebe Centre. After Laura's contribution. I had my say as both a Carer and a Governor. Fame at last

One last thing, I approached Neil Carr, just before the last SDG meeting, regarding funding a print run for the carers book marks and posters for the new organisation and he has agreed. Thank you again Neil.



Governor Engagement Groups

Summaries of all of the Governor Engagement groups and Trust Board meetings can be found following this report. For further information or copies of the minutes, please contact the membership office or visit the secure governor area of the website.



Appendices

- 2.1 – Membership Steering Group
- 2.2 – Member Recruitment Working Group
- 2.3 – Strategic Direction Group
- 2.4 – Community Engagement Group
- 2.5 – Performance and Assurance Group
- 2.6 – Trust Board

Report of:	Membership Steering Group	Date:	15 th June 2018
Chair:	Martin Gower, Chairman	Executive Lead:	N/A
		Assigned Non – Executive:	Ian Wilson

Summary: The Membership Steering Group ensure that clear development plans are in place for all Governor Members to enable them to understand and fulfil their roles as individual Governor Members and as a Council of Governors. The Group also agree Council of Governors agendas and deal with other Governor and Member development issues. Full minutes are available upon request from the Membership Office.

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Council of Governors Meeting Agenda	It was agreed that this Council of Governors meeting would be attended by Cathy Riley and Kieron Murphy who are managing directors of the new organisation.	N/A
Summer events and activities	Jenny Smit explained that the membership office have not re-ordered any SSFT stock. The new materials should be available for the Newport Show in July. Jenny also explained that if Governors attend any events, could they please report back to the membership office so it can be included in the lead governor report.	Governors to inform membership of any events they have attended with a summary.
Membership – Staffordshire constituency	SSOTP had a membership that wasn't communicated with. The data held by SSOTP for their members was cleansed, and then members were wrote too to see whether they would like to remain. We gained 5692 members, and over 2000 of these members are from North Staffordshire.	

Recommendations:

The Council of Governors is asked to:

- Be advised of the issues, actions and decisions taken.

Report of:	Member Recruitment Governor Working Group	Date:	15 th June 2018
Chair:	Lilian Owens	Executive Lead:	N/A
		Assigned Non – Executive:	N/A

Summary: The Member Recruitment Governor Working Group aims to actively organise, support, develop and promote events to engage with and particularly recruit Trust members.

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Existing SSOTP Membership	Members from SSOTP were contacted to see whether they would like to remain a member of Midlands Partnership Foundation Trust. The membership office co-ordinated all responses sent in from members who would no longer like to remain. We gained 5692 members from SSOTP into the new trust.	N/A
Mental Health Awareness Week Survey	For Mental Health Awareness Week a survey was sent out to staff and to the public around stigma in mental health. As of Monday 21 st May we had received 417 responses.	N/A
Forward planning for 1st June & Establishment of Membership activity for Midlands Partnership Foundation Trust	The membership form is currently being re-designed to reflect the new trust and the new colours.	Millie McMahon to inform when new materials are ready to be used.

Recommendations:

The Council of Governors is asked to:

- Be advised of the issues, actions and decisions taken.

Report of:	Strategic Direction Group	Date:	15 th June 2018
Chair:	Mohammad Haroon	Executive Lead:	Steve Grange
		Assigned Non – Executive:	Ian Wilson & Richard Cotterell

Summary: The Trust Strategic Direction Group continues to provide Governor Members an opportunity for engagement and influence on the strategic direction of the Trust.

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Significant transactions - SSOTP update	Steve Grange updated the group on the board to board meeting which was held after the previous meeting. The meeting went well, and although challenges and questions were put forward to the board, the board answered them really well. Neil Carr updated the group on the rating given from NHSI, which was amber. Jayne Deaville mentioned how we are aware that 18/19 is going to be a challenging year, majorly because SSOTP have a recovery plan, which needs to be looked at after the 1 st June if the merger goes ahead.	N?A

Recommendations:

The Council of Governors is asked to:

- Be advised of the issues, actions and decisions taken.

Report of:	Community Engagement Group	Date:	12 April 2018
Chair:	Ravi Bhakhri	Executive Lead:	N/A
		Assigned Non – Executive:	TBC

Summary: The Community Engagement group aims to engage better with the wider local communities to promote inclusion and reduce inequalities.

