

Oxford Health NHS Foundation Trust

Members' Council

PAPER
MC 20/2011

**Minutes of a meeting held on 10 May 2011 at
6.00 p.m. at Oxford Brookes University (Harcourt Campus),
Oxford, Oxfordshire**

In addition to the Chair, Martin Howell, the following Governors were present:

Pat Armstrong	Arash Fatemian
Lynda Atkins	David Geaney
Meg Barbour	Stewart George
Julia Besooijen	Vivian Lanzon-Miller
Jacqui Bourton	Heather Mintern
Karen Campbell	Pam Norton
Jayne Champion (<i>part meeting</i>)	Martin Phillips
Maureen Cundell	Peter Tankard
Pauline Fair	

In attendance:

Ros Alstead	Director of Nursing and Clinical Standards
Mike Bellamy	Non-Executive Director
Stephen Cass	Director of Strategy and Commercial Development
Alyson Coates	Non-Executive Director
Anne Grocock	Non-Executive Director
Justinian Habner	Trust Secretary (<i>Minutes</i>)
Nick Kandola	Divisional Director – Specialist Services
Gareth Kenworthy	A/Director of Finance
Eddie McLaughlin	Divisional Director – Mental Health
Clive Meux	Medical Director
Heather Rice	Interim Divisional Director – Community Services
Cedric Scroggs	Non-Executive Director
Yvonne Taylor	Divisional Director – Children and Families
Julie Waldron	Chief Executive

MC 12/11	Introduction and Welcome	
a	As the Chairman was delayed, Cedric Scroggs, as Vice-Chair of the Trust, took the chair of the meeting and welcomed Governors, Directors, Members of the Trust and the public.	
b	The Vice-Chair welcomed the newly elected Governors to their first meeting of the Council and also welcomed the recently appointed Divisional Directors (who were in attendance).	
MC 13/11	Apologies for Absence	
a	Apologies had been received from: Dana Scott, Mike Alexander, Paul Cann, Andrew Friend, Fiona Lomas, Jackie Thomas, Liz Turvey, Martin Phillips, Rob-Michael Phillips, Frances Tammer.	
MC 14/11	Declarations of Interest	
a	The Council confirmed that no amendments were required to the Register of Governors' Interests.	
MC 15/11	Minutes of the Previous Meeting –16 November 2010	
a	The Minutes of the meeting were approved as a true and accurate record.	
	Matters Arising	
b	Item MC 04/11 c – Payroll: the Chief Executive provided a further update on progress had been made in addressing concerns with the Trust's payroll providers. She assured the Council that the Trust's Board and Audit Committee were closely monitoring the work to improve the payroll service being provided to the Trust. Pauline Fair added that there had	

c	<p>been cases where service users had not been correctly reimbursed for work they had undertaken for the Trust.</p> <p>Item MC 08/11 f – Transformation Programme and Staff Sickness: Pauline Fair noted the discussion at the previous Council meeting on whether or not the productive ward initiative improved staff sickness absence rates and said she would welcome any data on this when it became available.</p> <p><i>The Trust Chair, Martin Howell, joined the meeting at this point and took the chair of the meeting.</i></p>	GA / DB
<p>MC 16/11</p> <p>a</p> <p>b</p>	<p>Election Update</p> <p>The Trust Secretary presented the report which provided an update on the Governor election process being held. The Council noted that a number of vacancies had not been filled and, therefore, a second call for nominations would take place from 19 May 2011.</p> <p>The Council noted the report and welcomed Governors who had now joined the Council through uncontested elections. The Council also recorded its thanks to all Governors who had not re-contested their seats during the election and, in particular, Chris Brearley who had served as Lead Governor over the past year.</p>	
<p>MC 17/11</p> <p>a</p> <p>b</p>	<p>Appointment of Lead Governor</p> <p>The Trust Secretary noted that there was a Lead Governor vacancy and explained that the Council needed to appoint a Governor to take on this role. The Council was reminded that the role was required by Monitor.</p> <p>The Chief Executive explained that Liz Turvey, Carer Governor, had indicated that she would be prepared to take up this role. Lynda Atkins and Pauline Fair suggested that the appointment be made for a 6-month term as this would provide time for all newly elected Governors to meet Liz, understand the Lead Governor role and form a view on a longer term appointment. The Council agreed with this approach.</p>	

