

**The Clatterbridge Cancer Centre NHS Foundation Trust**  
**MINUTES OF THE COUNCIL OF GOVERNORS**  
**Monday 18<sup>th</sup> March 2019**  
**R&1 Room 2&3**  
**5:30pm**

<b>Present:</b>	<p>Alison Hastings  Steve Sanderson  John Field  Christine Littler  Brian Blundell  Jane Wilkinson  Ian Boycott-Samuels  John Archer  Laura Jane Brown  Deb Spearing  Samantha Wilde  Amit Patel  Andrea Chambers</p> <p>Ray Murphy</p> <p>Andrew Pettitt</p> <p>Liz Bishop  James Thomson  Sheila Lloyd  Jayne Shaw  Kate Greaves  Angela Wendzicha  Karen Kay  David Teale  Mark Tattersall  Kathy Doran  Margaret Moore</p>	<p>Interim Trust Chair (Chair)  Senior Governor – St Helens &amp; Knowsley  Public Governor, Wirral &amp; rest of England  Public Governor, Wirral &amp; rest of England  Public Governor, Cheshire West &amp; Chester  Public Governor – Wales  Public Governor - Sefton  Governor, Staff – Other Clinical  Governor, Staff - Nurse  Governor, Staff – Non Clinical  Governor, Staff – Radiographer  Governor, Staff – Doctor  Nominated Governor - Manx Cancer Help  Association  Nominated Governor - Cancer  SteeringGroup  Nominated Governor - University of  Liverpool</p> <p>Chief Executive  Finance Director  Director of Nursing &amp; Quality  Director of Human Resources  Associate Director of Quality  Assoc. Director of Corporate Governance  Deputy Director of Nursing  Non Executive Director  Non Executive Director  Chair (with effect from 01.04.19)  Corporate Governance (Secretary)</p>
<b>Apologies:</b>	<p>Andrew Waller  Carla Thomas  John Roberts  Brian Bawden  Trish Marren  Shaun Jackson  Burhan Zavery</p> <p>Sonia Holdsworth</p> <p>Barney Schofield  Debbie Francis  Sheena Khanduri</p>	<p>Public Governor, Wirral &amp; rest of England  Public Governor, Sefton  Public Governor, Liverpool  Public Governor, St Helens &amp; Knowsley  Public Governor, Warrington &amp; Halton  Nominated Governor  Governor, Staff - Volunteers, Service  Providers, Contracted Staff -  Nominated Governor, Macmillan Cancer  Support  Director of Operations &amp; Transformation  Non Executive Director  Medical Director</p>

Item	Administrative Items	Action
CoG/13/19	<p><b>Chair Welcome and Note of Apologies</b></p> <p>The offered apologies were noted.</p> <p>The Chair welcomed Kathy Doran and thanked her for attending the meeting. Kathy's term of office as Chair commences 1<sup>st</sup> April 2019.</p> <p>The Chair also welcomed and thanked the Executive and Non Executive Directors for their attendance.</p>	
CoG/14/19	<p><b>Declarations of Committee Members and other attendees interests concerning agenda items</b></p> <p>No declarations of interest were made.</p>	
CoG/15/19	<p><b>Minutes of the meeting: 13<sup>th</sup> February 2019</b></p> <p>The minutes of the last meeting were agreed as a true and accurate record.</p>	
CoG/016/19	<p><b>Matters Arising and Summary of Agreed Actions</b></p> <p>It was agreed that the Action Sheet was correct as reported.</p> <p>Matters Arising:</p> <p><b>CoG/07/19</b> - The Council were advised the Trust Board dates have been finalised and released today.</p> <p>AW explained to the Governors that going forward the dedicated password protected section of the public website will contain relevant information. Each Governor will be advised of their log-on details in due course.</p> <p><b>CoG/09/19</b> - Charity programme of work was distributed with the meeting papers.</p>	<b>AW</b>
<b>Items for discussion – Performance &amp; Quality/Strategy</b>		
CoG/17/19	<p><b>Key Talk – Vision to Action – delivery the best care in the last days and hours of life</b></p> <p>Dan Monnery – Consultant in Palliative Medicine provided a presentation which gave an overview of the important role of delivery for the best care in the last days and hours of life.</p>	

