

**A MEETING OF THE MEMBERS' COUNCIL OF
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST
WILL BE HELD ON THURSDAY, 13TH MARCH 2008 AT 5:00 PM
IN THE BOARD ROOM, MAUDSLEY HOSPITAL**

AGENDA

Introductions and apologies for absence.

To receive any declarations of interest.

FOR APPROVAL

1. To agree the minutes of the Members' Council Meeting held on 13th December 2007 and note any matters arising from the minutes. Attachment A
2. To agree the establishment of the panel for the appointment of the Trust's auditors.
3. Members Council workstreams: Attachment B
 - Improving the Patient Experience
 - Mental Health Wellbeing
 - Social Inclusion
 - 3.1 To note the current breakdown of bids
 - 3.2 To approve the process for agreeing bids for funding
 - 3.3 To identify any themes which can inform the planning process

FOR DISCUSSION

4. Annual Planning process (update from Zoe Reed / Kay Harwood)
5. Standards for Better Health (update from Cliff Bean)

FOR INFORMATION

6. Membership development (update from Paul Mitchell) Attachment C
7. Chief Executive's and Directors' reports Attachment D
8. Any other business.

Date of next meeting (12th June 2008)

Please send apologies to Laurence Whittle telephone 0203 288 2441 or email Laurence.whittle@slam.nhs.uk

Attachment A

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 13th March 2008

Name of Report: Minutes of the meeting held on
13th December 2007

Author: Paul Mitchell

Presented by: Madeliene Long

Purpose of the report:

Agreement of the minutes as an accurate record and to update on any matters arising not covered elsewhere on the agenda.

**MINUTES OF THE SIXTH MEMBERS COUNCIL MEETING
HELD ON THURSDAY 13TH DECEMBER 2007
IN THE MAUDSLEY BOARD ROOM**

PRESENT:	Madeliene Long	Chair
Public Constituencies	Kitty-Ann Cooke Paula Crook Les Elliot Jaya Kathrecha John Muldoon Roger Oliver Paul Paterson George Tagg Noel Urwin	Service User (Local) Public (Local) Service User (Local) Carer Public (Local) Carer Service User (Local) Service User (Local) Public (Local)
Staff Constituency	Francis Keane Siobhan Netherwood Dele Olajide Gill Todd	
Partner Organisations	Patricia Moberly Crada Onuegbu Andrew Eyres Lindsay Frost	Guys & St Thomas' NHS FT Lewisham Borough Council Lambeth Primary Care Trust Croydon Borough Council
IN ATTENDANCE:	Martin Baggaley Stuart Bell Dan Charlton Patricia Connell-Julien Harriet Hall Kay Harwood Paul Mitchell Zoe Reed Elaine Rumble	Medical Director Chief Executive Head of Communications Non Executive Director Non Executive Director Trust Programmes Co-ordinator Trust Board Secretary Director of Strategy & Bus Devpt Deputy Director of Nursing
APOLOGIES:	Donatus Anyanwu Ron Arkle Cliff Bean Amanda Easton Peter Hayward Prof Hilary McCallion Magda Moorey Prof John Moxham Aloyse Raptopoulos Raja Shakoor Caroline Taylor	Lambeth Borough Council Service User (National) Staff Service User (National) Staff Director of Nursing & Education Lewisham Primary Care Trust Kings College Hospital NHS FT Service User (Local) Public (Rest of England) Croydon Primary Care Trust

Ref	Item	Who	When
MC/ 07/10	<p>INTRODUCTIONS</p> <p>Madeliene Long welcomed everyone to the meeting.</p>		
MC/ 07/11	<p>DECLARATIONS</p> <p>It was noted that declarations of interest could be given at any point during the meeting. Madeliene Long made a declaration as a Lewisham Councillor.</p>		
MC/ 07/12	<p>MINUTES OF THE MEETING HELD ON 18th SEPTEMBER 2007</p> <p>The minutes of the meeting held on the 18th September 2007 were agreed as an accurate record of the meeting subject to the correct spelling of Paul Paterson.</p>		
MC/ 07/13	<p>NOMINATIONS COMMITTEE</p> <p>Madeliene Long tabled a pen portrait of Prof Christopher Clare. She emphasised that he was well rooted in the local community, committed to the Trust's services and highly skilled in IT. Noel Urwin reported that it was the unanimous recommendation of the Nominations Committee that he be appointed as Non Executive Director of the Trust.</p> <p>AGREED:</p> <p>Prof Christopher Claire be appointed as a Non Executive Director of the Trust for a period of three years.</p> <p>Madeliene Long confirmed that the Trust was still carrying one vacancy for a Non Executive Director. A discussion took place on the skills required and process involved in the appointment to this vacancy. Madeliene Long reported that a skills analysis had been carried out as part of the Foundation Trust application process. Suggestions were made about ensuring that there is a gender and race balance on the Board. Paul Paterson recommended that an interest or experience in using mental health services should be considered. Les Elliot asked whether a GP could be considered.</p> <p>AGREED:</p> <p>Madeliene Long to shape the skills the profile required for the vacant Non Executive Director post and share with the Members Council.</p>	ML	
MC/ 07/14	<p>APPOINTMENT OF THE TRUST'S AUDITORS</p> <p>Madeliene Long reported that the Members Council had been written to seeking volunteers to serve on the Auditor's appointment committee.</p>		

