

MINUTES

Council of Governors' Meeting Part I Held on 17 November 2015 In the Transformation Zone meeting room, Varrier Jones Building, Papworth Hospital

Present

John Wallwork (JW)	Chairman		
Barry Crabtree-Taylor (BC-T)	Public Governor	Ian Macgregor (IM)	Public Governor
Lee Dunleavy (LD)	Public Governor	Keith Jackson (KJ)	Public Governor
Julia Dunncliffe (JD)	Public Governor	Graham Jagger (GJ)	Public Governor & Lead Governor
Caz Dyer (CD)	Staff Governor	Judith Johnston (JJ)	Public Governor
Glenn Edge (GE)	Public Governor	Peter Munday (PM)	Public Governor
John Fiddy (FJ)	Public Governor	Cheryl Riotto (CR)	Staff Governor
Julia Fleming (JF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Gill Francis (GF)	Public Governor	Bob Spinks (BS)	Public Governor
Robert Hadley (RH)	Public Governor	Stephen Webb (SW)	Staff Governor
Richard Hodder (RHo)	Public Governor	Nick Wright (NW)	Appointed Governor

In Attendance

Stephen Bridge (SJB)	Chief Executive
Alison Colling (AC)	Executive Assistant(Minute Taker)
Elizabeth Horne (EH)	Director of Human Resources
Mary MacDonald (MMac)	Trust Secretary
Nick Morrell (NM)	Non-executive Director
Dan Saxton (DS)	Head of Corporate Services
Claire Tripp (CT)	Director of Operations
Gerald Coteman	Member of the public

Apologies - Governors

Janet Atkins (JA)	Public Governor
Frank Butcher (FB)	Public Governor
Malcolm Edwards (ME)	Appointed Governor
John Lodge (JL)	Public Governor
Helen Munday (HM)	Staff Governor
Katrina Oates (KO)	Staff Governor
Steve Rackley (SR)	Staff Governor
Jane Ramsey	Appointed Governor
Mandy Smith (MS)	Appointed Governor

**Agenda
Item**

1 Welcome, apologies and opening remarks

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

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on 10 September 2015

The minutes Part I and the Non-Confidential minutes Part II, from the meeting held on 10 September 2015 were approved and authorised for signature by the Chairman as a true record.

Matters Arising

There were no matters to report.

4 Board to Council Governance

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

Patient Safety

- Healthcare Associated Infections (HCAIs);
- Surgical Site Infections (SSIs) – Quarter 2 2015/16 at 4.4%. It was noted that this had increased since Q1 (1.4%) and a review of all patients with SSI will be undertaken to investigate the increase, although no trends are currently appearing;
- Safer staffing levels showed the percentages of registered and unregistered nurses for August and September (day and night);
- Harm free care – the safety thermometer showed the percentage of patients with harm free care for August (98.90%), September (98.98%) and October (95.74%).

[11.23am S Webb arrived]

Patient Experience

- Q2 results showed that the hospital had received Complaints (13), Enquiries (5) and Compliments (219). Comparisons were shown for 2014/15.

Effectiveness of Care

- The Cardiac Surgery In-Hospital Survival Rate for Q2 2015/16 was 98.28%.

Action by whom	Date by when
Chairman	17.11.15

Action by whom	Date by when

Finance and Performance Review – Q2 2015/16

- Earnings before interest, tax, depreciation & amortisation (EBITDA) was £2m (plan £3.4m);
- In-year surplus/deficit was -£0.9m (plan £0.5m);
- Exceptional item – eHospital write down -£4.3m. CT and SJB explained the technical detail relating to this;
- Cash £32.8m (plan £32.5m);
- Financial Service Risk Rating (FSRR) 2 (plan 3);
- SJB gave some background to these results relating to new tariffs and tariffs on specialised services where the hospital is only paid at 70% of the cost for over performance in this area;
- Income for Admitted Patient Care was under plan by 2.2%. Income for outpatients was 6.1% over plan;
- Monitor’s performance targets were “green” with the exception of 62 day cancer wait time at 57% (target 85%). As explained at previous Council meetings, this is a complicated patient pathway with low patient numbers and this result refers to 3 out of 7 patients. Work is ongoing with District General Hospitals to improve wait times/patient pathway.

