

CONFIRMED

MINUTES

**Council of Governors' Meeting
Part I
Held on 21 June 2017
In the Transformation Zone Meeting Room,
Papworth Hospital**

Present:

Dr Ron Zimmern	Non-Executive Director and Chair		
Frank Butcher (FB)	Public Governor	Keith Jackson (KJ)	Public Governor
Glenn Edge (GE)	Public Governor	Graham Jagger (GJ)	Public Governor & Lead Governor
Caroline Edmonds (CE)	Appointed Governor	John Lodge (JL)	Public Governor
John Fiddy (FJ)	Public Governor	Helen Munday (HM)	Staff Governor
Gill Francis (GF)	Public Governor	Peter Munday (PM)	Public Governor
Rob Graham (RG)	Public Governor	Harvey Perkins (HP)	Public Governor
Richard Hodder (RHo)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Ann-Marie Ingle (AMI)	Appointed Governor	Bob Spinks (BS)	Public Governor

In Attendance

Stephen Posey	Chief Executive
Roy Clarke (RFC)	Director of Finance
Roger Hall (RMOH)	Medical Director
Ruth McAll (RMc)	Interim Director of Workforce
Mary MacDonald (MMac)	Trust Secretary
Eilish Midlane (EM)	Chief Operating Officer
Josie Rudman (JRu)	Director of Nursing
Kate Waters (KW)	Head of Communications
Tracy Bentley (TB)	EA Minutes
Julie Wall (JPW)	PA Minutes

Apologies – Governors

Barry Crabtree-Taylor (BCT)	Public Governor
Julia Dunncliffe (JD)	Public Governor
Julia Fleming (JF)	Public Governor
Katrina Oates (KO)	Staff Governor
Cheryl Riotto (CR)	Staff Governor
Adrian Shelton (AS)	Appointed Governor
Peter Topping (PT)	Appointed Governor
Stephen Webb (SW)	Staff Governor
Tony Williams (TW)	Public Governor
Nick Wright (NW)	Appointed Governor

Apologies - Others

John Wallwork (JW)	Chairman
Karen Caddick (KC)	Non-Executive Director
Dave Hughes (DH)	Non-Executive Director
Susan Lintott (SEL)	Non-Executive Director
Mark Millar (MM)	Non-Executive Director
Nick Morell (NM)	Non-Executive Director
Claire Tripp (CT)	Deputy Chief Executive

Agenda Item		Staff Governor	Date by when
<p>1</p> <p>Welcome, apologies and opening remarks</p> <p>The Chair welcomed everyone to the meeting and apologies were noted including from John Wallwork who was travelling back today from giving the Prestigious Shumway Lecture in Stanford California. RZ NED Chaired the meeting in JW absence.</p>			
<p>2</p> <p>Declarations of Interest</p> <p>There were no new Declarations of Interest. All governors were reminded to complete the Declaration of Interest forms and Confidentiality Agreements if they had not done so already.</p>			
<p>3</p> <p>Minutes of Previous Meeting and Matters Arising</p> <p><u>Minutes of the meeting held on 8th March 2017</u></p> <p>The Minutes, Part I from the meeting held on 8th March 2017 were approved and authorised for signature by the Chairman as a true record.</p> <p>Matters Arising</p> <p>There was a query on page 3 of the previous minutes that would need correcting. The word hard attack needs correcting to heart attack.</p>			
<p>4</p> <p>Board to Council Governance</p> <p>The Council of Governors received a presentation from the Executive Directors which included the Trust performance summary, balanced scorecard, externally reported/regulatory standards and Board assurance framework (BAF) risk summary for April 2017. The Council was informed that this was more concise following feedback at the last meeting.</p> <p>Overall the Trust performance was Red with 4 domains rated as Red performance (Safe, Responsive, People Management & Culture and Finance), 2 domains rated as Amber (Effective and Transformation) and 1 domain showing Green performance (Caring).</p> <p>Favourable performance:</p> <ul style="list-style-type: none"> • Caring - This was the only green domain in month. Friends and family test scores remained excellent with 98% of inpatients and 100% of outpatients indicating that they would recommend Papworth as a place to be treated; • Effective - Same day admissions had improved in April due to the change in the data capture. Further work was now being undertaken within surgery and the booking office to ensure all patients who meet the criteria are booked as a same day admission. <p>Adverse performance:</p> <ul style="list-style-type: none"> • Safe – 1) The Trust had reported 2 serious incidents in April, one of which was classified as a Never Event. 2) Safer staffing for registered nurses dropped to 84% in April. This was due to vacancies and 			

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unfilled temporary/agency shifts. 3) The number of Falls per 1000 bed days rose to 3.4 with all but one of the incidents graded as no/low harm;

- Responsive – 1) Referral to treatment (RTT) achievement was breached overall in April with achievement of 90.21% against the target of 92% (Cardiology 86.12%). Action plan has been put into place. 2) IHU target continues to remain a challenge and it is clear from not being able to achieve the target that a review of the number of slots and how patients are booked is required;
- People, Management and Culture – Vacancy percentage, agency spend and percentage staff with a current IPR all flagged red in month;
- Transformation – CTP flagged as continuing to be red in month principally due to CUH being unable to provide essential services in time to support New Papworth’s opening;
- Finance - Identified Gateway 3 CIP projects, which have received full sign off and approval and are represented in the financial ledger total £2,691k of the £6,022k target making up 45% of the total.
Looking ahead:
- Responsive – 1) Referral to Treatment continues to remain a significant risk to the organisation as acute work continues to increase resulting in more pressure to deliver required levels of elective activity through a reduced bed base;
- People, Management and Culture – Voluntary turnover (cumulatively 14.7% in April 17) is expected to remain above the 14.5% target level.

