

**ANNUAL MEMBERS' MEETING**

**Minutes of the Annual Members' Meeting  
held on Thursday 29 September 2022  
Virtually Recorded Meeting**

**Present:**

<b>Chair and Governors</b>	Suzy Brain England OBE	Chair of the Board
	Peter Abell	Public Governor - Bassetlaw
	Mark Bright	Public Governor - Doncaster
	Kay Brown	Staff Governor
	George Kirk	Public Governor - Doncaster
	Lynne Logan	Public Governor - Doncaster
	Andrew Middleton	Public Governor - Bassetlaw
	David Northwood	Public Governor - Doncaster
	Pauline Riley	Public Governor - Doncaster
	Susan Shaw	Partner Governor
	Mandy Tyrrell	Staff Governor

**In attendance**

Mark Bailey - Non-executive Director  
Hazel Brand - Non-executive Director  
Alex Crickmar - Acting Director of Finance  
Mark Day - Non-executive Director  
Fiona Dunn - Director of Corporate Affairs/Company Secretary  
Kirsty Edmondson-Jones - Director of Innovation and Infrastructure  
Claudia Gammon - Corporate Governance Officer  
Jo Gander - Non-executive Director  
Dr Tim Noble - Executive Medical Director  
Angela O'Mara - Deputy Company Secretary  
Richard Parker OBE - Chief Executive  
Neil Rhodes - Non-executive Director  
Kath Smart – Non-executive Director  
Dan Spiller – Ernst & Young  
Adam Tingle - Acting Director of Communications and Engagement

**Apologies for Absence (Verbal)**

Irfan Ahmed – Public Governor - Doncaster

**Welcome (Verbal)**

The Chair welcomed members, trust representatives and partners to the 2021/2022 Annual Members Meeting. This was the third virtual Annual Members Meeting, which would be made available via YouTube, the Trust's website and Facebook page. The meeting would summarise the Trust's achievements during the period 1 April 2021 to 31 March 2022 and reflect on its continued response to Covid 19.

The Chair took the opportunity to remind viewers of the series of member lectures hosted earlier in the year, which covered a range of topics, including research activity, innovation and recruitment, which could be viewed at <https://www.dbth.nhs.uk/dbth-annual-members-lecture-2022/>.

### **Minutes of the Annual Members' Meeting held on 23 September 2021 (Verbal)**

The Chair asked governors and members to note the minutes of the previous Annual Members Meeting held on 23 September 2021, which could be found on the Trust's website <https://www.dbth.nhs.uk/about-us/become-a-member/annual-members-meeting/>.

### **Reflection on 2021/22 – Suzy Brain England OBE, Chair of the Board and Council of Governors**

The Chair reflected on 2021/2022 and recognised the challenges faced by the Trust and the progress made towards the restoration and enhancement of services, taking into consideration lessons learnt throughout the pandemic. The resilience, strength of decision making and proactive approach had ensured the Trust was well placed to face the challenges in the remainder of 2022 and into 2023. This period was expected to be equally challenging with the focus on recovery, delivery of high quality patient care and progress towards the Trust's vision to be 'outstanding in all we do'.

In addition, the governance and legislative changes faced by the NHS had resulted in the Trust being part of two integrated care systems, South Yorkshire and Nottingham and Nottinghamshire. There was a growth towards stronger relationships with Nottinghamshire colleagues and continuous development with collaboration in two 'Places' and two Integrated Care Boards (ICB).

The continued presence of Covid-19 and the potential for a difficult winter ahead was recognised, however with the experience and expertise of its workforce the Trust remained committed to delivery of the best possible care and like many, looked forward to a return to normality.

The meeting noted the presentation from the Chair of the Board.

### **Council of Governors' Report 2021/22 Lynne Schuller, Lead Governor**

The Chair introduced Lynne Schuller, Lead Governor, to provide an update on behalf of the Council of Governors.

The Lead Governor recognised the valued contribution of her predecessor, Hazel Brand, whose term of office had ended on 31 March 2022 and wished her well in her recent appointment as Non-executive Director. Governors shared their appreciation of the support of the executive and non-executive directors and expressed their thanks to the Trust Board Office colleagues and Deputy Lead Governor, Andrew Middleton.

