

UNCONFIRMED

MINUTES

**Council of Governors' Meeting
Held on Thursday 10th March 2016
In the Transformation Zone**

Present

John Wallwork (JW)	Chairman		
Frank Butcher (FB)	Public Governor	John Lodge (JL)	Public Governor
Barry Crabtree-Taylor (BC-T)	Public Governor	Ian Macgregor (IM)	Public Governor
Julia Dunncliffe (JD)	Public Governor	Keith Jackson (KJ)	Public Governor
Caz Dyer (CD)	Staff Governor	Graham Jagger (GJ)	Public Governor & Lead Governor
Glenn Edge (GE)	Public Governor	Judith Johnston (JJ)	Public Governor
John Fiddy (FJ)	Public Governor	Katrina Oates (KO)	Staff Governor
Julia Fleming (JF)	Public Governor	Cheryl Riotto (CR)	Staff Governor
Robert Hadley (RH)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Richard Hodder (RHo)	Public Governor	Stephen Webb (SW)	Staff Governor
Ann-Marie Ingle (AMI)	Appointed Governor	Nick Wright (NW)	Appointed Governor

In Attendance

Stephen Bridge (SJB)	Chief Executive
Roger Hall (RMOH)	Medical Director
Susan Lintott (SEL)	Non-Executive Director & Senior Independent Director
Mary MacDonald (MMac)	Trust Secretary
Josie Rudman (JRu)	Director of Nursing
Dan Saxton (DS)	Head of Business Services
Jessica Watts (JCW)	Interim Transformation Director

Apologies - Governors

Bob Spinks	Public Governor
Peter Munday	Public Governor
Mandy Smith	Appointed Governor
Gill Francis	Public Governor
Janet Atkins	Public Governor
Lee Dunleavy	Public Governor
Helen Munday	Staff Governor
Steve Rackley	Staff Governor

Apologies - Others

Elizabeth Horne	Director of Human Resources
Claire Tripp	Director of Operations
Roy Clarke	Director of Finance
Ken Brewer	Project Director
Karen Caddick	Non-executive Director
Dave Hughes	Non-executive Director
Mark Millar	Non-executive Director
Nick Morrell	Non-executive Director
Ron Zimmern	Non-executive Director

Agenda Item

Action by whom	Date by when
All	10.03.16

Prior to the Council of Governors’ meeting commencing, a presentation was received from Dr Susan Lintott – Non Executive Director and Senior Independent Director.

The presentation included the following:

- The role of the Senior Independent Director.
- The Charitable Funds Committee (CFC).
- Recent CFC work & work in progress.
- The Chief Executive’s recruitment process following the announcement that Stephen Bridge would be retiring at the end of March 2016.

1 Welcome, apologies and opening remarks

The Chairman welcomed everyone to the meeting and apologies were noted.

It was with great sadness the Chairman announced the passing of Dr Audrey Stenner who died at the age of 83. Dr Stenner was the Chairman of the hospital for nine years and a previous Member of the Council of Governors.

Following the recent announcement the Chairman confirmed Stephen Bridge would be retiring on the 24th March 2016 as Chief Executive of the Trust. Mr Bridge has worked in the NHS for 40 years, 28 of which have been at Papworth Hospital. Mr Bridge was appointed Chief Executive in April 1993. Professor Wallwork wished him well on his retirement.

It was announced that Roy Clarke had been appointed Director of Finance and commenced with the Trust in November 2015. Roy Clarke had sent his apologies for this meeting as he was interviewing all day but would join Governors at lunch time.

The Chairman confirmed that following a recent externally facilitated Board review against Monitor’s framework the Trust was now rated as “green” (no evident concerns) for Governance.

2 Declarations of Interest

There were no specific Declarations of Interest received for the meeting.

Governors were requested to complete the Annual Declaration of Interest form and Annual Confidentiality Agreement and return these to the Trust Secretary.

[Stephen Bridge arrived 11.37am.]

