

**A MEETING OF THE MEMBERS' COUNCIL OF  
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST  
WILL BE HELD ON THURSDAY, 12<sup>TH</sup> MARCH 2009 AT 5:00 PM  
IN THE BOARD ROOM, MAUDSLEY HOSPITAL**

**AGENDA**

- 1 Introductions and apologies for absence.
- 2 To receive any declarations of interest.
- FOR APPROVAL**
- 3 To agree the minutes of the Members' Council Meeting held on 11<sup>th</sup> December 2008 and note any matters arising from the minutes. Attachment A
- FOR DISCUSSION**
- 4 Presentation and discussion on the "Recovery Programme" (Prof Tom Craig, Institute of Psychiatry)
- FOR INFORMATION**
- 5 Report from the Nominations Committee Verbal
- 6 Update on the Members' Council bids programme. Attachment B
- 7 Update on the appointment of the Trust's auditors. Verbal
- 8 Update on the Annual Planning process. Verbal
- 9 "Communities of Influence" report from Gabrielle Richards Verbal
- 10 Chief Executive's and Directors' reports including: Attachment C
  - Kings A&E update
  - AHSC update
- 11 Trust Board Secretary's report including: Attachment D
  - Membership development
  - Standards for Better Health update
  - Communications with the membership
  - Workplan update
- 12 FT Governors development programme Attachment E

- 13 Forward planner – items for future meetings
- Research
  - AIQUIP
  - Anti stigma “Time for Change” programme, in conjunction with legacy reports on homicides
- 14 Any other business.
- 14 Date of next meeting – 18<sup>th</sup> June 2009 at 5.00 pm in the Maudsley Board room

**Please send apologies to Laurence Whittle telephone 0203 288 2441 or email [Laurence.whittle@slam.nhs.uk](mailto:Laurence.whittle@slam.nhs.uk)**

**Attachment A**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 12<sup>th</sup> March 2009

**Name of Report:** Minutes of the meeting held on 11<sup>th</sup> December 2008

**Author:** Paul Mitchell

**Presented by:** Madeliene Long

**Purpose of the report:**

To agree the minutes and to note any matters arising.

**Minutes of the Seventh meeting of the Members Council held on  
Thursday, 11<sup>th</sup> December 2008 in the Southwark Training Centre**

<b>Present:</b>	Madeliene Long	Chair
<b>Public Constituencies</b>	Derrick Bentley Stephanie Correia Paula Crook Polly de Blank Jaya Kathrecha John Muldoon Paul Paterson Noel Urwin	Public (Local) Public (Local) Service User (Local) Service User (Local) Carer Public (Local) Service User (Local) Public (Local)
<b>Staff Constituency</b>	Cliff Bean Francis Keaney Dele Olajide	Staff Staff Staff
<b>Partner Organisations</b>	Sophie Corlett Magda Moorey	MIND Lewisham PCT
<b>In Attendance</b>	Martin Baggaley Stuart Bell Dan Charlton Carolyn Green Harriet Hall Kay Harwood Gus Heafield Paul Mitchell Louise Norris Zoë Reed Gabrielle Richards Laurence Whittle	Medical Director Chief Executive Head of Communications Assistant Director, Training and Education Non Executive Director Programmes Co-ordinator Director of Finance Trust Board Secretary Director of Human Resources Director, Strategy and Business Development Professional Head of Occupational Therapy Membership Officer
<b>Apologies</b>	Christopher Clare Les Elliot Andrew Eyres Lindsay Frost Hilary McCallion Patricia Moberly Roger Oliver Crada Onuegbu Gill Todd	Non Executive Director Service User (Local) Lambeth PCT Croydon Borough Council Director of Nursing & Education Guys & St. Thomas' NHS Foundation Trust Carer Lewisham Borough Council Staff

Ref	Issue	Who	When
<b>MC 08/35</b>	<b>INTRODUCTIONS</b>  Madeliene Long welcomed everyone to the meeting and introduced those new to the Members' Council – Derrick Bentley, Polly de Blank and Sophie Corlett.		

