

## MINUTES

### Council of Governors' Meeting Part I

Held on Wednesday 21 November 2018 at 10.30am  
Transformation Zone

#### Present:

<b>Professor John Wallwork (JW)</b>	<b>Chairman</b>		
Stephen Brown (SB)	Public Governor	Penny Martin (PM)	Staff Governor
Julia Dunncliffe (JD)	Public Governor	Trevor McLeese (TMcL)	Public Governor
Caroline Edmonds (CE)	Appointed Governor	Tony Moody (TM)	Public Governor
John Fiddy (JF)	Public Governor	Katrina Oates (KO)	Staff Governor
Gill Francis (GF)	Public Governor	Harvey Perkins (HP)	Public Governor
Robert Graham (RG)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Richard Hodder (RHo)	Lead and Public Governor	Bob Spinks (BS)	Public Governor
Keith Jackson (KJ)	Public Governor	Tony Williams (TW)	Staff Governor
Graham Jagger (GJ)	Public Governor	Alessandro Ruggeiro AR	Staff Governor
Simon Marner (SM)	Public Governor		

#### In Attendance

Tony Bottiglieri (TB)	Freedom to speak up Guardian
Roger Hall (RH)	Medical Director
Jason Hollidge (JH)	Deputy Chief Finance Officer
Anna Jarvis (AJ)	Trust Secretary
Eilish Midlane (EM)	Chief Operating Officer
Oonagh Monkhouse (OM)	Director of Workforce
Stephen Posey (SP)	Chief Executive
Cheryl Riotto (CR)	Head of Nursing
Josie Rudman (JR)	Chief of Nursing
Julie Wall (JPW)	PA to Chairman

#### Apologies – Governors

Janet Atkins (JA)	Public Governor
Barry Crabtree-Taylor (BCT)	Public Governor
Glenn Edge (GE)	Public Governor
Peter Munday (PM)	Public Governor

#### Apologies - Others

Roy Clarke	Chief Finance Officer
Dave Dean	Non-Executive Director
Dave Hughes	Non-Executive Director
Susan Lintott	Non-Executive Director
Mark Millar	Non-Executive Director
Nick Morrell	Non-Executive Director
Ron Zimmermann	Non-Executive Director

**Agenda  
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Please note the Minutes reflect the order of the Agenda not the order of discussion

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**1 Welcome, apologies and opening remarks**

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

**Update from The Chairman**

**East of England Ambulance Trust Special Contribution Awards**

JW notified the Governors that on 7 November he was delighted to present the Queen’s Medal for Long Service and Good Conduct at the East of England Ambulance Trust’s Special Contribution Awards on behalf of Cambridgeshire’s Lord-Lieutenant, Julie Spence. He said that he had thanked them on behalf of Royal Papworth and our patients.

**i. Welcome Tony Bottiglieri – Freedom to Speak Up Guardian**

The Chairman welcomed Tony to the meeting and Tony explained his role:

- Works four hours per week. (Hours are being looked into for expansion)
- He feeds back to Oonagh Monkhouse
- Empowers staff by speaking to them about how to raise concerns
- Help staff to feel safe and supported
- He undertakes walkabouts and gives staff his telephone number and email address so if they would like to contact him they have his details.
- Uses a private meeting room.
- Is looking into trends of issues being reported so that there can be earlier intervention

**ii**

SP Thanked Tony and said that it is important to have an open environment and that is what we are striving for at Royal Papworth

The Patient Story was told by Cheryl Riotto on behalf of Debbie Black who sent her apologies.

The story related to a patient who had been admitted following stays in two hospitals in Scotland. He had been diagnosed with chronic thromboembolic pulmonary hypertension (CTEPH) and referred to Papworth for treatment which could be pulmonary endarterectomy surgery or balloon pulmonary angioplasty.

The patient reported that they had felt that they had been subjected to a barrage of tests in their earlier hospital stays but on arrival at Papworth they felt:

- That the information on treatment was simple and easy to understand.
- That they were well received and cared for.
- They were reassured that there was positive interaction between the clinical teams in Glasgow and at Papworth.
- They liked the interaction with other patients on the ward (although they did not enjoy sharing a bathroom).
- They slept well and really enjoyed the food.
- They were grateful for the development of this procedure and appreciated the opportunity for remote follow up which was

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supported by the close working between the two hospitals.

**2 Declarations of Interest**

There were no new Declarations of Interest.

**3 Minutes of Previous Meeting and Matters Arising**

Minutes of the meeting held on Wednesday

The Minutes from the meeting held on 19 September 2018 were approved and authorised for signature by the Chairman as a true record.

Chairman

**Matters Arising**

There were no matters arising from the previous meeting.

**4 Royal Papworth Integrated Performance Report (PIPR)**

The Council of Governors received the Royal Papworth Integrated Performance Report (PIPR)

**Favorable performance**

**Caring** – The Caring domain remains green in September. The Friends and Family Test score for both inpatients and outpatients remains very positive at 98%.

**Responsive** – 1) RTT - The Trust’s RTT position regarding breach reductions continues to improve with the actions and booking focus that are in place. The waiting list size has reduced in line with the national guidance. 2) Theatre cancellations - There were 37 theatre cancellations in month 6, the lowest number in 2018/19. Theatre utilisation was high at 92.04%.

