

The Clatterbridge Cancer Centre NHS Foundation Trust
MINUTES OF THE COUNCIL OF GOVERNORS
Thursday 7th November 2019
R&1 Room 2&3
5:30pm

Present:	Kathy Doran Ray Murphy	Chair Governor, Nominated - Cancer Steering Group
	Andrea Chambers Amit Patel Christine Littler Deborah Spearing Laura Jane Brown Glenys Crisp Pat Higgins	Governor, Nominated - Manx Cancer Help Governor, Staff - Doctor Governor, Public - Wirral & rest of England Governor, Staff – Non Clinical Governor, Staff – Nurse Governor, Public – Warrington & Halton Governor, Public – Cheshire West & Chester
	Keith Lewis Jackie McCreaney Pat Gillis Trish Marren Liz Bishop James Thomson Sheila Lloyd Jayne Shaw Sheena Khanduri Joan Spencer Elkan Abrahamson Terry Jones Angela Wendzicha	Governor, Public – Liverpool Governor, Public – Liverpool Governor, Public – St Helens & Knowsley Governor, Public – Warrington & Halton Chief Executive Finance Director Director of Nursing & Quality Director of Human Resources Medical Director Interim Director of Operations Non Executive Director Non Executive Director Assoc. Director of Corporate Governance
	Margaret Moore	Corporate Governance (Secretary)
Apologies:	Carla Thomas Anne Olsson Brian Blundell Andrew Waller Jane Wilkinson John Field Samantha Wilde Sonia Holdsworth	Public Governor, Sefton Public Governor, Sefton Public Governor, Cheshire West & Chester Governor, Public – Wirral & rest of England Governor, Public – Wales Governor, Public – Wirral & rest of England Governor, Staff – Radiographers Governor, Nominated – Macmillan Cancer Support
	Myfanwy Borland Steve Sanderson Alison Hastings David Teale Geoff Broadhead Mark Tattersall	Governor, Staff – Other Clinical Governor, Public – St Helens & Knowsley Non Executive Director Non Executive Director Non Executive Director Non Executive Director

Item	Administrative Items	Action
CoG/45/19	<p>Chair Welcome and Note of Apologies</p> <p>The offered apologies were noted.</p>	
CoG/46/19	<p>Declarations of Committee Members and other attendees interests concerning agenda items</p> <p>Angela Wendzicha declared an interest as the Company Secretary for CPL and PropCare.</p>	
CoG/47/19	<p>Minutes of the meeting: 22nd July 2019</p> <p>The minutes of the last meeting were agreed as a true and accurate record.</p>	
CoG/48/19	<p>Matters Arising and Summary of Agreed Actions</p> <p>It was agreed that the Action Sheet was correct as reported. The Council noted that:</p> <ul style="list-style-type: none"> • COG-005-19(i) – An update on Cancer Alliance will be provided before the next meeting • COG-005-19(ii) – For the benefit of new Governors, information regarding the Alliance will be provided • COG-035-19 – Liz Bishop provided a brief overview regarding the expansion into Liverpool. A full update will be given at the next meeting. <p>KD informed the Council that CCC’s Twitter account contains lots of internal photos and provides up to date information.</p>	
Items for discussion – Performance & Quality/Strategy		
CoG/49/19	<p>Key Talk – Research at CCC</p> <p>Dr Gillian Heap, Director of Research & Innovation Operations together with Linda Lyons, Senior Research Nurse shared their presentation which provided an overview of the Research at Clatterbridge Cancer Centre. They informed the Council of the highlights over the year and explained how investigator-led research is taking place. They finished the presentation with patient stories.</p> <p>The Council noted the contents of the presentation.</p> <p>KD thanked GH and LL for a very informative presentation.</p> <p>KD advised the Council the Trust Board looking at the next stage of Strategic Development regarding the expansion into Liverpool. There are several pieces of work currently taking</p>	

	<p>place. Liverpool Health Partners are co-ordinating a workshop which covers healthcare needs focussing on lung and head and neck cancers.</p> <p>KD then introduced our newly appointed Non Executive Director Professor Terry Jones explaining his speciality is head and neck surgery. TJ gave an overview of this position.</p>	
CoG/50/19	<p>Eastern Sector Update Joan Spencer, Interim Director of Operations presented an update to the Council.</p> <p>Eastern Sector: JSp gave an update regarding the Future Clinical Model. The sectors were explained, it was pointed out the location of the Eastern Sector is currently undergoing the formal process of consultation, however owing to the forthcoming Government election, restrictions are placed during the pre-election period (Purdah). The two hospitals interested in running the service are Warrington & Halton/St Helens & Knowsley.</p> <p>All Sector hubs will provide an holistic Multi-Disciplinary Team (MDT) service to all patients attending their first outpatient appointment with a common cancer. (Breast, Colorectal, Prostate and Lung). Patients with an intermediate cancer (i.e. UGI, Gynae) may also be seen at the sector hub depending on demand and provision of Specialist MDTs. All services for rare cancers or inpatient care will be delivered in the new Cancer Hospital in Liverpool.</p> <p>The new model will support CCC in delivering the 7-days to first appointment target.</p> <p>A brief discussion took place and a query was raised regarding Cancer Alliance, LB informed the Council that CCC hosts the Alliance and we have representation on their Board. It was suggested an update from the Cancer Alliance at a future meeting would be helpful.</p> <p>JSp was asked to give an update on the Eastern Sector at the next Council meeting.</p>	<p>Linda D</p> <p>JSp</p>
CoG/51/19	<p>Trust Board Development Day – Update A handout was given to the Council that had been presented at the Trust Board Development day last month. Both KD and LB explained The Clatterbridge Culture and how we are going to position the Trust with the following cultural elements:</p> <ul style="list-style-type: none"> • Vision and Values • Goals and Performance • Support and Compassion 	

	<ul style="list-style-type: none"> • Learning and Innovation • Teamwork <p>Jayne Shaw informed she will be creating a new 'staff tree' poster that will highlight what our behaviours look like. The Council will be informed once the poster has been completed.</p>	JSh
CoG/52/19	<p>Performance & Strategic Overview</p> <p>JT talked through his presentation informing the Council:</p> <ul style="list-style-type: none"> • Confirmed submission of the draft 5-year NHS Plan • Cancer waiting time is a continued focus at the Trust and across the area • Increased Chemotherapy activity, 4.7% above plan • Our cumulative surplus of £2.6m is on-plan • Forecast to remain on plan and deliver a £3m surplus • Efficiencies are being delivered to date but £0.2m unidentified for 2019-20 • The agency expenditure means we are limited to a 4 in that category • NHSI not minded to change segment of rating of 'maximum autonomy' <p>A discussion took place; a question asked regarding agency spend. JT advised that in order to ensure safe staffing levels the expenditure is clinically justified. The expenditure is not due to sickness absence.</p> <p>KD confirmed the Council will receive an update at each meeting.</p>	
	<p>Kathy Doran said that she would like to take this opportunity to thank our Senior Governor, Steve Sanderson for his service as Senior Governor over the last 8-years. Owing to some recent issues he has to step down as Senior Governor. KD congratulated him of steering the Governors through some tricky situations and his tireless support of the Trust.</p>	
CoG/53/19	<p>Senior Governor – Call for Nominations</p> <p>Angela Wendzicha informed the Council that in accordance with the current Council of Governors Standing Orders (2010), the Council of Governors shall appoint one of the Governors to be the Senior Governor of the Council of Governors.</p> <p>AW gave an overview of the role (detailed in appendix A) and asked Governors who were interested in applying for the role to submit an Expression of Interest form to be received by AWe by Friday 15th November 2019.</p> <p>A closed ballot will take place and the results communicated to the Council of Governors.</p>	All Govs