<p><b>MC 08/36</b></p>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Madeliene Long and John Muldoon made declarations as Lewisham Councillors.</p>		
<p><b>MC 08/37</b></p>	<p><b>MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> SEPTEMBER 2008</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> September 2008 were <b>agreed</b> as an accurate record subject to the following amendment:</p> <p>MC/08/30 Add “external” before “auditors”.</p>		
<p><b>MC 08/38</b></p>	<p><b>REVIEW OF THE MEMBERS’ COUNCIL BIDS PROGRAMME</b></p> <p>Paula Crook introduced the review of the Members’ Council bids programme for 2008/09.</p> <p>A Steering Group had been established which had reviewed the process that had been followed and of what lessons could be learned if such a scheme was to be repeated. The key issues agreed were:</p> <ul style="list-style-type: none"> <li>• A comprehensive communications pack needs to issued at the start of the process.</li> <li>• Clearer criteria for successful bids need to be devised.</li> <li>• More support should be available to bidders at all stages of the process. Timescales for the process need to be extended so as to tie in with the ability of bidders to produce bids and the support available during the process.</li> <li>• Outcomes for successful bids should be publicised.</li> <li>• The scheme should be repeated in 2009/10.</li> </ul> <p>Paula Crook suggested that the overall purpose of the proposed programme for 2009/10 should be similar as for the previous year and specifically:</p> <ul style="list-style-type: none"> <li>• Help to raise the profile of the Foundation Trust.</li> <li>• Encourage “seed corn” bids, which if successful could be rolled out further.</li> <li>• Provide a links to the Trust’s Annual Planning process.</li> <li>• Encourage bids submitted on a partnership basis.</li> <li>• Provide “Illumination” to the general workings of the Trust.</li> </ul> <p><b>AGREED:</b></p> <p>Resources should be made available for the 2009/10 programme as a bid for funding as part of the Business Planning process (possibly from the FT surplus). The sum available should be increased to £50,000.</p> <p>A communications pack should be developed.</p> <p>Timetable should be confirmed as follows:</p> <ul style="list-style-type: none"> <li>• Plan 09/10 scheme – Nov 08</li> <li>• Report to members’ Council – Dec 08</li> </ul>		

	<ul style="list-style-type: none"> <li>• Evaluate 07/08 schemes – Feb 09</li> <li>• Communicate 09/10 scheme – Mar 09</li> <li>• Issue packs – Mar 09</li> <li>• Launch 09/10 scheme – Apr 09</li> <li>• Surgeries / workshops – May 09</li> <li>• Deadline for bids – Jul 09</li> <li>• Evaluate by – Nov 09</li> <li>• Allocate funds – Feb 10</li> </ul>		
<b>MC 08/39</b>	<p><b>SEMINARS</b></p> <p>Discussion took place on the suggestion to hold a rolling programme of presentations and discussions with Service Directors as part of the agenda for meetings of the Members' Council.</p> <p><b>AGREED:</b></p> <p>This was not supported although the idea of service based presentations was considered possible.</p> <p>Further thoughts should be forwarded to Paul Mitchell. Initial topics suggested were research and AQUIP.</p> <p>Develop a Trust calendar of forthcoming events and seminars.</p>		
<b>MC 08/40</b>	<p><b>ANNUAL PLANNING PROCESS 2009/10</b></p> <p>Paul Mitchell presented the Trusts annual planning process for 2009/10.</p> <p>Key issues for 2009 were identified as:</p> <ul style="list-style-type: none"> <li>• Public sector financial position</li> <li>• R&amp;D funding</li> <li>• Operating Framework 2009/10 <ul style="list-style-type: none"> <li>– National priorities</li> <li>– Financial efficiencies</li> <li>– Quality</li> </ul> </li> </ul> <p>The timetable for 2009/10 was confirmed as:</p> <ul style="list-style-type: none"> <li>• Local Account and Business Planning – Sep to end Nov 08</li> <li>• Review directorate plans – Dec 08</li> <li>• Feedback to Members Council – Dec 08</li> <li>• Refine local plans – Dec 08 to end Jan 09</li> <li>• Set budgets – Mar 09</li> <li>• Progress Report to Members Council – Mar 09</li> <li>• Local plans agreed – end Mar 09</li> <li>• Annual Plan submitted to Monitor – end May 09</li> </ul> <p><b>AGREED:</b></p> <p>To hold a seminar in early February to consider the issues in more detail as a means of the Members' Council informing the annual planning process.</p>		

