

**A MEETING OF THE MEMBERS' COUNCIL OF
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST
WILL BE HELD ON THURSDAY, 10th MARCH AT 5.30 PM
IN THE SOUTHWARK TRAINING CENTRE, MAUDSLEY HOSPITAL**

AGENDA

- 1 Introductions and apologies for absence.
- 2 To receive any declarations of interest.
- 3 To agree the minutes of the Members' Council meeting held on 16th December 2010 and to note any matters arising from the minutes. Attachment A
- 4 Members' Council bids programme - update on the 2010/11 programme. Steering Group
- 5 Update from the recently established working groups:
 - Quality Attachment B
 - Membership development and communications Attachment C
- 6 Annual Planning – update and discussion. Presentation
- 7 Chief Executive's report. Attachment D
- 8 Directors' reports. Verbal
- 9 Forward planner – items for future meetings:
 - Alcohol policy
 - Personalisation
 - New learning centre
- 10 Any other business.
- 11 Dates of meetings in 2011:
 - Thursday, 9th June 2011 at 5.00 pm
 - Tuesday, 13th September at 3.30 pm
 - Thursday, 15th December at 5.00 pm

Please send apologies to Paul Mitchell telephone 0203 288 5376 or email paul.mitchell@slam.nhs.uk

Attachment A

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 10th March 2011

Name of Report: Minutes of the meeting held on
16th December 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 16th DECEMBER 2010
IN THE BOARDROOM, MAUDSLEY HOSPITAL**

PRESENT	Madeliene Long	Chair
Public Constituencies	Polly de Blank	Service User (Local)
	Les Elliot	Service User (Local)
	Stephen Hill	Public (National)
	Caroline Hough	Service User (Local)
	Jaya Kathrecha	Carer
	John Muldoon	Public (Local)
	Roger Oliver	Carer
	Noel Urwin	Public (Local)
Staff Constituency	Asanga Fernando	Staff
	Dele Olajide	Staff
Partner Organisations	Sophie Corlett	MIND
	Ian Creagh	Kings College London
	Andrew Eyres	Lambeth PCT
	Rachel Heywood	Lambeth Borough Council
	Jan Oliver	Guys and St Thomas's Hospital NHS FT
	Crada Onuegbu	Lewisham Borough Council
	Tim Smart	Kings College Hospital NHS FT
	Caroline Taylor	Croydon PCT
IN ATTENDANCE	Martin Baggaley	Medical Director
	Stuart Bell	Chief Executive
	Dan Charlton	Head of Communications
	Patricia Connell-Julien	Non Executive Director
	Robert Coomber	Non Executive Director
	Harriet Hall	Non Executive Director
	Gus Heafield	Director of Finance
	Shitij Kapur	Non Executive Director
	Robert Lechler	Executive Director, Kings Health Partners
	Hilary McCallion	Director of Nursing and Education
	Paul Mitchell	Trust Secretary
	Zoe Reed	Director of Strategy & Business Development
	Gabrielle Richards	Head of Occupational Therapy
	Carol Stevenson	Membership Officer
APOLOGIES	Peta Caine	Southwark PCT
	Lynn Carlisle	Public (National)
	Sarah Clarke	Service User (Local)
	Francis Keaney	Staff
	Magda Moorey	Lewisham PCT
	Paul Paterson	Service User (Local)
	Christopher Scanlon	Staff

Ref	Issue	Who	When
MC 10/47	<p>INTRODUCTION</p> <p>Madeliene introduced Ian Creagh and Caroline Hough who were both attending their first meeting.</p>		
MC 10/48	<p>DECLARATIONS OF INTEREST</p> <p>Standing declarations of interest were taken.</p>		
MC 10/49	<p>MINUTES OF PREVIOUS MEETING - MEMBERS' COUNCIL</p> <p>Noel Urwin should be listed as a public (local) member and Crada Onuegbu should be listed under apologies.</p> <p>Subject to these corrections the minutes of the meeting held on 14th September 2010 were AGREED as an accurate record.</p> <p>Matters Arising:</p> <p>MC 10/30 - Vacancy on Nominations Committee. Paul Mitchell reported that the election to fill the vacancy on the Nominations Committee had resulted in a tie so there would be a re-run in the new year.</p>	PM	
MC 10/50	<p>MEMBERS COUNCIL BIDS PROGRAMME</p> <p>Noel Urwin reported that he expected approximately 90 bids to be received by 31st December 2010. Advice has been offered to several bidders, he thanked Carol Stevenson for her work supporting the process.</p> <p>The Members' Council was asked for further volunteers to help assess the bids and Caroline Hough put herself forward.</p>		
MC 10/51	<p>MEMBERSHIP AND COMMUNICATIONS GROUP</p> <p>Polly de Blank reported that recent meetings had been cancelled and suggested that the membership of the group should be expanded. Dele Olajide, Caroline Hough, Rachel Heywood and Noel Urwin volunteered. A schedule of meetings in 2011 would be circulated.</p>	PM	
MC 10/52	<p>QUALITY GROUP</p> <p>Steve Hill reported that the group have had two meetings, one looking at Patient Experience and one at Clinical Outcomes. A further meeting on Patient Safety will be held in February 2011. A schedule of meetings in 2011 for this group would also be circulated.</p>	PM	
MC 10/53	<p>ANNUAL PLANNING GROUP</p>		

