

# Thames hospice

## BOARD MEETING SUMMARY – September 17<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 17<sup>th</sup> September 2020. Six Trustees attended using Zoom, and five were able to attend in person with the Hospice attendees at Pine Lodge in our Sanctuary (with social distancing).

**The Thames Hospice Trustees who attended the meeting were:** myself, Jonathan Jones (Chair of Trustees), Chris Aitken, Jacinta Ashworth, Ken Coppock, 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), Jita Das (Medical Director), Linda Freeman (Director of Education) and Juliana Luxton (Head of Governance and Quality), who took the meeting minutes.

**COVID-19** As at our June Board meeting, we spent some time updating on the Hospice's response to Covid-19. The Board sets aside time for a strategic discussion at each of its meetings and this time looked at all elements of the effect Covid-19 had on our operational activities and the effect that Covid-19 will have longer term. Debbie presented a paper highlighting the Hospice's response to Covid-19 and lessons learned across the organisation, which included useful learnings for the future. Trustees added also their perspective, particularly around ensuring adequate communication.

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.
- A report on governance and safeguarding at Thames Hospice.
- Medical Appraisal and Revalidation report; this a mandatory annual review of our Medical practitioners.

We also received the Thames Hospice Annual Report and Accounts at this meeting. This document had been reviewed by independent auditors, who were most complimentary about

the Hospice accounting procedures. It is an excellent document, which you will soon be able to find published on our website.

We have been delighted by the progress of the new Hospice building, which will hand over to us on 1<sup>st</sup> October 2020. The Board started looking at this project at its first PT5 committee in January 2015. We have all come a long way since then, and we look forward to the new era for the Hospice.

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 August 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**