

ANNUAL MEMBERS MEETING

Minutes of the Fifth Annual Members Meeting held on 31st August 2013 at 3pm

Lecture Theatre, Education Centre, Warrington 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 2012/13 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 advising David Melia, director of nursing had left the trust in January and Karen Dawber had taken on the role as director of nursing and organisational development. He advised that as part of the Trust's savings push the Board had decided to remove one executive director post when Helen Bournier, director of corporate and commercial development, left her post in March – amalgamating that role with our director of finance post following the resignation of Jonathan Stephens, director of finance who left the Trust in May 2013 to join Alder Hey. The vacant post of Director of Finance and Commercial Development would be filled by Tim Barlow, who joins the Trust in September 2013. Steve Barrow was currently acting director of finance and would present the financial position of the Trust later in the meeting. The Chairman advised that Dr Phil Cantrell stood down as medical director in June after two years to return to her clinical duties in the Trust. Mr Mark Halliwell was currently acting as interim medical director until a permanent appointment is completed. With regard to Non-executive Director appointments the Chairman advised that Dr Mike Lynch, previously Medical Director at St Helens and Knowsley Teaching Hospitals NHS Trust had joined the Board replacing Allan Mackie who had served as a non-executive director since before the Trust achieved foundation trust status in 2008.</p> <p>Changes to the Governors Council; the Chairman advised that during the year, three public Governor areas had become vacant as Governors have stepped down. These would be reported later in the meeting. The Chairman asked that the meeting recognise his thanks</p>	 <p>AMM 2013.ppt</p>
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<p>to two of the Trust's longer serving public governors; Janet Walker and Doreen Shotton who would be completing their term of office. The Chairman also welcomed new partner governors to the Council of Governors advising that they included representatives from partner organisations; Warrington Borough Council; Halton Borough Council; Warrington Voluntary Action; Halton & St Helens Voluntary and Community Action; The University of Chester; and Warrington Wolves Foundation.</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 2012/13 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>	
<p>Chief Executives Report – Review of the Year 2012/13 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. The presentation also provided details of the</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 been a Foundation Trust for nearly five years and in that time it had continued to move forward. In particular in continuing to deliver against very challenging targets on quality and safety explaining that the Trust had delivered on what it wanted to achieve and more.</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 2012/13 Steve Barrow, Acting Director of Finance</p> <p>The Deputy Director of Finance presented the headlines from the accounts including the income and expenditure over the period.</p>	

<p>The Deputy 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 Deputy Director of Finance explained how the Trust generated it's income over the year reporting on a total income of £208,366,000 of which £181,853,000 was generated from mandatory services contracted with NHS Warrington PCT and NHS Halton and St Helens PCT. He also advised on how the Trust spent the income generated and advised that payroll costs of £146,518,000 accounted for 72% Of all expenditure. The Deputy Director of Finance reported that the Trust had invested in capital schemes over the year of some £16,072,000, of which £12,844,000 related to the acquisition of the Cheshire & Merseyside Treatment Centre.</p> <p>The Deputy 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>Looking Forward Mel Pickup, Chief Executive</p> <p>The Chief Executive provided a presentation to the meeting on the Trust's forward plan for 2013/14 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 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. 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 the Trust had in place an £11m savings plan for 2013/14 which would be very difficult to achieve in the current economic climate.</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 2013/14 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. Work was also continuing on developing an estate strategy to best utilise the Trusts</p>	

<p>lands and buildings.</p> <p>The Chief Executive reported on the Trust Sustainability Challenge that in partnership with staff, the Trust was seeking to identify efficiency programmes and savings. The Trust had as part of the sustainability challenge reviewed vacant posts, redesigned services and taken out 75 vacancies that were quality and safety assessed so they don't impact the provision of quality and safe services to patients.</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 which would open in 2014/15.</p> <p>The Chief Executive concluded the presentation and thanked the members for their continued support.</p>	
<p>Council Of 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 2013 the Trust had 12,948 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 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>David Ellis referred to the membership plans for 2013/14 and advised that the Governors and Board of Directors had agreed on a change of focus on engagement. He explained that as the Trust had achieved its overall 4% recruitment target for members set in 2010, the aim was to develop engagement work by; focusing on areas where the Trust was under-represented rather than just sheer numbers of members; developing the patient driven model explained earlier in the meeting, focusing on the Trust's active members and extending to the public; ensuring that the Trust provides good quality information to our members who have asked that they are kept informed on particular matters.</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>Amendments to the Trust Constitution: David Ellis reported on changes to the Trust constitution that had taken place during the year. He explained that the where changes have been made that provided for additional powers to Governors then those changes required member approval. David Ellis ran through the changes [these can be found within the presentation] and explained that the changes related to new statutory powers provided to Governors through the Health and Social Care Act 2012. He advised that both the Board of Directors and the Council of Governors had approved the changes and the Trust now sought membership approval.</p> <p>The Chairman asked that the membership approved the changes which was taken on a show of hands and approved by the majority of members present at the meeting.</p> <p>The Chairman thanked David Ellis for his presentation and the membership for their attendance and opened up the meeting for any questions on what the members had heard today.</p> <p>The Members were given the opportunity to ask questions about the presentations to the hospital Executive Directors and the Governors present at the meeting.</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.