

## 2013 ANNUAL MEMBERS MEETING

HELD AT 14:30 ON THURSDAY 25 JULY 2013 IN THE LECTURE THEATRE, AIREDALE  
GENERAL HOSPITAL, SKIPTON ROAD, STEETON, KEIGHLEY

<b>PRESENT:</b>	Mr Colin S Millar, Chairman (in the chair)
<b>GOVERNORS</b>	Mrs Janet Ackroyd, South Craven Mr Peter Beaumont, Wharfedale Mrs Catherine Bourgeois, Skipton Mr David Child, Bingley Mr Steve Coakley, Pendle East and Colne Mr Alan Davies, Craven Miss Annette Ferrier, Allied Health Professionals and Scientists Mr Ken Hartley, Pendle Borough Council Mrs Jean Hepworth, Keighley East Ms Naz Kazmi, Keighley Voluntary Services Mrs Val Kimberley, West Craven Mrs Anne Medley, Keighley West Mr Adrian Mornin, Keighley Central and Lead Governor Mr John Neale, Registered Volunteers Mr Chris Nolan, West Craven Mr Alan Pick, South Craven Mr John Roberts, Worth Valley Mrs Janet Robinson, Rest of England Mrs Pauline Sharp, Bradford Metropolitan District Council Mrs Pat Taylor, Settle and Mid Craven Mrs Pat Thorpe, Bingley Cllr Marcia Turner, Craven District Council
<b>EXECUTIVE DIRECTORS</b>	Miss Bridget Fletcher, Chief Executive Dr Andrew Catto, Medical Director Mr Andrew Copley, Director of Finance Mr Rob Dearden, Director of Nursing Ms Stacey Hunter, Director of Operations Mrs Ann Wagner, Director of Strategy & Business Development
<b>NON EXECUTIVE DIRECTORS</b>	Mr David Adam, Non Executive Director Professor Anne Gregory, Non Executive Director Mrs Sally Houghton, Non Executive Director Dr Mike Toop, Non Executive Director
<b>IN ATTENDANCE</b>	Mr Pritpal Singh, Auditor PriceWaterhouseCoopers Mrs Jane Downes, Company Secretary Foundation Trust Members, members of the public and staff

## **1. WELCOME AND INTRODUCTIONS**

Mr Colin Millar, Chairman welcomed everyone to the Annual Members Meeting and extended an invitation to members to attend and observe the Council of Governors meeting taking place following the Annual Members Meeting. He introduced the speakers at this years meeting and explained a new component to the proceedings by which the governors would be asked to formally receive the annual report and accounts and report of the auditor and also the membership and elections report.

The Chairman reported the Board changes that had taken place during the year namely the departure of Mr Alan Sutton, Non Executive Director, Mr Jeff Colclough Non Executive Director, Mrs Sheenagh Powell, Director of Finance and Miss Justine Steele, Director of OD and Workforce. He asked for their contribution and thanks to be recorded.

The Chairman also reported the appointment of Professor Anne Gregory and Dr Michael Toop as Non Executive Directors and Mr Andrew Copley as Director of Finance during the year.

## **2. COUNCIL OF GOVERNORS REPORT**

Adrian Mornin, Lead Governor presented the membership report and results of the election and appointments to the Council of Governors. In doing so he gave an overview of the work of the Council of Governors during the year and also the success of the 2013 elections in which seven new Governors had been elected.

Of specific note during 2012/13 were the following highlights:

- Most successful Hospital Open Day with over 500 visitors
- Member events rated 'excellent' by 90% of attendees
- Member and Governor involvement in the hospital's annual plan
- Successful review and approval of the foundation trust's new constitution

Mr Mornin reported that membership of the foundation trust now stood at more than 10,300 members and confirmed that membership was representative of the local community. He illustrated this by showing a breakdown of membership by ethnicity, age and gender.

Mr Mornin then explained the methods by which Governors had been involved in a wide variety of member activities both inside and outside the hospital, for example attending local neighbourhood forum meeting, taking part in community workshops and attending local events including the hospital open day. Governors had also communicated formally with members via the member newsletter. In addition to this, Mr Mornin reported on the national training events attended by Governors and their continuing involvement with the hospital working groups and committees. In terms of Governors fulfilling their formal governance role, Governors had during the past year appointed two new Non Executive Directors, appointed the foundation trust's new

external auditor, approved the new Constitution, and also played an active part in formulating the annual plan 2013/14 – 2015/16.

Mr Mornin concluded his presentation by giving a forward look of Governor activities for the forthcoming year which included of note the selection and appointment of a successor chair and also ensuring the enhanced role for Governors is successfully achieved.

He finally thanked members and his fellow Governors for their support over the year and thanked them for their attendance.

### **3. REVIEW OF 2012/13**

Miss Bridget Fletcher, Chief Executive presented a review of 2012/13 focussing on a number of key highlights.

She emphasised the foundations trust's continuing focus on patient experience and the phrase 'Right Care' to reflect on what the hospital is about ie doing the right thing for patients.

Referring to the key priorities for 2012/13, Miss Fletcher reported on progress against the following:

- Improving the patient experience and engaging with staff;
- Prioritising care of the vulnerable, elderly, patients with dementia and those with nutritional needs;
- Strengthening quality and safety and enhancing clinical outcomes; and
- Delivering our financial plan, governance and access standards.