Agenda Item	Action by whom	Date by when
<p>3 Minutes of Previous Meeting and Matters Arising</p> <p><u>Minutes of the meeting held on the 10th March 2016</u></p> <p>The Minutes from the meeting held on the 10th March 2016 were approved and authorised for signature by the Chairman as a true record.</p> <p>Matters Arising</p>	Chairman	10.03.16
<p>4 Board to Council Governance (Including Quality Accounts)</p> <p>The Council of Governors received this presentation from the Executive Directors which included:</p> <p>Quality and Safety</p> <ul style="list-style-type: none"> • Healthcare Associated Infections (HCAI's). • Safer Staffing levels. • Harm Free Care – Safety Thermometer. • Quality Account Priorities for 2016/2017 and Governor indicator for testing 2015/2016. <p>It was noted that there was no underlying cause for the increase in surgical site infections during quarter 2, and that the quarter 3 results had reduced.</p> <p>The Council of Governors requested in discussion with Josie Rudman, that the Safer Staffing level figures should include ward occupancy information and this was agreed.</p> <p>The Quality Accounts priorities for 2016/17 as discussed and agreed by the Quality & Risk Committee and Patient & Public Involvement Committee were supported by the Council of Governors.</p> <p>The Council of Governors supported the recommendation by the Public and Patients Involvement Committee that the local indicator for testing by the Auditors as data on “How the Trust has met Priority 1 2015/2016: to improve the recognition, prevention and treatment of Acute Kidney Injury in our patients”.</p> <p>[Jessica Watts arrived 11.47am]</p> <p>It was noted in discussion that the Trust had a very successful and well received launch of its dementia strategy on the 22nd February 2016.</p>	JR	16.06.16

Action by whom	Date by when
RH	31.03.16

Effectiveness of Care

The Cardiac Surgery In-Hospital Survival Rate for Q3 2015/2016 was 97.92%.

Assurance was provided that the impact on Papworth during the junior doctors Industrial Action was minimal as majority of the services were Consultant led.

The Medical Director agreed to confirm by email how many junior doctors were undertaking industrial action.

Finance and Performance Review – Quarter 3 2015/2016

- Earnings before interest, tax, depreciation & amortisation (EBITDA) was £2.9m (plan £4.8m).
- In-year surplus/deficit was -£1.6 (plan £0.5m).
- Exceptional item – e-hospital write down - £4.3m.
- Cash £40.8m (plan £53.9).
- Rating (new FSRR) 2 (plan 3).
- Monitors’ Quality Performance Targets for Quarter 3 were “green” with the exception of 62 day cancer wait for first treatment (GP referral) – target 85%, achieved 61.7%. As previously reported lung cancer is a complicated patient pathway and Papworth treats very low patient numbers, all of whom will be transferred from their local DGH due to the complexity of care required.
- The tariff that the Trust was currently on would be withdrawn from the 31st March 2016.

Activity and Capacity

- Graphs showing total activity, average income, total admitted activity and total outpatient activity were provided for the period April 2014 – January 2016.
- Clinical activity at month 10 showed areas of over plan levels and under plan levels.
- The challenge remained to balance the projected income requirements with case mix delivery and a number of initiatives were highlighted.
- A graph showing the inpatient waiting list was presented for the period April 2014 – January 2016.

[Susan Lintott left 12.11pm]

Workforce

- Staff Friends and Family Test for Q3 showed that 73% of staff would recommend the Trust as a place to work and 93% would recommend the Trust to a friend or relative

Agenda Item

who required treatment.

- Graphs were presented for the period 2012 – Quarter 3 2015/2016 for:
 - Voluntary turnover.
 - Sickness absence.
 - Agency expenditure.
 - Trust vacancies.

Transformation

- An update was received on the transformation work underway including:
 - Service Improvement Programme (SIP) at Month 10.
 - Cambridge Transition Programme (CTP).
 - Electronic Patient Record (EPR).
 - ICT Enabled Transition to New Papworth.
 - ICT Provision for New Papworth.
- How is the new hospital taking shape? A video of the construction journey to February 2016 was shown.
- Trust Commissioning.
- Operational Readiness.
- Meet your new neighbors map was shown.

[Katrina Oates left 12.25pm]

Ann-Marie Ingle provided an update on the collaboration work between Papworth Hospital NHS Foundation Trust and Cambridge University Hospitals NHS Foundation Trust.

