

## Council of Governors Meeting, 13 September 2012 Minutes

Prof. Sir Christopher Edwards	Chairman		CE
Chris Birch	Patient		CBir
Christine Blewett	Public	Hammersmith and Fulham 2	CBle
Nicky Brown	Appointed	Royal Marsden Hospital NHS Foundation Trust	NB
Anthony Cadman	Patient		ACad
Cass. J Cass-Horne	Patient		CC-H
Carol Dale	Staff	Management	CD
Brian Gazzard	Staff	Medical and Dental	BG
Jenny Higham	Appointed	Imperial College	JH
Anna Hodson-Pressinger	Patient		AH-P
Melvyn Jeremiah	Public	Westminster 2	MJ
Martin Lewis	Public	Westminster 1	ML
Kathryn Mangold	Staff	Nursing and Midwifery	KM
William Marrash	Patient		WM
Susan Maxwell	Patient		SM
Wendie McWatters	Patient		WMW
Henry Morgan	Public	Wandsworth 1	HM
Cyril Nemeth	Appointed	Westminster City Council	CN
Sandra Smith-Gordon	Public	Kensington and Chelsea 2	SS-G
Frances Taylor	Appointed	Royal Borough of Kensington and Chelsea	FT
Maddy Than	Staff	Support, Admin & Clerical	MT
Alison While	Appointed	King's College	AW

### IN ATTENDANCE:

Sir John Baker	Non-executive Director	JB
Jeremy Loyd	Non-executive Director	JL
Sir Geoffrey Mulcahy	Non-executive Director	GM
Richard Kitney	Non-executive Director	RK
Tony Bell	Chief Executive	TB
Dr Mike Anderson	Medical Director	MA
Lorraine Bewes	Director of Finance	LB
David Radbourne	Interim Chief Operating Officer	DR
Catherine Mooney	Director of Governance and Corporate Affairs	CM
Matt Akid	Head of Communications	MAk
Axel Heitmueller	Director of Strategy and Business Development	AH
Vida Djelic	Foundation Trust Secretary	VD
Patricia Gani	LINK representative	PG

**1 GENERAL BUSINESS**

**1.1 Welcome & Apologies**

**CE**

CE welcomed Tony Bell, new Chief Executive to the meeting.

CE welcomed Patricia Gani, a representative from the Local involvement Network (LINK) to the meeting.

Apologies were received from Fergus Cass and Edward Coolen.

CE reminded the Council of Governors of the reason for FC's absence which was due to a potential conflict of interest.

Apologies were also received from Sian Nelson, Membership Engagement Manager.

**1.2 Declaration of Interests**

**CE**

None.

**1.3 Minutes of Previous Meeting held on 12 July 2012**

**CE**

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

**1.4 Matters Arising**

**CE**

In response to a question relating to making quick changes to the A&E estates and level of services we provide it was confirmed that we are planning to invest in A&E services. This is being made clear to visitors when visiting the Trust in relation to the consultation.

It was confirmed that the work would involve refreshing the interior in the short terms at a cost of £500k. There is more substantial work to be done if we win the bid and although it has not been confirmed yet how much will be invested in refurbishment and redevelopment it will be in the region of £2 - £4 million.

The Council of Governors noted that a public meeting was held in the Kensington & Chelsea Town Hall re the importance of the Chelsea and Westminster Hospital being selected as preferred provider.

Other matters arising were noted as completed.

It was suggested that under the consultation proposals doctors' and specialists' posts are under threat and it would be useful to have a quote from a specialist. CE commented that this approach would be perceived by wider public as biased as clinicians are members of staff.

SS-G commented about the length of the Council of Governors minutes and

proposed that these are written in a similar style as the sub-committee minutes i.e shorter and action focused. It was suggested that if any governor wanted any specific contributions recorded in minutes they should say so in the meeting. This included governors' questions and answers. **The Council of Governors agreed.**

The Council of Governors noted a series of visits from external organisations and a local MP in relation to the 'Shaping a Healthier Future' Consultation.

## **1.5 Chairman's Report (oral)**

**CE**

### Council of Governors elections

CE informed the governors that due to some vacancies on the Council of Governors and the fact that some seats expire at the end of November the next election to the Council of Governors will be held in November 2012. Governors were encouraged to stand for re-election. CE emphasised the Trust's ongoing efforts to recruit diverse membership and hard to reach groups.

### Re chelwest email account

CE noted that the three governors who had been using the experimental Zimbra email firstname.surname@governors.chelwest.nhs.uk had resolved to revert to the main chelwest.nhs.uk hospital system. The advantage of Zimbra was that it involved only one password gate rather than two on the main chelwest system, the second of which was a secure code sent to a mobile phone or key-fob in response to a successful initial log-in. The advantage was that because Zimbra was a separate system there was no access from it to the Chelwest Address Book. He had decided that a further five governors should be equipped with Zimbra access to use in parallel with the main hospital system for a further evaluation period.

### Away Day

CE outlined the plan for a joint Board/Council of Governors Away Day and proposed that it is held on 6 December which is the date of the next Council of Governors meeting.

Topics for discussion included:

- Governor/Board interaction
- Constitution review
- Strategy

## **1.6 Chief Executive's Report**

**TB**

TB introduced himself and noted how he was looking forward to working with the governors.

