Ashford and St. Peter's Hospitals NHS
NHS Foundation Trust

SPECIAL MEETING OF THE COUNCIL OF GOVERNORS
16th July 2014 in Chertsey House, St Peter's Hospital

PRESENT:	Simon Bhadye	Public Governor – Spelthorne	**SB**
	Keith Bradley	Public Governor – Woking and Guildford	**KB**
	Brian Catt	Public Governor – Spelthorne	**BC**
	Richard Docketty	Staff Governor – Volunteers	**RD**
	David Frank	Public Governor – Surrey Heath	**DTF**
	Godfrey Freemantle	Public Governor – Hounslow	**GF**
	Keith Goodger	Public Governor – Richmond Upon Thames	**KG**
	Arun Gupta	Staff Governor – Medical & Dental	**AG**
	Samantha Lamb	Staff Governor – Admin/Managerial/Ancillary	**SL**
	Margaret Lenton	Public Governor – Windsor and Maidenhead	**ML**
	Aileen McLeish	Chairman	**AMcL**
	Hugh Meares	Appointed Governor – Runnymede BC	**HM**
	Judith Moore	Public Governor – Woking and Guildford	**JM**
	Andrew Ryland	Public Governor – Runnymede	**AR**
	Denise Saliagopoulos	Public Governor – Spelthorne	**DS**
	Michael Smith	Appointed Governor – Woking	**MS**
APOLOGIES:	Roderick Archer	Public Governor – Elmbridge	**RA**
	Maurice Cohen	Public Governor – Woking	**MC**
	Ann Gallagher	Appointed Governor – University of Surrey	**AG**
	Sue Harris	Staff Governor – Nursing and Midwifery	**SH**
	Chris Howorth	Appointed Governor – Royal Holloway University	**CH**
	Steve McCarthy	Public Governor – Elmbridge	**SM**
	Barbara Mogensen	Public Governor – Elmbridge	**BM**
	Jean Pinkerton	Appointed Governor – Spelthorne	**JP**
	Bhupendra Vyas	Public Governor – Hounslow	**BV**
	Tracy Ward	Public Governor – Runnymede	**TW**
	Paul Wills	Staff Governor – Healthcare Assistants	**PW**
IN ATTENDANCE:	Valerie Bartlett	Deputy Chief Executive	**VB**
	Philip Beesley	Non Executive Director	**PB**
	Heather Caudle	Associate Director of Quality/Deputy Chief Nurse	**HC**
	Philip Johnstone	Director, KPMG	**PJ**
	Simon Marshall	Director of Finance & Information	**SM**
	Terry Price	Non Executive Director	**TP**
	George Roe	Head of Corporate Affairs	**GR**

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Minute **Action**

The Chairman welcomed the Governors noting that this was a special single topic meeting for the Council of Governors to be presented with the Annual Report and Accounts 2013/14 prior to the Annual Members Meeting on 22nd July 2014.

COGS-1/14 Declarations of Interests in the Proceedings

There were no declarations of interest in the proceedings.

COGS-2/14 Annual Audit Report and external assurance on the Quality Report

Philip Johnstone, Director KPMG, introduced the Annual Audit Report to the Council of Governors.

In accordance with Monitor's Code of Audit Practice, the external Auditors were required to review and report on three matters; the Accounts, the Use of Resources and the Quality Report.

Philip Johnstone noted that the accounts presented to KPMG by the Trust in readiness for the audit had been extremely good with no unadjusted errors subsequently noted. The charitable funds had not been consolidated into the Trust accounts as they were not material. Philip confirmed that the charitable accounts were well below the 5% threshold in the determination of materiality.

Philip Johnstone confirmed that KPMG had no concerns with the use of resources confirming that the Trust had adequate arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2014.

The Trust had achieved a limited assurance opinion on the content of the Quality Report and achieved a limited assurance opinion on the reasonableness of the mandated (by Monitor – the sector regulator) performance indicators. Limited assurance was the highest level of assurance possible given the nature of the work required to be performed by Monitor.

