

# Thames hospice

## BOARD MEETING SUMMARY – MARCH 12<sup>th</sup> 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 12<sup>th</sup> March 2020 at Pine Lodge, Windsor.

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

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

Our meeting started with a presentation from Sarah Johnston, the Thames Hospice Head of Clinical Services. This was a presentation on the work of the Hospice Rapid Response team and it focused on a patient the team had worked with over Christmas 2019. In her presentation Sarah described what the team did to help this patient to meet their wish to die at home in a short but busy period from just before Christmas until just after New Year. The presentation very ably described what the Rapid Response team does and how it supports patients and their families. We noted the huge number of visits that the Rapid Response team makes.

As usual, our meeting reflected the requirements of governance at Thames Hospice. After the presentation, the Trustees received my Chair's report and we reviewed Debbie Raven's quarterly CEO report. We then reviewed the following reports:

- We carefully reviewed a Finance Report from Ruth Bartholomew, the Finance Director.
- Debbie took us through the Hospice Operating Plan (covering October - December 2019). The various Board Committees had already discussed the Operating Plan updates at length at their February 2020 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.

At this meeting we also agreed the proposed Thames Hospice budget for 2020 – 2021 including a recommended 2% salary increase for all staff, and we reviewed the continued success of the Capital Appeal and the progress on the new Thames Hospice building at Bray Lake. Many of us had recently been to the new site to attend a meeting to review progress on the building; we are confident that it is progressing very well, ready for opening this Summer. We reviewed the

ongoing progress of the discussions that we hold jointly with the local healthcare commissioning NHS, which will confirm that we can provide the services that our local population require from the new site.

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 February 2020.

**COVID-19** We also asked for an update on the Hospice's preparations to meet COVID-19 (Coronavirus) preparations. This is a worrying time for us all, but we are confident in the measures that the Hospice has put in place. It was reassuring to know that the Hospice is fully involved in local healthcare planning, and we are already prepared to play our part.

**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**