	<p>Zoe Reed reported that due to the adverse weather conditions the first scheduled meeting had been cancelled. Further meetings are on 18th January 2011 and 15th March 2011.</p> <p>The framework for the annual plan was agreed on 15th December and several workstreams were being considered.</p> <p>A discussion took place on the projected financial position for the forthcoming three years. It was noted that the financial allocations to PCTs and Local Authorities will impact on SLaM services. The PCTs were required to submit their first cut plans by 17th January. There will be a clearer picture by the March meeting. Jan Oliver asked how the Members Council would be kept informed of the rapidly changing situation. Madeliene Long replied that if necessary there could be an interim meeting of the Members' Council. Stuart Bell suggested this could be included as part of the Annual Plan group meeting. Noel Urwin reminded members that they could also observe Board Meetings. Jan Oliver asked for Board dates to be circulated.</p>	PM	
<p>MC 10/54</p>	<p>AUDIT LIAISON GROUP</p> <p>Noel Urwin invited other members to join the group.</p> <p>Les Elliot pointed out that the current external auditors (Audit Commission) were being abolished so new auditors will have to be appointed.</p>		
<p>MC 10/55</p>	<p>NOMINATIONS COMMITTEE – CHAIR</p> <p>For this item the meeting was chaired by Andrew Eyres. Madeliene Long left the meeting during the discussion of this item.</p> <p>Noel Urwin presented the report of the Nominations Committee which included the recommendation for the re-appointment of Madeliene Long along with the report on the appraisal of the Chair and Madeliene's statement. It was noted that Madeliene Long's current term expired at the end of October 2011. Early consideration would allow time for finding a new chair should that be necessary. It was noted that Madeliene Long had indicated that she was willing to stand again.</p> <p>Jan Oliver asked whether there was an agreed limit to the term of office for Chair appointments set out in the Foundation Trust constitution. Stuart Bell replied that there was not; the Trust had largely adopted Monitor's model constitution, and it was a matter for the Members' Council to decide. He outlined the guidance on the issue from Monitor and the NHS Appointments Commission, and recalled the Members' Council's previous discussions about the most effective duration of term of office for the Chair.</p> <p>John Muldoon, Noel Urwin and Dele Olajide, members of the</p>		

	<p>Nominations Committee made personal statements supporting Madeliene's re-appointment.</p> <p>AGREED:</p> <p>Unanimously to re-appoint Madeliene Long as Chair for a further 4 years from 1st November 2011.</p>		
MC 10/56	<p>NOMINATIONS COMMITTEE – NED</p> <p>It was noted that due to family reasons Prof Chris Clare would not be standing for re-appointment. The Nominations Committee will meet to draw up a specification for the vacant NED post to be brought to the Member's Council in March.</p>		
MC 10/57	<p>JOINT BOARD / MEMBERS' COUNCIL MEETING</p> <p>Madeliene Long reported on the joint meeting between the Members' Council and Board of Directors. This had consisted of a review of the previous 12 months activity and a forward look to the challenges of the year ahead.</p> <p>Discussion took place regarding publishing a register of attendance and the requirement to amend the Trust Constitution.</p> <p>AGREED:</p> <p>Volunteers would be sought to support the Chair in taking these issues forward.</p>		
MC 10/58	<p>VICE CHAIR OF THE MEMBERS' COUNCIL</p> <p>Madeliene Long asked whether the Members' Council would support the establishment of a vice-chair.</p> <p>AGREED:</p> <p>Views would be sought from the Members' Council in the new year.</p>		
MC 10/59	<p>CEO'S REPORT</p> <p>Stuart Bell presented his report. This included feedback from the Monitor quarter 2 report which had resulted in a finance risk rating of 4 and a governance rating of green. Stuart Bell confirmed that CAGs went live on 1st October. He also drew attention to the recently published Public Health White Paper.</p>		
MC 10/60	<p>TRUST SECRETARY'S REPORT</p> <p>Paul Mitchell presented his report which updated on recent changes to the Members' Council.</p>		

