

ANNUAL GENERAL MEETING

Notes of the Annual General Meeting held on 25th September 2009 at 12pm

Postgraduate Centre, Warrington Hospital

	<p>Welcome Allan Massey, Chairman</p>	
1	<p>The Chairman, Allan Massey welcomed all Governors', Staff, Non-Executive Directors and members of the public to the first Annual Members meeting of the Trust since Foundation Trust status had been achieved on the 1st of December 2008.</p>	
2	<p>The Chairman explained that the purpose of the Annual members meeting was to present a report to members on the progress made in the year, to present the annual accounts and to provide details on how the Trust would take steps to achieve a representative membership.</p>	
3	<p>The Chairman explained that there were no proposed changes to the composition of the Governors Council or of the Non Executive Directors.</p>	
4	<p>The Chairman explained that the Annual Accounts would cover two periods, the period between 1st April 2008 and 30th November 2008 where the Trust was not a Foundation Trust and the period 1st December 2008 to 31st March 2009 reflecting the period where the Trust was a Foundation Trust.</p>	
5	<p>The Chairman thanked all staff for their very hard work over the 2008/09 period and explained that through the dedication and commitment from staff which had resulted in better patient care and experience. 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. The Chairman explained that the work of volunteers was significant and appreciated.</p>	
6	<p>The Chairman explained that from the 1st of December 2008, the Trust now had a Governors Council which comprised thirty Governors, sixteen of which were public Governors who were appointed by Trust members in their local area, five staff Governors who were appointed by members of staff in the staff groups and nine partner Governors who were elected by their partner organisations as Governor.</p>	
7	<p>The Chairman explained that elections had taken place at the end of November 2008 and that Governors in post were recorded on the Trust website.</p>	

8	The Chairman asked Governors present at the meeting to introduce themselves. The Chairman explained that should members wish to contact their Governors, they can do so through the Trust website or by contacting the Governors present at the meeting.	
	Chief Executives Report Catherine Beardshaw, Chief Executive	
9	The Chief Executive provided a presentation to the meeting which highlighted the challenges of the year, the Trust performance against targets in the year, where investment had occurred and how quality and safety was being improved at the Trust.	
10	The Chief Executive also provided details of how the Trust intended to build upon the solid foundations and how the Trust intended to build on the Trust membership.	
11	The Chief Executive explained that the presentation will be available on the Trust website.	
	Financial Review Jonathan Stephens, Director of Finance / Deputy Chief Executive	
12	The Director of Finance explained that there were two sets of figures available, one for the period between 1 st April 2008 and 30 th November 2008 where the Trust was not a Foundation Trust and the period 1 st December 2008 to 31 st March 2009 reflecting the period where the Trust was a Foundation Trust.	
13	The Director of Finance explained that the accounts do not include the Trust Charitable Funds as these are reported to the Charity Commission.	
14	The Director of Finance presented the headlines from the accounts including the income and expenditure and surplus over the period.	
15	The Director of Finance also presented details of where the Trust income had been received, how the Trust had spent the income, the Trust performance against the plans submitted to Monitor (the external Regulator) and details of the number of patients treated.	
16	The Director of Finance explained that the Trust had considered and developed financial plans for 2009/10 which included an income and expenditure surplus of £3.8million, Capital investment of £6million over the period and a planned financial risk rating of 4.	
17	The Director of Finance explained that the presentation will be available on the Trust website.	
	Auditors Report Julian Farmer, Audit Commission	
18	Julian Farmer, Audit Commission explained that the Audit Commission were the Trust Auditors during the period and that had audited the accounts for the two periods referred to by the Director of	

	Finance.	
19	Julian Farmer, Audit Commission explained that the Audit Commission had provided an update to the Board and Governors on the steps taken to audit the accounts and provided assurance on the process undertaken.	
20	Julian Farmer, Audit Commission explained that as part of the audit, no material errors had been identified above the threshold of materiality and there were no indicators to suggest that the Trust was not providing value for money.	
21	Julian Farmer, Audit Commission explained that as Trust Auditors, the Audit Commission have a number of formal powers to include the power to report to Monitor regarding any illegality identified in the accounts, there had been no reason identified which would have provided an obligation to exercise the powers.	
	Looking Forward Report Catherine Beardshaw, Chief Executive	
22	The Chief Executive provided a presentation which detailed the Trust plans for the 2009/10 period.	
23	The plans included the steps to be taken to ensure that the Trust maintained a continued emphasis on quality and safety, the plans in place to ensure that the Trust can cope with the busiest periods, to include details of the planning process being undertaken to test plans should there be a flu pandemic and how the Trust is preparing for the economic challenges ahead.	
24	The Chief Executive also highlighted the steps to be taken to strengthen the role of the Governors and the way Governors are included within the governance structure of the Trust and how the Trust will continue to meet the requirements of the regulators and the public.	
25	The Chief Executive thanked all the staff, the Board and Directors, the Governors and encouraged the membership to become involved with shaping the future of the Trust through contact with the Governors.	
27	The Chief Executive explained that the presentation will be available on the Trust website.	
	Questions	
28	<ul style="list-style-type: none"> • Value for money of the developments of the reception area at Halton 	
29	Julian Farmer, Audit Commission explained that the Auditors do not examine every transaction however, assured the meeting that had any irregularity been identified that this would have effected the ability to state that value for money had been achieved.	
30	The Chief Executive explained that the reception area had been	

	significantly improved and positive comments had been received from both staff and patients.	
31	<ul style="list-style-type: none"> • How the Foundation Trust status will effect the Trust 	
32	The Chief Executive explained that one of the benefits of Foundation Trust status is that the Trust has increased financial freedoms. The freedom to generate a surplus which can then be used to improve services was a benefit of Foundation Trust status.	
33	The Chief Executive explained that a further benefit was the increase in local accountability through the introduction of the Governors Council.	
34	<ul style="list-style-type: none"> • How the Trust will improve quality 	
35	The Chief Executive explained that the introduction of the Quality Accounts would provide an opportunity for the Trust to detail plans in the quality area to the Regulator.	
36	Work would continue throughout the forthcoming year to ensure that Governors are involved in ensuring that quality and safety is improved and monitored.	
37	<ul style="list-style-type: none"> • How the Trust will consider the workforce required to deliver the quality improvements 	
38	The Chief Executive explained that the Trust regularly reviews workforce levels to ensure that this is appropriate for the size and case mix of the Trust.	
39	The Chief Executive also explained that the Trust would also review the design of the workforce to ensure that the right types of staff are available to deliver the right care.	
40	<ul style="list-style-type: none"> • How the Trust would work with the Ambulance service to ensure that the Thrombolysis target is achieved 	
41	The Chief Executive confirmed that the Trust was working with the NW Ambulance Service and the PCT to assist in the achievement of the targets, this would continue.	
42	<ul style="list-style-type: none"> • Whether the Trust would reconsider the issue of charging for the use of the shuttle bus between Halton and Warrington sites 	
43	The Chief Executive explained that the Trust Board would reconsider this issue in light of requests from Halton residents.	
	Any Other Business	
44	There being no further business, the meeting closed.	

Attendance List

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.