

2012 ANNUAL GENERAL MEETING

HELD AT 11:00 ON THURSDAY 23 AUGUST 2012 IN THE LECTURE THEATRE,
AIREDALE GENERAL HOSPITAL, SKIPTON ROAD, STEETON, KEIGHLEY

PRESENT: Mr Colin S Millar, Chairman (in the chair)

GOVERNORS Mr Peter Allen, Skipton
Mr Peter Beaumont, Wharfedale
Mr David Child, Bingley
Mr Alan Davis, Craven
Mr Nick Beeson, Ilkley
Mrs Anne Medley, Keighley West
Mr Adrian Mornin, Keighley Central and Lead Governor
Cllr Marcia Turner, Craven District Council

EXECUTIVE DIRECTORS Miss Bridget Fletcher, Chief Executive
Ms Chris Miles, Director of Operations
Mrs Sheenagh Powell, Director of Finance
Miss Justine Steele, Director of Organisational Development and Workforce
Mrs Ann Wagner, Director of Strategy & Business Development

NON EXECUTIVE DIRECTORS Mr Jeff Colclough, Non Executive Director
Mr Ronald Drake, Non Executive Director
Mrs Sally Houghton, Non Executive Director
Anne Gregory, Non Executive Director

IN ATTENDANCE Mrs Jane Downes, Company Secretary

Also in attendance were 7 members

An apology for absence was received from Mr David Adam, Non Executive Director

1. CHAIRMANS OPENING STATEMENT

Mr Colin Millar, Chairman, welcomed everyone to the 2012 Annual General Meeting. Mr Millar briefly outlined the key highlights for Airedale over the past year and in doing so referred to the increase in membership to almost 10,000 members and the strengthening maturity of the Council of Governors as well as the Trusts excellent

results relating to performance and standards of care. Also referred to was the hospitals track record in service innovation.

Mr Millar then reported on the changes to the Board of Directors during 2011/12 which included the retirement of Mr Alan Sutton, Non Executive Director and subsequent appointment of Professor Anne Gregory, Non Executive Director, in addition to the appointment of Rob Dearden, Executive Director of Nursing, Christine Miles, Associate Director of Operations and Justine Steele, Associate Director of Organisational Development and Workforce. He also made reference to the appointment of Mr Ronald Drake as Deputy Chairman.

Mr Millar concluded his presentation by reporting on the Governance implications of The Health and Social Care Act 2012 which would provide Governors with an enhanced role and the Trust greater independence. Linked to the Act would be a restructuring of the Council of Governors as a result of the abolition of PCTs which would come into effect from April 2013.

2. COUNCIL OF GOVERNORS REPORT

Mr Adrian Mornin, Lead Governor gave an overview of the work of the Council of Governors in what had been their first full year since Foundation Trust status had been achieved in June 2010.

He personally mentioned the success of the 2012 elections in which five new Governors had been elected and said the Council of Governors was now well established and working well. Of specific note during 2011/12 were the following highlights

- Launch of the new look magazine
- Special newsletter for young members
- Member events rated excellent
- Member and Governor involvement in deciding future services

Mr Mornin then reported that membership of the Foundation Trust now stood at almost 10,000 members and was pleased to report that membership was representative of the local community. He then illustrated the breakdown of membership by ethnicity, age and gender by showing pie charts and bar charts.

Mr Mornin then explained the methods by which membership communication was being achieved which included attending local neighbourhood forums, taking part in community workshops, attending local shows and events and also through formal communications with members via member's newsletters. In addition to this the Governors had attended national training events and were continuing their involvement with the hospital working groups and committees. In terms of fulfilling the Governors formal governance role, Governors had played an active part in formulating the annual plan 2012/13 – 2014/15; appointed a new Non Executive Director; and also appointed the Foundation Trusts new external auditor.

Mr Mornin concluded his presentation by giving a forward look of what the Governors would be involved in over the coming year which included of note the implementation of The Health and Social Care Act and ensuring the enhanced role for Governors successfully achieved.

He finally thanked members and his fellow Governors for their support over the year and looked forward to working with them during the coming year.

3. ANNUAL REPORT AND ACCOUNTS 2011/12

Mrs Sheenagh Powell, Director of Finance presented the financial results for 2011/12. The income and expenditure for 2011/12 compared to 2010/11 was presented. The main highlights were an underlying surplus of £472k, cash balance of £11.2m, technical deficit of £156k due to impairment of £1.82m fully audited accounts with unqualified opinion.

