

## 2GETHER NHS FOUNDATION TRUST

### COUNCIL OF GOVERNORS MEETING

14 OCTOBER 2009

|                 |                         |                 |
|-----------------|-------------------------|-----------------|
| <b>PRESENT:</b> | Rennie Fritchie (Chair) | Nick Baker      |
|                 | Richard Butt-Evans      | Bronwen Carless |
|                 | David Coombs            | Mervyn Dawe     |
|                 | Julie Garnham           | John Gillett    |
|                 | Alison Lott             | Angela Lewis    |
|                 | Rae Murray              | Paul McLain     |
|                 | Chandni Mehta           | Duncan Smith    |
|                 | Tim Stokes              | Ros Taylor      |
|                 | Francesca Tolond        | Tony Warnes     |

**IN ATTENDANCE:** Mike Brereton, 2gether (Supporter for LD Governors)  
Shaun Clee, Chief Executive  
Sally Flett, Audit Commission  
Anna Hilditch, Assistant Trust Secretary  
David McGrath, Trust Secretary  
Colin Merker, Director of Internal Customer Services  
Andy Moore, Service Director, Substance Misuse Services  
Frank Powell, Non Executive Director

#### 1. WELCOMES AND APOLOGIES

- 1.1 Apologies for the meeting were received from Tim Coupland, Nigel Hayward, Faye Henry, Jan Marriott and Sam Tolley
- 1.2 Carol Dass, Nick Bell, Janet Newbould and Sandra John did not attend the meeting.
- 1.3 Rennie Fritchie informed the Council that Faye Henry had broken her leg so was unable to attend the meeting. Nick Baker was in attendance as the deputy Governor for the LD Partnership Board. Rennie Fritchie said that she would be writing to Faye to pass on the good wishes of the Council

***ACTION: Rennie Fritchie to write to Faye Henry to wish her well on behalf of the Council***

- 1.4 Rennie Fritchie welcomed Paul McLain to the meeting as the new Nominated Governor for the County Council. The Council of Governors also welcomed Colin Merker to the meeting. Colin joined the Trust in September as the new Director of Internal Customer Services.

#### 2. DECLARATION OF INTERESTS

Alison Lott informed the Council that she would now be working with Carers Gloucestershire.

#### 3. NOTES OF THE MEETING HELD ON 8 JULY 2009

- 3.1 The minutes of the meeting held on 8 July 2009 were agreed as a correct record.

- 3.2 Mervyn Dawe expressed his thanks to the Council of Governors for the messages of support he had received whilst recovering from a recent illness.

#### **4. MATTERS ARISING AND ACTION POINTS**

- 4.1 Shaun Clee informed the Governors that he had received an update on the current position with the Tyndale centre and would provide a briefing for John Gillett following his request at the last meeting.
- 4.2 There were no further matters arising and all actions had been completed.

#### **5. ANNUAL MANAGEMENT LETTER 2008/09**

- 5.1 Sally Flett was in attendance to present the Annual Management Letter to the Governors which provided a summary of findings from the 2008/09 external audit.
- 5.2 The Council of Governors were informed that in relation to the audit of the financial statements, the Audit Commission had issued an unqualified opinion on the statements and did not identify any material errors. Sally Flett also added that the quality of the Trust's working papers was very good. The Commission had concluded that 2gether had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Audit Commission also reviewed the Trust's arrangements for implementing International Financial Reporting Standards and concluded that 2gether had good arrangements in place.
- 5.3 The Council of Governors thanked Sally Flett for attending and presenting what was a positive report.

#### **6. CHAIR'S REPORT**

- 6.1 Rennie Fritchie reported that since the last Council Meeting the Trust had held an Extraordinary Board Meeting to test the Trust's Pandemic Flu Business Continuity Plans. The Board undertook a comprehensive assessment which, amongst other things covered the Trust's General Plan, and Internal Support Plans, Trust Policies and Partner Agency Plans. A considerable amount of work by staff and executives went into all the preparatory work which enabled the Board to assure itself of our preparedness and Rennie said that she would like to formally recognise this.
- 6.2 In August the Trust had a visit from Dr Bill Moyes, Chair of Monitor our Regulator. During the day, he visited King's Walk Shopping Centre where the Trust was holding one of its 'Making Life Better' anti stigma social inclusion, promotion and membership events. Dr Moyes was able to talk to Governors, staff and members of 2gether and Rennie was able to interview him on 'the sofa' as part of our series of DVD's on Social Inclusion. A visit was also made to BranchLea Cross, the Trust's Substance Misuse Strategic Service Unit and Honeybourne our Recovery Inpatient Unit for people with complex care needs, where an interesting meeting was held with the Assertive Outreach Team. The visit enabled 2gether to show some of our work and to have good discussions

about our services. Rennie said that it was a successful day and a letter had since been received from Dr Moyes expressing his thanks.

