

SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

UNCONFIRMED MINUTES OF THE ANNUAL GENERAL MEETING OF SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST (“THE TRUST”)

MONDAY 28th SEPTEMBER 2020, BOARDROOM, KING’S MILL HOSPITAL AT 5:30PM

Present:

John MacDonald	Chair	JM
Tim Reddish	Non-Executive Director	TR
Graham Ward	Non-Executive Director	GW
Neal Gossage	Non-Executive Director	NG
Barbara Brady	Non-Executive Director	BB
Manjeet Gill	Non-Executive Director	MG
Claire Ward	Non-Executive Director	CW
Richard Mitchell	Chief Executive	RM
Paul Robinson	Chief Financial Officer & Deputy Chief Executive	PR
Shirley Higginbotham	Director of Corporate Affairs	SH
Simon Barton	Chief Operating Officer	SB
Julie Hogg	Chief Nurse	JH
Emma Challans	Director of Culture and Improvement	EC
David Selwyn	Medical Director	DS
Clare Teeney	Director of People	CT
Robin Smith	Acting Head of Communications	RS

Public Governors:

Sue Holmes	Ashfield	SuH
Philip Marsh	Ashfield	
Ian Holden	Newark and Sherwood	
Ann Mackie	Newark and Sherwood	
Lawrence Abrams	Rest of the East Midlands	

Staff Governors:

Roz Norman	King’s Mill Hospital
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Appointed Governors:

David Walters	Ashfield District Council
Nikki Slack	West Notts College

In Attendance:

Sue Bradshaw	Minutes	
Glen Spencer	PwC	GS
Sylvia Porter		
Cerys Evans		
Amanda Sullivan		
Ben Widdowson		
Carolyn Hallam		
Chitra Acharya		
Claire Page		

Donna Oakes
Elaine Holmes
Jim Millns
Jackie Johnson
Katie Clowes
Mick Cawley
Morgan Thanigasalam
Mukul Dube
Pauline Tagg
Sarah Stones
Tiffany Jones

Apologies: None

The meeting was held in person and was streamed live.

Item No.	Item	Action	Date
20/01	WELCOME		
4 mins	<p>JM opened the Annual General Meeting. Noting that due to the circumstances with regard to Covid-19 and social distancing compliance, the meeting was held in person and was streamed live. This ensured the public were able to access the meeting. The agenda and reports were available on the Trust Website and the public had been asked to submit questions prior to the meeting and were able to ask questions during the meeting via the online chat function.</p> <p>JM reflected on an 'interesting' year for the Trust, noting there are a number of achievements to feel proud about, particularly the CQC assessment and the smooth transition of changes to the leadership team. It has also been a challenging year with Covid and the impact that has had on the care the Trust can provide. JM paid tribute to patients and the public, acknowledging it has been difficult to get used to the new ways of accessing services and expressed thanks for the patience shown and support to the Trust during this time.</p> <p>JM expressed thanks to staff and volunteers within the Trust for their commitment and flexibility, particularly acknowledging staff who had to work in areas they were not familiar with. Thanks also to the executive team for their leadership during this time. The Trust continues to work effectively with a network of partners across the system.</p> <p>JM thanked colleagues on the Board of Directors and the governors, acknowledging the Non-Executive Directors and governors have not been able to visit wards, talk to staff and patients, etc. However, the Board of Directors and Council of Governors have continued to discharge their duties, albeit in a different way.</p>		

	The Trust has learned a lot and implemented change quickly. This provides opportunities to build on those foundations in the future to work more closely with system partners to provide integrated care to patients and the public.		
20/02	MINUTES OF THE PREVIOUS MEETING HELD ON 23RD SEPTEMBER 2019		
1 min	Following a review of the minutes of the Annual General Meeting held on 23 rd September 2019, Members APPROVED the minutes as a true and accurate record.		
20/03	PRESENTATION: ANNUAL REPORT 2019/2020		
15 mins	<p>RM presented a summary of the Trust's progress, achievements and challenges over the past year, advising the report is for 2019/2020, with only one of the 12 months covered by the report being impacted by Covid.</p> <p>RM advised it has been a year of change for the executive and senior leadership team with Julie Hogg, Chief Nurse, Emma Challans, Director of Culture and Improvement, David Selwyn, Medical Director and Clare Teeney, Director of People, joining the organisation since the AGM in 2019. It was noted Clare Teeney's role is a shared role with Nottinghamshire Healthcare. RM expressed thanks to all colleagues within the organisation for their support over the past year.</p> <p>2019/2020 was a year of improvement for the Trust which can be explained as a circle of improvement made up of the following components, we support colleagues, we recruit and retain the best possible people, we deliver the level of care we want our families to receive and we communicate honestly, which leads to Healthier Communities, Outstanding Care, which is the vision and strategy for the organisation which was launched on 1st April 2019.</p> <p>RM highlighted the Trust's successes for 2019/2020, noting SFHFT was identified as having the best Freedom to Speak Up (FTSU) culture in the East Midlands and the Trust does a lot of work in relation to Civility Saves Lives. All 15 of the Trust's services are rated as Safe by the CQC. There were no hospital acquired MRSA infections and no 52 week waiters at the end of March 2020, although this position has deteriorated as a result of services being paused due to Covid. The Trust continues to have the best ED performance in the Midlands.</p> <p>The Trust had a positive CQC assessment which saw an improvement in the rating to Outstanding for King's Mill Hospital and Good for Newark Hospital. The Community Health Services, based at Mansfield Community Hospital, did not have a visit this year. Therefore, their positive assessment from 2018 is retained. Overall the Trust is rated as Good and Outstanding for caring. 96% of domains are rated as Good or Outstanding.</p>		

