

**PAPER
MC 09/2009**

**Oxfordshire and Buckinghamshire Mental Health NHS
Foundation Trust**

Members' Council

**Notes of a meeting held on Wednesday, 17 February 2009 at
6.00 p.m. at the Thame Barns Centre, Thame, Oxfordshire**

In addition to the Chair, Janet Godden, the following Governors were present:

| | |
|--|--|
| Mike Alexander | Stewart George |
| Kate Allison | Mark Hancock |
| Jane Amies | Jeanette Hocking |
| Patricia Birchley (<i>part meeting</i>) | Fiona Lomas |
| Jacqueline Bourton | David Mushrow |
| Chris Brearley | Richard Speight |
| Jayne Champion | Lucy Toynbee |
| Laurelia D'Arcy Singer (<i>part meeting</i>) | Carrie-Ann Wade Williams (<i>part meeting</i>) |
| Mary Daniel | Lavinia Walker |
| Pauline Fair | Alan Webb |
| David Geaney | Linette Whitehead |

In attendance:

| | |
|------------------|---|
| Tom Burns | Non-Executive Director |
| Anne Grocock | Non-Executive Director (<i>Observing</i>) |
| Justinian Habner | Trust Secretary (<i>Minutes</i>) |
| Helen Millar | Director of Corporate Management |
| Roger Reed | Non-Executive Director |
| Cedric Scroggs | Non-Executive Director (<i>Observing</i>) |
| Duncan Smith | Director of Finance |
| Elaine Whittaker | Non-Executive Director |
| Lyn Williams | Non-Executive Director (<i>Observing</i>) |

| | | |
|--|--|--|
| <p>MC 01/09</p> <p>a</p> | <p>Introduction and Welcome</p> <p>The Chair welcomed Governors to the first meeting of 2009. She also welcomed Jayne Anne Champion (representing Service Users: Oxfordshire) and Jacqueline Bourton (representing Service Users: Oxfordshire) to their first meeting of the Council following their election in November 2008.</p> | |
| <p>MC 02/09</p> <p>a</p> | <p>Apologies for Absence</p> <p>Apologies had been received from: Wendy Edwards, Simon Hyde, Anthony Monaco, Margaret Batsel, Pamela Bacon, Steve Bell, Roger Priest, Ray Stone, Jim Couchman</p> | |
| <p>MC 03/09</p> <p>a</p> <p>b</p> | <p>Minutes of the Previous Meeting – 12 November 2008</p> <p>The Minutes of the meeting were approved as a true and accurate record, and the Chair signed a copy, subject to the inclusion of the following amendment:</p> <p>Item 4d (Appointment of Auditors), include the following at the end of the paragraph: “The Council agreed to extend the appointment of the Audit Commission as Trust Auditor to September 2009 in order to allow the Auditor Working group to prepare the tender exercise.”</p> | |
| <p>MC 04/09</p> <p>a</p> | <p>Matters Arising</p> <p>None</p> | |
| <p>MC 05/09</p> <p>a</p> | <p>Register of Governors' Interests</p> <p>The Trust Secretary presented the report which detailed the Register of Governors' Interests.</p> | |

| | | |
|---------------------|---|--------------|
| b | Governors confirmed the interests listed in the Register. | |
| MC 06/09 | Report from Board of Directors <i>Carrie-Ann Wade Williams joined the meeting at this point.</i> | |
| a | Roger Reed, Non-Executive Director, provided an oral update on recent meetings of the Board of Directors. | |
| b | The Board had met four times since the last meeting of the Council. Two of these were Extraordinary meetings to consider single urgent items. The following main points had been considered: | |
| c | <ul style="list-style-type: none"> • Finance and performance reports showed that the Trust was broadly in line with plans submitted to Monitor. | |
| d | <ul style="list-style-type: none"> • Director of Nursing post – the vacancy had been advertised and six applications received but the short-listing process had failed to identify any suitable candidates for interview. The recruitment process would recommence in Spring 2009 and Caroline Birch continues to act-up in the role. | |
| e | <ul style="list-style-type: none"> • Travel Options Plan – the Board supported in principle a report that set out the travel plan for the Trust. The Board requested that more thought be given to the question of 'visitor parking'. Subsequently the Executive Team agreed that parking fees for visitors would be discontinued. | |
| f | <ul style="list-style-type: none"> • Sustainability – the Board considered a report on sustainability and approved the proposal for the Trust to join the NHS Carbon Reduction Programme. The Board thought that some Governors would like to be involved in this area of work and that those interested should be invited to contact the Trust Secretary. | JCH / All |
| g | <ul style="list-style-type: none"> • Manor House – the Board formally approved the Manor House Strategic Outline Case (Council has already received briefings on these plans). Work continues on the tendering / design phase with building work set to start in March 2010. | |
| h | <ul style="list-style-type: none"> • Quarter Three Monitor Submission – the Board approved the Quarter Three in-year submission to Monitor. The only area of concern remained Delayed Transfers of Care but performance was now improving. The Director | |

