

UNCONFIRMED

Agenda item 3

MINUTES

**Council of Governors' Meeting
Part I
Held on 20 July 2016 at 11.30am
Transformation Zone**

Present

John Wallwork (JW)	Chairman		
Caz Dyer (CD)	Staff Governor	Judith Johnston (JJ)	Public Governor
Glenn Edge (GE)	Public Governor	John Lodge (JL)	Public Governor
John Fiddy (FJ)	Public Governor	Helen Munday (HM)	Staff Governor
Julia Fleming (JF)	Public Governor	Peter Munday (PM)	Public Governor
Gill Francis (GF)	Public Governor	Cheryl Riotto (CR)	Staff Governor
Robert Hadley (RH)	Public Governor	Bob Spinks (BS)	Public Governor
Richard Hodder (RHo)	Public Governor		
Keith Jackson (KJ)	Public Governor		
Graham Jagger (GJ)	Public Governor & Lead Governor		

In Attendance

Roy Clarke (RC)	Director of Finance
Roger Hall (RMOH)	Medical Director
Elizabeth Horne (EH)	Director of Human Resources
Mary MacDonald (MMac)	Trust Secretary
Claire Tripp (CT)	Director of Operations
Ron Zimmern (RZ)	Non-executive Director

Apologies - Governors

Janet Atkins (JA)	Public Governor
Frank Butcher (FB)	Public Governor
Barry Crabtree-Taylor (BC-T)	Public Governor
Julia Dunncliffe (JD)	Public Governor
Ann-Marie Ingle (AMI)	
Ian Macgregor (IM)	Public Governor
Katrina Oates (KO)	Staff Governor
Helen Rodriguez (HR)	Staff Governor
Stephen Webb (SW)	Staff Governor
Nick Wright (NW)	Appointed Governor

Apologies - Others

Ken Brewer (KB)	Project Director
Jessica Watts (JCW)	Interim Transformation Director

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1 Welcome, apologies and opening remarks

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

The meeting started with a presentation by Ron Zimmern, Non-executive Director and Chair of the Quality and Risk Committee on the quality and risk agenda. RZ started by introducing himself and giving Governors information on his background and career and then outlined the key issues for the quality and risk agenda.

Graham Jagger informed the meeting that this was Robert Hadley's last meeting as a Governor after three terms (the maximum allowed without a break under the Papworth Constitution). GJ expressed his and the Hospital's thanks for significant support that RH had provided to the Council of Governors, Forward Planning Committee and Audit Committee over this time. RH responded that it had been a privilege to serve for nine years and wished the Trust and colleagues all the best for the future.

The last formal meeting for Governors stepping down from office was the 15 September 2016 and the opportunity would be taken at this time and the following Annual Members' Meeting to thank all Governors for their support of the Hospital.

2 Declarations of Interest

There were no specific Declarations of Interest.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on 10 March 2016

The Minutes, Part I from the meeting held on 10 March 2016 were approved and authorised for signature by the Chairman as a true record.

Chairman

20.07.16

4 Board to Council Governance

The Council of Governors received a presentation from the Executive Directors which included:

Quality and Safety

- Patient Safety
- National Patient Safety Award
- Harm Free Care – Safety Thermometer
- Safer Staffing
- Patient Experience
- Friends and Family test

It was noted that on the 5th July the Trust was awarded the Patient Safety Award for Cardiac care, for the work developing assessment and treatment for patients with acute kidney injury (AKI). AKI was one of the Hospital's Sign Up to Safety and Quality Account priorities.

Effectiveness of Care

The Cardiac Surgery In-Hospital Survival Rates for each quarter of 2015/16 were 98.30% (Q1), 98.28% (Q2), 98.92% (Q3) and 97.83% (Q4).

Finance and Performance Review – at Month 2 2016/17

The presentation identified that the Trust’s year to date financial position at the end of May is favourable to plan with a reported deficit of £12k against a planned deficit of £250k. This was due to overall expenditure being favourable to plan with clinical supplies being below plan (£643k) and favourable to plan spend on pay costs (£495k) due mainly to vacancies. This is offset by clinical income being adverse to plan (£899k) mainly in Cardiology, Cardiac Surgery and Oncology due to lower levels of activity. Key financial risks were highlighted.