<p><b>MC 08/41</b></p>	<p><b>JOINT MEETING BETWEEN THE MEMBERS' COUNCIL AND THE BOARD OF DIRECTORS</b></p> <p>Madeliene long reported that a joint meeting between the Members' Council and Board of Directors had taken place on the afternoon of Friday, 28<sup>th</sup> November 2008. The session was facilitated by Suresh Patel and Steve Lucas from the Audit Commission. The aims were to provide a forum for introducing those new to the Members' Council and to further consider the relevant roles and responsibilities of the Members' Council and the Board of Directors.</p> <p>Specific issues raised were:</p> <ul style="list-style-type: none"> <li>• Members' Council attendance at the Trust Board meetings to present update reports of current activity.</li> <li>• Greater input to Annual Plan development</li> <li>• Establishment of partnership events and surgeries in localities</li> <li>• Provision of information about services in boroughs and localities</li> <li>• Greater engagement with national constituencies</li> <li>• Development of monthly reports and bulletins on key issues</li> <li>• Review information requirements for individuals on the Members' Council</li> <li>• Establish or join a forum of local mental health FTs</li> <li>• Use the AHSC development to deepen engagement with local communities</li> <li>• Members involvement in appraisal of Chair</li> <li>• Clarify information requirements for new joiners to the Members' Council at induction</li> <li>• Establish Chair's surgeries / meetings</li> </ul> <p><b>AGREED:</b></p> <p>These items will be added to the Members' Council work plan and monitored for progress.</p>		
<p><b>MC 08/42</b></p>	<p><b>APPOINTMENT OF THE TRUST'S AUDITORS</b></p> <p>Noel Urwin reported that in April 2009 the Trusts external auditor's contract expires and a process was being put in place to appoint an organisation to carry out this role.</p> <p>Expressions of interest should be received by mid January 2009.</p>		
<p><b>MC 08/43</b></p>	<p><b>FEEDBACK FROM WORKING GROUPS</b></p> <p>It was noted that meetings of the recently established working groups had taken place:</p> <p>1. <b>Membership Development</b> – the first meeting took place on Thursday, 4<sup>th</sup> December. Initial recommendations were to improve the level of communication of membership information with service users, establish a programme of events for service users and establish a forum for membership development including the borough based PPI leads.</p>		

	<p>2. <b>Agenda Planning / Work Programme</b> – the first meeting took place on Friday, 5<sup>th</sup> December and helped formulate the agenda for the December meeting of the Members' Council. A schedule of meetings will be produced for 2009.</p> <p>3. <b>AHSC Reference Group</b> – the first meeting was held at Guys hospital on Monday, 7<sup>th</sup> December attended by Roger Oliver, Noel Urwin and Paul Mitchell. It was agreed that this will be a useful forum for facilitating engagement with the wider membership on AHSC related issues. A subsequent meeting will be convened in mid January where draft terms of reference will be considered.</p> <p>Further work needs to take place on establishing a programme of meetings between the Members' Council with Trust leads for Standards for Better Health domains.</p>		
<b>MC 08/44</b>	<p><b>CHIEF EXECUTIVE AND DIRECTOR REPORTS</b></p> <p>Stuart Bell presented the Chief Executive's report which included an update on the following:</p> <ul style="list-style-type: none"> <li>• Healthcare ratings – congratulations on the double excellent rating</li> <li>• Service quality issues – celebrating nursing quality and practice awards</li> <li>• Trust conference held on 11<sup>th</sup> November – including the clinical governance awards</li> <li>• Academic Health Sciences Centre update</li> <li>• National issues – highlighting the time to change initiative about stigma around mental health</li> </ul>		
<b>MC 08/45</b>	<p><b>TRUST BOARD SECRETARY REPORT</b></p> <p>Paul Mitchell updated on:</p> <ul style="list-style-type: none"> <li>• Nominations to the Members Council</li> <li>• Membership development</li> <li>• Members' Council workplan</li> </ul>		
<b>MC 08/46</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday, 12<sup>th</sup> March 2009 at 5.00 pm in the Board room, Maudsley hospital.</p>		