## **2 ITEMS FOR DISCUSSION/DECISION/APPROVAL**

### **2.1 Quality Awards – paper and presentation of certificates**

**MvL**

The four team winners were welcomed and the quality of services they provide noted. The Council of Governors noted a positive feedback from governors who visited each team and representatives received the quality certificate from the Chairman. The winners were:

- Decontamination Services Department
- Infrastructure Power Works Team
- Medihome
- West London African Women's Service

**2.2 Quality Sub-Committee report\* CM**

This item was starred and therefore taken as read.

**2.3 Shaping a Healthier Future – consultation update MA**

A presentation on the consultation was given which updated governors on the progress with the reconfiguration of health services in the North West London and an update in the response to the consultation.

In response to a question if there is specialist care in the Urgent Care Centre (UCC), MA responded that most of care is provided by GPs and if necessary they can arrange specialist care by transferring patients from the UCC to A&E . Governors noted that if we lost A&E we would also lose a lot of consultants but they would still be required e.g at Charing Cross Hospital.

In response to questions it was confirmed that the Trust had not had a response from the Westminster MP and that cancer care is changing and a London Cancer Alliance is being set up.

AW, JJ and LB arrived.

**2.4.1 Constitution changes required as a result of the Health and Social Care Act 2012 – to come into effect on 1 October 2012 CE**

The Council of Governors noted that certain parts of the Act 2012 were coming into effect on 1 October and a copy of the constitution received reflected these changes which mainly were about the increase of the Private Patient Income Cap. The Council of Governors also noted that a vote would take a place at the Annual Members' Meeting which followed afterwards on the changes.

It was agreed that wording in section 18.7 'a Trust' should read 'the Trust' and that word 'percentage points' should be inserted.

In response to a question on income from non-EU patients it was confirmed that it is in hundreds of thousands. An objection to overseas patients being admitted without presenting credit cards was noted and that the present rule was that overseas patients were not admitted unless it was confirmed that they could pay.

**2.4.2 Constitution review – other changes required as a result of the Health and Social Care Act 2012 and next steps CM**

The progress of review of the Constitution to reflect changes stipulated by the Monitor Core Constitution was given. Governors represented on the Constitution Review Task Force were thanked for taking time to look in detail at the constitution and suggesting changes. The Task Force has identified what the core constitution would look like and noted that any points for discussion will be

addressed at the Council of Governors workshop to be organised on 17 October. It was noted that there will be governance input from Beachcroft.

A similar approach will be taken re the Board of Directors.

Issues for further discussion will be logged and discussed at a proposed joint Board/Council of Governors Away Day.

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|-------------|---|------------|
| <b>2.5</b>  | <b>Governors' Questions</b>   | <b>TD</b>  |
| -           | Dress code for staff and patients – Anna Hodson-Pressinger  |            |
|             | This item was taken as read.  |            |
| <b>2.6</b>  | <b>Care Quality Commission Engagement Project</b>   | <b>CM</b>  |
|             | The Council of Governors noted that the Trust expressed interest in being involved in the project and will respond to the FTGA on Friday. Governors were invited to send expression of interest to involvement to VD by midday, Friday, 14 September. |            |
|             | Governors noted that the Trust was not provided with the criteria for the selection process. <a href="#">VD to enquire about this with the FTGA/CQC.</a>  | <b>VD</b>  |
| <b>2.7</b>  | <b>Council of Governors Funding Report*</b>   | <b>CM</b>  |
|             | This item was starred and therefore taken as read.  |            |
| <b>2.8</b>  | <b>Governor/Senior Nurse Patient Rounds Update</b>  | <b>TP</b>  |
|             | This item was starred and therefore taken as read.  |            |
| <b>2.9</b>  | <b>Membership Sub-Committee report*</b>   | <b>ML</b>  |
|             | A draft report from the Membership Sub-Committee meeting held on 26 July 2012 was starred and therefore taken as read.  |            |
| <b>2.10</b> | <b>Membership Engagement and communication – update*</b>  | <b>MAk</b> |
|             | This item was starred and therefore taken as read.  |            |
| <b>2.11</b> | <b>Membership Report*</b>   | <b>TP</b>  |
|             | This item was starred and therefore taken as read.  |            |
| <b>3</b>    | <b>ITEMS FOR INFORMATION</b>  |            |
| <b>3.1</b>  | <b>Finance Report – July 2012</b>   | <b>LB</b>  |
|             | This item was taken as read.  |            |
| <b>3.2</b>  | <b>Performance Report – July 2012</b>   | <b>DR</b>  |

This item was taken as read.

**4 ANY OTHER BUSINESS**

**CE**

Risk Management Strategy and Policy

ACad congratulated CM on providing an impressive and expert explanation of the risk strategy provided at the previous Council of Governors meeting.

He informed the governors that he assisted in an overseas company research on assessing healthcare market risk in the UK.

In response to AH-P comment on pilot of private care at the Oxford Hospital, CE responded that that was an interesting experiment which received very good press response.

CQC an unannounced inspection – July 2012

The Council of Governors noted that the CQC conducted an unannounced inspection to the Chelsea and Westminster Hospital at the end of July to assess compliance with essential standards of quality and safety. The Trust has received a positive report which states that we met all five essential standards of quality and safety. It was noted that patients were positive about their experience and one patient said that the hospital saved their life. Another patient told the inspectors that she loved the hospital and the hospital loved her.

**5 DATE OF THE NEXT MEETING**

The next meeting of the Council of Governors will be held on 6 December 2012.

**Signed by**



**Prof. Sir Christopher Edwards  
Chairman**