Activity and Capacity

- Graphs showing total activity and average income were provided for the period April 2013 – October 2015;
- Graphs showing total admitted activity and total out-patient activity were shown for the period April 2013 – October 2015;
- Clinical activity at month 6 showed areas of over plan levels and under plan levels;
- A graph showing the inpatient waiting list was presented for the period April 2013 – October 2015.

Workforce

- Graphs were presented for the period 2012 to Q2 2015/16 for:
 - Voluntary turnover
 - Sickness absence
 - Agency expenditure
 - Trust vacancies.

11.45am-12.15pm

The meeting then received a presentation from Professor Nick Morrell, Non-executive Director on the Heart & Lung Research Institute (HLRI).

Board to Council presentation continued/...

Transformation

- An update was received on transformation work underway including:
 - Service Improvement Programme (SIP)
 - Cambridge Transition Programme (CTP)
 - eHealth

**Agenda
Item**

Action by whom	Date by when
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- Transformation 2018 to New Papworth Hospital (NPH).
This included a construction project timeline and progress for operational readiness.

[12.25pm SJB left the meeting]

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

**5
(a) New Papworth Hospital
Update**

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

**6
Governor Matters
(including minutes of Governor Committees)**

Forward Planning Committee (FPC) – 10 November 2015

BC-T confirmed that the Committee had met on 10 November with the draft minutes attached.

At the Council of Governor’s pre-meet earlier today, there was an element of misunderstanding from Governors regarding the depth of information included in the FPC minutes regarding the New Hospital and existing hospital site. MMac advised that these are public minutes and therefore care is required regarding inclusion of sensitive/confidential information. There is a confidential area on the website for Governor access only where more detailed information can be shared; MMac will ask Ken Brewer to write up a precis re. New Papworth Hospital to post to the Governor area of the website.

MMac/
KB

Nov15

Charity Fundraising Group

The first meeting of this group had taken place on 27 October and the notes of the meeting were attached. Following a query, it was confirmed that Norfolk Zipper Club money has not previously and will not in future be channeled through the Papworth Hospital Charity.

Patient & Public Involvement Committee

The meeting on 11 November was noted.

Board of Directors’ meetings

Governors are invited to attend Board meetings as an Observer, on a rota basis. Governors to email corporate.services@papworth.nhs.uk with their availability.

Access & Facilities Group

EH advised that the next meeting will focus on travel plans. Dates will be canvassed shortly for a meeting in the New Year.

Action by whom	Date by when
EH	Mar 16

Governor changes

Noted: The Council of Governors noted the change of Partnership Governor at Cambridge University Hospitals NHS Foundation Trust from Jane Ramsey (Chair) to Ann-Marie Ingle (Chief Nurse).

It was also noted that Malcolm Edwards would be stepping down as the University of Cambridge's appointed Governor from 31 December 2015 and the process of nominating a replacement has commenced.

Governors wishing to join or change committees were requested to contact Mary MacDonald, Trust Secretary.

Issues raised by Governors during the meeting

- Consideration should be given to restructuring the Council of Governor meetings; meeting Executive Directors in the morning and the Council to meet separately again after lunch;
- Allow the opportunity for full feedback to the Council on meetings such as the Forward Planning Committee;
- Minutes of Committee meetings could not be representative of the full discussions at meetings (as alluded to earlier); more detail could be posted to Governor only area of the website and in-depth reports from Committees give more detail than the minutes;
- Governors would like to receive a copy of the Board to Council presentation with the meeting Agenda and papers.

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

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

There were no further questions.

10 Any Other Business
None.

11 Date of Next Meeting

The next meeting will be held on 10 March 2016

The meeting closed at 12.45pm.

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Signed
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Date

**Papworth Hospital NHS Foundation Trust
Council of Governors**
Meeting held on 17 November 2015