

ANNUAL MEMBERS MEETING

Minutes of the Annual Members Meeting held on 15th September 2012 at
3.30pm

Postgraduate Centre, Warrington Hospital

<p>Welcome 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 2011/12 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 advised on the changes to the Executive Directors on the Board with the appointment of: Phil Cantrell, Medical Director; Karen Dawber Director of Governance and Workforce; and Helen Bourner, Director of Commercial and Corporate Development. Three Non-Executive Directors had been re-appointed in accordance with the Trust's constitution, Rory Adam, Lynne Lobley and Clare Briegal.</p> <p>Changes to the Governors Council; the Chairman advised on the changes to the elected Governors on the Trusts Governors' Council and reported the following Public Governor appointments elected in November 2011 and June 2012: Roy Radley (Appleton, Farnworth, Hough Green, Halton View Birchfield); Charles Coughlan (Lymm, Grappenhall, Thelwall); Peter Harvey (Penketh, Cuerdley, Great Sankey North, Great Sankey South); Alf Clemo (Poplars, Hulme, Orford); Jean Pownall (Bewsey, Whitecross, Fairfield, Howley); Paul Campbell (Culcheth, Glazebury, Croft, Poulton North); Carole Astley (Latchford East, Latchford West, Poulton South); and clris Keating (Daresbury, Windmill Hill, Norton North, Castlefields). The Chairman also reported on the elections in November 2011 of Staff Governor appointments: Sue Bennett (Support); Dr Deb Mandal (Medical); and Jane Birch (Estates, Admin and Clerical).</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 Governors' Council and advised that the excellent work of the Council would be reported later in the meeting.</p>	 <p>Annual Members Meeting 2012</p>
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	<p>The Chairman thanked all staff for their very hard work over the 2011/12 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 2011/12 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 time was also right to look at our future direction. She explained that the Hospitals had been a Foundation Trust for almost four years and in that time the Trust had continued to move forward. In particular in continuing to deliver against very challenging targets on quality and safety. She explained that the Trust had revised its vision and strategy based on what members and stakeholders had told the Trust and what the Trust's patients and staff want.</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 2011/12 Jonathan Stephens, Director of Finance / Deputy Chief Executive</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 it's income over the year reporting on a total income of £201,190,000 of which £181,850,000 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 over 72% (£141,229,000) of costs related to staff pay costs. Of the non-pay costs just under £28,000,000 related to clinical and general supplies and services including drugs.</p> <p>The Director of Finance reported on the External Auditors work in</p>	

	<p>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>Governor's Council Report to Members David Ellis, Public Governor</p> <p>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 2012 the Trust had 11,207 public members against a target of 11,200.</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 members wanted to be more involved in supporting the Trust and following a questionnaire to all members the Trust had received 150 plus responses from members wanting to be actively involved in focus groups.</p> <p>David Ellis ran through the remainder of the presentation explaining the work of the Governors with the Trust in development of the Carer Strategy and actions undertaken to take the Strategy forward. He further explained that Governor action had led to real change in how carers are supported and advised that the next focus group would focus on Hospital discharges.</p> <p>Governor Ward Inspections Janet walker, Public Governor</p> <p>Janet Walker, Public Governor provided a presentation on the work of the Governor team involved in the unannounced observation of wards at both Warrington and Halton Hospitals. She explained that the Ward visits were a Governor led initiative that had the full support of the Trust Board of Directors and enable Governors the opportunity to see first-hand the quality of care afforded to patients at the Trust.</p> <p>Janet walker advised that the visits had started in October 2011 and looked at cleanliness and tidiness of wards, patient information, uniform codes, hand hygiene, meal time support to patients and the obtaining of views of patients wishing to give up their time to provide them.</p> <p>Janet walker advised that overall the Governors have found that the quality of care on the wards had been excellent. She explained that where an area of improvement is identified by the visits these were acted upon by the wards following feedback through the Director of</p>	

	<p>Nursing.</p> <p>Janet walker advised that the Trust was the only Trust in the country to allow Governors to go onto wards unannounced to conduct a visit of this nature and that overall the Governors had been very satisfied with the quality of care patients received. Janet Walker concluded by advising the members that the Governors were very proud of the process and believed that it shows how elected Governors can make a difference in the Hospital they represent.</p>	
	<p>Looking Forward Mel Pickup, Chief Executive</p> <p>The Chief Executive provided a presentation to the meeting on the Trust's forward look for 2013 and beyond. She reported that there would be continued emphasis on quality and safety and explained that the Trust had adopted QPS (Quality, People, Sustainability) to underpin all that the Trust did. The Chief Executive ran through how QPS impacted on the Trust explaining that QPS was just three letters with real change behind it.</p> <p>The Chief Executive ran through the three challenges currently being tackled in the Trust: Reforming emergency care - reducing pressure on our services; Reforming elective care – using our two sites effectively; and Reforming community services – supporting patients</p> <p>The Chief Executive reported on the significant challenges facing the Trust in particular the need to make savings each year so that the Trust can work efficiently and can re-invest money into new services.</p> <p>The Chief Executive advised that the Trust had in place a £10m savings planned however unlike other trusts, it had not reduced services to do this explaining that the Trust had looked at real change and growth. The Chief Executive advised that some of the Trust's change projects and using the CMTC would provide a real opportunity to look at how space would be utilised.</p> <p>The Chief Executive reported that the Trust needed patients to choose the services it provides for their care. Only by doing this can the Trust grow its services. She advised that the members of the Trust play a massive part as ambassadors of the Trust.</p> <p>The Chief Executive concluded the presentations and thanked the members for their continued support.</p>	
	<p>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.</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.