

**A MEETING OF THE MEMBERS' COUNCIL OF  
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST  
WILL BE HELD ON THURSDAY, 18<sup>th</sup> JUNE 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 12<sup>th</sup> March 2009 and note any matters arising from the minutes. Attachment A

4 Recommendation from the Nominations Committee for an appointment of a Non Executive Director and re-appointment of a Non Executive Director. To be tabled

5 Recommendation from the audit selection panel for the appointment of the Trust's external auditors. Attachment B

**FOR DISCUSSION**

6 Kings' Health Partners update including:

- "Bench to Bedside"
- Development of Clinical Academic Groups (CAGs)

**FOR INFORMATION**

7 Update on the Members' Council bids programme. Attachment C

8 Update on the Annual Plan and Annual Report. Presentation

9 Chief Executive's and Directors' reports. Attachment D

10 Trust Board Secretary's report including: Attachment E

- Membership development
- Members website
- Standards for Better Health meetings
- Elections to the Members' Council
- Joint meeting with the Board of Directors
- Monitor consultation – Guide for NHS Foundation Trust Governors
- Reports to the Trust Board
- Workplan update

- 11 Forward planner – items for future meetings
  - Discussion with the external auditors (September 2009)
  - Research (September 2009 for APM)
  - AIQUIP
  - Anti stigma “Time for Change” programme
- 12 Any other business.
- 13 Date of next meeting – 15<sup>th</sup> September 2009 at 3.30 pm at Glazier’s Hall, SE1

**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:** 18<sup>th</sup> June 2009

**Name of Report:** Minutes of the meeting held on 12<sup>th</sup> March 2009

**Author:** Paul Mitchell

**Presented by:** Madeliene Long

**Purpose of the report:**

To agree the minutes and to note any matters arising.

**Minutes of the Twelfth meeting of the Members Council  
held on Thursday, 12<sup>th</sup> March 2009 in the Maudsley Board room**

<b>Present:</b>	Madeliene Long	Chair
<b>Public Constituencies</b>	Stephanie Correia Paula Crook Les Elliot John Muldoon Roger Oliver Paul Paterson Noel Urwin	Public (Local) Service User (Local) Service User (Local) Public (Local) Carer Service User (Local) Public (Local)
<b>Staff Constituency</b>	Abbey Akinoshun Cliff Bean Dele Olajide Gill Todd	Staff Staff Staff Staff
<b>Partner Organisations</b>	Patricia Moberly Winston Tayler	Guys & St Thomas' Hospitals NHS FT Southwark PCT
<b>In Attendance</b>	Stuart Bell Patricia Connell-Julien Robert Coomber Tom Craig Harriet Hall Gus Heafield Hilary McCallion Paul Mitchell Louise Norris Lorcan O'Neil Zoë Reed Gabrielle Richards	Chief Executive Non Executive Director Non Executive Director Consultant Psychiatrist (for item 09/) Non Executive Director Director of Finance Director of Nursing & Education Trust Board Secretary Director of Human Resources Deputy Head of Communications Director, Strategy and Business Development Professional Head of Occupational Therapy
<b>Apologies</b>	Martin Baggaley Lorna Campbell Sophie Corlett Polly de Blank Lindsey Frost Magda Moorey	Medical Director Lambeth Borough Council MIND Service User (Local) Croydon Borough Council Lewisham PCT

Ref	Issue	Who	When
<b>MC 09/01</b>	<b>DECLARATIONS OF INTEREST</b>  Madeliene Long and John Muldoon made declarations as Lewisham Borough Councillors.		
<b>MC 09/02</b>	<b>MINUTES OF THE MEETING HELD ON 11<sup>th</sup> DECEMBER 2008</b>  The minutes of the meeting held on 11 <sup>th</sup> December 2008 were <b>agreed</b> as an accurate record.		

