

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

Members' Council

**Notes of a meeting held on 16 February 2010 at
6.07 p.m. at the Thame Barns Centre, Thame, Oxfordshire**

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

Jane Amies
Pam Bacon
Carol Bannister
Meg Barbour
Julia Besooijen
Tricia Birchley
Chris Brearley
Steve Bell

Maureen Cundell
Pauline Fair
Andrew Friend
David Geaney
Jeanette Hocking
David Mushrow
Lucy Toynbee
Linette Whitehead

In attendance:

Graeme Armitage
Tom Burns
Alison Bussey
Laura Graham
Justinian Habner
Martin Howell
Nathan James
Clive Meux
Cedric Scroggs
Duncan Smith
Julie Waldron
Elaine Whittaker

Director of HR
Non-Executive Director
Director of Operations (Bucks)
Graduate Management Trainee
Trust Secretary (*Minutes*)
Incoming Chair
Membership Officer
Deputy Medical Director
Non-Executive Director
Director of Finance
Chief Executive
Non-Executive Director

<p>MC 01/10</p> <p>a</p> <p>b</p>	<p>Introduction and Welcome</p> <p>The Chair welcomed Governors to the meeting. She welcomed Andrew Friend to his first meeting of the Council. Andrew had taken up the remaining term of office of a Service User: Oxfordshire seat following the resignation of Lavinia Walker.</p> <p>The Chair also welcomed Martin Howell who would take up the position of Chair on 1 April 2010.</p>	
<p>MC 02/10</p> <p>a</p>	<p>Apologies for Absence</p> <p>Apologies had been received from: Simon Hyde, Anthony Monaco, Mike Alexander, Jacqui Bourton, Ian Jones, Alan Webb, Margaret Batsel, Jayne Champion, Jim Couchman, Mark Hancock, Fiona Lomas, Dana Scott, Stewart George.</p>	
<p>MC 03/10</p> <p>a</p> <p>b</p>	<p>Declarations of Interest</p> <p>The Council confirmed that interests listed in the Register of Governors' Interests remained correct.</p> <p>The Trust Secretary said that, following Governor elections in March, a written copy of Register would be presented to the next meeting for review.</p>	
<p>MC 04/10</p> <p>a</p> <p>b</p>	<p>Minutes of the Previous Meeting – 17 November 2009</p> <p>The Minutes of the meeting were approved as a true and accurate record, and the Chair signed a copy.</p> <p>Matters Arising</p> <p>Item MC 51/09 c – Presentation of Surveys: the Chair said that she had formally reported the Council's dissatisfaction with the Trust's performance on recent surveys to the Board of Directors. The Board took the concerns raised by the Council seriously and had discussed how to address the issues.</p>	

MC 05/10	Report from Board of Directors	
a	<p>Tom Burns presented a written report which provided an overview of the main business items considered by the Board of Directors during November 2009 to January 2010. He noted the following main points:</p> <ul style="list-style-type: none">• The Board had agreed to lead the group of partners in submitting an application for the Thames Valley Health Innovation and Education Cluster (HIEC).• The Board had discussed issues that had been raised about the Trust's CPA policy and had agreed that it should be reviewed and re-written.• The results of patient surveys was discussed, along with action plans to address areas of weakness. The Board had noted that the Council had also considered the survey results.• The Board had supported the submission of an application for the Trust to take on the management of Community Health Buckinghamshire (CHB). NHS Buckinghamshire had subsequently agreed that Buckinghamshire Hospitals NHS Trust should take on CHB. Whilst disappointed with the result, the Board agreed that it would work to support the integration of CHB into BHT. OBMH had not received formal feedback as to why the service was awarded to BHT.• Waiting times for assessment and the number of ward-to-ward transfers had been a particular focal point of Board discussion.• An updated carers strategy was discussed and agreed.• The Trust had been awarded contracts to provide community and inpatient Child and Adolescent Mental Health services across Wiltshire, Swindon, Bath and North East Somerset from 1 April 2010.	
b	<p>The Chief Executive added two additional points:</p> <ul style="list-style-type: none">• Planning application to rebuild the Highfield Unit on the Warneford Hospital site had been submitted to the Oxford City Council. However, some bodies, including a local cricket club, were unhappy with the application as it would involve the loss of a cricket pitch. Work was underway to resolve the issues.• NHS Oxfordshire had informed the Trust that it wanted to complete the purchaser/provider split by passing the management of Community Health Oxfordshire (CHO) to another NHS organisation. The Trust was working on an	

