

**A MEETING OF THE MEMBERS' COUNCIL OF  
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST  
WILL BE HELD ON THURSDAY, 10<sup>th</sup> JUNE 2010 AT 5.00PM  
IN THE BOARD ROOM, MAUDSLEY HOSPITAL**

**AGENDA**

- 1 Introductions and apologies for absence.
- 2 To receive any declarations of interest.
- FOR DECISION**
- 3 To agree the minutes of the Members' Council meeting held on 11<sup>th</sup> March 2010 and to note any matters arising from the minutes. Attachment A
- 4 To approve the recommendation from the Nominations Committee regarding the appointment of a Non Executive Director. Attachment B
- 5 To approve the appointment of a Lead Member. Attachment C
- FOR INFORMATION**
- 6 To note the summary of the joint meeting held between the three KHP Members' Councils. To be tabled
- 7 Update on the Members' Council bids programme. Verbal
- 8 Update from the recently established working groups: Verbal
  - Annual Plan 2010/11
  - Quality
  - Membership development and communications
- 9 Demonstration of the new Trust website. Presentation
- 10 Chief Executive's and Directors' reports. Verbal
- 11 Trust Secretary's report. Attachment D
- FOR DISCUSSION**
- 12 Information required on a regular basis by the Members' Council. Discussion
- 13 Forward planner – items for future meetings:
- 14 Any other business.
- 15 Date of next meeting – Tuesday, 14<sup>th</sup> September 2010 at 3.30 pm, Glaziers Hall.

Please send apologies to Carol Stevenson telephone 0203 288 2441 or  
email [carol.stevenson@slam.nhs.uk](mailto:carol.stevenson@slam.nhs.uk)

**Attachment A**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 10<sup>th</sup> June 2010

**Name of Report:** Minutes of the meeting held on  
11<sup>th</sup> March 2010

**Author:** Paul Mitchell, Trust Secretary

**Presented by:** Madeliene Long, Chair

**Purpose of the report:**

To agree the minutes and to note any matters arising.

**MINUTES OF THE MEETING OF THE MEMBERS' COUNCIL OF THE  
SOUTH LONDON & MAUDSLEY NHS FOUNDATION TRUST  
HELD ON THURSDAY 11<sup>TH</sup> MARCH 2010  
IN THE LECTURE HALL, SOUTHWARK TRAINING CENTRE**

<b>PRESENT</b>	Madeliene Long	Chair
<b>Public Constituencies</b>	Sarah Clarke	Service User – Local
	Stephanie Correia	Public (Local)
	Polly de Blank	Service User – Local
	Les Elliot	Service User (Local)
	Stephen Hill	Public (National)
	Jaya Kathrecha	Carer
	Richard Oliver	Carer
	Paul Paterson	Service User (Local)
	Noel Urwin	Public (Local)
<b>Staff Constituency</b>	Francis Keane	Staff
	Layla McCay	Staff
	Dele Olajide	Staff
	Gill Todd	Staff
<b>Partner Organisations</b>	Sophie Corlett	MIND
	Andrew Eyres	Lambeth PCT
	Magda Moorey	Lewisham PCT
	Jan Oliver	Guys' and St Thomas's Hospitals NHS FT
	Crada Onuegbu	Lewisham Borough Council
	Tim Smart	Kings College Hospital NHS FT
<b>IN ATTENDANCE</b>	Martin Baggaley	Medical Director
	Stuart Bell	Chief Executive
	Charles Bland	Non Executive Director
	Dan Charlton	Head of Communications
	Chris Clare	Non Executive Director
	Robert Coomber	Non Executive Director
	Harriet Hall	Non Executive Director
	Gus Heafield	Director of Finance & Corporate Governance
	Paul Mitchell	Trust Secretary
	Tracey Power	CAG Director
	Zoe Reed	Director of Strategy & Business Development
	Paul Ruthven	Cooltanarts
	Carol Stevenson	Membership Officer
<b>APOLOGIES</b>	Michelle Baharier	Public (Local)
	Derrick Bentley	Public (Local)
	Marion Heithus	Public (National)
	Hilary McCallion	Director of Nursing and Education
	John Muldoon	Public (Local)
	Louise Norris	Director of Human Resources
	Eric Taylor	Non Executive Director

