

**The Clatterbridge Cancer Centre NHS Foundation Trust**

**MINUTES OF THE COUNCIL OF GOVERNORS  
Wednesday 13 February 2019  
R&1 Room 2&3  
5:30pm**

<b>Present:</b>	Alison Hastings	Interim Trust Chair (Chair)
	Steve Sanderson	Senior Governor
	Brian Blundell	Elected Governor
	Ian Boycott-Samuels	Elected Governor
	Jane Wilkinson	Elected Governor
	John Roberts	Elected Governor
	Laura Jane Brown	Staff Governor
	John Archer	Staff Governor
	Samantha Wilde	Staff Governor
	Ray Murphy	Nominated Governor
	John Field	Elected Governor
	Carla Thomas	Elected Governor
	Christine Littler	Elected Governor
	Liz Bishop	Chief Executive
	Sheila Lloyd	Deputy Director of Nursing
	Sheena Khanduri	Medical Director
	Barney Schofield	Director of Operations & Transformation
	James Thomson	Finance Director
	Angela Wendzicha	Assoc Director of Corporate Governance
	Sarah Atherden	Corporate Governance (Secretary)
<b>Apologies:</b>	Andrea Chambers	Nominated Governor
	Brian Bawden	Elected Governor
	Trish Marren	Elected Governor
	Deborah Spearing	Staff Governor
	Katrina Bury	Head of Charity
	Jayne Shaw	Director of Workforce & OD
	Mark Tattersall	Non-Executive Director
	David Teale	Non-Executive Director
	Geoff Broadhead	Non-Executive Director

Item	Administrative Items	Action
CoG/01/19	<b>Chair Welcome and Note of Apologies</b> The offered apologies were noted.	

	<p>The Chair advised that Non-Executive Directors would be in attendance at future meetings to present reports on their respective Committees and activity.</p> <p>The Chair introduced LB, JT and AW to the meeting.</p>	
<b>CoG/02/19</b>	<p><b>Declarations of Committee Members and other attendees interests concerning agenda items</b></p> <p>No declarations of interest were made.</p>	
<b>CoG/03/19</b>	<p><b>Minutes of the meeting: 29 October 2018</b></p> <p>The minutes of the last meeting were agreed as a true and accurate record.</p>	
<b>CoG/04/19</b>	<p><b>Matters Arising and Summary of Agreed Actions</b></p> <p>It was agreed that the Action Sheet was correct as reported.</p>	
<b>Items for discussion – Performance &amp; Quality/Strategy</b>		
<b>CoG/05/19</b>	<p><b>Key Talk – Overview of the Cancer Alliance &amp; Transformation Plans</b></p> <p>LD shared her presentation which provided an overview of the important role of the Cancer Alliance.</p> <p>A detailed and meaningful discussion took place; Governors noted the contents of the presentation.</p> <p>The Chair thanked LD for providing an informative and interesting presentation and agreed it would be helpful for LD to return in 12 months to provide an update for the Governors. It was also agreed to include information regarding the Alliance as part of the Governor programme.</p> <p><b>The Council of Governors:</b></p> <ul style="list-style-type: none"> <li>• <b>Requested</b> an update on the Cancer Alliance to be provided in 12 months to the Council of Governors</li> <li>• <b>Requested</b> information regarding the Alliance be included within the Governor Induction Programme</li> </ul>	<p><b>AW</b></p> <p><b>AW</b></p>
<b>CoG/06/19</b>	<p><b>Report from the Senior Governor</b></p> <p>SS provided a brief overview of his report and thanked the staff who had supported the recruitment process for the Trust Chair.</p> <p>There were no comments raised on the report.</p>	
<b>CoG/07/19</b>	<p><b>Q3 Performance &amp; Strategic Overview</b></p> <p>LB provided a short presentation and highlighted the following points:</p>	

	<ul style="list-style-type: none"> <li>• Regular operational and financial performance dashboards will be provided for all future Council meetings</li> <li>• There are no major risks to the build following the delay to the Royal Liverpool Hospital and the CCC plan remains on track</li> <li>• The CQC Inspection had been particularly challenging with new members of the Executive and Board joining the Trust at a similar time. Around 700 pieces of information had been requested by the CQC which had placed considerable pressure on teams</li> <li>• Key activity following the CQC inspection has been focused on strengthening Governance, Risk Escalation and Mandatory Training compliance. A revised Governance structure will be presented to the Board in March for approval</li> <li>• The CQC draft report is expected around the end of March, enabling the Trust to comment on factual accuracy, with the final report published in April 2019</li> <li>• Future agenda items for the Council will include proposals for engagement sessions and seminars for Governors. AW is leading.</li> </ul> <p>The Council discussed and welcomed the provision of regular performance reports.</p> <p>The review of governance was discussed and the Council requested details of all the dates for Trust Board and Governor Committees. This will be provided once the final dates for all 2019 meetings are confirmed.</p> <p>Concern was raised regarding the impact on patients and staff, including staff turnover, travel and car parking for the move to Liverpool. Assurance was provided that various options are being considered with a final proposal to be presented to the Trust Board in March.</p> <p><b>The Council:</b></p> <ul style="list-style-type: none"> <li>• <b>Welcomed</b> the provision of regular performance dashboards, in advance of meetings</li> <li>• <b>Requested</b> a copy of the 2019 Trust Board dates and Governor Committees, once finalised.</li> </ul>	<p>AW</p> <p>AW</p>
<b>Governance and Other Matters</b>		
<p><b>CoG/08/19</b></p>	<p><b>Patient &amp; Experience Committee – Update</b></p> <p>IBS provided an overview of the key points for the November 2018 and January 2019 meetings.</p>	

	<p>The Committee had reviewed the Dementia Strategy and Patient Experience &amp; Improvement Strategy and were in full support of both.</p> <p>Attendance at meetings remains problematic and IBS re-emphasised the importance of attendance. The day of the week for some Governor committees have also changed which may be impacting.</p> <p>IBS will be standing down as Chair of the Committee from September and suggested it may also be helpful to also have a Deputy Chair in place. An expression of interest will be provided for any Governors who wish to declare an interest in the roles.</p>	
<p><b>CoG/09/19</b></p>	<p><b>Membership &amp; Communications Committee – Update</b></p> <p>JW provided an overview of the key points from the February 2019 meeting.</p> <p>Attendance at meetings is also an issue for this Committee and JW advised that there were three occasions in 2018 where the meeting was not quorate. JW reinforced the need to increase Trust membership and that it was the responsibility of all Governors to support that.</p> <p>Monthly ‘Governor Stands’ will be present at CCC-Wirral and CCC-Aintree to raise the profile and understanding of Governors and aim to increase overall membership.</p> <p>There was a plea for all Governors to attend charity events. AW agreed to share the Charity programme of work with the Council.</p> <p>The Council discussed poor attendance at meetings and sought to identify ways to improve. AW advised that support will be provided through a re-launch of the committees and an overall work plan. This was welcomed by the Council.</p>	<p><b>AW</b></p>

<p><b>CoG/10/19</b></p>	<p><b>Audit Committee Update</b></p> <p>AH presented a summary of the meeting held on 21 January 2019 and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Apologies had been received from Mark Tattersall, the new Non-Executive Director and Audit Chair who was away on holiday. Mark had chaired the Committee and the Governors were thanked for making an excellent appointment.</li> <li>• An audit review of complaints had resulted in a 'Limited Assurance' rating. Although from a statutory perspective the Trust is compliant, there is some learning to improve the process.</li> <li>• As part of the broader Governance review, clarity will be provided on risk management processes which will enable the Audit Committee to assess that the system is working effectively</li> </ul>	
<p><b>CoG/011/19</b></p>	<p><b>Chair Recruitment</b></p> <p>SS tabled a paper at the meeting setting out a recommendation for the appointment of a new Trust Chair. The paper was tabled as the final interviews were only held on Tuesday 12 February.</p> <p>SS provided a summary of the rigorous recruitment process that had taken place between October 2018 and February 2019.</p> <p>SS advised that the Nominations Panel had unanimously decided to recommend to the Council of Governors for Kathy Doran to take up appointment of CCC Trust Chair.</p> <p>The Council discussed and agreed with the recommendation from the Nominations Panel. Accordingly, Kathy Doran will be informed of her successful appointment and the anticipation is that she can join the Trust from 1 April 2019.</p> <p><b>The Council of Governors:</b></p> <ul style="list-style-type: none"> <li>• <b>Ratified</b> the Nominations Panel recommendation to appoint Kathy Doran as the new CCC Trust Chair</li> </ul> <p>AH left the meeting.</p> <p><b>Non-Executive Director proposed extension to current term</b></p>	

	<p>SS tabled a proposal to the Council for Alison Hastings, Interim Chair, to be extended for one final year as a Non-Executive Director from 1 January 2020 to December 2020.</p> <p>The Council discussed and agreed this was a sensible approach to provide stability following other leadership changes and as the Trust moves to Liverpool in 2020.</p> <p><b>The Council:</b></p> <ul style="list-style-type: none"> <li>• <b>Approved</b> the extension of Alison Hastings, as Non-Executive Director from 1 January 2020 – 31 December 2020.</li> </ul>	
<p><b>CoG/012/19</b></p>	<p><b>Any Other Business</b></p> <p>No other business was raised.</p> <p>The meeting concluded at 7:30pm and the next meeting will be held on 18 March 2019.</p>	

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