

**SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST**

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

**MONDAY 23<sup>rd</sup> SEPTEMBER 2019, LECTURE THEATRE 1, EDUCATION CENTRE AT 5:30PM**

**Present:**

John MacDonald	Chair	JM
Richard Mitchell	Chief Executive	RM
Andrew Haynes	Executive Medical Director	AH
Simon Barton	Chief Operating Officer	SiB
Paul Robinson	Chief Financial Officer	PR
Shirley Higginbotham	Director of Corporate Affairs	SH
Suzanne Banks	Chief Nurse	SuB
Clare Teeney	Director of People	CT
Neal Gossage	Non-Executive Director	NG
Tim Reddish	Non-Executive Director	TR
Graham Ward	Non-Executive Director	GW

**Public Governors:**

Philip Marsh	Ashfield
Kevin Stewart	Ashfield
Dean Whelan	Mansfield
Gerald Smith	Mansfield
Belinda Salt	Mansfield
Martin Stott	Newark and Sherwood
Richard Shillito	Newark and Sherwood
Ann Mackie	Newark and Sherwood

**Staff Governors:**

Roz Norman	King’s Mill Hospital
Jacqueline Lee	Newark Hospital

**Appointed Governors:**

Councillor Steve Vickers	Nottinghamshire County Council
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**In Attendance:**

Sue Bradshaw	Minutes	
Glen Spencer	PwC	GS
Elaine Jeffers	Deputy Director of Governance and Quality Improvement	
Lee Radford	Deputy Director of Training	
David Selwyn	Deputy Medical Director	
Robin Smith	Deputy Head of Communications	
Ben Widdowson	Associate Director of Estates and Facilities	
Ant Rosevear	Assistant Chief Operating Officer	
Deb Morton	Healthwatch	
Councillor Rob Crowe	Newark and Sherwood District Council	

Councillor Irene Brown	Newark Town Mayor
Tracey Brassington	Staff
Joy Wilson	Staff
Morgan Thanigasalam	Staff
Annette Robinson	Staff
Keir Scarlett	Staff
Adrian Piggott	Staff
Robin Binks	Staff
Beryl Perrin	Volunteer
Michael Parsons	
David Harvey	
Angela Whawell	
Michael Fox	
Les Matthews	
Ian Hibbert	
Diane Hibbert	
Pat Kelsey	

**Apologies:**

Barbara Brady	Non-Executive Director
Nikki Slack	Appointed Governor (West Notts College)
Councillor Craig Whitby	Appointed Governor (Mansfield District Council)
Sue Holmes	Public Governor (Ashfield)
Jane Stubbings	Public Governor (Ashfield)
Brian Bacon	Public Governor (Derbyshire)
Valerie Bacon	Public Governor (Derbyshire)
Lawrence Abrams	Public Governor (Rest of East Midlands)

Item No.	Item	Action	Date
<b>19/01</b>	<b>WELCOME</b>		
3 mins	<p>JM opened the Annual General Meeting and extended a warm welcome to the Council of Governors, Board of Directors, Staff, Volunteers and members of the audience.</p> <p>JM expressed thanks to all the Trust's staff and everyone who supports the work of the Trust, acknowledging the progress the Trust has made would not be possible without their commitment and enthusiasm. The growing strength of partnership working with a number of organisations within the NHS, local authorities and voluntary sector was acknowledged.</p>		
<b>19/02</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 24<sup>th</sup> SEPTEMBER 2018</b>		
1 min	Following a review of the minutes of the Annual General Meeting held on 24 <sup>th</sup> September 2018, Members APPROVED the minutes as a true and accurate record.		

19/03	<b>PRESENTATION: ANNUAL REPORT 2018/2019</b>		
24 mins	<p>RM presented a summary of the Trust's progress, achievements and challenges over the past year, highlighting the Trust should feel very proud about the quality of care provided to patients.</p> <p>RM advised as an organisation SFHFT is getting a lot of positive interest in relation to the progress the organisation has made. This 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, we relentlessly communicate and we review and test our strategy and vision to ensure it is meaningful.</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 an improvement in these results over the last 3-4 consecutive years. RM highlighted the response rate of 62% on the latest staff survey which places SFHFT second best in the Midlands and sixth best nationally. It was noted there is a relationship between staff engagement and CQC ratings. There will be an opportunity in January and February 2020 to provide the CQC with sufficient evidence to improve the Trust's overall rating. Currently no acute organisation in the Midlands is rated as Outstanding by the CQC.</p> <p>In terms of safety, quality and patient experience, RM advised there was an overall reduction in harm events during 2018/2019 compared to the previous year. In excess of 82% of colleagues had their flu vaccination during 2018/2019, which is one of the highest rates in the country.</p> <p>The Trust views timeliness of care as important. RM highlighted in excess of 94% of patients attending A&amp;E were treated within 4 hours during 2018/2019. However, it was acknowledged this has been more difficult year to date 2019/2020. There is a lot of work ongoing with partners to try to reduce demand and ensure patients are discharged in a timely manner when they are medically fit. There were improvements in all cancer, elective and diagnostic standards during 2018/2019 compared to the previous year but it was acknowledged further work is required.</p> <p>RM advised the Trust's new 5 year strategy was launched in April 2019. In excess of 750 conversations were held to develop SFHFT's new vision of Healthier Communities, Outstanding Care.</p> <p>RM advised the Trust's research output over the last three years has been far greater than would be expect from on organisation of this size. Other highlights of the year include the Trust's NHSI 'Single Oversight Framework' segmentation improving from a three to a two and the Trust is 'buddying' with Queen Elizabeth Hospital, King's Lynn NHS Foundation Trust to provide support. SFHFT is the only trust in the country to have been buddied by another organisation in terms of the improvement journey who are now providing buddying support to another trust.</p>		

	<p>RM advised the past year has not been without its challenges, highlighting the main challenges as culture, demand and capacity, seasonal pressures, finance and not delivering as a system.</p> <p>RM recognised the work of Suzanne Banks – Chief Nurse, who is retiring in December 2019 and Andy Haynes - Medical Director, who is taking on the role of Executive Director for the Integrated Care System (ICS)</p> <p>JM advised Julie Bacon - Executive Director of HR &amp; OD retired recently. Clare Teeney has taken over as the Director of People and she is also the Director of HR for Nottinghamshire Healthcare. This is a demonstration of how organisations within the system are trying to work together. Julie Hogg, who currently works at the University College London Hospital, has been appointed as Chief Nurse and will start for SFHFT later in the year.</p>		
<b>19/04</b>	<b>PRESENTATION: ANNUAL ACCOUNTS 2018/2019</b>		
6 mins	<p>PR presented the Annual Accounts for 2018/2019, advising the Trust is in a recurrent deficit position due to structural, strategic and operational issues. The annual plan for 2018/2019 was a deficit of £26.7m. At year end the underlying operating position is £26.8m deficit, which is £0.1m better than plan. The accounts were prepared in accordance with the DHSC Group Accounting Manual (GAM) and on a going concern basis. The financial plan for 2018/2019 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 23<sup>rd</sup> May 2019, along with PWC's 'Unmodified' 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>		
<b>19/05</b>	<b>PRESENTATION: EXTERNAL AUDITOR'S OPINION – ISA 260 AND QUALITY ACCOUNTS</b>		
6 mins	<p>GS outlined the responsibilities of an external auditor and the audit process.</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. PWC issued a clear (unqualified) audit opinion on the Trust's financial statements.</p>		

	<p>In relation to use of resources (value for money), there were three areas which PWC focussed on, these being the Trust's financial deficit position, the ongoing cash support the Trust requires to operate and the Section 111 licence condition. As a result of these three issues PWC issued a qualified audit opinion in relation to value for money. This is consistent with the previous year and it is important to note many trusts across the country received the same qualified opinion due to those issues given the financial environment in which the NHS is currently operating.</p> <p>GS advised PWC looked at the Trust's Quality Report and considered content, consistency and performance indicators. A clear (unqualified) audit opinion was issued in relation to content and consistency. In terms of performance indicators, two indicators were tested. For the first of these, maximum waiting time of 62 days from urgent GP referral to treatment of all cancers, a clear (unqualified) report was issued. In relation to the second indicator, percentage of patients with a total time in A&amp;E of 4 hours or less from arrival to admission, transfer or discharge, GS advised PWC were unable to form a conclusion for this indicator due to the 'start time' for when patients arrive via ambulance not being captured. This is consistent with other trusts in the country and does not isolate SFHFT from its peers.</p>		
<b>19/06</b>	<b>PANEL DISCUSSION – QUESTIONS AND ANSWERS</b>		
1 mins	JM invited questions to the panel. No questions were raised.		
<b>19/07</b>	<b>CLOSING STATEMENTS</b>		
	JM thanked the speakers and everyone for attending.		
<b>19/08</b>	<b>ANY OTHER BUSINESS</b>		
	No other business was raised.		
<b>19/09</b>	<b>DATE AND TIME OF NEXT MEETING</b>		
	<p>It was CONFIRMED that the next Annual General Meeting would be held on 21<sup>st</sup> September 2020.</p> <p>There being no further business the Chair declared the meeting closed at 6.15pm</p>		
	<p>Signed by the Chair as a true record of the meeting, subject to any amendments duly minuted.</p> <p><b>John MacDonald</b> Chair</p> <p style="text-align: right;"><b>Date</b></p>		