The Council had welcomed new governors and said farewell to those leaving the voluntary role; governors provided a broad and varied set of skills and experience with which they fulfilled their responsibilities, as determined by NHS England. Representing Trust members and providing a voice for the local communities was a key responsibility, as well as holding the Non-executive Directors to account for the performance of the Board. Governors were able to seek assurance and challenge decision making at their quarterly Council of Governors meetings and seek assurance as

observers at the Board and its sub-committees. They attend regular briefing and development sessions and have access to a wealth of information and resources, via the governor portal.

Following legislative changes in July 2022 governors not only had a duty to represent the interests of the Trust's members and local community but to support collaboration, forming a rounded view of the interests of the public at large.

The Trust would like to hear more from its local communities and details on how to become a member of the Trust could be found via the following link <https://www.dbth.nhs.uk/about-us/become-a-member/>

The meeting noted the Council of Governors' Report.

### **Welcome from Richard Parker, Chief Executive**

The Chair welcomed the Chief Executive, Richard Parker to the virtual Annual Members meeting.

Locally and nationally healthcare provision had once again been dominated by COVID-19 during 2021/22. The various peaks of infection in the community had translated into increased hospital admissions and in addition to this increased demand, there had been a need to introduce significant changes to infection, prevention and control measures which had impacted upon service delivery. As the Trust moved into the recovery phase, the demand on doctors and nurses to support enhanced activity levels also increased. Community rates of infection impacted on staff sickness absence and the Chief Executive encouraged staff and members of the public to continue to support the vaccination programme.

The Chief Executive summarised Covid-19 related activity during 2021/22 and recognised the importance of the vaccination programme and infection prevention control measures, such as hand, face, space and ventilation. As we move into 2022-23 there was a need to learn to live with Covid, alongside the anticipated return of influenza and norovirus; infection, prevention and control measures would be carefully monitored to ensure patients and staff were kept safe as possible, whilst supporting appropriate visitor access.

The Trust's urgent and emergency services continued to be under pressure and viewers were encouraged to familiarise themselves with alternative care provision, including pharmacy, general practice and 111. At previous Annual Members Meetings, the Trust had reported performance against the 4-hour A&E standard of 95%, in 2021/22 the Trust achieved 73.26%, which was broadly in line with national performance.

In respect of referral to treatment standards, the Trust had achieved 68.3% against the target of 92%. Significant efforts to restore services continued and emergency, cancer and diagnostic services remained a priority.

The Trust was delighted to have received funding from the government for a new community diagnostic centre at Montagu Hospital, providing greater access to diagnostic services. Phase 1 had been implemented and Phase 2 would be developed in 2022/23 to enhance provision and include an elective operating service, in collaboration with partners across South Yorkshire ICS.

The staff survey results for 2021/22 were consistent with the wider NHS, if not better. The Trust had developed its health and wellbeing offer, providing a range of services, including reiki and the

Rainbow Gardens, which provided a quiet space for reflection. Thank-you events, including the annual star awards had also been hosted.

The Chief Executive shared changes to the Board throughout the year, the latest structure could be found on the Trust's website <https://www.dbth.nhs.uk/about-us/how-we-are-run/board-of-directors/>.

In terms of next steps, the Chief Executive highlighted the plans for 2022/23 and reinforced the aim to achieve a CQC outstanding rating, to provide services of the highest standard, in the upper quartile nationally, and to work collaboratively with partners across the integrated care systems.

The meeting noted the presentation from the Chief Executive

### **Annual Accounts 2021/2022**

Alex Crickmar, Acting Director of Finance confirmed the Trust's annual accounts for 2021/2022 had been audited by Ernst and Young, who had provided an unqualified opinion on the accounts and the Trust's use of resources.

The Acting Director of Finance confirmed the Trust had reported a year-end surplus of £2.7m before technical accounting adjustments and a cash balance of c. £46m. An overview of staff costs and capital expenditure was provided.

Covid related expenditure had been significant during 2021/22 and included additional staff costs, due to the segregation of COVID and non-COVID patients, sickness cover, additional hours and the work associated with both testing and the vaccination programme.

Looking ahead, the Trust faced challenges associated with emerging from the pandemic, improving waiting times, recovery of the backlog and planning for winter. These, along with the impact of high inflation resulted in a challenging £10m deficit financial plan for 2022/2023.