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Better Together – Vision & Values	Colin Anderson, Head of Strategy for SSOTP, attended and led the meeting alongside James Venables with a comprehensive presentation outlining the benefits of the proposed merger between SSSFT and SSOTP.	Governors to note the information and share were applicable.

Recommendations:

The Council of Governors is asked to:

- Be advised of the issues, actions and decisions taken.

Report of:	Trust Performance and Assurance Group	Date:	10 May 2018
Chair:	Arnold England	Executive Lead:	N/A
		Assigned Non – Executive:	Megan Nurse & David Matthews

Summary: The Performance and Assurance Group (PAG) considers the Trust’s Assurance Report, scrutinise performance and seek assurances on other key areas of the Trust’s operations. Full minutes are available from the Membership Office or from the Governor area of the website

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Summary of Current Position: Quality and Clinical Performance, Finance and Performance	Governors were assured of the current position	Governors to note the information.
PMO Report	Governors were briefed of the current position of projects and the challenges for future plans.	Governors to note the information.
Research and Development	The PAG received an insight to the work being carried out by the Research and Development department including funding arrangements and current research projects. An invitation for governors to get involved was extended.	Governors to note the information. Research department to attend a future meeting to provide further updates

Recommendations:

The Council of Governors is asked to:

- Be advised of the issues, actions and decisions taken.

Report of:	Trust Board	Date:	31 May 2018
Chair:	Martin Gower, Chairman	Executive Lead:	All
		Non-Executive Lead:	All

Summary: The full minutes of all board meetings and papers are available on the website at <http://www.ssfh.nhs.uk/about/board-meetings>. They can also be obtained from the Membership Office and the secure Governor area of the website.

Key Discussion Topics	Outcomes and further assurances identified	Action including referral to other Engagement Groups
Policy ratification	All policies were ratified	N/A
Estates Strategy	Recommendations associated with the delivery of the Estates Strategy were approved.	N/A
Midlands Partnership NHS Foundation Trust: Update on Vision, Values, Behaviours, Identity	The final iteration of the Trust's vision, values and aims was approved subject to minor amendment to reflect the empowerment of service users and carers.	N/A
Quality Improvement Update Report	Recommendations relating to the delivery of the Quality Improvement Strategy were approved including the format of Friday report-outs and approval of the QI Plan for 2018/19.	N/A
2017/18 Strategy Review	Roll-out of the Trust's strategic framework based on agreed design principles and aligned to Group frameworks through business plans and the operational plan was agreed.	N/A
Standing Financial Instructions, Standing Orders and Scheme of Delegation for MPFT	The Standing Financial Instructions, Standing Orders and Scheme of Delegation for Midlands Partnership NHS Foundation Trust were approved	N/A
Risk Register and Assurance Plan	The Revisions to the Board Assurance Framework	N/A

	were approved.	
Modern Slavery and Human Trafficking Act Annual Statement	The Modern Slavery Statement for 2018 was formally approved subject to a minor amendment.	N/A
Learning from Deaths Report, Q4	The Learning from Deaths Quarterly report was received and noted.	N/A
Annual Report on the Delivery of the Workforce and Development Strategy 2017/18	The annual report on the delivery of the Workforce and Development Strategy 2017/18 was received and noted.	N/A
<p>Recommendations:</p> <p>The Council of Governors is asked to:</p> <ul style="list-style-type: none"> • Be advised of the issues, actions and decisions taken. 		

Council of Governors

Enc 3

Document Title:	Chief Executive's Report and Environmental Scan
Sponsoring Director:	Neil Carr, Chief Executive
Author(s):	Neil Carr, Jane Landick, Steve Grange
Date of Meeting:	20 June 2018

Executive Summary

The objectives of the report are to:-

- Scan the fast changing environment in which our NHS Foundation Trust operates
- Consider this from a range of perspectives
- Focus on new vital issues and encourage focussed and strategic discussion
- Help stimulate all the Council of Governors members to raise issues
- Encourage Governor Members to share intelligence, place action or seek assurance

Recommendations

The Council of Governors is asked to:

- Receive and note the report
-

Monitoring	✓	Details
Care Quality	✓	Safe
Commission Compliance	✓	Caring
	✓	Responsive
	✓	Effective
	✓	Well Led
NHSI Compliance	✓	
Other (add details)	✓	As identified

Assurance	Ref	Details
Risk Register	All	
Assurance Framework	All	
Link to Strategic Aims	All	
Board Committee	As appropriate	