PNJM / December 2008

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**Membership Office**

Trust Headquarters  
1st Floor Administration Building  
Maudsley Hospital  
Denmark Hill  
London  
SE5 8AZ

**Membership Office telephone no: 020 3228 2441**  
**SLaM main switchboard: 020 3228 6000**

**To: All Members of SLaM Foundation Trust**

March 2009

## Launch of "Make me Smile" Members' Council Bids Scheme 2009

Dear Member,

We have been invited by the Members' Council to review the Bids Scheme that was run in 2008, and to announce the launch of a new scheme for 2009.

Last year Members were invited to bid for up to £500 for small-scale projects to improve either patients' experience, or their well-being, or their social inclusion. The Members' Council was encouraged by the positive response to this, which proved quite a challenge, with 300 bids received. These were assessed by three Members' Council panels, and 75 awards were made, to the immediate benefit of the patients concerned.

Two things stand out from last year's experience. The first is the sheer scale and variety of the bids. The second is that all the bids, whether successful or not, provided unique feedback on what Trust Members at local 'grass-roots' level really feel is needed to support and enrich mainstream services to patients. This helps the Members' Council to make an informed and distinctive contribution to the Trust's forward plans. We are very grateful for the effort made by all those who submitted bids.

We are now pleased to announce that a further Scheme will start in March 2009 with individual awards increased up to £750. We hope the response will be as great as in 2008 and there will be additional guidance and support for anyone wishing to make an application this year.



## Members' Council Bids Scheme 2009

### Initial Interest Form

Complete your details overleaf and send back to us in the envelope provided to receive your full information pack.

<http://members.slam.nhs.uk/>

If you think you may be interested in making a bid, please complete and return the 'initial interest' form at the bottom of the letter to Laurence Whittle by 30th April at the address below. You will then receive a full information pack, together with an invitation to meet us at one of the four 'drop-in' briefings to be held locally during May. These will help you to consider your bid more fully, and you will have until the end of July to submit it.

Bids will be assessed during August and September. All applicants will be notified by the end of October whether their bid is to receive an award or not. In either case, all applicants will receive feed-back on their bid, and be invited to contribute to a review of the Scheme, to be completed early in 2010.

We very much hope you will consider putting in a bid, and would like to assure you that guidance and support will be available to you at key stages of the application process.

Yours Sincerely,

Paula Crook  
Magda Moorey  
Gillian Todd  
Noel Urwin  
Paul Mitchell

} from the  
Members' Council  
Trust Secretary



**Web site:** <http://members.slam.nhs.uk/>

South London and Maudsley NHS Foundation Trust  
Membership Office  
Maudsley Hospital  
Denmark Hill  
LONDON  
SE5 8AZ



## As a member of the South London and Maudsley Foundation Trust

### Initial Interest Form

I am interested in making a bid as part of the Members' Council Bids Scheme 2009 and would like to receive a full information pack at the following  address  
 email address

**Please cut off this section where indicated and send back to Laurence Whittle in the Freepost addressed envelope provided.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Attachment B**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 12<sup>th</sup> March 2009

**Name of Report:** Members' Council bids programme

**Author:** Paul Mitchell

**Presented by:** Noel Urwin / Paula Crook / Magda Moorey /  
Gill Todd

**Purpose of the report:**

- To note the update on the programme for 2009/10

## Update on the bids programme 2009/10

### 1. Introduction

The Members' Council agreed at the December meeting another bids programme for 2009/10 and the establishment of a Steering Group to lead on the development and monitoring of the programme.

