

Council of Governors Meeting Minutes, 18 September 2014

Attendees:

Sir Tom	Hughes-Hallett	Chairman		TH-H
Walter	Balmford	Patient		WB
Chris	Birch	Patient		CBir
Christine	Blewett	Public	Hammersmith and Fulham 2	CBle
Nicky	Browne	Appointed	The Royal Marsden NHS Foundation Trust	NB
Dr Anthony	Cadman	Patient		ACa
Catherine	Faulks	Appointed	Royal Borough of Kensington and Chelsea	CF
Prof Brian	Gazzard	Staff	Medical	BG
Angela	Henderson	Patient		AH
Anna	Hodson-Pressinger	Patient		AH-P
Jenny	Higham	Appointed	Imperial College	JH
Melvyn	Jeremiah	Public	Westminster 2	MJ
Martin	Lewis	Public	Westminster 1	ML
Kathryn	Mangold	Staff	Nursing and Midwifery	KM
Susan	Maxwell	Patient		SM
Wendie	McWatters	Patient		WMW
Tom	Pollak	Public	Wandsworth 1	TP
Sandra	Smith-Gordon	Public	Kensington and Chelsea 2	SS-G
Charles	Steel	Patient		CS
Steve	Worrall	Public	Wandsworth 2	SW

IN ATTENDANCE:

Sir John Baker	Non-executive Director	JB
Professor Richard Kitney	Non-executive Director	RK
Jeremy Loyd	Non-executive Director	JL
Karin Norman	Non-executive Director	KN
Nilkunj Dodhia	Non-executive Director	ND
Jeremy Jensen	Non-executive Director	JJ
Eliza Hermann	Non-executive Director	EH
Dr Andrew Jones	Non-executive Director	AJ
Tony Bell	Chief Executive	APB
Lorraine Bewes	Chief Financial Officer	LB
Elizabeth (Libby) McManus	Chief Nurse and Director of Quality	EM
Zoe Penn	Medical Director	ZP
Rakesh Patel	Director of Finance	RP
David Radbourne	Chief Operating Officer	DR
Susan Young	Chief People Officer and Director of Corporate Affairs	SY
Robert Hodgkiss	Divisional Director of Operations, Division of Womens, Neonates, Childrens and Young People, HIV/GUM and Dermatology Services	RH
Patricia Gani	Healthwatch representative	PG
Vida Djelic	Board Governance Manager	VD

1 GENERAL BUSINESS

1.1 Welcome & Apologies

TH-H

The Chairman welcomed members of the public and Patricia Gani from Healthwatch to the meeting.

Apologies were received from Edward Coolen.

Apologies were also received from Non-executive Director Liz Shanahan.

1.2 Declaration of Interests

TH-H

There were no declarations of interests received.

1.3 Minutes of Previous Meeting held on 17 July 2014

TH-H

The Chairman apologised for the late circulation of draft minutes to governors which was due to the holiday period. He thanked governors for providing comments on the draft minutes.

Minutes of the previous meeting were accepted as a true and accurate record of the meeting.

1.4 Matters Arising

TH-H

The governors noted that the two actions relating to governors' committees are in progress and that other two actions have been complete.

Governors Committees

The Chairman thanked those governors who submitted their comments in relation to review of committees and said that a proposal will be sent to governors in October. The Chairman also thanked Chris Birch and Melvyn Jeremiah on their very considerable suggestions. He welcomed further comments.

Trust News mailing

The Chairman noted that there was a delay caused by Capita in distributing the latest Trust News. The Trust is reviewing its ongoing relationship with Capita both in respect of the membership database and newsletter distribution. Governors on the membership sub-committee have been invited to be involved in the procurement process of selecting the membership service provider.

Annual Members' Meeting advert

The Chairman noted that in addition to the Trust News and flyer the Annual Members' meeting has also been advertised in the Gazette Newspaper Series (Ealing, Uxbridge, Harrow, Hounslow and Hammersmith and Fulham), social media, through members enews and through the internal communications channels.

1.5 Chairman's Report

TH-H

The Chairman noted the resignation of Dr Andrew Lomas, who was unable to continue in his role as governor for time commitment reasons but that he remains a councillor of the Royal Borough of Kensington and Chelsea.

Chris Birch noted that it is important to carefully consider publicising the upcoming election due to a low turn-out at the previous election.

In response to a question from Martin Lewis, the Chairman confirmed that Tony Bell will follow up with the Wandsworth CCG regarding their representative on the Council of Governors. He also confirmed that he will follow up with Westminster City Council regarding their representative. **Action: Tony Bell to follow up with Wandsworth CCG regarding their representative on the Council of Governors.**

APB

The Chairman noted that he very much enjoyed all visits to the West Middlesex University Hospital (WМУH) with governors.

The Chairman noted that the Trust has organised an evening meeting for the Chelsea and Westminster Board and the Board of the Royal Brompton and Harefield Hospital with a view to building relationships with them.

The Chairman thanked David Radbourne, Chief Operating Officer, for his valuable contributions over the past few years. David is leaving to take up a new post in Hertfordshire.

1.6 Chief Executive's Report

APB

In addition to his written report, Tony Bell noted that the Board informally discussed the progress on the potential acquisition of the West Middlesex University Hospital (WМУH). The Board will determine whether to proceed to a full business case. The final decision to proceed will have to be made by the Secretary of State.

Tony Bell noted that the *Shaping a Healthier Future* (SaHF) continues and due to the closure of A&E departments at Central Middlesex Hospital and Hammersmith Hospital Chelsea and Westminster has seen an increase in A&E attendances.

An implementation business case will be submitted to NHS England and HM Treasury in autumn.

Tony Bell noted that the redevelopment of the Emergency Department will move forward irrespective of SAHF due to the increasing number of patients to be seen in the A&E in the coming years.

In response to a question from Walter Balmford regarding charging patients who use A&E, Tony Bell responded that there is a system for obtaining funds from non-EU patients eligible for NHS treatment.

Tony Bell noted that a bid for winter pressure funding will be submitted to the Department of Health.

Tony Bell noted that the SystemOne EPR Core is going live by end September in

the Emergency Department which will enable our consultants to view patient record electronically.

Martin Lewis asked if consideration was given to carrying out burns research elsewhere in the country. Tony Bell responded that this has been considered.

The Chairman noted that he has invited chairs of all of hospital charities to dinner. This invitation has been warmly welcomed by the Chairman of the All Party Parliamentary Group.

1.7 Chelsea and Westminster Hospital Charity – update **MN**

This item was deferred to the next Council of Governors meeting.

2 ITEMS FOR DECISION/APPROVAL

2.1 Care Quality Commission (CQC) announced inspection update (oral) **APB**

Tony Bell noted that the Trust had received a draft CQC report. The Trust is given 10 days to check the report for factual accuracy and once we have submitted comments to the CQC we will discuss these with the Board and Council of Governors. There will be a quality summit held by the CQC where the results will be shared at a public meeting and governors will be informed of the date.

2.2 Governors' Questions **SY**

Chris Birch commented on the response provided in the paper and felt that it misses the point. He said that it relates to when a paper or a presentation is given to governors and governors ask questions they are sometimes not clear what decision has been taken.

Anna Hodson-Pressinger said that her question related to when an agreement is made in a meeting or action taken forward from a meeting an update on the agreement or progress with action needs to be reported to governors. The feeling was that this does not always happen. The Chairman agreed that this should happen.

2.3 West Middlesex update (oral) **APB**

Tony Bell noted that this item was discussed earlier in the meeting under the Chief Executive's report.

The Chairman noted that the governors would wish the Board to consider moving forward to a full business case. A number of questions remain to be answered including cultural integration, whether Information Management and Technology (IM&T) expenditure expressed in the transaction is sufficient and rescheduling the PFI debt. Governors also wish to receive advice about the health and wellbeing of the population of the Boroughs covered by both Chelsea and Westminster and the WMUH. **Action: Dominic Conlin to incorporate health and wellbeing into future discussions with governors.** **DC**

The Board will meet next week and will advise governors on their decision whether to proceed to the full business case.

The Chairman congratulated the Chief Executive and the Executive Team for their work on taking forward on the WMUH acquisition.

2.4 Re-appointment of Non-Executive Directors (oral)

TH-H

The Chairman noted that two Non-executive Director appraisals were due to be carried out and suggested that the decision to extend their term of office is instead delegated to the Council of Governors Nominations Committee.

Some governors indicated that sub-committees of the Council of Governors do not have delegated powers. They can make a recommendation to the Council of Governors (s.11.16.10 of the Trust Constitution).

The Chairman asked Susan Young to check if the recommendation can be made to governors via email and the decision to be communicated to governors before the December meeting.

Action: SY to check if the recommendation can be made to governors via email and the decision to be communicated to governors before the December meeting.

SY

The Chairman noted that Karin Norman's term of office was coming to an end on 31 October. He congratulated Karin for chairing the Assurance Committee and giving up a considerable amount of time to carry out her role. The Trust is grateful to her commitment and service to the hospital. The Trust is also grateful to Professor Richard Kitney for his services to the Board as a Non-executive Director, and the Chairman will discuss the possibility of Professor Kitney continuing to work with the Board in an advisory capacity.

3 UPDATES

3.1 Council of Governors Funding Report – update

SY

The Council of Governors discussed the report and the following points were made:

Chris Birch said that considering the financial circumstances the Council of Governors election should be funded from the Council of Governors budget. The Council of Governors agreed. **Action: Susan Young to schedule the Council of Governors election cost on the report and inform governors of the cost.**

SY

Chris Birch said that the title 'amount committed' did not seem appropriate as some information was omitted. Susan Young clarified that these figures were estimated.

Action: Susan Young to change the presentation of the report to ensure greater clarity.

SY

He said that the FTN/FTGA membership for 15/16 did not seem appropriate to appear in the 14/15 financial year and if it is to remain on the list it needs to read 14/15 and the figure nil should be assigned to it if there is no cost for this financial

	year. Action: Vida Djelic to move the FTN/FTGA membership cost to the next financial year budget.	VD
	Susan Maxwell queried why the cost of the FTGA/FTN membership should be funded from the Council of Governors budget. Some governors felt that their training should be funded from the governors' budget and felt the FTGA development days and FTN courses are very helpful. The Chairman suggested that the training courses available should be provided to governors. Action: Vida Djelic to provide a list of training courses available to governors.	VD
	Chris Birch said that the expenditure for 6 Medicine for Members seminars needs to be adjusted. Wendie McWatters asked for the cost breakdown. Action: Layla Hawkins to adjust the cost of membership seminars and provide cost breakdown.	LH
	Tom Pollak said that the decision was made by the Membership Sub-Committee that there is no need for further membership recruitment and that the focus should be on communicating and engaging with the members and asked if any money has been assigned to this on the funding report. Susan Young responded that she will look into the above suggestions. Action: Susan Young to discuss with the communications team.	SY
3.2	*Membership Engagement and Communication – update	SY
	Noted.	
3.3	*Membership Report Q1	SY
	Noted.	
	Steve Worrall referred to p.4 of the report and queried how the socio-economic grouping is defined.	
	Action: Sian Nelson to provide an explanation to governors on how the socio-economic grouping is defined.	SN
4	ITEMS FOR INFORMATION	
4.1	Quality Sub-Committee report (draft minutes of 11 September 2014 meeting attached)	EM
	Noted.	
4.2	*Membership Sub-Committee report (draft minutes of 4 September 2014 meeting attached)	WB
	Noted.	
4.3	*A copy of the Finance and Performance Reports are available via Board papers which are available on the website at the following link: http://www.chelwest.nhs.uk/about-us/organisation/trust-meetings and a hard	APB

copy of the board pack in the governors' room

Noted.

5 ANY OTHER BUSINESS

The Chairman noted that he received a thank you (to Sir Tom) for the get-well-soon card to Edward Coolen.

Martin Lewis noted that there is a governors' stand at the Annual Members' Meeting and invited fellow governors to help with the stand.

Martin Lewis wished well to Public Governor Tom Pollak who was presenting at the Annual Members' Meeting on behalf of the Council of Governors.

6 DATE OF THE NEXT MEETING

The next meeting of the Council of Governors will be held on 4 December 2014.