

## MINUTES

**Council of Governors' Meeting  
Part I  
Held on Friday 12 June 2015  
at the Bernard Sunley Centre, Papworth Trust Offices  
12.50pm start**

<b>Present</b>			
John Wallwork (JW)	Chairman		
Frank Butcher (FB)	Public Governor	Graham Jagger (GJ)	Public Governor & Lead Governor
Barry Crabtree-Taylor (BC-T)	Public Governor	Judith Johnston (JJ)	Public Governor
Julia Dunncliffe (JD)	Public Governor	John Lodge (JL)	Public Governor
Caz Dyer (CD)	Staff Governor	Ian Macgregor (IM)	Public Governor
Glenn Edge (GE)	Public Governor	Peter Munday (PM)	Public Governor
John Fiddy (JF)	Public Governor	Katrina Oates (KO)	Public Governor
Julia Fleming (JF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Robert Hadley (RH)	Public Governor	Bob Spinks (BS)	Public Governor
Richard Hodder (RHo)	Public Governor	Nick Wright (NW)	Appointed Governor
Keith Jackson (KJ)	Public Governor		

<b>In Attendance</b>	
Stephen Bridge (SJB)	Chief Executive
Alison Colling (AC)	Executive Assistant (Minute Taker)
Rachel Hawkins (RHa)	Transformation Director
Elizabeth Horne (EH)	Director of Human Resources
Mary MacDonald (MMac)	Trust Secretary
Josie Rudman (JR)	Director of Nursing
Jane Payling (JP)	Director of Finance
Claire Tripp (CT)	Director of Operations

<b>Apologies - Governors</b>	
Janet Atkins (JA)	Public Governor
Lee Dunleavy (LD)	Public Governor
Malcolm Edwards (ME)	Appointed Governor
Gill Francis (GF)	Public Governor
Helen Munday (HM)	Staff Governor
Steve Rackley (SR)	Staff Governor
Jane Ramsey	Appointed Governor
Mandy Smith (MSm)	Appointed Governor
Stephen Webb (SW)	Staff Governor

Agenda Item		Action by whom	Date by when
<p><b>1</b></p> <p><b>Welcome, Apologies and Opening Remarks</b></p> <p>The Chairman welcomed everyone to the meeting and apologies were noted.</p> <p>JW referred to today's visit by the Rt Hon Jeremy Hunt MP, Secretary of State for Health and thanked Governors for being flexible with today's meeting timetable.</p>			
<p><b>2</b></p> <p><b>Declarations of Interest</b></p> <p>There were no Declarations of Interest.</p>			
<p><b>3</b></p> <p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p><u>Minutes of the meeting held on 9 March 2015</u></p> <p>The Minutes from the meeting held on 9 March 2015 were approved and authorised for signature by the Chairman as a true record.</p> <p><b>Matters Arising</b></p> <p>There were no matters of arising to report.</p>		Chairman	12.06.15
<p><b>4</b></p> <p><b>Board to Council Governance</b></p> <p>The Council of Governors received this presentation from the Executive Directors which included:</p> <p><b>Patient Safety</b></p> <ul style="list-style-type: none"> <li>• Healthcare Associated Infections (HCAIs);</li> <li>• Surgical Site Infections (SSIs) – Quarter 4 at 1.46%;</li> <li>• Safer staffing levels showed the percentages of registered and unregistered nurses for March and April (day and night);</li> <li>• Harm free care – The safety thermometer showed the percentage of patients with harm free care for March 2015 (97.96%) and April 2015 (97.96%).</li> </ul> <p><b>Patient Experience</b></p> <ul style="list-style-type: none"> <li>• Friends and Family inpatient results for the last 12 months up to April 2015 showed the percentage of patients who would recommend our service (April 2015) as 98% and patients who would not recommend our service as 0.2% - JR advised this latter score was mainly food related and that all negative comments are picked up by the Wards/Matrons and investigated.</li> </ul> <p><b>Care Quality Commission (CQC) Inspection December 2014</b></p> <ul style="list-style-type: none"> <li>• JR presented a table showing the results (all either good or outstanding) for the areas inspected. A detailed presentation on the CQC visit was given to Governors later in the day.</li> </ul>			

**Effectiveness of Care**

- The cardiac surgery in-hospital survival rate for Quarter 4 2014/15 was 98.26%.

**Finance and Performance Review at Quarter 4**

- Earnings before interest, tax, depreciation & amortisation (EBITDA) was £5.4m actual (plan £11.1m); In-year surplus/deficit (excluding impairments) was -£0.8m actual (plan £5m); Cash at bank £32.1m (plan £41.2m);
- JP explained the reasons for the income and expenditure deficit of -£0.8m which included high expenditure on temporary staffing and devices. There had also been high levels of non-recurrent expenditure on New Papworth close to financial close. An explanation of the impairment and impact on the 2014/15 financial position was given to Governors in a detailed presentation later in the day;
- These results had received a Monitor Continuity of Service Rating of 4 (on a scale of 1-4 with 4 being the best);
- Activity related income for admitted patient care was slightly under plan at 1.9% and for Outpatient care this continued to grow over plan at 10.2%. There has been a conscious move to provide more outpatient services, which accounts for some of the increase in activity in this area;
- The Trust assessed its governance performance using the Monitor metrics achieving “green” in four areas and “amber” against cancer waiting times (31 day pathway) where 95.5% was achieved against a target of 96% (2 patients breached).

**Workforce**

- Workforce trends 2012-2015 for voluntary turnover, sickness absence, agency expenditure and Trust vacancies were shown in graph format;

Local Staff Survey

- Local staff survey percentage results 2014 (completed Oct/Nov 2014) in the areas of vision & values; openness & commitment to change; effective leadership and understanding role & team working were compared against 2013 percentages;
- EH advised that the response rate for the local staff survey of over 56% was good compared to other Trusts;
- A graph showed the results for relocation intentions (“continue to work/seek employment locally/intend to leave/intend to retire”). Relocation issues for staff, patients and visitors are being considered by the new Governor Access & Facilities Group.

**Transformation**

- RHa shared a flow chart detailing the governance structure for the Transformation Programme going forward;
- A timeline from July 2015 to January-March 2016 showed operational readiness and transition processes planned for New Papworth Hospital, Heart & Lung Research Institute (HLRI),

**Agenda  
Item**

Action by whom	Date by when
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Cambridge Transition Programme (CTP) eHospital and Service Improvement Programme (SIP);

- RHa advised that the SIP target for 2015/16 is £5.8m and gave a breakdown of how the plan is working so far.

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

**5 New Papworth Hospital**

The Council of Governors received a verbal update from the Chairman.

- The Chairman confirmed that the build had started mid-March and all was on track;
- There had been much involvement between our staff and Skanska regarding design criteria;
- Negotiations are being held with Commissioners on services such as cardiology which are also provided by CUH;
- Gary Keegan has been appointed to the HLRI fundraiser role; a meeting will be held shortly with the British Heart Foundation regarding a bid for funding for the HLRI.

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

**6 Governor Matters**

**i) Reports from Council of Governors' Committees:**

**a) Forward Planning Committee - 17 March 2015 minutes**

The Forward Planning Committee Chair, BC-T advised there were no issues with the minutes and confirmed the next meeting was scheduled for 23 June 2015.

**Noted:** The Council of Governors noted the minutes of the Forward Planning Committee dated 17 March 2015.

**b) Governors' Assurance Committee - 10 April 2015 minutes**

**Noted:** The Council of Governors noted the minutes of the Governors' Assurance Committee dated 10 April 2015.

**c) Patient & Public Involvement (PPI)**

- 24 February 2015 minutes
- 13 May 2015 verbal update

The Council of Governors received the minutes from the PPI meeting held on 24 February 2015. A verbal update was received from the 13 May 2015 meeting.

