

**UNCONFIRMED MINUTES OF THE ANNUAL GENERAL MEETING / ANNUAL MEMBERS' MEETING**

<b>Date:</b>	Thursday, 5 July 2018	<b>Time:</b>	6.15pm to 7.15pm
<b>Venue:</b>	Sovereign Lecture Theatre, Bradford Royal Infirmary	<b>Chair:</b>	Professor Bill McCarthy
<b>Present:</b>	<p><b>Non-Executive Directors</b></p> <ul style="list-style-type: none"> <li>- Professor Bill McCarthy (BM), Chairman</li> <li>- Ms Trudy Feaster-Gee (T-FG), Non-Executive Director</li> <li>- Mr Amjad Pervez (AP), Non-Executive Director</li> <li>- Professor Laura Stroud (LS), Non-Executive Director</li> <li>- Ms Selina Ullah (SU), Non-Executive Director</li> </ul> <p><b>Executive Directors</b></p> <ul style="list-style-type: none"> <li>- Ms Pat Campbell, Director of HR</li> <li>- Dr Tanya Claridge, Director of Governance and Corporate Affairs</li> <li>- Ms Karen Dawber, Chief Nurse</li> <li>- Ms Cindy Fedell, Director of Informatics</li> <li>- Mr John Holden, Director of Strategy and Integration/Deputy Chief Executive</li> <li>- Mr Matthew Horner, Director of Finance</li> <li>- Ms Sandra Shannon, Chief Operating Officer/Deputy Chief Executive</li> </ul> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>- Professor Marina Bloj (MB), Partner Governor University of Bradford</li> <li>- Ms Pauline Garnett (PG), Staff Governor Nursing and Midwifery</li> <li>- Ms Stella Hall (SH), Public Governor Bradford East</li> <li>- Ms Ruby Hussain (RH), Public Governor Bradford West</li> <li>- Ms Hilary Meeghan (HM) Public Governor Bradford South</li> <li>- Dr Sulleman Moreea (SM) Staff: Medical and Dental</li> <li>- Ms Marian Olonade-Taiwo (MO-T), Public Governor Keighley</li> <li>- Ms Jenny Scott (JS), Public Governor Bradford West</li> <li>- Mr David Walker (DW), Public Governor Shipley</li> <li>- Mr David Wilmshurst (DW), Public Governor Shipley / Vice-Chair Council of Governors</li> <li>- Ms Ruth Wood Staff (RW), Governor All Other Staff Groups</li> <li>- Ms Katherine Wright (KW), Staff Governor Allied Health Professionals and Scientists</li> </ul>		
<b>In Attendance:</b>	<ul style="list-style-type: none"> <li>- Mr Paul Pallister (PP), Trust Secretary</li> <li>- Dr Alex Brown (AB), Deputy Medical Director representing Dr Bryan Gill, Medical Director)</li> <li>- Ms Jacqui Maurice (JM), Head of Corporate Governance (minute-taker)</li> </ul> <p><i>76 Foundation Trust Members and Members of the Public were in attendance</i></p>		
<b>Apologies:</b>	<ul style="list-style-type: none"> <li>- Dr Trevor Higgins, Non-Executive Director / Deputy Chair</li> <li>- Mr Barrie Senior, Non-Executive Director / Audit Committee Chair</li> <li>- Ms Pauline Vickers, Non-Executive Director / Senior Independent Director</li> <li>- Dr Bryan Gill, Medical Director</li> <li>- Dr Andrew Clegg, Partner Governor University of Leeds</li> <li>- Ms Wendy McQuillan, Public Governor Keighley</li> <li>- Mr Michael Parry, Public Governor Bradford East</li> <li>- Ms Hardev Sohal, Patient Governor</li> </ul>		

No.	Agenda Item	Action
1.	<b>Welcome and Introduction</b>	
	BM stated that as Chairman of the Foundation Trust he was pleased to welcome all to the joint Annual General Meeting (AGM) and Annual Members Meeting	

