

Chelsea & Westminster Hospital NHS Foundation Trust

Board of Directors Meeting (PUBLIC SESSION)

Zoom Conference: <https://zoom.us/j/7812894174>; Meeting ID 7812894174

5 November 2020 11:00 - 5 November 2020 13:30

INDEX

1.0 Board Agenda 05.11.20 PUBLIC - FINAL.doc.....	4
1.2 Declaration of Interests Register Board as at 18.09.20.docx.....	6
1.3 Board minutes 03.09.20 PUBLIC - draft.doc.....	10
1.4 Board action log 03.09.20 PUBLIC.doc.....	18
1.5 Chairman's Report 5 Nov 2020.doc.....	19
1.6 CEO Report October 2020 - FINAL.doc.....	21
2.1 Recovery Programme update - cover sheet RH.doc.....	25
2.1.a 2020-10-23 Provider Recovery Elective Care Board RH.pptx.....	26
2.1.b CONFIDENCE LEVELS and UPDATE 261020 RH.docx.....	32
2.2 Integrated Performance Report cover - September Final RH.docx.....	35
2.2.a Trust Performance Report September 2020.docx.....	37
2.3 Medical Appraisal Revalidation.doc.....	52
2.3.a Medical Appraisal Revalidation Board Report 2019-20 final.docx.....	53
2.4 Front Cover_EDI Annual Report.doc.....	69
2.4.a 200914_Workforce Equality and Diversity Report 2020_FINAL POD.DOCX.....	71
2.5 Flu report to board November 2020.doc.....	122
2.5.a Seasonal Influenza Vaccination Programme Update.doc.....	127
2.6 Annual Safeguarding report to Board November 2020.doc.....	163
2.7 2020_10_20- Business Planning 2020-21 - Oct FIC (final).doc.....	168
3.1 GOSW Q2 2020 - cover sheet.doc.....	

3.8 BAF cover sheet Q3 Sept 2020.doc.....230

3.8.a BAF Q3 2020.pdf.....232

3.9 Half year report on use of the Company Seal 2020-21.doc.....246



Board of Directors Meeting (PUBLIC SESSION)

Date: 5 November 2020

Time: 11.00 – 13.30

Location: Zoom Conference: <https://zoom.us/j/7812894174>; Meeting ID 7812894174
OR
Dial in: +441314601196; Meeting ID: 781 289 4174#

Agenda

	1.0	GENERAL BUSINESS		
11.00	1.1	Welcome and apologies for absence	Verbal	Chairman
11.01	1.2	Declarations of Interest, including register of interests	Paper	Chairman
11.02	1.3	Minutes of the previous meeting held on 3 September 2020	Paper	Chairman
11.05	1.4	Matters arising and Board action log	Paper	Chairman
11.10	1.5	Chairman's Report	Paper	Chairman
11.15	1.6	Chief Executive's Report	Paper	Chief Executive Officer
11.25	1.7			

	3.4	Mortality Surveillance Report Q2	Paper	Medical Director
	3.5	People Performance Report	Paper	Director of Human Resources & Organisational Development
	3.6	NMC Revalidation Annual Report	Paper	Chief Nursing Officer
	3.7	Digital Programme update	Paper	Chief Information Officer
	3.8	Board Assurance Framework	Paper	Director of Corporate Governance & Compliance
	3.9	Half-year report on use of the Company Seal 2020/21	Paper	Director of Corporate Governance & Compliance
	4.0	ITEMS FOR INFORMATION		
13.15	4.1	Questions from members of the public	Verbal	Chairman
13.25	4.2	Any other business, including 4.2.1 Disabled parking at West Middlesex	Verbal	Chairman
13.30	4.3	Date of next meeting – 7 January 2021; 11.00 – 13.30.		



Chelsea and Westminster Hospital NHS Foundation Trust
Register of Interests of Board of Directors

Name	Role	Description of interest	Relevant dates		Comments
			From	To	
Sir Thomas Hughes-Hallett	Chairman	Director of HelpForce Community CIC & Trustee of Helpforce Community Trust	April 2018	Ongoing	
		Chair of Advisory Council, Marshall Institute	June 2015	Ongoing	
		Trustee of Westminster Abbey Foundation	April 2018	Ongoing	
		Chair & Founder HelpForce	April 2018	Ongoing	
		Son and Daughter-in-law – NHS employees	April 2018	Ongoing	
		Visiting Professor at the Institute of Global Health Innovation, part of Imperial College	April 2018	Ongoing	
		Trustee, Civic	Jan 2020	Ongoing	
		Chair of BrYet Limited	Aug 2019	11 May 2020	