### 2. 2008/09 programme

The total number of bids received were:

• Improving the Patient Experience	66
• Mental Health Wellbeing	172
• Social Inclusion	62
TOTAL	300

Funding was allocated to 46 bids which have subsequently provided evaluation information. This will be a valuable source of information in providing support and encouragement to future bidders.

The Foundation Trust Network has commented that the programme is a good example of a governor led initiative and how governors are interacting with their membership.

### 3. Steering Group activity

A Steering Group has been established and is meeting monthly to lead on the development and monitor the implementation of the programme. This comprises Paula Crook, Magda Moorey, Gill Todd and Noel Urwin (who has convened the meetings) with Trust support from Paul Mitchell and Gabrielle Richards.

The overall purpose of the programme is the same as for the previous year and specifically:

- Help to raise the profile of the Foundation Trust.
- Encourage "seed corn" bids, which if successful could be rolled out further.
- Provide a links to the Trust's Annual Planning process.
- Encourage bids submitted on a partnership basis.
- Provide "illumination" to the general workings of the Trust.

A clear definition of the criteria for the three categories (improving the patient experience, promoting social inclusion and promoting mental wellbeing) is being developed.

A letter has been produced which will be shortly sent to the whole membership inviting registration of expressions of interest by 30<sup>th</sup> April 2009 (see appendix). Additional flyers will also be available in April.

Communication packs will be issued in early May to include:

- Purpose.
- Timetable.
- Support and help available.
- Strategic headlines.
- Definition of the work streams
- Clear criteria for success.
- Examples from 2007/08.

Drop in sessions to help potential bidders are being arranged on a borough basis for mid May.

#### **4. Summary timetable**

- Communicate 2009/10 scheme – Mar 09
- Issue packs – early May 09
- Surgeries / workshops – mid May 09
- Deadline for bids – Jul 09
- Allocate funds – Nov 09
- Evaluate by – Feb 10

Noel Urwin / Paula Crook / Magda Moorey / Gill Todd  
March 2009

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 12<sup>th</sup> March 2009  
**Name of Report:** Chief Executive's report  
**Author:** Paul Mitchell  
**Presented by:** Stuart Bell

**Purpose of the report:**

To update the Members' Council on:

- 
- Academic Health Sciences Centre
- National issues

## Chief Executive's Report

March 2009

### 1. Trust issues

**Adverse weather conditions** - I wrote to all staff in early February to thank them for helping to keep our clinical services operational at a time when London's public transport system had been severely affected by adverse weather conditions, making it difficult for many people to get to work.

Many of our inpatient services remained operational because staff who worked on Sunday night remained on site, rather than going home after their shift ended, to help with the early shift that morning. I also heard that many people in both clinical and non clinical roles persevered with a long and difficult journey in order to reach work. I wanted them to know that their efforts in these difficult circumstances were very much appreciated.

### 2. Service Quality

**Mixed sex accommodation** - The Secretary of State for Health has announced a package of measures that will virtually eliminate mixed sex accommodation. From next year, 2010/11, hospitals that treat patients in mixed sex accommodation will face serious financial consequences, unless there is an overriding clinical justification. Sanctions will apply to all acute and Mental Health Trusts, including Foundation Trusts and Community hospitals.

**Kings College Hospital A&E** – Work continues on the redevelopment of the A&E department at Kings College Hospital. I will report further at the meeting.

### 3. Academic Health Sciences Centre

We continue to make good progress with our plans for King's Health Partners which will bring together King's College London, Guy's and St Thomas' NHS Foundation Trust, King's College Hospital NHS Foundation Trust and SLaM.

