

# Thames hospice

## BOARD MEETING SUMMARY – June 11th 2020

Thank you for taking the time to read this summary of the Thames Hospice Board of Trustees Meeting. Our meeting took place from 2.30 – 6.15pm on 11<sup>th</sup> June 2020. All the Trustees attended using Zoom, although Hospice attendees were able to be together at Pine Lodge (with social distancing).

**All the Thames Hospice Trustee attended the meeting:** myself, Jonathan Jones (Chair of Trustees), Chris Aitken, Jacinta Ashworth, Ken Coppock, Ishfaq Is-haq, Andy Ka, Judith Kinder, Craig Linton, Catherine McLaughlin, Steve Moore, Bruce Montgomery, and Margaret Neal.

**Also in attendance from Thames Hospice staff** were Debbie Raven (Chief Executive Officer), Ruth Bartholomew (Finance Director), Sarah Bissell (Director of Fundraising and Marketing) and Juliana Luxton (Head of Governance and Quality), who took the meeting minutes.

Since our last meeting in March a new Trustee, Catherine McLaughlin, has joined us, and this was her first Board meeting. At this meeting we ratified another new Trustee, Janet King. Both Catherine and Janet bring impressive levels of healthcare experience to the Thames Hospice Board of Trustees.

**COVID-19** We spent some time updating on the Hospice's response to Covid-19, which has affected all aspects of the Hospice. This is obviously a worrying time for everyone, but we are confident in the clinical measures that the Hospice has put in place. It is good that we have been able to play our part in treating people who have Covid-19. It was also reassuring to know that we have testing and enough PPE in place.

We also discussed the impact that Covid-19 has had on our Fundraising efforts – many events have had to be cancelled, but we were impressed with the digital fundraising and the various online events that the Hospice has put in place. Our Fundraising team responded to the challenges with agility, and our Covid-19 Emergency Appeal has generated good results.

All our shops had to close in March, and we had to furlough most of our retail team members. We are pleased that the shops will start to reopen from 15<sup>th</sup> June.

We want to thank every member of staff and our volunteers who have helped since lock-down for the enormous support and the work that they have put in, and especially to highlight the incredible and excellent response of everyone in our clinical teams.

The Board sets aside time for a strategic discussion at each of its meetings. We spent an hour looking carefully at the Hospice after Covid-19, i.e. what we could do to respond to the effects across the Hospice and to prepare for the future. This was a valuable discussion and generated a number of ideas. Related to this, we also reviewed options for the Hospice's values when we move to our new site in October 2020. We decided on four new values: Compassion, Ambition, Responsiveness and Excellence – **CARE**

As usual, 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. We carefully reviewed the following reports:

- The Finance Report from Ruth Bartholomew, the Finance Director.
- The Board Assurance Framework (BAF), which addresses the risks faced by the Hospice, and the mitigations and the controls that we put in place to manage them.

We also received and reviewed a number of annual reports at this meeting:

- Quality Account 2019 – 2020
- Health and Safety Report 2019 - 2020
- Freedom to Speak Up Guardian Report
- Accidents and Incidents Report 2019 - 2020
- Clinical Complaints Report 2019 – 2020

The final standing item for this meeting was 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 May 2020.

**I hope this is a useful update – please do let me have any feedback good or bad! My very best wishes to all staff and volunteers in these challenging times.**

**Jonathan Jones**  
**Chair of Thames Hospice Trustees**