Mrs Powell then presented a pie chart illustrating the breakdown of where income is derived from and is expended including an analysis of expenditure on staff by category.

Also presented was analysis of contract activity changes from 2010/11 and the percentage of change in the areas of A&E attendances, planned in-patients, emergency admissions, critical care days, and out-patient attendances. The major areas of capital expenditure during 2011/12 was presented. Of note was the expenditure on electrical infrastructure at £4.2m.

Mrs Powell then described the financial outlook for 2012/13 and the financial risk rating plan and gave the key messages from the annual governance report which had concluded an unqualified audit opinion on the financial and quality accounts, no important weaknesses on internal control and proper arrangements in place to secure economy efficiency and effectiveness.

In concluding her presentation Mrs Powell referred to the summary of the annual report and accounts in the publication "annual record" and stated that the full report and accounts was available on the website.

The Annual Report and Accounts for the period 1 April 2011 – 31 March 2012 was duly received.

4. REVIEW OF 2011/1 AND ANNUAL PLAN 2012/13

Miss Bridget Fletcher, Chief Executive introduced her presentation by emphasising the Foundation Trusts focus on patient experience. In terms of the overview of 2011/12 the Foundation Trusts regulatory achievements were reported as green for governance and quarterly ratings of 4 for finance. She also explained the importance

of the quality account as being a measure of the Trusts safety and quality of care as well as its clinical effectiveness. Accordingly the Foundation Trusts quality and safety assurance from an external perspective were highlighted which included reporting of the full unconditional CQC registration.

Referring to the performance achievements during the year Miss Fletcher was pleased to report the Foundation Trust infection prevention efforts in ensuring no cases of MRSA as well as reducing the number of *C-diff* cases. Also referred to was the improved e-discharge process and A&E treatment times. Of the service developments within the last year of note were the following specialties; vascular, neurology, hip knee and ankle surgery, enhanced recovery, colorectal cancer, gynaecology assessments and stroke services. The innovation developments were outlined in the areas of telemedicine, stroke TMed service, community based remote outpatient facilities. Workforce developments during the year were reported on and specific mention was made of the expanded clinical expertise following the recruitment of several consultants, a new clinical leader development programme, the Trusts health and wellbeing strategy, strengthened partnership with staff side and improving staff engagement and ensuring integration of community staff.

Miss Fletcher then went on to explain the cost and quality improvements programme delivered in 2011/12 set against the background of delivering £11.5m efficiency savings. In order to explain how this had been achieved Miss Fletcher outlined the main elements comprising the Safely Reducing Costs Programme which had included a workforce reduction programme: staff and skill mix reviews; contribution from additional income; procurement savings as well as drug expenditure savings. She emphasised that this had been achieved while successfully attaining a number of awards including the CHKS Top Hospital Award for patient safety and the Dr Foster most recommended hospital.

In terms of looking ahead the vision and annual plan for 2012/13 was explained in the context of the scale of the financial challenge facing not only Airedale hospital but the NHS nationally as well as the growing demand for healthcare and commissioning changes.

Miss Fletcher concluded her presentation by stating the key priorities for 2012/13 which would focus on patient experience, staff engagement, improving service productivity and strengthening clinical leadership. She then outlined the investments planned for 2012/13 of which the major capital investments would include a new endoscopy unit, cardiac catheter lab and the commencement of a new accident and emergency facility.

Miss Fletcher finally gave credit to the local community for choosing Airedale and its staff, volunteers, members and Governors as well as partners who work with the hospital and continue to support Airedale Foundation Trust.

5. QUESTIONS FROM MEMBERS

The Chairman thanked Mr Adrian Mornin, Mrs Sheenagh Powell and Miss Bridget Fletcher for their presentations and invited questions. Ms Ruth Weston, Maternity Services Liaison Committee asked if Directors and Governors were aware of the birth plus survey and would the Foundation Trust be supporting a restructuring of the maternity service in the light of the survey results. Miss Fletcher responded and in doing so referred to the development of maternity services at Airedale over the past year which had commenced in August 2011 with the launch of the Maternity Futures Programme in which the maternity department was working in partnership with its users to develop and design the maternity services for the future. She made specific reference to Airedale's ambition to move to a more home based service for all service users and thanked Ms Weston and the Maternity Services Liaison Committee for their input to the maternity services plans at Airedale.

As there were no further questions or comments the Chairman thanked everyone for attendance and closed the meeting.