

Unconfirmed

MINUTES

Council of Governors' Meeting

Part I

Held on Wednesday 19 September 2018 at 10.00am
Transformation Zone

Present:

Professor John Wallwork	Chairman
Janet Atkins (JA)	Public Governor
Stephen Brown (SB)	Public Governor
Barry Crabtree-Taylor (BCT)	Public Governor
Julia Dunncliffe (JD)	Public Governor
Glen Edge (GE)	Public Governor
John Fiddy (JF)	Public Governor
Gill Francis (GF)	Public Governor
Robert Graham (RG)	Public Governor
Richard Hodder (RHo)	Lead and Public Governor
Keith Jackson (KJ)	Public Governor
Graham Jagger (GJ)	Public Governor
Tony Moody (TM)	Public Governor
Helen Munday (HM)	Staff Governor
Cheryl Riotto	Staff Governor
Helen Rodriguez (HR)	Staff Governor

In Attendance

Roy Clarke (RC)	Chief of Finance
David Dean (DD)	Non-Executive Director
Anna Jarvis (AJ)	Trust Secretary
Stephen Posey (SP)	Chief Executive
Eilish Midlane (EM)	Chief Operating Officer
Oonagh Monkhouse (OM)	Director of Workforce
Josie Rudman (JR)	Chief of Nursing
Julie Wall (JYW)	PA to Chairman (minutes)

Apologies – Governors

Caroline Edmonds (CE)	Appointed Governor
Simon Marner (SM)	Public Governor
Penny Martin (PM)	Staff Governor
Trevor McLeese (TM)	Public Governor
Peter Munday (PM)	Public Governor
Katrina Oates (KO)	Staff Governor
Harvey Perkins (HP)	Public Governor
Bob Spinks (BS)	Public Governor
Tony Williams (TW)	Staff Governor

Apologies - Others

Karen Caddick	Non-Executive Director
Dave Hughes	Non-Executive Director
Susan Lintott	Non-Executive Director
Mark Millar	Non-Executive Director
Nick Morrell	Non-Executive Director
Ron Zimmern	Non-Executive Director

Agenda Item

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

Action by whom	Date by when
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1 Welcome, apologies and opening remarks

The Chairman welcomed everyone to the meeting and apologies were noted.
The Chairman assured everyone that the CoG meeting next September will not be on the present site in the Transformation Zone.

The Chairman advised the Governors to look at the CQC Website as there is a new document for Quality Improvement and asked the Governors to read this. AJ to send the link.

Anna Jarvis

2 Pulmonary Endarterectomy Surgery – Mr David Jenkins

Mr David Jenkins Consultant Cardiothoracic Surgeon kindly gave a talk and presentation regarding CTEPH (Chronic Thromboembolic Pulmonary Hypertension).

Mr Jenkins explained the Papworth is the only Centre who offers balloon pulmonary angioplasty and the capacity for this has been 200 over the last year.

A short film was shown to show a PTE operation. Small obstructions were removed for good blood flow to resume.

3 Declarations of Interest

There were no new Declarations of Interest.

Anna Jarvis Trust Secretary requested new Declarations of Interest and Confidentiality forms to be filled in for the next year.

4 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on Wednesday 20th June 2018

The Minutes from the meeting held on Wednesday 20th June 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.

5 Annual Report and Accounts 2017/18

The External Audit Findings Report was circulated to the Governors. RC explained the findings. RC introduced Stephanie Beavis who is one of our External Auditors from KPMG. Stephanie attended the meeting for the summary.

Summary:

Quality Report -

- Achieved a clean limited assurance opinion on the content of your Quality Report which could be referenced to supporting information and evidence provided. This represents an unmodified audit opinion on the Quality Report.

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- This year we tested (i) percentage of incomplete pathways within 18 weeks for patients on incomplete pathways, and (ii) maximum waiting time of 62 days from urgent GP referral to first treatment for all cancers as the two mandated indicators.
- Our detailed testing on the indicators concluded that we were able to give a clean limited assurance opinion on the presentation and recording of these.
- No data quality issues were identified in surgery.