<b>MC 09/03</b>	<b>NOMINATIONS COMMITTEE</b>  Madeliene Long reported that at the recent meeting of the Nominations Committee it had been agreed to re-advertise the vacant Non Executive Director post emphasising the requirement for strong financial skills in the person specification. The recommendations from the selection process would be brought to the next meeting of the Members' Council in June.	<b>ML</b>	
<b>MC 09/04</b>	<b>REVIEW OF THE MEMBERS' COUNCIL BIDS PROGRAMME</b>  Noel Urwin outlined the timetable for the Members' Council bids programme for 2009. A letter would be sent to all members within the next few days launching the scheme. A communications pack for those expressing an interest was being developed. Drop in meetings were being arranged as a means of offering support and guidance to prospective bidders.		
<b>MC 09/05</b>	<b>AUDITORS</b>  It was noted that John Muldoon, Francis Keaney and Noel Urwin were part of panel for the appointment of the Trust's auditors. Expressions of Interest had been returned and it was planned to interview shortlisted companies during May and report back to the June meeting of the Members' Council for ratification.	<b>NU</b>	
<b>MC 09/06</b>	<b>ANNUAL PLANNING PROCESS 2009/10</b>  Zoe Reed updated the Members' Council on the Trust's annual planning process for 2009/10. Directorate business plans had been completed and the financial contracts with the local PCTs were being finalised. It was now an opportune time in the process to engage with the Members' Council. Paul Mitchell confirmed that a seminar had been arranged on the afternoon of 24 <sup>th</sup> March 2009 to consider the issues in more detail as a means of the Members' Council informing the annual planning process.		
<b>MC 09/07</b>	<b>COMMUNITIES OF INFLUENCE</b>  Gabrielle Richards explained that the Trust was participating via Paul Mitchell and herself in the "Communities of Influence" programme. This was part of the National Social inclusion Programme for which Gabrielle Richards is the Trust lead. The aim was for mental health NHS Foundation Trusts to improve their engagement with their local communities. A presentation was being made on the bids programme to the "Communities of Influence" meeting on 3 <sup>rd</sup> April 2009. Abbey Abiodun, Paul Paterson, Noel Urwin and Paula Cross will also be attending.		
<b>MC 09/08</b>	<b>FEEDBACK FROM WORKING GROUPS</b>  <b>Agenda Planning / Work Programme</b> – Madeliene Long complemented the group for preparing the agenda for the meeting.  <b>Standards for Better Health</b> – Paul Mitchell confirmed that a meeting was being arranged between the Members' Council and Trust leads for Standards for Better Health domains to discuss the Members' Council commentary on the Trust's draft declaration when this becomes available.		

<b>MC 09/09</b>	<b>CHIEF EXECUTIVE AND DIRECTOR REPORTS</b>  Stuart Bell presented the Chief Executive's report and highlighted the following: <ul style="list-style-type: none"> <li>• Mixed sex accommodation - the Secretary of State for Health had announced a package of measures that will virtually eliminate mixed sex accommodation. This would be of particular relevance to the proposed redevelopment of the Ladywell unit at Lewisham.</li> <li>• Kings College Hospital emergency department - work was continuing on the redevelopment of the department at Kings College Hospital. The project leadership arrangements were explained.</li> <li>• AHSC update – King's Health Partners had been accredited as one of the five AHSCs in England.</li> </ul>		
<b>MC 09/10</b>	<b>TRUST BOARD SECRETARY REPORT</b>  Paul Mitchell updated on: <ul style="list-style-type: none"> <li>• Changes to the Members' Council –resignation of Omolade Oshunremi since the previous meeting.</li> <li>• Membership development – the Trust was on target to meet the membership target set in the Annual Plan of 7,435 by the end of March 2009. The priority for 2009/10 would be to increase membership for the service user and carer constituencies.</li> <li>• Standards for better health – confirmation of date for meeting to discuss the Trust's declaration.</li> <li>• Workplan update.</li> </ul>		
<b>MC 09/11</b>	<b>RECOVERY PROGRAMMES</b>  Prof Tom Craig was welcomed to the meeting and made a presentation on the principles of the recovery model as currently used in mental health services.  He emphasised the importance of individuals being able to build a meaningful and satisfying life notwithstanding recurring symptoms or problems. Self management was helped and facilitated which leads to a change in the relationship between clinicians and service users. Recovery was closely associated with social inclusion.  A discussion took place about the model. Staff development was considered critical in making recovery a reality. It was noted that the Trust had established a 5 day training course in the recovery model. Senior staff support was considered to be essential.		
<b>MC 09/12</b>	<b>DATE OF NEXT MEETING</b>  Thursday, 18 <sup>th</sup> June 2009 at 5.00 pm in the Board room, Maudsley hospital.		