<p>MC 10/61</p>	<p>WORK PROGRAMME</p> <p>Paul Mitchell introduced the draft work programme which had been produced following the recent joint meeting between the Members' Council and Board of Directors. He asked that any comments be sent to him.</p>		
<p>MC 10/62</p>	<p>ANY OTHER BUSINESS</p> <p>Caroline Hough asked that the minutes of the meetings of the Members' Council be circulated by the end of following week after the meeting rather than being included with the papers for the following meeting. Earlier circulation was agreed.</p>	<p>PM/CS</p>	
<p>MC 10/63</p>	<p>NEXT MEETING</p> <p>Thursday 10th March 2011 in the Lecture Hall, Southwark Training Centre, Maudsley at 5.30pm.</p>		

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MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 10th March 2011

Name of Report: Report of the Quality Working Group

Author: Paul Mitchell, Trust Secretary

Presented by: Steve Hill, Chair of the Quality Working Group

Purpose of the report:

To update the Members' Council on issues recently considered at the meeting of the Quality Working Group.

Quality Working Group report – March 2011

The Group has concluded the third of three meetings focusing on the quality priorities for this year.

At the most recent meeting held on 15th February 2011 discussion was led by David Watts on incident management and Natalie Warman on violence reduction initiatives.

The Group will now look at the quality priorities for the coming year.

Group members also attended a Trust partners quality consultation event on the 15th February along with colleagues from the PCTs, Local Authority Overview and scrutiny committees and Local Improvement Networks. Participants received progress reports of Trust quality priorities for 2010/2011, and discussed issues which were potential quality priorities for the coming year.

Paul Mitchell
Trust Secretary
March 2011

Attachment C

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 10th March 2011

Name of Report: Minutes of the meetings of the Membership and Communications Working Group held on 1st February 2011 and 1st March 2011.

Author: Carol Stevenson, Membership Officer.

Presented by: Polly de Blank, Chair of the Membership and Communications Working Group.

Purpose of the report:

To agree the minutes and to note any matters arising.

**MINUTES OF MEMBERSHIP/COMMUNICATIONS MEETING
HELD ON TUESDAY, 1ST FEBRUARY 2011**

PRESENT Polly de Blank (Chair)
Rachel Heywood
Caroline Hough
Noel Urwin

APOLOGIES Jaya Kathrecha
Layla McKay
Dele Olajide
Scott Yeomanson

ATTENDANCE Dan Charlton
Paul Mitchell

Ref	Issue	Who	When
MC/01/11	DECLARATIONS OF INTEREST It was noted that declarations of interest could be given at any point of time during the meeting.		
MC/02/11	TERMS OF REFERENCE Examples of other FT terms of reference have been obtained for Ashford & St. Peters FT and Guy's & St Thomas' FT. These will be circulated to the group for comments and finalisation at the next meeting.	PM	
MC/03/11	PURPOSE OF MEMBERSHIP It was agreed that one of the key functions of the group was to clarify and define the purpose of membership. This should extend the ideas and influence of public and service users in the management of the Trust. It was an opportunity to take stock after nearly 5 years of being a Foundation Trust to assess what are the benefits of membership? AGREED: <ul style="list-style-type: none"> • Discuss and clarify the "offer" at the next meeting. • Email any comments and suggestions to Paul Mitchell beforehand. • Consider two/three questions for consideration at the next Members Council meeting. 		

<p>ME/ 04/11</p>	<p>UPDATE FROM PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> • Diary of events – done • Use of waiting rooms and out patient letters to boost membership – on work programme for membership officer. • Long term targets – initial discussion held, place on forward planner once definition of membership is clarified. • Activity with support groups – no progress. • Talks/seminars – programme to be developed. 		
<p>ME/ 05/11</p>	<p>FORWARD PLANNER</p> <p>1st March - Terms of reference and definition of the “offer”.</p> <p>10th May – Membership recruitment and planning of attendance at summer events.</p> <p>5th July - Election planning</p> <p>1st November – Long term targets and review of elections.</p>		
<p>ME/ 06/11</p>	<p>DATE OF NEXT MEETING</p> <p>1st March 2011 at 4.00 pm.</p>		