The capital plan for 2022/23 would focus on essential estates, maintenance and improvement works. The Trust would progress significant capital plans and proposals linked to national programmes including the Community Diagnostic Centre the Bassetlaw Emergency Care Village and the proposal for a new hospital. In all this work, the Trust Board remained focused on achieving best value for money, using all of its resources in the best way to treat our patients.

The meeting noted the Director of Finance's presentation.

### **Question and Answer Session**

The Chair of the Board introduced the question and answer session, a response would be provided to the pre-submitted questions by the relevant director.

### **What is the Trust expecting this winter in terms of COVID-19 activity, and are you prepared?**

The Executive Medical Director confirmed the Trust expected to see an increase in the number of patients presenting with both Covid-19 and influenza and encouraged the uptake of vaccinations. The importance of preventative measures promoted during the pandemic of hands, face, space and ventilation were also reinforced. A winter plan to address the anticipated increase in demand was in place.

The Trust would continue to operate the Covid Medicines Delivery Unit, where neutralising monoclonal antibodies (nMABs) and antiviral drugs would be administered to vulnerable/high risk patients.

**We always hear about a shortage of nurses in the news – what is the Trust doing to ensure local people head into the profession?**

The Deputy Director of Education and Research highlighted the various pathways to support recruitment of nurses, including placement from local universities, a part-time programme delivered at Doncaster College, the Trainee Nurse Associate and Nursing Degree Apprenticeship opportunities. The Trust also worked closely with local schools, supporting work experience and raising awareness of health service career opportunities, clinical, non-clinical and across all professional groups.

In addition, the Trust was actively involved in international nurse recruitment.

**Does the Trust have plans to increase things such as recycling, as well as implement green policies?**

The Acting Deputy Director of Estates and Facilities confirmed the Trust's Green Plan had been launched earlier this year. The plan included a comprehensive four-year strategy, which highlighted the Trust's commitment and approach to sustainability, areas of focus included recycling and waste management. By delivering the Green Plan, the Trust would improve sustainability and move towards becoming a net zero organisation, contributing to the NHS's goal to become the world's first net zero health service. Full details of the Trust's Green Plan can be found via this link <https://www.dbth.nhs.uk/about-us/green-plan/>.

**Can you tell us about the progress you've made on plans for a new hospital – and when we might to see shovels in the ground?**

The Deputy Chief Executive confirmed the Trust was working in partnership with Doncaster Council to develop plans as part of the new hospital programme; the location for which was the Basin site, adjacent to Doncaster College. Good progress had been made and a strategic outline case had been approved by the Trust Board and submitted to NHS England in January 2022, a response was awaited from the Department of Health. Pending this decision, the Trust continued to develop the business case and along with the Sheffield Region the local authority were progressing the site preparation work.

**With the looming cost of living crisis, how will you be supporting staff, particularly those on lower pay and potentially struggling?**

Mindful of the impact of the cost-of-living crisis, the Chief People Officer confirmed the Trust had a range of services and support for colleagues, which included Wage Stream and Transave Credit Union. The Trust actively promoted benefits and discounts available to NHS staff, it was also in the process of developing links with local food banks and had increased the mileage rate as part of the Trust's expenses policy. Where appropriate, the Trust was working closely with organisations across the integrated care systems to develop a system response.

The information was accessible to all colleagues via the financial wellbeing page on the intranet, and awareness had been shared via internal Trust communication.

The Chair of the Board thanked the public for their questions and the speakers for their comprehensive updates and responses.

### **Annual Report & Accounts 2021/22**

The Chair asked that the Annual Report and Accounts for 2021/22, the annual audit letter and the Trusts Constitution be received. Copies of which could be found on the Trusts website at [www.dbth.nhs.uk](http://www.dbth.nhs.uk)

In closing, the Chair of the Board thanked the viewers. Whilst there had been challenges in 2021/22, the year had been defined by hard work, strong teamwork and dedication. Looking forward to 2022/23 the Trust was committed to working tirelessly to provide the best care and treatment to its patients.

### **Date and Time of Next Meeting (Verbal)**

The next Annual Members' Meeting would take place on 28 September 2023.

A handwritten signature in black ink, appearing to read 'Suzy Brain', with a stylized flourish at the end.

**Suzy Brain England OBE**  
Chair of the Board  
24 November 2022