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 18<sup>th</sup> June 2009

**Name of Report:** Appointment of external auditors

**Author:** Noel Urwin

**Presented by:** Noel Urwin

**Purpose of the report:**

To agree the recommendation from the selection panel for the re-appointment of the Audit Commission for a period of three years.

## APPOINTMENT OF EXTERNAL AUDITORS

### Draft Report to Members Council, 18<sup>th</sup> June 2009

- It is the responsibility of the Members Council to appoint the External Auditors to the Trust.
- This enables the Council to ensure that the Trust's final accounts are independently audited, and that the Trust membership can be assured that these accounts are correctly presented in the Annual Report.
- The current external auditors are the Audit Commission. They were appointed in 2006, shortly before SLaM became a Foundation Trust, and their appointment was ratified at an early meeting of the Members Council, on the recommendation of the Director of Finance, Gus Heafield.
- This was a three year contract (as is normal practice) and in September 2008 the Members Council were advised that the contract should be put out to tender, with the successful candidate to be appointed in the summer of 2009.
- The Members Council were invited by the chair of the Trust Audit Committee, Robert Coomber, to appoint 3 nominees to work with himself and the Director of Finance over the criteria for appointment, the arrangements for tender, and the choice of a short-list to attend a final selection panel. Francis Keaney, John Muldoon and Noel Urwin volunteered for these responsibilities, and progress reports have been made to the last two MC meetings. Noel Urwin became a member of the Selection Panel itself. It has been emphasised throughout that the Trust were seeking an 'added value' audit, with emphasis on quality of communication and working relationships, with both the Board and the MC.
- The Selection Panel met on the 14<sup>th</sup> May. Five short-listed candidate organisations were interviewed. In each case the Panel heard a presentation from the team who if appointed, would carry out the audit. This was followed by wide ranging questions from the panel. The total proceedings, including the time to evaluate and reach a decision, lasted a full day.
- Further details of the selection process and the factors considered will be given at the MC meeting on 18<sup>th</sup> June. Briefly, however, the panel found that all five candidates were significantly above the minimum standard put out to tender. Two of the five were ranked by the Panel to be higher than the other three. Ultimately, the choice between these two focussed attention on the following factors:
  - Size and nature of their FT client list, especially with Mental Health Trusts
  - Strength and depth demonstrated by the audit team as a whole.
  - Ability to develop working relationships at a range of levels.
  - Insight into Governance policy and regulatory requirements.
- Taking all these factors into account, the Panel's unanimous recommendation is that the Audit Commission be reappointed as the External Auditors to SLaM for a further three years.

- It should also be emphasised that the Audit Commission (and indeed the other four candidates) expressed their strong wish to work as closely as possible with the Members Council within the terms of their contract. This could be achieved by their attending Council meetings, probably twice a year, to explain their role, their audit plan, and the final accounts. It is recommended that to optimise the potential benefits of these meetings, the MC themselves should establish a small 'audit liaison group' to meet with the Auditors beforehand, to exchange views on key points in the audit plan, and to consider how these might influence the presentation of the final accounts to the Trust membership.
- The MC are asked to support the above two recommendations.

N.J.Urwin.

Trust Headquarters  
1<sup>st</sup> Floor, Admin Building  
Maudsley Hospital  
Denmark Hill  
London  
SE5 8AZ

5<sup>th</sup> May 2009

Dear Member

Thank you for returning the initial interest form for 'Make me Smile'. We are delighted that you are considering making a bid.

This pack contains everything you need to apply:

- The rules of the scheme and an explanation of the different categories.
- Application form.
- Details about help and advice session "drop-ins" where you can get help to complete your application form.

**Important information:**

- The deadline to submit your bids is **31<sup>st</sup> July 2009**.
- Applications are welcome for any amount up to £750.
- You will be informed whether your bid has been successful by **31<sup>st</sup> October 2009**.

If you have any questions or would like help completing your form you are welcome to come and see us at one of the drop in sessions. Alternatively please contact Gill Todd on 07969 587031 Laurence Whittle on 020 3228 2441.