	<p>Following the presentation he summarised that our 5-year strategy (2018-2023) is ambitious but addresses all of the priorities from national, regional and local drivers.</p> <p>A detailed and meaningful discussion took place; Governors noted the contents of the presentation.</p> <p>It was noted that confirmation is required to establish if the Royal operate an Amber Care Bundle.</p> <p>The Chair thanked DM for providing an informative and interesting presentation.</p>	
<p><b>CoG/18/19</b></p>	<p><b>Report from the Senior Governor</b> SS provided a brief overview of his report.</p> <p>He informed the Council Debbie Francis, Non Executive Director was leaving the Trust today and formally extended thanks for her contribution and support to the Trust during her term.</p> <p>There were no comments raised on the report.</p>	
<p><b>CoG/19/19</b></p>	<p><b>Performance &amp; Strategic Overview</b> LB provided a short presentation and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Two new appointments to the Trust – commencing 15<sup>th</sup> April 2019: Gillian Heap, Director of Research Operations and Tom Pharaoh, Associate Director of Strategy &amp; Transformation.</li> <li>• Overview of Performance/Operating Standards up to and including Month 10.</li> <li>• Provided key highlights Q3 Performance including actions: <ul style="list-style-type: none"> <li>➤ Continued improvements in statutory and mandatory training. The policy is under review, formal sign off for end of April/beginning of May.</li> <li>➤ 62 day pre allocation: new cross-trust approach to be established in Q1 19/20.</li> <li>➤ VTE Risk Assessment: four Physician Associates will take responsibility for VTE compliance.</li> </ul> </li> </ul> <p>She also updated the committee on the Transforming Cancer Care programme:</p> <ul style="list-style-type: none"> <li>• The overall delivery confidence assessment is Amber.</li> <li>• Construction works remain on programme – completion due in the Spring of 2020.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The building is now generally clad and watertight.</li> <li>• Internal fit out is well underway.</li> </ul> <p>The timetable for handover of the new Royal is unknown; the impact of this on the Cancer Centre continues to be dealt with as issues arise.</p> <p>Planning for the move into the centre has begun, 'relocation teams' drawn from staff in all affected departments have been involved.</p> <p>Following a discussion LB confirmed any delay regarding the Royal will not delay CCC opening.</p> <p>LB informed a proposal to the Operational Delivery Network and how the service specification relates to the current radiotherapy service at CCC, including any potential risks of the change to the organisation was approved by Trust Board on 1<sup>st</sup> March.</p> <p>The results of our 2018 Staff Survey were discussed. A general discussion took place regarding the 10 key themes and how they were ranked.</p>	
<b>CoG/20/19</b>	<p><b>3-year Operational and Business Plan (2018/29-2020/21)</b></p> <p>James Thomson, Director of Finance provided an overview of the draft plan highlighting the following:</p> <ul style="list-style-type: none"> <li>• Key strategic priorities for 2019-21</li> <li>• Our commitment to work with local system partners</li> <li>• Principal risks to the Trust 2019-2022</li> <li>• Our approach to quality improvement</li> <li>• NHS activity at CCC – growth assumptions</li> <li>• Planned capacity changes</li> <li>• Workforce planning/strategy</li> </ul> <p>He confirmed the final financial plan is due to be considered by Trust Board on 27<sup>th</sup> March. The final submission of the 2019-20 plan is due on 4<sup>th</sup> April and it is required that this is approved by Trust Board.</p> <p>The Council briefly discussed the presentation and welcomed the final report at the next meeting.</p>	
<b>CoG/21/19</b>	<p><b>Governor Awareness – Significant Transactions</b></p> <p>Angela Wendzicha had prepared a handout for the Governors. She explained the Governors responsibility together with the legal requirements regarding Significant Transactions.</p> <p>The Trust's constitution defines a significant transaction as:</p>	

	<p><i>The definition of a Significant Transaction if its value equates to 25% of either the Trust's Gross Assets, Income or Gross Capital (inclusive of the transaction), calculated with reference to the Trust's opening Balance Sheet for the Financial Year in which approval is being sought.</i></p> <p>AW gave some examples of how this may occur in practice.</p> <p>A general discussion took place, some Governors did not think there was enough clarity to the definition of a Governors role regarding 'Significant Transactions' and asked if there was specific wording? There is a section in the 2013 Monitor 'Your Statutory Duties' document which covers the subject. AW will arrange for this to be uploaded to the website as soon as the password etc. are in place.</p>	<b>AW</b>
<b>CoG/22/19</b>	<p><b>Quality Accounts – Indicator for 2019/20</b> Kate Greaves presented a report highlighting the Governors have responsibility for selecting the Local Indicator in connection with the 2019/20 Quality Accounts. Grant Thornton (external auditor) provided some points for consideration by Governors when selecting an indicator.</p> <p>After some discussion Governors decided that the local indicator for the year 2019/20 should continue (from 2017/18) 30 day mortality (radical chemotherapy and Haemato-Oncology)</p> <p>A query was raised by a Governor regarding mortality benchmarking. KG confirmed Haemato-Oncology membership of the Mortality Surveillance Group and future collaboration with Haemato-Oncology to benchmark.</p> <p>A question was asked why the word 'radical' is used, KG explained this identifies treatment intent i.e. curative or symptom control.</p>	
<b>Governance and Other Matters</b>		
<b>CoG/23/19</b>	<p><b>Audit Committee – update</b> Mark Tattersall, Non Executive Director introduced himself to the Governors. He gave a brief resume of his background and explained he had joined the Trust last December as Chair of Audit Committee.</p> <p><b>Audit Committee update – held 18<sup>th</sup> March 2019</b> MT presented a summary of the meeting held earlier today and highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Agreed the Draft Internal Audit Plan 2019/20 subject to</li> </ul>	