An update on fundraising for the Heart and Lung Institution building was provided.

A Governor congratulated Papworth staff for the excellent care/treatment they received following their recent unexpected admission to the hospital.

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

5 New Papworth Hospital

This item was covered within the Board to Council presentation under Transformation.

6 Governor Matters

Governor Committee Reports

The next meeting of the Fundraising Group will take place on the 21st March 2016 and not the 31st March 2016 as reported in the paper.

Action by whom	Date by when
Fundraising Group	21.03.16

**Agenda
Item**

The Patient and Public Involvement Committee (PPI) took place on the 22nd February 2016. Additional Governors were asked to join this Committee either on a permanent basis or as co-opted members to support the Staff Awards voting process.

Following the recent meeting of Patient Experience Panel (PEP) it was agreed that this panel would be re-launched and as a result a Patient Listening event would be organised for Tuesday 3rd May 2016. Advertising for this event would be through membership newsletter, posters, website and social media. It was suggested that the Audit department could advertise this event on the patient feedback forms and this would be considered.

It was noted that a date for the next Access and Facilities Group meeting had yet to be confirmed – Stephen Bridge agreed to speak with Elizabeth Horne and Claire Tripp regarding this meeting. It was noted that it was important that staff, patients and members of the public were able to voice their concerns and ideas around access to the new campus. The link with the other organisations and groups considering access to the bio-medical campus was noted.

Noted: The Council of Governors noted and the transfer of two duties from the Terms of Reference PPI Committee that more closely aligned the Access and Facilities Group. These duties would be added to the Terms of Reference for the Access and Facilities Group.

Approved: The Council of Governors approved the amended Patient and Public Involvement (PPI) Terms of Reference.

Consultant Appointments Committee

Following a recent Consultant Appointments Committee, the Chairman requested that a lay member attended future Consultant Appointment Committees. It was noted that in the past Lay Members were present at Consultant Appointment Committees.

Public Board of Directors Meetings

Governors were asked to sign up to the rota of Governors attending the Board of Directors. The Lead Governor requested that Governors on the rota receive Board papers in advance of the meeting.

Governor/Director Interaction Process

The Governor/Director Interaction Process was circulated and

Action by whom	Date by when
All Governors	
JR	03.05.15
EH/ MMac	04.16
EH/ MMac	04.16

Agenda Item

discussed.

Noted and Approved: The Council of Governors noted and approved the Governor/Director Interaction Process.

Governor Elections 2016

It was noted that five public governors' positions and four staff governor positions would be open for election in 2016. As in the past the Electoral Reform Service (ERS) would be responsible for the process for governor elections on behalf of the Trust.

It was noted that three Governors were unable stand for re-election as they had completed their maximum three terms of service.

Election results would be announced at the Annual Members meeting in September 2016.

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

7 Constitution – Model Election Rules

The Trust Secretary explained the changes to the Constitution that were being proposed to the Council of Governors and Board of Directors. All changes to the Constitution needed to be approved by both bodies.

It was noted that the Revised Model Election Rules for use in Governor elections would now include the use of internet, telephone and text voting as well as postal voting.

A Governor stated that where organisations had introduced electronic electing processes the number of members voting had significantly increased.

Noted and Approved: The Council of Governors noted and approved the amendments to the Constitution – Model Election Rules.

Action: Constitution – Revised Model Election Rules to be submitted to the next Board of Directors meeting on the 31st March 2016 for approval.

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

There were no further questions raised from the Governors and members of the Public.

Action by whom	Date by when
JW/ MMac	31.03.16
MMac	15.09.16
MMac	31.03.16

**Agenda
Item**

9 Any Other Business

As this was Stephen Bridge's last Council of Governor's meeting as Chief Executive on behalf of the Council of Governors, Graham Jagger thanked Stephen Bridge for all his dedication and hard work to Papworth Hospital NHS Foundation Trust and wished him well for his future retirement.

10 Date of Next Meeting

Thursday 16th June 2016 (subsequently changed to 15th July 2016)

The meeting closed at 13:00

Action by whom	Date by when

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Signed

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Date

**Papworth Hospital NHS Foundation Trust
Council of Governors**
Meeting held on 10th March 2016