The aim of the Academic Health Science Centre (AHSC) designation process is to formally recognise a small number of partnerships best able to bring together research, education, and health services so as to deliver better patient care. There will be major benefits to both SLaM and the people we serve by working more closely with our local partners.

Our part one application to the Department of Health for formal AHSC accreditation was successful. We were invited to participate in the second stage of the application process, which included both a further written submission, which was sent on the 18<sup>th</sup> February 2009, and an interview with the international expert panel. This was chaired by Professor Sir Ian Kennedy, Chairman of the Healthcare Commission, and held on the 3<sup>rd</sup> March 2009. Results will be announced by the end of March 2009.

#### 4. Local Health Economy issues

It is proposed, subject to approval by the Secretary of State, that the three acute NHS Trusts in outer south east London should be combined from April 2009 to enable them to manage the operational and financial pressures they face more effectively.

#### 5. National Issues

**New deal for dementia care** – the Department of Health has launched this strategy. Care for people with dementia will be improved with the appointment of dementia advisers, better training for GPs and the establishment of memory services staffed by specialists to provide early diagnosis and treatment. The first National Dementia Strategy, backed by £150 million over the first two years, will increase awareness of dementia, ensure early diagnosis and intervention and radically improve the quality of care that people with the condition receive.

**Improving and Maintaining Security in London’s Mental Health Services** – MH Trusts in London have been urged to disseminate and action the “Shared Learning for London Medium Security Units” paper. Additionally Trusts have been asked to review as a matter of priority the individual current risk assessments of all high risk patients and transferred prisoners.

**The Mental Capacity Act Deprivation of Liberty safeguards** - The Mental Capacity Act Deprivation of Liberty safeguards (formerly known as the Bournemouth safeguards) were introduced into the Mental Capacity Act 2005 through the Mental Health Act 2007 (which received Royal Assent in July 2007). The MCA DOL safeguards apply to anyone:

- aged 18 and over
- who suffers from a mental disorder or disability of the mind – such as dementia or a profound learning disability
- who lacks the capacity to give informed consent to the arrangements made for their care and / or treatment and
- for whom deprivation of liberty (within the meaning of Article 5 of the ECHR) is considered after an independent assessment to be necessary in their best interests to protect them from harm.

The safeguards cover patients in hospitals, and people in care homes registered under the Care Standards Act 2000, whether placed under public or private arrangements. The aim is to implement the safeguards in April 2009.

Stuart Bell  
Chief Executive  
March 2009

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## MEMBERS' COUNCIL WORKPLAN 2009

## Appendix

Task	Breakdown	Who	When	Progress
<b>1. Members' Council representation and engagement</b>				
1.1 Greater focus on accessing under represented groups.	Establish group to give this further consideration.  Report back to December meeting with proposals.	P Mitchell	Oct 08  Dec 08	Group established.  Develop ideas around events for service users. Utilise front line staff in service areas.
1.2 Develop formal links with service user groups.	Develop in conjunction with patients constituency representatives.  Link to membership development activity for 2009.	P Mitchell	Oct 08  Ongoing	Group established.  Establish forum as agreed in membership development strategy.
1.3 Increase communication with the membership.	Relaunch Members site.  Post information of Members Council details.  Ensure Newsletter is produced on at least a quarterly basis.	P Mitchell  L Whittle  L Whittle	Oct 08  Nov 08  Ongoing	See 4.1.    December edition drafted and sent for publication. Programme for 2009 agreed.