c	The Council approved the appointment of Liz Turvey as Lead Governor for a 6-month term.	
MC 18/11	Trust Constitution	
a	The Council received and noted the report which outlined the amendments to the Trust's Constitution that had been approved by Monitor. The Council recalled that the Trust had made an application to amend the Constitution as part of the Community Health Oxfordshire integration.	
MC 19/11	Report from Board of Directors	
a	Cedric Scroggs presented the written report which set out the main issues discussed by the Board during February 2011 to April 2011. The report also highlighted the main decisions taken by the Board. He noted that during this period the Board had unanimously approved the transaction that the Trust acquire Community Health Oxfordshire from 1 April 2011.	
b	<p>The Council noted the changes to the Board composition with the following taking up post during the period:-</p> <ul style="list-style-type: none"> • Clive Meux, Medical Director • Alyson Coates, Non-Executive Director • Stephen Cass, Director of Strategy and Commercial Development • Ros Alstead, Director of Nursing and Clinical Standards <p><i>Jayne Champion joined the meeting at this point.</i></p>	
c	David Geaney noted that the Board had considered the recent staff survey results which were poor. He asked how the concerns would be addressed and suggested Non-Executive Director involvement in the staff survey working group to bring an outside perspective to the problems. The Council discussed the results in some detail and sought further information from the Chair and Chief Executive as to how the concerns would be addressed and the role of the staff survey working group. On the matter of Non-Executive Director involvement in the working group, the Chair said that he was not minded to support this suggestion at this stage. He noted that the Non-Executive Directors were already involved in	

d	<p>providing an outside perspective through the Board and their time commitment was supposed to be 2/3 days per month but this was already being stretched. Furthermore, he added that addressing concerns raised by staff was the responsibility of the Executive team and they were best placed to do this. The Chair acknowledged that this position could be re-visited in future.</p> <p>The Council agreed that further information should be made available on the staff survey results and how to address concerns, and the following Governors indicated that they would be happy to participate in any smaller working group to focus on this area:-</p> <ul style="list-style-type: none"> • David Geaney • Karen Campbell • Pauline Fair • Jacqui Bourton • Jayne Champion • Pat Armstrong 	GA SC
e	<p>Pauline Fair noted the RiO implementation taking place across the Trust and asked whether patients could opt out of having an electronic record. The Director of Strategy and Commercial Development said he would investigate and report back.</p>	
f	<p>Heather Mintern asked for further information on the Integrated Supply Chain (ISC) proposal being considered by the Board. The Chief Executive explained that the ISC was a South Central-wide initiative that would assist NHS organisations achieving savings in procurement costs. The Board was currently considering whether or not to join the ISC and would make a final decision in the coming months.</p>	
g	<p>The Council noted the report.</p>	
MC 20/11	External Audit Contract Extension	
a	<p>As chair of the Audit Committee, Cedric Scroggs presented the report. He explained that the recommendation set out in the report and been developed and proposed by the Trust's Finance Department and was supported by the Audit Committee.</p>	
b	<p>The report proposed extending the contract of the Audit</p>	

c	<p>Commission as the Trust's auditors for one further Audit period (covering the 2011/12 audit). Prior to September 2012, a full procurement exercise would occur to appoint auditors from 2012/13. The Chief Executive added that as the appointment of auditors was a matter for the Council, Governors would be involved in the procurement process.</p> <p>The Council approved the report and agreed that the Audit Commission be granted a one-year extension (to cover the 2011/12 audit) to the existing three-year contract.</p>	
MC 21/11	Quality Account	
a	<p>The Director of Nursing and Clinical Standards presented the draft Quality Account 2010/11. The purpose of the Quality Account (which would be included within the Trust's Annual Report) was to provide information to the public about the quality of healthcare services. The Quality Account was being presented to Governors for comment before it was finalised; comments could be provided at the meeting or out-of-session. The Director of Nursing and Clinical Standards explained that the Quality Account followed the format set out by the national guidance but she noted that it was a lengthy document that was difficult to follow at times. A more reader-friendly version would be produced to compliment this version which would be presented to Monitor.</p>	
b	<p>The Council was informed that the Quality Account did not include any commentary on Community Health Oxfordshire as it was the responsibility of the Oxfordshire PCT to report on CHO for 2010/11.</p>	
c	<p>Lynda Atkins noted the target relating to Clostridium difficile and said that she felt that the target should not be higher than past performance. The Director of Nursing and Clinical Standards said that the target was still to be agreed with the commissioner and explained that, for Clostridium difficile, it was difficult to replicate performance year-on-year.</p>	
d	<p>Lynda Atkins added that she had a number of detailed specific queries which she would follow-up direct with the Director of Nursing and Clinical Standards.</p>	RA
e	<p>Pat Armstrong noted the actions relating to carers set out on</p>	