- 6.3 On Tuesday the 15<sup>th</sup> of September the Trust held its Information Day and Annual General Meeting at the Guildhall in Gloucester. There was a range of information stands in the main exhibition room which were busy throughout the afternoon. The Social Inclusion Campaign Bus was located in King's Square and the Making Life Better Sofa was located outside the Guildhall where conversations were filmed with members of the public. Additionally the Trust had a series of five workshops running through the course of the afternoon which covered Stress and Anxiety, Trust Strategy, Social Inclusion, Communities working 2gether for Learning Disabilities and the Dementia Strategy. Rennie Fritchie informed the Governors that she attended all five workshops which were very interesting and extremely well presented. The Annual General Meeting was also well attended with some interesting and useful questions and comments at the end. The agenda also encompassed the Governor's Annual Report and both Angela Lewis and Ros Taylor gave very helpful power-point presentations to inform all those attending about the role and work of the Governing Council.
- 6.4 On the 25<sup>th</sup> of September the Trust launched its new Improving Access to Psychological Therapies (IAPT) service. The target population is people living within Gloucestershire who are over 18 years of age with Depression and/or Anxiety. These conditions can be mild, moderate, chronic or severe. However the service will not deliver Interventions to the client group who would usually be seen within specialist mental health services e.g. those with treatment resistant conditions and those at significant risk. The service will deliver NICE compliant interventions (primarily Cognitive Behavioural Therapy) using the stepped care approach. Information and low intensity guidance is offered first. This could be over the phone, via home computer or through a course at one of the local colleges. Reading material is available through the libraries and the Let's Talk website [www.talk2gether.nhs.uk](http://www.talk2gether.nhs.uk) if the patient needs a higher level of intervention they will be offered Cognitive Behavioural Therapy. During the first week the service received 150 referrals which were higher than expected and interest has remained high. The Council of Governors were informed that this was a significant new service and Rennie agreed to keep Governors updated about its progress.
- 6.5 Rennie Fritchie informed the Governors that in Monitor's recent consultation on the draft guidelines for Governors to help them fulfil their responsibilities they suggested that Trusts might appoint a lead governor. The lead governor would be available to chair meetings when it would not be appropriate for the Chair or one of the Non-executive Directors to do so (for example, when remuneration is being discussed). They would also be a channel of communication should it be inappropriate for information to go through the Chair. It was noted that Monitor have extended the deadline for the appointment of Lead Governor until more guidance is provided about the role. When this has been clarified, the Trust will then hold an election for the post between the Council of Governors.
- 6.6 Rennie had taken part in the ROSCAS judging. This is the main opportunity for people to highlight excellence and to formally recognise both individuals and teams who work so hard to give the very best quality of care and service in their

roles both as staff and volunteers. Rennie said that she found this to be a humbling and uplifting experience and expressed her thanks to those Governors who also took part on the judging panel. Alison Lott noted that this was the third year that the ROSCAs had been run and asked whether the number of nominations received had increased over this time. Rennie Fritchie said that the number of nominations had increased year on year but she noted that the quality of the written nominations had also improved.