The third indicator had been selected by the Governors and related to pressure ulcers. Although assurance was not required to be provided on this indicator, had it been so KPMG would not have provided limited assurance. This was because in the testing completed by KPMG some of the processes in place were not being recorded appropriately. KPMG were not testing the risk of a pressure ulcer developing but the subsequent recording.

The Associate Director of Quality confirmed that the Trust had supported the selection of this indicator and assured the Governors that the findings from KPMG were not a surprise. The Trust was confident that Community and Trust pressure ulcers were being correctly attributed but that the subsequent reporting on the computer system, datix, was not as streamlined as it could be.

The Governors sought assurance from the Non-executive Directors that

they were confident that the processes in place with regards to pressure ulcers were satisfactory.

Philip Beesley, Non-executive Director and Chair of the Integrated Governance and Assurance Committee (IGAC), confirmed that pressure ulcers were regularly reviewed at IGAC and that in terms of performance the Trust benchmarked well against other Trusts. The Trust was undertaking a dual approach of increased training and accountability to ensure high performance was maintained.

Terry Price, Non-executive Director, Chair of the Audit Committee (AC) and member of IGAC, noted that it was within the remit of the AC to have oversight of the audit recommendations and ensure action plans were completed and signed off. It was expected that these would be completed at the meeting of the AC in October.

Philip Johnstone confirmed that KPMG would follow up on these findings in relation to pressure ulcers in the audit next year.

David Frank, Public Governor for Surrey Heath, questioned whether there were any concerns raised on the ISA260 which the Governors should be aware of. Philip Johnstone confirmed that no concerns were raised on the ISA260.

Terry Price confirmed that as Chair of the AC he had held a separate meeting with Philip Johnstone, prior to the finalisation of the external audit, with assurance provided that there were no other items which the AC should be aware of.

The Council of Governors NOTED receipt of the Annual Audit Report.

COGS-3/14 Annual Report and Accounts 2013/14

Simon Marshall, Director of Finance and Information, introduced the Annual Report and Accounts providing brief highlights of headline achievements during the year, noting that the Trust had:

- Achieved a surplus for the year although this was below that planned at the start of the year. The majority of this shortfall related to temporary staffing with considerable progress having being made to reduce this but more to be done;
- Achieved a monitor financial rating (known as continuity of service) of '3' as forecast; and
- Delivered cost improvement plans of £10.1m which despite being below the £12m planned was a significant saving to the Trust.

The Governors discussed the annual report and performance of the Trust for the 2013/14 year. Key points of discussion included:

- The profitable nature of specialist services which the Trust was seeking to repatriate back to Surrey. However, Vascular was

one service which was not currently profitable with insufficient demand to fill a full rota. This service was part of the longer term vision of the Trust and would be sustained.

- The ambulatory care unit which the Trust did not see the full benefit expected. This unit was being altered in 2014/15 to rectify this;
- The private patient income which had remained static year on year. The Trust had been very successful in identifying overseas patients in the year with this aspect of private income having doubled;
- The expenses for the proposed merger with Royal Surrey County Hospital which were minimal in 2013/14. £1.5m had been set aside from each Trust in 2014/15 to fund these expenses;
- The report noted that the appraisal of the Chairman had been completed whereas this was not the case. This was due to be finalised in early August 2014;
- The Clinical negligence provision which had increased by £7m in the year. The Associate Director of Quality noted that following the Francis Report the health sector were seeing an increase in the number of claims. Philip Johnstone confirmed that similar increases in this provision were being noted by all acute trusts and that this was a figure provided to the Trust by the NHS Litigation Authority;
- Request for Governor attendance at sub-group level to be included within the annual report; and
- Staff sickness which although appeared high in the report was a figure which benchmarked well against other Trusts.

The Council of Governors NOTED receipt of the Annual Report and Accounts 2013/14.

Date of Next Meeting

9th September 2014 at Ashford Hospital, 6.00 – 8.00 pm

Signed

Chairman

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KEY	
✔	Complete
ND	Not due
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Summary Action Points

Meeting Date	Minute Ref	Topic	Action	Lead	Due Date	September 2013 Update	Status
None							

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