	<p>the inclusion of Data Quality, CQC Action Plan and Haemato-Oncology safety review.</p> <ul style="list-style-type: none"> <li>• Approved External Audit fees for 19/20.</li> <li>• Risk Management – consideration to be given on how Audit Committee receives assurance around how other committees are managing and monitoring risks.</li> <li>• 2018/19 Annual Report &amp; Accounts Programme – noted but requested Audit Committee must see draft AGS and Report prior to Board. Head of Internal Audit opinion also key.</li> <li>• The revised Terms of Reference were presented to the Committee. They are much more aligned to how they should be. Any comments should be given to Angela Wendzicha by end of March 2019.</li> </ul>	
<p><b>CoG/24/19</b></p>	<p><b>Performance Committee (previously Finance &amp; Business Development) – update</b></p> <p>David Teale, Non Executive Director gave a verbal update to the Governors in respect of the meeting that was held 18.03.19. Highlights included:</p> <ul style="list-style-type: none"> <li>• 3-year Operating Plan – Committee agreed to submit to the March Board for approval, subject to minor amendments.</li> <li>• The Committee supported the recommendation to use specific Energy Framework for the provision of energy supplies for the new hospital.</li> <li>• 2019/20 Strategic Partnership Agreement – approved the PropCare Budget.</li> <li>• Finance Report – Month 11 shows we are ahead of plan – no significant risks to outturn position.</li> <li>• Advised we have breached agency limit due to essential need for medical staff/consultants.</li> <li>• The need to revise and review process and what information goes to which committees.</li> </ul> <p>A brief discussion took place around the move to Liverpool which included office space and car parking.</p>	
<p><b>CoG/25/19</b></p>	<p><b>Quality Committee – update</b></p> <p>Mark Baker, Chair of Quality Committee had given apologies, Angela Wendzicha updated the Council.</p> <p>The Quality Committee meeting took place on 14<sup>th</sup> March, AW highlighted the followed points from the meeting:</p> <ul style="list-style-type: none"> <li>• 2 new high risks had been added to the Corporate Register: <ul style="list-style-type: none"> <li>➢ 1073 – Haemato-Oncology – Meditech MAR issue for IP SACT</li> <li>➢ 1068 – Imaging – Unavailability of Radioisotope labelled white cell scans for infection imaging.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Radiotherapy activity variation from plan has improved but remains behind plan.</li> <li>• The committee received positive assurance on the Digital Programme.</li> <li>• The pilot of 'Digital Speech' has been a success with clinicians and an improvement had been seen in the uploading of notes together with the quality of those notes.</li> <li>• Peer review/Assurance: NHS Digital has improved our rating from Amber Green to Green. Preparations are underway for the next assurance milestone in April 2019.</li> </ul>	
<b>Closing Business</b>		
<b>CoG/026/19</b>	<p><b>Any Other Business</b></p> <p>A query was raised regarding a Chair person being elected for the Patient Experience Committee – AW responded confirming that an Expression of Interest form would be sent Governors later this week.</p> <p>No other business was raised.</p> <p>The meeting concluded at 7.40pm and the next meeting will be held on 22<sup>nd</sup> July 2019.</p>	<b>AW</b>

**Council of Governors Committee - Action Log**

**KEY: BLUE = COMPLETE / GREEN = ON TRACK / AMBER = AT RISK / RED = LATE**

Item No.	Date of Meeting	Item	Action(s)	Action by	Date to complete by	Date Completed / update
CoG/016/19	13.02.19	Matters arising	CoG/07/19 - (i) Trust Board dates finalised and released	AW	18.03.19	Completed
			(ii) Governors to receive log on details for Public Website	MM	18.03.19	Completed
			CoG/09/19 - Charity programme of work to be distributed to Governors	MM	18.03.19	Completed
CoG/021/19	18.03.19	Governor Awareness - Significant Transactions	Your Statutory Duties' document to be uploaded to the protected section of the public website.	AW	a.s.a.p.	Completed
CoG/026/19	18.03.19	AOB	Expressions of Interest to be sent to Governors regarding Chair for the Patient Experience Committee	AW	a.s.a.p.	Completed
CoG/005/19	13.02.19	Key Talk – Cancer Alliance & Transformation Plans	(i) Update on Cancer Alliance to be provided in 12 months to Council of Governors	AW	01-Feb-20	
			(ii) Information regarding the Alliance to be included within the Governors Induction Programme (for new Governors elected September 2019)	AW	01-Sep-19	