

**MINUTES OF THE ANNUAL MEMBERS' MEETING
HELD IN THE CONFERENCE HALL, ST PANCRAS HOSPITAL
THURSDAY 5 OCTOBER 2017 AT 5:30PM**

Presenters:	Ms Leisha Fullick, Trust Chair Ms Angela McNab, Chief Executive Mr David Wragg, Director of Finance Mr David Barry, Lead Governor
Board members present:	Ms Pippa Aitken, Deputy Trust Chair Ms Terri Burns, Trust Company Secretary Ms Caroline Harris-Birtles, Director of Nursing Angela Harvey, Senior Independent Director Dr Vincent Kirchner, Medical Director Ms Sally Quinn, Director of Human Resources & Organisational Development Mr Andy Rogers, Chief Operating Officer Mr Darren Summers, Director of Strategy & Business Development
Governors present	Dr Zaheer Afridi, Camden Public Governor Ms Hagir Ahmed, Service User Governor Ms Doris Daly, Camden Public Governor Ms Saira Nawaz, Rest of London, Public Governor Mr Simon Ramage, Staff Governor Prof Wendy Savage, Islington Public Governor
Minutes:	Mr Martin Zielinski, Board Secretary

This meeting was held in public. Prior to the main business, the venue was open from 4:30pm allowing attendees to view a number of service related stalls and enjoy refreshments.

1.	Welcome
1.1	Ms Fullick welcomed everyone to the Trust's 2017 Annual Members Meeting and outlined the format of the event.
1.2	Apologies had been received from Board members: Prof Tom Burns (Non-Executive Director) and Mr Kieran Parmar (Non-Executive Director). Governors Ms Debra Hall (Staff Governor), Ms Rachel Kent (Staff Governor), Ms Farah Khan (Camden Public Governor) and Ms Monika Schwartz (Islington Public Governor) had also advised their apologies for this meeting.
1.3	The meeting was quorate.

2.	Minutes of the previous meeting
2.1	<p>Ms Fullick advised that, due to the length of time between annual meetings, the minutes from the previous year's Annual Members' Meeting had been reviewed and agreed by the Trust's Board in public on 24 November 2016 and by its Council of Governors on 13 December 2016. Hard copies of these minutes were available at the meeting and they were able to be viewed on the Trust's public website.</p> <p>There were no challenges to the presented minutes.</p>
3.	Board and Governor Changes
3.1	<p>Ms Fullick advised the following changes that had taken place in the last year.</p> <p>Board changes</p> <ul style="list-style-type: none"> • Kieran Parmar had filled the Non-Executive post vacated by Richard Brooman, and also taken over his role as Chair of the Audit & Risk Committee. • Pippa Aitken had taken over Richard Brooman's role as Deputy Trust Chair. • Andy Rogers had taken over role of Chief Operating Officer, following the departure of Paul Calaminus. • Caroline Harris-Birtles had taken over the role of Director of Nursing, following the departure of Claire Johnston. • Sally Quinn had been appointed to a new post as Director of Human Resources & Organisational Development • Terri Burns had joined as Trust Company Secretary taking over from Kevin Monteith who was on secondment and had announced plans to retire. <p>3.2 Governor changes Since the last AMM the following Governors have stood down:</p> <ul style="list-style-type: none"> • Mr Andrew Pike, Camden Public Governor, had stood down once 2016's election had commenced and his seat was offered to and accepted by Ms Mala Wijeweera as she had obtained the next highest number of votes in that constituency. • Staff Governor Sarah Papworth-Heidel had left the Trust. • Jane Jacks, Service User Governor, had stood down. • Melanie Dunn, Service User Governor, had sadly died. <p>3.3 Summer 2017 Governor By-election Newly elected Governors:</p> <ul style="list-style-type: none"> • Chaim Peri, Service User Governor • Kevin Hull, Service User Governor • Sandra Chakara, Staff Governor <p>3.4</p> <ul style="list-style-type: none"> • Cllr Nurullah Turan took over as the London Borough of Islington's Appointed Governor, replacing Cllr Asima Shah. <p>3.5</p> <p>The Trust now has its full complement of 26 Governors.</p>