Chief Executive's Report

June 2018

**Neil Carr
Chief Executive**

Overview of the report

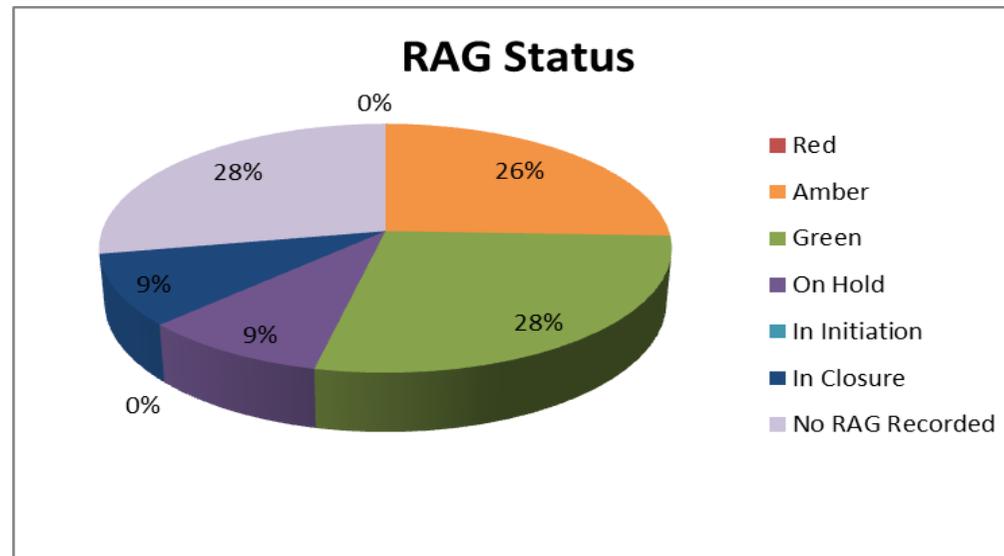
The objectives of the report are to:

- Provide an overview to who we are and what is important to us
- An summary of our priorities and business critical projects
- An overview of new national guidance and reports
- Scan the fast changing environment in which our NHS Foundation Trust operates
- Focus on new vital issues and encourage focussed and strategic discussion
- Encourage the Board to share intelligence, place action or seek assurance
- Ensure effective internal governance of issues discussed through Board committees

1.0 Projects Overview

1.1 The PMO are currently reporting on 43 projects which includes 4 Business Critical projects. None of the projects are rated red, 11 are rated amber, 12 rated green, 4 are on hold, none are in the initiation stage, 4 projects are in closure and 12 projects had no RAG recorded for April. 11 of these projects are related to the delivery of a CQUIN target for 17/18. 4 projects are related to the delivery of a Cost Improvement Plan.

1.2 The number of red projects has reduced from 3 to 0 since March. The number of green projects has increased and the number of amber projects has remained stable. Performance is therefore being maintained across the Trust's portfolio of projects.



2.0 Business Critical Projects and Red Rated Projects

2.1 The below table shows the status of the 4 Business Critical projects. There were no projects of high priority rated Red in progress in April.

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
Community Service Re-Modelling Programme	Mental Health	Improved service user experience Improved partnership working Greater consistency of service Improved productivity/quality Overall improvement in treatment outcomes	BUSINESS CRITICAL	No risks above 15	No risks above 15	In Closure	All project actions complete. Closure report to be written and sent to Operational Forum and Trust Management Team for approval.	N/A
Pharmacy System and EPMA Project	Medical Directorate	Reduction in medicines errors Significant positive effect on patient safety Prescribed medicines information	BUSINESS CRITICAL	No risks above 15	No risks above 15	Amber	Project Manager Update: Requirement to rewrite options appraisal to include option of using a local health economy Trusts	TBC pending procurement process

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
		available to SSSFT healthcare professionals at all times					<p>pharmacy/EPMA system which has caused delay to procurement process.</p> <p>PMO comment: Updated options appraisal to be sent to Trust Management Team for review and discussion. Clarifications on tender pricing and scoring continue in the interim to ensure that procurement can progress quickly dependent on outcome of the options appraisal.</p> <p>Next milestone: purchase/agreement of system.</p>	

