## MINUTES

**Council of Governors’ Meeting**  
**Part I**  
**Held on 11 September 2014**  
**At Burgess Hall, St Ives**

### Present
- John Wallwork (JW)  
  Chairman
- Ruth Clapham (RC)  
  Public Governor
- Barry Crabtree-Taylor (BCT)  
  Public Governor
- Julia Dunnicilffe (JD)  
  Public Governor
- Malcolm Edwards (ME)  
  Appointed Governor
- Julia Fleming (JF)  
  Public Governor
- Norman Howarth (NH)  
  Public Governor
- Keith Jackson (KJ)  
  Public Governor
- Graham Jagger (GJ)  
  Public Governor
- Judith Johnston (JJ)  
  Public Governor
- Ian Macgregor (IM)  
  Public Governor
- Helen Munday (HM)  
  Staff Governor
- Harvey Perkins (HP)  
  Public Governor
- Steve Rackley (SR)  
  Staff Governor
- Cheryl Riotto (CR)  
  Staff Governor
- Helen Rodríguez (HR)  
  Staff Governor
- Bob Spinks (BS)  
  Public Governor
- Stephen Webb (SW)  
  Staff Governor
- Nick Wright (NW)  
  Appointed Governor

### In Attendance
- Frank Butcher (FB)  
  Public Governor
- Lee Dunleavy (LD)  
  Public Governor
- Glen Edge (GE)  
  Public Governor
- John Fiddy (JF)  
  Public Governor
- Gill Francis (GF)  
  Public Governor
- Richard Hodder (RH)  
  Public Governor
- Peter Munday (PM)  
  Public Governor
- Janet Atkins (JA)  
  Public Governor
- Caz Dyer (CD)  
  Staff Governor
- Robert Hadley (RH)  
  Public Governor
- James Jones (JJo)  
  Public Governor
- John Lodge (JL)  
  Public Governor Elect
- Katrina Oates (KO)  
  Staff Governor
- Surendra Paul (SP)  
  Public Governor
- Jane Ramsey  
  Appointed Governor
- Mandy Smith (MSm)  
  Appointed Governor
- Audrey Stenner (AS)  
  Public Governor

### Apologies
- Governors and Governors elect
- Janet Atkins (JA)  
  Public Governor
- Caz Dyer (CD)  
  Staff Governor
- Robert Hadley (RH)  
  Public Governor
- James Jones (JJo)  
  Public Governor
- John Lodge (JL)  
  Public Governor Elect
- Katrina Oates (KO)  
  Staff Governor
- Surendra Paul (SP)  
  Public Governor
- Jane Ramsey  
  Appointed Governor
- Mandy Smith (MSm)  
  Appointed Governor
- Audrey Stenner (AS)  
  Public Governor

### In Attendance
- Ken Brewer (KB)  
  Project Director
- Stephen Bridge (SJB)  
  Chief Executive
- Alison Colling (AC)  
  Executive Assistant (Minute Taker)
- Mark Goodridge (MG)  
  Management Consultant (Conducting Governance Review)
- Rachel Hawkins (RH)  
  Service Improvement Programme (SIP) Director
- Dave Hughes (DH)  
  Non-executive Director
- Mary MacDonald (MMac)  
  Trust Secretary
- Mark Millar (MM)  
  Non-executive Director
- Jane Payling (JP)  
  Director of Finance
- Julian Rickett (JRI)  
  PricewaterhouseCoopers
- Maura Screaton (MSc)  
  Assistant Director of Nursing
1 Welcome, apologies and opening remarks

The Chairman welcomed everyone to the meeting, including new Governors who were to be elected after the Annual Members’ meeting later in the day. Apologies were noted.

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on 17 June 2014, Part 1 and Part 2

The Minutes, Part I and Part 2 from the meeting held on 17 June 2014 were approved and authorised for signature by the Chairman as a true record.

Matters Arising

There were no matters arising.

4 Annual Report and Accounts 2013/14

(a) Annual Report & Accounts (including Quality Report)

Jane Payling, Director of Finance introduced a package of reports, namely the Annual Report, Annual Accounts and Quality Report all for year ended 31 March 2014 and confirmed these were in the prescribed format required by Monitor (the sector regulator for health services in England) and Parliament. JP confirmed that the documents had been checked by our external Auditors, PricewaterhouseCoopers LLT (PwC). JP added that overall results were favourable; there were significant cash balances at the end of the financial year and the hospital had performed well against quality indicators.

JP introduced Julian Rickett (JRi) from PwC.

(b) PwC Annual Audit Letter

JRi advised a very clean opinion had been given with only a few minor issues raised. The brevity of the report reflects well on the Trust.

(c) PwC Report on Quality Report

JRi advised an unqualified limited assurance report (the highest level attainable for this type of audit work) had been given for this clean
5 Board to Council Governance

The Council of Governors received this presentation from the Executive Directors which included:

Patient Safety
- Healthcare Associated Infections (HCAIs) year to date = 2 (MSSA bacteraemia);
- Surgical site infections (SSIs) – Quarter 1 at 0.92% (re. coronary artery bypass graft);
- Safer staffing data showed percentage of registered and unregistered nurses for May and June (day and night);
- Harm free care (i.e. falls, venousthromboembolism [VTE], pressure ulcers) – safety thermometer showed percentage of patients with harm free care for May (96.45%) and June (99.51%).

Patient Experience
- Friends & family (net promoter question). Response rate continues to be good at 60-70% each month. Comments are reviewed and actioned where possible.

CQC Announced visit
- Inspection commencing week beginning 1 December 2014. The Trust is already planning and collecting information. Governors will be advised of the CQC public meeting date and if/when CQC would like to meet with Governors.

PLACE (Patient Led Assessment of the Care Environment)
- Results for August 2014 were presented on:
  * Cleanliness (Papworth 98.27%, national average 97.25%);
  * Food (Papworth 83.37%, national average 88.79%);
  * Privacy, dignity and wellbeing (Papworth 92.02%, national average 87.73%);
  * Condition, appearance and maintenance (Papworth 96.35%, national average 91.97%);
- The Council of Governors was informed that action was being taken on ‘food’ which was the only area to score below the national average.

Effectiveness of Care
- Cardiac surgery in-hospital survival rate.

Finance and Performance
- Review at Quarter 1 which covered April to June 2014;
- Provisional Monitor rating of 4 (based on 1-4 rating with 1
being lowest and 4 being the highest);
- Finance (activity) at Q1 showed admitted patient care 0.7% above plan and outpatient activity 7.7% above plan;
- Governance risk rating anticipated at “green” which is to be confirmed by Monitor;
- JP advised of the cancer 62-day wait fail at 80% (target 85%) and the cancer 31-day wait fail at 91.1% (target 96%). JP explained the contributing factors (including complex lung cancer care pathway and small patient numbers) and that work is ongoing within Papworth on its part of the patient pathway.

Capacity (and performance)
- Activity is 3% above that at the same time last year;
- The biggest challenge is surgical critical care capacity and several initiatives are in place to address this;
- There is a continuing challenge on recruitment and retention of experienced Critical Care nurses (also a national issue);
- Offsite initiatives to increase capacity continue.

Workforce
- Staff friends and family survey – Quarter 1;
- Positively 90.14% of staff would recommend this organisation to friends and family as a place to work (9.86% negative);
- Positively 98.59% of staff would recommend this organisation to friends and family if they needed care or treatment (1.14% negative);
- Work is in place to look at negative comments and any recurring trends.

Service Improvement Programme (SIP)
- The 2014/15 SIP target is £5.8m against £4.1m of identified SIP projects (70% of target); a shortfall of £1.7m;
- Month 4 financial performance delivered £1.13m of cashable benefits against a plan of £1.27m; a shortfall on plan of £139k;
- The SIP team is working with Directorates to look at the reasons for the shortfall and working to meet the gap;
- Further staff SIP training will commence in September with Facilitator training being delivered in-house and Expert training being co-delivered by Capita with the intention of this being delivered in-house in future.

Noted: The Council of Governors noted the content of the Board to Council Governance paper.

6 New Papworth Hospital

The Council of Governors received a verbal update from the Project Director.
KB advised the project has moved on considerably since the last Council of Governors’ meeting in June.

- Appointed Business Case (ABC) approval was received in July 2014 from Department of Health and Treasury;
- The project is moving to financial close and final Confirmatory Business Case (CBC);
- At the beginning of July, Skanska was appointed as the preferred bidder (PB).

Several workstreams are now in place going forward:

- **Planning consent** submitted on 5 September with a decision due on 3 December. The archeological survey has been completed satisfactorily;
- **Funding competition** has commenced with 6 funders shortlisted who will be interviewed by the Trust and Skanska. Following interview, final offers will be submitted with the preferred funder being selected to go forward to financial close;
- **Technical and design development** - significant work over the next few months on detailed design with Skanska;
- **Facilities management** – includes work on service specification, methods, costs and staff issues;
- **Energy Centre** – there is no possibility of using the new CUH energy centre, as this will not be built before the New Papworth Hospital. Therefore the New Papworth Hospital will require its own Energy Centre;
- **Option on land** – the third option extension fee on the land was exercised June- December 2014. Work is in hand to acquire the land between now and December;
- **Contract** – due to be signed January/February 2015 and the timetable is on track to achieve this;
- Monitor will look at the CBC again in October and report back to DH and Treasury;
- **Heart & Lung Research Institute (HLRI)** – the Project Board has been resurrected. Members from this Council are John Wallwork and Malcolm Edwards (Appointed Governor, University of Cambridge).

**Noted:** The Council of Governors noted the update on the New Papworth Hospital.

### 7(a) Governor Matters

The Council of Governors received this paper from the Trust Secretary which covered:

- Council of Governor Membership;
- Lead Governor;
Agenda

Item

- Governor Committee Membership;
- Foundation Trust Governors Association (FTGA).

Governor Committee Reports received
- Forward Planning Committee Minutes 24 June 2014
- Patient & Public Involvement Committee Minutes 24 July 2014.

One Governor suggested it would be beneficial for Governors to meet each other and staff outside of formal meetings. GJ as lead Governor to take this forward.

Noted: The Council of Governors noted the items reported under Governor Matters.

7(b) Governor’s Questionnaire – Results

- It was noted that only 16 Governor responses were received from the 29 questionnaires issued;
- Work is ongoing regarding Governor induction;
- Ideas welcomed from new and existing Governors; to be channeled via GJ, Lead Governor.

9 Questions from Governors and the Public – notified to the Trust Secretary in advance of the meeting

There were no further questions.

10 Any Other Business

None.

11 Date of Next Meeting

The next meeting will be held on 18 November 2014, 10.30am at the Bernard Sunley Centre, Papworth Trust offices.

The meeting closed at 11.27am and was followed by the Annual Members’ Meeting, Staff Awards, Long Service Awards and Insight Event.

Signed

Date

Papworth Hospital NHS Foundation Trust
Council of Governors
Meeting held on 11 September 2014