		Chair North West London Advisory Panel for National Clinical Excellence Awards	Oct 2018	Ongoing	Lay Member of the Panel throughout my time as NED
		Spouse - Member of Parliament for the Brentford and Isleworth Constituency	Nov 2015	Ongoing	
		Associate, Westbrook Strategy	Feb 2020	Ongoing	
Stephen Gill	Non-executive Director	Owner of S&PG Consulting	May 2014	Ongoing	
		Chair of Trustees, Age Concern Windsor	Jan 2018	Ongoing	
		Shareholder in HP Inc	April 2002	Ongoing	
		Shareholder in HP Enterprise	Nov 2015	Ongoing	
		Shareholder in DXC Services	April 2017	Ongoing	
		Shareholder in Microfocus Plc	Sep 2017	Ongoing	
		Member of the Finance and Audit Committee (FAC), Phyllis Court Members Club	Aug 2019	Ongoing	
Eliza Hermann	Non-executive Director	Former Board Trustee and current Marketing Committee Chairman, Campaign to Protect Rural England, Hertfordshire Branch	2013	Ongoing	
		Committee Member, Friends of the Hertfordshire Way	2013	Ongoing	
		Close personal friend – Chairman of Central & North West London NHS Foundation Trust	Ongoing	Ongoing	
Ajay Mehta	Non-executive Director	Director and Co-Founder at em4 Ltd		Ongoing	Company works with international funders and investors to build the capabilities of their grantees and partners in order to increase social impact
		Owner of Ki-Rin consultancy		Ongoing	The agency works with leaders of non-profit organisations globally to build their capabilities.
		Trustee, Watermans		Ongoing	The organisation showcases and delivers arts programmes to communities in West London
	</				

		Volunteer with CWFT	01/03/2020	Ongoing	
Lesley Watts	Chief Executive Officer	Trustee of CW+ Charity	01/04/2018	Ongoing	
		Husband—consultant cardiology at Luton and Dunstable hospital	01/04/2018	Ongoing	
		Daughter—member of staff at Chelsea Westminster Hospital	01/04/2018	Ongoing	
		Son—Director of Travill construction	01/04/2018	Ongoing	
		ICS CEO NWL	Apr 2020	Ongoing	
		Special Advisor to THHT Board	Aug 2020	Ongoing	Current and ongoing as part of NWL Integrated Care System mutual aid.
Robert Hodgkiss	Chief Operating Officer / Deputy Chief Executive	No interests to declare.	31/03/2020	Ongoing	
Pippa Nightingale	Chief Nursing Officer	Trustee in Rennie Grove Hospice	2017	Ongoing	No direct conflict of interest.
		NWL ICS chief nurse and executive quality	Feb 2020	Ongoing	
		CQC specialist advisor	2016	Feb 2020	Ceased
		Specialist advisor PSO	2017	Feb 2020	Ceased
Virginia Massaro	Chief Financial Officer (Acting)	Director of Cafton Lodge Limited (Company holding the freehold of block of flats)	22/03/2014	Ongoing	

Chris Chaney	Chief Executive Officer CW+	Trustee of Newlife Charity	Jun 2017	Ongoing	
Susan Smith	Chief People Officer	Joint Chief People Officer role The Hillingdon Hospitals NHS Trust / Chelsea and Westminster Hospital NHS Foundation Trust	Oct 2020	Ongoing	
Gubby Ayda	Equality, Diversity and Inclusion Specialist Advisor to Board				
Serena Stirling	Director of Corporate Governance and Compliance	Local Authority Governor at Special Educational Needs School (Birmingham)	2019	Ongoing	
		Mentor on University of Birmingham Healthcare Careers Programme	2018	Ongoing	
		Leadership Mentor for Council of Deans for Health	2017	Ongoing	
		Partner is Princess Royal University Hospital site CEO at King's College Hospital NHS Foundation Trust	Feb 2020	Ongoing	
		CW+ Fundraising Governance Committee Trust representative	Jul 2020	Ongoing	



DRAFT
Minutes of the Board of Directors (Public Session)
Held at 11.00am on 3 September 2020, Zoom

Present:	Sir Thomas Hughes-Hallett	Chair	(THH)
	Aman Dalvi	Non-Executive Director	(AD)
	Nilkunj Dodhia	Non-Executive Director	(ND)
	Nick Gash	Non-Executive Director	(NG)
	Stephen Gill	Non-Executive Director	(SG)
	Eliza Hermann	Non-Executive Director	(EH)
	Ajay Mehta	Non-Executive Director	(AM)
	Lesley Watts	Chief Executive Officer	(LW)
	Roger Chinn	Acting Medical Director	(RC)
	Rob Hodgkiss	Deputy Chief Executive/COO	(RH)
	Virginia Massaro	Acting Chief Financial Officer	(VM)
	Pippa Nightingale	Chief Nursing Officer	(PN)
	Thomas Simons	Director of HR and OD	(TS)
In attendance:	Kevin Jarrold	Chief Information Officer	(KJ)
	Chris Chaney	Chief Executive Officer, CW+	(CC)
	Serena Stirling	Director of Corporate Governance & Compliance	(SS)
	Gubby		

	themes around the
--	--------------------------

	meetings with
--	----------------------

--	--

	For the latter part of the 2020
--	---------------------------------

--	--

	PN introduced the item by stating that the full
--	--

	KJ noted that digital work has become a ‘business as usual’; all patient appointment
--	---





**Chairman's Report
September 20**





we serve, and I do

in order to improve patient and staff experience through creative interventions across both sites. In recent months we have invested over £7m in developing the St Mary Abbott Ward at Chelsea and the Richmond Ward at West Middlesex to provide additional flexible capacity (should we need it) in order to be able to accommodate up to 64 ITU patients.

Lesley Watts

Chief Executive



Weekly performance against Phase 3 targets (1/4)

Weekly performance against Phase 3 targets (2/4)

Weekly performance against Phase 3 targets (3/4)

Weekly performance against Phase 3 targets (4

NHS theatre activity in numbers

CONFID

ICHT</

NWL Fast Track Hub View



KEY RISKS ASSOCIATED:















