

SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

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

TUESDAY 28th SEPTEMBER 2021, AT 17:30 via VIDEO CONFERENCE

Present:

Claire Ward	Chair	CW
Paul Robinson	Chief Financial Officer & Deputy Chief Executive	PR
Simon Barton	Chief Operating Officer	SB
Julie Hogg	Chief Nurse	JH
Emma Challans	Director of Culture and Improvement	EC
Lorna Branton	Director of Communications	LB
Tim Reddish	Non-Executive Director	TR
Graham Ward	Non-Executive Director	GW
Neal Gossage	Non-Executive Director	NG
Andy Haynes	Specialist Advisor to the Board	AH
Barbara Brady	Non-Executive Director	BB

Public Governors:

Philip Marsh	Ashfield
Sue Holmes	Ashfield

Staff Governors:

None

Appointed Governors:

Nadia Whitworth	Volunteers
Nikki Slack	West Notts College

In Attendance:

Sue Bradshaw	Minutes	
Danny Hudson	Producer for MS Teams Public Broadcast	DH
Ed Pearce	Producer for MS Teams Public Broadcast	EP
Richard Mills	Deputy Chief Financial Officer	RMil
Rob Simcox	Deputy Director of HR	RS
Becky Cassidy	Deputy Director of Corporate Affairs	BC
Richard Walton	KPMG	RW
David Ainsworth	Locality Director, CCG	DA
Helena Clements		
Fiona Anderson		
Pauline Tagg		
Lisa Geary		
Tiffany Jones		
Helen Conway		
Yolanda Martin		
Cllr Laurence Goff		

Apologies:

Richard Mitchell	Chief Executive	RM
Shirley Higginbotham	Director of Corporate Affairs	SH
David Selwyn	Medical Director	DS
Clare Teeney	Director of People	CT
Manjeet Gill	Non-Executive Director	MG

The meeting was held, via video conferencing and was streamed live.

Item No.	Item	Action	Date
21/01	WELCOME		
2 mins	<p>CW opened the Annual General Meeting, noting that due to the circumstances regarding Covid-19 and social distancing compliance, the meeting was held via video conferencing 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 submit questions during the meeting via the live Q&A function. All participants confirmed they were able to hear each other.</p> <p>CW advised RM leaves the organisation on 1st October 2021 and confirmed PR, who is currently Chief Financial Officer and Deputy Chief Executive, will be the Interim Chief Executive from 4th October 2021 until a substantive Chief Executive is appointed. Richard Mills (RMil) will be the interim Chief Financial Officer for the same time period to cover for PR.</p>		
21/02	MINUTES OF THE PREVIOUS MEETING HELD ON 28th SEPTEMBER 2020		
1 min	Following a review of the minutes of the Annual General Meeting held on 28 th September 2020, Members APPROVED the minutes as a true and accurate record.		
21/03	PRESENTATION: ANNUAL REPORT 2020/2021		
8 mins	<p>PR advised a copy of the Trust's Annual Report and Annual Summary Report are available on the Trust's website.</p> <p>PR reflected on a challenging year and expressed thanks to colleagues, staff and volunteers for their continued commitment and flexibility. Thanks were also expressed to partners across the Health and Care System.</p> <p>In term of the Trust's response to Covid, PR advised as of 28th September 2021, SFHFT had cared for 4,388 patients with Covid, 333 of whom required treatment in ITU. Sadly 619 patients with Covid have passed away while in the Trust's care and condolences were expressed to friends and families of those patients.</p>		

	<p>While it has been a challenging year, PR highlighted the Trust's successes for 2020/2021, including additional funds secured to expand ED, successful rollout of the Covid vaccination, 94% of patients attending ED were seen within 4 hours, creation of a wellbeing room to support colleagues, 90% of frontline staff received their flu vaccination and three active diversity networks have been established. PR outlined the key achievements of the Equality, Diversity and Inclusivity group over the last 12 months.</p> <p>PR advised the Trust was proud to be named the Health Service Journal (HSJ) Trust of the Year. In addition, the Finance Team won the HSJ Value award. In the latest staff survey results, colleagues rated SFHFT the third best hospital trust in the country and the best in the Midlands to work and receive care and the Trust maintained a CQC rating of Good, with King's Mill Hospital being rated as Outstanding.</p>		
21/04	PRESENTATION: ANNUAL ACCOUNTS 2020/2021		
3 mins	<p>RMil presented the Annual Accounts for 2020/2021, advising in response to the Covid pandemic an interim financial framework was introduced across the NHS for 2020/2021. The Trust ended the year with a deficit of £15.9m, which includes an asset impairment of £10.4m. Adjusting for the impairments and other allowable items gives a reported deficit of £5.5m. This value is aligned with the forecast outturn agreed between the Nottinghamshire Integrated Care System (ICS) and NHSE/I.</p> <p>RMil confirmed the accounts were prepared in accordance with the DHSC Group Accounting Manual (GAM) and on a going concern basis. The financial plan for 2020/2021 was delivered and the accounts were produced and submitted as per the required timetable. The Board of Directors adopted the accounts on 11th June 2021.</p> <p>RMil 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 an explanation regarding each of these.</p>		
21/05	PRESENTATION: EXTERNAL AUDITOR'S OPINION – ISA 260		
4 mins	<p>RW outlined the responsibilities of an external auditor and the audit process. In terms of Financial Statements, KPMG issued an unqualified opinion, meaning the accounts for 2020/2021 give a true and fair view of the Trust's performance during the year and of its year end financial position. In terms of Value for Money, KPMG did not identify any significant weakness with regards to the Trust's arrangements. RW confirmed an unqualified consistency certificate was issued in relation to the Trust's 'Whole of Government Accounts'.</p> <p>In terms of the Annual Report, KPMG confirmed that the Governance Statement had been prepared in line with the Annual Reporting Manual requirements and no material inconsistencies were identified.</p>		

21/06	PRESENTATION: PARTNERSHIP WORKING		
5 mins	DA gave a presentation detailing examples of partnership working and ways of working outside the traditional hospital walls, highlighting the development of a virtual ward, humanitarian support to vulnerable people including homeless and refugee communities, support for first contact physiotherapists, support to GPs to avoid hospital admissions and a pilot scheme in Mansfield to detect lung cancer.		
21/07	NEWARK STRATEGY TRANSFORMATION PROGRAMME		
6 mins	A short video was played outlining the Newark Strategy Transformation Programme.		
20/08	PANEL DISCUSSION – QUESTIONS AND ANSWERS		
6 mins	<p>CW advised one question had been received in advance of the meeting and invited further questions to the panel.</p> <p>Question 1 - Anonymous Has the Trust signed up to the Armed Forces Covenant?</p> <p>Response RS confirmed the Trust signed up to the Armed Forces Covenant in June 2016. This confirms the Trust as an organisation which supports colleagues who have served or are presently serving in the armed forces. The work the Trust has done has been recognised nationally and the Trust has Silver Award status. However, it is acknowledged there is always more which can be done.</p> <p>Question 2 – Cllr Laurence Goff Why do patients have to make their own way home in the evening or during the early hours of the morning? Taxis can cost between £40 and £60. It takes three buses from Newark to King’s Mill Hospital which is a five hour round trip. There are no buses during the evening or on a Sunday.</p> <p>Response SB advised patient transport is made available to patients who are unable to get transport home themselves and in some circumstances the Trust will fund taxis. In other cases patients who are fit and well to go home will be asked to find their own way home. It was acknowledged this can sometimes be difficult overnight. However, the Trust will provide help to anyone who needs it.</p> <p>CW advised patients who have particular difficult circumstances are encouraged to make these known to the Trust so any specific needs can be accommodated wherever possible.</p>		

	<p>Question 3 – Cllr Laurence Goff What would patients do if they are on a low income and there is a real problem for them to get a taxi home?</p> <p>Response SB advised in those circumstances if the patient is being discharged from ED or the wards, the Trust would arrange a taxi for them, particularly if there is no one to collect them.</p> <p>Question 4 – Anonymous What hours is the Newark Urgent Care Centre (UCC) currently open?</p> <p>Response SB advised the UCC is open between 9am and 10pm, with the last patient entry at 9pm.</p>		
20/09	CLOSING STATEMENTS		
2 mins	<p>CW advised as SFHFT is a foundation trust, as part of the Trust's constitution there is a requirement for the organisation to have elected governors who represent different parts of the community the Trust serves. There are currently vacancies on the Council of Governors for Public Governors and these vacancies will be filled when the next governor elections are held in Spring 2022. CW encouraged anyone who would like to get involved with the Trust by serving as a governor to check the website or contact the Trust for further information.</p> <p>CW thanked the speakers and everyone watching the broadcast.</p>		
20/10	DATE AND TIME OF NEXT MEETING		
	<p>It was CONFIRMED that the next Annual General Meeting would be held on 26th September 2022.</p> <p>There being no further business the Chair declared the meeting closed at 18:10.</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p>Claire Ward Chair</p> <p style="text-align: right;">Date</p>		