Best Wishes

Paula Crook  
Gillian Todd

Members Council  
Members Council

Magda Moorey  
Noel Urwin

Members Council  
Members Council

Paul Mitchell

Trust Secretary

## **WHAT YOU NEED TO KNOW ... THE RULES!**

- 1. To submit a bid you must be a Member of SLaM (It's easy to join!)**
- 2. Choose the right category for your bid.**
- 3. Your bid should benefit two or more people.**
- 4. You can submit one bid only.**
- 5. Money cannot be spent on something illegal!**

### **Category 1: IMPROVING THE PATIENT EXPERIENCE**

Do you or someone you know use mental health services? Do you provide a service? What do you think could make it a better experience?

Ideas in this category will hopefully have a positive impact for patients using a service provided by SLaM. Money should not be used to provide things that people normally get as part of their treatment. Some ideas from last year's bids include equipment for activities, painting a garden wall, hairdressing or developing new information packs. Don't be limited by these ideas – why not use this opportunity to get together with other service users or staff and see what you can come up with?

### **Category 2: PROMOTING MENTAL WELLBEING**

How would you make your community a happier place? What do you think you could do to help look after your mental health?

Ideas in this category will have the potential to improve or protect mental wellbeing. For example, doing things to improve self esteem, reduce stress, feel more confident or valued can all make a positive contribution. Taking steps to do this is essential for everyone – people benefiting from this category don't necessarily need to be using mental health services! It may involve something like setting up a relaxation skills workshop or leisure activity for a small group, publishing the work of a creative writing group or producing some self help materials. Innovative ideas welcome!

### **Category 3: SOCIAL INCLUSION**

What can you do in your community to help yourself and others feel more included?

Ideas in this category will have promoting social inclusion of people with mental health problems at their heart. On a big scale this is about tackling stigma and discrimination, gaining employment, entering education, having better housing, social networks or community participation. It can also be about little things, for example trying out new things, making connections with friends, family or new people in the local community or simply finding ways to get more involved. Be creative and let us know how you think you could do this!

## 'MAKE ME SMILE'

### APPLICATION FORM FOR BIDS

NAME

Tel:

e-mail:

Address

1. Which bid category are you applying for?

improve the patient experience

promote mental wellbeing

lead to social inclusion

2. What is your idea?

3. How do you think this would improve the patient experience / promote mental wellbeing / lead to social inclusion (delete as appropriate)?

4. How will you know that you've achieved this?

5. Please explain how you have involved the people who will benefit from the bid.

6. How much money will you need to do this? (max. £750)

7. Please explain clearly what you plan to spend the money on:

**When you are finished, put it in an envelope and send it to the address below:**

South London and Maudsley NHS Trust, Membership Services  
Maudsley Hospital, Denmark Hill, LONDON SE5 8AZ

You may use our freepost license to avoid buying stamps. To do this, you need to write the following details on the top-left corner of the envelope:

Business Reply Plus  
Licence Number - RLXC-GGXX-JAUJ

**WHAT HAPPENS NEXT?**

- **We will judge all the bids.**
- **We will let you know whether or not you have been successful.**
- **If you are successful we will tell you how to claim the funds.**
- **In January 2010 we will ask you to tell us how it went and to send back the receipts.**

## ‘MAKE ME SMILE’ – HELP AVAILABLE

### DROP IN SESSIONS

If you would like more information about the scheme, or an opportunity to discuss your bid further, you are welcome to come along and chat to someone at one of drop in sessions listed below.

#### Drop in details:

Date	Time	Venue
Tuesday 19 <sup>th</sup> May	5.00 pm to 6.30 pm	Ground Floor Committee Room Central Library Lewisham High Street, SE13
Thursday 21 <sup>st</sup> May	5.30 pm to 7.00 pm	Large Meeting Room Tamworth Road Resource Centre (SLaM Croydon Adults Services) 37 Tamworth Road Croydon CR0 1XT
Thursday 21 <sup>st</sup> May	6.00 pm to 7.30 pm	Board Room Maudsley Hospital Denmark Hill London SE5 8AZ
Friday 22 <sup>nd</sup> May	10.00 am to 12.00 noon	Room 13 380 Streatham High Road Streatham
Friday 22 <sup>nd</sup> May	2.00 pm to 4.00 pm	First Floor Board Room Reay House 108 Landor Road Stockwell SW9 9NT
Thursday 28 <sup>th</sup> May	5.30 pm to 7.00 pm	Board Room Bethlem Royal Hospital Monks Orchard Road West Wickham BR3 3BX

