

## ANNUAL MEMBERS MEETING

Minutes of the Annual Members Meeting held on 17th September 2011 at  
3.30pm

Postgraduate Centre, Warrington Hospital

<p><b>Welcome</b> <b>Allan Massey, Chairman</b></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 2010/11 and to provide details on how the Trust would take steps to achieve a representative membership.</p> <p><b>Changes to the Board of Directors;</b> the Chairman advised that there had been a number of changes to the Executive Directors on the Board with the appointment of Mel Pickup, Chief Executive; David Melia, the Director of Nursing; and Phil Cantrell, Medical Director.</p> <p><b>Changes to the Governors Council;</b> The Chairman advised that the Trust had undertaken its first Public and Staff Governor Elections post authorisation in December 2010. He advised on the appointment of Geoffrey Swift, Ann Gibbons, Helen Reay, Anne Haddow, David Ellis and Joe Davies as Public Governors and Carol Over and Albert Lamb as Staff Governors</p> <p>The Chairman advised that he was also Chairman of two Committees, one Board Committee; the Board Remuneration Committee and one Governor Committee; the Governors' Council Nomination and Remuneration Committee. Both are involved in the appointment and remuneration of Directors; the activities of both these Committees, in the year under review, can be found in the Annual Report and Accounts 2010/11.</p> <p>The Chairman provided a brief outline of the activities undertaken by the Governors in 2010/11 explaining the establishment of the Governors' Council Quality Committee which reviewed the Quality outcomes of the Trust and the Quality Report which can be found in the Annual Report and Accounts 2010/11. The Chairman also referred to actions undertaken by the Governors on behalf of members and the public surrounding car parking, the vascular review and the development of the Trust's Carers strategy.</p>	 <p>Review of the year Members Meeting 201</p>
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	<p>The Chairman thanked all staff for their very hard work over the 2010/1 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. The Chairman explained that the work of volunteers was significant and appreciated.</p>	
	<p><b>Chief Executives Report – Review of the Year 2010/11</b> <b>Mel Pickup, Chief Executive</b></p> <p>The Chief Executive introduced herself and provided a presentation to the meeting which highlighted the headlines of the year, the Trust vision and details of the information contained within the Trust Quality Accounts.</p> <p>The presentation also thanked staff for their assistance and commitment during the year under review.</p>	 Review of the year Members Meeting 201
	<p><b>Financial Review and Audit Report 2010/11</b> <b>Jonathan Stephens, Director of Finance / Deputy Chief Executive</b></p> <p>The Director of Finance presented the headlines from the accounts including the income and expenditure and surplus 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 its income over the year reporting on a total income of £198,893,000 of which £180,043,000 was generated from services to NHS Warrington PCT and NHS Halton and St Helens PCT. He also advised on how the Trust spent the income generated and advised that over 72% (£139,359,000) of costs related to staff pay costs of which 80% related to pay costs to clinical staff including doctors, nurses, scientists and health care support. Of the non-pay costs £26,000,000 related to clinical and general supplies and services including drugs.</p> <p>The Director of Finance reported on Audit Commission work in auditing the Trust's accounts. He 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 Audit Commission 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>	 Review of the year Members Meeting 201
	<p><b>Active Community Engagement</b> <b>Peter Cotton, Public Governor</b></p> <p>Peter Cotton, Public Governor provided a presentation which detailed the range of activities the Governors had undertaken to engage with</p>	 Review of the year Members Meeting 201

	<p>members, the Trust's progress against its Membership strategy and future engagement activities to be undertaken.</p> <p>The presentation provided details of the progress made on the recruitment of members to the Trust and reported that as at 31<sup>st</sup> March 2012 the Trust had 9,621 public members against a target of 9,500. Staff membership had however fallen due in part to a change to the way that doctors in training across the Trust's region were 'hosted'. The Trust was previously the lead employer but this changed in 2011. The membership of the Trust as at 31<sup>st</sup> March 2011 was 13,700.</p>	
	<p><b>Looking Forward</b> <b>Mel Pickup, Chief Executive</b></p> <p>The Chief Executive provided a presentation to the meeting on the Trust's forward look for 2012 and beyond. She reported that there would be continued emphasis on quality and safety which was explained more fully in the Quality Report and that the Trust was preparing itself for the economic challenges it faced.</p> <p>The Chief Executive advised that for 2011/12 the Trust's financial plans was to achieve a financial surplus of £900,000 (before restructuring costs); achieve an overall saving of around £13,000,000; make capital investment of £14,000,000; and maintain a financial risk rating of 3. She advised that these targets were stretching for the Trust and that for the year the key non-financial issues the Trust would have to face were: the vascular services review outcome; the development of the musculoskeletal services; the development of the Halton campus and the ISTC building; the improvements to car parking, catering and other patient services; the development of community based outpatient services and the future of St Helens and Knowsley Teaching Hospitals.</p> <p>The Chief Executive concluded the presentations and thanked the members for their continued support.</p>	 <p>Review of the year Members Meeting 201</p>
	<p><b>The Annual Members meetings gave the opportunity for members to ask questions about the presentations to the hospital executives and the Governors present at the meeting.</b></p>	
	<p><b>Any Other Business</b></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.