	<p>Although four people had expressed an interest it was considered that there was sufficient time to write out again to widen the choice available.</p> <p>AGREED:</p> <p>Write out again to the Members Council seeking volunteers to serve on the committee.</p>	PM	
MC/ 07/15	<p>STANDARDS FOR BETTER HEALTH</p> <p>Elaine Rumble made a presentation on Standards for Better Health. She explained the different domains, process and timetable for completing the exercise, collection of relevant evidence and the establishment of a dedicated website. Zoe Reed confirmed that the process specifically gave an opportunity for Members Council involvement through the production of third party reports. It was noted that a number of Members were already involved in the process.</p> <p>AGREED:</p> <p>Elaine Rumble to work further on SfBH domains with Paul Paterson, Les Elliot, Crada Onuegbu, Roger Oliver and George Tagg.</p>	ER	
MC/ 07/16	<p>ANNUAL PLANNING PROCESS</p> <p>Zoe Reed gave a presentation on the annual planning process. Madeliene Long explained that it was necessary to ensure Members Council involvement in the process. She confirmed that summary information would be circulated. The issue would be the main item on the agenda for the March meeting of the Members Council.</p>	PM/ ZR	
MC/ 07/17	<p>INVESTMENT FOR IMPROVEMENT</p> <p>Stuart Bell reported that the Investment for Improvement programme had been approved by the Trust Board. The Trust was currently forecasting a £1m surplus over what was originally planned. Service directorates had each been awarded £100K in order to further improve and refine services.</p>		
MC/ 07/18	<p>SECRETARY'S REPORT</p> <p>Paul Mitchell updated the Members Council on individual changes to the Council, current membership numbers (3,700) and resources available to the Members Council. He also confirmed the timetable for submitting bids for funding via the three workstreams - Improving the Patient Experience, Promoting Mental Wellbeing and Promoting Social Inclusion.</p> <p>Paul Mitchell also reported on the progress in identifying additional resources to support the development and implementation of the Work Plan via the annual planning process.</p>		

MC/ 07/19	<p>CHIEF EXECUTIVE'S REPORT</p> <p>Stuart Bell reported on the outcome of annual Health Care Commission annual health check where the Trust has scored "Good" for provision of services and "Excellent" for use of resources.</p> <p>He updated the Members Council on current consultations "Healthcare for London" and "Picture of Health".</p> <p>Stuart Bell reported that an Academic Health Sciences Centre for SE London was being established. This would comprise of Kings College London, Kings College Hospital NHS FT, Guys and St Thomas NHS FT and South London and Maudsley NHS FT. This mirrored a similar alliance in north London involving Imperial College, Hammersmith Hospital and St Mary's Hospital.</p>		
MC/ 07/20	<p>DATE OF NEXT MEETING</p> <p>The next meeting will be on Thursday, 13th March 2008 at 5.00 pm in the Board room, Maudsley Hospital</p>		

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Appendix B

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 13th March 2008

Name of Report: Workstream activity – bids for funding

Author: Paul Mitchell

Presented by: Paul Mitchell and workstream leads

Purpose of the report:

- To note the number of bids received (299)
- To agree the approval process
- To highlight themes emerging from the bids so as to help inform the Business Planning process

Funding for bids related to the Members Council workstreams

1. Background

1.1 The Members Council established three workstreams to start an innovative programme of:

- Improving the Patient Experience – for schemes that will generate positive, achievable ideas that will bring about improvements in the patient experience. These ideas could come from individual service users, carers, staff or members of the public or collaborations between mixed groups, for example patients and staff in a particular service.
- Mental Health Wellbeing - to promote mental well-being across the Trust and the wider community. These ideas have been badged as “Can Money Buy Happiness?” Some top tips for happiness and wellbeing were included as prompts for bids.
- Social Inclusion - to ensure social inclusion of people with mental health problems, including Employment and Vocational Opportunities, Housing, Access to Physical Health Care, Social networks and Community Participation, Stigma and Discrimination.