Alternatively please contact:

**Gill Todd** (07969 587031) or **Laurence Whittle** (020 3228 2441)

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 18<sup>th</sup> June 2009

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

**Author:** Paul Mitchell

**Presented by:** Paula Crook

**Purpose of the report:**

To update the Members' Council on progress with the bids programme 2009.

## MEMBERS' COUNCIL BIDS PROGRAMME 2009 UPDATE

### 1. Communication

A letter advising SLaM members of the 2009 programme has been sent to all public members on 8<sup>th</sup> April by hard copy and email. The scheme has been advertised to all staff via SLaM News and "Pop Ups" on PCs. A communications pack has been issued to all members who have expressed an interest in submitting a bid. This pack contains:

- The rules of the scheme and an explanation of the different categories.
- An application form.
- Details about help available and advice session "drop-ins" where to complete the application form will be available.
  
- The deadline to submit bids is **31<sup>st</sup> July 2009**.
- Applications are welcome for any amount up to £750.
- Applicants will be informed whether their bid has been successful by **31<sup>st</sup> October 2009**.

141 communication packs have been circulated to those registering an expression of interest in making a bid as part of the 2009 programme. The breakdown by constituency is 54 from patients, service users and carers; 40 from staff; 31 from public; 16 from non-members.

Printed posters and flyers have been delivered and are being circulated throughout the Trust and to other public and voluntary organisations.

Attendees at the drop in meetings have been low so far, Lewisham – 0; Croydon – 2; Lambeth – 2; Maudsley – 6. The timing and location of these sessions needs to be reviewed for future years.

### 2. Assessment of bids

The scoring process for assessing all the bids has been reviewed. Further work will take place over the coming weeks to refine the process. Guidance notes for panel members are also being developed.

It has been agreed that scores from each of the workstreams will be collated centrally and funding allocated accordingly.

Assessment panels will be established for each workstream. **Six volunteers from the Members' Council are requested to serve on the assessment panels.** At least one member of the Steering Group will sit on each panel. All panels will meet on Tuesday, 25<sup>th</sup> August in the Southwark Training Centre between 10.00 am and 4.00 pm.

Paula Crook  
Members' Council

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 18<sup>th</sup> June 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

June 2009

### 1. Trust issues

**Barry Reynolds.** It was with very great sadness that I reported earlier in the year that Barry Reynolds, Director of Estates, Facilities and Capital Planning, died on Sunday, 15<sup>th</sup> March 2009 following a sudden illness. A memorial service attended by over 100 people was held for Barry at the Bethlem at the end of May. His partner, Irene, planted a commemorative tree. A bench in his honour is also now on the Bethlem site.

**Staff survey.** The results of the annual staff survey have been published by the Health Care Commission. SLaM scored 'above average' in nearly half of the 36 areas covered in the national staff survey 2008 report, and in 7 areas was among the highest performing 20% of mental health and learning disability NHS Trusts in the country. SLaM staff said they:

- would recommend their Trust to others as a place to work
- are able to contribute towards improvements at work
- receive access to training, learning and development opportunities to help them perform their jobs better

SLaM scored better in 8 out of the 26 areas covered in the 2007 survey, and the same as before in the remaining 18 areas. In comparison with the previous survey, more staff:

- say they want to stay at SLaM and report higher levels of job satisfaction
- feel there is adequate time, equipment and staffing to help them do their job
- receive support to find a good balance between their work and home life

407 SLaM staff took part in the latest annual NHS survey, a response rate of 49%.

As with previous years a letter has been sent to all staff. A Board report will be produced for consideration at the June meeting which will include a comparison with other mental health trusts in London. An additional aspect of the Board report will be a comparison with our AHSC NHS partners.

**Swine Pandemic H1N1.** Following the threat of Swine Pandemic H1N1 the Trust has reviewed the internal and external communication routes relating to pandemic flu to enable information to be passed speedily throughout the Trust. Daily reports are being sent to NHS London. The Trust intranet is being updated on a regular basis.