| | | |
|---|---|----|
| i | <p>of Finance added that the improvement was a result of considerable work by both Trust and County Council staff and he thanked them for this. Alan Webb said he would circulate a background briefing on DTCs to Governors.</p> <ul style="list-style-type: none"> • Learning from Serious Untoward Incidents (SUIs) – the Healthcare Commission had asked the Trust to provide information on its learning from SUIs. This was not a formal investigation. All the information had been submitted to the Commission on time. • Chief Executive's absence – Julie Waldron would be away on sabbatical during February / March and she set out the leadership arrangements in the Trust during that time. The Director of Finance, Duncan Smith, would act as CEO and would be supported by other Executive Directors in certain areas. <p><i>Laurelia D'Arcy Singer joined the meeting at this point.</i></p> | AW |
| j | <ul style="list-style-type: none"> • Warneford Meadow – The Board had spent much time discussing the Warneford Meadow in Oxford. This land, long surplus to the Trust's requirements, had been in the City local plan for development for some years. The land is worth an estimated £15 million, and the Trust now needs to sell it in order to use the capital receipt to complete the refurbishment of the Warneford Hospital and rebuild the Highfield Unit. Local residents had submitted an application to have the site declared a 'Town Green' which would mean that it could not be sold for development, and the Trust's projects risked being postponed indefinitely. Oxfordshire County Council was due to consider this application and an inspectors report in the coming months. Alan Webb asked whether the Trust had considered the impact of the down-turn in value of the land sales due to the current economic climate. The Director of Finance said that mitigation plans had been considered. Loans would be available to assist the Trust in implementing its improvement plans but some of the proposed land sales would still be required. | |
| k | <ul style="list-style-type: none"> • Buckinghamshire Provider Services – The Trust had been asked by Buckinghamshire PCT (BPCT) to provide them with interim management support for a period of about 15 months to help with the separation of their | |

| | | |
|--|--|--|
| | <p>Provider Services from April 2010. The Board is keen to work closely with and provide support to BPCT as a key partner, and our second largest commissioner. Another important driver was the fact that any further deterioration in the already serious financial position of BPCT could impact on their available budget for mental health and hence on this Trust. OBMH had been approached by BPCT because of its demonstrable turn-round skills. The Trust would not carry any financial risk. After assuring itself that the skills and capacity to undertake the work were available, the Board had agreed to proceed to a formal agreement to provide the interim management of the BPCT Provider Services. Graeme Armitage, Director of Human Resources would lead on this work and updates on progress would be provided to the Council. Chris Brearley asked whether the Trust would receive any payment for providing these services. The Director of Finance said that the decision had been taken to not charge a management fee. The big benefit to the Trust would be to see BPCT's financial position on a sound footing. Mike Alexander asked whether this arrangement would impact on the delivery of the Trust's own services in Buckinghamshire. The Director of Finance said it would not and that only certain OBMH staff would work on this project.</p> <p>The Council noted the oral report.</p> | |
| <p>MC 07/09</p> <p>a</p> <p>b</p> | <p>Report from FT Governors Association</p> <p>Jeanette Hocking reported on her attendance at a recent FT Governors Association meeting. The Trust had been given a free place for this meeting but attendance at future events would require the Trust to join as a formal member.</p> <p>Jeanette Hocking said that she had found the meeting enjoyable, and the opportunity to meet with other governors, particularly those from mental health trusts, was good. She was uncertain, however, whether the Trust would receive sufficient benefit to justify an annual membership fee of £3,700. She reminded the Council that there were other opportunities available for OBMH Governors to link with other trusts, such as</p> | |