	KD asked if Governors were clear about the process and parameters. Governors agreed they were.	
CoG/54/19	<p>Council of Governors Standing Orders AW advised the Council of Governors Standing Orders form an integral part of the Trust's Constitution. Standing Orders are written rule which regulate the proceedings of the Council of Governors.</p> <p>The Trust Constitution is currently being reviewed and will be presented to the Council of Governors for approval in early 2020. In the meantime, the Council are requested to review the draft version 3 of the Standing Orders and provide any comments to Angela Wendzicha by 29th November 2019. The revised document will then be submitted to the Trust Board.</p>	All Govs
Governance and Other Matters		
CoG/55/19	<p>Audit Committee - Update The Chair of the Audit Committee had given apologies for the meeting. James Thomson advised he had included updates in his Performance Report (item CoG/52/19) and added:</p> <ul style="list-style-type: none"> • All Cyber Essentials Updates were complete and up to date • Freedom to Speak Up – assurance was given that systems are in place. <p>JT confirmed that Trust External Auditors had not been present at the September Audit Committee meeting. To date non had been appointed. The vacancy will be re-advertised.</p>	
CoG/56/19	<p>Performance Committee Update incorporated in item CoG/52/19</p>	
CoG/57/19	<p>Quality Committee – Update For the benefit of new Governors Sheila Lloyd, Director of Nursing and Quality gave an overview of the purpose of the Quality Committee. She explained there is a Trust Strategy 3-year plan which included the expansion into Liverpool, once completed a further plan will be developed. SL gave an example of daily incident calls that take place, any incidents that may have occurred the previous day are discussed, the information is logged on Datix and shared across the whole Trust not just the department.</p> <p>A brief discussion took place, a question was raised regarding Patient Surveys – SL informed the Council that Andy Waller (Public Governor for Wirral & rest of England) is Chair of the Patient Experience Committee (PEC), he also sits on the Patient Experience and Inclusion Group and reports updates back to PEC which include patient survey reports. Updates</p>	

	from the Patient & Public Involvement & Engagement Strategy Pledges are on the password protected section of our public website.	
Closing Business		
CoG/58/19	<p>Any Other Business, including review of meeting: LB provided an update on our low energy Proton Beam unit. She explained the unit is over 30-years old and it is difficult to obtain new parts, there is also some staffing issues. The Trust is working with NHS England to find a solution. KD requested as update at the next meeting.</p> <p>LB informed the Council the BBC Hospital series will air early 2020. The Trust has been invited to be part of the new series, filming will start in approximately 6-weeks.</p> <p>KD asked MM to circulate the presentations from tonight to all Governors.</p> <p>The Terms of Reference for the Council of Governors Committees have been updated, AWe will email to Governors.</p> <p>AWe suggested the Council meeting on 13th February 2020 at 17.00 at the Wirral site, the Council agreed.</p> <p>SL informed the Council our Chemotherapy Service at work, which sees specialist nurses visiting patients at work to administer treatment, won the category Nursing in the Community at the recent Nursing Times Awards. This is a great achievement, not just for nurses but the team who support them. Glenys Crisp, Public Governor for Warrington & Halton travelled to London in support of the nomination.</p> <p>A suggestion was made to receive an update of the Private Clinic. KD said may not be possible for the February meeting the suggestion is noted for a future date.</p> <p>The Council were advised our Charity had been awarded £25,000 as part of the Tesco Bags of Help Centenary Grant scheme. CCC were voted first in the North West by the public who shop at Tesco stores.</p> <p>KD expressed her thanks to Dr Amit Patel, Staff Governor who will be leaving the Trust at the end of November. Dr Patel has accepted a new position at the Christie Hospital.</p> <p>KD thanked Governors and staff for attending the meeting.</p>	<p>LB</p> <p>MM</p> <p>AWe</p>
	<p>Date of next meeting: Thursday 20th February at 17.00. Room to be advised.</p>	