

**Confirmed**

**MINUTES**

**Council of Governors' Meeting  
Part I  
Held on 11 September 2014  
At Burgess Hall, St Ives**

**Present**

John Wallwork (JW)	Chairman		
Ruth Clapham (RC)	Public Governor	Helen Munday (HM)	Staff Governor
Barry Crabtree-Taylor (BCT)	Public Governor	Harvey Perkins (HP)	Public Governor
Julia Dunncliffe (JD)	Public Governor	Steve Rackley (SR)	Staff Governor
Malcolm Edwards (ME)	Appointed Governor	Cheryl Riotto (CR)	Staff Governor
Julia Fleming (JF)	Public Governor	Helen Rodriguez (HR)	Staff Governor
Norman Howarth (NH)	Public Governor	Bob Spinks (BS)	Public Governor
Keith Jackson (KJ)	Public Governor	Stephen Webb (SW)	Staff Governor
Graham Jagger (GJ)	Public Governor	Nick Wright (NW)	Appointed Governor
Judith Johnston (JJ)	Public Governor		
Ian Macgregor (IM)	Public Governor		

**In Attendance**

**- Governors elect after Annual Members' meeting**

Frank Butcher (FB)	Public Governor
Lee Dunleavy (LD)	Public Governor
Glen Edge (GE)	Public Governor
John Fiddy (JF)	Public Governor
Gill Francis (GF)	Public Governor
Richard Hodder (RH)	Public Governor
Peter Munday (PM)	Public Governor

**Apologies**

**- Governors and Governors elect**

Janet Atkins (JA)	Public Governor
Caz Dyer (CD)	Staff Governor
Robert Hadley (RH)	Public Governor
James Jones (JJo)	Public Governor
John Lodge (JL)	Public Governor Elect
Katrina Oates (KO)	Staff Governor
Surendra Paul (SP)	Public Governor
Jane Ramsey	Appointed Governor
Mandy Smith (MSm)	Appointed Governor
Audrey Stenner (AS)	Public Governor

**In Attendance**

Ken Brewer (KB)	Project Director
Stephen Bridge (SJB)	Chief Executive
Alison Colling (AC)	Executive Assistant (Minute Taker)
Mark Goodridge (MG)	Management Consultant (Conducting Governance Review)
Rachel Hawkins (RH)	Service Improvement Programme (SIP) Director
Dave Hughes (DH)	Non-executive Director
Mary MacDonald (MMac)	Trust Secretary
Mark Millar (MM)	Non-executive Director
Jane Payling (JP)	Director of Finance
Julian Rickett (JRi)	PricewaterhouseCoopers
Maura Sreaton (MSc)	Assistant Director of Nursing

**Agenda  
Item**

**1 Welcome, apologies and opening remarks**

The Chairman welcomed everyone to the meeting, including new Governors who were to be elected after the Annual Members' meeting later in the day. Apologies were noted.

**2 Declarations of Interest**

There were no Declarations of Interest.

**3 Minutes of Previous Meeting and Matters Arising**

Minutes of the meeting held on 17 June 2014, Part 1 and Part 2

The Minutes, Part 1 and Part 2 from the meeting held on 17 June 2014 were approved and authorised for signature by the Chairman as a true record.

**Matters Arising**

There were no matters arising.

**4 Annual Report and Accounts 2013/14**

(a) Annual Report & Accounts (including Quality Report)

Jane Payling, Director of Finance introduced a package of reports, namely the Annual Report, Annual Accounts and Quality Report all for year ended 31 March 2014 and confirmed these were in the prescribed format required by Monitor (the sector regulator for health services in England) and Parliament. JP confirmed that the documents had been checked by our external Auditors, PricewaterhouseCoopers LLT (PwC). JP added that overall results were favourable; there were significant cash balances at the end of the financial year and the hospital had performed well against quality indicators.

JP introduced Julian Rickett (JRi) from PWC.

(b) PwC Annual Audit Letter

JRi advised a very clean opinion had been given with only a few minor issues raised. The brevity of the report reflects well on the Trust.

(c) PwC Report on Quality Report

JRi advised an unqualified limited assurance report (the highest level attainable for this type of audit work) had been given for this clean

Action by whom	Date by when
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Chairman	11.9.14
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**Agenda Item**

Action by whom	Date by when
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report. There were only minor issues which referred to the Trust's over-reporting on serious incidents and PwC will work with the Trust to reconcile the differences.

**5 Board to Council Governance**

The Council of Governors received this presentation from the Executive Directors which included:

**Patient Safety**

- Healthcare Associated Infections (HCAs) year to date = 2 (MSSA bacteraemia);
- Surgical site infections (SSIs) – Quarter 1 at 0.92% (re. coronary artery bypass graft);
- Safer staffing data showed percentage of registered and unregistered nurses for May and June (day and night);
- Harm free care (i.e. falls, venousthromboembolism [VTE], pressure ulcers) – safety thermometer showed percentage of patients with harm free care for May (96.45%) and June (99.51%).

**Patient Experience**

- Friends & family (net promoter question). Response rate continues to be good at 60-70% each month. Comments are reviewed and actioned where possible.

**CQC Announced visit**

- Inspection commencing week beginning 1 December 2014. The Trust is already planning and collecting information. Governors will be advised of the CQC public meeting date and if/when CQC would like to meet with Governors.

**PLACE (Patient Led Assessment of the Care Environment)**

- Results for August 2014 were presented on:
  - \* Cleanliness (Papworth 98.27%, national average 97.25%);
  - \* Food (Papworth 83.37%, national average 88.79%);
  - \* Privacy, dignity and wellbeing (Papworth 92.02%, national average 87.73%);
  - \* Condition, appearance and maintenance (Papworth 96.35%, national average 91.97%);
- The Council of Governors was informed that action was being taken on 'food' which was the only area to score below the national average.

**Effectiveness of Care**

- Cardiac surgery in-hospital survival rate.

**Finance and Performance**

- Review at Quarter 1 which covered April to June 2014;
- Provisional Monitor rating of 4 (based on 1-4 rating with 1

**Agenda Item**

Action by whom	Date by when
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- being lowest and 4 being the highest);
- Finance (activity) at Q1 showed admitted patient care 0.7% above plan and outpatient activity 7.7% above plan;
- Governance risk rating anticipated at “green” which is to be confirmed by Monitor;
- JP advised of the cancer 62-day wait fail at 80% (target 85%) and the cancer 31-day wait fail at 91.1% (target 96%). JP explained the contributing factors (including complex lung cancer care pathway and small patient numbers) and that work is ongoing within Papworth on its part of the patient pathway.

**Capacity (and performance)**

- Activity is 3% above that at the same time last year;
- The biggest challenge is surgical critical care capacity and several initiatives are in place to address this;
- There is a continuing challenge on recruitment and retention of experienced Critical Care nurses (also a national issue);
- Offsite initiatives to increase capacity continue.

**Workforce**

- Staff friends and family survey – Quarter 1;
- Positively 90.14% of staff would recommend this organisation to friends and family as a place to work (9.86% negative); Positively 98.59% of staff would recommend this organisation to friends and family if they needed care or treatment (1.14% negative);
- Work is in place to look at negative comments and any recurring trends.

**Service Improvement Programme (SIP)**

- The 2014/15 SIP target is £5.8m against £4.1m of identified SIP projects (70% of target); a shortfall of £1.7m;
- Month 4 financial performance delivered £1.13m of cashable benefits against a plan of £1.27m; a shortfall on plan of £139k;
- The SIP team is working with Directorates to look at the reasons for the shortfall and working to meet the gap;
- Further staff SIP training will commence in September with Facilitator training being delivered in-house and Expert training being co-delivered by Capita with the intention of this being delivered in-house in future.

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

**6 New Papworth Hospital**

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

**Agenda Item**

Action by whom	Date by when

KB advised the project has moved on considerably since the last Council of Governors' meeting in June.

- Appointed Business Case (ABC) approval was received in July 2014 from Department of Health and Treasury;
- The project is moving to financial close and final Confirmatory Business Case (CBC);
- At the beginning of July, Skanska was appointed as the preferred bidder (PB).

Several workstreams are now in place going forward:

- Planning consent submitted on 5 September with a decision due on 3 December. The archeological survey has been completed satisfactorily;
- Funding competition has commenced with 6 funders shortlisted who will be interviewed by the Trust and Skanska. Following interview, final offers will be submitted with the preferred funder being selected to go forward to financial close;
- Technical and design development - significant work over the next few months on detailed design with Skanska;
- Facilities management – includes work on service specification, methods, costs and staff issues;
- Energy Centre – there is no possibility of using the new CUH energy centre, as this will not be built before the New Papworth Hospital. Therefore the New Papworth Hospital will require its own Energy Centre;
- Option on land – the third option extension fee on the land was exercised June- December 2014. Work is in hand to acquire the land between now and December;
- Contract – due to be signed January/February 2015 and the timetable is on track to achieve this;
- Monitor will look at the CBC again in October and report back to DH and Treasury;
- Heart & Lung Research Institute (HLRI) – the Project Board has been resurrected. Members from this Council are John Wallwork and Malcolm Edwards (Appointed Governor, University of Cambridge).

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

**7(a) Governor Matters**

The Council of Governors received this paper from the Trust Secretary which covered:

- Council of Governor Membership;
- Lead Governor;

**Agenda Item**

Action by whom	Date by when
GJ	
All Govs	

- Governor Committee Membership;
- Foundation Trust Governors Association (FTGA).

Governor Committee Reports received

- Forward Planning Committee Minutes 24 June 2014
- Patient & Public Involvement Committee Minutes 24 July 2014.

One Governor suggested it would be beneficial for Governors to meet each other and staff outside of formal meetings. GJ as lead Governor to take this forward.

**Noted:** The Council of Governors noted the items reported under Governor Matters.

**7(b) Governor’s Questionnaire – Results**

- It was noted that only 16 Governor responses were received from the 29 questionnaires issued;
- Work is ongoing regarding Governor induction;
- Ideas welcomed from new and existing Governors; to be channeled via GJ, Lead Governor.

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

There were no further questions.

**10 Any Other Business**

None.

**11 Date of Next Meeting**

The next meeting will be held on 18 November 2014, 10.30am at the Bernard Sunley Centre, Papworth Trust offices.

The meeting closed at 11.27am and was followed by the Annual Members’ Meeting, Staff Awards, Long Service Awards and Insight Event.

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Signed

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Date

**Papworth Hospital NHS Foundation Trust  
Council of Governors**  
Meeting held on 11 September 2014