Basildon and Thurrock University Hospitals NHS
NHS Foundation Trust

ANNUAL MEMBERS MEETING

22nd September 2010

Agenda

1. **Welcome and apologies for absence** — **4.00pm**
   Michael Large, Chairman

2. **Minutes of the last AMM – 23 September 2009**
   Michael Large, Chairman

3. **Matters arising from the minutes**
   Michael Large, Chairman

4. **Presentation of the Annual Report and Accounts** — **4.05pm**
   To receive the report of the Directors for the year ending 31 March 2010 and forward planning information for the year beginning 1 April 2010 and ending 31 March 2011.
   Mark Magrath, Director of Operations & Service Development

5. **Annual Audit letter** — **4.15pm**
   External Auditor's review of 2009-10 Audit Year
   Debbie Hanson, Audit Commission

6. **Governor Appointments** — **4.20pm**
   To receive the results of the elections and appointments to The Board of Governors since the last Annual Members Meeting
   Michael Large, Chairman

7. Report from the Board of Governors **4.25pm**

To receive a report on the work of the Governors last year; steps taken to secure a representative membership for the four public constituencies of the Foundation Trust (Basildon, Thurrock, Brentwood and Rest of Essex) and progress with the implementation of the Membership Strategy.

Ian Clifton, Lead Governor and Barbara Hallows, Appointed Governor

8. Presentation – Breaking new ground in hip fractures **4.45pm**

Mr Robert Wakeman, Consultant Orthopaedic Surgeon

9. Vote of Thanks **5.25pm**

Lisette Harris, Staff Governor

10. Questions from the floor **5.35pm**

11. Close and buffet **5.45pm**

Basildon and Thurrock University Hospitals NHS
NHS Foundation Trust

MINUTES OF THE ANNUAL MEMBERS MEETING

HELD ON WEDNESDAY 23rd SEPTEMBER 2009 at 4:00 pm

PRESENT	Mr M Large	Chairman
Elected Governors:	Mrs M Jones JP	Public Governor Thurrock
	Mr G Gambier	Public Governor Thurrock
	Mr H Doyle JP	Public Governor Thurrock
	Mr D Langridge	Public Governor Thurrock
	Mr B Levett	Public Governor Basildon
	Mr D Ayres	Public Governor Basildon
	Mr B Wellman	Public Governor Basildon
	Mr S Wynne	Public Governor Basildon
	Mrs P Ayres	Public Governor Basildon
	Mrs J Coleman	Public Governor Basildon
	Mr J Robb	Public Governor Basildon
	Mr D Anderson	Public Governor Brentwood
	Mr Neville A. Brown JP	Public Governor Brentwood
	Mr R Mitchell	Public Governor Essex
	Mrs S Westbrook	Public Governor Essex
	Mr R Rutter	Public Governor Essex
Staff Governors:	Mrs H Mattock	Basildon
	Mr G Brindle	Basildon
	Ms L Cook	Basildon
	Ms K Bates	Basildon
	Mr M Barker	Basildon
	Ms S Shean	Orsett
Appointed Governors:	Cllr. Mrs S Hillier	Basildon Council
	Cllr. J Schofield	Essex County Council
	Cllr. Mrs M Brehaut	Brentwood Borough Council
	Dr A Lal	Associate Medical Director Undergraduate to Education
	Mr D Sydney	Basildon CVS
	Ms B Hallows	Brentwood CVS
In Attendance:	Mr A R Whittle	Chief Executive
	Dr S Morgan	Medical Director
	Mr M Magrath	Director of Planning and Service Development
	Mrs J Galpin	Director of Estates and Facilities
	Mr N Taylor	Director of Personnel and Organisational Development
	Mr T Parks	Non Executive Director
	Ms H Sturgess	Non Executive Director
	Mr P Sheldrake	Non Executive Director
	Mr P Wardle	Non Executive Director
	Mr R Holmes	Non Executive Director
	Mrs J Gibson	Non Executive Director
	Mr J Kent	Non Executive Director
	Ms A Saville	Corporate Secretary
	Mrs P Trinnaman	Associate Director Communications
	Mrs A Jones	Membership Officer
	Ms S Cross	Compliance Manager

Mr M Hodgson	Audit Commission
Ms R Pritchard-Wooles	Audit Commission
Mr I Child	Financial Controller
Dr M Mulcahy	Diabetes and Endocrinology Consultant
Ms K O'Connell	Thurrock Link
Mr S Westrop	Thurrock Link
Mr M Riley	Thurrock Link
Ms I Greaves	NHS South West Essex
Ms J Harkus	Southend and Essex Link

Public Members of the Foundation Trust	82
Staff Members of the Trust	27

1/09 **WELCOME AND APOLOGIES**

The Chairman welcomed all present to the Trust's sixth Annual Members Meeting and received apologies for absence from Mr A Sewell-Jones, Director of Finance and Continuous Improvement, Ms M Rogers, Director of Nursing, Mr R Sweeting, Mr M Medlock, Mr C Jones, Mrs C Jones, Public Governors – Thurrock, Mr C Pearce, Mr R Dexter, Mrs P Rackley and Mr I Clifton, Public Governors – Basildon, Mr K Wright Public Governor – Brentwood, Mrs B Mills, Staff Governor – Basildon, Mrs A O'Connor, South Essex Partnership Trust, Professor D Humber, Anglia Ruskin University) Cllr. T Ojetola, Thurrock Borough Council, Ms D E Hale, Thurrock CVS, Mr A Wyatt, Board Secretary.