<b>2. Role of the Members' Council</b>				
2.1 Develop more formal training and induction programmes for the Members' Council.	Consult with current Members' council and develop in time for new joiners.	P Mitchell	Nov 08	Ongoing
2.2 Arrange an Away Day to consider further.	To be arranged in November 08 using an external facilitator.	P Mitchell	Sep 08	Meeting took place on 28 <sup>th</sup> November.
2.3 Greater involvement of the Members' Council in the development of the Annual Plan.	Arrange presentation on timetable and process for the September meeting.	Z Reed	Sep 08	On September agenda.
	Forward Plan slots on future MC agendas.	P Mitchell	Ongoing	On forward plan.
2.4 Board to utilise the Members' Council on specific issues.	Place on Board Forward Planner.	P Mitchell	Sep 08	On forward plan.
2.5 Identify champions on the Members' Council with particular interests / passions.	Recirculate list of current interests.	L Whittle	Sep 08	
2.6 Develop working groups.	MC to consider.	All	Sep 08	Time limited groups established related to the AHSC, membership development, agenda planning and the bids programme. Standards for Better Health to be followed up.
2.7 Compare with AHSC Members' Councils.	Review by Trust Board Secretary and nominees from the Members' Council.	P Mitchell	Nov 08	Follow up in 2009.
2.8 Provide more time for social interaction.	Build social interaction / networking time into away day in November.	M Long	Nov 08	Done.

<b>3. Administration of meetings</b>				
3.1 Provide a process for individuals to add agenda items to meetings of the Members' Council.	The Chair to confirm arrangements.	M Long	Aug 08	Confirmed in letter of 19 <sup>th</sup> August. Agenda planning group established (see 3.3)
3.2 Develop a forward planner.	Trust Board Secretary to action.	P Mitchell	Sep 08	Done.
3.3 Appoint an advisory group to have regular meetings with the Chair for forward planning.	Invite individuals to join the group.	M Long	Aug 08	Volunteers requested 19 <sup>th</sup> August. Agenda planning group established. Will meet 3 weeks prior to each MC meeting.
	Establish group to meet on a regular basis.	P Mitchell	Oct 08	
3.4 Include a slot for public involvement at the start of Members' Council meetings.	Consider process by MC.	All	Sep 08	Consider by agenda planning group for 2009.
3.5 Develop more flexible times for Board of Directors meetings.	Board of Directors to consider in planning for 2009 dates.	Board	Nov 08	Dates for 2009 confirmed.
3.6 Additional meetings of the Members' Council.	Consider by MC.	All	Dec 08	
<b>4. IT access</b>				
4.1 Upgrade the members' website.	Identify web based organisation to upgrade the site.	Project Team (PT)	Jul 08	Inphinet identified.
	Invite input to the functionality of the site.	P Mitchell	Aug 08	Letter 19 <sup>th</sup> August.
	Produce plan for implementation.	P Mitchell	Sep 08	Project plan produced.
	Relaunch.	P Mitchell	Nov 08	To be further rescheduled. Interviews

	Assess feedback	PT	Feb 09	taking place with other providers.
4.2 Provide internet access and training to all on the Members' Council.	Produce estimate of costs Assess for security / confidentiality	M Denis	Sep 08	VPN access arranged.
<b>5. Issues from Nov 08 joint meeting</b>				
5.1 Members' Council attendance at the Trust Board meetings to present update reports of current activity.	Identify individuals willing to present update reports.	P Mitchell	Mar 09	
5.2 Greater input to Annual Plan development.	Ensure that the Annual Plan is a standard agenda item for Members' Council meetings and that the timetable maximises opportunities for MC involvement.	P Mitchell	Ongoing	
5.3 Establishment of partnership events and surgeries in localities.	Develop a schedule for 2009.	L Whittle	June 09	
5.4 Provision of information about services in boroughs and localities.	Consider a rolling programme of presentations at MC meetings.	P Mitchell	Dec 08	This was not supported although the idea of service based presentations was considered possible.
5.5 Greater engagement with national constituencies.	Produce a plan for improving engagement with services provided on a national basis.	P Mitchell	May 09	
5.6 Development of monthly reports and bulletins on key issues.	Produce digests of current issues for circulation.	D Charlton	Apr 09	

5.7 Review information requirements for individuals on the Members' Council.	Meet with individuals to assess requirements.	P Mitchell	Mar 09	
5.8 Establish or join a forum of local mental health FTs.	Investigate activities by other London MH FTs.	P Mitchell	Mar 09	Approach made by neighbouring Trust.
5.9 Use the AHSC development to deepen engagement with local communities.	Develop programmes and events via AHSC workstream activity.	P Mitchell with Z Reed	Ongoing	Initial events took place in 2008. Further activity planned for 2009
5.10 Members involvement in appraisal of Chair.	Consider process for involvement.	M Long	Sep 09	Consider via the Nominations Committee.
5.11 Establish Chair's surgeries / meetings.	Consider feasibility.	M Long	June 09	

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**Attachment D**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 12<sup>th</sup> March 2009

**Name of Report:** Trust Board Secretary's report

**Author:** Paul Mitchell

**Presented by:** Paul Mitchell

**Purpose of the report:**

To update the Members' Council on the following issues:

- Changes to the Members' Council
- Membership development
- Standards for better health
- Workplan update

## Trust Board Secretary's report

### 1. Changes to the Members' Council

The only change to the composition to the Members' Council since the previous meeting has been the resignation of Omolade Oshunremi as representative from the public – national constituency.

There are now six vacancies on the Members' Council which will be filled through by elections in the spring.

### 2. Membership development

The membership of the Foundation Trust was 6,915 as at 4<sup>th</sup> March 2009. A programme of opting into membership of staff in post who did not join at the time of FT authorisation is taking place which will move the FT up to its membership target set in the Annual Plan of 7,435 by the end of March.

The priority for 2009/10 will be to increase membership for the service user and carer constituencies.

Membership information continues to be displayed at local events and meetings.

The Trust will be supporting a scheme in conjunction with the Alzheimer's Society that will provide both funding to the charity and additional membership to the Trust. The first three FT members to collect 100 membership application forms will be sponsored to take part in the London to Brighton bike race with the funding raised going to the Alzheimer's Society.

### 3. Standards for Better Health update

The Healthcare Commission considers commentary from all organisations with the opportunity to make a third party report on the Trust's SfBH submission. The Members' Council will be in a position soon to provide commentary on the submission by the South London and Maudsley NHS Foundation Trust. Last year a special meeting was arranged to help inform the Members' Council response. The key issues raised were:

- SUI Investigations – learning lessons
- Links with physical healthcare services.
- Patient and carer involvement
- Access to emergency care

It is recommended that a special meeting is again organised to cover these specific areas with leads from the Trust attending.

**4. Workplan update (appendix)**

The following issues are highlighted:

1. Items raised at the joint meeting of the Members' Council and Board of Directors in November 2008 have been added to the workplan and updated accordingly.
2. Work is continuing on the development of an upgraded Members site. The aim of relaunching this in January 2009 has not been realised. Interviews are taking place with other providers in order to progress this.
3. The Members' quarterly newsletter has been drafted and will be published and circulated by the end of March.

Paul Mitchell  
Trust Board Secretary  
March 2009

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 12<sup>th</sup> March 2009

**Name of Report:** Development programme for Foundation Trust  
Governors

**Author:** Foundation Trust Network

**Presented by:** Paul Mitchell

**Purpose of the report:**

To note the programme and for any interest to be forwarded to Paul Mitchell,  
Trust Board Secretary.



## **WORKSHOPS:**

**2.45- 3.30pm**

**What is my role and what are my issues as an FT governor ?**

*A discussion session exploring:*

❖ **Public and patient governors**

- Our role as public and patient governors
- Engaging meaningfully with our members
- Exploring development needs and support available

❖ **Staff governors**

- The role of the staff governor and the role of other representative groups
- Making the most of our role
- Exploring development needs and support available

❖ **Partner governors**

- What role can and do we play in the FT ?
- Dealing with the conflicting interests
- Exploring development needs and support available

**3.30 - 3.45pm**

**Refreshments**

## **WHOLE GROUP FEEDBACK**

**3.45-4.15pm**

**Our key issues, triumphs and challenges**

*Feedback from the workshop session and further discussion*

**4.15pm**

**CLOSE**