<b>Ref</b>	<b>Issue</b>	<b>Who</b>	<b>When</b>
<b>MC 10/01</b>	<b>DECLARATIONS OF INTEREST</b>  Standing declarations of interest were taken.		
<b>MC 10/02</b>	<b>MINUTES OF PREVIOUS MEETING - MEMBERS' COUNCIL</b>  The minutes of the meeting held on 10 <sup>th</sup> December 2009 were <b>AGREED</b> as an accurate record.		
<b>MC 10/03</b>	<b>MINUTES OF JOINT MEETING WITH KHP GOVERNORS</b>  The notes of the joint meeting were noted. It was agreed that further meetings will occur three times a year. Future themes should include the benefits of participation in research trials and the role of the AHSC in progressing mental and physical well being in the community.	<b>PM</b>	
<b>MC 10/04</b>	<b>BIDS PROGRAMME</b>  It was noted that an independent evaluation of the recent bids programmes was being undertaken by the New Economics Foundation.  Noel Urwin confirmed that an event for previous bidders will be held in mid June. He would confirm the date and develop the programme within the next couple of weeks. This event would also form the launch for the 2010 bids programme.	<b>PM/ NU</b>	
<b>MC 10/05</b>	<b>UPDATE ON ANNUAL PLAN</b>  Zoe Reed presented the update on the development of the 2010/11 Annual Plan. She explained that Monitor have provided detailed templates for completion as part of the process. She suggested that it would be an opportune time to receive Members' Council input and that a seminar would be arranged in the week commencing 12 <sup>th</sup> April 2010. The Quality Accounts Toolkit will be brought to the seminar.  It was also suggested that the development of plans across KHP could form the subject for discussion at a future joint governors forum.	<b>ZR/ PM</b>  <b>ZR</b>	
<b>MC 10/06</b>	<b>CHIEF EXECUTIVE'S REPORT</b>  Stuart Bell presented his report which covered Trust issues, specifically the development of the South London HIEC, the recent board to board meeting with NHS Lambeth and the board's participation in a development programme run by McKinseys in order to strengthen effectiveness in dealing with quality issues.  He also referred to national issues including the publication of the		

	<p>Operating Framework for the NHS in England for 2010/11 and the report following the Mid Staffordshire inquiry. Paul Mitchell agreed to send a link to the Executive Summary. Stuart Bell highlighted the fact that the SLaM FT Board continued to meet in public.</p> <p>It was noted that the Health Select Committee had published their report on alcohol. It was agreed that this should form the topic for a longer discussion at a future meeting.</p>	<p><b>PM</b></p> <p><b>PM</b></p>	
<p><b>MC 10/07</b></p>	<p><b>TRUST SECRETARY'S REPORT</b></p> <p>Paul Mitchell introduced his report which included an update on changes to the Members' Council, current membership development issues and communication with the membership.</p> <p>It was noted that there were currently eight vacancies on the Members' Council.</p> <p><b>AGREED:</b></p> <p>To hold by elections to fill vacancies on the Members' Council in July 2010.</p> <p>Progress was noted on the establishment of the quality and membership and communication working groups.</p> <p>It was noted that Monitor guidance on the role of the Lead governor was now available. Details will be circulated and the issue will be considered further at the next meeting. In the meantime any feedback should be sent to Paul Mitchell.</p>	<p><b>PM</b></p>	
<p><b>MC 10/08</b></p>	<p><b>DOWNSIDE SCENARIOS</b></p> <p>Gus Heafield revisited the presentation made to the previous meeting and updated in the light of ongoing negotiations with commissioners.</p> <p>Issues highlighted during the following discussion included:</p> <ul style="list-style-type: none"> <li>• The Members' Council's role in engaging with local communities.</li> <li>• Timescale for the introduction of Payment by Results in mental health services.</li> <li>• Future provision of information and discussion on changes to service delivery.</li> <li>• Estates strategy.</li> </ul>		
<p><b>MC 10/09</b></p>	<p><b>CLINICAL ACADEMIC GROUPS</b></p> <p>Tracey Power presented an update on the development of Clinical Academic Groups (CAGs). She emphasised that CAGs are based on a model of inclusivity. Regular reports are made to the Trust Executive and up to date information is available on the Intranet where there is a CAG development site. Events have been</p>		

	<p>organised for staff and the public.</p> <p>Issues highlighted during the following discussion included:</p> <ul style="list-style-type: none"> <li>• Changes may be less dramatic than anticipated.</li> <li>• Care pathways will be more effective.</li> <li>• Estates strategies will need to be accelerated.</li> <li>• Existing structures must function in the transition.</li> </ul>		
<b>MC 10/10</b>	<p><b>FORWARD PLANNER</b></p> <p>Items included:</p> <ul style="list-style-type: none"> <li>• Alcohol seminar</li> <li>• CAGs update</li> <li>• Personalisation and personal budgets</li> </ul>		
<b>MC 10/12</b>	<p><b>NEXT MEETING</b></p> <p>Thursday 10<sup>th</sup> June in the Board room, Maudsley hospital at 5pm</p>		

CMS / PM  
March 2010

Z / members council / meetings / 2010 06 10 / item 3 att a members council minutes 2010 03 11

**Attachment B**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 10<sup>th</sup> June 2010

**Name of Report:** Reappointment of a Non Executive Director

**Author:** Paul Mitchell

**Presented by:** Dele Olajide

**Purpose of the report:**

To agree the recommendation of the Nominations Committee for the reappointment of Robert Coomber for a further three years term as a Non Executive Director.

## **Reappointment of a Non-Executive Director**

### **1 Introduction**

The Terms of Reference of the Nominations Committee give it the responsibility to:

‘receive reports on behalf of the Members’ Council on the process and outcome of appraisal for the Chair and Non Executive Directors’ (2.2.3) and,

‘ make recommendations to the Members’ Council concerning the re-appointment of any Non Executive Directors at the conclusion of their specified terms of office, giving due regard to their performance and abilities to continue to contribute to the Board in the light of knowledge, skills and experience required.’ (2.2.4)

### **2 Process for the reappointment of Robert Coomber and appraisal.**

Robert Coomber comes to the end of his present term as a Non-Executive Director on the Foundation Trust Board on 30<sup>th</sup> June 2010. He has been subject to appraisal by the Chair on annual basis. He has been an active Non Executive Director, particularly in his role as Chair of the Audit Committee and through his participation in the Activity and Finance Committee.

The Chair’s review of the performance has been concluded and endorses Robert Coomber’s continued ability to contribute to the Board in the light of the knowledge, skills and experience required. His combination of financial expertise and local knowledge would be difficult to replace.

### **3 Recommendation**

The Nominations Committee recommends the reappointment of Robert Coomber for a further three years term as a Non Executive Director.

Paul Mitchell  
Trust Board Secretary

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 10<sup>th</sup> June 2010  
**Name of Report:** Appointment of a Lead Member  
**Author:** Paul Mitchell  
**Presented by:** Madeliene Long

**Purpose of the report:**

The Members' Council is asked to:

- Receive any nominations.
- Agree the appointment of a Lead Member.
- Review the arrangements in September 2011.

## Appointment of a lead Member

### 1. Introduction

As reported at previous meetings of the Members' Council, Monitor has asked that all Foundation Trusts nominate a Lead Governor / Member.

### 2. Role

The role as envisaged by Monitor is limited to a very specific set of unusual circumstances whereby Monitor would wish to communicate with the Members' Council.

### 3. Process

Details have been circulated to the Members' Council along with a request for anyone interested in taking on the role to notify the Trust Secretary. One expression of interest has been received so far.

### 4. Recommendation

The Members' Council is asked to:

- Receive any nominations.
- Agree the appointment of a Lead Member.
- Review the arrangements in September 2011.

Paul Mitchell  
Trust Secretary  
June 2010

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**Attachment D**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 10<sup>th</sup> June 2010  
**Name of Report:** Trust 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.
- Membership database management.

## Trust Secretary's report

### 1. Changes to the Members' Council

Lynn Carlisle has retired from her post at Kings' College London, a replacement is being sought.

Following the local elections in May the Borough Councils are in the process of reviewing their representation on external bodies, including the SLaM Members' Council. These will be notified once word is received from the nominating bodies.

There are now 8 vacancies on the Members' Council:

Carer	1
Public – National	1
Staff	2
Service User – Local	1
Service User – National	3

By-elections are in the process of being held to fill these vacancies. The timetable is as follows:

- Final date for delivery of nomination papers 10<sup>th</sup> June
- Issue of postal ballot papers 6<sup>th</sup> July
- Day of election 20<sup>th</sup> July
- Announcement of result 23<sup>rd</sup> July

### 2. Membership development

The Trust will have a presence at the Lambeth Country Show on the weekend of 17<sup>th</sup> and 18<sup>th</sup> July. This is one of the largest public events in south London and should provide a great opportunity to heighten the profile of the Trust, spread the word about wellbeing and recruit new members. Volunteers from the Members' Council to help on either of the two days would be greatly appreciated.

There was a very positive article in the current Health Service Journal about membership development at SLaM making particular reference to the Members' Council bids programme. An extract is quoted below:

“What is the connection between fish tanks and singing groups? The answer is they have both been used by South London and the Maudsley Foundation Trust as ways of engaging with members of the [mental health](#) trust.

One innovative scheme allows members to bid for grants of up to £750 for small initiatives of benefit to at least two people who use the trust's mental health services. Members were invited to bid to help fund

projects which would improve the patient experience and promote mental well-being or social inclusion.

Fifty bids were successful in the latest round of the Make Me Smile campaign. One of the trust's inpatient wards used the money to buy and set up a fish tank and others have arranged activities that include setting up singing groups and organising theatre and cinema trips."

### **3. Membership database management**

In conjunction with colleagues from Guy's and St Thomas' NHS FT and Kings College Hospital NHS FT we have reviewed the provision of membership database management systems across KHP. By using the combined negotiating power of the three organisations we have managed to agree a substantial saving compared to the previous individual contracts whilst moving to an updated version of the relevant software.

Paul Mitchell  
Trust Secretary  
June 2010

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