

Board of Governors Meeting

Minutes from a meeting held on Tuesday 6th March 2007 at 3pm
in the Lecture Theatre

Present

Dr David Bell, Staff: Clinical, Academic, Senior
Jennie Bird, Public: Camden
Mr Robin Bonner, Staff: Trades' Unionists
John Carrier, Primary Care Trusts
Ms Stephanie Cooper, Public: Rest of London
Ms Caroline Garland, Public: Camden
Mrs Amanda Hawke, Staff: Administrative & Technical
Ms Simone Hensby, Non-Statutory Sector
Lou James, Public: Camden
Angela Kenny, Public: Rest of London
Chrissie Kimmons, Public: Rest of England & Wales
Dr Caroline Lindsey, Public: Rest of London
Dr Aulay Mackenzie, University of Essex
Professor Susan Price, University of East London
Dr Claudine Strickland, Public: Rest of London
Mr Michael Whiteley, Public: Camden
Mr John Wilkes, Public: Rest of London

Chair

Mr Nicholas Selbie, Chair

In attendance

Dr Nick Temple, Chief Executive
Jonathan McKee, Trust Secretary
Simon Young (for item 5)

1. Chair's Opening Remarks

Nicholas Selbie welcomed everyone to the meeting. Nicholas offered congratulations to Jonathan McKee, who, since the last meeting, had been appointed Trust Secretary; the governors also extended their warm wishes to him.

2. Apologies for absence

Dr Robin Anderson, Public: Rest of London
John Carrier, Jennie Bird, Lou James will be late.

3. Minutes of the last meeting

John Wilkes explained that his point at the previous meeting (item 3) in relation to the correction of axes of the scenario growth graphs, it was not the naming of the axes that concerned him, but the fact that the axes were of different lengths and this made comparisons difficult.

Robin Bonner (item 6) said that discrimination in the workplace was illegal except in relation to disabilities.

- Robin and John to get in touch with Jonathan McKee with a suitable form of words to be included in the minutes.

4. Matters arising

Minutes of the last meeting (item 3)

Jonathan McKee had circulated the draft minutes for checking to members and attending staff prior to circulation as a paper. These minutes had been posted on the website.

Matters arising (item 4) Role of Governors

A planning meeting had been convened by Jonathan with Jennie Bird and John Wilkes, and this will take place on the 19th March 2007 at 6pm. Deirdre Moylan had kindly agreed to facilitate the programme and will be leading the planning hereafter. Aulay Mackenzie had kindly tried to find a date for the next meeting, but it had not been possible to do so.

- Jonathan McKee to try and find a date for the May meeting
- Jennie and John to respond with their availability in due course

Matters arising November 2006 (item 4)

Financial Position 2006/7

Research and Development

Chrissie Kimmons had kindly found time to meet Professor Cooper to discuss new sources of funding for trust research.

The CEO advised that the expected phased reduction had been reduced. Aulay Mackenzie added that Nigel South from the University of Essex was a source of helpful information

- Professor Andrew Cooper to consider links with Professor Nigel South

External Partner Stakeholder Event

This event took place and the evaluation was very positive. The evaluation was partly quantitative, based on the evaluation questionnaires circulated at the meeting; and partly qualitative, in the notes gathered from the small and large groups. The Chief Executive, Event Chair, Director of Performance and Trust Secretary had met to explore the key messages from the meeting and how best to take the feedback received forwards into the trust's plans. The latter part of today's meeting would be the ideal opportunity to reflect further on the feedback received in order that the board of directors has had an opportunity to consider issues raised with a view to formulating the annual plan and budget in due course.

Equalities Structure and Strategic Framework (item 6)

The paper circulated by Mr Julian Lousada and Ms Julia Smith had omitted the Director of Central Services (Ms Pat Key) as a member of the Race, Equalities and Diversity (RED) Committee (previously known as the Race and Equity Committee). Governors were asked to note this.

Estates Report (item 7)

The tour of the estates took place at 12:50 today and was well-received by governors.

Marilyn Monroe Young Family Centre

Nick Temple reported that he had been looking into the legal situation with regards the name of this unit. Caroline Lindsey recalled that the shortening of the name had been done because of perceived sensitivities around the image of Marilyn Monroe at the time the unit was established. Caroline suggested that these sensitivities may no longer apply.

Remuneration of Trust Chair and Non-Executive Directors (item 8)

The Trust Secretary sent a letter to Non-Executive Directors advising them of the new rate of remuneration.

Board of Governors Committee Structure (item 9)

9a. Appointment of the Trust Chair and Non-Executive Directors (NEDs)

A session with the governor members of the panel to explore how to take the process forward had been convened by the Trust Secretary and was kindly led by the Director of Human Resources (Ms Susan Thomas).

Nicholas Selbie to make recommendations about the performance of NEDs and skill-mix of the BD to the panel in May.

Board of Governors objectives 2007 (item 10)

This paper will be brought to the July meeting by the Trust Secretary for consideration by governors

Any other business (item 11)

This has been added to agendas by the Trust Secretary

5. Finance Director's Report

Simon Young had circulated a paper and kindly attended for this item. Simon drew governors' attention to the following:

- The surplus at the end of 06/07 will be less than forecast (Monitor's risk rating of the trust will be unaffected)
- The Finance Director forecasted that there will be no need to use the overdraft facility over the next 12 months
- Board of Directors will approve the 07/08 budget at the end of March
- All the research bids have been unsuccessful
 - This will be slightly offset by the fact that the phased withdrawal of funding will not take place at the same rate as previously expected
 - Other mental health trusts also had a zero or low success rate.
 - The trust can re-submit bids in the next round

At present, there is a £1.2 million deficit between expenditure and income; the trust will need to work hard to fill the gap before the budget is set at the end of the month. Governors were alarmed at the size of this gap and the potential effect on services; the CEO declared that it was unlikely to affect services or have implications on redundancies. It was agreed to explore this further in the latter part of the meeting.

As noted in the paper, the trust will go ahead with plans to take on new services in 2007/08, as long as their income will cover costs and make a contribution. This is part of the overall growth strategy; it is not by itself the solution to financial problems.

6. Appointment of internal and external bodies

6a. King's Fund Forum

Jonathan had circulated a paper with references to further information for those that needed it. Four governors put themselves forwards: Stephanie Cooper, Michael Whiteley, John Wilkes and Caroline Garland.

- Jonathan to arrange a ballot by e-mail / post

6b. Trust's Race, Equity and Diversity Committee

This was discussed at the previous meeting at some length. Robin Anderson, Aulay Mackenzie, David Bell, Jennie Bird, Robin Bonner, John Carrier, Caroline Garland, Simone Hensby, Lou James, Caroline Lindsey, Susan Price, Michael Whiteley and John Wilkes had previously indicated an interest in diversity. No governor put themselves forward.

- Jonathan to seek a representative by e-mail

6c. Governors' Membership and Governors Review Committee

It was proposed that this committee, previously known as the Governors Membership and Governors Strategic Review Committee change its name to the above. This was agreed.

It was proposed that the trust's Patient and Public Involvement lead be added to this committee. This was agreed.

i) Governor vacancy.

Further to the last meeting a further governor was sought to help with this work. No governor came forward

- Jonathan to try and seek a governor via e-mail

ii) Formal invitation to Non-Executive Director

It was proposed that governors invite a Non-Executive Director to join this committee. This was agreed.

- Jonathan to ask NEDs

7. Any other business

7.1 Agenda setting

Some governors felt that they would like more influence over how the agenda was set. Governors were reminded that they had been consulted on the agenda programme for the first year, the final programme being that which the public had been consulted upon and had agreed. Nicholas Selbie indicated that he would welcome further dialogue on this issue and governors agreed to look at this in more detail at the next meeting. Governors were anxious that any agenda setting should complement the objectives governors will set for themselves at the next meeting. Caroline Garland added that she had

produced a paper as a result of her informal meeting some time ago, and that this had been circulated. Lou James reminded governors that they had discussed this paper at a previous meeting.

8. Notice of Future Meetings

David Bell explained that he had clinical commitments, which made the governors change in timing of future meetings from 3pm until 5pm, to 4pm until 6pm impossible for him. He appreciated that changing the meetings back to the original time might be difficult for some governors, but hoped that they would understand that his clinical commitments should take priority over other considerations. This was agreed.

- Jonathan to change the meeting times back to the original

Date of Next Meeting: Thursday 12th July 2007, 3pm – 5pm, 5th floor lecture theatre, Tavistock Centre.

The guillotine fell at 4:05pm and item 9 was held in camera.

Action Summary

Due date	Agenda Item	Action required	Director / Manager	Originating meeting & notes
8 th March	6a. King's Fund Forum	Undertake ballot of governors to identify 2 reps	Jonathan McKee	6 th March 2007 Done.
14 th March	3. Minutes of the last meeting	Robin Bonner and John Wilkes to get in touch with Jonathan McKee with a suitable form of words to be included in the minutes	Jonathan McKee	6 th March 2007
31 st March	4. Matters arising – Role of Governors	Jonathan McKee to find a date for May meeting	Jonathan McKee	6 th March 2007
31 st March	4. Matters arising – Financial position 2006/7	Professor Andrew Cooper to liaise with Professor Nigel South (UEL) re: research & development	Professor Andrew Cooper	6 th March 2007
31 st March	6b. Trust's Race, Equity & Diversity Committee	Jonathan McKee to seek a governor representative via e-mail	Jonathan McKee	6 th March 2007
31 st March	6c. Governors Membership & Governors Review Committee i) Governor vacancy	Jonathan McKee to seek a governor representative via e-mail	Jonathan McKee	6 th March 2007
31 st March	6c. Governors Membership & Governors Review Committee	Jonathan McKee to seek NED to join committee	Jonathan McKee	6 th March 2007

	ii) Formal invitation to NED			
31 st March	12. Notice of future meetings	Jonathan McKee to change meeting times back to original	Jonathan McKee	6 th March 2007