

Thames hospice

BOARD MEETING SUMMARY – 26th May 2022

Thank you for taking the time to read this summary of the Thames Hospice Board of Trustees Meeting. Our meeting took place from 2.00 – 6.00 pm on 26th May 2022.

The Thames Hospice Trustees who attended the meeting were: myself, (Jonathan Jones - Chair of Trustees), Chris Aitken, Andy Ka, Janet King, Judith Kinder, Craig Linton, Bruce Montgomery, Nilesh Shah and Jon Toohey. Two new Trustees joined us for their first Thames Hospice Board Meeting: Alice Hunt and Frances Lawrence.

Also in attendance from Thames Hospice staff were: Debbie Raven (Chief Executive Officer) and Juliana Luxton (Head of Governance and Quality), who took the meeting minutes.

Our meeting started when we welcomed the Thames Hospice GEM Award winners for April - May 2022. They were: Nikki Apps, Trudi Lane, Sophie Lemming and Ann Vacher. Debbie Raven and Carol Carpenter introduced the winners to the Trustees, and on behalf of the Trustees I thanked them and presented them each with a framed certificate, flowers and a prize. Unfortunately Trudie was unable to be there so will receive her certificate at a later date. Later in the meeting we viewed the excellent new Thames Hospice film, 'About Us', featuring Sophia as the narrator.

Our meeting reflected the requirements of governance at Thames Hospice; the Trustees received my Chair's report and we reviewed Debbie Raven's quarterly CEO report. This report was very positive, and Debbie particularly highlighted that it had once again been a very good quarter – indeed very good year, as this is the final Board meeting of the financial year. We were especially impressed to read the recent Famcare results which had been overwhelmingly positive.

We then carefully reviewed and discussed the following reports:

- The Finance Report from Tracey Talbot.
- The Strategic Risk Matrix – a new paper for us, which we have developed to address the strategic risks faced by the Hospice, and the mitigations and the controls that we put in place to manage them.
- The Thames Hospice Strategic Dashboard.
- The annual review of the Delegation of Powers to committees.
- A series of annual reports:
 - Annual Accidents Report 2021 – 2022
 - Annual Clinical Complaints Report 2021 – 2022
 - Annual Freedom to Speak Up Report 2021 – 2022
 - Annual Health and Safety Report 2021 – 2022
 - Annual Safeguarding Report 2021 – 2022

As usual we also received an update from each of the Chairs of the Board Committees. Each committee Chair gave us an update on the work of the committees and the items covered at the

meetings that were held in earlier in May 2022. We also received and reviewed various reports to note from the committees, which I will list out here:

- From Income Generation and Marketing Committee – Data Protection Legitimate Interest Matrix update
- From Patient Care and Quality Committee - Hospice UK Benchmarking report Q4, Famcare Audit 2021 report, Length of IPU Stay report
- From Finance and Investment Committee – IT Strategy
- From People Committee – Nursing Assistant Programme Evaluation report, Volunteer Survey report

One very pleasant duty was to formally ratify the appointment of Chris Aitken of Chair elect (after he passed a lengthy and very thorough interview process). I am stepping down as Chair of Trustees in September after the Board meeting, and Chris will take over from me then.

We are meeting again on 31 May to make a forward-looking strategic review for the Hospice. I am sure you will be interested to learn of some of the Hospice's plans for the future as they come to fruition.

I hope this is a useful update – please do let me have any feedback good or bad!

Jonathan Jones

Chair of Thames Hospice Trustees