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**MINUTES OF MEMBERSHIP/COMMUNICATIONS MEETING
HELD ON TUESDAY, 1ST MARCH 2011**

PRESENT Polly de Blank (Chair)
Caroline Hough
Dele Olajide

APOLOGIES Rachel Heywood
Jaya Kathrecha
Layla McKay
Noel Urwin
Scott Yeomanson

ATTENDANCE Dan Charlton
Paul Mitchell
Carol Stevenson

Ref	Issue	Who	When
MC/07/11	<p>DECLARATIONS OF INTEREST</p> <p>It was noted that declarations of interest could be given at any point of time during the meeting.</p>		
MC/08/11	<p>TERMS OF REFERENCE</p> <p>Draft Terms of Reference were circulated.</p> <ul style="list-style-type: none"> • Key objective 3: add 'representative of local communities.' • Key objective 4: add 'as part of the Members' Council.' • Key objective 6: add 'for elections to Members' Council.' • Add: Communications and recruitment process including presence in public areas. • Add: Clear communications and clear language. <p>ACTION:</p> <ul style="list-style-type: none"> • The updated ToR (Terms of Reference) to be recirculated and finalised at the next meeting. • List of business managers responsible for maintaining the public areas (bullet point 4 above). • Take forward suggestion that acronyms should be accompanied (at least in the first instance) by the full name, starting with the Board papers (bullet point 5 above). 	CS CS	

<p>MC/09/11</p>	<p>THE OFFER</p> <p>Benefits of membership were listed:</p> <p>Service Users</p> <ul style="list-style-type: none"> • Involvement in research trials. This is a win-win situation, since SLaM benefits financially and trial participants tend to have better outcomes than non-participants. Interested users' details are entered on CRIS (Case Register Interactive Search) and they will be contacted if a suitable trial arises. • Gaining confidence • Access to senior staff • Becoming part of the community • Learning about care pathways • Early access to information on developments in care pathways. • Hearing about events • Greater feeling of participation and responsibility <p>Carers</p> <ul style="list-style-type: none"> • Information about events • Networking • Being listened to in their own right • Ability to raise awareness of carers' issues for the Trust, and to push culture change at SLaM. • Peer support <p>Staff</p> <ul style="list-style-type: none"> • Talks programme • Raise profile of membership at induction • Clear communication (information pack) • Understanding more about the organisation • Ideally membership should be a way of raising staff pride in their organisation. <p>Public</p> <ul style="list-style-type: none"> • To be further discussed 		
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ME/ 10/11	<p>QUESTIONNAIRE FOR MEMBERS' COUNCIL MEETING</p> <p>A short questionnaire is to be handed out to all members of the Members' Council attending the meeting on 10th March.</p> <ul style="list-style-type: none"> • Do you represent: Staff / service users / carers / public? <ul style="list-style-type: none"> ○ Include appointed members? ○ Include attending members who are not on the Members' Council? • What is good / what are the benefits of being a member? • What would you do to persuade somebody to join? <p>ACTION:</p> <ul style="list-style-type: none"> • Produce questionnaire (1/3rd A4 or postcard size). • Circulate and collect answers at Members' Council meeting. 	PdB / PM	
ME/ 11/11	<p>UPDATE FROM PREVIOUS MEETINGS</p> <ul style="list-style-type: none"> • Use of waiting rooms and out patient letters to boost membership – on work programme for membership officer. • Long term targets – initial discussion held, place on forward planner once definition of membership is clarified. • Activity with support groups – no progress. • Talks/seminars – programme to be developed. • The updated ToR (Terms of Reference) to be brought to the next meeting. • List of business managers responsible for maintaining the public areas. • What membership means to staff (public) • Questionnaire for Members' Council meeting • Who should be invited to future meetings <ul style="list-style-type: none"> • Professor Tom Craig • SUITE, PPI 		
ME/ 12/11	<p>FORWARD PLANNER</p> <p>10th May – Membership recruitment and planning of attendance at summer events. Venue: Maudsley Boardroom</p> <p>5th July - Election planning Venue: NEDs Room, Trust HQ</p> <p>1st November – Long term targets and review of elections. Venue: NEDs Room, Trust HQ</p>		
ME/ 13/11	<p>DATE OF NEXT MEETING</p> <p>10th May 2011 at 4.00 pm.</p>		

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 10th March 2011

Name of Report: Chief Executive's report

Author: Paul Mitchell, Trust Secretary

Presented by: Stuart Bell, Chief Executive

Purpose of the report:

To update the Members' Council on Trust and national issues.