**People Management & Culture** - 1) Non-Medical WTE - We were a net gainer in the non-medical workforce by 24.6 WTE. 2) (including Preregistered) decreased to 4.6% (29.9 wte). We have a large cohort of PRP staff (64 wte) who are working towards gaining registration.

**Finance** - The Trust’s year to date position is favourable to the refreshed plan by £0.01m with a deficit of £3.94m.

**Adverse performance**

**Safe** – 1) Safer Staffing - both day and night rate are showing an improved position in September when compared to August but remain above target. 2) Serious Incidents - There have been two reported during the month of Sep 2018. Patient one was a grade 4 pressure ulcer on a very sick patient in Critical Care (this remains under investigation; early indications are that there were no lapses in care); Patient two was a PPCI patient who wasn’t initially accepted onto the pathway, and sadly later died, this is currently being investigated as part of the SI process.

**Caring** – Complaints - During September, there has been an increase in formal complaints, showing this indicator above threshold. Overall (over the 12 month period) the number of complaints received remains green and below the threshold.

**Effective** – 1) Bed occupancy - For the 5th month in succession safer staffing for day and night has fallen below the 90-100% target and is

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red. Wards beds, as part of the mitigation to ensure patient safety have been temporarily paused. 2) Admitted patient care is below target but this is partially due to undertaking longer more complex cases, e.g. ablation.

**Responsive – Cancer waits** - The August 62 Day performance was finalised at 71.4 % with the new 38 day rules. This would have been 100% under the old rules, and was due to the allocation of 1 patient to the Trust. September has seen smaller numbers of patients, the current prediction is 100% for 62 day and 31 day.

**People Management & Culture –** 1) Turnover increased to 23.0%. Nursing turnover increased to 27.9% from 13.9% in Aug. There were 14.6 wte nurse leavers in Sep. 2) The Trust vacancy rate increased to 13.3%. This is as a result of a further increase in budgeted establishment in September. 3) Total IPR compliance decreased to 85.3%. and medical to 88.7%. We are working on recovering the non-medical position by working with managers to identify forward plans for booking IPRs and by focusing on teams with the lowest compliance rates.

**Looking Ahead**

**NPH Design, Construction & Enabling Works:** Remedial works required by Skanska following rejection by the Trust of a requested derogation for external cladding insulation materials are progressing broadly to programme. A design detail to the internal insulation required further development which caused some on-site delay but longer-hour and weekend working is on a trajectory to recovery. External cladding remedial works are broadly complete save for replacement of panels broken during the works ,which are on order for replacement. At present, therefore, completion prior to Christmas 2018 remains the target. The Master Commissioning Programme has been updated on that basis and Design and Construction and by result the overall project have progressed to amber status.

**Noted:** The Council of Governors noted the contents of the Papworth Integrated Performance Report.

**5 Governor Matters – Richard Hodder Lead Governor**

**Discussion was had regarding the following:**

- Suggestion of Electronic Papers for future meetings. Email to follow
- Staff Awards
- Reminder regarding the Carol Service at Ely Cathedral
- Volunteers for the new RPH as drop in numbers to 18 from 79 after the move. Governors were advised to email Karen Webster in PALS if they would like to volunteer or if know anybody who would like to
- 15 Steps Events – Dates to be confirmed by email to all Governors
- Anna Jarvis to send out a survey on understanding the Governor Role and Committee Structures
- New venue for the Council of Governors will be at the New Royal Papworth Hospital Ground floor Meeting Room
- Approvals for Constitution amendment to remove CEO

JWall

JR and JWall

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**6 Clinical Presentation – R&D Update Dr Ian Smith**

Dr Ian Smith kindly gave a presentation regarding R&D Update  
This included:

- Staff move - good morale at Papworth House
- Statistic results
- Economics
- Finance and Growth - Grant Income
- Study Groups
- Recovery of Studies
- Device Studies –  
Lucid with Owlstone – Lead - Dr Robert Rintoul  
DCD Reconditioning – Lead - Mr Stephen Large  
Safescan Radar – Lead – Dr Ian Smith
- Library Service – Education vital for research  
No library at new RPH. Vikki Hughes and Becky Scott are looking  
at alternatives.  
A Librarian will be available at the front desk in new RPH for book  
requesting by staff and for patients. The desk will be separate to  
the receptionists

**Noted:** The Council of Governors noted the Presentation

**7 Questions from Governors and the Public sent to the Trust Secretary  
in advance of the meeting**

None

**8 Governor Committee Minutes**

**Noted:** The Council of Governors noted the following minutes:

- Forward Planning Committee – 17 Oct 2018
- Patient and Public Involvement Committee – 15 October 2018
- Fundraising Group – 29 October 2018

**Date of Next Meeting:** Wednesday 20<sup>th</sup> March 2019  
In the Transformation Zone

The meeting closed at 12 noon.

**SIGNED:**



**DATE:** 20<sup>th</sup> March 2019

**Royal Papworth Hospital NHS Foundation Trust  
Council of Governors Meeting held on Wednesday 21<sup>st</sup> November  
2018**

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