

MINUTES

Council of Governors' Meeting Part I

Held on 17 June 2014 at 10.30am

At the Bernard Sunley Centre, Papworth Trust offices

Present

Susan Lintott (SL) - Chair	Non-executive Director/Senior Independent Director		
Ruth Clapham (RC)	Public Governor	Helen Munday (HM)	Staff Governor
Barry Crabtree-Taylor (BC-T)	Public Governor	Harvey Perkins (HP)	Public Governor/Lead Governor
Caz Dyer (CD)	Staff Governor	Steve Rackley (SR)	Staff Governor
Malcolm Edwards (ME)	Appointed Governor	Jane Ramsey (JR)	Appointed Governor
Julia Fleming (JF)	Public Governor	Cheryl Riotto (CR)	Staff Governor
Norman Howarth (NH)	Public Governor	Mandy Smith (MSm)	Appointed Governor
Keith Jackson (KJ)	Public Governor	Bob Spinks (BS)	Public Governor
Graham Jagger (GJ)	Public Governor	Audrey Stenner (AS)	Public Governor
Judith Johnston (JJ)	Public Governor	Stephen Webb (SW)	Staff Governor
Ian Macgregor (IM)	Public Governor		

In Attendance

Ken Brewer (KB)	Project Director
Stephen Bridge (SJB)	Chief Executive
Alison Colling (AC)	Executive Assistant (Minute Taker)
Rachel Hawkins (RH)	Service Improvement Programme (SIP) Director
Elizabeth Horne (EH)	Director of Human Resources
Kate Lancaster (KL)	Corporate Services Director
Mary MacDonald (MMac)	Trust Secretary
Jane Payling (JP)	Director of Finance
Josie Rudman (JRu)	Director of Nursing

Governor Member Apologies

John Wallwork (JW)	Chairman
Janet Atkins (JA)	Public Governor
Julia Dunncliffe (JD)	Public Governor
Robert Hadley (RHa)	Public Governor
James Jones (JJo)	Public Governor
Katrina Oates (KO)	Staff Governor
Surendra Paul (SP)	Public Governor
Helen Rodriguez (HR)	Staff Governor
Nick Wright (NW)	Appointed Governor

Agenda Item		Action by whom	Date by when
1	<p>Welcome, apologies and opening remarks</p> <p>In the Chairman's absence, Dr Susan Lintott, Non-executive Director and Senior Independent Director (SID) welcomed everyone to the meeting and apologies were noted.</p>		
2	<p>Declarations of Interest</p> <p>Mandy Smith, Appointed Governor, with regard to her role as County Councillor for Papworth and Swavesey.</p>		
3	<p>Minutes of Previous Meeting and Matters Arising</p> <p><u>Minutes of the meeting held on 11 March 2014</u></p> <p>The Minutes, Part I from the meeting held on 11 March 2014 were approved and authorised for signature as a true record.</p> <p>Matters Arising</p> <p>There were no matters arising.</p>	SL	17.06.14
4	<p>Board to Council Governance</p> <p>The Council of Governors received this paper from the Executive Directors which included information on :</p> <p><i>[10.40am J Ramsey arrived]</i></p> <p>Patient Safety</p> <ul style="list-style-type: none"> ▪ Healthcare Associated Infections (HCAIs); ▪ Surgical site infections; ▪ Harm free care – safety thermometer; ▪ Safer staffing. <p>Patient Experience</p> <ul style="list-style-type: none"> ▪ Friends & family test (net promoter question). <p>Effectiveness of Care</p> <ul style="list-style-type: none"> ▪ Cardiac surgery in-hospital survival rate Quarter 4 97.62%. <p>Finance and Performance at Quarter 4</p> <ul style="list-style-type: none"> ▪ Review of financial targets; ▪ Finance activity: <ul style="list-style-type: none"> Admitted patient care – slightly below plan by 4.7% Outpatients – Running above plan by 8.4%; ▪ Governance risk rating – confirmed by Monitor as Green. <p>Capacity (and performance)</p> <ul style="list-style-type: none"> ▪ Surgical critical care capacity. <p>Workforce</p> <ul style="list-style-type: none"> ▪ Staff pathways and values (Care, Valued, Excellence and Innovation). 		

**Agenda
Item**

Action by whom	Date by when
----------------------	--------------------

Service Improvement Programme (SIP)

- Challenges on achieving SIP;
- Non-executive Director involvement in SIP projects.

Chief Executive's Report

- Strategic Plan 2014-2017;
- Wider NHS issues relevant to Papworth.

[11.15am K Brewer arrived]

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 KB, the Project Director. During discussion, the following points were noted/considered:

- KB confirmed that HM Treasury (HMT) approval had been received for the draft Appointment Business Case (ABC);
- Approval of the ABC proper would be required in the immediate future in order to keep to timescales for financial close which was due by end of January 2015;
- Work on planning consent can proceed once HMT approval of Preferred Bidder letter is received. KB and SJB have been liaising with the Director of Planning at Cambridge City Council in this regard;
- Final HMT approval is awaited before the Preferred Bidder letter can be issued;
- Renewal of the land lease had been exercised for a 3rd time;
- 50% of the external funding will be provided by the European Investment Bank (EIB) as confirmed at the EIB Board meeting in early June (rates lower than in the open market);
- Currently an archaeological survey is being undertaken which is due to be completed August/September.

Work scheduled for next six months involves:

- Planning consent;
- Design development;
- Funding competition;
- Due diligence on behalf of the funders;
- Energy centre – consideration of using the new campus energy centre;
- Finalising the commercial contract;
- Confirmatory Business Case Approval– due by September/October;
- Heart & Lung Research Institute (HLRI) work to begin via Cambridge University Health Partners (CUHP);
- M Edwards confirmed that at the current stage of the approvals process, the University of Cambridge is confident to start raising funds for the HLRI.

Agenda Item

Action by whom	Date by when
----------------	--------------

A Stenner raised a query regarding the effect of any possible increase in borrowing rates by the Bank of England. KB confirmed that the interest rate will be fixed at financial close (expected January 2015) for the 30 year contract.

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

6 Reports from Council of Governors' Committees:

i) Forward Planning Committee
- 4 March 2014 (Minutes)

BC-T advised that a verbal update from this meeting had been received at the 11 March Council of Governors' meeting. The next meeting will be held on 24 June with the main agenda item being the Strategic Plan 2015-19. The committee will work with the Executive Committee in scrutinising the Strategic Plan on behalf of Governors.

Noted: The Council of Governors noted the minutes of the Forward Planning Committee meeting held on 4 March 2014

[11.50am C Riotto left the meeting]

ii) Patient & Public Involvement (PPI)
15 May 2014

In the absence of J Atkins (Committee chair), M MacDonald gave a verbal update from the 15 May meeting:

- The Committee had reviewed the Quality Accounts 2013/14 in detail;
- The Committee had composed a Governor statement for inclusion in the Quality Accounts 2013/14;
- At the next meeting on 24 July there will be a presentation on the Manchester Patient Safety Framework, to which all Governors are welcome to attend. Governors were asked to advise either Josie Rudman or Mary MacDonald if they wish to attend this presentation.

ALL

21.07.14

Noted: The Council of Governors noted the minutes from the PPI meeting held on 15 May 2014

iii) Governors' Assurance Committee
- 21 February 2014 (Minutes)
- 7 May 2014 (Minutes)

The Council of Governors had received a verbal update on the 21 February meeting at the 11 March Council of Governors' meeting.

The Governors received the Minutes from 7 May meeting.

**Agenda
Item**

Action by whom	Date by when
-------------------------------	-----------------------------

During discussion the following points were considered/noted:

- The Governance Handbook had been produced and copies were available today for Governors;
- Governor election process;
- Membership strategy;
- Graham Jagger had been appointed as Lead Governor to succeed Harvey Perkins. HP confirmed that a progressive handover is currently in place with GJ;
- HP suggested that this committee should now stand down and reconvene at any time to address governance issues.
- K Jackson offered a vote of thanks to HP for his work on this Committee and for his work as Lead Governor.

Noted: The Council of Governors noted the minutes from the Governors' Assurance Committee meeting held on 7 May 2014.

Noted and agreed: The Council of Governors noted the verbal update above and agreed that the Governor Assurance Committee be stood down as suggested above.

7 Governor Matters

The Council of Governors received this paper from the Trust Secretary. Matters covered in this paper included:

- Governance Handbook;
- Governor attendance at committees/groups;
A list of current committees was attached. It was noted that some Governors still need to consider joining another committee and were requested to contact the Trust Secretary regarding this;
- Governor training;
- Foundation Trust Governors' Association (FTGA);
Governors had discussed whether to retain membership of the FTGA, at an annual subscription of £3,000. This matter to be progressed when the new Lead Governor is in post;
- Governor Questionnaire:
This was enclosed with the papers and Governors were requested to complete and return to the Trust Secretary. The questionnaire can be sent out electronically if preferred.

GJ

Sept
14

ALL

June
14

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

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

No further questions had been received.

**Agenda
Item**

9 Any Other Business

None.

10 Date of Next Meeting

The next meeting will be held on Thursday 11 September 2014, 10am at the Burgess Hall, St Ives. This meeting will be followed by the Annual Members' meeting.

The meeting closed at 11.55am

Action by whom	Date by when

.....
Signed

.....
Date

Papworth Hospital NHS Foundation Trust Council of Governors
Meeting held on 17 June 2014