- 6.7 Tracey Barber and Gavin Davies gave the Governors a seminar on communication on 18 May and many of the suggestions and initiatives suggested at that meeting have now been picked up by the Membership Committee. It was noted that Ros Taylor would be highlighting the key points from the last Membership Committee later in this meeting.
- 6.8 On 12 October, Rennie Fritchie chaired a meeting to consider how the Trust should best review the Performance of the Council of Governors. David Coombs, Richard Butt-Evans, Julie Garnham and Chandni Mehta were in attendance at the meeting. The group looked at a number of headings including the role of the Governor, quality of paperwork received and attendance at meetings. It was agreed that a self assessment questionnaire would be developed which would review both the effectiveness of individuals as well as the effectiveness of the Council as a whole. Thoughts were given at the meeting about the possibility of also conducting 360 degree feedback. The Council of Governors were informed that the questionnaire would be drafted and then sent out to Governors for completion. The responses would be condensed and a session would be held at the January Council meeting to feedback the responses and to use the Trust's voting software for Governors to vote on areas to prioritise. Angela Lewis said that she had a concern that by using self assessment scoring, people would measure themselves differently and thought that it would be better if someone else conducted this. Rennie Fritchie said that the working group had agreed with this point; however, it was felt that 360 degree feedback would be difficult to put into practice for such a large group of individuals. It had been suggested that the questionnaire would include a section for people to make comment on any other Governors that they felt had made a particular effort or contribution of note. Ros Taylor said it was important to remember that the Council of Governors was a disparate group which included lots of different people with differing abilities. The questionnaire would need to be sensitive to individual needs. Francesca Tolond agreed that the Council of Governors was a disparate group but said that all Governors brought skills and qualities to the group that would be useful. She said that this questionnaire may be useful to help determine whether there were any key skill gaps within the Council. Nick Baker said that he would like to see the questionnaire in an easy read format to ensure that everyone was able to understand it.
- 6.9 In relation to the issue of gaps in the Council, John Gillett asked whether it would be possible to have military representation on the Council of Governors. Rennie Fritchie said that currently the Trust could not have representatives; however, people could apply to become a Governor if there was a vacant post and they lived within the correct constituency where the vacancy was. Rennie

encouraged John Gillett to mention the two vacant public Governor posts to his colleagues to see if they wished to nominate themselves to stand.

- 6.10 Rennie Fritchie had attended a Carers Forum meeting at Churchdown Community Centre. She said that these meetings were always extremely well attended events with a great deal of planning, thought and organisation going into their design. However the overriding message that she took away from these occasions was that there is no substitute for listening.
- 6.11 Ros Taylor referred back to Rennie Fritchie's first item about the Board meeting to consider the Pandemic Flu Business Continuity Plans. She said that she had read reports about the difficulty of encouraging NHS staff to take up the flu jabs and asked whether the Board had taken this into account when approving the strategy. Shaun Clee said that until the drug had been licensed, which had only very recently happened, the Trust did not want to encourage staff to have it. He said that the Department of Health would like to see an 80% take up of the vaccinations; however, historical reports have shown that on average only 20% of NHS staff actually have the injections. Mervyn Dawe informed the Council that in his UNISON role, branch officials had been encouraged to have the vaccination and he would in turn be encouraging staff to take up the opportunity.

## **7. GOVERNOR UPDATE**

- 7.1 Julie Garnham informed the Council that she had attended the Making Life Better campaign event in Tewkesbury which was a very successful event at which 25 new members had signed up but more importantly, they were meaningful members. Julie had spoken to a lady who had cared for her husband who had alzheimers for a number of years before he passed away and she was now supporting a friend who was in a similar position. The lady had asked that more be done to provide respite care as it was difficult for carers to get a break and if an agency carer did come in they were not necessarily trained to be able to cope. Shaun Clee said that alzheimers could be a long, grieving illness which could last for ten years so respite was very important. He informed the Governors; however, that the provision of respite care was a local authority responsibility. Shaun Clee said that 2gether would be willing to make available respite care but the Trust's commissioners would need to commission it first as the Trust could not provide a service for which it was not commissioned to do so. Angela Lewis asked if there was any way that 2gether could add any influence to the local authority to look further into respite care provision. Nick Baker said that the report Putting People First would help put respite care on the agenda.
- 7.2 Mervyn Dawe had attended the ROSCA judging in his UNISON role and said that UNISON would continue to support the Supportive Colleague award at the event.
- 7.3 Alison Lott informed the Council that she had attended the Making Life Better event in Cirencester. Alison had also been involved as a carer researcher as part of the Trust's Include Me project. Members of the Include Me project recently travelled to Oxford to present at the 15th International Network for Psychiatric Nursing Research Conference. Hosted within the Oxford University buildings, the conference took place over two days and the theme for the event

was 'Measuring success – multiple perspectives'. The Trust delivered a workshop reporting on the work of the Include Me Project which ran from September 2008 – April 2009. A prize was awarded at the end of the conference for the best paper presented over the two days, and this was awarded to the Include Me team. Alison Lott expressed her thanks Genevieve Riley, the Trust's Research Project Manager for all her work in leading the project.

