

UNCONFIRMED

MINUTES

**Council of Governors' Meeting
Part I**

**Held on Wednesday 21st March 2018 at 10.30am
Transformation Zone**

Present:

Professor John Wallwork	Chairman	Nick Wright (NW)	Appointed Governor
Stephen Brown (SB)	Public Governor	Penny Martin (PM)	Staff Governor
Robert Graham (RG)	Public Governor	Trevor McLeese (TMcL)	Public Governor
Glenn Edge (GE)	Public Governor	Sue Ellington (SE)	Public Governor
John Fiddy (JF)	Public Governor	Julia Dunncliffe (JD)	Public Governor
Gill Francis (GF)	Public Governor	Peter Munday (PM)	Public Governor
Richard Hodder (RHo)	Public Governor & Lead Governor	Tony Moodey (TM)	Public Governor
Keith Jackson (KJ)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Graham Jagger (GJ)	Public Governor	Janet Atkins (JA)	Public Governor
Harvey Perkins (HP)	Public Governor	Bob Spinks (BS)	Public Governor
Simon Marner (SM)	Public Governor	Tony Williams (TW)	Staff Governor

In Attendance

Stephen Posey (SP)	Chief Executive
Roy Clarke (RC)	Director of Finance
Eilish Midlane (EM)	Chief Operating Officer
John Syson (JS)	Deputy Director of Workforce Organisation Development
Mary MacDonald (MMac)	Trust Secretary
Angela Edmondson	EA to Director of Workforce and OD
Kate Waters	Head of Communications

**Apologies –
Governors**

Barry Crabtree-Taylor	Public Governor
Helen Munday	Public Governor
Caroline Edmonds	Public 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
Oonagh Monkhouse	Director of Workforce and OD
Roger Hall	Medical Director

**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.

It was announced that Richard Hodder had been appointed as Lead Governor. The Chairman welcomed Sue Ellington and Robert Graham to their first Council of Governors meeting.

2 Declarations of Interest

There were no new Declarations of Interest.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on Wednesday 15th November 2017

The Minutes from the meeting held on Wednesday 15th November 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 Red. The domain ratings were; four domains rated as Red performance (Finance, Effective, People Management and Culture and Responsive), two domains rated as Amber (Transformation and Caring) and one domain showing Green performance (Safe).

Favourable performance

- Safe - safety thermometer, a point of prevalence safety check remains very good with 1 harm, (a grade 2 pressure ulcer in January.) There were no serious incidents reported in January and the incidents resulting in moderate harm remain very low demonstrating a positive safety culture.
- Caring - the friends and family test results remain positive and both the inpatients and outpatients surveys demonstrate a small rise in response rate.
- Responsive - IHU performance improved in month as the Trust worked to support the wider healthcare system by re-allocating capacity intended for elective patients as IHU slots.
- People, Management and Culture - sickness absence reduced to 3.66%. This reverses a trend of four successive months of sickness absence increases. Levels of sickness absence have remained below 2016/2017 levels throughout the winter.

Agenda Item

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Adverse performance

- Safe – registered nurse vacancies continue to create a challenge to achieving safer staffing levels. These continue to be mitigated by moving staff around to achieve the safest possible care delivery, and where this cannot be achieved temporary bed closures have been applied.
- Effective – 1) the reduction in bed occupancy in December was repeated with further decline in January. This was caused mainly by a reduction in surgical cases, which due to high acuity and occupancy levels in critical care have been subjected to cancellation throughout the winter period. 2) As pressure has built and been sustained on critical care, the level of theatre utilization dropped significantly. 3) Same day admissions for cardiac surgery felt the impact of the high levels of cancellation in month as they are later on the theatre lists and therefore more vulnerable. 4) Cath Lab utilization was adversely effected by a significant period of downtime in Cath Lab 1 which lasted 17 hours.
- Responsive – 1) Recovery of 18 weeks RTT performance has been challenged throughout December and January. Cardiac Surgery has performance above its recovery trajectory despite the constraint of limited access to critical care beds but this has been to the cost of high levels of cancellations.
- Finance – The Trust’s year to date financial position as at January is adverse to plan by £9,117k with a reported deficit of £5,658k against a planned surplus of £3,458k.

The report contained Spotlights on Medicines Safety, Respiratory ECMO Service, Patient Experience Audits, Cardiology Waiting List, Nurse Recruitment, New Papworth ORAC Progress Report and Cost Improvement Programme.

The Chief Executive thanked all staff for their response to the increase in activity during the winter months. Royal Papworth Hospital has not been immune to winter pressures and as a result has been on ECMO surge since December 2017. Although the Trust receives funding for being on ECMO surge this does not cover the full cost. It was noted that there had been 43 operations cancelled due to the ECMO surge. Patients who have their operations cancelled normally receive a further date within 28 days.

With less than 6 months to the move it was essential that staff are reassured and supported during move to the new hospital.

The Trust has seen an increase in the number of transplants undertaken during the financial year – to date there have been 99 transplants and it was expected that there will be over 100 transplants undertaken by the end of the financial year.