In discussion the following was considered or noted:

- Patient experience indicators continue to be good;
- Safer staffing levels are reviewed by the duty Matron several times a day and staff are moved as required to maintain safety.
- JR and EM had been to Cork for a recruitment day. They interviewed and offered jobs to two nurses from that visit but also have 61 nurses starting over the summer/Autumn period;
- The targets for recruiting were challenging to meet. Across the NHS there are 40,000 nurse vacancies;
- There is also a focus and action plan on retention of staff;
- Measures had been put into place immediately following the “Never Event” pending the results of a full investigation;
- RM introduced herself and reported that she was looking into the recruitment process to reduce the time it takes from appointing new staff to when they start in the Hospital;
- Initial response for Lorenzo had been good, with on the whole the implementation being successful. Many staff have been going “above and beyond” to keep a high quality of service, maintaining the support of patient care. They have been helping each other as well as having support from the Lorenzo/IT teams. The Lorenzo team and IT are now working on issues that have arisen and the project will be moving into “fixing stage” so that Lorenzo can talk to other systems;
- There was a discussion regarding Cyber Security. RC discussed the need for budgeting to heighten the security wall. There has been an investment case developed and a risk assessment undertaken.

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

5 New Papworth Hospital

Covered at the end of the meeting in a confidential session.

6 Governor Matters

Governor Elections 2016

The Council of Governors was informed that the Governor election process was to start week commencing 26 June 2017 and would close on the 26 July 2017.

Governor Training/Awareness Raising

The paper informed Governors that one of the Board Certifications referred to Governor training. The link had been provided for Governors to the Papworth website where details of the evidence supporting the annual compliance statement on Governor training could be found. MMac encouraged Governors to suggest other opportunities for training that might be helpful. Governors were asked to contact either the Lead Governor or Trust Secretary.

Governor Committee membership

Governors were asked to discuss any requests for changes to Committee membership with the Trust Secretary.

Governor Committee Minutes

Noted: The Council of Governors noted the minutes from the Access and Facilities Group 19 May 2017.

Noted: The Council of Governors noted the minutes from the Forward Planning Committee 11 April 2017.

Noted: The Council of Governors noted the minutes from the Fundraising Group 3 April 2017.

Noted: The Council of Governors noted the minutes from the Patient and Public Involvement Committee 4 April 2017 and 17 May 2017.

Public Board of Director meetings

Governors were reminded that they were invited to attend the Board of Directors meetings. This was another useful training/awareness raising opportunity for Governors

Board Self-Certification

The link to these on the public website was provided for Governors.

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Noted: The Council of Governors noted the contents of the Governor matters paper.

Noted: The Council of Governors noted the update on general Governor matters

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

RG – questioned whether there was anything that the Council of Governors could do to support the Transplant Team and patients in light of recent news that National Health Departments have declined to support the NHSBT business case for substantive funding for UK wide DCD heart transplant service. This means that Papworth and other Centre’s will have to continue to rely on charitable funding for these procedures.

RH – replied that this is being looked into with high priority and unfortunately the case is that funding is needed for the kit that resuscitates the heart during this procedure. There is only one company worldwide that provides these kits.

The patient’s eligibility is decided by the surgeon before they go on the waiting list. There are about 40 of these procedures per year done worldwide.

RH explained that the Trust continues to use all avenues to encourage NHS Blood and Transfusion (NHSBT) to fund the specialised equipment needed to procure donor DCD hearts. In the interim we will continue to use charitable funds to support this activity.

8 Dates of Next Meetings

Thursday 21 September 2017 (plus annual members meeting)
Wednesday 15 November 2017

The meeting closed at 12.50 and reconvened in private session for the Executive to provide Governors with a ‘Commercially Sensitive’ presentation on new Papworth Hospital. There follows non confidential notes from the presentation.

New Papworth Hospital

A presentation by the Executive Directors was shown and discussed.

The presentation included;

- Information 300 day event which was planned for staff;
- What has happened in last 100 days;
- Travel and transport update – a shared approach had been agreed with CUH on parking;
- ICT update;
- Latest new Papworth Hospital news.

Agenda Item

Staff Governor	Date by when

Discussion took place regarding new building variations and move date.

The Council of Governors was informed that the next Strategic Projects Committee would meet on the 29 June and be followed by an extraordinary Board of Directors' meeting to discuss new Papworth Hospital.

As part of the wider discussion the following were raised and noted:

- Donations of art had been received for the new Papworth Hospital;
- It was being suggested that the staff awards ceremony should take place in the new Hospital, with a focus of looking forward;
- Centenary celebrations to be held at current site to celebrate 100 years in Feb 2018. Governors were asked if they would like to be involved and put forward ideas for these celebrations;

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

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Signed

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Date

Papworth Hospital NHS Foundation Trust
Council of Governors
Meeting held on 21 June 2017