

MINUTES

Council of Governors' Meeting Part I Held on Monday 9 March 2015 at the Bernard Sunley Centre, Papworth Trust offices

Present

John Wallwork (JW)	Chairman		
Janet Atkins (JA)	Public Governor	Keith Jackson (KJ)	Public Governor
Frank Butcher (FB)	Public Governor	Graham Jagger (GJ)	Public Governor & Lead Governor
Lee Dunleavy (LD)	Public Governor	Judith Johnston (JJ)	Public Governor
Glenn Edge (GE)	Public Governor	Ian Macgregor (IM)	Public Governor
Malcolm Edwards (ME)	Appointed Governor	Helen Munday (HM)	Staff Governor
John Fiddy (FJ)	Public Governor	Peter Munday (PM)	Public Governor
Julia Fleming (JF)	Public Governor	Cheryl Riotto (CR)	Staff Governor
Gill Francis (GF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Richard Hodder (RHo)	Public Governor	Bob Spinks (BS)	Public Governor

In Attendance

Stephen Bridge (SJB)	Chief Executive
Susan Caranese (SC)	Assistant Director of Human Resources
Alison Colling (AC)	Executive Assistant (Minute Taker)
Rachel Hawkins (RH)	Service Improvement Programme (SIP) Director
Elizabeth Horne (EH)	Director of Human Resources
Mary MacDonald (MMac)	Trust Secretary
Josie Rudman (JRu)	Director of Nursing
Jane Payling (JP)	Director of Finance
Claire Tripp (CT)	Director of Operations

Apologies - Governors

Barry Crabtree-Taylor (BCT)	Public Governor
Julia Dunncliffe (JD)	Public Governor
Caz Dyer (CD)	Staff Governor
Robert Hadley (RH)	Public Governor
John Lodge (JL)	Public Governor
Katrina Oates (KO)	Staff Governor
Steve Rackley (SR)	Staff Governor
Jane Ramsey (JRa)	Appointed Governor
Mandy Smith (MSm)	Appointed Governor
Stephen Webb (SW)	Staff Governor
Nick Wright (NW)	Appointed Governor

Agenda Item

1 Welcome, apologies and opening remarks

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

**2 a) Declarations of Interest
b) Confidentiality Agreement**

There were no Declarations of Interest.

Governors were requested to complete the Declaration of Interest form and Confidentiality Agreement, which is an annual requirement.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on 18 November 2014

The Minutes, Part I from the meeting held on 18 November 2014 were approved and authorised for signature by the Chairman as a true record.

Matters Arising

There were no matters arising 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 3 at 3.35%;
- Safer staff levels showed the percentage of registered and unregistered nurses for December and January (day and night). JRu explained the criteria and how levels are set;
- Harm free care (i.e. falls, venous thromboembolism [VTE], pressure ulcers and urinary tract infections [UTIs]). The safety thermometer showed the percentage of patients with harm free care for December (94.7%) and January (98.9%).

Patient Experience

- Friends & Family inpatient results. This new format of reporting showed data for patients who would recommend our service (Dec 97%) and patients who would not recommend our service (Dec 1.2%). Current response rate is 55-60% which includes both inpatients and outpatients.

Action by whom	Date by when
ALL	09.03.15
Chairman	09.03.15

Agenda Item

Action by whom	Date by when
JRu	12.06.15
EH	12.06.15

Quality Accounts – Priorities for 2015/16

The priorities had been agreed by the Quality & Risk Committee and Patient & Public Involvement Committee and were noted as:

- Acute kidney injury (AKI);
- Handover of care and discharge within Thoracic Medicine;
- Duchenne Muscular dystrophy – improved assessment;
- Complex aortic surgery – complications;
- Medicine safety (carried forward from 2014/15).

CQC Inspection – December 2014

JRu advised that the draft report had been received to be checked for factual accuracy and would be resubmitted to CQC today. The final report will be discussed with CQC at the Quality Summit on 19 March when Governors will be advised of the results. The report will be published soon after this.

JRu confirmed that following the full announced inspection on 3 & 4 December 2014, CQC had made an unannounced follow up visit within 14 days. This visit took place on a Sunday evening with CQC finding nothing untoward.

JRu will present the final CQC report results in detail at the next Council of Governor meeting.

Effectiveness of Care

- The cardiac surgery in-house survival rate for Quarter 3 2014/15 was 98.15%.

Finance and Performance Review at Quarter 3

- Earnings before interest, tax, depreciation & amortisation (EBITDA) was £5.1m actual (plan £8.5m); Surplus £0.6m actual (plan £3.9m); Cash £36.3m actual (plan £39.9m); Forecast surplus £1.5m actual (plan £5m). JP explained the reasons for these variances;
- Provisional continuity of service rating = 4 (highest);
- Finance activity showed Admitted Patient Care slightly under plan at 1.4% and Outpatient activity above plan at 9.3%;
- Results against Monitor’s five performance targets were all “green”.