| | | |
|--|---|------------------|
| <p>c</p> <p>d</p> | <p>the Foundation Trust Network's event for governors in the South Central region planned for 23 July 2009 (details to follow when they become available).</p> <p>The Chair thanked Jeanette for attending. She welcomed the suggestion that the Trust may like to host a networking event in the region and suggested that this be discussed after the FTN event in July.</p> <p>The Council noted the report and resolved not to join the FT Governors Association at this point. The Council agreed to consider after July the option of hosting an event for governors from other local trusts.</p> | <p>NJ</p> |
| <p>MC 08/09</p> <p>a</p> <p>b</p> | <p>Members' Council Working Group on the Appointment of Auditors</p> <p>Mike Alexander, chair of the Working Group, presented the report and tabled an updated version of the Terms of Reference for the Group in its proposed new capacity as a sub-committee of the Council. It was noted that contrary to what had been implied in a previous report, the Council could not delegate its power to appoint auditors to a sub-committee; the role of the sub-committee would be to submit a fully considered recommendation to the full Council.</p> <p>The Council approved the report and agreed specifically:-</p> <ul style="list-style-type: none"> • To extend the appointment of the Audit Commission as Trust Auditor to 31 March 2010; and • To turn the Trust Auditor Working Group into a formal sub-committee of the Members' Council with authority to undertake the tender exercise and recommend to the full Council who to appoint as the Trust Auditor. • To confirm the membership of the sub-committee as Mike Alexander (chair), Patricia Birchley and Cedric Scroggs" | |
| <p>MC 09/09</p> <p>a</p> | <p>Progress on the Development of the 2009/10 Objectives</p> <p>The Director of Corporate Management tabled a presentation which set out proposed objectives as part of the Trust's 2009/10</p> | |

| | | |
|---|--|--|
| | <p>annual plan. She reminded the Council that this item had been discussed in the previous autumn, and she thanked Governors who had already provided ideas and suggestions for inclusion.</p> | |
| b | <p>The objectives and milestones would be close to completion by the end of March 2009. Along with the Trust's financial plan, these would be presented to the Board for approval at its meeting on 25 March 2009. This approved version would be shared with the Council at its meeting in April before final submission to Monitor in May 2009. In the interim, the Director of Corporate Management said that she would continue to welcome Governors comments via e-mail or by telephone. Additionally, further informal seminars would be planned during March to allow Governors to provide input.</p> | |
| c | <p>Linette Whitehead asked what would happen if the Council did not agree with what the Board had approved. The Chair said that final approval rested with the Board. She hoped very much that the Council would agree with and support the Board's decision, which would take fully into account and strive to accommodate any proposals or concerns expressed by the Council or by individual Governors.</p> | |
| d | <p>Mike Alexander asked whether the Trust's vision could be made more ambitious. In particular he noted use of the word 'good' and asked whether a better word could be found. The Director of Corporate Management agreed to consider this further but reminded the Council that the vision needed to be realistic.</p> | |
| e | <p>Governors noted the objective on 'patient typing' (under Oxfordshire Adult Services) and asked for more detail on what this meant and how it worked. The Director of Corporate Management said much of this had stemmed from work undertaken in Buckinghamshire and proposed that the Council receive a paper/presentation on this work in the future.</p> | |
| f | <p>Alan Webb noted that further detail on the background behind many of the objectives (such as measurement) was required. Additionally a process needed to be established to ensure that the plan was discussed with commissioners.</p> | |
| g | <p>Jane Amies asked what was envisaged by improving carer involvement. The Director of Corporate Management said that services were keen to receive constructive feedback from</p> | |

| | | |
|---|---|---------------------------------|
| <p>h</p> <p>i</p> | <p>carers and hoped that local surveys might facilitate this.</p> <p>On the CAMHS and Specialist Service Objectives, Jane Amies said that there were issues with the addictions service that needed to be addressed.</p> <p>The Council noted the presentation and agreed to provide further views/comments to the Director of Corporate Management out-of-session.</p> <p><i>Tricia Birchley joined the meeting at this point.</i></p> | |
| <p>MC 10/09</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> | <p>Report from Visit to Hertfordshire Partnership NHS Foundation Trust Board of Governors Meeting.</p> <p>Chris Brearley provided an oral report on the visit undertaken by three Governors (David Geaney, David Mushrow and himself), together with the Trust Secretary and Membership Officer, to Hertfordshire Partnership NHS FT to observe their Board of Governors meeting on 14 January 2009.</p> <p>The meeting style and format was similar to that of OBMH, although their meeting was held in the afternoon. The Agendas were similarly constructed, although Herts had a CEO Report as a Standing Item. Overall, the visit confirmed that the two trusts were operating their councils of governors in a similar style (Herts used the term Board of Governors).</p> <p>The Herts Board of Governors had held a 'brain-storming' day early on, and a number of working groups had emerged from that.</p> <p>David Geaney added that there had been a presentation on the review of the Governors role/function and in particular, to what extent it has influenced service delivery. Working groups were seen as a good way of progressing key work-streams.</p> <p>The Chair asked whether or not there was interest in a full day planning / brain-storming session for the Members' Council and most Governors indicated interest. The Chair said that she would think further about this and bring a suggestion to the next meeting.</p> <p>The Council noted the report and recorded its thanks to the</p> | <p>JG / JW / JCH</p> |

