

Meeting of the Board of Directors
Held on 02 October 2025 12:30 pm to 12:45 pm
Microsoft Teams
Royal Papworth Hospital

UNCONFIRMED

M I N U T E S – Part I

Present	Dr J Ahluwalia	(JA)	Chair
	Ms C Conquest	(CC)	Non-Executive Director
	Ms A Fadero	(AF)	Non-Executive Director (MS Teams)
	Mr G Robert	(GR)	Non-Executive Director
	Prof I Wilkinson	(IW)	Non-Executive Director
	Dr C Paddison	(CP)	Non-Executive Director (Interim)
	Mr D Jones	(DJ)	Non-Executive Director
	Mrs E Midlane	(EM)	Chief Executive
	Ms L Sanford	(LS)	Chief Finance Officer (Interim)
	Mr H McEnroe	(HM)	Chief Operating Officer
	Mr T Glenn	(TG)	Deputy Chief Executive (Interim)
	Ms O Monkhouse	(OM)	Director of Workforce and OD
	Mr A Raynes	(AR)	Chief Information Officer & SIRO
	Mrs M Screaton	(MS)	Chief Nurse
	Dr I Smith	(IS)	Medical Director
In attendance	Mr K Mensa-Bonsu	(KMB)	Associate Director Corporate Governance
	Mr G Matenga	(GM)	Corporate Governance Lead
	Ms A Halstead	(AH)	Lead Governor MS
	Mr S Edwards	(SE)	Head of Communications MS
Apologies	Ms Dianne Leacock	(DL)	Non-Executive Director
Observers	Ms M Hotchkiss (MH) – Public Governor		
	Mr T Collins (TC) – Public Governor		
	Ms H Eccles – Public Governor		
	Mrs A Atkinson – Public Governor		
	Mr J Dyer – Public Governor		
	Mr T McLeese – Public Governor		
	Cllr K Young – Public Governor		

Agenda Item		Action by Whom	Date
1	WELCOME, APOLOGIES AND OPENING ITEMS		
	The Chairman welcomed everyone to the meeting and apologies were noted as above.		
1.i	Declarations of Interest		
	No specific conflicts were identified in relation to matters on the agenda.		

Agenda Item		Action by Whom	Date
2	PEOPLE		
2.i	Medical Revalidation Annual Report		
	The Medical Revalidation Annual Report was taken as read and IS presented this item - IS advised the meeting that the Trust was required by NHS England (NHSE) to submit an annual report as part of the five-year revalidation cycle that includes annual appraisals. This submission provided assurance that patient care was being supported through the fulfilment of the statutory obligations of the Responsible Officer for the Trust. - The aim was not only for the Designated Body (Royal Papworth Hospital NHS Foundation Trust) to demonstrate basic compliance but also to show continued improvement over time. - It was noted that the proportion of medical staff at the Trust who undertook appraisals was higher than other staff groups; however, there continued to be need for improvement. The Trust had been proactive in addressing this, including conducting two whole day training sessions for new appraisers and refresher training for existing appraisers. - It was noted that the number of people having in year appraisals had increased but had not reached the 90% target and the best that had been achieved so far during the 2025-26 reporting period was 85%. - A peer review of the Trust's processes had been undertaken during the 2024-25 reporting period. The external review noted that the Trust was performing well in its processes. - Statistics in respect of appraisals between 1 April 2024 – 31 March 2025: out of 229 doctors, 178 appraisals were raised and 51 deferred. - In respect of revalidations, there were 56 revalidation decisions and of these, 17 were deferred. It was heard that IS and the Responsible Officer would undertake some investigations into the underlying reasons for these results. Also to be resolved was an issue developing around senior consultants who did not undertake their appraisals because they thought they were approaching the end of their career and had no need to do so. - AF requested that following these investigations, IS to provide an assurance statement to the Workforce Committee, reflecting on the kinds of improvements made to the Trust's appraisals process. Discussion - MS questioned whether the appraisal process was effectively aligned with mandatory training compliance, particularly in respect of risk assurance. IS advised that part of the appraisal documentation required the appraisee to confirm their compliance with mandatory training; however, it was noted that compliance with mandatory training was considerably lower than with appraisals. - JA advised that annual appraisals could be deemed unsuccessful or fail due to job plans not being undertaken in other Trusts or not being up to date. - IS reflected on the dual purpose of appraisals and advised that while they should primarily support the appraisee's development, they were also used as a mechanism to check and challenge key requirements; striking the right balance between these two was identified as a challenge. - In respect of IS's report, AF noted that while mandatory training was a key component, the quality of the appraisal was equally important, and		

Agenda Item		Action by Whom	Date
	assurance had been given that they were being considered and addressed. m. JA suggested that there was a general sense that appraisals were of good quality, however, there was no formal evidence to support this. JA asked the Workforce Committee to consider what information was available on the quality of appraisals. n. JA requested the errors on the cover sheet of the report to be noted and resolved in order for him to sign-off the report. The Board noted the contents of the Revalidation Annual Report April 2024 – March 2025 and agreed that it should be signed-off by the Chair once errors in the report had been resolved.	AF /OM	12/25
3	BOARD FORWARD PLAN		
3.i	Board Forward Plan		
	The Board of Directors received and noted the Board Forward Plan.		
	Meeting ended 12:45		

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Signed

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Date

Royal Papworth Hospital NHS Foundation Trust
Board of Directors
Meeting held on 02 October 2025