## 2. Service Quality

**Making experiences count** - Reforms to the complaints-handling process. The complaints system has been reformed to create a consistent approach to complaints handling across health and adult social care.

A letter from the Department of Health provided details of the new arrangements for improving the handling of complaints. The regulations introducing the complaint reforms came into effect from 1<sup>st</sup> April 2009.

The new arrangements have three main components: a locally developed response system that focuses on the needs of the complainant, a single-tiered local resolution stage and a new single system for independent review by the Parliamentary and Health Service Ombudsman for healthcare. The implementation of the new arrangements has been discussed at the Trust Complaints Committee.

**Privacy and Dignity** – I have been asked to join the Department of Health taskforce on implementing the arrangements to eliminate mixed sex inpatient accommodation.

**Never Events** - are serious, largely preventable patient safety incidents that should not occur if the available preventative measures have been implemented. The purpose of Never Events are:

- Indicators of how effective an organisation is at implementing safer practices
- Inclusion in the contract forms part of the wider patient safety and quality agenda in the NHS
- Strengthen transparency and accountability in particular to ensure the community that action is being taken
- Provide additional impetus to reduce serious and costly incidents
- Focus on local commissioning as a lever for better, safer care.

Two Never Events relate directly to mental health services - inpatient suicide using non-collapsible rails and escape from within the secure perimeter of medium or high secure mental health services by patients who are transferred prisoners.

Work in this area is being addressed by the Service Quality Executive.

**Quality accounts** - new reporting requirements announced in April will see NHS Foundation Trusts across England and all NHS organisations in the East of England report on the quality of care their organisations as part of their 2008/09 annual reports. This follows a joint consultation by Monitor, NHS East of England, the Care Quality Commission (CQC) and the DH.

## 3. King's Health Partners

Since the last meeting, King's Health Partners has been formally accredited as one of the UK's first Academic Health Sciences Centres. King's Health Partners are one of five AHSC's which have been approved by the international expert panel appointed by the Department of Health.

The post of Executive Director for King's Health Partners was recently advertised in the national press. The Partnership Board has appointed Professor Robert Lechler to this position. Professor Lechler has been Interim Director for the last six months, during a period which saw King's Health Partners become accredited as one of the first five AHSCs in the U.K.

A steering group has been established to oversee the development of Clinical Academic Groups and Research Groups across King's Health Partners. The concept of King's Health Partners is inclusive and therefore all clinical services will ultimately be part of a CAG. Establishing fully functioning CAG's across King's Health Partners will be an evolutionary process that is likely to take a number of years to complete.

Three areas have been identified to test out the CAG concept. This will enable King's Health Partners to use the lessons learnt to inform CAG development in other areas. The areas are:

- Cardiovascular,
- Dementia and Mental Health of Older People,
- Diabetes, endocrinology, metabolism, obesity and ophthalmology,

There will be an approval process for CAG accreditation and the CAG steering group is developing detailed guidance on this at present. Tracey Power, currently the Service Director, Lewisham, has been appointed as CAG programme director to take this work forward.

#### 4. London wide issues

**Strengthening Commissioning** - in the last few weeks, NHS London has appointed six chairs to the sector Joint Committee of PCTs to take forward the work of the sector commissioning vehicles. Six sector chief executives have also been appointed. Simon Robbins, Chief Executive of Bromley PCT, has been appointed to SE London, Ann Radmore, Chief Executive of Wandsworth PCT, to SW London.

All 31 PCTs have been asked to work up plans to strengthen borough (local) commissioning during 2009/10.

Plans to create a single integrated specialised commissioning team for London are on track to be implemented by 1 April 2009.

**Healthcare for London** - over the past few months, progress has continued on *Healthcare for London*, most notably with the launch of the consultation on options for the reconfiguration of major pan-London trauma and stroke services. The five polyclinic early implementers were up and running at the end of April; these offer services focused on individual needs and choices and offer truly integrated care and partnership working.

**A Picture of Health** - the Secretary of State for Health, Alan Johnson has given his formal endorsement to the A Picture of Health (APOH) clinical case for change strategy.