Chief Executive's Report

March 2011

1. Formal opening of River House

The Chair, Madeliene Long, and I were delighted to welcome Dame Sally Davies to the Royal Bethlem Hospital before Christmas in order for her to formally open River House.

2. Woodlands House (Winthrop Hall)

The official opening of Woodlands House (previously known as Winthrop Hall) took place on Thursday, 24th February 2011. Madeliene Long performed the opening ceremony.

3. Health and Social Care Bill 2011

The Government's plans to modernise the National Health Service were set out in the Health and Social Care Bill, published at the end of January.

The proposed changes are intended to lead to better quality care, more choice and improved outcomes for patients, as well as long-term financial savings for the NHS. Under the new measures there will, for the first time, be a defined legal duty for the NHS and the whole care system to improve continuously the quality of patient care in the areas of effectiveness, safety and the patient experience.

The Health and Social Care Bill 2011 includes proposals to:

- bring commissioning closer to patients by giving responsibility to GP-led groups
- increase accountability for patients and the public by establishing HealthWatch and local health and wellbeing boards within local councils
- support all trusts to become foundation trusts and establishing independent regulation
- improve public health by creating Public Health England
- streamline arm's-length bodies.

The Government's intention is that the plans will improve the NHS in five key ways:

- patients will be more involved in decisions about their treatment and care.
- the NHS will be more focussed on results that are meaningful to patients by measuring outcomes such as how successful their treatment was and their quality of life.
- GP-led groups will commission services based on what they consider their local patients need.
- there will be greater democratic legitimacy, with local councils and clinicians coming together to shape local services.
- those on the front-line will be in control.

These measures will also save the NHS over £5 billion by 2014/15 and then £1.7 billion every year after that. The majority of the savings will come from the abolition of strategic health authorities and primary care trusts and a reduction in management staff by an estimated 24,500 posts.

There will be a specific issues and requirement for Members' Councils or Councils of Governors as they will be renamed. Development programmes will be introduced to ensure that people serving on such bodies can fully perform the responsibilities expected of them.

4. The Operating Framework and PCT allocations

The NHS Operating Framework and PCT Allocations for 2011/12 were published in mid December. The package sets what the NHS must do next year in order to secure a patient-centred, outcome-focused service.

The Operating Framework sets out what NHS organisations must focus on in 2011/12 to prepare for the transition. It also asks the NHS to prioritise the implementation of earlier diagnosis for cancer patients, potentially saving thousands of lives.

This is backed by £89 billion of funding for PCTs to spend next year on commissioning services for patients – an increase of £2.6 billion from 2010/11. This will include money for commissioning dentistry, ophthalmic and pharmacy services as well as, for the first time, money to support social care.

5. Launch of the Mental Health Outcomes strategy

The cross-government Mental Health Outcomes Strategy was launched on Wednesday, 2nd February. Its stated aim is to improve the population's mental health and wellbeing and to improve outcomes for people with mental health problems through high quality services that are accessible to all.

The strategy will enable more decisions to be taken locally, with people having more choice and information to meet their individual needs.

6. Board Away Day

A Board Away Day took place on 20th and 21st January. We continued to develop the theme on positioning SLaM within the context of an AHSC in London, and beyond. Robert Lechler led a talk and discussion on "Unleashing the Power of London" and we invited Sue Slipman, Chief Executive of the FTN to the Friday session to lead a session on "The current operating context for FT's in London and beyond". I commenced the Friday session with a view on the potential for the diversification of the Trust's activities and income base.

7. Maudsley International

I attended an evaluation seminar in Athens at the start of February. This is part of the EU's and the Greek government's programme to improve the provision of mental health services in the country. Maudsley International was successful in a bid to evaluate progress with the reforms to date and has been instrumental in supporting this programme. There is the scope for these kinds of activities to be developed much further in the future.

8. Mixed Sex Accommodation

In August 2010 the Government announced plans to introduce robust steps to ensure NHS organisations can be held to account for managing their beds and facilities to eliminate mixed sex accommodation, where there is no clinical justification. From January 2011, routine reporting and publishing of NHS organisations' breaches will be introduced and commissioners will be expected to apply sanctions to NHS organisations who declare a breach. The Revised Operating Framework for 2010 -2011 made it clear that NHS Organisations are expected to eliminate *mixed sex accommodation except where it is in the overall best interests of the patient, or reflects their personal choice*'.

Stuart Bell
Chief Executive
March 2011

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