1.2 The aims of the programme were to:

- Spread awareness of mental wellbeing in the community and reduce the stigma of mental ill health
- Raise awareness of the Trust’s services and specifically to optimise the opportunity to increase the membership base of the organisation
- Involve the Members’ Council in practical initiatives to improve the wellbeing of the communities served by the Trust
- Analyse the bids submitted and identify any themes that could help inform the Trust’s Business Planning process.

2. Bidding process

2.1 A wide programme of communication started at the beginning of February 2008 in order to publicise the process for applying for funding. Simple documentation was made available to potential applicants.

2.2 The number of bids received were:

• Improving the Patient Experience	66
• Can Money Buy Happiness?	171
• Social Inclusion	62
TOTAL	299

A more detailed analysis will be available for the meeting. This is a most encouraging response and this will form part of the feedback that will be given to applicants.

3. Approval process

Stage 1 – Acknowledgment and logging of bids at the Trust HQ. Membership details were checked.

Stage 2 – Initial sifting by Trust Board Secretary plus one other Trust Director / Senior Manager.

- Breach the “4 Simple Rules”
 - It cannot be spent just on you
 - It must involve at least two people
 - Applicants must be members of SLaM
 - It must be legal
- Clearly inappropriate use of public funds
- Frivolous bid

In some cases additional information was requested from the individuals or groups supplying the bids.

Stage 3 – Establishment of panels to shortlist bids against criteria:

- Panels to include workstream leads with support from the Trust Board Secretary
- Meetings have been provisionally scheduled subject to Members Council agreement to the process and availability of individuals.
- In view of the high number of bids received in the Mental Health Wellbeing category the possibility of using experts in the field, known to the Trust, is being investigated.

The feasibility of having a complementary process of voting for shortlisted bids is being finalised.

Stage 4 – Panel to agree bids for funding

- Panel to finalise criteria for allocating funds.
- Successful schemes to be identified.
- Funding to be agreed, communicated to the successful bidders and allocated by the Finance department by 31st March 2008.
- Feedback to be offered to unsuccessful bidders.

4. Links to Business Planning process

One of the key aims of the process was to identify any themes which can inform the Business Planning process. An initial consideration has highlighted the following:

- Group activity for isolated individuals (both service users and carers) linked to current community based activities.
- Holidays, trips, visits. This was a strong theme from service users. Carers requests were for shorter breaks more related to respite care.
- Physical activity (yoga, relaxation therapy, visits to spas, gardening).
- Creation of personal environments (quiet space).
- Rewards (for people who achieved personal goals or who have suffered misfortune).
- Purchase of equipment (predominantly linked to exercise or IT).
- Publishing costs (mainly for the distribution of community based information).

5. Future programmes

Depending on the outcome of the confirmation of funding for the current round of bids, consideration needs to be given to the possibility of a similar programme for the next financial year.

Paul Mitchell
Trust Board Secretary
March 2008

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Appendix C

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 13th March 2008

Name of Report: Membership development report

Author: Paul Mitchell

Presented by: Paul Mitchell

Purpose of the report:

- To update the Members' Council on Membership development issues
- To receive comments for submission as part of the Business Planning process

Attachment C

Membership development

The membership of the Foundation Trust is 4,127 as at 29th February 2008. Whilst this is nearly double the target set in the 2006/07 Annual Plan the membership base remains comparatively small compared to other FTs.

In addition, the Department of Health and Monitor will be scrutinising membership numbers closely over the coming year. Principal requirements are for the Trust to focus on membership development activity and the need to carry out targeted mail shots to address any under represented areas.

Recent promotional activity has included the holding of membership stalls at the front entrance to the Maudsley Hospital and at the Institute of Psychiatry. Key focus is on the establishment of the development of a team to lead on establishing links between the membership and local communities.

Encouragingly, as a consequence of the communication about applications for funds led by the Improving the Patient Experience, Mental Health Wellbeing and Social Inclusion workstreams there has been a noticeable increase in membership applications.

Discussions are taking place with groups linked to the Kings Fund, National Institute for Mental Health and the FT Network regarding the possibility of future collaboration on membership development activity.

Comments are welcomed from the Members Council so as to inform the production of the section on membership development in the Business Plan.

A detailed membership development report will then be submitted to the next meeting of the Members' Council in June.

Paul Mitchell
Trust Board Secretary
March 2008

Appendix D

MEMBERS' COUNCIL – SUMMARY REPORT

Date of meeting: 13th March 2008

Name of Report: Chief Executive's report

Author: Paul Mitchell

Presented by: Stuart Bell

Purpose of the report:

To update the Members' Council on:

- Trust issues
- Board issues
- London Health Economy issues

Chief Executive's Report

March 2008

1. Trust Issues

A key event to start the year was the opening of River House, the 89 bed Medium Secure Unit based at the Bethlem Royal Hospital site. The unit is not only a replacement to the Dennis Hill Unit, but it also offers the Trust the opportunity to provide a service to patients who in the past would have been placed in private facilities beyond the Trust's boundaries. An open weekend was held in early February which was very well attended and complementary comments were made about the quality of the facilities offered.