2/09 **MINUTES**

The minutes of the Annual Members Meeting held on 24th September 2008 were approved as a correct record and signed by the Chairman.

3/09 **MATTERS ARISING**

There were no matters arising from the minutes.

4/09 **PRESENTATION OF THE ANNUAL REPORT AND ACCOUNTS**

The Chief Executive gave a presentation which highlighted the Trust's performance for the 2008/9 financial year. During the presentation, the Chief Executive summarised the highlights of the previous year's performance which included:

- Achieving the 'double excellent' rating for the quality of services and financial management.

- Reducing significantly the number of cases of MRSA bacteraemia with 13 cases in contrast to 30 in the previous year. 13 were however, considered too many with work ongoing in the current year to improve this performance even further.

- Treating over 300,000 people within the last financial year. The 18 week referral to treatment target had been achieved 3 months early and had been maintained since. Changes to Consultant working practices had seen extended consultant availability during the week and at weekends.

- Celebrating the 5 year anniversary of becoming an NHS Foundation Trust.

- Meeting the requirement to provide a quality report along side the Annual Report and Accounts for the last financial year.

- Investing £13 million in Trust services and the Hospital environment.

- The Board of Directors had agreed the strategic direction for the future of the Trust under 4 key themes which sought to:

    - Enhance the Patient Experience.
    - Focus on Patient Safety.
    - Focus on Look and Feel of the hospital.
    - Continuously improve Efficiency and Effectiveness.

The Chief Executive then presented a brief overview of the Trust's forward plan for the 2010/11 financial year which included work to improve the Trust's performance in relation to Healthcare Associated Infections and reducing the Trust's Hospital Standardised Mortality Ratio. The Trust was managing the impact of the current flu pandemic and was also improving the Patient Experience across all Trust services. The introduction of a staff engagement project 'Being Better by Far' would continue. The Trust was investing £16 million in upgrading the Accident and Emergency and Fracture Clinic facilities at Basildon Hospital.

5/09 **ANNUAL AUDIT LETTER**

Members welcomed Mr M Hodgson and Mrs R Pritchard-Wooles from the Audit Commission, who presented the management letter in relation to the audit for the financial year 2008/9. During the presentation, mention was made of the unqualified opinion which the Trust had received on its accounts and it was also noted that the Audit Commission was satisfied that the Trust had proper arrangements in place for securing economy, efficiency and effectiveness in the Trust's use of resources.

6/09 **GOVERNOR APPOINTMENTS**

Members received the report of the Chairman which highlighted the governor appointments which had been made since the last Annual Members Meeting. In welcoming the new Governors to the Trust, and welcoming back re-appointed members, the Chairman wished to place on record his thanks to the retiring Governors for their contribution to the Trust.

7/09 **GOVERNORS REPORT**

Members welcomed Ms B Hallows, Appointed Governor – Brentwood CVS and Mr S Wynne, Public Governor – Basildon and Deputy Chairman of the Board of Governors, who gave an overview in relation to the work of the Board of Governors for the 2008/2009 financial year, which included:

- Holding a number of Board meetings, both formal and informal as well as continuing to work within a sub-committee structure. Governors also met informally with Non Executive Directors and Executive Directors to discuss issues of mutual interest.

- Iinvolvement in the Trust's business included work in relation to Infection Control, the Garden Project, involvement in the PEAT audits and representation on the Matron's Award Panel.

- Attendance at strategic planning events.

- Attending Foundation Trust Governor Association meetings, and also work on new Governor induction.

Members also received an update from the Deputy Chairman of the Board of Governors in relation to steps taken to secure a representative membership for each of the Trust's public constituencies and on progress on implementation of the membership strategy.

8/09 **PRESENTATION FROM GUEST SPEAKER**

Members welcomed Dr Michael Mulcahy, Diabetes and Endocrinology Consultant who gave a presentation entitled "Creating a Seamless Diabetes Service – building on our successes and planning for the future". With the aid of a slide show, Dr Mulcahy discussed the work of the Trust's diabetes service from its inception to the current service provided by the Trust.

9/09 **QUESTIONS FROM THE FLOOR**

The Chairman advised members of 5 written questions and the subsequent answers which had been given in relation to:

- 'DAFNE' (Dose adjustment for normal eating) for the treatment of type 1 Diabetes.
- Experience of the Trust's Choose and Book and administration of appointment systems.
- Improvements to the waiting room area for Oncology within the Maternity Wing.
- The possibility of trained Special Needs Nurses on every ward.
- An article in relation to the seniority of Doctors seeing GP referrals to hospital.

Questions were also raised in relation to:

- The use of the retained surplus at year end.
- The Trust's performance in relation to Clostridium Difficile infections.

10/09 **VOTE OF THANKS**

Jackie Coleman, Public Governor Basildon, led members in a vote of thanks to Dr Mulcahy for his informative presentation and recorded thanks to all Trust staff involved in the Annual Members Meeting and more widely, for the provision of excellent hospital services across all Trust sites.

Signed …….
(Chairman)

Date ……..