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	<p>(AMM) on this the 70<sup>th</sup> anniversary of the NHS. He advised that the purpose of the meeting was to formally present the Foundation Trust's Annual Report and Accounts for 2017/18 to the Council of Governors, Foundation Trust Members and the public.</p> <p>BM stated that 2017/18 had been a challenging one. On the positive side there had been a national focus on Quality which should be applauded however it had been a challenging environment in which to operate. BTHFT has continued to deliver the best care possible and has recognised that to do this it must work collaboratively with other healthcare providers across the region. Embedding new ways of working are not without their challenges particularly in a landscape where less funding is available than in previous years. The Chairman stated that despite the challenges, 2017/18 has however been outstanding for the Trust in a whole host of ways and described key achievements and developments that he was particularly proud of. These were;</p> <ul style="list-style-type: none"> <li>- The New hospital wing, ICU and Paediatric wards.</li> <li>- The implementation of the Electronic Patient Record</li> <li>- The continued success of Project SEARCH – the unique pre-employment program based at BTHFT.</li> </ul> <p>BM commended staff and their single focus on doing the right things for patients and he extended a huge thank you to all staff on behalf of the Board of Directors.</p>	
2.	<b>Minutes of the AGM and AMM held on 20 July 2017</b>	
	The minutes were accepted as a correct record.	
3.	<b>Presentation of the Annual Report and Quality Report 2017/18</b>	
	<p>CLK delivered a comprehensive presentation on the Annual Report and Quality Report 2017/18. He began by providing a few key facts and figures about the Foundation Trust and asked attendees to note that BTHFT:</p> <ul style="list-style-type: none"> <li>- Served a diverse population of approximately 530,000</li> <li>- Employed approximately 5,500 permanent members of staff</li> <li>- Had delivered in the region of 500,000 outpatient appointments</li> <li>- Continued to deliver approximately 6000 babies in year</li> <li>- Performed just over 300,000 operations</li> <li>- Had trained 5000 staff on how to use the new Electronic Patient Record</li> </ul> <p>CLK referenced the scale of the services offered by the Foundation Trust and focussed on a number of key achievements and developments in year including</p> <ul style="list-style-type: none"> <li>- The Electronic Patient Record System going live</li> <li>- The Surgical Robot and the successful completion of its thousandth operation</li> <li>- Celebration of 65 years of hospital radio</li> <li>- Launch of the new five-year Clinical Service Strategy</li> <li>- Princess Royal opening the new £28m wing at BRI which included the new Intensive Care Unit and Paediatric wards</li> </ul> <p>CLK highlighted a number of achievements by teams and staff at the Foundation Trust. In particular he drew attention to;</p> <ul style="list-style-type: none"> <li>- The opening of the New Macula Centre</li> <li>- Being the first ICU to achieve 'Baby Friendly Initiative' accreditation</li> <li>- The Virtual Ward being awarded the HSJ Value in Healthcare Award</li> <li>- Project SEARCH graduation ceremony</li> <li>- The re-launch of the pioneering stroke thrombolysis service</li> <li>- The Royal College of Anaesthetists' Humphry Davy Award</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Sir Peter Carr award for the “15 seconds – 30 minutes” project</li> <li>- Royal College of Midwives Maternity Support Worker of the Year award for supporting vulnerable new mums.</li> <li>- National awards received from the Institute of Medical Illustration</li> </ul> <p>CLK outlined the performance of the Foundation Trust against the National Performance Measures advising that the Foundation Trust had not been able to achieve the 95% target for the emergency care standard throughout the year; a position, he added, which was reflected nationally. BTHFT had achieved 83.2%. CLK assured the meeting that the Foundation Trust would continue to focus on improving the experience of patients accessing emergency care services in 2018/19 and cited the innovations designed to improve access to emergency care. With regard to Referral to Treatment waiting times the Trust achieved 82.3% against the target of 92% which reflected both the pressure and demand for elective services and the effect of acute demand. With regard to the Cancer Standards the waiting time thresholds have also proved challenging in year although the 62 day cancers standard was achieved. The CLK stated that improvements were expected following the introduction of a comprehensive elective care recovery plan which addresses the areas of concern.</p> <p>CLK drew attention to the Improvement Priorities that the Foundation Trust had set for 2017/18 as detailed in the Quality Report. He advised that the priorities set for 2018/19 related to the;</p> <ul style="list-style-type: none"> <li>- Mortality Review Improvement Programme</li> <li>- Management of the Deteriorating Patient</li> <li>- Pressure Ulcers</li> <li>- Safer procedures and the WHO surgical safety checklist</li> <li>- Patient Experience</li> <li>- Medication Safety</li> </ul> <p>CLK advised that over the coming year the focus would be on the</p> <ul style="list-style-type: none"> <li>- Quality and Safety of all services delivered by the Trust</li> <li>- Improving access to both emergency and planned care</li> <li>- Giving our patients the best possible experience of our services</li> </ul> <p>CLK thanked staff for all their hard work during the year.</p>	
4.	<b>Annual Accounts for 2017/18</b>	
	<p>MH presented a summary of the Annual Accounts for 2017/18. He stated that he was extremely pleased to be able to report that the Trust has delivered a surplus position and has met or exceeded its planned financial metrics for the year.</p> <p>MH stated that as the Foundation had over-delivered on its financial control total, it had been able to access additional funds from the Sustainability &amp; Transformation Fund (STF) and as such the Foundation Trust was reporting a surplus of £5.8m. MH explained that all NHS Trusts were given a financial control total by NHS Improvement which they had to deliver in order to be eligible for a share of the national fund. MH added that this is a fantastic achievement for the Trust in the current financial climate and everyone in the Trust worked extremely hard to deliver this position. As a result we will be reinvesting the surplus directly back into improving and modernising patient care and the Estate.</p> <p>MH detailed each of the main sources of income received by the Foundation Trust which included Clinical income, Other Operating income and the income</p>	

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	<p>from the STF. He advised that income totalled £401m for 2017/18.</p> <p>MH detailed the areas of expenditure. He informed the meeting that;</p> <ul style="list-style-type: none"> <li>- Approximately two thirds of the Foundation Trust's outgoings relate to the employment of staff; £251m which reflects a £10m increase on the previous year</li> <li>- Spend on drugs accounted for 10% of total expenditure and amounted to £40m in 2017/18 which is similar to spend in the previous year.</li> <li>- Expenditure on Clinical Supplies was 8% of total outgoings, coming to £33m – again similar to the spend in the previous year.</li> </ul> <p>MH added that other non-pay items included Estates &amp; Facilities costs, maintenance and other infrastructure costs.</p> <p>MH described the main schemes delivered as part of the Foundation Trust's Capital Programme, which had amounted to £19.5m. He stated that the investment programme has focussed on completion of a New Hospital Wing, information technology schemes including the introduction of Electronic Patient Records system, Medical Equipment and re-investment into the hospital Estate. MH advised that the total capital investment over the last 3 years has been in excess of £76m. The investment programme to improve and modernise our services has seen us invest</p> <ul style="list-style-type: none"> <li>- £40 into new Developments</li> <li>- £27m into our IT infrastructure</li> <li>- £4m into new equipment</li> </ul> <p>MH stated that he was pleased to report that the External Auditor provided an unmodified audit opinion on the Trust's financial statements. In addition the External Auditor also reviewed a number of key documents and processes from which there were no significant issues to raise.</p> <p>MH closed by stating that the economic climate and the financial challenges faced by the NHS continue to be very challenging and he would like to express his gratitude and thanks to all staff for their efforts in delivering the position reported on; particularly in light of the ever increasing demand, the challenges faced by the Foundation Trust and, the continued efforts to improve the quality and safety of the services we provide.</p>	
5.	<b>Membership and Governors Report</b>	
	<p>DWi delivered a presentation that provided a few key highlights from the Governor and Membership reports included in the annual report. He highlighted the key changes to the membership of the Council of Governors in year and asked the meeting to note that.</p> <ul style="list-style-type: none"> <li>- In December Hilary Meeghan, Public Governor Bradford South was appointed for a second term and, new Governor Ruby Hussain was appointed Public Governor Bradford West.</li> <li>- Jean Pitts completed her three year term in July 2018.</li> </ul> <p>DWi thanked Jean, on behalf of the Council of Governors for the valuable and significant contributions she had made to the Council during her three year tenure.</p> <p>DWi described the changes to Governor roles. In particular he thanked David Walker for the work that he had done as Vice-Chair of the Council of Governors during his two-year tenure. DWi also highlighted Pauline Garnett's successful election to the National Governor Advisory Council.</p>	

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	<p>DWi provided a summary of the statutory duties of the Council of Governors and outlined how these had been fulfilled during the year. The meeting noted that the Governors had;</p> <ul style="list-style-type: none"> <li>- Met as a Council formally five times. These meetings were routinely attended by Executive Directors and Non-Executive Directors.</li> <li>- Reviewed and discussed reports which have highlighted the key issues around performance, finance, the quality of care delivered at our Foundation Trust and discussed with the Board how these are being addressed. .</li> <li>- Discussed in detail the Trusts involvement in partnership working across the local health and social care sector.</li> <li>- Regular focus on the Trust's forward planning and strategic developments such as the implementation of the Electronic Patient Record.</li> <li>- Were consulted on the development of the Clinical Strategy and have been consulted on the Foundation Trust's Operational Plan for 2018/19;</li> <li>- Also consulted on discussions around the Service Development ambitions for each of the Foundation Trust's Clinical Divisions.</li> <li>- Discussed the Trust's Capital Development Programme and received updates on actions in relation to previous CQC inspections. The CQC held a focus group session with Governors in February 2018 to inform the recent inspection.</li> </ul> <p>DWi detailed the work undertaken by the Council with regard to the appointment of the External Auditor and detailed the work of the Governors Nominations and Remuneration Committee regarding the appointment of three new Non-Executive Directors. With regard to the changes to the Non-Executive Directors in year; Professor Laura Stroud was appointed following her nomination by the School of Medicine, University of Leeds and the Governors approved the appointments of; Mr Barrie Senior with a specific responsibility as Chair of the Audit and Assurance Committee, Ms Trudy Feaster-Gee and, Mr Jon Prashar. The Council reappointed Dr Trevor Higgins and Mr Amjad Pervez. DWi advised that 2017/18 also saw the Non-Executive Director term ends for Professor James Walker, Mr David Munt and Dr Mohammed Iqbal and he thanked them all three for their contributions to the Board of Directors over the years.</p> <p>DWi shared with the meeting details of the engagement programme to support Governors in understanding how the Trust operates. This year Governors visited the New Ward Block (the Trust's £23m development), the Endoscopy Unit and, A&amp;E. DWi detailed the wide range of activities that Governors have also been involved in. Governors also continue to be active within a range of third sector and statutory organisations that form part of the local health economy and these relationships inform engagement with the Board of Directors</p> <p>DWi highlighted the two key events delivered to members. These were:</p> <ul style="list-style-type: none"> <li>- The 'Focus on the Future' event held in July which provided excellent examples of the work taking place at our Foundation Trust. There were opportunities her to consult with members on the new Clinical Strategy, the priorities listed in our Quality Report and the developments underway for the Trusts implementation of the Electronic Patient Record.</li> <li>- The Your Future Your Health, delivered in October in partnership with other local Foundation Trusts and the Clinical Commissioning Groups across Bradford and Airedale. This was our second highly successful health event for young people aged from 14 to 18 years. 475 young people from across the district who took great advantage of the opportunity to engage with the</li> </ul>	

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	<p>professionals around health and wellbeing, employment, and careers and education opportunities. A large proportion of the young people also signed up as members of the Foundation Trust.</p> <p>DWi asked the meeting to note that members also;</p> <ul style="list-style-type: none"> <li>- Took part in a Trust survey on Communications - the outcomes of which informed the new Trust Communications Strategy.</li> <li>- Continue to take part in the PLACE visits and a range of focused PPI activities through the new Involvement Hub.</li> </ul> <p>With regard to trust membership figures; at the end of March 2018 o total overall Public and Patient membership stood at just over 42,300. Membership trends across the sector have been reviewed and in general membership levels are falling for those with sizeable memberships. As a priority for 2018/19 the Trust will be looking to work on the development of a new Membership Plan. DWi stated that on behalf of the Council of Governors he would like to close by thanking staff for all their hard work during what has been, as stated by the Chair and Chief Executive, a particularly challenging year for the Foundation Trust.</p>	
<b>6.</b>	<b>Questions</b>	
	<p>BM invited questions and comments from those present. The following questions and comments were raised.</p> <p>Mr D. Walker, Governor asked about the STP. He stated that during the past year it seemed to feature quite prominently in the news however recently this has not been the case. BM advised that our partnership covers the whole of West Yorkshire and Harrogate. The purpose being to bring commissioners and local health providers together to develop services in partnership. At the present time two of the three main regulators, NHS England and NHS improvement are working hard to come together so there is some single oversight by the regulator at regional level and so over the next 12 months it is expected that more decisions will be able to be made.</p> <p>The Chief Nurse responded to the details shared by one of the attendees regarding the experience of a family member with Diabetes who had developed Sepsis and was admitted to a ward via A&amp;E. The Ward staff was not made aware of the Diabetes and as such the patient did not have access to emergency snacks. The Chief Nurse apologised for the poor patient experience. She stated that snacks were available outside of normal meal times for all patients and would ensure that information was shared on wards as to where this was located. The Chief Nurse added that a great deal of work was underway to prepare for the winter pressures and this included a focus on ensuring the safe management of patients who also have diabetes.</p> <p>Mr M. Haque commented on the implementation of the Electronic Patient Record and asked about the compatibility of the new system in use by the Trust and the system in use by GPs. He asked if there were plans for the GPs to be able to see into EPR and vice-versa. The Director of Informatics confirmed that this will be the case.</p>	
<b>7.</b>	<b>Any Other Business</b>	
	There were no items to discuss.	
<b>8.</b>	<b>City of Research Presentation</b>	

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9	<b>Close</b> BM thanked the presenters for their contributions and closed the AGM/AMM.	

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