4.	Presentation on the Annual Report (Including Quality Accounts) 2016/17 and the Trust's forward plans for 2017/18 and beyond by Ms Angela McNab, Chief Executive
4.1	<p>Ms McNab stated her pleasure in presenting the previous year's annual report. She took those assembled through a short slide presentation that outlined the key achievements made, and challenges faced, by the Trust during 2016/17. She highlighted that the Trust was the top North Thames mental health trust for service user involvement and retained a global profile for its excellence in academic work and research. She also drew attention to the extensive work undertaken over the last year to improve the Trust's cultural, operational practices and strategic development. She acknowledged that, like most trusts, C&I continued to face increased service demand against a background of tightening budget pressure. She went on to provide an overview of the Trust's Quality Accounts 2016/17, outlining related highlights and challenges.</p> <p>In relation to the Trust strategic aims going forward, Ms McNab highlighted that a new Women's Psychiatric Intensive Care Unit, the only one in North Central London, would open on the St Pancras site before the end of 2017. In the longer term, the Trust continued to be focused on achieving its strategic aims and the St Pancras Transformation Programme to ensure the future development of the best possible and sustainable mental health services for the local population.</p> <p>It was advised that a summary of the 2017/18 Annual Report, in the form of a new C&I News publication, was available to all attendees at the meeting.</p> <p>Ms McNab thanked everyone for their attention and received a round of applause.</p>
5.	Presentation on the Trust's Financial Performance 2016/17 (including the Annual Accounts and Auditors Report) by Mr David Wragg, Director of Finance
5.1	<p>Mr Wragg presented the annual accounts for 2016/17. He advised that the finance team has produced an accurate and timely set of accounts that had received a 'clean' certification from the Trust's external auditors. He added that the Trust retained a continuity of service rating of '3', which equated to satisfactory and was the second best possible rating.</p> <p>Mr Wragg advised that the Trust's financial performance had not changed significantly in the last year and remained in surplus, albeit somewhat behind the target originally agreed with NHS Improvement. The Trust ended the year with a normalised surplus of £0.1m, which was lower than the previous year and £0.8m behind the planned position.</p> <p>Mr Wragg went on to advise that the Trust's retained cash balance remained strong and he provided a more detailed breakdown on the sources of income, types of expenditure and operating expenses.</p> <p>Mr Wragg's presentation was acknowledged with a round of applause.</p>
5.	The Role of the Governors
	<p>Mr Barry provided a short presentation outlining the role and various duties undertaken by the Trust's Governors, along with beneficial training opportunities made available to support Governors in their role. He detailed the range of Council, committee and working group meeting that Governors could attend to further their understanding and level of engagement with the Trust. He also explained the basis of his role as Lead Governor.</p>

	<p>Mr Barry drew attention the Governors' Annual Report 2016/17, copies of which were available to all meeting attendees, and made specific reference to the excellent work undertaken by Governors through the use of a unique £20k Service User Improvement Fund. These monies were allocated to Governors by the Trust and allowed them to develop small initiatives and projects for the benefit of service users. He highlighted the C&I Community Choir that was established in 2016 and had proved extremely successful and continued to receive funding for 2017/18. A gardening project and the provision of computer tablets for the use of inpatients were other initiatives that had been supported by the fund.</p> <p>Ms Fullick thanked Mr Barry for his presentation and he received a round of applause.</p>
<p>6.</p>	<p>Questions and Comments from the Floor</p>
<p>6.1</p>	<p>Question 1: <i>(Anonymous)</i></p> <p><i>The Chief Executive was asked her view on the disparity between the pay of executives and that of nursing staff.</i></p> <p>Ms McNab advised that salaries for senior executives were set by a panel of Non-Executive Directors guided by recruitment specialists and market forces. The majority of other staff were paid in line with national 'agenda for change' pay guidelines.</p>
<p>6.2</p>	<p>Question 2: <i>(Ms Ruth Appleton)</i></p> <p><i>Ms Appleton stated that, when a Governor, she had been part of a Homeless Discharge Group and asked what had happened to that team's work.</i></p> <p>Mr Rogers assured her that the group continued to operate, and that an increase in the number of homeless people being treated on Trust wards had been noted. Discussions were also taking place with the Trust's local authorities and related charitable services to establish how such individuals could be better supported.</p> <p>Ms Fullick added that the work of the homeless discharge group was regularly fed back to the Council of Governors. <i>(All council papers are publicly available on the Trust's website.)</i></p>
<p>6.3</p>	<p>Question 3: <i>(Prof Wendy Savage)</i></p> <p><i>Prof Savage advised those present that the Governors' Service User Improvement fund had also supported an on-going women's exercise class at St Pancras Hospital.</i></p> <p>Mr Barry thanked her for reminding him of the project, which he had omitted during his previous presentation.</p>
<p>6.4</p>	<p>Question 4: <i>(Mr Christopher Masson)</i></p> <p><i>Mr Masson raised a concern over the closure of sites hosting community mental health services which were being replaced by one site offering a wider range of services.</i></p> <p>Ms McNab advised that this query was best addressed to the local authority as they had implemented the outlined service changes, after undertaking a public consultation. C&I continued to work with local authorities to support healthcare provision wherever service were located.</p>