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
Improving Physical Health	Operational Cross-Cutting	CQUIN achievement to financial value of £1,437,628 Improved physical health service for patients Improved information exchange between Trust services and primary care	BUSINESS CRITICAL	1104 - There is a risk that full payment associated with CQUIN 3a - cardio metabolic assessment and treatment and 3b - collaboration with primary care clinicians. There is also a risk that where physical health needs are identified interventions will not be available due to lack of clarity in primary care	3a. Developing pathways for signposting and intervention - Discussed with CCG, agreed to consider deferment of milestone to Q2. CCG establishing what services are available for signposting. Position statement provided to CCG. Undertaking national audit to assess compliance with people with SMI having a cardio-metabolic assessment and appropriate interventions. - Staff have been trained to undertake assessments, physical health assessment clinics established in community teams, physical health assessment tool on RiO is being updated to improve the recording and reporting of the physical health assessment. Meetings held with leads in inpatient and community	Amber	Project manager Update: Reviewed methodology of data analysis for CQUIN 3a, based on this RAG rating adjusted to amber. Based on this analysis we would anticipate some payment for all clinical areas and both Shropshire and South Staffordshire. CQUIN 3b audit may not achieve threshold for payment. PMO comment: the financial value of the milestones which may not be achieved for Q4 is £172,949. The updated analysis used in Q4 submission provides	31/03/2019

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
				regarding signposting and responsibility. The monetary risk associated with this is £263,168K (16)	<p>teams 2nd and 3rd April to feedback on audit results and agree team action plans and blocks and support required to achievement by end of next financial year.</p> <p>3b. Local audit of communication standards with primary care. - New standard letters being developed to be launched in August to coincide with new physical health assessment tool.</p> <p>3b. Alignment and cross checking of SMI QOF registers and CPA registers. Discussed with CCG, position statement to follow, acknowledging external factors contributing to the risk that the Trust cannot be accountable for. Trust involved and supporting the proposals for local Integrated Care Record</p>		<p>better likelihood that the milestones will be achieved and also are a better representation of the improvements that have been made in 17/18. No queries have been received for Q4 submission from CCG.</p> <p>Next milestone: Q1 18/19 submission – 16th July 2018.</p>	

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
					<p>project.</p> <p>3b. Establishing a clear shared care protocol between secondary care provider and primary care regarding physical health checks for people with SMI and the appropriate follow up. - Discussed with CCG, position statement to follow, acknowledging that fulfilment of the milestone is dependent on the engagement of the CCG/primary care and reaching an agreement.</p> <p>3b, The ability to share and exchange information regarding physical health of people with SMI, via electronic patient records across primary and secondary care interface. - Discussed with CCG, position statement to follow, acknowledging external factors contributing to the</p>			

Project Title	Directorate	Expected Key Benefits	Priority	Safeguard Risk No, Description and (score), above 15 only	Risk mitigations in place	RAG Status	RAG status comments	Expected Completion Date
					risk that the Trust cannot be accountable for. Trust involved and supporting the proposals for local Integrated Care Record project.			
Acute Care Project	Mental Health	Improved service user experience Clearly defined and transparent pathways Fewer referrals between services Decreased percentage of re-admissions Free up staff capacity (further benefits can be found in the project brief)	BUSINESS CRITICAL	No risks above 15	No risks above 15	Green	PM Update: All tasks on track PMO Comment: Work continues on Business Case for centralisation of beds. Next Milestone: Completion of Business Case – expected May 2018.	30/09/2018

New National Guidance and Reports

The following documents and reports are placed with Executive Leads for decisions on whether any actions are required for follow up or consideration by Board Committees.