Capacity (and performance)

- Month 8 data was supplied re. clinical activity and income assumptions by specialty. These were looked at in detail including actions in place to deliver/mitigations;
- A graph detailed the Inpatient waiting list by specialty April 2012- January 2015.

Workforce

- Workforce figures at Quarter 3 showed high staff turnover, agency costs and sickness which were all RAG rated as red. Vacancies at 80.77 were RAG rated green. A Governor noted that it would be useful to see quarter end data for the whole year.

Agenda Item

- Staff friends and family results for Q3 were noted; the response rate was 56% for all staff.
- The national Staff survey results were shown via a spider graph. These will be shown in table format for the next meeting; Local Staff Survey results also will be presented at the next meeting.
- The new Trust values were shared (Care, Valued, Excellence, Innovation) which are to run alongside new branding of Papworth*Life*;
- A map showing the geographic residential location of staff will be brought to the next meeting.

[12.10pm ME left the meeting)

Service Improvement Programme (SIP)

- Cumulative year to date (month 10) figures showed £3.31m SIP delivered against a plan of £3.44m and full year plan of £4.67m;
- Work is ongoing with Directorates to find a way to bridge the gap;
- There are still opportunities, with ideas coming through and SIP becoming part of the culture;
- There are 62 projects working through various stages of the SIP cycle. Case studies of where projects have worked well will be shared with Governors at a future meeting;
- SIP Expert training has been extended to Executive Directors, Clinical Directors and other Clinical leads within the Trust.

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

5 New Papworth Hospital

A verbal update was received from the Chairman.

- Final sign-off from Monitor, DH and Treasury has been received with financial close due on 12 March 2015;
- Building work will begin as soon as financial close is reached, with patients expected to be treated in the new hospital in spring 2018;
- Work streams are in place to aid transition to the new hospital;
- February 2018 will see the 100 year celebration of the hospital;
- Fundraising for the Heart & Lung Research Institute (HLRI) can now properly begin. This is a joint venture with the University of Cambridge. Prof Nick Morrell (Non-executive Director) and Malcolm Edwards (Appointed Governor) will represent Papworth Hospital on the HLRI Board;
- Governors offered their congratulations and acknowledgement of the hard work put in to reach the point of financial close.

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

[12.25pm JF left the meeting]

Action by whom	Date by when
EH	12.06.15
EH	12.06.15
RH	Future meeting

**Agenda
Item**

Action by whom	Date by when
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6 Governor Matters

a) General (including minutes of Governor Committees)

The Council of Governors received this paper from the Trust Secretary which included Governor Committee Membership; Reports/minutes from Governor Committees (see below); Terms of Reference for the Governors' Assurance Committee; Governor Training/Awareness Raising and Governor only area of website.

Reports/minutes received from Governor Committee Meetings

- Patient & Public Involvement (PPI) 12 November 2014 (minutes);
- Forward Planning Committee (FPC) 10 December 2014 (minutes);
- Governors' Assurance Committee (GAC) 6 February 2015 (minutes);
- Patient & Public Involvement (PPI) 24 February 2015 (verbal report).

Confirmed: the verbal update from the PPI 24 February 2015 meeting confirmed support for the Quality Account priorities and agreement to serious incidents as indicator for testing by the External Auditors.

Approved: The Council of Governors approved the Terms of Reference for the Governors' Assurance Committee, as recommended by the Governors' Assurance Committee at its meeting on 6 February.

Noted: The Council of Governors noted the contents of this report, including committee minutes attached.

b) Membership Strategy

The Council of Governors received a verbal update which advised that the GAC had discussed this at its 6 February meeting and a draft membership strategy would be presented to its next meeting on 10 April 2015.

Noted: The Council of Governors noted the verbal update on membership strategy.

c) Process for appointment of External Auditors

The Council of Governors received this paper from the Director of Finance and Trust Secretary. The Council of Governors was asked for approval to the recommendation from the Audit Committee on a process for the appointment of External Auditors to take effect from the Statutory Audit 2015/16.

Agenda Item

Action by whom	Date by when

It was noted that either a Governor representative on the Audit Committee (Keith Jackson and Robert Hadley) or the Lead Governor would be involved in the appointment process.

Approved: The Council of Governors approved, on the recommendation of the Audit Committee, the process for the appointment of External Auditors as outlined in the report. The fine details of the process to be agreed in consultation between the Lead Governor or a Governor attendee at Audit Committee and the Chair of the Audit Committee.

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

There were no further questions.

8 Any Other Business

None.

9 Date of Next Meeting

Post Meeting Note: The date of the next meeting has been moved to 12 June 2015 (cancel 16 June).

The meeting closed at 12.30pm

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Signed

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Date

**Papworth Hospital NHS Foundation Trust
Council of Governors
Meeting held on 9 March 2015**