The decision follows a review by the Independent Reconfiguration Panel (IRP) into the APOH programme following referrals by the Joint Health Overview and Scrutiny

Committee and Bexley Health and Adult Social Care Overview and Scrutiny Committee.

The aim of the APOH programme is to improve health services for nearly one million people living in the boroughs of Bexley, Bromley, Greenwich and Lewisham and to ensure that finances are appropriately used to improve patient care and create sustainable services for the future.

The main principles used to develop the case for change were:

- That services should be provided as near to home as possible, for example with more care provided in GP surgeries, and that lengthy stays in hospital should be minimised
- That to provide up-to-date healthcare, there needs to be more specialist units. These enable clinicians to specialise more and provide better consultant cover. To achieve this would mean concentrating some services in fewer locations, including Accident and Emergency (A&E) and maternity services.
- To separate planned surgery from emergency care, which helps in the fight against infection and prevents operations being postponed due to emergency cases.

In its report the IRP made a total of 19 recommendations, which the four PCTs and two acute trusts will have to action as they begin implementation of the programme.

Among the recommendations, the IRP said it supports the need for change in the location and delivery of the health services in the four boroughs. They also support the proposals to meet the emergency care needs of the population by concentrating services on three sites subject to other recommendations being met.

**NHS London Provider Agency** - with the development of the Healthcare for London programme and the strengthening of Primary Care Trust commissioning work in London, NHS London has reviewed the role of its Provider Agency with its Chairman Lord Warner. They have agreed that the Agency cease to operate as a separate agency after 31st May 2009.

## 5. National Issues

**National Mental Health Development Unit** - a new agency started work on 1 April, to ensure national mental health policies bring about real improvements for patients and carers.

The new agency, the National Mental Health Development Unit, will succeed the current National Institute for Mental Health in England.

The change follows a review of mental health service delivery, taking into account Lord Darzi's NHS Next Stage Review and the need for more personalised services. From April, the ten strategic health authorities will oversee much of the regional and local delivery of new mental health policies, with support from the new Development Unit.

**New era in mental health** - a new strategy will promote well-being and improve services for people with mental health problems. New Horizons builds on the National Service Framework, which ends in 2009, and will come into effect at the end of the year. Listening events are being held to gather views on what the new strategy should cover.

**Bedfordshire and Luton Partnership NHS Trust** – East of England SHA is leading a process whereby Foundation Trusts are invited to bid to acquire this NHS Trust, as its Board has concluded that it cannot, by itself, achieve Foundation status in sufficient time. At this stage, expressions of interest only are required, and I have expressed interest in our working in partnership with a more local FT. A fuller report to the Board will be made in the event of progression to the next stage.

**Lord Laming's recommendations** - on 6 May 2009, the Government released its detailed response to Lord Laming's report on the protection of children. The response sets out the specific actions that the Government will take, in partnership with local agencies and key stakeholders, to address each of Lord Laming's recommendations. This report will be considered in detail at the next meeting of the Formal Executive.

Stuart Bell  
Chief Executive  
June 2009

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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.  Forward Plan slots on future MC agendas.	Z Reed  P Mitchell	Sep 08  Ongoing	On September agenda.  On forward plan and actioned.
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	Internet Dreams identified via interview process.
	Invite input to the functionality of the site.	P Mitchell	Aug 08	Now July 2009.
	Produce plan for implementation.	P Mitchell	Sep 08	Project plan produced.
	Relaunch.	P Mitchell	Nov 08	Scheduled for early August 2009.

	Assess feedback	PT	Feb 09	Review after relaunch.
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	Started Feb 2009. Rota recommended at MC meeting June 2009.
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	Standard agenda item.
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	Develop as part of the election process for 2009.
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	Forum being established.
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	

PNJM / June 09

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 18<sup>th</sup> June 2009

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

**Author:** Paul Mitchell

**Presented by:** Paul Mitchell

**Purpose of the report:**

To agree:

- Recommendation regarding amendment to the Constitution.
- Standards for Better Health meetings prior to submission of the Trust declaration.
- Timescale for elections to the Members' Council
- A process for responding to the Monitor consultation – Guide for NHS Foundation Trust Governors
- To hold a joint meeting with the Board of directors in October 2009
- A rota for presentation of the report on Members' Council activity to the Board of Directors

To update the Members' Council on the following issues:

- Membership development
- Member's website
- Workplan update

## Trust Secretary's report

### 1. Membership development

The current membership of the Foundation Trust is 8,200 as at 4<sup>th</sup> June 2009. The target as set in the Annual Plan is 10,000 members by March 2009. The priority is to double the service user and carer constituencies. Membership information has been provided at the 1<sup>st</sup> June carers meeting held at Glaziers Hall. Further events will be attended later in the year.

New starters to the Trust are now being automatically opted in to membership of the Foundation Trust unless they specifically request to opt out. This will necessitate an amendment to the Trust Constitution to remove para 7.1.2 which states as eligibility to join the staff constituency that "he has been continuously employed by the Trust under a contract of employment for at least twelve months."

**Recommendation:** A request is made to Monitor to remove this paragraph from the Trust's Constitution.

### 2. Members website

A project team has been established to oversee the relaunch of the members section of the Trust's website. The design and content have been agreed and are now with the developers prior to testing and relaunching at the start of August. It will be helpful to involve interested individuals from the Members' Council in the testing stage which will be taking place in mid July.

An internet café has been established in the Costa Coffee area of the staff restaurant at the Maudsley hospital. If successful this will be rolled out to the Bethlem and Lambeth sites.

### 3. Standards for Better Health meetings.

The declaration to the Care Quality Commission will need to be made in November 2009. It is important that the Members' Council has an opportunity to have discussions with Trust leads across a range of services over the coming months so as to make an informed commentary on the Trust declaration.

**Recommendation:** A series of meetings is arranged with Trust leads. A panel from the Members' Council will be established to attend these meetings.

### 4. Elections to the Members' Council

There are currently 9 vacancies on the Members' Council. These are in the following constituencies:

Public (Local)	0
Public (National)	3
Service User (Local)	1
Service User (National)	3
Carers of SLaM service users	1
Staff	1
Partner organisations	0
<b>TOTAL</b>	<b>9</b>

In addition, the following will be coming to the end of their terms in October and will be eligible to stand for re-election:

Constituency	Name
Service User Local	Les Elliot Paul Patterson Kitty Ann Cook
Service User National	Amanda Easton
Carer	Jaya Kathrecha Roger Oliver
Staff	Cliff Bean Dele Olajide
Public Local	Stephanie Correia

It would be sensible to hold the by elections at the same time as when the re-elections are scheduled. With hindsight insufficient time was available in 2008 to raise awareness of the election process and this needs to be built in to future timescales. In addition, time for data cleansing of the membership database also needs to be built in. The standard election timescale covers 40 working days.

**Recommendation:** The timescale should be data cleansing and awareness raising (July and August); election period (September and October).

## 5. Joint meeting with the Board of Directors

A couple of successful joint meetings were held between the Members' Council and Board of Directors in 2008. These helped to clarify the respective roles and responsibilities and led to the development of the Members' Council workplan.

**Recommendation:** that a joint meeting becomes an annual event and one should be arranged for sometime in October 2009 to review progress on the development of the SLaM FT Members' Council.

## 6. Monitor consultation – Guide for NHS Foundation Trust Governors

Copies of this document have been sent on a separate circulation. It is intended to provide governors with clarity in regard to statutory duties; suggestions as to effective processes that could be followed in order to deliver these duties and insight into how other NHS FTs approach the same challenges. The consultation closes on Monday, 13<sup>th</sup> July 2009.

**Recommendation:** Comments from individuals are forwarded to the Trust Secretary by 30<sup>th</sup> June 2009 in order for a Trust response to be sent in the Chair's name by the required deadline.

## 7. Reports to the Trust Board

A standing item on the Board agenda is the report from the Members' Council on current activity. Last year this was provided by the Chair. More recently Noel Urwin has taken this on but it would be preferable if this was carried out on a rota by others on the Members Council.

**Recommendation:** A rota is established for presenting the MC report to the Trust Board.

## 8. Workplan update

The updated workplan is attached as an appendix.

Paul Mitchell  
Trust Secretary  
June 2009

Z: members council / meetings / meeting 2009 06 18 / app e trust secretary's report