

**Draft Minutes of the Council of Governors' Meeting held in public  
on Thursday 21 March 2019 from 5pm – 7pm  
at UNISON Centre, 9th Floor, Room T9.1 ,130 Euston Road, London NW1 2AY**

<b>PRESENT:</b>	Marie Gabriel	Trust Chair
<b>Governors:</b>	Victoria Aidoo-Annan	Staff Governor
	Rehana Ameer	Appointed Governor, City of London
	Roshan Ansari	Public Governor, Tower Hamlets
	John Bennett	Public Governor, Tower Hamlets
	Shirley Biro	Public Governor, Newham
	Robin Bonner	Staff Governor
	Nicholas Callaghan	Public Governor, Tower Hamlets
	Laura Jane Connolly	Public Governor, Rest of England
	Katherine Corbett	Staff Governor
	Joseph Croft	Staff Governor
	Rosemary Eggleton	Public Governor, Central Bedfordshire
	Edilia Emordi	Public Governor, Hackney
	Susan Masters	Appointed Governor, Newham
	Paul Feary	Public Governor, Bedford Borough
	Rachel Hopkins	Appointed Governor, Luton
	Denise Jones	Appointed Governor, Tower Hamlets
	Carol Ann Leatherby	Public Governor, Newham
	Julian Mockridge	Staff Governor
	Beverley Morris	Public Governor, Hackney
	Sheila O'Connell	Staff Governor
	Caroline Ogunsola	Staff Governor
	Jummy Otaiku	Public Governor, Hackney
	Jamu Patel	Public Governor, Luton
	Mary Phillips	Staff Governor
	Phillip Ross	Public Governor, Tower Hamlets
	Larry Smith	Public Governor, Central Bedfordshire
	Felicity Stocker	Public Governor, Bedford Borough
	Adrian Thompson	Public Governor, Tower Hamlets
	Daniel Victorio	Public Governor, Hackney
	Ernell Watson	Public Governor, Newham
	Hazel Watson	Public Governor, Newham
	Keith Williams	Public Governor, Luton
	Paula Williams	Public Governor, Luton
	Neil Wilson	Appointed Governor, Education

**IN ATTENDANCE:**

<b>Staff:</b>	Shabnam Boodhoo	Advanced Nurse Practitioner
	Paul Calaminus	Chief Operating Officer, Deputy CEO
	Tanya Carter	Director of Human Resources
	Mary Elford	Vice-Chair, Non-Executive Director
	Dr Navina Evans	Chief Executive
	Mason Fitzgerald	Director of Planning and Performance
	Richard Fradgley	Director of Integrated Care

Sufia Kamaly	Apprentice, Membership Office
Shanaiz Khatun	Peer Support Worker
Cathy Lilley	Associate Director of Corporate Governance
Meena Patel	Membership Officer (minute taker)
Manka Ramachandan	Staff
Eileen Taylor	Non-Executive Director

**Public:** Kenneth Agyekum-Kwatiah Former Public Governor, Newham  
Andrew Jackman Lead Governor, Southern Health NHS FT

**APOLOGIES:**

Steven Codling	Public Governor, Central Bedfordshire
Caroline Diehl	Public Governor, Hackney
Zara Hosany	Staff Governor
Susan Masters	Appointed Governor, Newham
John Mingay	Appointed Governor, Bedford Borough
Damien Vaughn	Public Governor, City of London

**1 Welcome and Apologies for Absence**

- 1.1 Marie Gabriel opened the meeting at 5:00 pm.
- 1.2 Marie congratulated Hackney Governor Caroline Diehl for winning the Churchill Fellowship Award and to Rest of England Governor Laura Jane Connolly for winning Mental Health category of the National Sport & Recreation Alliance Awards 2019 for Core Sports in Hackney which she manages.
- 1.3 Marie welcomed and introduced Andrew Jackman as guest to the meeting as the Lead Governor of Southern Health NHS Foundation Trust.
- 1.4 Marie welcomed Kenneth Agyekum-Kwatiah and informed Governors that due to work and personal commitments, Kenneth has stood down as a Governor for Newham. Marie thanked Kenneth for his contributions and presented him a certificate and gift from the Trust.
- 1.3 Apologies were **NOTED** as above.