- 7.4 Paul McLain informed the Council that he was a cabinet member for children and young people and was the lead member for safeguarding. Paul had also done research in substance misuse and rehabilitation and said he looked forward to the opportunity of working with 2gether.
- 7.5 John Gillett said that he believed there was a consensus of opinion that the Trust was doing a very good job; however, he expressed concern that there was too much regulation which could be detrimental on delivery of services.
- 7.6 Angela Lewis had attended two Making Life Better events in the Forest and had the opportunity to meet with Mark Harper MP who was present at the events. She had also attended Hill House which was now run by the Independence Trust and reported that people had a very positive view there about 2gether. Angela Lewis said that she would find it helpful to have information about what services are provided for people in their own homes.

***ACTION: Information to be produced for Governors giving an overview of what Trust services are provided for people in their own homes***

- 7.7 Ros Taylor had chaired the recent meeting of the Membership Committee and had attended one of the Making Life Better events and the joint Board and Governor session on Time for Change. Ros had also attended a consultation meeting to consider the Charlton Lane Centre developments.
- 7.8 Francesca Tolond informed the Governors that she had attended one of the Making Life Better campaign events which had been very successful ; however, she had received helpful feedback at the event from people from BME communities about the Trust not listening to their needs. Ros Taylor advised that the Membership Committee had reviewed county engagement at its last meeting on 6 October and the percentage of the Trust's public membership from BME communities was 7%, against a county average of only 3%. It was agreed that this demonstrated good contact with BME communities; however, more work was clearly needed for 2gether to better engage. Bronwen Carless said that she had been looking into doing some radio programmes with Faruk (*need to check who this is*) about getting key messages out to the hard to reach communities. Francesca also informed the Governors that English Churches Housing Group was in talks with the Independence Trust about offering volunteers to work with the homeless from out of county.
- 7.9 Duncan Smith informed the Council that he had been appointed onto the county Health Overview and Scrutiny Committee (HOSC) and he said that he would be happy to raise Julie Garnham's earlier comment regarding respite care at the next meeting. The Committee would also be looking at the county CAMHS tender review.

- 7.10 Rae Murray advised that she had spent time at Wotton Lawn since the last meeting and said that the level of care she received was of a generally good standard. Rae said that there were a few things regarding her stay that she wished to raise further and David McGrath agreed to speak to Rae Murray about these.

***ACTION: David McGrath to speak with Rae Murray about her stay at Wotton Lawn and follow up any concerns that she may have***

- 7.11 Bronwen Carless advised that a DVD had been launched for people with learning disabilities about the experience of going into hospital and this had been very successful. A discussion had taken place with the police in the Forest of Dean who were keen to produce a DVD for people with learning disabilities on hate crime, both for the victims and the perpetrators and what the experience would be like. Bronwen had also met with people to talk about the traveller communities and their inability to access Trust services.

## **8. CARE QUALITY COMMISSION INPATIENT SURVEY**

- 8.1 Andy Moore, Service Director for Substance Misuse services was in attendance to present the results of the CQC Inpatient survey to the Council.
- 8.2 The Inpatient Service User Survey 2009 is part of the NHS Patient Survey Programme led by the Care Quality Commission. It is a mandatory annual/national survey and was conducted by Quality Health on behalf of 2gether for Gloucestershire between January and March 2009 at the Wotton Lawn Hospital site. The information collected on the survey is delivered to the Trust and to the Care Quality Commission, evaluating the Trust's performance. The report establishes 2gether's performance against national benchmark figures and informs commissioners, professionals and the public. The report takes into account key performance areas and future planning.
- 8.3 Of the 35 areas reviewed the Trust scored in the top 20% of performance in 15, was well above average in a further 9, average in 5 and had a poor response in 6 of the areas. There were excellent scores in the care and treatment section and the Trust was rated in the top 20% overall. The 6 areas reporting poor performance have been reviewed and form the basis of the action plan which was presented to the Governors. It was noted that the detailed findings would also be shared with the Service User/Carer Group and appropriate local management teams.
- 8.4 Ros Taylor noted the survey only covered a small percentage of service users and asked whether the Trust could encourage people to participate even though the survey was conducted at arms length. Shaun Clee said that the Trust knew that the survey would be conducted but the Trust had no involvement in how this was done. He said that 2gether was doing lots of work to improve how it gets user feedback and would be installing survey equipment in inpatient areas to be able to get instant feedback.
- 8.5 Alison Lott said that she received lots of feedback about how carers are treated in hospital and there was huge disparity.

