

ANNUAL MEMBERS MEETING

Minutes of the Sixth Annual Members Meeting held on 7th September 2014 at 3pm

Lecture Theatre, Education Centre, Halton Hospital

<p>Welcome</p> <p>Allan Massey, Chairman</p> <p>The Chairman, Allan Massey welcomed all Governors', Staff, Non-Executive Directors and members to the Annual Members Meeting of the Trust.</p> <p>The Chairman explained that the purpose of the meeting which was to present to the members of the Trust the progress made in the year under review and what the Trust was looking to achieve going forward, to present the annual accounts for 2013/14 and to provide details on how the Trust would take steps to achieve a representative membership.</p> <p>Changes to the Board of Directors; the Chairman reported on the changes to the Executive and Non-Executive Directors on the Board explaining that this information can be found within the Annual Report and Accounts 2013/14 and on the Trust website.</p> <p>Changes to the Governors Council; the Chairman advised that during the year, a number of changes were made to the Public and Staff Governor representation on the Trust's Council of Governors. He explained the changes and reported that details of the Governors representing constituent areas can be found on the Trust website and within the Annual Report and Accounts 2013/14.</p> <p>The Chairman thanked all governors, both past and present, who had contributed to the Trust and had help set the foundation for a strong Council of Governors and advised that the excellent work of the Council would be reported later in the meeting.</p> <p>The Chairman thanked all staff for their very hard work over the 2013/14 and explained that through the dedication and commitment from staff which had resulted in better patient care and experience.</p> <p>The Chairman also thanked all volunteers at the Trust who assist in various activities to include fundraising, directing patient enquiries and walking around the wards.</p>	
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	<p>Chief Executives Report – Review of the Year 2013/14 Mel Pickup, Chief Executive</p> <p>The Chief Executive introduced herself and provided a presentation which highlighted the headlines for the year under review, the Trust vision and details of the information contained within the Trust Quality Accounts.</p> <p>The Chief Executive concluded this part of the meeting by reporting that overall the Trust had a lot to be proud of, however the Trust needed to look to the future and what direction it needed to follow.</p> <p>The Chief Executive advised that the Trust had embraced change in the right way recognising that if it was efficient in how it did things, it could invest more in services to the community it served. The Chief Executive advised that the Trust’s plans had been based on consultation with the membership, through the memberships elected Governors.</p> <p>The Chief Executive thanked staff for their assistance and commitment during the year under review.</p>	
	<p>Financial Review and Audit Report 2013/14 Tim Barlow, Director of Finance</p> <p>The Director of Finance presented the headlines from the accounts including the income and expenditure over the period.</p> <p>The Director of Finance also presented details of how the Trust had performed against plan and that the Trust had achieved a year end financial risk rating of 3.</p> <p>The Director of Finance explained how the Trust generated it’s income over the year reporting on a total income of £212,729,000 of which £194.6m was generated from mandatory services contracted with NHS Warrington CCG and NHS Halton and St Helens CCG. He also advised on how the Trust spent the income generated and advised that payroll costs of £149.9m accounted for approximately 70% of all expenditure. The Director of Finance reported that the Trust had invested in capital schemes over the year of some £5,902,000, of which £1,155,000 related to the acquisition of new medical equipment.</p> <p>The Director of Finance reported on the External Auditors work in auditing the Trust’s accounts and explained that the financial statements were found to give a true and fair view of the state of affairs of the Trust and had been properly prepared in accordance with the accounting policies directed by Monitor as being relevant to NHS Foundation Trusts. The Director of Finance also reported that the External Auditor had also carried out an assurance audit on aspects of the Quality Account and had found that they had been produced in accordance with Monitors requirements.</p>	

	<p>Council if Governors Report to Members David Ellis, Public Governor</p> <p>Governor Engagement: David Ellis, Public Governor provided a presentation which detailed the range of activities the Governors had undertaken to engage with members, the Trust's progress against its Membership strategy and future engagement activities to be undertaken.</p> <p>David Ellis provided details of the progress made on the recruitment of members to the Trust and reported that as at 31st March 2014 the Trust had 13,056 public members.</p> <p>David Ellis explained the focus in engagement with members, with more focused representation and engagement to seek the views of the membership through focus groups. He explained that the Governors staged its first member Focus Groups on discharge following the membership survey identified this as an area that needed addressing. David Ellis reported on the findings of the work of the focus group and that the findings had been passed to the Trust board who would be addressing the areas of weakness.</p> <p>David Ellis further advised that the Governors had been out and about in the community seeking views and talking about the hospitals and the services it provides, in GP practices, shopping centres and community events.</p> <p>Governor Elections: David Ellis referred the meeting to the governor election process currently being undertaken in seven of the public areas and two from the staff groups which would conclude in November 2014. He provided brief overview on the wider role of Governors in the Trust and its relationship with the Board of Directors which had been very good over the last few years. David Ellis advised that this good relationship was necessary in order to ensure quality services were provided to patients and ensured that the Governors were able to hold the Board accountable for the delivery of high quality safe healthcare.</p> <p>Governor Ward Observation visits: David Ellis reported on the Governor Ward Observation visits which provided the Governors with real time understanding of the quality of care afforded to patients at the Trust. He advised that this was a very well respected process and was supported by the Governors, Board and staff.</p> <p>The Chairman thanked David Ellis for his presentation.</p>	
	<p>Looking Forward Mel Pickup, Chief Executive</p> <p>The Chief Executive provided a presentation to the meeting on the Trust's forward plan for 2014/15 and beyond. She reported that there would be continued emphasis on quality and safety and QPS (Quality, People, Sustainability) model to underpin the work of the Trust.</p> <p>The Chief Executive advised that there were significant challenges the Trust</p>	

	<p>was facing during 2013/14, in particular highlighting the need to ensure that the Trust was able to deliver quality and safe services where patients and patient's families come first. The Trust was also looking at on-going investments through transformational changes that would improve facilities at the hospitals.</p> <p>The Chief Executive further reported on the need for the Trust to make significant savings each year so that the Trust can work efficiently and can re-invest money into new services. She explained that over the next two years the Trust was expected to deliver a small deficit each year but by 2017/18 it would move back into a surplus position. She advised that a large number of Trust's were also in a similar position given the current economic pressures.</p> <p>The Chief Executive reported on how the Trust was addressing the challenges it faced advising that quality and safety remained the number one Trust priority. She explained that the Trust had made huge achievements and was continuing to set challenging targets around improving the services provided. The Chief Executive advised that during 2014/15 the Trust was continuing its plans to reform elective, emergency and community care with specific projects and to support this the Board of Directors had approved a new IT strategy that would also make the Trust more efficient and included the implementation of the new patient information database 'Lorenzo' in 2015/16. Work was also continuing on developing an estate strategy to best utilise the Trusts lands and buildings.</p> <p>The Chief Executive reported that despite the financial challenges the Trust had made a lot of real change to the services it provides this year and some major investment, in particular referring to the refurbishment of the maternity labour ward; the implementation of a new system of managing urgent admissions to the hospital through the acute medical; unit and the securing of £1million funding to create a leading dementia care ward for local patients.</p> <p>The Chief Executive concluded the presentation and thanked the members for their continued support.</p> <p>The Chairman thanked the Chief Executive for her report and the membership for their attendance and opened up the meeting for any questions on what the members had heard today.</p>	
	<p>Any Other Business</p> <p>There being no further business, the meeting closed.</p>	

Attendance List

Held within Membership Office

The agenda and minutes of this meeting may be made available to public and persons outside of Warrington and Halton Hospitals NHS Foundation Trust as part of the Trust's compliance with the Freedom of Information Act 2000.