Of note was the strategy for improving patient experience which was underpinned by four key principles which had been developed with staff in response to patient feedback. Miss Fletcher said the key principles were:

- Nothing about me without me
- Making every contact count
- Through their eyes
- At the heart of everything we do

Miss Fletcher then reported on the service development achievements which included transforming clinical pathways, developing new care models and improving existing services. She also reported on the continuing focus on community through the airedale community collaborative team, innovation and the impact of telemedicine and the significant investment made in 2012/13 to improve the environment for patients. With regard to the latter she reported that the new state of the art endoscopy unit had now opened and the recently refurbished maternity unit had launched a 'My Airedale Midwife' service which had now gone live. Looking forward , proposals for a brand new Emergency Department and the upgrading of elderly

wards both at Airedale and Castleberg to make them more dementia friendly were currently being finalised.

Miss Fletcher also reported on the challenges the foundation trust had faced during the year including the unprecedented demand the hospital had seen in both emergency admissions and A& E attendances, particularly during the winter period. Miss Fletcher made a public apology to members and the public for the any delays in treatment or for a poorer levels of care than that which should have been provided, stating that this was not the patient experience the hospital aspires to for its local population.

Miss Fletcher gave an overview of the 2012/13 regulatory achievement which were reported as amber/green for governance and a risk rating of 3. She concluded by briefly setting out the challenges for 2013/14 that will face not only the NHS system but also Airedale Foundation Trust.

Miss Fletcher final comments were to thank patients for continuing to choose Airedale; staff for their dedication, commitment and professionalism; volunteers who provide support, member and Governors for the continued support and encouragement; and finally partners who work with the foundation trust to deliver local health and social care.

#### **4. QUALITY ACCOUNT 2012/13**

Dr Andrew Catto, Medical Director presented the Quality Account 2012/13 and in doing so explained what is meant by the Quality Account. He then outlined the Trust's position and status on quality highlighting the strengths and challenges facing the Trust.

Also reported were the priorities for improvement 2012/13 and 2013/14 and the various national quality metrics used to analyse and assess quality.

Dr Catto concluded his presentation by reporting the feedback received from the Trust's stakeholders namely: Airedale Wharfedale Craven Clinical Commissioning Group, Bradford and District HealthWatch, HealthWatch North Yorkshire and North Yorkshire County Council.

#### **5. ANNUAL REPORT AND ACCOUNTS 2012/13**

Mr Andrew Copley, Director of Finance presented the financial results for the year ended 31 March 2013. He explained the whilst 2012/13 year end position showed an operating surplus of £2.18m, this included a technical surplus of just over £1m due to a partial reversal of the previous year's impairment. Also reported was a cash balance of £13.7m and the fact that the accounts had been fully audited with an unqualified opinion.

Mr Copley 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.

The major areas of capital expenditure during 2012/13 was presented. Of note was the expenditure on medical equipment at £500k and the endoscopy unit rebuild at £2,141k.

Mr Copley concluded by describing the financial outlook for 2013/14, the financial challenges facing the Trust and the Board's commitment to delivering efficiency improvements to ensure the long term sustainability of the Trust.

## **6. REPORT OF THE AUDITOR**

Mr Pritpal Singh, Auditor, PricewaterhouseCoopers (PwC) presented the report of the auditor, and mentioned that this had been PwC's first year as auditor to Airedale NHS Foundation Trust.

Mr Singh reported the 2012/13 financial statement audit findings which concluded an unqualified audit opinion on the financial annual report and accounts. He explained that all deadlines had been met, particularly in light of tight timescales set for the sector; there had been no material unadjusted errors in final accounts; it had been a good year financially with a surplus of £2.2m; the Trust has performed against all national clinical targets; and an increase in provisions from £2.7m to £3.4m. He concluded by stating that challenges lie ahead for all foundation trusts in terms of NHS funding in order to maintain surplus levels and the transition to the new commissioning arrangements.

Mr Singh then presented an overview of the quality accounts 2012/13, which had received a 'clean' audit opinion.

## **7. QUESTIONS FROM MEMBERS**

The Chairman thanked all the speakers for their presentations and invited questions.

The Chairman was asked to share his experience of the out of hours hospital walkround which he had recently undertaken with the Director of Nursing – the substance of which he had briefed Governors at the Governors network Session. The Chairman invited the Director of Nursing to address the meeting which he duly did and gave an account of the wards and areas visited. Of specific note was that the experience had been valued by staff on the wards.

A comment was made regarding the number of regulatory bodies now able to enter and inspect hospitals, for example CQC, Monitor, HealthWatch. Dr Catto in response spoke about the hospital's experience of recent inspections and that the

Trust's approach to positively learn from all inspections and visits. Dr Catto also referred to the recent CQC announcement whereby Airedale had been identified as one of the 'low risk' hospitals and the hospitals participation in the pilot scheme to trial the new inspection regime.

## **8. RESOLUTIONS**

As there were no further questions or comments the Chairman put the following resolutions to the meeting, which were duly voted on and passed:

### Resolution 1

To receive the Foundation Trust's annual report and accounts for the year ended 31 March 2013, together with the report of the auditors.

### Resolution 2

To receive the membership report and results of elections and appointments to the Council of Governors.

There being no further business, the Chairman declared the meeting closed.