- 8.6 Richard Butt-Evans informed the Governors that the 14% take up of the survey was a better performance than it appeared as normal mail shots on average had a 5% return.
- 8.7 John Gillett asked about the Trust's smoking policy as an outside area was available for patients within the hospital but staff had to leave Trust premises to be able to smoke. Shaun Clee said that there had been long debate about this issue and providing facilities for service users had been a real compromise.

**Rae Murray, Duncan Smith, Francesca Tolond, Andy Moore, Sally Flett and Colin Merker left the meeting at this point**

## **9. PERFORMANCE REPORT**

- 9.1 The Council of Governors received the Performance Dashboard report which provided an update on progress towards the full range of key performance measures in the first five months of 2009/10 and to update the Governors on those key performance measures not meeting target at the end of the period.
- 9.2 Shaun Clee informed the Governors that this report was the same report that was presented to the Trust Board at their meetings. Currently, the Trust was either meeting or exceeding target in 42 of the 51 key indicators. A commentary on those targets not yet being met was provided and it was noted that the Trust's Delivery Committee had been tasked with giving these a thorough review.
- 9.3 Shaun Clee informed the Governors that three years ago, the Trust had 28 people on Delayed Transfers of Care which was more than one full ward of people who were deprived from returning to everyday functioning. Today, 2gether has 3. This demonstrated the excellent work that had been put in place to manage this position. The Governors were informed; however, that 2gether constantly monitored this position to ensure that it remained at this level.
- 9.4 The Governors were informed that the target set for Staff Appraisals and Statutory and Mandatory Training was 100%. It was agreed that it would be a challenge to meet these targets; however, Shaun Clee said that he would not accept any excuses with regards scheduling problems for a reason as to why these had not been completed. The Delivery Committee had been asked to review the performance in both of these areas and the Service Directors have been asked to go back and reaffirm the importance of meeting these targets to their services. Julie Garnham noted that the Appraisal performance within the CAMHS service stood at 31% which was very low. She asked whether a particular problem had been identified in this service. Shaun Clee said that there were sometimes discrepancies between what people claim to have happened and what the system has evidence to demonstrate has happened but this would be picked up by the Service Director.
- 9.5 Shaun Clee informed the Governors that the Trust has in place a system to monitor duration of untreated psychosis and has had this system for 2 years. The Trust has introduced its own local "stretch" target of 3 months in order that the current wait for treatment can be systematically monitored, reduced and

access to the service improved further. Since last months report the level of compliance recorded on the clinical information system has reduced from 66% to 61% of patients seen within 3 months of the onset of psychosis. Team managers are continuing to work directly with clinicians in the service to review previous and existing patients to enable an accurate measure of compliance to be reported.

## 10. CHIEF EXECUTIVE'S UPDATE

- 10.1 Shaun Clee gave the Council of Governors an update presentation of current thinking and developments of interest.
- 10.2 In relation to the Governors workplan, it was noted that much work had been done to move forward the social inclusion agenda with the recent Making Life Better events around the county and the official launch of the social inclusion strategy taking place on Friday 16<sup>th</sup> October. Many Governors had been involved in this work and attended the countywide events. Shaun Clee noted that there had been little Governor involvement around the Quality agenda and Healthcare for All as yet. Bronwen Carless had been involved with the work going on around improving access to services and ensuring that the recommendations from the Sir Michael report were carried out. However, Shaun Clee said that he wanted more Governors to get involved with both Quality and Healthcare for All and asked those Governors interested to let Anna Hilditch know.

***ACTION: All Governors wishing to take part in the work around Quality and Healthcare for All to contact Anna Hilditch with an expression of interest***

- 10.3 The Council of Governors was informed that the Trust was in the process of developing an overarching organisational strategy setting out the core purpose of the Trust. It was noted that 3 days had been set aside in November and January to consider the enabling strategies required to underpin this.
- 10.4 With regard to the Trust's performance, Shaun Clee said that the CQC Inpatient survey was very positive and that action plans were in place to manage the poorer areas of performance identified. The Trust had also received its Annual MH Act statement from the CQC which showed 2gether in a positive light. The CQC annual health check ratings were due to be published the following morning; however, Shaun Clee was delighted to inform the Governors that the Trust had achieved Excellent ratings for both the quality of services and its use of resources. The Trust had received an excellent rating for 57 of the key indicators used. Shaun Clee expressed his thanks to the Service and Clinical Directors and the Professional Leads for what was a most well deserved report. The Governors noted that this put the Trust in a good position in relation to commissioners and also for future tendering opportunities.

**Frank Powell left the meeting at this point**

- 10.5 Mervyn Dawe said that the Trust was facing difficult times in the current financial climate. He said that there had been months of the press blaming people and

now their attentions had focussed upon public services which brought with it issues around pensions and pay freezes. Angela Lewis asked whether things would need to change within the Trust again such as service redesign as this was the case the last time the Trust had to make cost savings. Rennie Fritchie said that the Trust had reconfigured its services to make much needed improvements, not simply to make cost savings. The changes would have happened if the Trust needed to save money or not. Shaun Clee said that the NHS as a whole was going to have less money and it was not possible to think that we could continue to do everything we wanted with less money to do it. The Trust would need to look hard at efficiency and value for money. He added that if any changes were made within the Trust, they would be made because the Trust thinks they should be made to improve services, not to cut costs. The Governors noted that last time it was a "here" issue that prompted concern whereas this time it was a national issue. Staffside had agreed that they would support the work being done by the Trust to communicate these important messages out to staff.

- 10.6 Ros Taylor asked whether there was a formal way for the Governors to express their happiness and thanks to staff in the achievement of the annual health check excellent ratings. It was agreed that Rennie Fritchie would formally record thanks to all staff including key frontline staff at the next Board meeting on behalf of the Council of Governors. It was thought that a piece could also be included in News in Brief echoing these thanks. Alison Lott said that she was concerned about staff morale and that this did not come to affect patient care. She said that saying well done and thank you was very important.

***ACTION: Rennie Fritchie to formally record the Council of Governors thanks to staff regarding the excellent annual health check ratings in her Chair's report at the October Board meeting***

***ACTION: Weekly News in Brief to include an item offering the Council of Governors' thanks to staff on the achievement of the CQC Annual Health Check ratings***

**Chandni Mehta left the meeting at this point**

## **11. MEMBERSHIP COMMITTEE MEETING**

- 11.1 Ros Taylor, Chair of the Membership Committee presented the highlights from the meeting held on 6 October.
- 11.2 The Governors were informed that the Committee was making real progress and Gavin Davies, Assistant Director of Communications was giving excellent support to the Committee with issues raised being picked up and carried forward.
- 11.3 Ros Taylor said that the Committee recognised the need for the Trust to recruit more public members; however, it was also as, if not more, important to look at engaging with those existing members. The Committee had discussed the possibility of looking at social networking sites such as Twitter and Facebook to

help engage with younger people as this had proved successful for other Trusts who had tried it.

- 11.4 Rennie Fritchie would discuss with Janet Trotter from the Hospital's Trust the possibility of considering ways of including reference to membership of both Trust's on literature as a way better targeting membership and saving time and effort on covering the same ground.

***ACTION: Rennie Fritchie to discuss with Janet Trotter from the Hospital's Trust the possibility of considering ways of including reference to membership of both Trust's on literature and report back to the Membership Committee***

- 11.5 The Committee agreed that an editorial Board should be set up for the member's newsletter and a Governor's daughter who was keen to get involved would be invited to sit on this Board.

***ACTION: Editorial Board to be set up – Gavin Davies to action through Membership Committee***

- 11.6 It was noted that 600 new members had been signed up during the Making Life Better Campaign.

