

Thames hospice

Thank you for taking the time to read this summary of the Thames Hospice Board of Trustees Meeting. Our meeting had a very full agenda and took place from 12.30 – 6.00pm on 21st March 2019 at Pine Lodge, Windsor.

The Thames Hospice Trustee attendees at the meeting were myself, Jonathan Jones (Chair of Trustees), Chris Aitken, Jacinta Ashworth, Ken Coppock, Andy Ka, Judith Kinder, Steve Moore, Margaret Neal and Lesley Rudd. One trustee, Bruce Montgomery, could not attend.

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

We began our meeting with a presentation given by senior leaders from East Berkshire CCG: Dr Jim O'Donnell (Slough Locality Lead) and Fiona Slevin Brown (Director of Strategy and Operations). This presentation was on, '**The Integrated Care System and East Berkshire Planning Priorities**'. An understanding of how the new NHS plan and Integrated Care Systems will impact hospice care is essential if we are to debate our future strategy in an informed manner. I am very grateful to Jim and Fiona for making the time to come and talk to us.

Our Board of Trustees meeting followed a revised agenda structure, which had been developed to reflect the requirements of governance at Thames Hospice. After my Chair's report we reviewed the CEO's quarterly report. Debbie Raven celebrated the Hospice's progress in Quarter 3 of 2018/2019 against our four strategic aims, and she followed with a summary of key areas of interest to the Board. Debbie said that this is an especially exciting quarter as we have started building our new hospice. She commented that much of her attention in quarter three has been on the practicalities of the building itself and embracing our donors on this journey.

We have certain items that are 'standing agenda' items which we discuss at length at every Board meeting. As usual:

- We reviewed Fundraising Governance.
- We reviewed the Finance Report from Ruth Bartholomew, the Finance Director.
- Debbie took us through the Hospice Operating Plan (covering October to December 2018). The various Board Committees had already discussed the Operating Plan at length at their February 2019 meetings.
- We reviewed 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 several papers requiring board approval including:

- The Hospice Operating Plan for 2019/2020 – It's that time of year when the Board approves not only the budget but also the Operating Plan for 2019/2020. All of the

individual sections had been through the appropriate committees who had already discussed and approved it, and so it was presented at the Board for final sign off. The proposed Budget for 2019/2020, which we discussed and agreed.

- The proposed Designation of Funds for 2018/2019 – which we also discussed and agreed
- A review of the Hospice's referral criteria. These criteria had already been reviewed at the Patient Care and Quality Committee, and we agreed that the updated referral criteria should be adopted.

We reviewed a paper from Debbie Raven on the sad closure of St Clare's Hospice in Jarrow. The closure of St Clare's Hospice sent shock waves across the Hospice sector as this is the first time it has happened in England. It was interesting to see the comparators with our own organisation. Nonetheless, such a closure serves to highlight our governance responsibilities, and the need for all us Trustees to have an adequate understanding of the charity's finances and regulatory requirements.

We also received an Annual Review of the work of our Community Team, and the Chairs of each of the Board Committees (Patient Care and Quality, Finance and Investment, Income Generation and Marketing, HR and PT5) each gave us an update on the work and decisions made at the committees that were held in February 2019.

With regard to PT5, it is great to be underway on our new Hospice site! The formal ground breaking ceremony proved to be a suitably high-level launch event with support from the Prime Minister and a local MP, Adam Afriyie, together with a touch of sporting celebrity in the form of Jonathan Davies who is an ambassador for Andrew Scott Limited (our contractors). Excellent press coverage will I am sure help provide further momentum for our fundraising efforts.

In her CEO's report Debbie also reminded us that there was a bitter sweet moment at the ground breaking ceremony on 22nd February when the Thames Valley Charitable Trust (TVCT) gave us their last ever cheque and agreed to hand over the running of TVCT to Thames Hospice. They have only ever given funds to us and were established for this purpose. They have donated a staggering £3m over the years, and the TVCT Trustees have been remarkable custodians throughout its 30 year history.

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

Jonathan Jones
Chair of Thames Hospice Trustees