No.	Document	Hyperlink	Lead
1.1	Institute for Fiscal Studies - Adult social care funding: a local or national responsibility? This report argues that ongoing reforms to local government finance risk a growing funding gap for adult social care and conflict with efforts to provide consistent and high-quality care services across the country.	Report	Alison Bussey
1.2	Department of Health and Social Care - The government's mandate to NHS England for 2018-19. This mandate sets NHS England's objectives and budget, and helps to ensure that the NHS is accountable to parliament and the public. Building on the multi-year approach taken to setting the mandate since 2016, it continues to set objectives and goals to 2020, as well as some specific objectives for NHS England to deliver in 2018/19.	Mandate	Jayne Deaville
1.3	Department of Health and Social Care - Chief Social Worker for Adults annual report 2017-18: from strength to strength: strengths-based practice and achieving better lives. This report sets out progress in improving the education, training and practice of social workers for adults. It also reviews how adult social work is reshaping the culture of adult social care and the way organisations collaborate across the health, community and voluntary sectors to maintain people's quality of life and independence.	Report	Jo Cowcher
1.4	Parliamentary and Health Service Ombudsman - Maintaining momentum: driving improvements in mental health care. This report argues that vulnerable patients with mental health conditions are being let down by the NHS, causing them and their families needless suffering and distress. It finds that NHS mental health care staff can lack the capacity, skills and training they need to do their job effectively, and do not always have the support they need to learn from mistakes.	Report	Greg Moores
1.5	Centre for Mental Health - Integrating mental health and social care: does it work in practice? This briefing looks at the integration of mental health services and social care, the benefits behind this and the challenges faced on the ground. It argues that the current pressures on both the health and care systems can conceal the day-to-day challenges of living with mental health problems, the	Report	Neil Carr

	distress of families and friends, and the struggle to stay well in their community. This briefing is free to download but requires free registration for full access.		
1.6	Parliamentary and Health Service Ombudsman - Maintaining momentum: driving improvements in mental health care. This report highlights failings that have occurred in specialist mental health services in England, and the toll this takes on patients and their families. The findings provide fresh impetus to deliver on the recommendations set out in The NHS five year forward view for mental health.	Report	Neil Carr
1.7	NHS England - The Improving Access to Psychological Therapies (IAPT) pathway for people with long-term physical health conditions and medically unexplained symptoms. From April 2018 all CCGs are expected to expand IAPT services integrated into physical health care pathways. This document supports this expansion by setting out the treatment pathway that underpins the access and waiting time standards, which all services should seek to measure themselves against.	Guidance	Alison Bussey
1.8	NHS England - Service specification: integrated mental health service for prisons in England. This service specification describes a prison based integrated mental health service and replaces the earlier specification published in 2013.	Guidance	Alison Bussey
1.9	Care Quality Commission - Monitoring the Mental Health Act in 2016/17. This report sets out the findings from engagement with people subject to the Mental Health Act 1983 and a review of services registered to assess, treat and care for people detained using the Act. The report was compiled using information gathered from CQC activities to report on the quality of care people are receiving while detained. It also looks at how providers use the Act to make sure people with a mental health disorder have access to the right care and treatment when their or others' health or safety is at risk.	Report	Therèsa Moyes
1.10	National Institute for Health Research - Forward thinking: NIHR research on support for people with severe mental illness. This review highlights a selection of NIHR-funded research on aspects of severe mental illness such as supporting early detection and intervention, crisis care, supporting recovery and managing physical and mental health.	Review	Alison Bussey
1.11	NHS England - Responsibility for prescribing between primary and secondary/tertiary care. This guidance aims to provide clarity on the responsibilities of all professionals involved in commissioning and prescribing across primary, secondary and tertiary care, and to provide support in developing shared care agreements and in the transfer of care.	Guidance	Abid Khan
1.12	University of Warwick - Counter-terrorism in the NHS: evaluating Prevent Duty safeguarding in the NHS. The Prevent Duty is a component of the Counter-Terrorism and Security Act 2015 which requires health care providers to train their staff about the signs of radicalisation and how to report patients or staff to safeguarding teams. This report looks at how Midlands health care providers undertook their	Report	Alison Bussey