Value for Money Audit Certificate

We issued a qualified opinion on value for money. Based on the findings of our work, we concluded that the Trust has adequate arrangements to secure economy, efficiency and effectiveness in its use of resources, except for its shortfall against budget in the year, and the dependency of future financial sustainability on delivering significant income generating or cost saving initiatives.

As part of our work we reviewed various matters, including:

- the Trust’s Annual Plan;
- current operational and financial performance against plan;
- management’s assessment of the Trust’s ability to continue as a going concern;
- Internal audit findings.

6 Royal Papworth Integrated Performance Report (PIPR)

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

Overall the Trust performance was rated as **Red**

Favourable performance

Safe - Safety thermometer and incident reporting demonstrates that we have provided safe care for July.

Caring – Complaints have remained low for July, which has now positively impacted on the 12 month moving average. Staff continue to work with patients and carers to resolve issues at the time of occurrence.

Responsive – 1) Theatre cancellations: A reduction of theatre cancellations was noted in month to 38, the lowest since November 2017. An additional late theatre slot has commenced on a Monday and Tuesday for cardiac surgery and thoracic surgery respectively. Low transplant activity was completed in month. 2) Acute Coronary Syndrome (ACS: The ACS transfer target was maintained at 100% achieved within 3 days of referral. The 5 day target was recovered to 100%. This sustained good performance underpins the launch of the rapid NSTEMI pathway in September 2018.

Finance - The Trust’s year to date position is a deficit of £2,157k, which is favourable to the refreshed plan by £33k.

Adverse performance

Safe – During the period 3 serious incidents were reported to the CCG, 1 wrong site surgery , 1 missed lung cancer diagnosis and 1 patient fall, who has since passed away.

Effective – 1) Bed occupancy %: For the 3rd month in succession safer staffing for day and night shifts has been below the 90-100% target and is red. As part of the mitigation to ensure patient safety, ward beds have been temporarily paused and this has adversely impacted on the % bed occupancy within the Trust. 2) Critical Care bed occupancy %

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further increased to 92% in month. This is largely due to increased cardiac surgical activity and respiratory ECMO activity. 3) Same Day Admissions: There was a further decrease in the % of same day admissions in cardiac surgery in month 4. In order to improve the turn around target for in-house surgery, in-house urgent theatre slots were increased and hence there was a decrease in the opportunity for same day admissions.

Responsive – RTT: From the beginning of July RTT has been managed by thrice weekly recovery meetings as the Trust has once again failed to meet its recovery plan. The in month intervention has resulted in a marginal improvement in the aggregate performance and a small % improvement in Cardiology from month 3. However, Cardiac Surgery deteriorated further.

People Management & Culture - Total turnover increased to 24.3% in July. Nursing turnover increased to 16.3% from 8% in June. There were 8.4 wte nurse leavers (including 1 PRP) leavers in June. The largest number of leavers was in the Admin and Clerical Staff group with 13.4 wte leavers. Relocation and work/life balance were the most common reasons given by admin and clerical leavers.

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 have commenced. Summary construction programmes have been received which would indicate such work concluding by the end of the calendar year. The Trust and its professional advisors have reviewed the revised construction programme and the revised move period of 23 April 2019 to 13 May 2019 was announced to all Trust staff on 20 August 2018.

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

7 Governor Matters

Today was JD last day following nine years of being a Governor.

JD left the room while discussion took place.

Discussions were had about the issue that Suffolk would be under represented with JD leaving.

Options were discussed at length. This included maybe changing the Constitution so that it didn't take into consideration geographical areas. This was not supported. A recruitment drive for new Governors was suggested perhaps following the hospital move.

A proposal was put forward for JD to carry on as a non-voting advisor to the Council of Governors for one year. This proposal was agreed by a majority vote of Governors. Richard Hodder to speak with Julia Dunncliffe regarding this decision.

**Agenda
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Governor Committee Minutes

Noted: The Council of Governors noted the following minutes:

- Access and Facilities Group – 13 August 2018
- Forward Planning Group – 18 July 2018
- Patient and Public Involvement Committee – 17 July 2018

Questions from Governors - None

Date of Next Meeting: Wednesday 21st November 2018

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The meeting was closed at 11.30 am

Signed 

Date 21 November 2018

**Royal Papworth Hospital NHS Foundation Trust
Council of Governors**
Meeting held on 19 September 2018

**Agenda
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