

MINUTES

Council of Governors' Meeting Part I

Held on 11 March 2014 at 10.30am
in the Board Room, Papworth Trust offices

Present

John Wallwork (JW)	Chairman		
Janet Atkins (JA)	Public Governor	Ian Macgregor (IM)	Public Governor
Ruth Clapham (RC)	Public Governor	Surendra Paul (SP)	Public Governor
Barry Crabtree-Taylor (BC-T)	Public Governor	Harvey Perkins (HP)	Public Governor
Julia Dunncliffe (JD)	Public Governor	Steve Rackley (SR)	Staff Governor
Caz Dyer (CD)	Staff Governor	Jane Ramsey (JRa)	Appointed Governor
Malcolm Edwards (ME)	Appointed Governor	Cheryl Riotto (CR)	Staff Governor
Julia Fleming (JF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Robert Hadley (RH)	Public Governor	Mandy Smith (MSm)	Appointed Governor
Norman Howarth (NH)	Public Governor	Bob Spinks (BS)	Public Governor
Keith Jackson (KJ)	Public Governor	Audrey Stenner (AS)	Public Governor
Graham Jagger (GJ)	Public Governor	Stephen Webb (SW)	Staff Governor
Judith Johnston (JJ)	Public Governor	Nick Wright (NW)	Appointed Governor
James Jones (JJo)	Public Governor		

In Attendance

Ken Brewer (KB)	Project Director
Stephen Bridge (SJB)	Chief Executive
Alison Colling (AC)	Executive Assistant (Minute Taker)
Elizabeth Horne (EH)	Director of Human Resources
Kate Lancaster (KL)	Corporate Services Director
Mary MacDonald (MMac)	Trust Secretary
Josie Rudman (JR)	Acting Director of Nursing
Claire Tripp (CT)	Director of Operations

Apologies - Governors

Helen Munday (HM)	Staff Governor
Katrina Oates (KO)	Staff Governor

Agenda Item

1 Welcome, apologies and opening remarks

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

SJB advised that Ann-Marie Ingle, who had been on secondment to Cambridge University Hospitals NHS Foundation Trust (CUH) since July 2013, had now been formally appointed to the position of Chief Nurse at CUH. He advised that interviews for the Director of Nursing position at Papworth Hospital would be held on 17 March.

2 Declarations of Interest

i) Mandy Smith, Appointed Governor, with regard to her role as County Councillor for Papworth and Swavesey.

Governors were requested to complete the Declarations of Interest Annual Return and return this to the Trust Secretary.

3 Minutes of Previous Meeting and Matters Arising

Minutes of the meeting held on 19 November 2013

The Minutes, Part I from the meeting held on 19 November 2013 and the Non-confidential minutes of the Part II confidential meeting held on 19 November 2013 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 paper from the Executive Directors which included:

Patient Safety

- Safety thermometer;
- Healthcare associated infections (HCAIS);
- Surgical site infections.

Quality Accounts (see Agenda item 5)

[1040hrs C Riotto and J Ramsey arrived]

Patient Experience

- Friends and family test (net promoter question);
- Care Quality Commission (CQC) intelligent reporting.

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ALL	11.03.14
Chairman	11.03.14

Effectiveness of Care

- Cardiac surgery in-hospital survival rate.

Finance and Performance at Quarter Three

- Review of financial targets;
- Finance activity (activity & income and year to date activity);
- Governance risk rating – green (confirmed).

Capacity (and performance)

- Month 10 (January 2014) Business Profile Report;
- Surgical and Critical Care capacity;
- Initiatives to improve patient length of stay;
- Provision of additional capacity to delivery projected activity;
- Improved management of capacity and patient flows

[1100hrs K Brewer and S Paul arrived]

Workforce

- Quarter three metrics (voluntary turnover; sickness absence; vacancies; agency; pay progression);
- Staff Survey results 2013

Service Improvement Programme (SIP)/Transformation

- Capita training completed;
- Delivery of SIP projects;
- Update and status of SIP (Capita) six priority projects;
- Progress with SIP.

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

5 Quality Accounts

JR presented the slide within the Board to Council presentation (Agenda item 4) which detailed the Executive Directors’ priorities for 2014/15:

- 1) To provide high quality care and follow-up for patients who have complex discharge needs following Pulmonary Thromboendarterectomy surgery;
- 2) Alcohol dependency management and patient support;
- 3) High quality care for patients with delirium (post procedural);
- 4) Pre-procedure pathway for in-house urgent patients and overall length of stay;
- 5) Reducing medication omissions.

The Council of Governors **agreed** the priorities as presented.

Quality Indicators 2013/14

- The Council of Governors **noted** that data on C.difficile and 62 day cancer wait time would be reviewed by the External Auditors;
- The Council of Governors **agreed** that the local indicator for

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review by the External Auditor would be the percentage of patient safety incidents resulting in severe harm or death.

[1130hrs J Rudman and C Tripp left]

6 New Papworth Hospital

The Council of Governors received a verbal update from the Chief Executive and Project Director.

The Chief Executive updated on the current position regarding the approvals process:

- At the end of November 2013 Papworth minded to appoint Skanska as the preferred bidder;
- The Department of Health (DH) then requested a further financial review by Monitor (3rd review in 3 years); parallel to this, the DH had appointed two independent Doctors to conduct an external clinical review (to include Papworth, CUH, Peterborough Hospital, commissioners and the University of Cambridge).
- As at today's date, the Chairman advised that the formal report of the clinical review is awaited but initial feedback is positive regarding the move to Cambridge.

The Project Director updated on finance and other matters:

- There can be no formal financial close until full Treasury approval is received;
- Following the financial review by Monitor, follow-up meetings have taken place between Monitor, Chief Executive, Chairman, Director of Finance and Project Director;
- On a positive note, the DH capital contribution of £55m is confirmed – this has moved from Foundation Trust Financing Facility (FTFF) to Public Dividend Capital (PDC);
- Discussions have been held with the European Investment Bank (EIB) to provide 50% of the external finance for the project – this is currently looking positive;
- Planning Consent: Representatives from the hospital and Skanska had given a presentation to the planners in January 2014 with no issues raised. The planning applications will be submitted in May/June 2014;
- An archaeological survey is currently being conducted on the site;
- Papworth is working with CUH towards sharing a new energy centre, rather than building two separate ones;
- The new multi-storey car park is scheduled to open in May 2014.

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

[1140hrs K Brewer left the meeting]

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7(a)	Governor Matters - General		
	The Council of Governors received this paper from the Trust Secretary for Committee Chairs/Executive Leads. Matters covered in this paper included:		
7a.1	<u>Confidentiality agreement</u>		
	Governors were requested to complete and return the confidentiality agreement to the Trust Secretary.	ALL	11.03.14
7a.2	<u>Governance Handbook</u>		
	The draft of the first edition was attached for Governors' consideration/approval.		
	<p>During discussion the following points were considered/noted:</p> <ul style="list-style-type: none"> • H Perkins confirmed the handbook had been the main thrust of work for the Governance Assurance Committee (GAC); • The GAC felt it had reached a useful starting point for the handbook, but this is a working document and should be reviewed routinely. 		
	Approved: The Council of Governors approved the first draft edition of the Governors' Handbook incorporating the amendments noted above.		
7a.3	<u>Committee Terms of Reference – PPI Committee</u>		
	Noted and approved: The Council of Governors noted and approved the revised terms of reference for the PPI Committee.		
7a.4	<u>Foundation Trust Governors Association (FTGA)</u>		
	Governors were reviewing the annual subscription fees of £3,300 plus VAT (for the period September 2013 to August 2014) to determine whether this represented value for money and whether the Trust should continue to renew this subscription.	GAC	Aug 14
7a.5	<u>Governor Training</u>		
	The Council of Governors received a provisional timetable for Governor training.		
	E Horne confirmed that Governors were invited to attend a Quality and Risk Training Workshop, alongside Non-executive Directors, to be held on 26 March, 12.30pm-3pm in the Board Room, Papworth Hall. Josie Rudman and Mark Slade will be presenting.	ALL Govs	26.03.14

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Noted: The Council of Governors noted the provisional timetable for Governor training.

- 7a.6 **Public Website – Governor Area**
- 7a.7 **Governor Elections 2014**
- 7a.8 **Committee Membership**

Noted: The Council of Governors noted the update on these three items.

7(b) Governor Elections 2014

The Council of Governors received a separate paper from the Corporate Services Director regarding Governor Elections 2014. This covered:

- Pre-election publicity
- Information mailing
- Open event
- Notice of election
- Election
- Governor terms of office

H Perkins, current Lead Governor advised his full term of office (nine years) would end at the Annual Members' Meeting in September 2014 and he would not be eligible to re-stand for election. He suggested the Council of Governors need to soon consider replacement of the Lead Governor (and Chair of Appointments Committee and Governors' Assurance Committee if appropriate). HP suggested a new Lead Governor be proposed in the summer to allow time for an overlap/ handover.

The Trust Secretary will circulate to Governors information regarding the process of appointing a new Lead Governor.

MM

May
14

It was noted that 12 Governors are eligible for e-election in September 2014, with the election process taking place over the summer.

Noted: The Council of Governors noted the paper regarding Governor Elections 2014.

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

8 Reports from Council of Governors' Committees:

Forward Planning Committee
19 November 2013 (minutes)

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Received and noted: The Council of Governors received and noted the minutes of the Forward Planning Committee meeting held on 19 November 2013.

4 March 2014 (verbal update)

The Council of Governors received a verbal update from the Committee Chair, B Crabtree-Taylor.

- Recent media coverage regarding New Papworth Hospital had been discussed;
- Query raised regarding archaeological dig and whether issues could arise which may cause delays with the project;
- eHospital – discussion regarding software/hardware costs; costs in general including availability of grants;
- Review of the current number of Governor Committees and whether these should merge into the main Governor meeting.

Noted: The Council of Governors noted the minutes of the Forward Planning Committee meeting held on 19 November 2013 and the verbal update from the meeting held on 4 March 2014.

Patient & Public Involvement (PPI)

16 January 2014 (minutes)

J Atkins (Chair) confirmed complaints were being kept under review.

Received and noted: The Council of Governors received and noted the minutes of the PPI Committee meeting held on 16 January 2014.

Governors' Assurance Committee

13 December 2013 (minutes)

Received and noted: The Council of Governors received and noted the minutes from the Governors' Assurance Committee meeting held on 13 December 2013.

21 February 2014 (verbal)

The Council of Governors received a verbal update of the Governors' Assurance Committee meeting held on 21 February 2014, from HP, Lead Governor (Chair). HP confirmed that much of meeting had focused on completion of the 1st draft edition of the Governor Handbook.

Noted: The Council of Governors noted the verbal update from the Governors' Assurance Committee meeting held on 21 February 2014.