	<p>RM advised the annual staff survey results are a good indicator of the Trust's position from a staff engagement perspective. There has been a continuous improvement over recent years, with a response rate of 66% on the latest staff survey. It is hoped the response rate will be further improved for the 2020 Staff Survey, which goes live in October 2020. It was noted there is a relationship between staff engagement and CQC ratings. The overall engagement score across the NHS and the Trust may deteriorate on the 2020 survey due to the isolation and difficulties people are experiencing through Covid.</p> <p>The Trust has made a lot of progress in terms of Equality, Diversity and Inclusivity but there is more work to do. There is evidence of progress in relation to work within the Mid-Nottinghamshire ICP feeding into the Nottingham and Nottinghamshire Integrated Care System (ICS). The Trust views working with partners across Mid-Nottinghamshire as being of huge significance.</p> <p>While acknowledging there are areas for further improvement, there is a lot to feel proud about over the last 12 months. The past 6 months have been very challenging and the Trust is cautious and concerned about the coming few months. Covid rates in the community are increasing and there is a small increase in the number of patients with Covid being cared for in the hospital.</p> <p>Through national direction in the first 6 months of this year, there were clear expectations for organisations to focus on caring for patients with Covid and patients on cancer pathways. However, it is clear there are other patients who require care. The Trust has identified the following points as key to the organisation over Winter. Providing safe care to patients, recognising a proportion of patients will have Covid but the majority won't and there is a need to get the balance right. The best way of providing safe care is by supporting each other and there is a need to look after each other and ourselves. Feel proud of the care provided and the way colleagues are treated and supported.</p>		
<p>20/04</p>	<p>PRESENTATION: ANNUAL ACCOUNTS 2019/2020</p>		
<p>8 mins</p>	<p>PR presented the Annual Accounts for 2019/2020, advising the Trust is in a recurrent deficit position due to structural, strategic and operational issues. The annual plan for 2019/2020 was a deficit of £15m. The Board of Directors has approved a five year strategy to address the strategic and operational issues and agree external support for structural issues. The Board of Directors maintains its commitment to high quality patient care within the resources available and dealing with those elements of the deficit which are controllable.</p> <p>Covid-19 has impacted on the delivery of the strategy as for the year 2020/2021 the Trust has been subject to a new financial regime. All costs are covered through a block contract arrangement and the Trust has suspended delivery of the financial strategy.</p> <p>The accounts were prepared in accordance with the DHSC Group Accounting Manual (GAM) and on a going concern basis. The financial plan for 2019/2020 was delivered.</p>		

	<p>PR advised the accounts were produced and submitted as per the required dates. The Audit and Assurance Committee reviewed a draft of the accounts prior to PWC's (external auditors) audit review. The Trust's Board of Directors adopted the accounts on 22nd June 2020, along with PWC's 'Unqualified' Audit Opinion.</p> <p>PR advised the accounts are made up of four main statements, these being the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Taxpayers Equity and Statement of Cash Flows, and provided more detail of what is included in each of those statements.</p> <p>The Trust is reporting a retained deficit of £15.9m and an underlying operating position of £15.4m deficit. This is £0.1m better than plan and control total.</p>		
20/05	PRESENTATION: EXTERNAL AUDITOR'S OPINION – ISA 260 AND QUALITY ACCOUNTS		
8 mins	<p>GS outlined the responsibilities of an external auditor and the audit process, including timescales. GS advised due to the Covid-19 pandemic, the regulator (NHS Improvement) removed the requirement for external auditors to provide assurance on the compliance of the Trust's Quality Report for 2019/2020 as set out by the Department of Health and Social Care.</p> <p>In terms of the financial statements, GS advised PWC issued a clear (unqualified) audit opinion on the Trust's financial statements.</p> <p>In terms of the financial statements, GS advised there were three areas of risk which PWC focussed on, these being management override of controls, risk of fraud in revenue and expenditure recognition and valuation of land and buildings and provided more detail of each area.</p> <p>GS advised PWC identified a number of instances where operating expenditure was accounted for incorrectly, i.e. expenditure for 2019/2020 was not complete in year. The Trust performed analysis to identify the extent of the issue and PWC tested 240 additional items. Following this, PWC raised an adjustment for £1.26m. However, this was not adjusted in the Trust's accounts as it is below the materiality level.</p> <p>In relation to use of resources (value for money), there were three factors which PWC focussed on, these being the Trust's outturn position at year end, whether the Trust had adequate cash in year and the Trust's forecast future performance. As a result of these three issues, PWC issued an 'except for' conclusion in respect of value for money.</p>		
20/06	PANEL DISCUSSION – QUESTIONS AND ANSWERS		
7 mins	<p>JM advised three questions had been received in advance of the meeting and invited further questions to the panel.</p>		

Question 1 – Ian Holden

I realise there is still work to be done to understand the full implications of the recent changes to funding arrangements, but from what they have seen, how do the Board of Directors see the move to funding on a system basis affecting the day to day operations of the Trust, for example, the way backlogs and waiting lists are managed.

Response

PR advised guidance has recently been issued regarding the financial regime for Months 7-12 of 2020/2021, which moves some elements of Trust funding to a system level. However, these are minor, non-material amounts, specifically in relation to Covid and growth. In terms of main block contract income, which will continue for the remainder of the year, this will enable the Trust to ensure we plan our capacity, restoration and how backlogs and waiting lists are managed on a Trust specific basis.

JM advised the longer term impact is unclear as it is not yet known what the system financial regime will be in 2-3 years' time.

Question 2 – Paul Barthram

How are blood donations and transfusions affected if not independently verified as Covid-19 free and are similar concerns aired in relation to HIV?

Response

DS advised blood donations are not routinely screened for Covid-19 as there is no suggestion Covid is transmitted via blood. Donors are questioned about any symptoms to try to ensure they do not have active infection at the time of blood donation. Earlier this year blood donations significantly reduced, but the number of units required by the Trust also reduced. Therefore, at no time was there a shortage of blood. In terms of HIV, this is transmitted via blood and, therefore, donations are screened for HIV.

Question 3 – Christine Parsons

Does the Trust operate multi-disciplinary discussions for a single patient?

Response

DS advised all cancer patients are discussed in a multi-disciplinary (MDT) meeting, usually to agree their treatment plans. Some cancer patients have a second MDT to discuss complex diagnostics. There are a number of MDTs for non-cancer patients, which is usually for more complex cases requiring specialist input from a number of teams. There are no specific MDTs for patients where a diagnosis is unclear. However, it is anticipated these patients are discussed by clinicians and expert advice sought as necessary.

	<p>Question 4 – Cerys Evans The green font used on the slides is difficult to read. Can this be borne in mind for future presentations.</p> <p>Response JM advised this will be reviewed for the future.</p>		
20/07	CONSTITUTION – CHANGES FOR APPROVAL		
3 mins	<p>SuH advised a small working group to review the format of the constitution was established. As a result of the review there are a number of amendments to the constitution, which have been accepted by the Council of Governors and Board of Directors.</p> <p>The changes made are the removal of any reference to co-opted governors. The public constituencies have been adjusted, with the removal of the Derbyshire constituency but increasing the Rest of the East Midlands by one governor. It was identified some areas of Derbyshire were included in the Derbyshire constituency and some were in the Rest of East Midlands. By combining all of Derbyshire into the Rest of the East Midlands constituency, it is hoped this will provide members with more clarity.</p> <p>The number of partnership governors has been reduced from two to one, which is West Notts College. The volunteer class for staff governors has been removed and replaced with an appointed volunteer governor, which will be appointed by the volunteers when they have their meeting. The number of staff governors has been reviewed and reduced from three to two for King's Mill and Mansfield Community Hospital and from two to one for Newark Hospital.</p> <p>A section has been added to the roles and responsibilities relating to the move to system working and the governors having oversight of the executives who are working across the system. The standing orders for the Council of Governors and Board of Directors have been amended to reflect these changes.</p> <p>No comments were received from the Members. Therefore, the changes to the Trust's Constitution were APPROVED</p>		
20/08	CLOSING STATEMENTS		
	JM thanked the speakers and everyone watching the broadcast.		
20/09	DATE AND TIME OF NEXT MEETING		
	<p>It was CONFIRMED that the next Annual General Meeting would be held on 27th September 2021.</p> <p>There being no further business the Chair declared the meeting closed at 6.20pm</p>		

	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p>John MacDonald Chair</p> <p style="text-align: right;">Date</p>		
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