

**Meeting of the Board of Directors
Held on 23 May 2019 at 9:00am
Ground Floor Meeting Rooms 1&2
Royal Papworth Hospital**

UNCONFIRMED

MINUTES – Part I

Present	Prof J Wallwork	(JW)	Chairman
	Mr M Blastland	(MB)	Non-Executive Director
	Mr R Clarke	(RC)	Chief Finance Officer
	Ms C Conquest	(CC)	Non-Executive Director
	Mr D Dean	(DD)	Non-Executive Director
	Dr R Hall	(RH)	Medical Director
	Dr S E Lintott	(SEL)	Non-executive Director and Senior Independent Director
	Mr S Posey	(SP)	Chief Executive
	Mr A Raynes	(AR)	Director of IM&T Chief Information Officer
	Mrs J Rudman	(JR)	Chief Nurse
In Attendance	Ms S Beavis	(SB)	KPMG LLP (Statutory Auditor)
	Mrs A Jarvis	(AJ)	Trust Secretary
Apologies	Prof N Morrell	(NM)	Non-Executive Director
	Mrs E Midlane	(EM)	Chief Operating Officer
	Ms O Monkhouse	(OM)	Director of Workforce and OD
	Mr D Hughes	(DEH)	Non-executive Director and Deputy Chairman
Observer			

Agenda Item		Action by Whom	Date
1.i	WELCOME, APOLOGIES AND OPENING REMARKS		
	The Chairman welcomed everyone to the meeting and apologies were noted as above.		
1.ii	DECLARATIONS OF INTEREST		
	There is a requirement those attending Committees raise any specific declarations if these arise during discussions. The following standing declarations of interest were noted:		
	i. John Wallwork, Stephen Posey and Nick Morrell as Directors of Cambridge University Health Partners (CUHP).		
	ii. Susan Lintott, positions held within the University of Cambridge,		

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	<p>particularly in relation to fundraising, and membership of the Regent House of the University of Cambridge.</p> <p>iii. Roger Hall as a Director and shareholder of Cluroe and Hall Ltd, a company providing specialist medical practice activities.</p> <p>iv. John Wallwork as an Independent Medical Monitor for Transmedics clinical trials.</p> <p>v. Dave Hughes as a NED of Health Enterprise East (HEE);</p> <p>vi. Josie Rudman, Partner Organisation Governor at CUH.</p> <p>vii. Stephen Posey in holding an Honorary contract with CUH to enable him to spend time with the clinical teams at CUH.</p> <p>viii. Stephen Posey as Chair of the NHS England (NHSE) Operational Delivery Network Board.</p> <p>ix. Stephen Posey, Josie Rudman, Roy Clarke and Roger Hall as Executive Reviewers for CQC Well Led reviews.</p> <p>x. Andrew Raynes as a Director ADR Health Care Consultancy Solution Ltd</p> <p>xi. Nick Morell Acting CEO Morphogenics biotech company from 1 April 2018</p> <p>xii. David Dean as Chair of Essentia, a commercial subsidiary of Guy's and St Thomas' NHS FT.</p> <p>xiii. Stephen Posey as Chair of the East of England Cardiac Network.</p> <p>xiv. Roy Clarke as a member Cambridge Global Health Partnerships Committee part of ACT.</p> <p>xv. Nick Morell as a member of the Regent House of the University of Cambridge.</p> <p>xvi. Cynthia Conquest as Deputy Director for Commercial Services and Business Intelligence at Norfolk Community Health and Care trust (Contractor) and lay member and Audit Chair of the City & Hackney GP Confederation.</p> <p>xvii. Michael Blastland as Board member of the Winton Centre for Risk and Evidence Communication, as advisor to the Behavioural Change by Design research project and as member of the oversight Panel for the Cholesterol Treatment Trialists' Collaboration.</p>		
2	Annual Report (including Quality Report) & Accounts for year ended 31 March 2019		
	<p>The Chief Financial Officer referred to the three reports which had been presented for consideration and approval at the earlier Audit Committee meeting. The reports had been audited and had met all audit requirements.</p> <p>SB confirmed that the audit process was complete and that the required audit opinions had been issued in line with their Year End Report for 2018/19. The Audit Committee had approved the reports and had recommended the reports to the Board of Directors.</p> <p>Summary of opinions issued:</p> <ul style="list-style-type: none"> • Financial Statements: These had received a clean unmodified Auditor's Report. • Value for Money: This had received an unqualified VFM conclusion. 		

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	<ul style="list-style-type: none"> Quality Report: These had received an unqualified limited assurance opinion on contents and indicators. <p>Following discussion at Audit Committee two minor amendments were agreed in the Annual Report and one minor amendment was agreed in the Quality Report. It was noted that these did not affect the final opinion of the report.</p> <p>The Chair thanked the Finance and Audit teams for their hard work during a time of incredible pressure through the move period.</p> <p>Approved: The Board of Directors approved the Annual Report & Accounts 2018/19 and the Quality Accounts and Report 2018/19 and authorised the Chairman, Chief Executive and Director of Finance to sign on behalf of the Trust.</p>		
3	Governance		
3.i	<u>Board Self-Certifications</u>		
	<p>The Board considered the Annual self-certification of Licence compliance for publication by the 31 May 2019.</p> <p>It was noted that two further self-certification documents will be presented to the 6 June Board meeting.</p> <p>Approved: The certification of Services Condition 7 had been determined on the basis of a '3a' opinion. This was in line with the earlier assessment of going concern, and reflected agreement of the Operational Plan, delivery of a breakeven position on a Control Total basis, and a bottom line surplus of £11.5m.</p> <p>Agreed: The Board of Directors approved the Annual self-certification of Licence for publication by 31 May 2019.</p>		

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Signed

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Date

Royal Papworth Hospital NHS Foundation Trust
Board of Directors
Meeting held on 23 May 2019

Glossary of terms

CUFHT	Cambridge University Hospitals NHS Foundation Trust
DGH	District General Hospital
GIRFT	'Getting It Right First Time'
IHU	In House Urgent
IPPC	Infection Protection, Prevention and Control Committee
IPR	Individual Performance Review
KPIs	Key Performance Indicators
NED	Non-Executive Director
NHSI	NHS Improvement
NSTEMI	Non-ST elevation MIs
PPCI	Primary Percutaneous Coronary Intervention
PROM	Patient Reported Outcome Measure: assesses the quality of care delivered to NHS patients from the patient perspective.
RCA	Root Cause Analysis is a structured approach to identify the factors that have resulted in an accident, incident or near-miss in order to examine what behaviours, actions, inactions, or conditions need to change, if any, to prevent a recurrence of a similar outcome. Action plans following RCAs are disseminated to the relevant managers.
RTT	Referral to Treatment Target
SIs	Serious Incidents
WTE	Whole Time Equivalent