	safeguarding responsibilities under the Prevent Duty.		
1.13	NHS Employers - The health, safety and wellbeing of shift workers in health and social care environments. This guidance sets out how shift work can have an impact on staff health and safety and how organisations and individuals should manage any risks on staff wellbeing.	Guidance	Jo Cowcher
1.14	NHS England - Employee engagement, sickness absence and agency spend in NHS trusts. This report, commissioned by NHS England from The King's Fund, outlines how improved staff engagement is linked to lower staff sickness absence and reduced agency staffing costs. It aims to support NHS organisations to build cultures of continuous improvement.	Report	Greg Moores
1.15	NHS England - NHS workforce race equality: a case for diverse boards. This report highlights the importance of diversity in NHS board membership and provides guidance on working towards creating inclusive cultures.	Report	Greg Moores
1.16	Care Quality Commission - Are we listening? A review of children and young people's mental health services. This report argues that too many children and young people find themselves at 'crisis point' before accessing mental health services because health care, education and other public services are not working together as effectively as they could to protect and support their best interests. It calls for leadership from the Department of Health and Social Care on ensuring greater collaboration across government in order to prioritise the mental health needs of children and young people in England.	Report	Jo Cowcher
1.17	Royal College of Psychiatrists - Our invisible addicts. This report highlights the need for clinical services to focus more on the needs of older people as growing numbers of baby-boomers seek help for substance misuse. It makes a series of recommendations including the need to enhance training at all levels – such as training more addictions psychiatrists and old-age psychiatrists to manage the specific needs of older substance misusers.	Report	Alison Bussey
1.18	Public Health England - This guidance is for all employers of health visiting and school nursing teams to help support recruitment and retention of health visitors and school nurses, to sustain the quality and consistency of local services.	Report	Greg Moores
1.19	Care Quality Commission - Mental health rehabilitation inpatient services. This briefing looks at mental health rehabilitation inpatient services, including ward types, bed numbers and use by clinical commissioning groups and NHS trusts. It voices concerns about the high number of patient allocated beds situated a long way from the patient's home.	Briefing	Alison Bussey
1.20	Public Health England - Calorie reduction: the scope and ambition for action. This report sets out the evidence on children's calorie consumption and the details of a calorie reduction programme. For the calorie reduction programme, the reports sets out: the overall ambition and structure of the programme; the food categories included; suggested mechanisms for action; and timeline and next steps for Public Health England.	Report	Alison Bussey

1.21	NHS Survey Coordination Centre - NHS staff survey 2017 . The results of the 2017 staff survey show that NHS staff feel under pressure but are feeling better supported by their managers. While staff are satisfied with the quality of care they are providing, the results also highlight areas of concern, with satisfaction in pay falling and one in six staff experiencing physical violence at work.	Briefing	Greg Moores
1.22	Public Health England - Gender specific standards to improve health and wellbeing for women in prison in England . The standards set out evidence-based good practice in addressing the health and wellbeing needs of women in prison. They are designed to complement existing national and international health standards and guidance for women in prison. The standards have been developed from a literature review of current evidence and reviewed through consultation with national and international experts.	Guidance	Alison Bussey
1.23	Public Health England - National HIV self-sampling service: two year service report . Public Health England and local authorities co-commissioned the national HIV self-sampling service in 2015 to provide a cost efficient and clinically robust remote HIV self-sampling service for sexually active individuals aged 16 years and over. The service aims in particular to increase HIV testing among the most at-risk groups, including men who have sex with men and black African communities, as well as other individuals at increased risk of HIV. This report summarises who is using the service, the proportions of people testing positive and the costs of the service.	Report	Alison Bussey
1.24	Public - The promise of healthtech: how digital innovators are transforming the NHS . Technological innovation is one way in which the NHS can sustainably relieve the demographic and financial pressure it faces. This report surveys the digital health market and identifies the trends that are contributing to its growth. It also highlights major barriers to innovation in the NHS.	Report	Jayne Deaville
1.25	NHS England - Service specification: integrated substance misuse treatment service – prisons in England . This service specification describes a fully recovery-orientated, integrated prison substance misuse treatment service, which covers traditional drugs of abuse, psychoactive substances, illicit abuse of prescribed and over-the-counter drugs and alcohol.	Guidance	Alison Bussey
1.26	Institute of Public Care - Workforce to care force: who cares? This paper explores some questions about the future of the health and social care workforce, and discusses some of the changes in assumptions and practices that may be needed across the UK in the next few years.	Discussion paper	Greg Moores
1.27	Institute for Public Policy Research - The Lord Darzi review of health and care: interim report . This review aims to examine the quality of health and care services on the NHS's 70th birthday and make recommendations for future funding and reform of the system.	Report	Neil Carr
1.28	National Institute for Health and Care Excellence - Antenatal and postnatal mental health: clinical management and service guidance . This guideline	Guidance	Alison Bussey

	covers recognising, assessing and treating mental health problems in women who are planning to have a baby, are pregnant, or have had a baby or been pregnant in the past year. It covers depression, anxiety disorders, eating disorders, drug- and alcohol-use disorders and severe mental illness. It promotes early detection and good management of mental health problems to improve women's quality of life during pregnancy and in the year after giving birth.		
1.29	Royal College of Paediatrics and Child Health - Facing the future audit 2017: standards for acute general paediatric services . This report highlights the struggle hospitals face to meet standards that provide children with high-quality, safe and consistent health care. It calls on the government to expand the consultant workforce to help units increase consultant presence at peak times and improve the standard of hospital care.	Report	Alison Bussey
1.30	Department of Health and Social Care - Department of Health and Social Care group accounting manual 2018–19 . This manual includes mandatory accounting guidance for NHS bodies, such as clinical commissioning groups, NHS trusts and arm's length bodies, for completing statutory annual reports and accounts.	Guidance	Jayne Deaville
1.31	House of Commons Library - Mental health statistics for England: prevalence, services and funding . This briefing outlines the key statistics and data on the mental health of the population in England and mental health services.	Briefing	Jayne Deaville
1.32	NHS Employers - Tackling workforce supply challenges through local collaboration . This report looks at how NHS organisations have collaborated and worked co-operatively to tackle workforce supply challenges. It explores key ways of developing collaborative relationships and showcases organisations that have already taken steps to address local supply challenges through partnership working.	Report	Greg Moores
1.33	2020health - Tackling obesity: what the UK can learn from other countries . 2020health's third report on obesity since 2014 highlights the fact that strong and mandated central policy, supporting bold, holistic local action, is still needed to impact what is arguably the greatest health challenge of the 21st century. The report examines topical obesity intervention strategies from around the world to frame the question: can the UK learn from policy abroad?	Report	Alison Bussey
1.34	Centre for Ageing Better - Health warning for employers: supporting older workers with health conditions . This report argues that employers are not properly supporting older workers experiencing long-term physical and mental health conditions. Health is the most important factor affecting older workers' decisions to stop working before reaching state pension age. This research demonstrates that early access to support, small adjustments to the workplace and working patterns, and empathetic management are crucial to enabling people to manage their health at work and remain in employment.	Report	Greg Moores
1.35	Mencap - Funding supported housing for all: specialised supported housing for people with a learning disability . This report estimates that the	Report	Alison Bussey

	specialised supported housing (SSH) sector is more than double the size of previous estimates and that demand for SSH is rising. The research also finds that living independently with support in the community has a positive impact on wellbeing for people with a learning disability. SSH is a housing alternative for people with complex needs who might otherwise have lived in residential care, or NHS provisions such as 'secure' accommodation.		
1.36	Department of Health and Social Care - The independent review of the Mental Health Act: interim report . This independent review was set up to look at how the legislation in the Mental Health Act 1983 is used and how practice can improve. This interim report gives an update on the review's findings and the areas it will look at next. It includes service user and carer surveys; focus groups; stakeholder workshops; a call for evidence; and the findings from wider discussions with organisations and professionals. The review will examine the issues as set out in the report before making its final recommendations.	Report	Therèsa Moyes
1.37	NHS England - The perinatal mental health care pathways . This document sets out policy drivers and strategic context for transforming perinatal mental health care, as well as pathways to deliver transformation. It provides services with evidence on what works in perinatal mental health and case studies of positive practice.	Guidance	Alison Bussey
1.38	NHS England - Supporting research in the NHS: consultation . In November 2017, NHS England set out proposals for how they would work with the Department of Health and the Health Research Authority to implement changes to simplify NHS research proposals. A summary of responses received to the consultation has now been published and is accompanied by details of 12 agreed actions to support and apply research in the NHS.	Response	Abid Khan
1.39	NHS Improvement - Freedom to Speak Up: guidance for NHS trust and NHS foundation trust boards . Effective speaking up arrangements protect patients and improve the experience of NHS workers. This guidance contributes to the need, set out by Sir Robert Francis in his Freedom to Speak Up review, to develop a more open and supportive culture that encourages staff to speak up about any issues of patient care, quality or safety. The accompanying self-review tool supports the standards laid out in the guidance. It supports trusts' review around the eight key lines of enquiry set out in the well-led framework.	Guidance and tool	Neil Carr
1.40	NHS Improvement - Improving staff retention . This collection of practical resources aims to help NHS organisations to improve staff retention. It includes a mixture of retention improvement guides, government policy documents and case studies on trust initiatives to improve retention.	Guidance and tool	Greg Moores
1.41	Public Accounts Committee - The adult social care workforce in England . This report argues that the adult social care sector is underfunded, with the care workforce suffering from low pay, low esteem and high turnover of staff.	Report	Jo Cowcher