| | | |
|---------------------|---|--|
| | Herts Trust and Governors for accommodating OBMH Governors at their meeting. | |
| MC 11/09 | Oxford Academic Health Science Centre | |
| a | Tom Burns, Non-Executive Director, presented the report on behalf of the Medical Director. The report set out the background and proposed application for an Oxford Academic Health Science Centre (AHSC). AHSCs were proposed in the NHS Next Stage Review report ('High Quality of Care for All'). AHSCs would bring together universities and NHS organisations in close partnership to promote synergies between medical research, teaching and clinical care. | |
| b | Tom Burns said that the principle partners applying for AHSC status were Oxford Radcliffe Hospitals NHS Trust, Nuffield Orthopaedic Centre NHS Trust and the Medical Sciences Division, University of Oxford. The OBMH Board had considered the proposed application and had recorded its support. OBMH would not be a formal full partner in the Oxford AHSC but would work closely with it, especially as it was proposed that neuroscience be one of the first areas to be developed as an integrated clinical centre. | |
| c | The Oxford AHSC application had been submitted on time and, as of 2 February 2009, had been shortlisted for the second stage of the application process. It is expected that this will culminate in a formal panel interview of key AHSC staff by an 'international panel' in early March. It is expected that around five AHSC would be supported for authorisation. | |
| d | Lucy Toynbee asked whether an AHSC would result in more research projects that would impact upon staff providing front-line services. Tom Burns said that the AHSC was designed to increase research as it was argued that this would improve care. The Council noted that research needed to be conducted in a manner that did not impact on patient care in a negative manner and was cognisant of the demands on service staff. | |
| | The Council noted the report and recorded its support for Oxford's AHSC application. | |

| | | |
|--|---|--|
| <p>MC 12/09</p> <p>a</p> <p>b</p> | <p>Update Report from Members' Council Working Group</p> <p>The Trust Secretary presented the report which provided an update of the work undertaken by the Council's Membership Working Group.</p> <p>The Council noted the report.</p> | |
| <p>MC 13/09</p> <p>a</p> <p>b</p> | <p>Update Report on The NHS Constitution</p> <p>The Trust Secretary presented the report which provided a copy of the recently published NHS Constitution.</p> <p>The Council noted the report.</p> | |
| <p>MC 14/09</p> <p>a</p> <p>b</p> | <p>Publication of Trust's Annual Audit Letter</p> <p>The Director of Finance presented the report which included a copy of the Annual Audit Letter 2007/08.</p> <p>The Council noted the report and the publication of the Letter on the Trust's website.</p> | |
| <p>MC 15/09</p> <p>a</p> | <p>Questions from Public</p> <p>None</p> | |
| <p>MC 16/09</p> <p>a</p> | <p>Any Other Business</p> <p>Location of Services</p> <p>The Trust Secretary read out a question that had been submitted by Steve Bell: "Given the current consultation on the proposal to move the Buckinghamshire medical record office to Oxfordshire, what is the Trust's strategic view in terms of the location of services in the longer terms?" The Director of Finance responded that the Trust was committed to providing a comprehensive range of direct community and inpatient services in Buckinghamshire, supported by cost effective and efficient support services. In terms of the medical record office,</p> | |

| | | |
|------------------|--|-------------------|
| <p>b</p> | <p>he said the proposal to move it to Oxfordshire was based on Buckinghamshire adult and older adult services moving to the electronic record system in the current year. Governors raised some concerns with the proposed electronic record system and possible impacts on patient care without paper-based records. The Director of Finance agreed to provide a briefing paper on the electronic record system to provide Governors with more information.</p> <p>Elections</p> <p>The Chair noted that elections were due to be held for those Governors who had been elected for a one-year term:</p> <ul style="list-style-type: none"> • Ray Stone, Public: Oxfordshire • Roger Priest, Public: Buckinghamshire • Lavinia Walker, Service Users: Oxfordshire • Wendy Edwards, Service Users: Oxfordshire • Pauline Fair, Service Users: Buckinghamshire • Laurelia D’Arcy Singer, Staff: Older Adults • David Geaney, Staff: Adult <p>She thanked these Governors for their commitment and hard work during the Trust’s formative year as an FT and hoped that they would consider standing for re-election.</p> | <p>EDS</p> |
| <p>13</p> | <p>The meeting was closed at 7.55 p.m.</p> | |

Signed:

Chair

Date: