

Council of Governors Meeting Minutes, 6 March 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
Anthony	Cadman	Patient		ACa
Dominic	Clarke	Staff	Management	DC
Edward	Coolen	Public	Kensington And Chelsea 1	EC
Caroline	Fenwick	Staff	Allied Health Professional, Scientific and Technical	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
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
Maddy	Than	Staff	Support, Admin and Clerical	MT
Frances	Taylor	Appointed	Royal Borough of Kensington and Chelsea	FT

IN ATTENDANCE:

Sir John Baker	Non-executive Director	JB
Tony Bell	Chief Executive	APB
Lorraine Bewes	Chief Financial Officer	LB
Elizabeth McManus	Executive Director of Nursing and Quality	EM
Zoe Penn	Medical Director	ZP
David Radbourne	Chief Operating Officer	DR
Susan Young	Director of Human Resources and Organisational Development	SY
Patricia Gani	Healthwatch representative	PG
Guy Mathew	Healthwatch representative	GM
Layla Hawkins	Interim Head of Corporate Affairs	LH
Vida Djelic	Board Governance Manager	VD

- 1 GENERAL BUSINESS**
- 1.1 Welcome & Apologies** **TH-H**
- TH-H welcomed all attendees to the meeting including Guy Mathew from Healthwatch to the meeting.
- Apologies were received from Governors Sam Culhane, Andrew Lomas, Rochelle Gee and Kathryn Mangold. Apologies were also received from David Radbourne.
- TH-H noted that Alison While, appointed governor retired from King's College and therefore there is a vacancy on the Council of Governors.
- 1.2 Declaration of Interests** **TH-H**
- There were no declarations of interests received.
- 1.3 Minutes of Previous Meeting held on 13 December 2013** **TH-H**
- Minutes of the previous meeting were confirmed as a true and accurate record of the meeting.
- 1.4 Matters Arising** **TH-H**
- TH-H noted that he was taken by SM to Nell Gwynne Ward. He said it was an inspiring visit. He suggested that governors interested in being attached to a ward should let LH know. **Interested governors to let LH know.** **All**
- In response to a question from CBir regarding Mary Seacole plaque, LH responded that it has not been found. TH-H asked LH to confirm to governors whether or not the plaque had been found and if not found for it to be reproduced.
- It was agreed that BG will survey all governors on who Mary Seacole was since the Trust does not have much information about her. **BG to survey governors on information about Mary Seacole.** **All**
- CBir queried the opening of the Ron Johnson Ward. WMW responded that she will be approaching a VIP re the opening of Ron Johnson Ward.
- 1.5 Chairman's Report (oral)** **TH-H**
- TH-H highlighted that he has resigned from the Imperial College Council on the basis to allow more time for his Chairmanship of Chelsea and Westminster Hospital. TH-H noted that he was in attendance at the governors meeting with Non-executive Directors held in February 2014.
- TH-H acknowledged the results of the governors' performance evaluation and proposed a group of governors is brought together to look at the existing governors meeting.
- TH-H noted he is going through his induction and has started one to one meetings with his peers.

SS-G queried if an alternative venue has been sought for the Council of Governors meetings. LH responded that the Imperial College space (Gleeson Lecture Theatre) has been considered.

1.6 Chief Executive's Report (oral)

APB

West Middlesex update – APB said that the Board made the decision to proceed to outline business case stage. A decision to proceed to business case should be made in May. The Board is expected to go through more detail re due diligence. He highlighted that patient and clinical benefits have been identified. He noted that a joint Board/Council of Governors meeting on Strategy held on 4 February was very helpful.

Royal Brompton Hospital – APB noted that a Strategic Outline Case will be considered by the Board.

Shaping a Healthier Future (SaHF) – APB noted that we are proceeding with the A&E redevelopment.

In response to a question from FT re if Royal Marsden Hospital is affected by the NWL reconfiguration programme APB said that specialist Trusts are not affected.

K&C Overview and Scrutiny Committee meeting – APB thanked staff and governors who attended the meeting; we have been invited back and we will invite governors to attend.

APB thanked everyone who attended the National Neonatal Palliative Care event on 13 February 2014 at which the Practical guidance for the management of palliative care on neonatal units was launched. The guidance was developed in collaboration with the Royal College of Paediatrics and Child Healthcare. TH-H said that he was delighted that a number of governors attended. APB highlighted that the document was designed by George Vasilopoulos, Web Communications and Graphic Design Manager.

CQC Intelligent Report – APB noted that the next report is due out soon and once published a copy of the report will be sent to the Board and governors.

Sexual Health Funding - APB noted that the funding has improved and said that there is active dialogue with Public Health England.

BG invited governors interested in visiting the Dean Street Express service to let him know. **Interested governors to let BG know.**

All

Trust News – APB noted that there has been a delay with delivering the February edition of Trust News. LH said that a meeting with Capita has been organised to discuss the reason for delay. She noted that members who wanted to come to the Medicine for Members event on 27 February but received the Trust News late which contained information about the event found this inconvenient. She said that it is planned that the event will be repeated in due course and members will be notified in advance.

TP queried when a visit to West Middlesex Hospital will be organised for governors. APB responded that the Trust has been in contact with WMH regarding this. ML said that he has visited WMH and was very impressed with the new building and reception area was very pleasant and welcoming.

TH-H noted that ACad passed to him a list of questions immediately prior to the meeting to which responses will be provided in due course, as there was not sufficient time for the executives to provide a response.

SS-G noted that not all governors necessarily agree with questions posed by ACad.

TH-H said that the next meeting will include a focus on financial strategy. **To include financial strategy on the May Council of Governors agenda.**

VD

1.8 Feedback from Board

None.

2 ITEMS FOR DECISION/APPROVAL

2.1 Terms of Reference Membership Sub-Committee

WB

The Council of Governors approved the Terms of Reference Membership Sub-Committee.

TH-H noted that the terms of reference may change post the review of the committees structure.

2.2 Council of Governors performance evaluation – results

TH-H

TH-H noted that a number of governors completed the performance evaluation questionnaire. **TH-H invited a group of 5/6 governors to look into three areas for improvement and send feedback to him.**

TH-H

3 ITEMS FOR DISCUSSION/UPDATE

3.1 West Middlesex – update

APB

This item was discussed earlier in the meeting under the Chief Executive's Report.

3.2 Business Planning 2014/15

LB

LB provided a brief update on the business planning process and highlighted that information on financial, operational and strategic plans will be submitted to Monitor.

LB noted that a session will be held with governors to discuss the emerging financial strategy in May.

MJ queried reasons for not delivering planned CIP targets. TH-H responded that the CIP targets will be considered by the Board and all will be signed off by the Medical Director and Chief Nurse and Director of Quality to ensure high quality

services to patients.

APB noted that the Finance and Investment Committee (Board committee) had already analysed the reasons for not delivering the CIP target.

3.3 Nurse Staffing

EM

EM noted that a document titled 'Guidance on safe nurse staffing levels in the UK' demonstrates how nurse staffing levels make difference to outcomes.

The guidance helps understanding how we decide on deploying nursing staff and how many are required.

EM invited interested governors to let her know if interested in working with her on deploying nursing staff. [Interested governors to let EM know.](#)

EM

3.4 End of Life Care Strategy – update

BQ

BQ gave an overview of the End of Life Care Strategy. He noted that a draft strategy was recently reviewed by executive and the action plan will be developed.

SS-G commented that she would like to see more emphasises on carers and relatives in the strategy.

AH-P said she was delighted to see that the strategy addresses the fact that no person should die alone and volunteers are extremely helpful in this respect.

BQ emphasised the importance of engaging with the community and encouraged governors to assist with it. [Interested governors to let BQ know.](#)

All

3.5 *Governors' Questions

APB

VD noted for a point of clarification re response provided to question 2.1 that instead of 'all test results' it should read 'all ECG results'.

CBir queried reasons for the paper being starred. APB responded that the Agenda Sub-Committee agreed that a written response would be provided and the paper could be starred.

CBir noted DR's reply that all test results are sent out promptly' and asked if this meant within 48 hours, or within a week, or what. APB said that this had not been in the original question but that an answer would be provided.

TH-H concluded the item saying that in future this item will not be starred.

3.6 Governors Visits to Clinical Areas

EM

In response to some concerns about advance notice when going on wards APB clarified that governors can freely visit hospital wards and no notice is required in advance of their planned visit.

3.7	*Council of Governors Funding Report – update	LH
	This item was starred and therefore taken as read.	
3.8	*Quality Sub-Committee report	EM
	This item was starred and therefore taken as read.	
3.9	*Membership Sub-Committee report	WB
	This item was starred and therefore taken as read.	
3.10	Membership Engagement and Communication – update	KD-D
	LH noted that the paper was presented to the Membership Sub-Committee on 11 February.	
3.11	Open Day 2014	KD-D
	LH noted thanks to WMW for securing a VIP for the Open Day event.	
	It was confirmed that the Royal Borough of Kensington and Chelsea Mayor will be invited to attend the event. LH to invite the Royal Borough of Kensington and Chelsea Mayor.	LH
3.12	*Membership Report	SN
	This item was starred and therefore taken as read.	
3.13	Chelsea and Westminster Star Awards 2014	SY
	SY highlighted that Star Awards are generously supported by the Chelsea and Westminster Hospital Health Charity.	
	It was noted that the next star awards ceremony will be held on 15 May 2014.	
	SY invited governors to nominate staff for the Council of Governors Special Award.	All
	SY invited governors to put their names forward for the judging panel of the Special Governor Award and Patient Choice Award.	All
3.14	Staff survey – results	SY
	SY noted that at the Strategy meeting in February governors were provided with preliminary results. A copy of 12/13 results and results over 5 years was tabled.	
	SY noted that survey results are available from the website at www.nhsstaffsurveys.com .	
	TH-H said that the staff survey results will be presented to governors at May meeting in more detail. VD to put on the May Council of Governors agenda.	VD

4 ITEMS FOR INFORMATION

Noted.

5 ANY OTHER BUSINESS

Membership sub-committee

WB noted that there has recently been resignations from the membership sub-committee. He invited all governors to let him or VD know if interested in joining the sub-committee. **All governors to let WB or VD know if interested in joining the sub-committee. All**

EC confirmed that he intends to attend the Membership Sub-Committee.

ML said he observed that the lower ground floor staff often eat fish and chips in outpatient waiting areas.

APB announced that the formal opening of the Chelsea Children's Hospital will be held on 18 March. He noted that all governors are invited to the opening.

6 DATE OF THE NEXT MEETING

The next meeting of the Council of Governors will be held on 15 May 2014