- 11.7 The Committee also considered ways of communicating with people from minority ethnic groups. The Trust was performing well in this area; however, with 7% of its public membership being from the BME community, compared to a county average of only 3%.

- 11.8 Richard Butt-Evans said that he would like the Committee to consider sending personal copies of the membership newsletter to all staff members as well as public members as he felt that this would help engage with staff by making them feel more involved. This was endorsed by all Governors.

***ACTION: David McGrath to ask Gavin Davies to consider what was needed for all staff members to receive copies of the Members' Newsletter – action through Membership Committee***

## **12. TRUST SECRETARY REPORT**

- 12.1 David McGrath informed the Council that 2gether would be starting an election process to fill 3 vacant Governor posts. Currently there are two vacant posts, one staff Governor post for Management and Administration and one Public Governor post for Cheltenham following Amanda Fisk's resignation in July. Carol Dass, Public Governor for Gloucester has informed the Trust that she will be emigrating to America in January 2010, so it was agreed that it would be sensible to look at recruiting to this post in the current round of elections. The Electoral Reform Service (ERS) has provided the Trust with a provisional timetable for the election with the nomination forms being sent out to eligible members on Monday 26 October. The Council of Governors were asked to encourage any colleagues to put themselves forward for these posts if they resided or worked in the constituencies where the vacancies existed.

- 12.2 David McGrath updated the Governors further on the Monitor requirement for a Lead Governor. As reported earlier in the meeting, the deadline for appointing a lead Governor had been extended while more guidance was produced by Monitor. Governors would be kept informed of developments with this.
- 12.3 The Council were informed that Chandni Mehta had kindly agreed to attend the Foundation Trust Governor Association conference and Annual General Meeting. The invitation notes that "Voting will take place during the AGM and one governor from your trust will be able to cast his/her vote on behalf of the trust." It is understood this will include voting on a revised constitution for the FTGA. The Council of Governors were invited to authorise Chandni to exercise the Trust's vote at the AGM. The Governors approved this.

### **13. ANY OTHER BUSINESS**

Angela Lewis said that she was happy to receive a letter of thanks from Jane Melton and Gavin Davies for her involvement with the social inclusion work.

### **14. DATE OF NEXT MEETING**

The next meeting would take place on Wednesday 20 January 2010 at 5.00pm at the Royal George Hotel, Birdlip.

**Council of Governors  
14 October 2009**

**Action Points**

| <b>Item Ref</b> | <b>Action</b>  | <b>Lead</b>   | <b>Progress</b> |
|-----------------|--|---|-----------------|
| 1.3             | Rennie Fritchie to write to Faye Henry to wish her well on behalf of the Council   | Rennie Fritchie                                     |                 |
| 7.6             | David McGrath to liaise with the Assistant Director of Communication about information for Governors giving an overview of what Trust services are provided for people in their own homes                                  | David McGrath /Assistant Director of Communications |                 |
| 7.10            | David McGrath to speak with Rae Murray about her stay at Wotton Lawn and follow up any concerns that she may have  | David McGrath                                       |                 |
| 10.2            | All Governors wishing to take part in the work around Quality and Healthcare for All to contact Anna Hilditch with an expression of interest   | ALL GOVERNORS                                       |                 |
| 10.6            | Rennie Fritchie to formally record the Council of Governors thanks to staff regarding the excellent annual health check ratings in her Chair's report at the October Board meeting   | Rennie Fritchie                                     |                 |
|                 | David McGrath to liaise with Communications Team about including an item in News in Brief to offer the Council of Governors' thanks to staff on the achievement of the CQC Annual Health Check ratings                     | David McGrath / Communications                      |                 |
| 11.4            | Rennie Fritchie to discuss with Janet Trotter from the Hospital's Trust the possibility of considering ways of including reference to membership of both Trust's on literature and report back to the Membership Committee | Rennie Fritchie (MEMBERSHIP)                        |                 |
| 11.5            | Editorial Board to be set up for Membership Magazine – Gavin Davies to action through Membership Committee   | Gavin Davies (MEMBERSHIP)                           |                 |
| 11.8            | David McGrath to ask Gavin Davies to consider what was needed for all staff members to receive copies of the Members' Newsletter – action through Membership Committee   | David McGrath / Gavin Davies (MEMBERSHIP)           |                 |