It was noted that due to the successful recruitment of overseas nurses the Trust accommodation facilities are currently full at the present time. The accommodation at Waterbeach is due to open in June 2018.

A query was raised as to whether the Trust had issues in recruiting to other staffing groups. It was confirmed that there are areas and individual plans are in place to recruit to these posts. It was highlighted that at the present time turnover is at its lowest since early 2016, however assurance this

**Agenda
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would continue could not be provided the closer we get to the move.

It was confirmed that currently four beds remained closed on the wards and two on Critical Care. Higginson ward continues to remain closed and is currently being used as the Discharge Lounge. Bed figures have been amended to accommodate the closure of Higginson Ward.

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

5 Annual Plan Update

The first draft of the Annual Plan had been approved at the end of February 2018 and work continues to finalise the plan by the end of March 2018. A review of the workstreams to ensure contracts are in place for activity is currently being undertaken. The Trust will continue to have the challenge to achieve the recovery plan and this was included in the long term plans.

The Board of Directors would be responsible for approving the final Annual Plan. The Forward Planning Group would then receive the final plan as part of the scrutiny process. It was envisaged that the Board of Directors would sign off the final plan at its meeting at the end of March 2018. It was confirmed that following the recent announcement that the Treasury would fund the new pay awards, this would be included within the plan.

6 New Papworth Update

The Strategic Projects Committee Project Delivery Report was circulated and discussed in detail.

The current overall project delivery confidence was Red/Amber, however this status was specifically in relation to the need to finalise, agree and mobilise a remedial plan for Histopathology services. Once this has been completed the overall project status would revert to Amber.

Construction continues to progress well and Skanska were confident that the full handover in July would be met. The Trust was currently in the process of installing the medical equipment, IT systems and switchboard. The final signoff of the planning condition on the car park is currently progressing well.

Royal Papworth House was in the final stages of being completed and desks are being installed.

A query was raised following the recent announcement that Skanska was making redundancies. Assurance was provided that this restructure would not affect the construction people on-site and therefore would not affect the new hospital.

An update was provided on the issues around Histopathology services.

Noted: The Council of Governors noted the contents of the Strategic Project Committee Project Delivery Report.

7 Staff Survey and Your Move Update

The National Staff Survey Results 2017 was circulated and discussed. It was noted that the response rate was 46%, which represented 565 completed surveys of the usable sample of 1227 staff. This was slightly below the 47.4% response rate from the 132 Trusts and specialist organisations whose surveys were administered by Quality Health.

Royal Papworth Hospital's Overall Staff Engagement Score was 3.92 (3.88 in 2017) against a national average of 9.65 (3.98 in 2016).

It was reported that the 2017 results was not significantly different to 2016 results.

It was confirmed that approximately 1700 staff have received their Your Move interviews. 5% of staff had confirmed during these interviews that they would not be relocating to the new hospital and the Trust will be working with them in order to keep them in the wider health economy.

Work continues around travel and transport and it was confirmed that a car parking criteria has now been finalised.

Accommodation for patient's family will be available at the Waterbeach facilities; however the Trust was looking at a number of providers locally to the campus.

Noted: The Council of Governors noted the contents of the Staff Survey Report.

8 2018 Centenary Events

The Trust celebrated its Centenary on the 12th February 2018 and a number of events will continue to take place through the year.

It was announced that the "One Show" would like to film two shows about the move to the new Royal Papworth Hospital in Cambridge.

Upcoming Events

The Staff Awards ceremony will be taking place on Wednesday 28th March 2018 in the Village Hall, Papworth Everard.

Joint Summer Fete with the Village – 16th June 2018 on the green next to the duck pond at Royal Papworth Hospital.

Thanksgiving Service in the Village Hall on the 27th June to remember staff and patients of Royal Papworth Hospital

First screening of the Heritage Lottery Funded Document about Royal Papworth Hospital on the 21st July in the Village Hall

VIP Opening of the new hospital at the end of 2018 – date to be confirmed.

It was requested that there is consistency with reports with regards to Royal Papworth Hospital Title. It was confirmed that some of the previous minutes of meetings had Papworth Hospital on as they took place prior to the change in name to Royal Papworth Hospital.

HR queried whether there would be any events for those members of staff who would be moving to Royal Papworth House in Huntingdon. KW confirmed there would be features in Newsbeat and Newsbite.

9 Governor Matters

9a General

A report on the Governors Matters – General was circulated for information.

Governor Committee Minutes

Noted: The Council of Governors noted the following minutes:

- Access and Facilities Group – 23rd November 2017
- Access and Facilities Group – 19th February 2018
- Forward Planning Group – 17th January 2018
- Patient and Public Involvement Committee – 13th November 2017
- Forward Planning Group – 15th January 2018

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

There were no questions from the Governors and members of the public.

11 Date of Next Meeting: Wednesday 20th June 2018

The meeting was closed at 12 noon.

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Signed

20 June 2018

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Date

**Royal Papworth Hospital NHS Foundation Trust
Council of Governors**
Meeting held on Wednesday 21st March 2018