**2 Minutes of the Previous Meeting held on 24 January 2019**

- 2.1 Marie Gabriel explained that standard procedure is for Governors to notify in advance any queries, comments or corrections for the minutes.
- 2.2 No comments had been received ahead of the meeting.
- 2.3 Governor Robin Bonner queried the accuracy of his attendance record.  
**ACTION: Membership Office to check and clarify**
- 2.4 Subject to the above amendment, the Minutes were **AGREED** unanimously as an accurate record.

### **3 Action Log and Matters Arising from the Minutes**

#### **Action Log**

- 3.1 The Council noted that the following actions are covered by the agenda:
- Item 124 (Update on strategic work on population health)
  - Item 99 (Governors to receive report on Health and Poverty)
  - Item 130 (Nominations and Conduct Committee report on Chair and/NED remuneration)
- 3.2 Item 126 (Briefing re Hackney Mental Health Wards): a briefing note by Paul Calaminus was shared with Governors on 19 March
- 3.3 verbal update to be provided under Strategic Activity report
- 3.4 Item 129 (Results of the Audit into Patient Safety - Serious Incidents to be shared with Council): will be circulated once Audit is completed
- 3.5 All Action Log items marked as *In progress* except Action129 were noted as closed.

#### **Matters Arising**

- 3.7 There were no matters arising.

### **4 Strategic Item – Integrated Care (including Population Health)**

- 4.1 Richard Fradgley (Director of Integrated Service), Shabnam Boodhoo (Advanced Nurse Practitioner and Interim Lead Nurse) and Shanaiz Khatun (Peer Support Worker) presented a report on the Trust's work on Integrated Care.
- 4.2 Shanaiz presented her own story and the importance on having her mental health needs addressed in order to support her physical recovery. She stressed the importance of including both physical health and mental health in a care plan and for all service users to be treated as a whole person.
- 4.3 Richard reported on population health and integrated care highlighting:
- Improving population health outcomes is one of the strategic outcomes of ELFT's strategy
  - The Trust is working with service users on wards and in the community to tackle health inequalities
  - As part of ELFT's BIG Conversation 18 months ago and further conversations held with service users at Working Together Groups, a set of key outcomes have been defined to be delivered over a 10 year period
  - A metric for each outcome will be defined
  - Each directorate is selecting a population group to focus on and develop Quality Improvement initiatives that will support the improvement of population health outcomes.
- 4.4 Richard introduced Shabnam Bhoodoo, Advanced Nurse Practitioner who spoke about the work she has been leading on supporting a group of people with Learning Disabilities (LD) and highlighted:

- Mencap identified 75% of people with learning disabilities are overweight
- A group of people with LD who were overweight were identified to take part in a six month programme to help them loose weight
- Local gyms were contacted and a gym secured that could offer a high intensity coach led programme for the group
- Group members were contacted to keep them motivated and support them to take part
- The funding for the gym sessions and a dietitian came from pooling together the group members' personal health budgets
- Health measurements of the group were taken before the programme and throughout. After four months members had all successfully lost an average of 4.2kg
- Members enjoyed the programme and experienced improved physical health
- NHS England were very happy with the programme and granted additional funding
- A short video was played showing group members talking about how they had benefited from the programme.

4.5 In response to questions and comments, the Council **NOTED:**

- To determine an outcome, a measurable metric needs to be identified which is dependent on the data available
- It was suggested that the transient population from Universities is considered
- To reach people with different language requirements, ELFT consider how these needs can be met
- Jamu Patel congratulated the work ELFT is doing around this and said Luton Clinical Commissioning Group is undertaking similar work.

4.6 Marie thanked Shainaz, Shabnam and Richard for the update and for sharing their powerful stories and said she was very pleased they were working with ELFT.

## 5 Strategic Activity and Annual Planning Update

5.1. Mason Fitzgerald referred to the paper on the Strategic Planning update and stated that it is a legal requirement for ELFT to collaborate with its partners and stakeholders.

5.2 Mason referred to the feedback from all the Annual Plan Consultation events held in February and March 2019 and highlighted that comments cover a wide area of topics which included population health. Formal responses to the themes will be provided at the Council's meeting in May when Governors will be asked to prioritise key areas from the feedback they wish to hold the Trust to account for.

**ACTION: Mason Fitzgerald**

5.3 In response to questions, Governors **NOTED:**

- Luton Council took the strategic decision to withdraw from the Bedfordshire, Luton & Milton Keynes STP but have a 'ways of working'

document on how officers will continue to be part of the discussions. The Council's Health and safety groups, including Health Wellbeing Board, will continue their scrutiny role on health matters in the locality

- Care Navigators/Care Coordinators support people to access services
- It is anticipated that following Brexit, there will be demographic changes
- Out of area provision of services by the Trust is very rare. The Coborn Centre in East London provides services nationally and the Trust works closely with the referring service and the families of patients
- It was acknowledged that the Trust needs to better promote the great work done by staff and service users and have a more effective system in place to record positive news which would help when devising strategies  
The Trust Chair is involved in the formation of a National Workforce Strategy the CEO is leading on work stream within this work. The strategy covers international recruitment, flexible working, retention, etc and will include a short, medium and long-term approach. Navina highlighted the challenges of recruiting for certain staff roles.

5.4 The Council **RECEIVED** and **NOTED** the report.

## **6.0 Task and Finish Meeting Group Update**

6.1 Cathy Lilley provided a brief update on the work of the Task and Finish Group which has been focusing on reviewing the various engagement opportunities with members and the public to ensure these meet both Governors' and members' needs as well as bringing consistency across meetings based on learning and good practice, for example, the Borough Director meetings.

6.2 It was suggested by a Governor that 90 minutes for Borough and Service Directors meetings may not be sufficient.

6.3 The analysis and feedback will be considered at the next Communications and Engagement Committee and the terms of reference for these meetings will be developed; these will be brought to the next meeting for approval. The Committee will also considered, how feedback from the various opportunities, meetings and visits can be utilised and shared effectively by the Trust.

**ACTION: Norbert Lieckfeldt/Cathy Lilley**

## **7 Communications and Engagement Report**

7.1 The Council **RECEIVED** and **NOTED** the report.

## **8 Significant Business Committee (SBC)**

8.1 Cathy referred to the recent Governor Development session provided by Mohit Venkataram (Executive Director of Commercial Development) to explain the work of the Business Development Unit and the role of the Committee. Feedback was especially positive on a helpful case study illustrating the process involved when ELFT bids for services.

- 8.2 Cathy emphasised the importance of Governors in attending future development sessions to gain insight and in-depth information as well as helping Governors to put information at meetings into context.
- 8.3 Marie informed the Council of the proposal that the SBC is in future be chaired by a Governor. There will be continued NED availability to the Committee, and the Committee will continue to benefit from the advice and attendance of Mohit Venkataram. The chairing of the meetings will be discussed at a SBC meeting.
- 8.4 The Council **RECEIVED** and **NOTED** the report.

## **9 Council of Governors Forward Plan**

- 9.1 Governors noted there will be a session on workforce and the staff survey at the next Council meeting in May which will also include an update on the National Workforce Strategy.
- 9.2 The Council **RECEIVED** and **NOTED** the report.

## **10 Any Other Urgent Business and Questions from the Public**

- 10.1 Rosie agreed to share her experience and knowledge of purchasing best value train tickets for Governors to attend meetings.
- 10.2 It was highlighted that Staff claiming expenses for mileage in Bedfordshire would exceed the mileage amount reclaimable at the full rate due to the distance they need to cover. Tanya explained that the mileage rate is set by the Agenda for Change and is in line with HMRC regulations. However, the upper mileage figure will be reviewed.
- 10.3 It was confirmed that the future Council of Governor meetings will be held on the second Thursday of the month (and not the third Thursday) as previously advised in November 2018.  
**ACTION: the meeting dates will be re-circulated to Governors – Meena Patel**
- 10.4 Information was requested about an individual incident at Spring House. Governors were reminded we cannot address individual cases in a public meeting. Governors were asked to raise any concerns they have about services or if anyone has reported anything to them that the Trust should be made aware of as soon as possible.  
**ACTION: Navina Evans will discuss issue with Larry Smith**
- 10.5 Going forward it was suggested the presentation be structured to allow sufficient time for questions.
- 10.6 Marie shared the reason for Damien Vaughn's apology and advised she will contact Damien to express support.  
**ACTION: Marie Gabriel**

## **Council of Governors Meeting held in Private**

All Executive Directors, Non-Executive Directors and Staff (except Marie Gabriel, Tanya Carter and Cathy Lilley) and members of the public left the meeting.

### **11 Nominations and Conduct Committee Report**

The minutes for this are recorded separately

### **12. Date and Time of the next Meeting**

12.1 Thursday, 9 May 2019 from 5:00pm-7:00pm at UNISON Centre, Ground Floor, 130 Euston Road, London NW1 2AY

**The Acting Deputy Chair closed the meeting at 7.00pm**