NHS Improvement’s (previously Monitor) Quality Performance Targets for YTD M2 (May) were “green” with the exception of 62 day cancer wait for first treatment (GP referral) – target 85%, achieved 54%. The Trust was achieving against the recovery plan so was on trajectory.

The Council of Governors was informed that the result of the review of Congenital Heart Disease (CHD) – ongoing since the public enquiry at Bristol Royal Infirmary (2001) was released on 8 July. The announcement to close centres across the country has triggered locality debates. The decommissioning of Leicester and Papworth has generated specific access concern for patients in the Anglia region. Papworth is confident that its results show that our service is safe and very successful and therefore we will aim to work collaboratively with NHS England over the coming months to ensure that our patients continue to receive the best possible standards of care and treatment for congenital heart disease at Papworth now and in the future.

Activity and Capacity

- Graphs showing total activity, average income, total admitted activity and total outpatient activity were provided for the period April 2014 – June 2016.
- Clinical activity at M3 2016/17 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 inpatient waiting list was presented for the period April 2014 – June 2016.

Workforce

- Staff Friends and Family Test for Q4 showed that 65% of staff would recommend the Trust as a place to work and 96% would recommend the Trust to a friend or relative who required treatment.

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- Graphs were presented for workforce trends- Quarter 4 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 3 2016/17.
 - Cambridge Transition Programme (CTP).
 - Electronic Patient Record (EPR).
 - ICT Enabled Transition to New Papworth.
 - ICT Provision for New Papworth.

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

5 New Papworth Hospital

The Council of Governors received an update from the Interim Chief Executive on the progress of the new Hospital as part of the Board to Council presentation.

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

6 Governor Matters

The Council of Governors received a paper from the Trust Secretary that updated it on general Governor matters.

Governor Committee membership

Vacancies on Governor Committees were highlighted and Governors were asked to discuss these with the Trust Secretary.

Governor Committee Minutes

Noted: The Council of Governors noted the minutes from the Access and Facilities Group 19 May 2016.

Noted: The Council of Governors noted the minutes from the Forward Planning Committee 16 March 2016 and 22 June 2016.

Noted: The Council of Governors noted the minutes from the patient and Public Involvement Committee 22 February 2016.

Noted: The Council of Governors noted the minutes from the Fundraising Group 21 March 2016 and 21 June 2016.

Public Board of Director meetings

Governors were asked to sign up to the rota of Governors attending the Board of Directors. Governors were asked to contact the Trust Secretary.

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Governor Training

Governors were provided with details of the evidence supporting the annual compliance statement to NHS Improvement (previously Monitor) on Governor training. Governors were encouraged to suggest other opportunities for training that might be helpful and were reminded that greater experience/knowledge of, greater involvement in the Hospital also constituted “training” (today’s presentations were identified as one such example). Governors were asked to contact either the Lead Governor or Trust Secretary.

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

Governor Elections 2016

The Council of Governors was informed that Governor elections for 2016 were under way.

The trust Secretary suggested and it was agreed that the Public Governor requirements in the Constitution should be reviewed before the 2017 Governor elections to ensure that the current overall numbers and distribution between Counties was still the most appropriate for the Trust (one Constituency would have a Governor vacancy following the 2016 elections whilst there was a contested election in another Constituency).

A Governor queried what the position was if a Public or Staff Governor was to resign between now and September. The Trust Secretary confirmed that the Trust would have a Governor vacancy until another election was held as there was no option to co-opt Public or Staff Governors.

Committee Terms of Reference

Approved: The Council of Governors re-approved the Terms of Reference for the Appointments Committee (no amendments, part of regular cycle of review).

Approved: The Council of Governors approved the Terms of Reference for the new Access and Facilities Committee.

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

There were no further questions.

8 Date of Next Meeting

Thursday 15th September 2016 (plus Annual Members’ Meeting)
Thursday 17th November 2016

The meeting closed at 1.15pm

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Signed

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Date

Papworth Hospital NHS Foundation Trust
Council of Governors
Meeting held on 20 July 2016