<p>f</p> <p>g</p> <p>h</p>	<p>page 4 and welcomed the amount of work occurring here.</p> <p>Pauline Fair said that the Quality Account showed that the Trust was still performing badly in terms of the number of patients who knew who their care coordinator was. She said that this had been an ongoing problem and it needed to be addressed. The Chief Executive agreed and said that there was clearly more work to do here. She noted that the Trust's internal surveying suggested that in many cases some service users did not appreciate that they had a 'care coordinator' – this was not a term they readily used.</p> <p>David Geaney noted the target "reduce towards zero community suicides" and said he thought that this was extremely difficult to achieve and queried if it should be included (or worded in that way). He suggested that it was actually counter-productive because it implied that zero was possible. The Chair acknowledged the point and said that the Board had had a similar discussion. The Director of Nursing and Clinical Standards said that the target should be clarified to show it focused on avoidable suicides in the community; it was not intended to be a population-based target.</p> <p>The Council noted the report and agreed to provide any further comments to the Director of Nursing and Clinical Standards by 3 June 2011.</p>	<p>All</p>
<p>MC 22/11</p> <p>a</p> <p>b</p>	<p>Finance Report</p> <p>The A/Director of Finance presented the report which provided an overview of the Trust's financial position. He confirmed to the Council that the Trust was performing in line with the plan submitted to Monitor. He added that the sector review released by Monitor had indicated that the Trust was performing well in comparison to other NHS FTs. A copy of sector reports would be sent to Governors when published by Monitor.</p> <p>Lynda Atkins queried if the report provided the level of detail required by Governors to undertake their role of holding the Board to account. The Chair said that the amount and type of information provided to Governors was always under review and he welcomed feedback from Governors on what they felt they needed.</p>	<p>GK / JCH</p>

c	The Council noted the report.	
MC 23/11	Trust Annual Plan 2011/12	
a	The Director of Strategy and Commercial Development presented the report which set out the requirement for the Trust's submission to Monitor of the Annual Plan and outlined the proposed vision, aims and objectives for 2011/12. The proposal was to keep the core vision and objectives of the Trust's existing plan (which still had two years to run) but make revisions to take account of the broader services being provided. The Director of Strategy and Commercial Development explained that he would welcome comments on the proposed plan either at the meeting or out-of-session.	
b	Pauline Fair asked whether the Trust was aware of proposed changes to high secure services. Nick Kandola, Divisional Director – Specialist Services, said he was but added that the implications were not clear. The proposed changes did not impact upon the Trust's services.	
c	Peter Tankard asked what was being included in the plans on cost reductions. The Director of Strategy and Commercial Development said that the Trust, like all NHS organisations, was required to make savings and had in place a five-year plan for this. The Chair added that the Board monitored this area closely and was keen to ensure that there was no negative impact on safety and clinical quality.	
d	Pam Norton noted the section setting out the core purposes of each service division and suggested that the description for Children and Family Services be amended to make clear that community health services were provided by this division.	SC
e	The Council noted the report and agreed to provide any further comments on the plan by 17 May 2011.	
MC 24/11	CHO Integration	
a	The Chief Executive provided an update on the Trust's	

b	<p>integration with Community Health Oxfordshire (CHO). Following formal Board approval, the integration took place on 1 April 2011. Now the focus was on ensuring that the benefits of integration would be realised. The Chair and Chief Executive congratulated all involved in planning the integration and thanked the Council for its support.</p> <p>The Council noted the update.</p>	
MC 25/11	Council Ways of Working	
a	<p>The Chair said that with a number of new Governors joining the Council, he would welcome the opportunity to think about how the Council operated and what changes could be made. He said he would talk to the newly appointed Lead Governor and ask that they take a lead in this work. As always, the Chair would welcome any ideas or suggestions from Governors.</p>	
MC 26/11	Governor Involvement in AGM Planning	
a	<p>The Trust Secretary presented the report and sought nominees to sit on a small working group to help plan the AGM. Liz Turvey, Heather Minter and Jacqui Bourton agreed to join the group.</p>	
MC 27/11	Questions from Public	
a	None	
MC 28/11	Any Other Business	
a	None	
	The meeting was closed at 8.00 p.m.	

Minutes of the Members' Council, May 2011

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Signed:

Chair

Date: