

DONCASTER AND BASSETLAW HOSPITALS NHS FOUNDATION TRUST

Minutes of the of the Annual Members Meeting held on Tuesday 29 September 2015 at Doncaster Racecourse, Doncaster

<u>Present:</u>	Chris Scholey	Chairman
	Michael Addenbrooke	Public Governor
	Ruth Allarton	Partner Governor
	Dr Utpal Barua	Public Governor
	Philip Beavers	Public Governor
	Hazel Brand	Public Governor
	Lisa Bromley	Partner Governor
	David Cuckson	Patient Governor
	Dev Das	Public Governor
	Dr Vivek Desai	Staff Governor
	Eddie Dobbs	Public Governor
	Lynn Goy	Staff Governor
	David Hamilton	Partner Governor
	Nicola Hogarth	Public Governor
	Peter Husselbee	Public Governor
	Shahida Khalele	Staff Governor
	Bev Marshall	Public Govenor
	Susan Overend	Public Governor
	Jackie Pederson	Partner Governor
	John Plant	Public Governor
	Patricia Ricketts	Public Governor
	William Skelly	Public Governor
	Denise Strydom	Public Governor
	Andrew Swift	Staff Governor
	Howard Taylor	Public Governor
	Roy Underwood	Staff Governor
	George Webb	Public Governor
	Maureen Young	Public Governor

In attendance:

Trust Members / Public

Kirsty Allison	David Green	Jane Morgan
Simon Barrett	Emma Hannaford	Louise Padgett
Josie Blacklock	Hazel Hardwick-Health	Michelle Poole
Joanne Blockley	Reg Health	L Pater
Elizabeth Boyle	Phil Hennessy	Daphne Richards
Steve Brunyee	Sandra Hodson	Carol Scholey
Jean Armstrong	Mr Hewlin	Janet Sampson
Fran Babirelki	Sandra Hodson	Angela Sharp
Sheila Barnes	Mark Holloway	J Sprakes

W J Barton	Paula Johnson	Lisa Starr
Susanne Bolam	Pat Johnson	Alison Stewart
Bryan Brookes	Andrew Jones	Rupert Suckling
Laura Cliffe	Julian Jones	Howard Timms
Rachael Codling	Lib Jones	Wendy Tomlin
Patricia Craven	Steve Kell	Sean Tyler
David Foy	Suzanne King	Chris Watson
Kirsty Edmondson-Jones	Cllr Pat Knight	Ruth Woodcock
Jill Edwards	Keith Laurant	Yvonne Woodcock
Paul Gravit	Helen McAlinney	Julie Young
Donald Graham	Janet McCulloch	3 x Members of the Public

Directors & officers

Alan Armstrong	Non-executive Director
Emma Bodley	Head of Communications
Geraldine Broderick	Non-executive Director
Maria Dixon	Head of Corporate Affairs
Dawn Jarvis	Director of People and Organisational Development
Matthew Lowry	Director of Finance & Infrastructure
Alison Luscombe	Foundation Trust Office Coordinator
Martin McAreavey	Non-executive Director
John Parker	Non-executive Director
Richard Parker	Director of Nursing, Midwifery & Quality
Mike Pinkerton	Chief Executive
David Purdue	Chief Operating Officer
Philippe Serna	Non-Executive Director
Sewa Singh	Medical Director
Kate Sullivan	Acting Trust Minute Secretary

Press: None

Apologies

AMM/15/1 Apologies for absence were received from Dr Oliver Bandman, Sue Batty, Dennis Benfold, John Humphrey, Lorraine Robinson, Cllr Susan Shaw, Clive Tattley, David Crowe.

Welcome

AMM/15/2 Chris Scholey welcomed everyone to the 2015 Annual Members Meeting and briefly summarised the Trust's performance during 2014/15.

AMM/15/3 Overall, 2014/15 had been a positive year for the Trust. There had been sustained improvements in quality and the second highest in year capital spend the Trust had made, along with significant increases in spend on nursing staff. The savings plan had been achieved and the Trust had made a small surplus. However, there was still work to do.

Minutes of the 2014 Annual Members Meeting

- AMM/15/4** The minutes of the Annual Members Meeting held on 23 September 2014 were APPROVED as a correct record of the meeting.

Matters arising

- AMM/15/5** None

Annual Report and Accounts 2014/15

- AMM/15/6** Chris Scholey formally presented the Annual Report and Accounts to the Governors and Members present.
- AMM/15/7** The Annual Report and Accounts 2014/15 were RECEIVED and NOTED.

Chief Executive's review of the Trust's performance 2014/15

- AMM/15/8** Mike Pinkerton, Chief Executive, delivered a presentation on the Trust's performance and achievements in 2014/15 as well as challenges and opportunities for the future.
- AMM/15/9** The presentation was summarised in hand-out which was presented around the 4 key pillars of the Trust's strategic direction:
- To provide the safest, most effective care possible
 - To control and reduce the cost of healthcare
 - To develop responsibly, delivering the right services with the right staff
 - To focus on innovation for improvement

The hand-out was tabled for those attending the meeting.

- AMM/15/10** 2014/15 had been a very busy year; 172,023 people attended the Trust's hospitals for emergency care, of which 62,975 were admitted to a ward and the Trust delivered 5084 babies.
- AMM/15/11** Safe & effective care – There had been a number of improvements in quality and access:
- 18% reduction in serious incidents
 - 36% reduction in pressure ulcers
 - 27% reduction in falls
 - 37% reduction in serious falls
 - All cancer targets had been achieved
 - 16% reduction in RTT with 282 fewer patients waiting over 18 weeks than in 2013/14
 - Avoidable cases of C.Diff had improved beyond trajectory.

- AMM/15/12** The Trust had changed the way it dealt with complaints to focus on resolving complaints early and listening to patients to improve patient experience. This had reduced the number of investigations upheld by the Parliamentary Health Service Ombudsman from 5 in 2013/14 to 1 in 14/15
- AMM/15/13** The Trust had not achieved the 4hr access target of 95% of patients being seen within 4 hrs and performance had ended 92.4% for the year. It had been an incredibly difficult year for the NHS in this regard and many other Trusts had failed to meet the target nationally.
- AMM/15/14** The Trust had significantly reduced CQC Intelligent Monitoring Framework risk factors. Seven day end of life services had been introduced and the Trust had implemented the Quality Assurance Tool (QAT) to wards and the Emergency Department to review standards of care we give to patients and eliminate clinically unjustified variability. The Trust had 'signed up to safety' as part of a national commitment to reduce avoidable harm by 50% over the next three years.
- AMM/15/15** Control and Reduce the cost of Healthcare – The Trust had made a very significant overall investment on capital expenditure and had spent £7.3m more on nursing staff than the previous two years.
- AMM/15/16** Develop responsibly – There had been a reorganisation of clinical services and governance structures based around patient pathways. The Trust had invested in nurse staffing evidence based assessment tools. Commissioned to provide TriHealth - sexual health services in Doncaster in partnership with RDaSH. A new Employee Assistance Programme, HELP, had been delivered and more than 114 members of staff were either on, or had completed national NHS Leadership Academy programmes and the Trust had achieved one of the lowest staff sickness rates in the region, at 3.92% compared to a regional average of 5.1%
- AMM/15/17** In the Q2 2014/15 Staff Friends and Family Test (FFT) over 90% of staff said they would recommend the Trust to friends and family for care and as a place to work rating it the highest in the country.
- AMM/15/18** The Trust had been the 2nd best organisation in the NHS in England for staff flu vaccinations.
- AMM/15/19** Innovate & Improve – There had been a 35% increase in NIHR R&D trial activity with 3757 patients involved in research and 50 additional studies.
- AMM/15/20** There had been a number of refurbishments including the rehabilitation ward & imaging department at Montagu, AMU phase 1, diabetes centre & CDU at Doncaster and the CCU at Bassetlaw. The Trust had also

launched DBH2020 programme to deliver organisation change and developed a Quality Improvement Strategy.

AMM/15/21 There had been good progress to deliver the iHospital Programme, the elements delivered included:

- Symphony system in ED
- K2 system in maternity
- Self check-in kiosk pilot in South Block
- Infrastructure improvements to networks
- Telecommunications system upgrade

AMM/15/22 Team Doncaster's Integrated Discharge Team had won the National award for Outstanding Collaborative Leadership; a very difficult category.

AMM/15/23 There were many challenges and opportunities facing the Trust and the NHS nationally including increased demand on services, the national financial position and recruitment and workforce availability. Seven day working was a key area of pressure with the requirement to deliver all the of Sir Bruce Keogh's recommendations.

AMM/15/24 Looking Forward – The Trust was developing a DRI site plan and was about to activate the go-live for new emergency department and pathway reforms. Work was underway to reduce vacancies and non-substantive staffing. A new Trust Fundraising Strategy was being developed. A new programme of Trust-wide change would be taken forward to deliver the DBH20/20 programme to plan and the Board had approved a new Staff Health & Wellbeing strategy which would be taken forward.

AMM/15/25 The Trust was over half way through the 5 year Strategic Direction and it was time to refresh this to build in new opportunities.

AMM/15/26 Mike Pinkerton thanked members of the public for attending and for choosing Doncaster & Bassetlaw Hospitals to provide their care. He also thanked directors, governors, partner organisation, staff and volunteers for their efforts and contribution throughout the year.

The Chief Executive's review of the Trust's performance in 2014/15 was NOTED.

Financial Director's Report

AMM/15/27 Matthew Lowry delivered a presentation on the financial performance of the Trust, highlighted the following:

AMM/15/28 The accounts had been consolidated with the Trust's charitable funds to produce 'group' accounts, but the focus for the meeting would be the

Foundation Trust (FT) accounts.

AMM/15/29 The Trust had ended 2014/15 with an income and expenditure surplus for investment of £1.6m against a planned surplus of £3.5m.

AMM/15/30 There had been continued investment in services including:

- Capital spend of £18.4m on services and staffing
- Staffing - £7.3m additional nursing spend compared to 2012/13

AMM/15/31 Costs savings of £12.2m had been achieved in year; this represented 3.4% of turnover and was not insignificant. The Trust needed to continue to improve efficiency through cost saving plans and through procurement opportunities as part of the Working Together Partnership.

AMM/15/32 The Trusts reference costs, the national measure of efficiency, stood at 96%, which meant that the Trust was typically providing services at 4% below national average (reference) levels.

AMM/15/33 The Monitor Continuity of Services risk rating of 3 had been maintained through the year as planned and External Auditors had provided an Unqualified Audit opinion on the Trusts 2014/15 financial accounts.

AMM/15/34 Income - A breakdown of sources of income was provided, this illustrated that 90% of the Trusts income came from NHS Commissioners with 70% from Doncaster and Bassetlaw CCGs.

AMM/15/35 Expenditure – A breakdown of expenditure was provided illustrating that that 66% of expenditure had gone on staffing costs.

AMM/15/36 Infrastructure developments – A breakdown of Capital Expenditure of £18.4m in 2014/15 was provided, this included:

- Investing in our facilities
 - MAU development - £1.4m
 - Clinical Decision Unit - £1.0m
- Investing in IT
 - iHospital - £4.7m
 - Maternity IT system - £0.8m
- Investing in equipment
 - Medical Imaging - £1.5m
 - Medical Equipment replacement - £1.5m

The Financial Review was NOTED.

Question and answer session

AMM/15/37 7 Day Working – In response to a query from a member about how the

Trust was progressing Mike Pinkerton provided an update. There were a large number of areas of the organisation to look at, so far the Trust had focussed on key emergency services and pathways. Improvements had only been delivered through the support of Trust staff, particularly medical staff and Mike thanked all staff for their fantastic support.

AMM/15/38 Depreciation - In response to a query from a member about depreciation reported in the financial accounts, Matthew Lowry clarified that this related to depreciation on both buildings and equipment. He noted that capital spend had been approximately double that of depreciation levels which demonstrated that the Trust was moving forward and not just making like-for-like replacements.

AMM/15/39 Working Together – In response to a query from a member Mike Pinkerton clarified the Trusts that made up the Working Together Partnership (WTP).

AMM/15/40 Membership – In response to a query from a member about the membership constituency, Maria Dixon clarified that the Trust had set its own inspirational target in terms of membership numbers but Monitor had not set formal targets for the size of the Trust memberships. It was noted that the Trust did have a responsibility to work towards increasing its membership and had been doing this.

Closing remarks

AMM/15/41 Chris Scholey thanked members for attending and invited them to stay on for the Board of Governors meeting.

AMM/15/42 Chris Scholey thanked the executive team and all trust staff for their work to improve quality and performance. He also thanked all Governors and Non-Executive Directors for their contribution and continuing support and he thanked the CCGs and partner health organisations and emphasised the importance of the support they gave the Trust.

[The Annual Members Meeting closed at 6pm]

Date and Time of Next Meeting

AMM/15/43 Date: 21 September 2016
Time: 4pm
Venue: The Ivanhoe Centre, Conisbrough