<p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>application to take on CHO and the bid would be submitted by 15 March. Further detail would be provided to Governors in due course.</p> <p>Tricia Birchley asked whether concerns had been raised about ward-to-ward transfers through the complaints process. The Chief Executive said that the number of transfers had been low (three since the implementation of single-sex wards) but the Board was still determined to reduce the number further. No complaints about transfers had been received recently.</p> <p>Noting the recent discussions around public/private NHS FT board meetings, David Geaney asked whether the Trust's Board had considered meeting with Governors invited to attend. This was the practice of some other FTs. Tom Burns said that this suggestion would be discussed by the Board when it re-visited how it meets in the coming months.</p> <p>Tricia Birchley said that NHS Buckinghamshire's timeframe for the CHB application was very short and not fair on the Trust. She hoped that the same would not be the case with the CHO application.</p> <p>Carol Bannister provided a short update on a recent FTN governors meeting she attended in London. She said that the events were well worth attending and particularly valued to overview provided by Monitor as to what it expects of Governors. A further meeting was planned for 23 July. The Membership Officer would distribute further information as it became available.</p> <p>The Council noted the report.</p>	<p>NJ</p>
<p>MC 06/10</p> <p>a</p>	<p>Issues for Discussion on Services</p> <p><i>Memory Clinic – Kidlington and Didcot Carers Group</i></p> <p>Meg Barbour spoke about both services. Noting that the Memory Clinic had closed, she asked whether the Trust could assist in re-opening this service. In terms of the Carers Group, Meg said that it was a cost effective way of reaching and supporting carers, and asked whether the Trust could consider taking on the management of this group (as it was at risk of closure). Maureen Cundell and David Mushrow said that they would look at how local Older Adult services could support the groups.</p>	

<p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>Locked Wards</p> <p>Lucy Toynbee spoke to this item. Noting that it had been raised by a member of the public at the last AGM, she was concerned that wards were being locked and that it was depriving voluntary patients of their liberty. She added that evidence suggested that there was more aggression on locked wards and that this should be taken into account when deciding on the policy.</p> <p>Pauline Fair echoed Lucy's concerns and said that there were problems leaving the Tindal Centre with people sometimes waiting some considerable time before a staff member could unlock the door.</p> <p>The Chief Executive said that doors were locked to help ensure patients and staff were safe. There had been issues in the past of people from outside bringing illegal drugs onto wards. Locking the doors helped prevent this. She acknowledged that, at times, staff may not be available to unlock doors immediately if there were others issues on the ward (such as one-to-one observations). The Director of Operations (Bucks) added that the system in use at Tindal was being monitored. The concerns raised by some Governors and patients were being taken on board and the directorate was always looking at ways to improve the ward environments.</p> <p>The Council noted the report.</p>	
<p>MC 07/10</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>2010/11 Annual Plan</p> <p>The Chief Executive presented the report which set out the Trust's proposed vision, aims and objectives for 2010/11. Comments on these were welcomed and could be sent to the Director of Corporate Management up until mid-March 2010.</p> <p>Discussions were underway with commissioners to determine what funding would be available for 2010/11. This information was needed in order to finalise service plans.</p> <p>Governors would be given a further opportunity to consider the annual plan in April 2010 before its submission to Monitor in May 2010.</p> <p>Comments provided by Governors on the vision, aims and</p>	

e	<p>objectives included:-</p> <ul style="list-style-type: none"> • Object 1c – (using innovative means of communication) needed to be made clearer. • The document should build on what has already been achieved by the Trust and this should be made clear. • The Trust should look at how it can work with others to address the issue of people with serious mental health problems moving back into employment. <p>The Chief Executive thanked Governors for the comments and encourage more to be submitted out-of-session</p>	
<p>MC 08/10</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>Health Innovation and Education Cluster</p> <p>In lieu of the Medical Director (who was on leave), the Director of Finance presented the report which explained that the application to establish a Thames Valley HIEC had been supported by the Department of Health. Work was underway to determine how the HIEC would operate and suggestions from Governors on how patients, carers and the public might be involved in shaping its future were welcomed.</p> <p>Chris Brearley suggested that the Medical Director provide a workshop for interested Governors to clearly explain what the HIEC would do and how Governors could usefully be involved. The Director of Finance said he would take this back to the Medical Director. He added that there was still no clear blueprint as to how the HIEC would look; Governors were being consulted at the very beginning in order to help shape its development.</p> <p>Jeanette Hocking said that knowing what the proposed vision of the HIEC was would help Governors make useful suggestions.</p> <p>Tricia Birchley asked whether the HIEC would have clear outcomes it would be working towards achieving. The Director of Finance said that the HIEC would have a formal contract with the South Central Strategic Health Authority. Through this contract there would be objectives that would need to be met but, through this development phase, the HIEC could determine what they would be.</p> <p>The Director of Finance thanked Governors for comments and said he would take these back to the Medical Director. He</p>	

f	<p>agreed that a workshop should be held that would allow interested Governors to find out more about the HIEC and how they might be involved.</p> <p>The Council noted the report</p>	EDS / MH
<p>MC 09/10</p> <p>a</p> <p>b</p>	<p>Election Update Report</p> <p>The Chair presented the report which set out the current elections to elect Governors to service on the Members' Council from 1 April 2010.</p> <p>The Council noted the report.</p>	
<p>MC 10/10</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>Performance Report</p> <p>The Chief Executive presented a performance report. The report included a copy of a 'quality report' which was being developed. In future, this quality report would be presented to Governors.</p> <p>Chris Brearley asked what derivatives from the performance indications made the Board concerned. The Chair said that the Board focussed on trends. If a trend presented a concern, the Board would usually request that an action plan to address the issues be developed. In addition, the Board sought the opinion of the Executive Directors as to whether or not they were concerned with the movements and trends.</p> <p>Tricia Birchley said that the waiting times for CAMHS in Buckinghamshire needed to be driven down. The Chief Executive said that a lot of work had occurred to bring the waiting time down but agreed that further work was needed.</p> <p>Pauline Fair said that staff vacancies still appeared to be an issue. Graeme Armitage said that the performance was much better than in previous years. Turnover of staff had reduced over the past three years from 18 per cent to 12 per cent. In addition, spend on Bank and agency use had gone down. The Board had been taking this issue seriously over the past few years and had requested that the HR department work hard to address problems.</p>	

e	The Council noted the report.	
MC 11/10	Q3 Annual Plan Progress Report	
a	The Chief Executive presented the report which showed progress against the Trust's objectives in the 2009/10 Annual Plan.	
b	Tricia Birchley asked whether the Trust could really achieve 15 per cent reduction in its carbon emissions. Laura Graham, who had been working on this area, said that the feedback from the Enviro agency (which had been helping the Trust to develop a Carbon Management Plan) was that this reduction was feasible.	
c	The Board noted the report.	
MC 12/10	Items for Information	
	The Council received the following items for information: <ul style="list-style-type: none"> • Governor Away-day Action Plan • External Audit Practice Annual Quality Report 	
MC 13/10	Questions from Public	
a	None.	
MC 14/10	Any Other Business	
a	<i>Janet Godden's Tenure as Chair</i> On behalf of all Governors, Chris Brearley noted that this would be Janet's last meeting as chair the Council. He thanked her for her work during the past two years in helping to establish the Council and wished her all the best for her future endeavours.	
b	<i>Governor Retirements</i> Lucy Toynbee and Linette Whitehead said that they would not be re-contesting their seats in the upcoming election and that this was their final meeting. On behalf of the Council and the	

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	Trust, the Chair thanked them both for their work and support during the past two years.	
	The meeting was closed at 7.45 p.m.	

Signed: Chair

Date: