

## Unconfirmed

### MINUTES

#### Council of Governors' Meeting Part I

Held on Wednesday 20th June 2018 at 10.30am  
Transformation Zone

#### Present:

Professor John Wallwork	Chairman		
Stephen Brown (SB)	Public Governor	Penny Martin (PM)	Staff Governor
Barry Crabtree-Taylor (BCT)	Public Governor	Trevor McLeese (TMcL)	Public Governor
Glenn Edge (GE)	Public Governor	Tony Moody (TM)	Public Governor
Caroline Edmonds (CE)	Appointed Governor	Harvey Perkins (HP)	Public Governor
Gill Francis (GF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Robert Graham (RG)	Public Governor	Bob Spinks (BS)	Public Governor
Richard Hodder (RHo)	Lead and Public Governor	Tony Williams (TW)	Staff Governor
Ann-Marie Ingle	Appointed Governor		
Graham Jagger (GJ)	Public Governor		
Simon Marner (SM)	Public Governor		

#### In Attendance

Roy Clarke (RC)	Director of Finance
Alison Gibson	Assistant Director of Operations
Andrew Grace	Consultant Cardiologist/Electrophysiologist
Roger Hall (RH)	Medical Director
Anna Jarvis (AJ)	Trust Secretary
Oonagh Monkhouse (OM)	Director of Workforce
Julie Wall	PA to Chairman

#### Apologies – Governors

Janet Atkins (JA)	Public Governor
Julie Dunncliffe (JD)	Public Governor
Susan Ellington (SE)	Appointed Governor
John Fiddy (JF)	Public Governor
Keith Jackson (KJ)	Public Governor
Helen Munday (HM)	Staff Governor
Peter Munday (PM)	Public Governor
Katrina Oates (KO)	Staff Governor

#### Apologies - Others

Karen Caddick	Non-Executive Director
Dave Hughes	Non-Executive Director
Susan Lintott	Non-Executive Director
Mark Millar	Non-Executive Director
Nick Morrell	Non-Executive Director
Ron Zimmern	Non-Executive Director
Stephen Posey	Chief Executive
Eilish Midlane	Chief Operating Officer
Josie Rudman	Director of Nursing

**Agenda  
Item**

Please note the Minutes reflect the order of the Agenda not the order of discussion

Action by whom	Date by when
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**1 Welcome, apologies and opening remarks**

The Chairman welcomed everyone to the meeting and apologies were noted.

**Updates from The Chairman**

The Chairman informed the Governors that there was going to be a documentary shown on BBC1 that evening regarding Royal Papworth Hospital and the Transplant Service. This is also going to be repeated on Monday 25<sup>th</sup> June 2018 on BBC2.

The Chairman informed the Governors that he had been to The Science Museum in London with Pedro Catarino the evening before to an event to celebrate 50 years of Heart Transplantation.

The Chairman informed the Governors that he and Stephen Posey had recently attended Kensington Palace.

The Chairman reported that the fete on Saturday 16 June had been a great success.

**2 Declarations of Interest**

There were no new Declarations of Interest.

Anna Jarvis Trust Secretary requested new Declarations of Interest and Confidentiality forms to be filled in for the next year.

**3 Minutes of Previous Meeting and Matters Arising**

Minutes of the meeting held on Wednesday 21<sup>st</sup> March 2018

The Minutes from the meeting held on Wednesday 21<sup>st</sup> March 2017 were approved and authorised for signature by the Chairman as a true record.

Chairman

**Matters Arising**

There were no matters arising from the previous meeting.

**4 Royal Papworth Integrated Performance Report (PIPR)**

The Council of Governors received the Royal Papworth Integrated Performance Report (PIPR)

Overall the Trust performance was rated as Amber. The domain ratings were; three domains rated as Red performance (Finance, People Management and Culture and Responsive), five domains rated as Amber (Transformation, Caring, Effective, Safe and performance score.)

**Favorable performance**

- Safe - The point of prevalence on safety measured by the safety thermometer was 100% harm free care for April.

**Agenda Item**

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- Effective – Following actions taken in April to support ward staffing it has been possible to keep bed capacity open and stable. This had been reflected in higher bed occupancy and theatre utilisation which was green for the month.
- Caring – Formal complaints had decreased from 11 to 3 for April.
- People, Management and Culture - Sickness absence had reduced to 2.58%. Levels of sickness absence had remained below 2016/17 levels. Vacancy rates had halved in the last 10 months. Within the next 6 months a pipeline of 120 nurses had been recruited. One third just qualified, one third experienced, and one third from overseas and will be in training (timeline 6 months).

**Adverse performance**

- Safe – There were 2 SI's reported in April. Both were under investigation.
- Effective – The in month activity target had not been met but case complexity was higher than anticipated.
- Responsive – IHU waiting times continue to be a concern and an action plan had been implemented to support flow and activity delivery.
- People Management and Culture – Total turnover increased to 25.78%. Nursing turnover was at 32% an increase from 19.9% The Trust total vacancy rate increased to 11.3%. However this increase was as a result of an increase in budgeted establishment of 27.2 WTE.

**Noted:** The Council of Governors noted the contents of the Papworth Integrated Performance Report.

**5 “Imaging the Heart Beat in the 21<sup>st</sup> Century”**

Dr Andrew Grace Consultant Cardiologist/Electrophysiologist kindly gave a talk and presentation regarding atrial and ventricular fibrillation. He explained that a new device was being pioneered called an AcQmap which collects data and measurements while in the heart.

He explained about internal defibrillators and how they have changed over the years to wireless devices. He showed a short moving patient story.

**6 New Papworth Update - Royal Papworth House**

Alison Gibson informed the Governors she had been to Royal Papworth House that morning. The move of the admin team’s equipment will take place over the weekend of 23<sup>rd</sup>/24<sup>th</sup> June ready for staff to start working there on Monday 25<sup>th</sup> June. Alison presented some photos of the office spaces, kitchens and meeting rooms.

Alison informed the Governors:

- A staff consultation had taken place.
- That there is a 5 year lease on the building
- There are 180 desks of which 300 members of staff will be using at different times and days through the week, on a rota basis

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- There are meeting rooms equipped for teleconferences
- There are 40 car parking spaces around the building. Included in this number are 3 blue badge holder spaces and visitor spaces.

There will be an official opening at 10 am on Friday 29 June and the Governors were invited to attend for tea and cake.

**Noted:** The Council of Governors noted the information

**7 CQC Patient Survey Results 2017**

Unfortunately the Director of Nursing could not attend the meeting. This was not discussed today.

**8 Governor Matters**

**A report on the Governors Matters was circulated for information.**

RHo welcomed Anna Jarvis to her first Governor Meeting.

RHo informed the Governors that when the “dust settles” after the hospital move that the committee structures were going to be looked at.

JW reminded Governors about attending Board Meetings.

There would be training for Governors so that they could sit on Appointment Committees in the future.

RC confirmed that future Governor Meetings would be in Cambridge close to Clinical Services.

SB asked about the naming of the new wards in the new hospital. RC replied that there were naming strategies and the original names from the old site would be used in different ways but would not be lost. Heritage was looking into this. It is thought that color coding was important for patient flow.

JW informed the Governors that the Science Museum were keen to take all the signage from the old site for exhibitions there.

There was discussion regarding DCD and PTE.

There was discussion regarding STP and any potential North/South planning split. It was noted that the Trust would be engaged in discussions across the whole patch where appropriate to do so.

RHo informed the Governors that the staff awards event had been a success.

RHo thanked AMI for all her work and said goodbye from everyone as this was her last CoG meeting before she leaves to go out to Florida. She had been working with Papworth for 30 years.

Action by whom	Date by when
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