

Extraordinary Meeting of the Board of Directors Held on 03 October 2024 at 11:05 am In Rooms 88 and 89 HLRI and via Microsoft Teams Royal Papworth Hospital

UNCONFIRMED MINUTES – Part I

Present	Dr J Ahluwalia	(JA)	Chairman
	Mr M Blastland	(MB)	Non-Executive Director/Deputy Chairman
	Prof I Wilkinson	(IW)	Non-Executive Director
	Ms D Leacock	(DL)	Non-Executive Director
	Ms C Conquest	(CC)	Non-Executive Director/Senior Independent Director
	Mr G Robert	(GR)	Non-Executive Director
	Ms A Fadero	(AF)	Non-Executive Director
	Mrs E Midlane	(EM)	Chief Executive Officer
	Dr I Smith	(IS)	Medical Director and Interim Deputy Chief
			Executive Officer
	S. Harrison	(SH)	Interim Chief Finance Officer
	Mr H McEnroe	(HMc)	Chief Operating Officer
	Ms O Monkhouse	(OM)	Director of Workforce and OD
	Mrs M Screaton	(MS)	Chief Nurse
	Mr A Raynes	(AR)	Chief Information Officer & SIRO
In Attendance	Ms A Halstead	(AH)	Lead Governor and Public Governor
	Mr S. Edwards	(SE)	Head of Communications
	Mr K Mensa-Bonsu	(KMB)	Associate Director of Corporate Governance
Apologies	Dr C Paddison	(CP)	Associate Non-Executive Director

Agenda Item		Action by Whom	Date
1	WELCOME, APOLOGIES AND OPENING REMARKS		
	JA welcomed everyone to the meeting and noted the apologies from CP.		
1.ii	Declarations of interest		
	No specific declarations of interest were raised in respect of the Extraordinary Part 1 agenda items.		
2	PEOPLE		
2.i	Workforce Committee Chair's Report		
	Received: A report from the Chair of the Workforce Committee - Part 1 was provided to update the Board on discussions at the Workforce Committee.		
	Reported: AF reported that:		

Agenda Item		Action by Whom	Date
	 a. The Committee had accepted the new BAF risk 3261, however, had noted that the assurances and the mitigations against the risk needed to be updated and then reviewed by the Executive Committee in November 2024. b. Further assurance was required on appraisals, following concern regarding the downward trend in some areas. A new approach to appraisals, with a cycle being created would be reviewed in November 2024. c. JA sought clarification on the Board Assurance Framework entries for the Workforce Committee. AF confirmed the Workforce Committee entries should be 1854, 3261 and 1929 which KMB would update in the report. 		
2.iia	Workforce Director's Report – WRES and WDES Reports 2023/24		
	 Received: Workforce Race Equality Standard 2023/24 Workforce Disability Equality Standard 2023/24 Reported: OM reported that: All NHS organisations were required to publish data related to race equality and disability equality, and to have a related action plan in place. The data had been submitted and published within the deadline in May 2024. The action plans and report were due for submission in October 2024. b. The reports provided an analysis of the data, setting out a review of the previous year's action plan and describing the plan for 2024/25. Work had been undertaken to ensure the 2024/25 plans were coherent with workforce strategy, the EDI improvement action plan and high impact actions. The aim was to ensure the interdependencies of the action plans for the WRES and WDES were linked with other areas of ED&I and had goals that could realistically be achieved. c. Several actions related to cultural change which required long term consistent application, with some actions flowing through from one year to the next, in a different phase of implementation. d. The leadership events, and transformational reciprocal mentoring that had taken place were integral to these plans. e. The Workforce Committee had reviewed the WRES and WDES plans and endorsed them for approval by the Board. f. JA highlighted that the dates included within the purpose section were one year out of date. OM to update the report with the correct submission date. g. JA referenced previous Board discussions regarding the moving parts and questioned whether the Workforce Committee viewed these as now being joined up for WRES and WDES. AF commented that it was clear through the Workforce Strategy and the action plans that things were now more joined up. DL confirmed progress had been made in connecting the moving parts, as evidenced at the leadership event, although further work was required as part of the long-term plan. AF comment		
	 2023/24 WRES data submission and 2024/25 Action Plan 2023/24 WDES data submission and 2024/25 WDES Action Plan. 		

2.iib	Workforce Director's Report – Medical Revalidation		
2	Received: Report from Dr Stephen Webb, Deputy Medical Director and Responsible Officer and Dr Ian Smith, Medical Director: Revalidation Annual Report April 2023 – March 2024.		
	 Reported: IS reported that: a. Appraisal rates had fluctuated through 2023/24 from between 74%-84% across the year, impacted by the continuing periods of industrial action over the last 8-9 months. b. A training programme on Appraisal for Revalidation had been delivered in September 2024 to ensure an appropriate cohort of trained appraisers were available. c. Under the auspices of a peer review process developed by NHSE for the appraisal and revalidation function for all NHS Trusts, colleagues from RPH had met with their counterparts at Norfolk and Norwich University Hospital (NNUH). The colleagues from RPH exchanged good ideas with their counterparts, and it was assuring that the appraisal and revalidation rates at RPH were, although not at the desired level, currently similar at NNUH. The ambition was to reach a level of 90%. d. There were no issues with revalidation, with few people being deferred for good reasons and then subsequently revalidated. e. AF confirmed the report had been reviewed by the Workforce Committee. f. JA sought clarification on the total number of unapproved missed appraisals numbers in Table 2b of the appendix. IS to review and update accordingly. g. JA observed that there had been no submissions of non-engagement by medical staff, commenting that it was positive that staff were engaging with the process. h. JA requested a more detailed version of the GMC Trainee Survey be presented to the Board, to provide a junior perspective. AF commented that a report of all non-consultant doctors was expected in November, to understand trainee issues, which could be presented to the Board. JA requested this also be linked to the Resident Doctors Guardian issues. Noted: The Board reviewed and noted the Revalidation Annual Report April 2023 – March 2024 report. 	IS	05/12
3	ANY OTHER BUSINESS		
	There was none.		

 	 	Signed
 	 	 Date

Royal Papworth Hospital NHS Foundation Trust Board of Directors

Meeting held on 03 October 2024