Monitor, the Foundation Trust regulator, has completed their analysis of the Trust's Quarter 3 returns and has confirmed the current ratings as Financial risk rating - 5, Governance risk rating - Green, Mandatory services risk rating – Green. These are excellent ratings and reflect well on the progress that the Trust has made since becoming a Foundation Trust.

The Chair and I wrote to the Secretary of State on 20th February 2008 in relation to an incident on 15th February 2008 when a patient absconded from King's College Hospital having been transferred there for physical health treatment from a Medium Secure Unit at Lambeth Hospital. The Board of Directors of the Trust met and discussed the issue on Tuesday 19th February, and a number of actions have been implemented including an immediate upgrading of escorting arrangement and the establishment of a joint review involving King's College Hospital NHS Foundation Trust, the Police and an external security advisor. We anticipate that this review will be completed within four weeks. It will include a review of additional security measures to be introduced within the Trust in the light of this incident and the changing nature of the MSU population with higher levels of sentenced prisoners. Further consideration of this issue took place at the private (Part 2) meeting which followed the board meeting in public.

In January the Ministry of Defence advertised the formal tender for the provision of mental health services for forces personnel in England and Scotland. Care is expected to be provided as close to base as possible. Early discussions are underway with Guy's and St Thomas' NHS Foundation Trust to consider how we might best build on our joint success with the British Forces Germany contract. In particular, we have approached a number of MH Trusts and FTs to consider the opportunities a NHS network of providers might be able to offer this contract. Full tender responses are due at the end of June and a more detailed Board discussion planned for the Spring.

An inspection took place by the London Fire and Emergency Planning Service on 1st February 2008 at the Bethlem Royal Hospital who have confirmed that all but one of the issues raised previously have been completed to a satisfactory

standard. Emergency procedures were assessed during the recent exercise that took place on site at the Gresham building.

I am sure you will join me in congratulating Gabrielle Richards, our Professional Head of Occupational Therapy - who has been informed she has been awarded a Fellowship of the College of Occupational Therapy in recognition for her outstanding contribution to the profession, the Association and the College over past years.

2. Board issues

The financial position of the Trust remains positive. At the end of month 10 the Trust was reporting a surplus of £12.9m. This represented an increase of £0.6m from the previous month and was £3m above Plan.

Control of Infection requirements are being considered at each Board meeting. It is vital to ensure that Infection Control is an integral part of the way the Trust operates. The Trust has an active Infection Control Team and a Director of Infection Control and Prevention who is a member of the Board (Dr. Martin Baggaley). The Trust has demonstrated that it possesses the required resources, governance arrangements, audit and monitoring systems for infection prevention and control. However, the Board has asked that further work takes place in the Trust's governance arrangements and performance framework. The Trust's antibiotic prescribing policy will be subject to regular review and this will draw on expert advice available from our acute Trust partners. The outcome of the review of antibiotic prescribing policy will be reported at least annually and the outcome included in the regular reports to the Board.

Directors are completing self certification declarations relating to the maintenance of the security of personally identifiable data held on the Trust's IT systems. An accompanying action plan had been produced along with a communication programme to all Trust staff.

3. London Health Economy Issues

The Trust will be participating in a joint response to the London-wide review undertaken by Lord Darzi (Consulting the Capital / A Framework for Action) alongside Guy's and St. Thomas' and King's College Hospital Foundation Trusts and King's College London. Consultation closes in early March. The main points to be covered in the response are:

- Support for the notion of Academic Health Sciences Centres, which the parties to the response constitute, and which they will bring into being in 2008
- Support for the notion that secondary healthcare can and should in many instances be provide outside hospital settings (as has been the case in mental health services for many years)
- Support for the notion that highly specialist treatment should be concentrated in centres best equipped to deliver it effectively – the Trust is designated as one such centre in the Darzi report

- Support for the idea that primary and secondary care should be closely coordinated and better integrated together, and that where this is achieved in polyclinics then mental health services should be present
- Recognition that such integration can occur for some service users in other integrated settings, for example the Kaleidoscope children's centre in Lewisham, and the planned children's centre in Croydon
- Support for the idea of developing comprehensive care pathways which optimise care and are improved to achieve the best outcomes possible for patients. The Trust has started the process of developing a comprehensive set of care pathways to meet the different groups of service users needs

In addition the Trust will also be preparing a response to the local South East London consultation which concerns the future of acute services in Lewisham, Bexley, Greenwich and Bromley (A Picture of Health). A key consideration here is the relationship the Trust already has with Lewisham, which for mental health services is an integral part of inner London.

Stuart Bell
Chief Executive
March 2008

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